

Nicasio School District

Agenda Item #2

Since 1862

Board of Trustees

Elaine Doss, Board President ~ Daniel Ager, Trustee ~ Mark Burton, Trustee

AGENDA

Regular Meeting of the Nicasio School District Board of Trustees

Thursday, February 4, 2021 5pm

5555 Nicasio Valley Road, California

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

1. Opening Business

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

2. Approval and Adoption of Open Session Agenda (*Board President Doss*)

3. Reports

- a. Trustee/Superintendent/Principal Announcements
- b. Water System Update (*Interim Supt. Neu*)

4. Public Comment

Public Comment is only for items not on the agenda. No formal action will be taken. Board members or district staff may, but are not obligated to, briefly respond to statements made or question posed by the public about items not appearing on the agenda. Designated amount of time to address the Board is limited to three minutes per individual. Concerns about individual employees shall not be discussed in public at school board meetings. Please contact the superintendent with specific concerns.

5. Consent Agenda

- a. Approval of Minutes: December 15, 2020 Annual Organizational Meeting of the Board of Trustees (*Interim Supt. Neu*)
- b. Ratify Warrants Paid: December 2020-January, 2021 (*CBO Bonardi*)
- c. Quarterly Report on Williams Uniform Complaints (Oct.-Dec. 2020) (*Interim Supt. Neu*)
- d. 2020 SARC (*Principal Snekkevik*)
- e. 2020-21 Comprehensive School Safety Plan Update (*Principal Snekkevik*)
- f. 2020-21 Stephen Roatch Accountancy Contract (Year 3 Of 3) (*CBO Bonardi*)
- g. Marin County 2020-21 Annual Statement of Investment Policy (*CBO Bonardi*)

6. Action

- a. Consider Acceptance of 2019-20 Audit (*CBO Bonardi*) Discussion/Action
- b. Consider Approval of 2020-21 Board Meeting Schedule (*Interim Supt. Neu*) Discussion/Action
- c. Consider Approval of 2021-22 Annual Calendar (*Interim Supt. Neu*) Discussion/Action

7. Correspondence

- a. 2020-21 First Interim Review, Kate Lane, Assistant Superintendent, Marin County Office of Education, January 14, 2021

8. Conclusion

- a. Agenda items for upcoming Board Agenda
- b. 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. 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.

Nicasio School District

Since 1862

Board of Trustees

Elaine Doss, *Board President* ~ Daniel Ager, *Trustee* ~ Mark Burton, *Trustee*

MINUTES

Annual Organizational Meeting of the Nicasio School District Board of Trustees

Tuesday, December 15, 2020 5pm

5555 Nicasio Valley Road, California

This meeting was held via videoconference pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020.

1. Opening Business

- a. Call to Order at 5:04pm
- b. Roll Call *Present (via videoconference)*: **Trustees Elaine Doss, Mark Burton, Michelle Rutledge and Daniel Ager** *Also in attendance (via videoconference)*: **Interim Superintendent Nancy Neu, Principal Barbara Snekkevik, Chief Business Officer Margie Bonardi, District Secretary Mikki McIntyre and Marin County Superintendent of Schools Mary Jane Burke**
- c. Patriotic Moment in recognition of the truly peaceful "transfer of power" from Trustee Rutledge to Trustee Ager.

2. Approval and Adoption of Open Session Agenda

Action: M/S: Burton/Doss to approve and adopt Agenda Vote: 3/0 Ayes: Doss, Burton and Rutledge; Noes: None

3. Reports

a. **Trustee/Superintendent/Principal Announcements**

- Interim Sup. Neu reported the following:
 - Last week, the countywide superintendents group met with Drs. Willis and Santora. Information from the meeting is posted on the MCOE website. The biggest area of concern for Marin County is the equity health index, with Novato being the area that has seen the greatest rise in Covid-19 cases.
 - The county has moved back into the purple tier, which has prompted another stay-at-home order. The state now mandates that kids playing on sports teams must wear masks for all outdoor sports other than swimming.
 - Next week, Marin County will be one of two counties in the state to begin pilot testing for the Covid-19 antigen.
 - Dr. Willis said it is unlikely the county will move out of the purple tier in time for secondary schools to re-open on January 4.
 - If the county remains in the purple tier, guidelines will change to require staff testing once per week. If it moves to red, testing will be every other week. This is a reassurance tool to make the community feel safer. Testing by Curative Labs is being set up in six locations countywide and will be open five days per week.

- The three changes for the 30-point School guidelines of the Site Specific Protection Plan (SSSPP) are: 1) monthly testing of staff; 2) assess indoor air quality; and 3) all students will need to wear masks, but students and staff can take brief mask breaks.
- Eighty-eight percent of Marin County schools are open with at least one program or more. There has been very little transmission in the schools. If a school is already open before the latest shutdown, it can stay open.
- Principal Snekkevik presented her report as follows:
 - The SSSPP will be revised as noted by Interim Supt. Neu.
 - A letter was sent to all families regarding the stay-at-home order, new guidelines about quarantining after high risk activities, and the county's latest Covid19 exposure decision tree.

b. Water System Update

- SWRCB Citation No. 02_18_20C_090 Disinfection Byproducts Maximum Contaminant Level Violation for First and Second Quarter 2020 *Information:* Interim Supt. Neu and Principal Snekkevik described the citation as one of several in recent years that have resulted from extensive contact time with chlorine during the water purification process that should be resolved once the district receives approval and funding from the state to upgrade the drinking water filtration system.

4. Governance

- a. Oath of Office for Incoming Trustee Daniel Ager *Discussion:* MCOE Supt. Burke thanked Trustee Rutledge for her service and for her common sense approach to district governance. She also expressed appreciation to Trustees Burton and Doss and the District's administrative team and staff for their contributions to students and their families. She noted that vaccinations are coming in January, thus providing an opportunity for all educators in Marin to get vaccinated. Supt. Burke welcomed Trustee Ager to the governance team, thanked him for his willingness to serve, and administered the Oath of Office to him. She noted that these are interesting times and encouraged the trustees to consider opportunities for more collaboration with other districts in the future.
- b. Annual Organizational Meeting of the Board of Trustees in Accordance with Ed. Code #35143
- Election of Officers to the Board of Trustees
Action: **M/S: Burton/Doss** to elect Elaine Doss, President; Mark Burton, Clerk; and Daniel Ager, MCSBA **Vote: 3/0** Ayes: Doss, Burton, Ager; Noes: None
 - Establish Regular Board of Trustees Meeting Schedule
There was no action: Item tabled until February 4, 2021 meeting when a draft schedule will be presented.
- c. Recognition of Outgoing Trustee Michelle Rutledge *Discussion:* Interim Supt. Neu welcomed Trustee Ager to the Board. She then thanked Michelle Rutledge for being an outstanding, top-notch Board president and trustee. She said Michelle's insight and support have been invaluable. Noting that the job is much more of a commitment than most people realize, Interim Supt. Neu said Michelle has always been thoughtful and professional in her role on the Board. Trustee Burton commended Michelle for her hard work on updating board policies. Principal Snekkevik said Michelle has been a constant source of support from the moment she interviewed for her job as principal. She thanked Michelle for always being willing to step in and help. Michelle was presented with a gift of appreciation, a painting by Nicasio School Art Specialist Janis Yerington.

5. **Public Comment** *There were no public comments.*

6. **Consent Agenda**

- a. Approval of Minutes: November 5, 2020 Regular Meeting of the Board of Trustees
- b. Ratify Warrants Paid: November, 2020
- c. Approve Interdistrict Transfer Request into Nicasio School District for 2020-21
 - IDT# 20-21-17
- d. Personnel Action

Action: M/S: Burton/Doss to approve Consent Agenda **Vote: 3/0** Ayes: Doss, Burton and Ager; Noes: None

7. **Action**

- a. Consider Approval of 2020-21 First Interim Report *Discussion:* CBO Bonardi presented her report. Overall revenues increased by over \$44,000, including approximately \$18,000 in federal learning loss mitigation funds to offset the impact of Covid-19. Those funds were used for student Chromebooks, staff laptops and other devices, PPE equipment, and substitute janitorial staff for Covid-19 cleaning. The District is not deficit spending at this time. The District has a healthy reserve of 38%, which should help weather anticipated reductions in state and federal programs over the next two years. The District also has a parcel tax reserve of \$45,000 due to a salary savings. That total may grow to \$90,000 next year. The District can determine how to use those funds where needed most if there is a reduction in funding from NS Foundation. It is anticipated that the District will enter salary negotiations with teachers for 2019-20 and 2020-21. Interim Supt. Neu will meet with CBO Bonardi after the New Year to discuss what the District can recommend.

Action: M/S: Burton/Doss to approve 2020-21 First Interim Report **Vote: 3/0** Ayes: Doss, Burton and Ager; Noes: None

- b. Consider Approval of Revised LCFF Budget Overview for Parents *Discussion:* CBO Bonardi said this revised budget overview for parents is an LCAP- related item even though there was no LCAP this year. It highlights what the District is spending to address the needs of students who are distance learning.

Action: M/S: Burton/Doss to approve Revised LCFF Budget Overview for Parents **Vote: 3/0** Ayes: Doss, Burton and Ager; Noes: None

- c. Consider Approval of Revised 2020-21 Learning Continuity and Attendance Plan *Discussion:* Principal Snekkevik said the revised plan resulted from technical changes that needed to be made to the plan approved by the Board in September. Interim Supt. Neu commended Principal Snekkevik for doing an exceptional job on the plan.

Action: M/S: Burton/Doss to approve Revised 2020-21 Learning Continuity and Attendance Plan **Vote: 3/0** Ayes: Doss, Burton and Ager; Noes: None

- d. Consider Approval of Capacities for Interdistrict Transfer Attendance into Nicasio School District for 2021-22 *Discussion:* Interim Supt. Neu said Principal Snekkevik consulted with staff to confirm agreement on classroom capacities for purposes of interdistrict transfer. She said BP/AR 5117 is the District's guiding document when considering IDT requests.

Action: M/S: Burton/Doss to approve maintaining current capacities for interdistrict transfers in 2021-22. **Vote: 3/0** Ayes: Doss, Burton and Ager; Noes: None

8. **Conclusion**

a. Agenda items for upcoming Board Agenda

- SARC
- 2021-22 Board Meeting Schedule
- Water Update
- School Safety
- 2021-22 Annual Calendar
- Williams Report

b. Adjournment

Action: M/S: Burton/Doss to adjourn meeting at **6:37pm** pm **Vote: 3/0** Ayes: Doss, Burton, Ager; Noes: None

Respectfully Submitted,

Mikki McIntyre

☐ Unadopted ☐ Adopted

Mark Burton, Board Clerk

Nicasio School District

Since 1862

Board of Trustees

Elaine Doss, *Board President* ~ Daniel Ager, *Trustee* ~ Mark Burton, *Trustee*

To: Nicasio School District Board of Trustees
From: Margie Bonardi, CBO
Date: February 4, 2021
Re: Approval of Warrants

Objective: To approve monthly warrants

Background: Warrants are processed monthly and reflect expenditures for Nicasio School and District. Payments (warrants) include: employee payroll, district operations, safety, instructional materials, supplies, and state and county required expenditures.

Funding Source/Cost: All Funding Sources- through January 2021 Batch total: \$ 56,956.72
Batches: (22 through 26)

Recommendation: Staff recommends approval of Warrants.

APY250 L.00.06

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 01/27/2021

01/27/21 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0026 GF 01/27/21
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20283946	000922/	AMERIGAS				
		PO-210004	1. 01-0000-0-5505.00-0000-8200-000-000-000	3116916916		1,896.00
			WARRANT TOTAL			\$1,896.00
20283947	000568/	AT&T				
		PO-210005	1. 01-0000-0-5970.00-0000-2700-000-000-000	000015901547		97.12
			WARRANT TOTAL			\$97.12
20283948	001416/	MARGIE BONARDI				
		FV-210056	01-0000-0-4300.00-0000-7300-000-000-000	REIMB CBO PRINTER INK		28.74
			WARRANT TOTAL			\$28.74
20283949	001461/	GREAT AMERICAN FINANCIAL CORP				
		PO-210039	1. 01-0000-0-5840.00-0000-2700-000-000-050	28556864		202.43
			WARRANT TOTAL			\$202.43
20283950	000567/	NICASIO REVOLVING CASH				
		RC-210002	01-0000-0-5960.00-0000-2700-000-000-000	RC REIMB		22.80
			01-0000-0-5960.00-0000-2700-000-000-000	RC REIMB		7.75
			01-0000-0-5960.00-0000-2700-000-000-000	RC REIMB		70.00
			01-0000-0-5960.00-0000-2700-000-000-000	RC REIMB		110.00
			WARRANT TOTAL			\$210.55
20283951	001323/	NORTH BAY TAXI				
		PO-210142	1. 01-6500-0-5840.00-5770-3600-000-707-000	Inv # 1103 November 2021		1,960.00
			1. 01-6500-0-5840.00-5770-3600-000-707-000	Inv 1201 December 2021		1,960.00
			WARRANT TOTAL			\$3,920.00
20283952	000012/	P G & E				
		PO-210014	1. 01-0000-0-5510.00-0000-8200-000-000-000	8516765363		764.60
			WARRANT TOTAL			\$764.60
20283953	001272/	RAUL SALDANA				
		PO-210035	1. 01-0000-0-5840.00-0000-8200-000-000-000	JANUARY 2021 PAYMENT		400.00
			WARRANT TOTAL			\$400.00

APY250 L.00.06

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 01/27/2021

01/27/21 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0026 GF 01/27/21
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20283954	001260/	SILYCO				
	PO-210037	1.	01-5830-0-5849.00-1110-1010-000-000-000	JANUARY 2021 PAYMENT		800.00
			WARRANT TOTAL			\$800.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	9	TOTAL AMOUNT OF CHECKS:	\$8,319.44*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	9	TOTAL AMOUNT:	\$8,319.44*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	9	TOTAL AMOUNT OF CHECKS:	\$8,319.44*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	9	TOTAL AMOUNT:	\$8,319.44*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	9	TOTAL AMOUNT OF CHECKS:	\$8,319.44*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	9	TOTAL AMOUNT:	\$8,319.44*

APY250 L.00.06

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 01/20/2021

01/27/21 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0025 GF 01/20/21
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20283381	000199/	APPLE INC				
	PO-210153	1.	01-5830-0-4410.00-1110-1010-000-000-000	AE12502166		1,339.57
		2.	01-7420-0-4410.00-1110-1010-000-000-911	AE12502166		2,086.97
			WARRANT TOTAL			\$3,426.54
20283382	000568/	AT&T				
	PO-210005	1.	01-0000-0-5970.00-0000-2700-000-000-000	000015761651		95.55
			WARRANT TOTAL			\$95.55
20283383	001341/	COMMON SENSE BUSINESS SOLUTION				
	PO-210025	1.	01-0000-0-5840.00-0000-2700-000-000-050	41698		59.12
			WARRANT TOTAL			\$59.12
20283384	001449/	INYO				
	PO-210016	1.	01-9322-0-5940.00-1110-1010-000-000-000	3200155120C		500.00
			WARRANT TOTAL			\$500.00
20283385	000021/	RECOLOGY				
	PO-210034	1.	01-0000-0-5550.00-0000-8200-000-000-000	19070390		455.97
			WARRANT TOTAL			\$455.97
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:	\$4,537.18*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	5	TOTAL AMOUNT:	\$4,537.18*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:	\$4,537.18*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	5	TOTAL AMOUNT:	\$4,537.18*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:	\$4,537.18*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	5	TOTAL AMOUNT:	\$4,537.18*

APY250 L.00.06

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 01/13/2021

01/27/21 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0024 GF 01/13/21
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20282750	001497/	AMERICAN CLASSICAL LEAGUE				
		PO-210159	1. 01-1100-0-4300.00-1110-1010-000-345-000	26426		90.00
		FV-210053	01-1100-0-4300.00-1110-1010-000-345-000	INV 26426		90.00
		WARRANT TOTAL				\$180.00
20282751	001137/	AMERICAN TIME & SIGNAL COMPANY				
		FV-210054	01-1100-0-4300.00-1110-1010-000-000-000	CLOCK PO 210156		321.37
		WARRANT TOTAL				\$321.37
20282752	001162/	CDW GOVERNMENT INC				
		PO-210121	1. 01-3220-0-4410.00-1110-1010-000-000-911	5825681		6,053.75
		WARRANT TOTAL				\$6,053.75
20282753	001149/	MARIN COUNTY OFFICE OF ED				
		PO-210010	2. 01-0000-0-5840.00-0000-2700-000-000-000	994.23		994.23
			1. 01-0000-0-5840.00-0000-7200-000-000-000	INV # 210217		18,000.00
		WARRANT TOTAL				\$18,994.23
20282754	000019/	MCGRAW HILL EDUCATION INC				
		PO-210154	1. 01-9040-0-4100.00-1110-1010-000-000-000	115600224001		36.83
		WARRANT TOTAL				\$36.83
20282755	000024/	STATE OF CALIFORNIA				
		FV-210055	01-0000-0-9515.00-0000-0000-000-000-000	EDD 4TH QT		61.32
		WARRANT TOTAL				\$61.32
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$25,647.50*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$25,647.50*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$25,647.50*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$25,647.50*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$25,647.50*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$25,647.50*

APY250 L.00.06

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 01/06/2021

01/27/21 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0023 GF 01/06/21
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP			DESCRIPTION	
20282125	001422/	AAERO HEATING & SHEET METAL IN				
		PV-210051	01-0000-0-5610.00-0000-8100-000-000-000		HEATER REPAIRS INV 94249	265.00
			WARRANT TOTAL			\$265.00
20282126	001204/	ADT COMMERCIAL				
		PO-210033	1. 01-0000-0-5620.00-0000-8300-000-000-000		137721115	106.99
			WARRANT TOTAL			\$106.99
20282127	000922/	AMERIGAS				
		PO-210004	1. 01-0000-0-5505.00-0000-8200-000-000-000		3115459322	1,527.54
			WARRANT TOTAL			\$1,527.54
20282128	001162/	CDW GOVERNMENT INC				
		PO-210121	1. 01-3220-0-4410.00-1110-1010-000-000-911		2467152	650.00
			WARRANT TOTAL			\$650.00
20282129	001461/	GREAT AMERICAN FINANCIAL CORP				
		PO-210039	1. 01-0000-0-5840.00-0000-2700-000-000-050		28374553	174.28
			WARRANT TOTAL			\$174.28
20282130	000807/	JERRY & DON'S PUMP & WELL				
		PO-210017	1. 01-0000-0-5535.00-0000-8200-000-000-000		0145156-IN	1,094.33
			WARRANT TOTAL			\$1,094.33
20282131	001149/	MARIN COUNTY OFFICE OF ED				
		PV-210050	01-0000-0-9521.00-0000-0000-000-000-000		M WILLIAMS COBRA VISION	11.34
			01-0000-0-9526.00-0000-0000-000-000-000		KLEIN KAISER, WARE ANTHEM BC	1,769.00
			01-0000-0-9529.00-0000-0000-000-000-000		MCINTYRE, WARE, KLEIN VISION	62.79
			WARRANT TOTAL			\$1,843.13
20282132	000019/	MCGRAW HILL EDUCATION INC				
		PO-210154	1. 01-9040-0-4100.00-1110-1010-000-000-000		115616573001	489.33
			WARRANT TOTAL			\$489.33
20282133	000007/	OFFICE DEPOT				
		PO-210155	1. 01-0000-0-4300.00-0000-2700-000-000-000		141741546001	93.22

APY250 L.00.06

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 01/06/2021

01/27/21 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0023 GF 01/06/21
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
		2.	01-1100-0-4300.00-1110-1010-000-000-000	141741546001		185.72
			WARRANT TOTAL			\$278.94
20282134	000012/	P G & E				
	PO-210014	1.	01-0000-0-5510.00-0000-8200-000-000-000	8516765363-4		718.97
		1.	01-0000-0-5510.00-0000-8200-000-000-000	4964672870-6		398.67
			WARRANT TOTAL			\$1,117.64
20282135	001397/	PAUL DOLCINI SEWER SERVICE				
	PV-210052		01-0000-0-5610.00-0000-8100-000-000-000	HEATING REPAIR		1,982.12
			WARRANT TOTAL			\$1,982.12
20282136	001486/	RANCHO NICASIO LLC				
	PV-210049		01-0000-0-4300.00-0000-3700-000-000-000	DEC 2020 14 DAYS LUNCHES		1,683.50
			WARRANT TOTAL			\$1,683.50
20282137	001185/	STEPHEN ROATCH ACCOUNTANCY COR				
	PO-210038	1.	01-0000-0-5809.00-0000-7191-000-000-000	PROGRESS BILLING #3		5,400.00
			WARRANT TOTAL			\$5,400.00
20282138	001303/	SWRCB ACCOUNTING OFFICE				
	PO-210007	1.	01-0000-0-5839.00-0000-8200-000-000-000	SM-1029083		502.00
			WARRANT TOTAL			\$502.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	14	TOTAL AMOUNT OF CHECKS:	\$17,114.80*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	14	TOTAL AMOUNT:	\$17,114.80*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	14	TOTAL AMOUNT OF CHECKS:	\$17,114.80*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	14	TOTAL AMOUNT:	\$17,114.80*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	14	TOTAL AMOUNT OF CHECKS:	\$17,114.80*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	14	TOTAL AMOUNT:	\$17,114.80*

APY250 L.00.06

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 12/16/2020

01/27/21 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0022 GF 12/16/20
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20281433	000199/	APPLE INC				
		PO-210153	1. 01-5830-0-4410.00-1110-1010-000-000	AD34568735		747.39
			WARRANT TOTAL			\$747.39
20281434	001341/	COMMON SENSE BUSINESS SOLUTION				
		PO-210025	1. 01-0000-0-5840.00-0000-2700-000-000-050	40832		92.39
			WARRANT TOTAL			\$92.39
20281435	001335/	CON E SOLUTIONS				
		PO-210026	1. 01-0000-0-5840.00-0000-2700-000-000-000	NSD		243.75
			WARRANT TOTAL			\$243.75
20281436	001449/	INYO				
		PO-210016	1. 01-9322-0-5940.00-1110-1010-000-000-000	32001551208 DEC 2020 SERVICE		500.00
			WARRANT TOTAL			\$500.00
20281437	000807/	JERRY & DON'S PUMP & WELL				
		PO-210017	1. 01-0000-0-5535.00-0000-8200-000-000-000	0144509-IN		1,294.41
		PV-210048	01-0000-0-5610.00-0000-8100-000-000-000	REPAIR TO WELL; GAUGE		195.52
			WARRANT TOTAL			\$1,489.93
20281438	001312/	JUDITH KIRKLAND				
		PV-210044	01-0000-0-5960.00-0000-2700-000-000-000	REIMB POSTAGE		7.60
			WARRANT TOTAL			\$7.60
20281439	001149/	MARIN COUNTY OFFICE OF ED				
		PV-210045	01-0000-0-9521.00-0000-0000-000-000-000	M WILLIAMS VISION COBRA		11.34
			01-0000-0-9526.00-0000-0000-000-000-000	KILEIN KAISER, WARE BLUE CROSS		1,769.00
			01-0000-0-9529.00-0000-0000-000-000-000	KLEIN, WARE, MCCINTYRE VISION		62.79
			WARRANT TOTAL			\$1,843.13
20281440	000276/	MARIN SCHOOLS INSURANCE				
		PV-210046	01-0000-0-9521.00-0000-0000-000-000-000	NOV/DEC M WILLIAMS COBRA @ 69.		139.18
			01-0000-0-9528.00-0000-0000-000-000-000	NOV D WARE, MMCINTYRE, E KLEIN		390.72
			01-0000-0-9528.00-0000-0000-000-000-000	DEC D WARE, MMINTYRE, E KLEIN		390.72

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0022 GF 12/16/20
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		AMOUNT
WARRANT TOTAL						\$920.62
20281441	001486/	RANCHO NICASIO LLC				
	PV-210047		01-0000-0-4300.00-0000-3700-000-000-000	15 DAYS MEALS/MILD REPLACEMENT		1,839.75
WARRANT TOTAL						\$1,839.75
20281442	000021/	RECOLOGY				
	PO-210034	1.	01-0000-0-5550.00-0000-8200-000-000-000	186227466		455.97
WARRANT TOTAL						\$455.97
20281443	001272/	RAUL SALDANA				
	PO-210035	1.	01-0000-0-5840.00-0000-8200-000-000-000	DECEMBER 2020 PAYMENT		400.00
WARRANT TOTAL						\$400.00
20281444	001424/	SHRED-IT USA				
	PO-210140	1.	01-0000-0-5840.00-0000-2700-000-000-000	8180737389		316.71
WARRANT TOTAL						\$316.71
20281445	001260/	SILYCO				
	PO-210037	2.	01-0000-0-5849.00-0000-2700-000-000-000	DECEMBER 2020 PAYMENT		800.00
WARRANT TOTAL						\$800.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	13	TOTAL AMOUNT OF CHECKS:	\$9,657.24*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	13	TOTAL AMOUNT:	\$9,657.24*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	13	TOTAL AMOUNT OF CHECKS:	\$9,657.24*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
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			TOTAL PAYMENTS:	13	TOTAL AMOUNT:	\$9,657.24*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	13	TOTAL AMOUNT OF CHECKS:	\$9,657.24*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	13	TOTAL AMOUNT:	\$9,657.24*

Nicasio School

School Accountability Report Card

Reported Using Data from the 2019-2020 School Year

Published During 2020-2021

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or the LCAP, see the CDE LCFF webpage at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

About This School

School Contact Information (School Year 2020-2021)

Entity	Contact Information
School Name	Nicasio School
Street	5555 Nicasio Valley Road
City, State, Zip	Nicasio, CA 94946
Phone Number	415.662.2184
Principal	Barbara Snekkevik
Email Address	bsnekkevik@nicasioschool.org
Website	http://www.nicasioschool.org/
County-District-School (CDS) Code	21654096024483

District Contact Information (School Year 2020-2021)

Entity	Contact Information
District Name	Nicasio School District
Phone Number	415.662.2184
Superintendent	Nancy Neu
Email Address	nneu@marinschools.org
Website	http://www.nicasioschool.org/

School Description and Mission Statement (School Year 2020-2021)**OVERVIEW**

Nicasio School serves approximately 40 students in grades K-8. Students learn in multi-grade classrooms with highly skilled teachers and support staff who prepare them for transition to high school and life outside of Nicasio's rural community. While many graduating 8th graders attend Sir Francis Drake High School in San Anselmo, many others attend private high schools in Marin County and San Francisco.

Nestled in the heart of Marin County, California, Nicasio School is one of the few remaining single-school public school districts in Marin. The district itself was established in 1862 with the first Nicasio schoolhouse constructed in 1867.

Nicasio School has changed dramatically since the late 1800s. Thanks to voters supporting a \$2.4 million school bond in 1999, today's campus is comprised of modern, state-of-the-art facilities. In addition to large classrooms, students at Nicasio School have access to the school's library, art room, up-to-date technology, and a multi-purpose room equipped with a stage and full kitchen. The Nicasio School Foundation supplies funds to provide enrichment programs school-wide such as visual arts, in addition to supporting required curriculum, such as physical education. Having the advantage of a rural environment, students also enjoy working in the school's organic garden with support from their teachers along with parent and community volunteers.

VISION STATEMENT

Nicasio School prepares students to excel in high school and in life by attracting and maintaining outstanding teachers who deliver a stimulating curriculum through innovative instructional methods. Working with parents and the community, we support all students in reaching their full potential academically, physically, and emotionally by providing a safe and nurturing environment.

MISSION STATEMENT

Benefiting from its unique rural setting, strong sense of community and distinguished history, Nicasio School will educate children to value learning, act with integrity, live a healthful life, and participate as responsible citizens both globally and locally.

Student Enrollment by Grade Level (School Year 2019-2020)

Grade Level	Number of Students
Kindergarten	4
Grade 1	1
Grade 2	8
Grade 3	4
Grade 4	5
Grade 5	3
Grade 6	5
Grade 7	4
Grade 8	4
Total Enrollment	38

Student Enrollment by Student Group (School Year 2019-2020)

Student Group	Percent of Total Enrollment
Asian	2.6
Filipino	5.3
Hispanic or Latino	52.6
White	31.6
Two or More Races	7.9
Socioeconomically Disadvantaged	26.3
English Learners	34.2
Students with Disabilities	13.2
Homeless	

A. Conditions of Learning**State Priority: Basic**

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Teacher Credentials

Teachers	School 2018-19	School 2019-20	School 2020-21	District 2020-21
With Full Credential	4	4	3	3
Without Full Credential	0	0	0	0
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Indicator	2018-19	2019-20	2020-21
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments*	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

*Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2020-2021)

Year and month in which data were collected: December 2020

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	<p>Grades K-5: Reading Wonders, McGraw Hill, © 2014, 2017</p> <p>These materials were selected from the most recent list of standards-based materials adopted by the State Board of Education (SBE) in November 2015.</p> <p>Grades 6-8: Study Sync, McGraw Hill, Board adopted November 2019; Literature Units of Study (teacher-developed)</p> <p>Grades K-8: Lucy Calkin's Units of Study in Opinion/Argument, Information, and Narrative Writing, Heinemann © 2014*</p>	Yes	0.0%
Mathematics	<p>Grades K-5: My Math, California Edition, McGraw Hill © 2013</p> <p>Grades 6-8: Glencoe Math Course 1, 2 and 3, McGraw Hill © 2015</p> <p>These materials were selected from the most recent list of standards-based materials adopted by the State Board of Education (SBE) in January 2014.</p>	Yes	0.0 %
Science	<p>Grades K-5: Full Option Science System (FOSS), California Edition, Delta Education © 2007</p> <p>Grades 6-8: Focus on Earth, Life and Physical Science, CPO Science © 2007</p> <p>During 2019-20 and 2020-21 school years, the district is piloting adoption options based on the updated list of standards-based materials for adoption released by the State Board of Education (SBE) in November 2018. A formal adoption of instructional materials is anticipated for Spring 2021.</p>	No	0.0%

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
History-Social Science	<p>Grades K-5: Scott Foresman History-Social Science for California, Pearson Scott Foresman, © 2006</p> <p>Grades 6-8: History Alive!, TCI, © 2002</p> <p>These textbook programs are included on the most recent adoption list for California. However, the versions used at the district are prior copyright editions. The content standards for history-social science in California did not change between editions. As such, the district did not see a benefit to spending limited funds on purchasing a newer edition when the prior edition is already aligned to current learning standards and is meeting the needs of teachers and students.</p> <p>Teachers received training in the updated History-Social Science Framework updated by CDE in 2016. The district will investigate purchasing updated core and supplemental material based on the requirements of the updated Framework.</p>	No	0.0 %
Foreign Language	<p>Grades 6-8: ¿Así se dice? Spanish (CA) Levels 1A and 1B, McGraw Hill, © 2016</p> <p>The district purchased updated textbooks in December 2018.</p>	Yes	0.0 %

Note: Cells with N/A values do not require data.

School Facility Conditions and Planned Improvements

The administrative team ensures that the school's facilities are clean, safe, and in good working order on a regular basis. Annually, a facility inspection is conducted by the administrative team using a facility survey template developed by the State of California Office of Public School Construction. In addition, a representative from Keenan Insurance completes a walk-through each spring and provides his/her findings to the district office. The Marin County Fire Department also completes an annual inspection. From these three reports, the administrative team develops and prioritizes a list of action items.

Much of the Nicasio School campus was constructed in 2000 with pre-existing buildings receiving a full remodel at the same time. As such, the various buildings are in good condition both inside and out.

Recent facility improvements include:

- Installation of MERV-13 air filters in all buildings

School Facility Good Repair Status

Using the **most recently collected** FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: January 2021

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	Windows in two classrooms were determined to be "deficient" due to small cracks/drafts that do not pose immediate threat to student safety. Repair/replacement of these panes will be scheduled as soon as possible in Spring 2021.
Overall Rating	Good	

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in ELA and Mathematics for All Students

Grades Three through Eight and Grade Eleven

Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2018-19	School 2019-20	District 2018-19	District 2019-20	State 2018-19	State 2019-20
English Language Arts/Literacy (grades 3-8 and 11)	70	N/A	70	N/A	50	N/A
Mathematics (grades 3-8 and 11)	57	N/A	57	N/A	39	N/A

Note: Cells with N/A values do not require data.

Note: The 2019-2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019-2020 school year.

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group

Grades Three through Eight and Grade Eleven (School Year 2019-2020)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019-2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019-2020 school year.

CAASPP Test Results in Mathematics by Student Group Grades Three through Eight and Grade Eleven (School Year 2019-2020)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019-2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019-2020 school year.

CAASPP Test Results in Science for All Students

Grades Five, Eight, and High School

Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2018-19	School 2019-20	District 2018-19	District 2019-20	State 2018-19	State 2019-20
Science (grades 5, 8 and high school)	--	N/A	--	N/A	30	N/A

Note: Cells with N/A values do not require data.

Note: The 2019-2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019-2020 school year.

Note: The new California Science Test (CAST) was first administered operationally in the 2018-2019 school year.

CAASPP Test Results in Science by Student Group

Grades Three through Eight and Grade Eleven (School Year 2019-2020)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019-2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019-2020 school year.

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2019-2020)

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
5	N/A	N/A	N/A
7	N/A	N/A	N/A
9	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-56-20 was issued which waived the requirement to administer the physical fitness performance test for the 2019–2020 school year.

C. Engagement**State Priority: Parental Involvement**

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site

Opportunities for Parental Involvement (School Year 2020-2021)

Nicasio School provides for the involvement of parents and community through a variety of opportunities. Due to the COVID-19 pandemic, visitors and volunteers are not permitted on campus during the 2020-21 school year. However, parents participate in various volunteer jobs that do not require a physical presence on campus, which include assisting with virtual learning as coordinated by the classroom teacher, organizing a weekly food pantry for families experiencing food instability, and participating in virtual parent committee meetings (LCAP Parent Advisory, School Site-Specific Protection Plan committee). Principal's Chats are held monthly and provide a forum for parents to gain information about academic and extracurricular programs and events, as well as encourage community-building and family engagement. Parents also volunteer through Parent Club and Nicasio School Foundation (www.nicasioschoolfoundation.org), which sponsors several fundraising activities throughout the year. Funds raised provide a number of enrichment programs school-wide such as visual arts, in addition to supporting required curriculum, such as physical education. Supplemental supplies and materials as well as campus maintenance are also generously donated by parents in the community.

Parents are invited and encouraged to participate in a school climate survey on an annual basis. In addition, a Parent Advisory Committee is formed annually to provide feedback for the development of the Local Control Accountability Plan (LCAP). Their input provides the administrative team and school board with valuable information that helps drive decisions related to curriculum, enrichment programs, student support programs, issues related to school climate, school grounds, etc.

Critical information is communicated to parents in a variety of ways such as school and district electronic newsletters (print versions available as necessary), website postings, email, text messages and telephone (voicemail). Our school parent liaison facilitates the inclusion of our Spanish-speaking families through outreach and as well as providing all school communication in Spanish.

State Priority: Pupil Engagement

The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates; and
- High school graduation rates.

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2016-17	School 2017-18	School 2018-19	District 2016-17	District 2017-18	District 2018-19	State 2016-17	State 2017-18	State 2018-19
Dropout Rate									
Graduation Rate							82.7	83	84.5

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

(data collected between July through June, each full school year respectively)

Rate	School 2017-18	School 2018-19	District 2017-18	District 2018-19	State 2017-18	State 2018-19
Suspensions	0.0	0.0	0.0	0.0	3.5	3.5
Expulsions	0.0	0.0	0.0	0.0	0.1	0.1

Suspensions and Expulsions for School Year 2019-2020 Only

(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019-20	District 2019-20	State 2019-20
Suspensions	0	0	
Expulsions	0	0	

Note: The 2019-2020 suspensions and expulsions rate data are not comparable to prior year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to prior years.

School Safety Plan (School Year 2020-2021)

In September 2020, a staff review of the Nicasio School District Comprehensive School Safety Plan was conducted and reported to the Marin County Board of Education. The comprehensive Nicasio School Emergency Management Plan is a personalized version of the plan developed by Marin County Office of Education. This plan, which addresses mitigation, preparedness, and response and recovery is located in the school office and available to all teachers and staff as a resource. This plan was reviewed with school faculty in September 2020.

In the 2017-18 school year, Nicasio School adopted a new Emergency Communication System, School Messenger, that allows school administration to rapidly communicate with staff and families in the event of an emergency via phone call, text message and email. This system is tested annually in October. In addition, Nicasio School District has been included in the county-wide Marin Emergency Radio Authority network. The district has purchased and been trained in the operation of the disaster radio and participates in regularly scheduled drills.

Emergency backpacks and 72-hour shelter-in-place kits are located throughout the campus in: all classrooms, the library, the multi-purpose room and the school office. Each emergency backpack comes equipped with: a first aid kit, first aid procedures, the master schedule, student roster, an emergency contact tree, and directions for emergency situations (fire, earthquake, lockdown, etc.).

At the start of each school year, emergency backpacks are inspected and updated. Periodic updates are made throughout the year with changes in student enrollment, the master schedule, etc.

All doors throughout the campus have been equipped with interior lockdown levers that allow teachers and staff to secure themselves inside the buildings behind locked doors without having to step outside to lock them.

Emergency drills (fire, earthquake, lockdown, emergency student release) are practiced by teachers, staff and students on a monthly basis. Local law enforcement is invited to participate in drills and provide feedback. Teachers and staff review and update procedures and outcomes from practice drills during monthly staff meetings.

Teachers and staff receive CPR and First Aid training on a biennial basis and were last trained in October 2018.

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2017-18 Average Class Size	2017-18 # of Classes* Size 1-20	2017-18 # of Classes* Size 21-32	2017-18 # of Classes* Size 33+	2018-19 Average Class Size	2018-19 # of Classes* Size 1-20	2018-19 # of Classes* Size 21-32	2018-19 # of Classes* Size 33+	2019-20 Average Class Size	2019-20 # of Classes* Size 1-20	2019-20 # of Classes* Size 21-32	2019-20 # of Classes* Size 33+
K	15	1										
5	14	1			15	1						
6									5	1		
Other**					15	1			13	2		

*Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Ratio of Pupils to Academic Counselor (School Year 2019-2020)

Title	Ratio
Academic Counselors*	0

*One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2018-2019)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	23,417	9,367	14,050	78,906
District	N/A	N/A	16,425	78,906
Percent Difference - School Site and District	N/A	N/A	-15.6	0.0

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
State	N/A	N/A	\$7,750	\$71,448
Percent Difference - School Site and State	N/A	N/A	57.8	9.9

Note: Cells with N/A values do not require data.

Types of Services Funded (Fiscal Year 2019-2020)

All student programs and services take place within the regular school day. General education services are provided to students in grades K-8. In addition to providing academic curriculum in all core subject areas, enrichment classes such as visual arts, Spanish and physical education are offered weekly and are generously funded by the Nicasio School Foundation.

Special education services (resource specialist, speech and language specialist, psychologist) are supported on the school's campus by part-time personnel assigned by the Marin County Office of Education. The district also contracts with outside agencies/individuals for additional services in counseling and occupational therapy as needed. For students who have special needs that exceed the available services/programs provided on campus, the district arranges for the appropriate placement, services, and transportation to other schools (public and non public) outside the district.

Students designated as English Language Learners receive integrated English language instruction from their classroom teacher during the school day as well as designated English language instruction as part of the school's Learning Center program.

Teacher and Administrative Salaries (Fiscal Year 2018-2019)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary		\$46,965
Mid-Range Teacher Salary		\$67,638
Highest Teacher Salary		\$88,785
Average Principal Salary (Elementary)		\$112,524
Average Principal Salary (Middle)		\$117,471
Average Principal Salary (High)		
Superintendent Salary		\$128,853
Percent of Budget for Teacher Salaries	21.0	30.0
Percent of Budget for Administrative Salaries	6.0	6.0

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.

Professional Development (Most Recent Three Years)

Measure	2018-19	2019-20	2020-21
Number of school days dedicated to Staff Development and Continuous Improvement	3	3	3

Teachers and staff participate in professional development activities primarily by three methods:

1) Off campus workshops, conferences, etc. The majority of off-campus opportunities take place at or through Marin County Office of Education. The focus of these workshops depends on the individual areas of interest and need of teachers and staff, which are determined by surveys, observations, and performance evaluations and state adoption cycles. Due to the COVID-19 pandemic, these workshops were held virtually during the 2020-21 school year.

2) On campus workshops scheduled during the District's three annual professional development days. Workshops generally focus on curriculum/instruction, social/emotional learning for students and emergency/safety preparedness. Some workshops are organized and presented by employees while others are led by outside organizations (e.g., Restorative Practices, on-line learning and digital resources). In addition, the district's Data Inquiry Team meets three times per year (Fall, Winter, Spring) to analyze student achievement data, with a focus on reading benchmark assessment results.

3) Weekly Professional Learning Community (PLC) meetings on campus. Certificated teachers meet weekly as a group to focus on curriculum, instruction, and data analysis with particular focus on intervention strategies for struggling students. During the 2020-21 school year, particular emphasis was placed on effective remote teaching/learning and strategies for mitigating student learning loss due to the COVID-19 pandemic and subsequent school closure to in-person instruction.

The primary areas of focus for staff development are:

Curriculum development/state adoption cycle

Instructional practices with emphasis on English Language Learners and mitigation of learning loss

Social/Emotional learning for students

Intervention strategies for students at risk

Emergency preparedness and safety

Equity and family engagement

During implementation of new professional development concepts, teachers and staff are supported through peer/colleague collaboration, teacher-principal meetings, and student performance data.

New teachers are provided continuous support through the Marin County New Teacher Induction Program. One teacher participated in 2018-19 and 2019-20 school year.

Nicasio School District Comprehensive School Safety Plan 2020-21

February 2021



What is a safe school?

"Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical and psychological harm. They are characterized by:

- Sensitivity and respect for all individuals (including those of other cultural and ethnic backgrounds);
- An environment of nonviolence;
- Clear behavioral expectations;
- Disciplinary policies that are consistently and fairly administered;
- Students' affiliation and bonding to the school;
- Support and recognition for positive behavior; and
- A sense of community on the school campus.

Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a nice appearance of the campus and classrooms."

*Taken from "Safe Schools: A Planning Guide for Action"
California State Department of Education*

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Comprehensive School Safety Plan Requirement, Process and Timeline 2020-21

Requirement:

SB 187: Comprehensive School Safety Plan

- ◆ School sites develop a Comprehensive School Safety Plan relevant to the needs and resources of the school district.
- ◆ Small school districts with an ADA of 2,501 units may develop a district wide Comprehensive School Safety Plan that is applicable to each school site.
- ◆ Plans must be adopted by September 1, 1998.
- ◆ Comprehensive School Safety Plans must be evaluated and amended as needed on an annual basis.
- ◆ Comprehensive School Safety Plans must be reviewed with school site staff annually.
- ◆ School sites should complete an annual update/evaluation of a Comprehensive School Safety Plan.
- ◆ School sites develop an Action Plan to remedy safety concerns identified.

Process and Timeline:

Nicasio School District designee will review the plan's strengths and weaknesses with their staff and community members on an annual basis. Changes and additions to the plan are to be implemented on the following timeline:

◆ **By September 25, 2020**

Nicasio School District designee reviewed the School Safety Plan and received input from staff to complete the Annual Update/Evaluation Form.

◆ **By October 31, 2020**

Action Plans are developed to address any additional safety concerns described in the Annual Update/Evaluations and corrective action taken to make needed changes.

◆ **By November 22, 2020**

Implementation of any site specific needs and action plans are completed.

Plans, Procedures and Agency Board Policy to Support the Comprehensive School Safety Plan

Child Abuse Reporting Procedures

All school staff actively monitor the safety and welfare of all students. Staff understand their responsibility as childcare custodians and immediately report all cases of known and suspected child abuse. To assure that school staff have adequate training, newly hired teachers sign a statement indicating their completion of child abuse training as part of their employment requirement. School administrators, teachers, classroom assistants, and other classified school employees participate in annual training in child abuse identification and reporting procedures as a part of yearly mandated topics in-service. Written descriptions of reporting requirements and disclosure of employee confidentiality rights are also provided as part of the training and included in all employee handbooks. Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting.

References: Board Policy 4150 Child and Dependent Adult Abuse
Administrative Regulations and Procedures Child and Dependent Adult Abuse
Child Abuse and Dependent Adult Abuse Reporting Requirements

Disaster Procedures, Routine and Emergency

The Nicasio School Emergency Management Plan provides a framework for protecting students, staff, and school facilities and describes the responsibilities of staff members for a wide range of emergency and disaster situations. In the event of a widespread emergency, it is recognized that available government resources may be unable to respond to all requests for assistance. This plan assumes the common standard that a school or classroom site must be self-sufficient for 72 hours.

References: Nicasio School Emergency Management Plan, developed in 2010 and updated annually

Policies Regarding Actions Which Would Lead to Suspension and/or Expulsion

Nicasio School District Special Education programs have policies in place that follow education code mandates regarding suspension and/or expulsion. These procedures ensure that school administrators, resource specialists, psychologists, Special Education and regular education, as well as other school staff, understand the laws that pertain to both regular and Special Education students. A student who has not been expelled and is in need of an educational alternative may access MCOE programs through a district and/or county referral process.

References: Board Policy 5144 Expulsion
Administrative Regulations and Procedures Appeals from Expulsion
Marin Countywide Plan for Expelled Youth

Procedures to Notify Teachers of Dangerous Pupils

Each fall, and throughout the school year, as appropriate, and pursuant to Education Code 49079, all Nicasio School District Special Education staff are provided with a list of enrolled students who have, sometime within the past three years, engaged in or been reasonably suspected of having engaged in one or more activities leading to suspension or expulsion. The following procedure is used in notifying teachers:

1. Lists are provided to each teacher using a memo format. All teachers sign the memo indicating their receipt of the notification.
2. Teachers are advised that by law this information is to be received in confidence and is not to be disseminated to any other person.
3. All signed notification memos are to be returned and filed at the Nicasio School District Office.

California Education Code 48900 identifies acts that make a student eligible for suspension/expulsion. These acts include:

- Causing/threatening physical injury to another person;
- Using physical force or violence;
- Sale or possession of firearms/weapons;
- Use, sale or furnishing of controlled substances, alcohol or intoxicants;
- Possession, sale or furnishing of drug paraphilia; and
- Committing of crimes such as robbery, vandalism, extortion, or theft.

Education Code 48900.2 through 48900.7 identifies additional acts such as sexual harassment, hate violence, harassment, threats or intimidation of school personnel or pupils; and terroristic threats against school officials or school property, or both.

Ongoing throughout the school year, teachers follow guidelines described in the Behavioral Incidents Memo to assure the safety of both staff and students in dealing with behavioral incidents.

References: Board Policy 4160 Assault by Pupil Against School Employee
Teacher Notification Memos
Behavioral Incidents Memo and Report Form
California Education Code 48900 and 48900.2 through 48900.7

Sexual and Gender-Based Harassment Policies

Sexual and/or gender-based harassment of any student or employee by another person is prohibited. The Nicasio School District Policy prohibits sexual and gender-based harassment of employees and students per Board Policy 4219.11. Copies of the sexual and gender-based harassment policies are available online and can be accessed by employees. Students are directed to immediately report incidents of sexual or gender-based harassment to a teacher or program administrator. All reports are thoroughly investigated in a timely manner. A school administrator will determine an appropriate course of action for each complaint.

Actions may include the following:

1. Student counseling and education, when appropriate.
2. Parent notification, when appropriate.
3. A report to the police or Child Protective Services, as appropriate or required by law.
4. Student disciplinary actions may include suspension, placing on a behavior contract, other appropriate means of corrections, or a recommendation for expulsion.

Employees, students, and/or their parents can use the Nicasio School District Complaint Procedure Board Policy 1312 to file a formal complaint of sexual or gender-based harassment. Our sexual and gender-based harassment policies inform students and parents of their right to use this process. Each complaint of sexual or gender based-harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

References: Board Policy 4219 Freedom from Sexual Harassment
Administrative Regulations and Procedures Freedom from Sexual Harassment
Uniform Complaint Procedures Board Policy 1312

School-Wide Dress Code

The governing board acknowledges that students have the right to express their uniqueness and individuality by means of their dress. Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

1. Unsafe either for the student or those around the student.
2. Disruptive of school operations and the education process in general.
3. Contrary to law.

References: Nicasio School District Parent-Student Handbook

Procedures for Safe Ingress and Egress of Pupils

Nicasio School District provides certificated and classified staff supervision of students to ensure safety at all times during school hours. Consideration is taken to provide adequate supervision before school, at recess, lunch, and leaving school grounds, especially for severely handicapped students entering and exiting buildings and busses. Fire drill procedures are followed.

References: Fire, Earthquake, Intruder Drill Plans/School Maps

Rules and Procedures on School Discipline

Nicasio School District students are expected to follow school rules and procedures. These rules and procedures are designed to encourage appropriate behavior to maximize student learning and social development.

References: Board Policy 5144 Student Discipline
Nicasio School District Parent-Student Handbook

Coordination with Local Fire Department

Nicasio School District is working in collaboration with Marin County Fire Department to review and update safety plan procedures, and will share any future updates annually (or as needed) with the Fire Department, as well as law enforcement and other first responders.

References: 2020-21 Emergency Contact List, including Marin County Fire contact information

Procedures for Tactical Responses

Nicasio School District is working with local law enforcement agencies to review emergency response procedures, including law enforcement's tactical response to criminal incidents, and procedures related to individuals with guns on school campuses and at school related functions, procedures to prepare for active shooters or other armed assailants, based on the specific needs and context of our school and community.

References: 2020-21 Emergency Contact List, including Marin Sheriff SRO contact information

Nicasio School District Programs for Special Education

The Nicasio School District exists to provide leadership and service as a community asset that earns and enjoys the respect and support of our students, parents and community taxpayers. The Nicasio School District also coordinates and manages the following student programs:

Special Education

Special Education meets the individual needs of students as required by federal law. The scope of service includes providing services for students with disabilities ages 5 to 14. Services are determined based on Individual Education Plans such as psychology, hearing impairment, speech and language, and occupational therapy.

Form

Attachment 1: Annual Update/Evaluation Form

Nicasio School District Comprehensive School Safety Plan

2020-21 Annual Update/Evaluation

School Site: Nicasio School

1. ***Describe the changes needed to the implementation of the plan to enhance school safety.***
NONE
2. ***Describe any support needed from MCOE to further implement school safety at your site(s).*** NONE
3. ***List any specific modifications to the school safety plan needed for your site in any of the following areas:***
 - a. ***Child Abuse Reporting Procedures-*** none
 - b. ***Disaster Procedures-*** none
 - c. ***Policies/Actions Leading to Suspension and/or Expulsion-*** none
 - d. ***Procedures to Notify Teachers of Dangerous Pupils- -*** none
 - e. ***Sexual Harassment Policy-*** none
 - f. ***School-wide Dress Code-*** none
 - g. ***Procedures for Safe Ingress and Egress of Pupils-*** none
 - h. ***Rules and Procedures on School Discipline-*** none

NONE

Verification Form

On October 7, 2020 I met with my staff(s), reviewed the components of the Nicasio School District Comprehensive
Date
Safety Plan, and updated the school safety plan binder with any policies and procedures specific to the programs I
supervise.

Barbara Snekkvik
Print Name

Barbara Snekkvik
Signature

10.7.2020
Date

Principal
Title

**Marin County School District and Charter School
Annual Comprehensive School Safety Plan Report to the
Marin County Office of Education**

Fall 2020 Compliance Audit and Confirmation

As instructed by the State Superintendent of Public Instruction and the California Department of Education with regard Comprehensive School Safety Plans (defined in Education Code 32280-32288), a state compliance audit requirement will begin in the 2018-19 school year. Local school districts must approve safety plans for all schools in its district by March 1 of each year. School safety plans are mandatory and help ensure that schools are as prepared as possible for emergencies and maintain safe and secure learning environments. School safety plans must present clear policies to address hate crimes, acts of violence, and their perpetrators. Comprehensive school safety plans must also include a discrimination and harassment policy.

A February 1, 2018 letter from the California Department of Education to all County and District Superintendents and Charter School Administrators titled **Comprehensive School Safety Plans: Annual School Safety Plan Update Reminder and New Guidance**. A copy of this letter can be found on the [Letters Web page](#). As instructed, County Offices of Education must notify the CDE by October 15 (of each school year), if any schools in its jurisdiction have not complied with safety plan requirements.

This form is to be submitted by school districts and charter schools in Marin County, to the the Marin County Office of Education by October 1 of each school year confirming compliance with Comprehensive School Safety Plan Requirements.

School District or Charter School: Nicasio School District

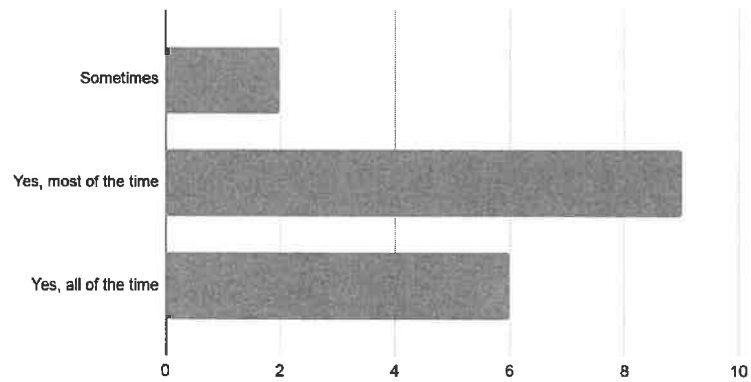
Schools within our jurisdiction in compliance with all requirements	Schools needing to take additional steps to be in compliance (please include additional information regarding steps to be taken and timeline)
Nicasio School	Revision of Emergency Drill Schedule to reflect the re-opening of campus to in-person instruction on Sept. 29, 2020.

Barbara Snekkevik / Principal B. Jupp 9.21.2020
Print School District Representative / Title Signature Date

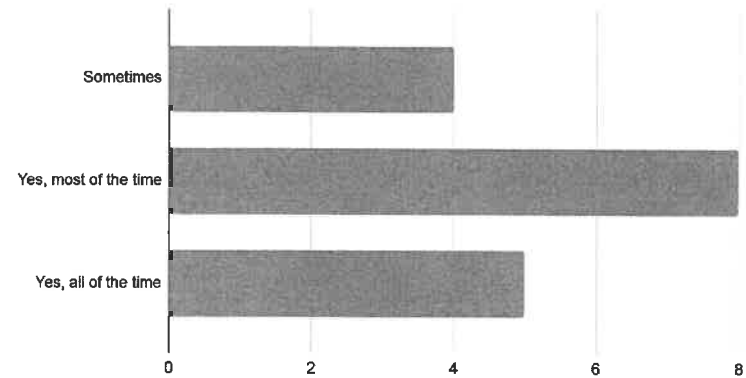
Please complete, sign and forward this form by email or fax to:
Attn: Ken Lippi, Assistant Superintendent, Marin County Office of Education
Email: klippi@marinschools.org or Fax: (415) 491-6621

2020 Student Survey Results re: School Climate (17 total responses)

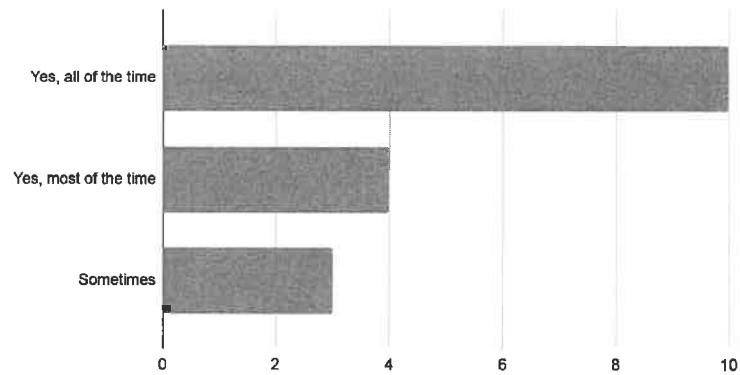
How strongly do you agree or disagree with the following statements? [I feel close to people at this school.]



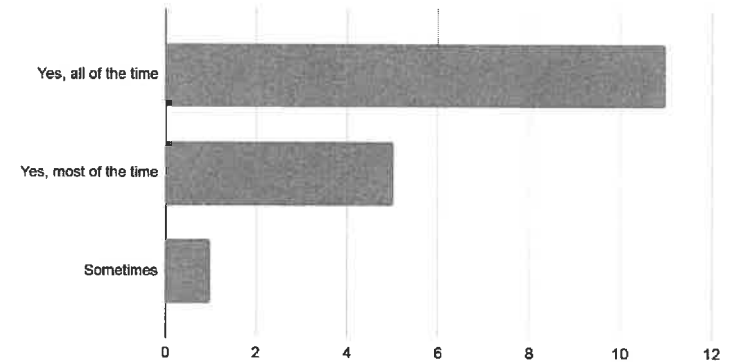
How strongly do you agree or disagree with the following statements? [I am happy to be at this school.]



How strongly do you agree or disagree with the following statements? [I feel like I am a part of this school.]

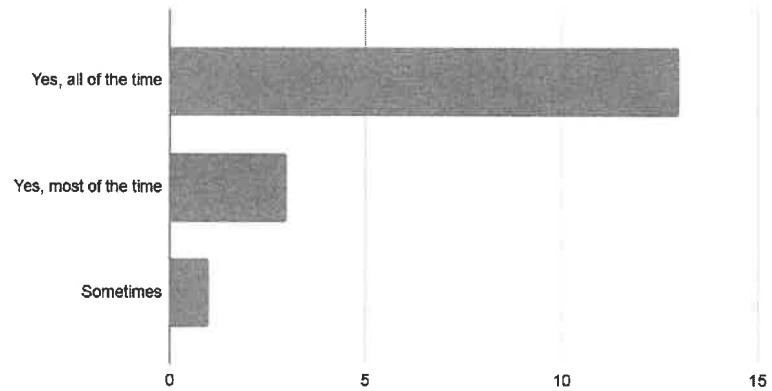


How strongly do you agree or disagree with the following statements? [I feel safe in my school.]

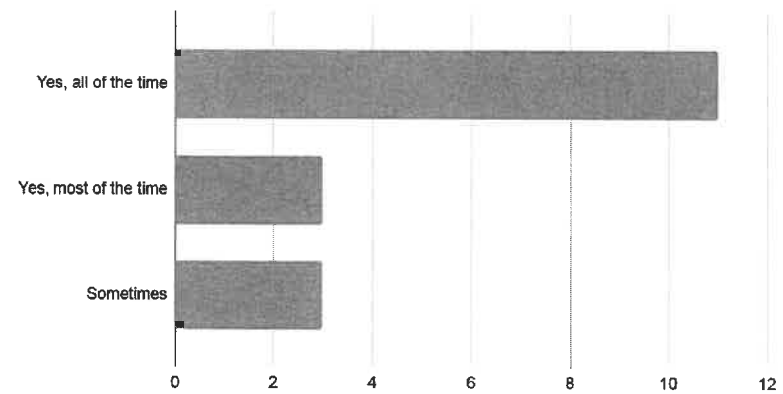


2020 Student Survey Results re: School Climate (17 total responses)

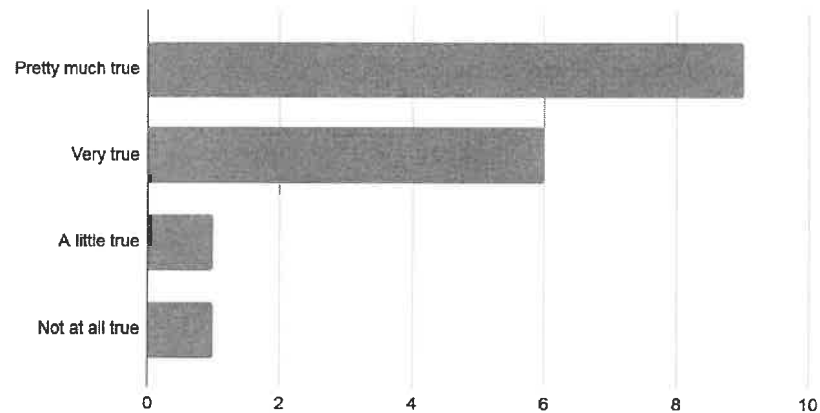
How strongly do you agree or disagree with the following? [My teachers and other school staff care about me.]



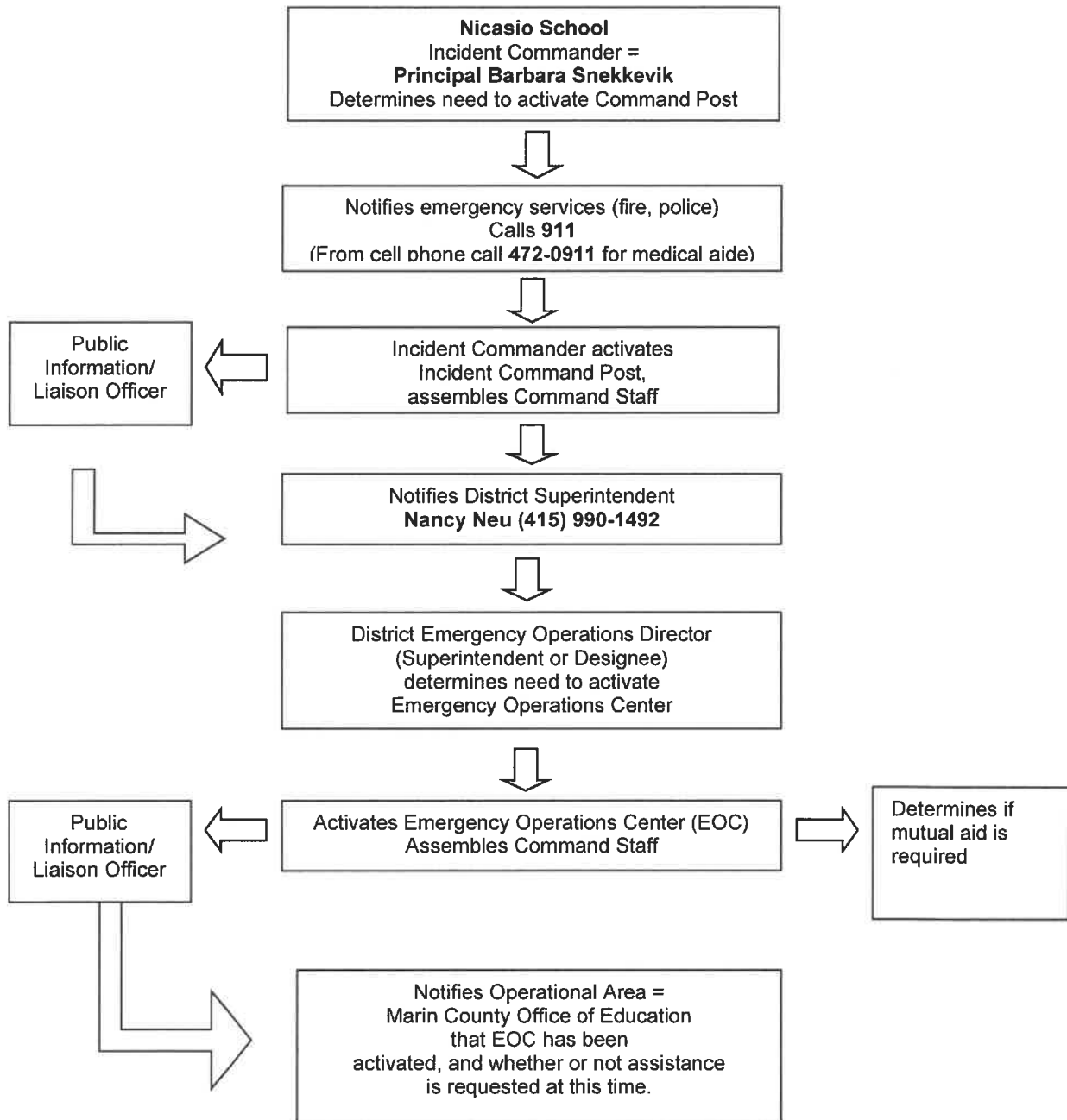
How strongly do you agree or disagree? [Teachers and other school staff make it clear that bullying is not allowed.]



At my school, there is a teacher or some other adult... [who really cares about me.]



NICASIO SCHOOL INCIDENT RESPONSE FLOW CHART



Nicasio School Emergency Planning Calendar

PERSON RESPONSIBLE	ACTIVITY	MONTH
PRINCIPAL or DESIGNEE	<ul style="list-style-type: none"> ○ School Facilities Hazard Assessment Walk-through (buildings, grounds, evacuation routes, shut-off valves) ○ Review School Emergency Management Plan ○ Update School Emergency Team Assignments ○ Staff Skills Survey for new teachers ○ New assignments as needed ○ Staff orientation of School Emergency Management Plan ○ Plan annual training schedule ○ Update resource agreements and contacts ○ Parent Back to School Night: Emergency Plan ○ <i>Fire Drill</i> ○ Staff meeting: Review Emergency Preparedness ○ <i>Earthquake Drill w/ M.C. Fire Dept.</i> ○ CPR/ First Aid training ○ <i>Fire Drill</i> ○ <i>Fire Drill</i> ○ <i>Lockdown/Emergency Student Release Drill</i> ○ <i>Fire Drill</i> ○ <i>Earthquake Drill</i> ○ <i>Lockdown Drill</i> ○ <i>Fire Drill</i> ○ <i>Earthquake Drill planning with staff</i> ○ <i>Lockdown Drill</i> ○ <i>Fire Drill</i> ○ <i>Earthquake Drill</i> ○ <i>Fire Drill</i> ○ <i>Lockdown Drill</i> ○ <i>Fire Drill</i> ○ <i>Fire Drill</i> ○ <i>Earthquake Drill</i> ○ <i>Fire Drill</i> ○ Review drill assessment 	August August August August Ongoing August August August September September September October October October November November December December January January January February February March March April April May May Jun Jun
	<ul style="list-style-type: none"> ○ Distribute emergency cards/ student release procedures to families ○ Update classroom emergency binders (rosters, etc.) ○ Conduct facility hazard assessment ○ Replenish emergency supply cache and classroom duffles ○ Family preparedness materials to parents ○ Check fire extinguishers, batteries ○ Review equipment needs ○ Update school maps and site plans ○ Preparedness tips in E-Blasts to Families 	July September August September Ongoing Ongoing Ongoing Ongoing Ongoing
	<ul style="list-style-type: none"> ○ Staff Orientation of School Emergency Management Plan ○ CPR/ First Aid training ○ Staff development emergency training 	August October October

2020-21 Emergency Contact List NICASIO SCHOOL DISTRICT

(All area codes are **415** unless otherwise noted.)

Emergency Response Contacts		
Contact	Phone	
Emergency	911	In case of FIRE, Dial 911 and pull nearest fire alarm.
For Medical Aid (If Calling from CELL PHONE):		
Marin County Emergency Dispatch	472-0911	
(School Address: 5555 Nicasio Valley Rd, Nicasio)		
On-Campus Communications		
Contact	Phone	
Administration/First Aid Assistance*	100	
*If no answer, dial INTERCOM (700) and request Admin/FIRST AID to room or location where help is needed		
INTERCOM	700	
(For campus-wide announcement)		
Principal (Building 3)	102	
Conference Room (Bldg. 3)	103	
Staff Room (Bldg. 3)	104	
Library (Bldg. 1a)	106	
Art Prep/Maker's Space (Bldg. 1a)	108	
Spanish (Bldg. 1a)	109	
Resource Room (Bldg. 1a)	110	
Grades 6-7-8 (Bldg. 1b)	111	
Grades 3-4-5 (Bldg. 1b)	112	
Art Room (Bldg. 2)	114	
Grades K-1-2 (Bldg. 1)	115	
MPR Kitchen (Bldg. 4)	116	
Ancillary Office	118	
Walkie Talkies		
For field communications or in the event campus phones are not operable, use walkie-talkies, located near exit door in every classroom.		Channel 5

Emergency Supplies and Utility Shut-offs

First Aid and Disaster Kits are located NEAR DOOR IN EACH CLASSROOM

Utility Shut-Off Locations:

Electric: Utilities Room (External doors on east side of 6/7/8 classroom)

Propane: At propane tank (North of MPR. Gate lock combination: #1290)

Water: At water tank (North of MPR. Gate lock combination: #1290)

Local/District/County & Other Resources

Contact	Phone(s)	Cell	Fax
American Red Cross - Bay Area Chapter	721-2365		721-2377
CA Dept of Public Health Hotline	916 341-3947		
Local Hospitals:			
<i>Marin General Hospital</i>	925-7000		
<i>Kaiser Permanente Medical Center</i>	444-2000		
<i>Novato Community Hospital</i>	209-1300		
Marin County Dept. of Public Health:	499-3696		
<i>Communicable Diseases</i>	473-7805		
Marin County Fire Dept. (non-emergency)	499-6717		
Marin County Office of Education	472-4110		
<i>Mary Jane Burke, MCOE Supt.</i>	499-5801		491-6624
Marin County Office of Emergency Services	499-6584		
Marin County Sheriff (non-emergency)	479-2311		507-4126
M.C. Sheriff/ School Resource Officer			
<i>Josie Sanguinetti</i>		419-6933	
Marin County Sheriff/School Resource Officer			
Marin Humane Society	883-4621		
Marin Municipal Water District - Emergencies	945-1500		
Nicasio Disaster Council:			
<i>Kirby Wilcox</i>	510-612-7002		
Nicasio School District Interim Superintendent:			
<i>Nancy Neu</i>		990-1492	
Nicasio Volunteer Fire Dept.	662-2201		
PG&E:			
24-Hr. Emergency & Customer Svc.	800 743-5000		
24-Hr. Information Electrical Outages	800 743-5002		
Amerigas (propane)	707 795-7998		

SF Bay Area National Weather Forecast Svc. http: www.weather.gov	831 656-1725
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Local & Regional Media

Radio Stations:

KCBS (740 AM)	765-4113
KWMR (90.5 FM)	663-8068
KGO (810 AM)	954-8142
KSRO (1350 AM)	545-1000

Television Stations:

Channel 2 (Fox)	510 874-0242
Channel 3 (NBC)	408 432-4780
Channel 4 (KRON)	561-8905
Channel 5 (CBS)	765-8610
Channel 7 (ABC)	954-7777
Channel 50	707 543-5164

Newspapers:

Marin IJ	382-7294
SF Chronicle	927-5344

Nicasio School Campus Emergency “Quick Checklist”

Nicasio School has an Emergency Management Plan specific to this campus. You should be thoroughly familiar with that plan. This checklist provides a quick synopsis of actions to take and resources to contact in the event of an emergency.

ACTIONS TO TAKE:

- ☐ Instruct all students that they must **remain together** and **follow directions** from teachers and staff.
- ☐ In the event of a disaster that creates a **dangerous** condition **outside** the school building, immediately instruct students within the building to “**drop, cover & hold on.**”
- ☐ In the event of fire or other crisis situation that creates a **dangerous** condition **inside** the school building, **evacuate students** to a safe exterior assembly area (designate a leader to escort students in a single file line). Be sure to **close windows** and **doors**, and take **emergency kit** and **walkie-talkie** (turned on and set to **Channel 5**) with you.
- ☐ Once students are gathered at assembly area (**facing away** from campus buildings), **take attendance** and contact school administrator to **report anyone** who is **missing**.
- ☐ **Remain with** your **students** and await further instructions.
- ☐ Take appropriate **first aid** action if needed.
- ☐ **Stay calm** and quiet. **Reassure students** that you will remain with them and that you will do everything possible to ensure their safety.
- ☐ Follow school's **Emergency Management Plan**.

DO NOT:

- ☐ DO NOT leave your students.
- ☐ DO NOT re-enter buildings or areas that have not officially been designated as safe.
- ☐ DO NOT dismiss any students without complying with school's sign-out procedures.
- ☐ DO NOT allow use of phones or communications devices that might interfere with emergency communications.

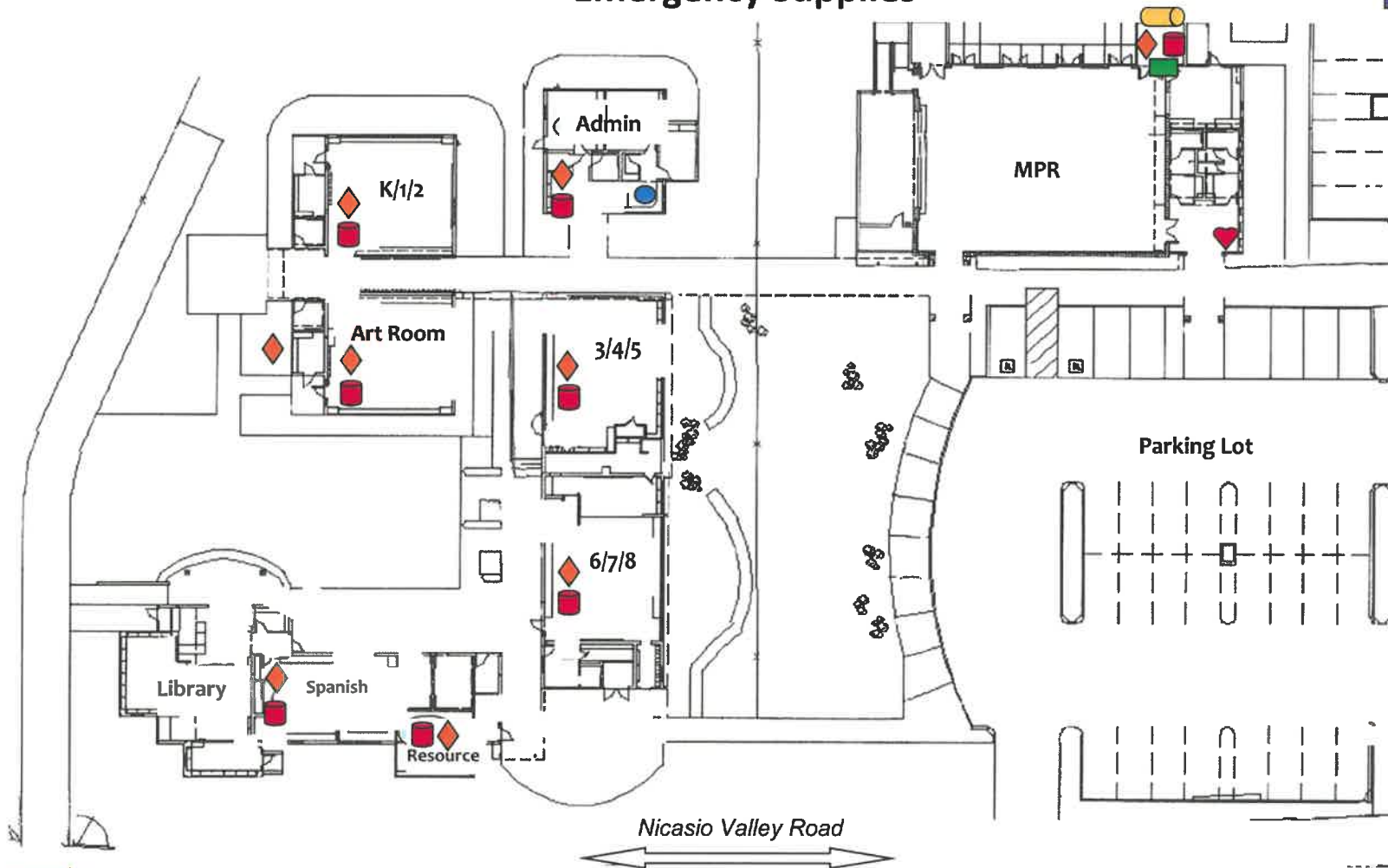
CONTACT:

1. Nicasio School Principal or administrator in charge:
 - a. Name: Barbara Snekkevik, Principal
 - b. Office/Ext: #102 (or #700 for Intercom)
 - c. Cell: 415-497-1601
2. Nicasio School District Emergency Contact:
 - a. Name: Nancy Neu, Interim Superintendent
 - b. Cell: 415-990-1492

Please remember that during an emergency, cell phones may not work. Even if landlines work, usage should be limited to keep lines open for emergency communications.

NICASIO SCHOOL

Emergency Supplies



- Emergency Backpack (student roster, master schedule, drill procedures, emergency/first aid kit, walkie-talkies (2), flashlight)
- AED (Automated External Defibrillator)
- Emergency Lockdown Container (toilet, food, water, radio, thermal blanket, etc.)
- MERA Radio/Nicasio Disaster Council Radio
- Student Emergency Release Supplies
- Campus Disaster Supplies
- Red Cross/Nicasio Community Disaster Container

Updated 10/9/2019

Nicasio School Integration with Nicasio (Community) Disaster Plan

As per the Nicasio Disaster Plan, Nicasio School has the following responsibilities for the preparation for and response to a community-wide disaster.

Non-Emergency

- Review and update School Plan annually
- Reappoint Division Leader/backup as needed
- Maintain current student release and medical treatment permission slips
- Hold annual meeting to review and brief all staff members on emergency plan and their specific assignments within it
- Annually conduct a school-wide emergency drill including staff, students and other agencies
- Annually inspect, inventory and replace items in classroom disaster packs
- Annually inspect disaster supplies inventory

Emergency

- Coordinate and supervise care of students and staff members
- Provide emergency first aid
- Conduct an inspection of entire facility for dangerous conditions
- Report conditions and immediate or delayed requirements for Command Center (Fire Station)
- Ensure rapid and orderly dismissal of students to parents or designated alternates
- Maintain written roster of students release, staff released and those remaining
- Assist in preparation of designated classrooms for Shelter and/or Rally Point at the school if required

Current Nicasio School Division Leader:

Name: _____ Phone: _____

Appointment Date: _____

Backup Division Leader:

Name: _____ Phone: _____

Appointment Date: _____

4/15/2011

January 14, 2021

Management and Governing Board of
Nicasio School District
5555 Nicasio Valley Road
Nicasio, CA 94946

Year 3 of 3-year contract

This letter confirms that Nicasio School District has requested our firm to perform only the audit services described in this letter and has not requested our firm to provide any specific internal control review or fraud audit service. This letter also confirms our understanding of the terms and objectives of our audit engagement and the nature and limitations of the services we will provide.

We are pleased to confirm our understanding of the services we are to provide Nicasio School District for the years ended June 30, 2021. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Nicasio School District as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Nicasio School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Nicasio School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison information
3. Schedules of the proportionate share of the net pension liabilities
4. Schedules of contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Nicasio School District's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

The Schedule of Financial Trends and Analysis will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2020-21 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*, prescribed in the *California Code of Regulations*, Title 5, section 19810 and following, and will include tests of the accounting records of Nicasio School District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Nicasio School District's financial statements. Our report will be addressed to the Governing Board of Nicasio School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Nicasio School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Audit Procedures - General (Concluded)

We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Nicasio School District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes, management's discussion and analysis, budgetary comparison information, depreciation schedule, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information (nonaudit services), as applicable, of Nicasio School District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

Management Responsibilities (Concluded)

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services (management's discussion and analysis, budgetary comparison information, depreciation schedule, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information, as applicable) we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and any other nonaudit services we provided and that you have reviewed and approved the financial statements and related notes and any other nonaudit services we provided prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In accordance with Education Code 41020, audit reports will be filed with the County Superintendent of Schools, the California Department of Education, and the State Controller's Office by December 15th following the close of the fiscal year. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Stephen Roatch Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee, Department of Education, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Stephen Roatch Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Habbas Nassar, Certified Public Accountant (CPA) is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We agree that our all-inclusive fee will be **\$9,250** for the fiscal year ended June 30, 2021. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. An additional fee will be charged for attending meetings with the District's Board, if deemed appropriate.

Engagement Administration, Fees, and Other (Concluded)

Either party may terminate this agreement at any time for any reason, providing 30 days written notice is given to the other party. It is understood that payment shall be made for services rendered to the point of termination.

It is agreed that the District will withhold ten (10) percent of the audit fee until the State Controller certifies that the report conforms to the reporting provisions of the *2020-21 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

In accordance with Education Code Section 14505, it is further agreed that the District will withhold fifty (50) percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the *2020-21 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

The State Controller of California has required that all Districts and auditors contracting for multi-year engagements include a stipulation that the contract is null and void if the auditor is declared ineligible to perform LEA audits.

In the event that the GASB, FASB, AICPA, GAO, OMB, or the Education Audit Appeals Panel's Office issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work. Our fee for addressing the additional requirements will be our standard hourly rates for each person involved in the additional work.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our applicable hourly rates, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

Management and Governing Board of
Nicasio School District
January 14, 2021
Page Eight of Eight

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. We have attached a copy of our latest external peer review report of our firm for your consideration and files. We are very pleased to participate in this review program as continued evidence of our emphasis on providing Nicasio School District, the highest quality audit.

This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to Nicasio School District and believe this letter accurately summarizes the significant terms of our engagement. If, after full consideration, you agree that the foregoing terms shall govern this engagement, please sign this letter in the spaces provided and return the original signed letter to our office, keeping a fully-executed copy for your records.

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION



Habbas Nassar, Certified Public Accountant
Vice President

RESPONSE:

This letter correctly sets forth the understanding of Nicasio School District.

Management - Approved by:

Name: _____

Title: _____

Date: _____

Governing Board - Acknowledged by:

Board President

Emerald CPA Group, LLP

450 Country Club Road, Suite 155
Eugene OR 97401

Report on the Firm's System of Quality Control

July 24, 2020

To the Shareholders of
Stephen Roatch Accountancy Corporation
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the auditing and accounting practice of Stephen Roatch Accountancy Corporation (the firm) in effect for the year ended December 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

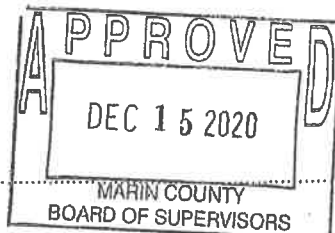
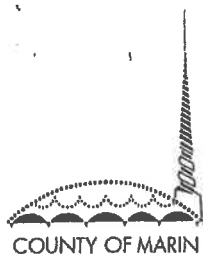
As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Stephen Roatch Accountancy Corporation in effect for the year ended December 31, 2019 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Stephen Roatch Accountancy Corporation has received a peer review rating of *pass*.

Emerald CPA Group, LLP

Agenda Item #5g



DEPARTMENT OF FINANCE
Excellent and responsive fiscal leadership.

Roy Given, CPA
DIRECTOR

Mina Martinovich, CPA
ASSISTANT DIRECTOR

Board of Supervisors
County of Marin
Civic Center
San Rafael, CA 94903

December 15, 2020

Subject: 2020/2021 Annual Statement of Investment Policy

Dear Board Members:

Recommendation: Pursuant to Government Code Section 53646, the following are submitted for review and approval:

- 2020/2021 Annual Statement of Investment Policy for funds managed by the Treasurer's office for the County, schools, college and Special Districts; and
- 2020/2021 Marin County Long-Term Investment Pool Policy for funds managed by the Treasurer's office for the Marin County General Fund;

Summary: There are no changes to the 2020/2021 Annual Statement of Investment Policy; it has been reviewed and monitored by the County Treasury Oversight Committee. The committee's membership is listed below. The authority for the committee and their responsibilities are contained in Government Codes sections 27130-27137.

Additionally, the 2020/2021 Annual Statement of Investment Policy is reviewed and monitored monthly by Fitch Ratings, an independent rating agency. Their report is attached. We continue with a rating of AAA/S1. The County's AAA rating has been maintained since 1994. The rating received is reflective of the outstanding work of the Treasury unit.

Alternative Recommendation: N/A

Reviewed by: ☒ Finance Department ☐ N/A
☐ County Counsel ☒ N/A
☒ Administrator ☐ N/A

Respectfully submitted,

Roy Given
Director of Finance

Marin County Civic Center
3501 Civic Center Drive
Suite 225
San Rafael, CA 94903
415 473 6154 T
415 473 3680 F
CRS Dial 711
www.marincounty.org/dof

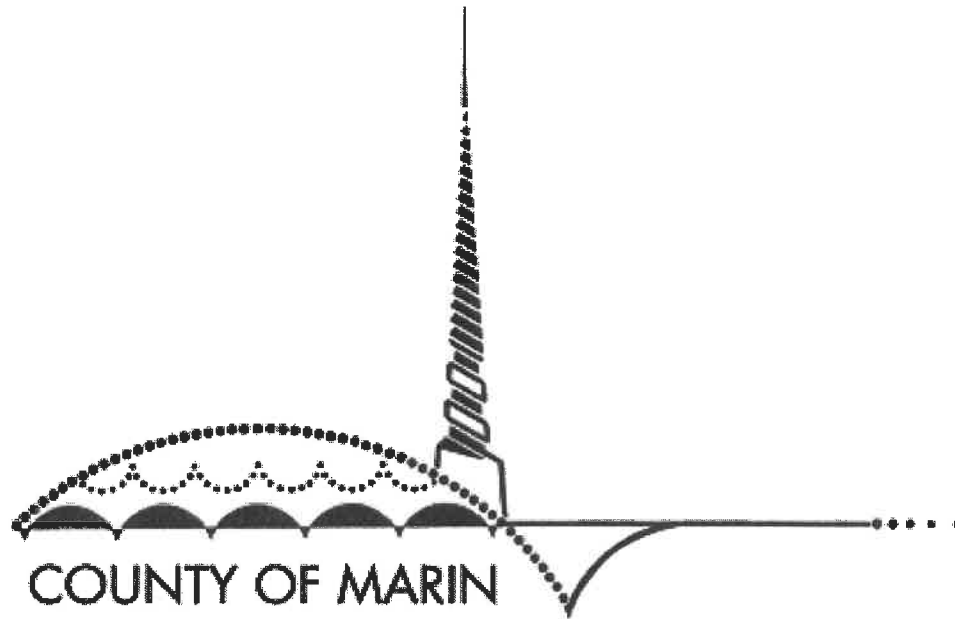
11.26

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cc: Treasury Oversight Committee:

Matthew Hymel, County Administrator
Dan Eilerman, Alternate Representative, County Administrator
Mary Jane Burke, Marin County Superintendent of Schools
Nancy Lynch, Reed Union School District Superintendent
Alyssa Shiffman, Special Districts
Jean Bonander, Public Member
Roy Given, Director of Finance
Marin County School Districts
Special Districts
MCERA

STATEMENT OF INVESTMENT POLICY



***Department of Finance
Roy Given, Director***

Fiscal Year 2020-2021

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Under the authority delegated to the Director of Finance by the Board of Supervisors and in accordance with the California Government Code, the following sets forth the investment policy of the County of Marin:

I. OBJECTIVES:

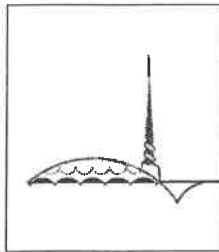
All funds on deposit in the County Treasury shall be invested in accordance with the California Government Code Sections 53600 et seq. and Sections 53639 et seq. to ensure:

- (a) **Preservation of capital** through high quality investments and by continually evaluating the credit of financial institutions approved for investment transactions, and securities considered and held in safekeeping;
- (b) Maintenance of sufficient **liquidity** to enable the participants and other depositors to meet their operating requirements;
- (c) A **rate of return** consistent with the above objectives.

2. PARTICIPANTS

Participants in the Marin County Pool are defined as Marin County, Marin Public School Agencies, Marin Community College, Marin County Office of Education, districts under the control of the County Board of Supervisors, autonomous/independent districts whose treasurer is the Director of Finance and any other district or agency approved by the Board of Supervisors and the Director of Finance using the County of Marin as their fiscal agent.

- (a) **Statutory participants** are those government agencies within the County of Marin for which the Marin County Treasurer is statutorily designated as the Custodian of Funds.
- (b) **Voluntary participants** are other local agencies that may participate in the Pooled Investment Fund, such as special districts and cities for which the Marin County Treasurer is not statutorily designated as the Custodian of Funds. Participation is subject to approval by the Director of Finance, and in accordance with California Government Code Section 53684.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



3. AUTHORIZED PERSONS

Authorized persons for investment purposes include principal staff as designated by the Director of Finance on the Authorized Investor List. Designated Principal Staff shall make all investment decisions. To minimize the risk of disrupting the day to day business activities, Principal Staff shall use separate means of travel to attend training and conferences.

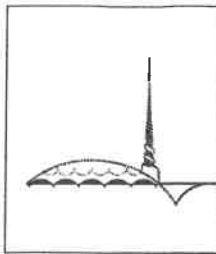
All investment decisions shall be made with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person acting, as a trustee, in a like capacity and familiarity would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the participants.

4. BIDS & PURCHASE OF SECURITIES

Prior to the purchase of an investment pursuant to this policy the persons authorized to make investments shall assess the market and market prices using information obtained from available sources including investment services, broker/dealers, and the media. Bids for various investments shall be evaluated considering preservation of capital as the most important factor, liquidity as the second most important factor and thirdly, yield. Investments in commercial paper, bankers acceptances and certificates of deposit for each issuer shall be limited to five percent (5%) of Treasury assets, determined using the Treasury balance at the time of purchase, except that investments in overnight commercial paper shall be limited to seven percent (7%) of Treasury assets for any one issuer. The investment selected for purchase shall be that investment which in the opinion of the purchaser most clearly meets these objectives. All security transactions shall be documented at the time the transaction is consummated.

5. TERM

Maturities of investments in the Marin County Treasury Pool shall be selected based upon liquidity requirements. The maximum remaining term to maturity for an investment shall be three (3) years; except that, subject to the limitations set forth in Sections 53601 et seq. and 53635 et seq. of the California Government Code, the Director of Finance may authorize investments in U.S. Treasury obligations and/or U.S. and local agency obligations with a maximum remaining term to maturity that shall not exceed five (5) years. The weighted average maturity of the investment pool, to be determined at the time of purchase, shall not exceed 540 days to final maturity/call.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



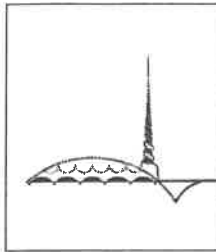
Capital Funds, Construction Funds, or money obtained through the sale of agency surplus property, may be invested by the Director of Finance in specific investments outside of the Pool provided the Director of Finance obtains written approval from the governing board of the County, School District or Special District. No investment shall have a remaining maturity in excess of five (5) years.

Proceeds of Debt Issues set aside for repayment of any County, School District, or Special District financings shall not be invested for a term that exceeds the term set forth in the financing documents.

6. **ALLOWED INVESTMENTS**

Pursuant to California Government Code Sections 53601 et seq. and 53635 et seq., the County Director of Finance may invest in the following subject to the limitations as set forth:

- (a) **United States Treasury obligations.**
- (b) **United States Agency obligations.**
- (c) **Securities of U.S. Government Agencies & Instrumentalities**
- (d) **State of California Bonds and Registered Warrants.**
- (e) **Bonds, Notes, Warrants** or other evidence of indebtedness of a **local agency** within the State of California.
- (f) **Bankers acceptances** not to exceed one hundred eighty (180) days to maturity or at the time of purchase thirty percent (30%) of the treasury fund balance.
- (g) **Commercial paper** of "prime" quality of the highest letter and numerical rating as provided for by Moody's Investors Service, Inc., or Standard and Poor's Corporation, to be chosen from among corporations organized and operating within the United States with assets in excess of \$500,000,000.00 and having an "A" or higher rating for the issuer's debt, other than commercial paper, as provided for by Moody's Investors Service or Standard and Poor's Corporation. Purchases of eligible commercial paper may not exceed two hundred seventy (270) days in maturity and may not exceed forty percent (40%) of the treasury fund balance.
- (h) **Negotiable certificates of deposit** issued by a nationally or state-chartered bank, a state or federal association or by a state-licensed branch of a foreign bank selected on the basis of financial stability and credit rating criteria employed by the County Director of Finance. Negotiable certificates of deposit may not exceed thirty percent (30%) of the treasury fund balance.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



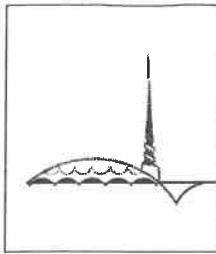
i) **Non-negotiable certificates of deposit (Time Deposits)** with a nationally or state-chartered bank or a state or federal association selected on the basis of financial stability, credit rating and reputation using criteria employed by the County Director of Finance fully collateralized at one hundred ten percent (110%) of market value with U.S. Government Securities, high-grade Municipal Bonds, instruments of federal agencies, including mortgage backed securities at one hundred fifty percent (150%) of market value with promissory notes secured by first deeds of trust upon improved residential real property as provided by the Government Code.

(j) **Medium-term Notes** rated "A" or better, to be chosen from among corporations with assets in excess of \$500,000,000.00 with a maturity not to exceed two years from the date of purchase. Purchase of eligible medium-term notes may not exceed thirty percent (30%) of the treasury fund balance.

(k) **Shares of beneficial interest issued by diversified management companies**, which are money market funds investing in securities and obligations as authorized by this investment policy. To be eligible for investment these companies shall attain the highest ranking or the highest letter and numerical rating provided by no less than two nationally recognized statistical rating organizations and have assets under management in excess of \$500,000,000.00. The purchase price may not include any commissions that these companies may charge, and the purchase of shares in any one mutual fund may not exceed ten percent (10%) of the treasury balance and the total invested may not exceed twenty percent (20%) of the treasury balance. Shares of beneficial interest issued by diversified management companies may include shares in investment trusts established under provisions of the California Joint Exercise of Powers Act.

(l) **Repurchase agreements** on any investment authorized by this investment policy where the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities, and the value shall be adjusted daily. The County Director of Finance or designee must approve any collateral substitution by the seller, and any new collateral should be reasonably identical to the original collateral in terms of maturity, yield, quality and liquidity.

(m) **California State Local Agency Investment Pool (LAIF)** operated by the State Treasurer's office.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



(n) **Financial Institution Investment Accounts** All funds on deposit with the County shall be managed by the Director of Finance. The Director of Finance may, at his option, at the time of placement, place not more than five percent (5%) of the Treasury assets at the time of investment with a financial institution for the purpose of managing such funds. Securities eligible for purchase by the financial institution are limited to United States Treasury and Agency obligations with a "AAA" credit quality rating, must be held in the County's name in a third party custody account, may not have a remaining maturity in excess of three (3) years, and the account shall have an average maturity of 1.5 years or less. All security transactions shall be supervised and approved by designated staff on the Authorized Investor List.

Where a percentage limitation is specified for a particular category of investments, that percentage is applicable only at the time of purchase.

7. **PROHIBITED INVESTMENTS**

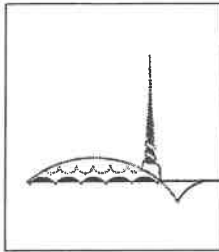
(a) The County Director of Finance **shall not invest** in any **Derivatives** such as inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages or any security bearing a rate of interest which is not known at the time of purchase.

(b) The County Director of Finance shall not invest any funds in any security that could result in **zero interest accrual** if held to maturity or where there is a risk of loss of principal when held to maturity.

(c) **Reverse repurchase agreements**, securities lending agreements and all other investments that are not specifically allowed by this investment policy are prohibited.

(d) In accordance with Marin County's Nuclear Freeze Ordinance Measure "A" (Exhibit 1) as approved by the voters on November 4, 1986, the County is prohibited from investing in securities or other obligations of any corporation or business entity which is a **nuclear weapons contractor**.

Furthermore, said corporations or business entities that the County Director of Finance does invest in must file an affidavit as required by Measure "A" Section VI. B certifying that neither it, nor its parent company, affiliates or subsidiaries are nuclear weapons contractors. A copy of each affidavit received shall be sent to the Peace Commission.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



8. BROKERS

Broker/dealers shall be selected by the Director of Finance upon recommendation by the Investment Officer or designated principal staff on the Authorized Investor List. Selection of broker/dealers shall be based upon the following criteria: the reputation and financial strength of the company or financial institution and the reputation and expertise of the individuals employed. The Director of Finance shall be prohibited from selecting any broker, brokerage firm, dealer, or securities firm that has, within any 48 consecutive month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, any member of the Board of Supervisors, any member of the governing board of a local agency having funds held in the County Treasury, or any candidate for those offices. The broker/dealers shall be provided with and acknowledge receipt of the County Investment Policy.

9. WITHDRAWALS

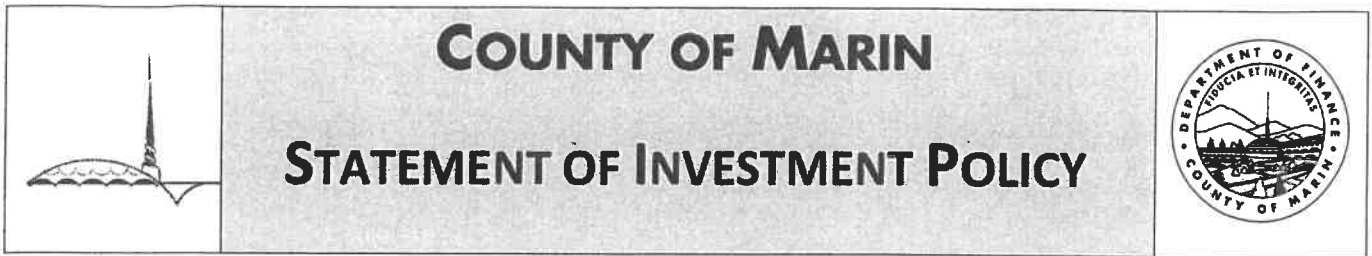
No withdrawals from the Marin County Pool shall be made for the purpose of investing and or depositing those funds outside the pool without the prior approval of the Marin County Director of Finance. The Director of Finance shall evaluate each proposed withdrawal to assess the effect the withdrawal will have upon the stability and predictability of the investments in the County Treasury. Approval shall be given unless the withdrawal will adversely affect the interests of the other depositors. Requests for withdrawals for the purpose of investing or depositing funds outside the pool shall be made in writing at least ten (10) business days in advance of the proposed withdrawal date. Notice in writing of at least five (5) business days shall be required for withdrawals in excess of \$250,000.00 for loan repayments, capital expenditures and any expenditure not in the ordinary course of operations.

10. SWAPS

Securities can be swapped for other approved securities with similar maturity schedules to gain higher rates of return. When a swap involves a change in liquidity, future cash needs shall be conservatively estimated.

11. LOSSES

Losses are acceptable on a sale before maturity, and may be taken if the reinvestment proceeds will earn an income flow with a present value higher than the present value of the income flow that would have been generated by the original investment, considering any investment loss or foregoing interest on the original investment.



12. DELIVERY & SAFEKEEPING

Delivery of all securities shall be through a third party custodian. Non-negotiable certificates of deposit and notes of local agencies may be held in the Director of Finance's safe. The County's safekeeping agent shall hold all other securities. No security shall be held in safekeeping by the broker/dealer from whom it was purchased. Settlement payment in a securities transaction will be against delivery only, and a Due Bill or other substitution will not be acceptable. Persons authorized under section three (3) who did not originate the investment transaction shall review all confirmations for conformity with the original transaction. Confirmations resulting from securities purchased under a repurchase agreement shall state the exact and complete nomenclature of the underlying securities purchased.

13. APPORTIONMENT OF INTEREST & COSTS

Interest shall be apportioned to all pool participants quarterly based upon the ratio of the average daily balance of each individual fund to the average daily balance of all funds in the investment pool. The amount of interest apportioned shall be determined using the cash method of accounting whereby interest will be apportioned for the quarter in which it was actually received. The Director of Finance shall deduct from the gross interest received those actual administrative costs relating to the management of the treasury including salaries and other compensation, banking costs, equipment purchased, supplies, costs of information services, audits and any other costs as provided by Section 27013 of the Government Code.

14. CONFLICT OF INTEREST

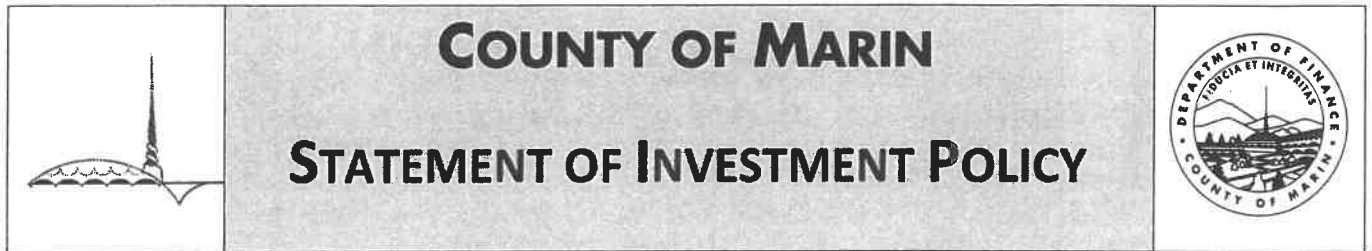
A member of the county treasury oversight committee, the County Director of Finance or County employees working in the Treasurer's office shall not accept honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other persons with whom the county treasury conducts business, consistent with state law.

15. AUDITS

The County of Marin investment portfolio shall be subject to a process of independent review by the County's external auditors. The County's external auditors shall review the investment portfolio in connection with the annual county audit for compliance with the statement of investment policy pursuant to Government Code Section 27134. The results of the audit shall be reported annually to the Director of Finance and the Marin County Treasury Oversight Committee.

15.1 Compliance Audit: Government Code Section 27134

The Treasury Oversight Committee shall cause an annual audit to be conducted to determine the County Treasury's compliance with Article 6 of the Government Code. This audit may include issues relating to the structure of the investment portfolio and risk



16. REVIEW

The Director of Finance and designated staff will perform a monthly review of the investment function.

17. REPORTS

The Director of Finance shall prepare a monthly report listing all investments in the County Pool as of the last day of the month and a report of the average days to maturity and yield of investments in the County Pool. The Director of Finance shall also prepare a monthly report for all non-pooled investments. These reports shall be distributed to the Marin County Board of Supervisors, Superintendent of Schools, Marin Public School Agencies, Special Districts, non-pooled investors, the County's investment oversight committee, and any other participant upon request.

18. INVESTMENT POLICY

The County Director of Finance shall prepare and submit an annual statement of investment policy to the Board of Supervisors.

19. TREASURY OVERSIGHT COMMITTEE

Consistent with State law the County has established a Treasury Oversight Committee. The Committee includes representatives from the County of Marin, Superintendent of Schools' Office, School Districts and Special Districts. The Committee shall review and monitor the Investment Policy as contained in California Government Code Sections 27130 – 27137.



20. DISASTER /BUSINESS CONTINUITY PLAN

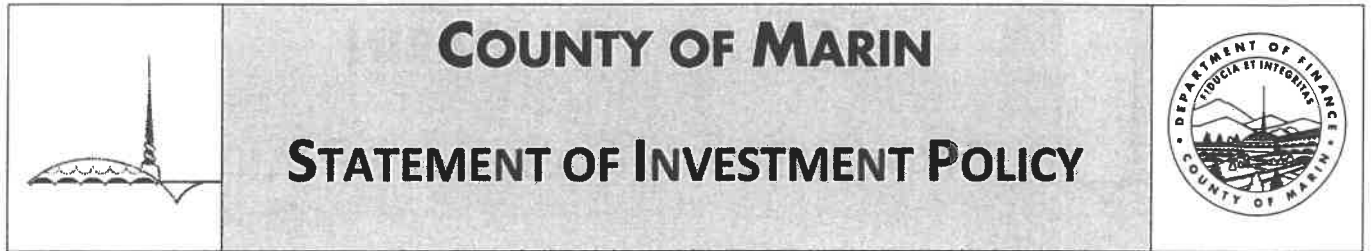
The County of Marin's banking and investment functions are mission critical and as such, the office must have a business continuity plan.

The goal of a disaster/business recovery plan is to protect and account for all funds on deposit with the county treasury and to be able to continue our banking and investment functions for all participants in the event of an occurrence (Earthquake, Fire, Pandemic or other event) which disrupt normal operations. Our plan provides for the ability to perform our banking and investment function at an off-site location under less than optimal conditions and, if needed, even outside our county.

In the event of an occurrence which precludes staff from being able to operate from our office, the attached plan (exhibit 2) will be activated. The plan includes:

- Scope
- Chain of Command
- Continuity Procedure
- Functions and Tasks to be performed
- Equipment and Emergency Packets
- Disaster Assignment
- Off-site locations

Normal processes may be modified in response to an occurrence. However, the county's investment policy shall be strictly followed.



Dated: July 1, 2019

Roy Given
Director of Finance

Reviewed and monitored by Marin Treasury Oversight Committee on
November 18, 2019

Approved by Marin County Board of Supervisors on
December XX, 2019

Attachments:

Exhibit 1 Marin County Nuclear Freeze Ordinance

Exhibit 2 Disaster/Business Continuity Plan

Exhibit 3 Authorized Investor List

Nicasio School District

Since 1862

Board of Trustees

Elaine Doss, *Board President* ~ Daniel Ager, *Trustee* ~ Mark Burton, *Trustee*

To: Nicasio School District Board of Trustees
From: Margie Bonardi, Interim CBO
Date: February 4, 2021
Re: Acceptance of 2019-20 District Financial Audit

Objective:

To accept Nicasio School District's 2019-20 financial audit prepared by Stephen Roatch Accountancy Corp. as legally required.

Background:

Stephen Roatch Accountancy Corporation was contracted to audit the financial statements of governmental activities and each major fund of the Nicasio School District, as of and for the year ended June 30, 2020. The completed audit was submitted to the State of California by the legally required deadline of Dec. 15, 2020. There was one non-material finding reported in the 2019-20 district audit.

Funding Source/Cost:

Contracted cost for the 2019-20 financial audit: \$ 9,000
Funds paid from the Unrestricted General Fund

Recommendation:

Accept the 2019-20 District Financial Audit. This item is presented to the Board for review only; trustees do not take action on the Audit as it is a legal requirement fulfilled by the report itself.

**NICASIO ELEMENTARY SCHOOL DISTRICT
COUNTY OF MARIN
NICASIO, CALIFORNIA**

AUDIT REPORT

JUNE 30, 2020

NICASIO ELEMENTARY SCHOOL DISTRICT

JUNE 30, 2020

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NICASIO ELEMENTARY SCHOOL DISTRICT

JUNE 30, 2020

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FINANCIAL SECTION

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Education
Nicasio Elementary School District
Nicasio, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Nicasio Elementary School District, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Nicasio Elementary School District, as of June 30, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison information, schedules of the proportionate share of the net pension liabilities, and schedules of contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Nicasio Elementary School District's basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information listed in the table of contents is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information listed in the table of contents is fairly stated in all material respects in relation to the basic financial statements as a whole.

The Schedule of Financial Trends and Analysis has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 19, 2021 on our consideration of Nicasio Elementary School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Nicasio Elementary School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Nicasio Elementary School District's internal control over financial reporting and compliance.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

January 19, 2021

**NICASIO ELEMENTARY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

(PREPARED BY DISTRICT MANAGEMENT)

This section of Nicasio Elementary School District's annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2020. Please read it in conjunction with the Independent Auditor's Report presented on pages 1 through 3, and the District's financial statements, which immediately follow this section.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and Statement of Activities, presented on pages 14 and 15, provide information about the activities of the District as a whole and present a longer-term view of the District's finances. The fund financial statements for governmental activities, presented on pages 16 through 19, provide information about how District services were financed in the short-term, and how much remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds.

FINANCIAL HIGHLIGHTS

- During March 2020, the District closed school for in-person learning for the remainder of the 2019-20 school year to address health concerns related to the Covid-19 outbreak.
- The District's financial status improved over the course of the year as total net position increased 20.2%.
- On the Statement of Activities, total current year revenues exceeded total current year expenses by \$237,864.
- Capital assets, net of depreciation, decreased \$81,102 due to the recognition of depreciation expense.
- Total long-term liabilities decreased \$221,533 due primarily to the payment on the District's outstanding general obligation bonds.
- The District maintains sufficient reserves for a district its size. It meets the state required minimum reserve of at least \$69,000. During fiscal year 2019-20, total General Fund expenditures totaled \$1,023,070. At June 30, 2020, the District had available reserves of \$486,021, which represents a reserve of 47.5%.

THE FINANCIAL REPORT

The full annual financial report consists of three separate parts, including the basic financial statements, supplementary information, and management's discussion and analysis. The three sections together provide a comprehensive overview of the District. The basic financial statements are comprised of two kinds of statements that present financial information from different perspectives, government-wide and funds.

- Government-wide financial statements, which comprise the first two statements, provide both short-term and long-term information about the District's overall financial position.
- Individual parts of the District, which are reported as fund financial statements comprise the remaining statements. Basic services funding is described in the governmental funds statements. These statements include short-term financing and identify the balance remaining for future spending.

**NICASIO ELEMENTARY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

(PREPARED BY DISTRICT MANAGEMENT)

THE FINANCIAL REPORT (CONCLUDED)

Notes to the financials, which are included in the financial statements, provide more detailed data and explain some of the information in the statements. The required supplementary information provides further explanations and provides additional support for the financial statements. A comparison of the District's budget for the year is included.

Reporting the District as a Whole

The District as a whole is reported in the government-wide statements and uses accounting methods similar to those used by companies in the private sector. All of the District's assets and liabilities are included in the Statement of Net Position. The Statement of Activities reports all of the current year's revenues and expenses regardless of when cash is received or paid.

The District's financial health (net position) can be measured by the difference between the District's assets and liabilities.

- Increases or decreases in the net position of the District over time are indicators of whether its financial position is improving or deteriorating, respectively.
- Additional non-financial factors such as the condition of school buildings and other facilities, and changes in the property tax base of the District need to be considered in assessing the overall health of the District.

In the Statement of Net Position and the Statement of Activities, all amounts presented represent governmental activities, since the District does not provide any services that should be categorized as business-type activities.

The basic services provided by the District, such as regular education, are included here, and are primarily financed by property taxes and state formula aid. The District does not provide any significant non-basic services.

Reporting the District's Most Significant Funds

The District's fund-based financial statements provide detailed information about the District's most significant funds. Some funds are required to be established by State law and bond covenants. However, the District may establish other funds as needed to control and manage money for specific purposes.

Governmental Funds:

The major governmental funds of Nicasio Elementary School District are the General Fund, Deferred Maintenance Fund, and Bond Interest and Redemption Fund. Governmental fund reporting focuses on how money flows into and out of the funds and the balances that remain at the end of the year. A modified accrual basis of accounting measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's operations and services. Governmental fund information helps to determine the level of financial resources available in the near future to finance the District's programs.

**NICASIO ELEMENTARY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

(PREPARED BY DISTRICT MANAGEMENT)

FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE

The District's net position increased from \$1,176,111 at June 30, 2019, up to \$1,413,975 at June 30, 2020, an increase of 20.2%.

<u>Comparative Statement of Net Position</u>		
	Governmental Activities	
	2019	2020
<u>Assets</u>		
Deposits and Investments	\$ 815,775	\$ 956,330
Receivables	17,404	23,372
Capital Assets, net	2,561,877	2,480,775
Total Assets	3,395,056	3,460,477
<u>Deferred Outflows of Resources</u>		
Pension Deferrals	255,854	231,253
<u>Liabilities</u>		
Current	293,699	346,109
Long-Term	1,982,240	1,740,707
Total Liabilities	2,275,939	2,086,816
<u>Deferred Inflows of Resources</u>		
Pension Deferrals	198,860	190,939
<u>Net Position</u>		
Net Investment in Capital Assets	1,171,877	1,275,775
Restricted	250,758	268,364
Unrestricted (Deficit)	(246,524)	(130,164)
Total Net Position	\$ 1,176,111	\$ 1,413,975
<i>Table includes financial data of the combined governmental funds</i>		

The unrestricted deficit balances, presented above, are a result of the requirement to record liabilities and deferred outflows/inflows of resources in the financial statements to reflect the District's proportionate share of items related to their participation in the CalSTRS and CalPERS pension plans.

**NICASIO ELEMENTARY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2020
(PREPARED BY DISTRICT MANAGEMENT)**

FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)

The District's total current year revenues exceeded total current year expenses by \$237,864.

<u>Comparative Statement of Changes in Net Position</u>		
	<u>Governmental Activities</u>	
	<u>2019</u>	<u>2020</u>
<u>Program Revenues</u>		
Operating Grants & Contributions	\$ 163,838	\$ 151,429
<u>General Revenues</u>		
Taxes Levied	1,124,419	1,150,598
Federal & State Aid	63,250	53,762
Interest & Investment Earnings	11,742	13,872
Transfers	2,337	4,674
Miscellaneous	1,495	2,005
Total Revenues	<u>1,367,081</u>	<u>1,376,340</u>
<u>Expenses</u>		
Instruction	548,007	534,494
Instruction-Related Services	227,337	224,150
Pupil Services	68,998	45,286
General Administration	93,230	71,821
Plant Services	135,424	102,246
Interest on Long-Term Debt	62,068	54,087
Other Outgo	97,474	106,392
Total Expenses	<u>1,232,538</u>	<u>1,138,476</u>
Changes in Net Position	<u>\$ 134,543</u>	<u>\$ 237,864</u>
<i>Table includes financial data of the combined governmental funds</i>		

**NICASIO ELEMENTARY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

(PREPARED BY DISTRICT MANAGEMENT)

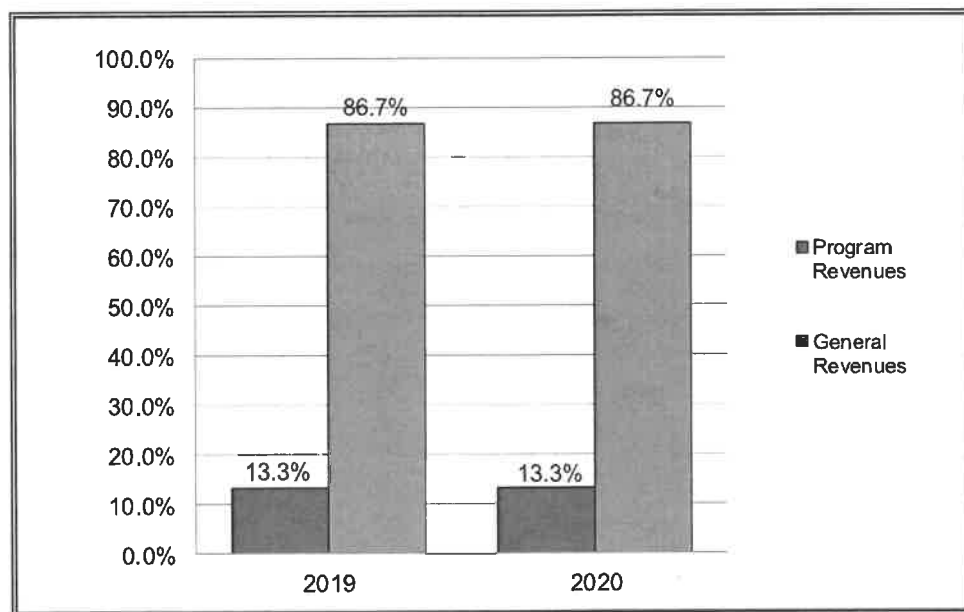
FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)

Comparative Schedule of Costs of Services

	Total Cost of Services		Net Cost of Services	
	2019	2020	2019	2020
Instruction	\$ 548,007	\$ 534,494	\$ 429,637	\$ 416,278
Instruction-Related Services	227,337	224,150	214,148	224,103
Pupil Services	68,998	45,286	53,268	29,101
General Administration	93,230	71,821	91,377	71,313
Plant Services	135,424	102,246	133,196	101,588
Interest on Long-Term Debt	62,068	54,087	62,068	54,087
Other Outgo	97,474	106,392	85,006	90,577
Totals	<u>\$ 1,232,538</u>	<u>\$ 1,138,476</u>	<u>\$ 1,068,700</u>	<u>\$ 987,047</u>

Table includes financial data of the combined governmental funds

The table above presents the cost of major District activities. The table also shows each activity's net cost (total cost less fees generated by the activities and intergovernmental aid provided for specific programs). The \$987,047 total net cost represents the financial burden that was placed on the District's general revenues for providing the services listed.



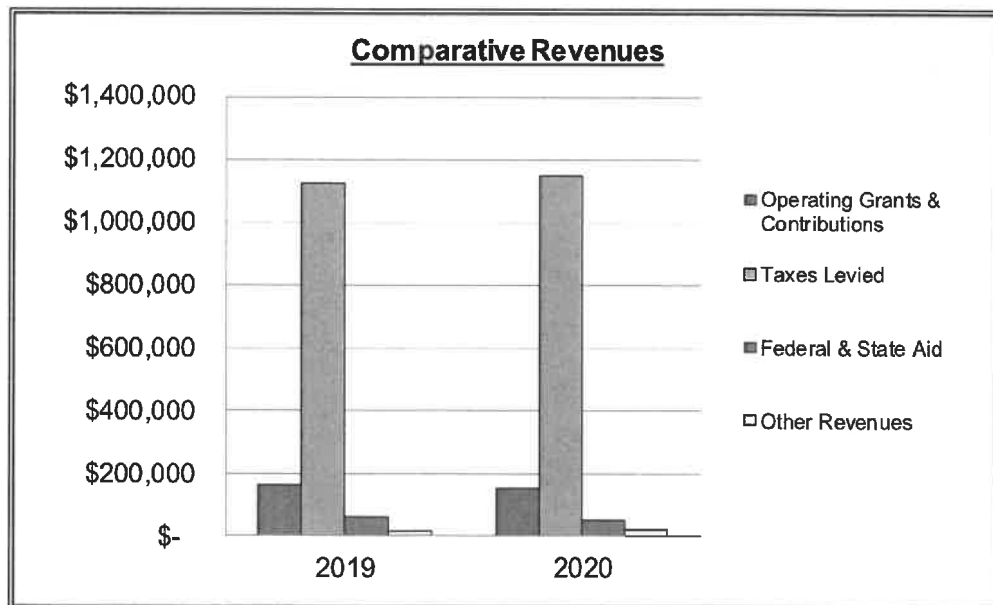
For fiscal year 2019-20, program revenues financed 13.3% of the total cost of providing the services listed above, while the remaining 86.7% was financed by the general revenues of the District.

**NICASIO ELEMENTARY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**
(PREPARED BY DISTRICT MANAGEMENT)

FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)

Summary of Revenues For Governmental Functions

	FYE 2019 Amount	Percent of Total	FYE 2020 Amount	Percent of Total
<u>Program Revenues</u>				
Operating Grants & Contributions	\$ 163,838	11.98%	\$ 151,429	11.00%
<u>General Revenues</u>				
Taxes Levied	1,124,419	82.25%	1,150,598	83.60%
Federal & State Aid	63,250	4.63%	53,762	3.91%
Other Revenues	15,574	1.14%	20,551	1.49%
Total Revenues	<u>\$ 1,367,081</u>	<u>100.00%</u>	<u>\$ 1,376,340</u>	<u>100.00%</u>



**NICASIO ELEMENTARY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

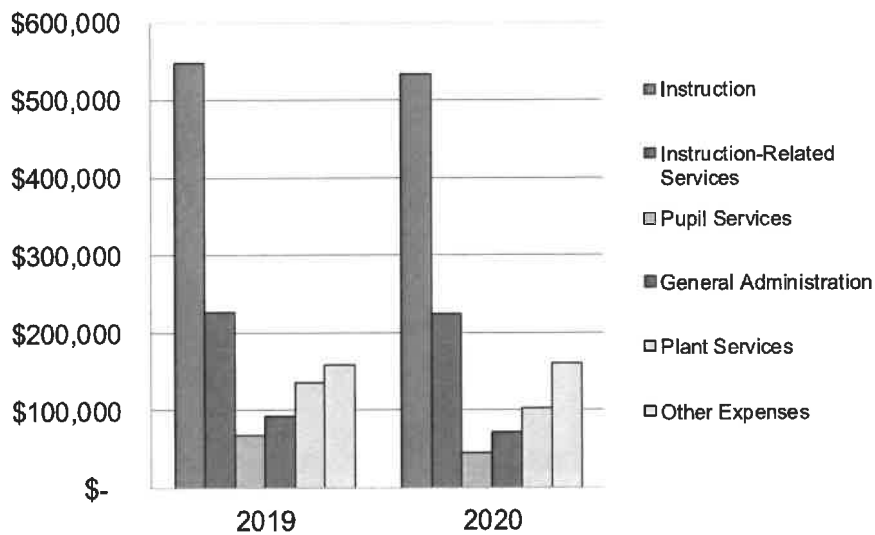
(PREPARED BY DISTRICT MANAGEMENT)

FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)

Summary of Expenses For Governmental Functions

	FYE 2019 Amount	Percent of Total	FYE 2020 Amount	Percent of Total
Expenses				
Instruction	\$ 548,007	44.46%	\$ 534,494	46.95%
Instruction-Related Services	227,337	18.44%	224,150	19.69%
Pupil Services	68,998	5.60%	45,286	3.98%
General Administration	93,230	7.56%	71,821	6.31%
Plant Services	135,424	10.99%	102,246	8.98%
Other Expenses	159,542	12.94%	160,479	14.10%
Total Expenses	\$ 1,232,538	100.00%	\$ 1,138,476	100.00%

Comparative Expenses



**NICASIO ELEMENTARY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2020
(PREPARED BY DISTRICT MANAGEMENT)**

FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONCLUDED)

<u>Comparative Schedule of Capital Assets</u>		
	Governmental Activities	
	2019	2020
Land	\$ 53,889	\$ 53,889
Construction-in-Progress	4,389	4,389
Sites and Improvements	17,176	13,265
Buildings and Improvements	2,479,439	2,403,310
Furniture and Equipment	6,984	5,922
Capital Assets, net	<u>\$ 2,561,877</u>	<u>\$ 2,480,775</u>

Capital assets, net of depreciation, decreased \$81,102 due to the recognition of depreciation expense.

<u>Comparative Schedule of Long-Term Liabilities</u>		
	Governmental Activities	
	2019	2020
General Obligation Bonds	\$ 1,390,000	\$ 1,205,000
Early Retirement Incentives	18,938	12,625
Net Pension Liabilities	764,615	734,395
Totals	<u>\$ 2,173,553</u>	<u>\$ 1,952,020</u>

Total long-term liabilities decreased \$221,533 due primarily to the payment on the District's outstanding general obligation bonds.

The general obligation bonds represent approximately 61.7% of the District's total long-term liabilities and will be financed primarily by property tax collections. The remaining long-term liabilities will be financed by the General Fund.

The notes to the financial statements are an integral part of the financial presentation and contain more detailed information as to interest, principal, retirement amounts, and future debt retirement dates.

**NICASIO ELEMENTARY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

(PREPARED BY DISTRICT MANAGEMENT)

FINANCIAL ANALYSIS OF DISTRICT'S FUNDS

<u>Comparative Schedule of Fund Balances</u>			
	<u>Fund Balances June 30, 2019</u>	<u>Fund Balances June 30, 2020</u>	<u>Increase (Decrease)</u>
General	\$ 477,136	\$ 559,521	\$ 82,385
Deferred Maintenance	36,327	45,521	9,194
Bond Interest & Redemption	241,445	260,958	19,513
Totals	<u>\$ 754,908</u>	<u>\$ 866,000</u>	<u>\$ 111,092</u>

The fund balance of the General Fund increased \$82,385 and the combined fund balances of the other governmental funds increased \$28,707.

GENERAL FUND BUDGETARY HIGHLIGHTS

The District's budget is prepared in accordance with California law and is based on the modified accrual basis of accounting. Over the course of the year, the District revises its budget based on updated financial information. The original budget, approved at the end of June for July 1, is based on May Revise figures and updated 45 days after the State approves its final budget.

ECONOMIC FACTORS BEARING ON THE DISTRICT'S FUTURE

The District will continue to be impacted by the on-going health concerns associated with Covid-19. Since the virus is still very contagious, the District has already modified most of its operational procedures as most aspects of its operations were directly affected by Covid-19. However, due to the unknown nature of the virus and the changing guidance provided by the California Department of Education, further procedural modifications may be necessary. In addition, State and Local economies have also been severely impacted by Covid-19, which may adversely affect future school funding and student enrollment.

Accordingly, the District's budget should continue to be managed with a great degree of conservatism over the next few years. The District has an excellent track record in meeting this challenge in what has proven to be a cycle of lean years and prosperous years for education finances.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, parents, investors, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions regarding this report or need additional financial information, contact the Interim Chief Financial Officer, Nicasio Elementary School District, 1111 Las Gallinas Avenue, San Rafael, CA 94913.

BASIC FINANCIAL STATEMENTS

NICASIO ELEMENTARY SCHOOL DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2020

	Governmental Activities
<u>Assets</u>	
Deposits and Investments (Note 2)	\$ 956,330
Receivables (Note 3)	23,372
Capital Assets, Not Depreciated (Note 4)	58,278
Capital Assets, Net of Accumulated Depreciation	2,422,497
Total Assets	<u>3,460,477</u>
<u>Deferred Outflows of Resources</u>	
Pension Deferrals (Note 7)	<u>231,253</u>
<u>Liabilities</u>	
Accounts Payable and Other Current Liabilities	113,702
Accrued Interest Payable	21,094
Long-Term Liabilities:	
<i>Portion Due or Payable Within One Year:</i>	
General Obligation Bonds	205,000
Early Retirement Incentives	6,313
<i>Portion Due or Payable After One Year:</i>	
General Obligation Bonds (Note 5)	1,000,000
Early Retirement Incentives (Note 6)	6,312
Net Pension Liabilities (Note 7)	734,395
Total Liabilities	<u>2,086,816</u>
<u>Deferred Inflows of Resources</u>	
Pension Deferrals (Note 7)	<u>190,939</u>
<u>Net Position</u>	
Net Investment in Capital Assets	1,275,775
Restricted:	
For Debt Service	239,864
For Educational Programs	27,500
For Other Purposes	1,000
Unrestricted (Deficit)	(130,164)
Total Net Position	<u><u>\$ 1,413,975</u></u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

**NICASIO ELEMENTARY SCHOOL DISTRICT
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Functions	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<u>Governmental Activities</u>					
Instruction	\$ 534,494		\$ 118,216		\$ (416,278)
Instruction-Related Services:					
Supervision of Instruction	4,341				(4,341)
School Site Administration	219,809		47		(219,762)
Pupil Services:					
Home-to-School Transportation	18,916		2,753		(16,163)
Food Services	706				(706)
Other Pupil Services	25,664		13,432		(12,232)
General Administration:					
Data Processing Services	2,165				(2,165)
Other General Administration	69,656		508		(69,148)
Plant Services	102,246		658		(101,588)
Interest on Long-Term Debt	54,087				(54,087)
Other Outgo	106,392		15,815		(90,577)
Total Governmental Activities	<u>\$ 1,138,476</u>	<u>\$ 0</u>	<u>\$ 151,429</u>	<u>\$ 0</u>	<u>(987,047)</u>
<u>General Revenues</u>					
Taxes Levied for General Purposes					690,307
Taxes Levied for Debt Service					257,629
Taxes Levied for Specific Purposes					202,662
Federal and State Aid - Unrestricted					53,762
Interest and Investment Earnings					13,872
Transfers from Other Agencies					4,674
Miscellaneous					2,005
Total General Revenues					<u>1,224,911</u>
Change in Net Position					237,864
Net Position - July 1, 2019					<u>1,176,111</u>
Net Position - June 30, 2020					<u>\$ 1,413,975</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

**NICASIO ELEMENTARY SCHOOL DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2020**

	<u>General</u>	<u>Deferred Maintenance</u>	<u>Bond Interest and Redemption</u>	<u>Total Governmental Funds</u>
<u>Assets</u>				
Deposits and Investments (Note 2)	\$ 649,801	\$ 45,571	\$ 260,958	\$ 956,330
Receivables (Note 3)	23,372			23,372
Total Assets	<u>\$ 673,173</u>	<u>\$ 45,571</u>	<u>\$ 260,958</u>	<u>\$ 979,702</u>
<u>Liabilities and Fund Balances</u>				
Liabilities:				
Accounts Payable	\$ 113,652	\$ 50		\$ 113,702
Fund Balances: (Note 10)				
Nonspendable	1,000			1,000
Restricted	27,500		\$ 260,958	288,458
Assigned	45,000	45,521		90,521
Unassigned	486,021			486,021
Total Fund Balances	<u>559,521</u>	<u>45,521</u>	<u>260,958</u>	<u>866,000</u>
Total Liabilities and Fund Balances	<u>\$ 673,173</u>	<u>\$ 45,571</u>	<u>\$ 260,958</u>	<u>\$ 979,702</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

**NICASIO ELEMENTARY SCHOOL DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE
STATEMENT OF NET POSITION
JUNE 30, 2020**

Total Fund Balances - Governmental Fund	\$ 866,000
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Amounts reported for governmental activities in the statement of net position are different from amounts reported in governmental funds due to the following:

Capital assets: In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation.

Capital Assets	\$ 4,118,495	
Accumulated Depreciation	(1,637,720)	
Net		2,480,775

Deferred outflows and inflows of resources relating to pensions: In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported:

Deferred outflows of resources relating to pensions	231,253
Deferred inflows of resources relating to pensions	(190,939)

Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

General Obligation Bonds	\$ 1,205,000	
Early Retirement Incentives	12,625	
Net Pension Liabilities	734,395	
Total		(1,952,020)

Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statement of activities, it is recognized in the period that it is incurred. The additional liability for unmatrued interest owing at the end of the period was:

(21,094)

Total Net Position - Governmental Activities	\$ 1,413,975
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**NICASIO ELEMENTARY SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

	<u>General</u>	<u>Deferred Maintenance</u>	<u>Bond Interest and Redemption</u>	<u>Total Governmental Funds</u>
<u>Revenues</u>				
LCFF Sources:				
State Apportionment / Transfers	\$ 37,371	\$ 10,000		\$ 47,371
Local Taxes	689,457			689,457
Total LCFF Sources	726,828	10,000		736,828
Federal Revenue	23,448			23,448
State Revenue	58,833		\$ 437	59,270
Local Revenue	296,346	734	259,714	556,794
Total Revenues	1,105,455	10,734	260,151	1,376,340
<u>Expenditures</u>				
Current:				
Instruction	475,380			475,380
Supervision of Instruction	1,529			1,529
School Site Administration	218,502			218,502
Home-To-School Transportation	18,916			18,916
Food Services	706			706
Other Pupil Services	25,664			25,664
Data Processing Services	2,165			2,165
Other General Administration	67,819			67,819
Plant Services	98,214	1,540		99,754
Other Outgo	106,392			106,392
Debt Service:				
Principal Retirement	6,313		185,000	191,313
Interest and Issuance Costs	1,470		55,638	57,108
Total Expenditures	1,023,070	1,540	240,638	1,265,248
Net Change in Fund Balances	82,385	9,194	19,513	111,092
Fund Balances - July 1, 2019	477,136	36,327	241,445	754,908
Fund Balances - June 30, 2020	\$ 559,521	\$ 45,521	\$ 260,958	\$ 866,000

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

**NICASIO ELEMENTARY SCHOOL DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Net Change in Fund Balance - Governmental Fund	\$ 111,092
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Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds due to the following:

Capital outlay: In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation

Capital Outlay Expenditures	\$ 0	
Depreciation Expense	<u>(81,102)</u>	
Net		(81,102)

Debt service: In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Expenditures for repayment of the principal portion of long-term debt were:

191,313

Pensions: In governmental funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual basis pension costs and actual employer contributions was:

13,540

Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statements, it is recognized in the period that it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from a prior period, was:

3,021

Change in Net Position of Governmental Activities

\$ 237,864

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The Nicasio Elementary School District (the "District") is a public educational agency operating under the applicable laws and regulations of the State of California. It is governed by a three-member Board of Education elected by registered voters of the District, which comprises an area in Marin County. The District serves students in kindergarten through grade eight.

The District accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

The financial reporting entity consists of the following:

- The primary government
- Organizations for which the primary government is financially accountable
- Other organizations for which the primary government may determine, through exercise of management's professional judgment, that the inclusion of an organization that does not meet the financial accountability criteria is necessary in order to prevent the reporting entity's financial statements from being misleading. In such instances, the organization should be included as a component unit.

The District has reviewed criteria to determine whether other entities with activities that benefit the District should be included within its financial reporting entity under GASB Statement No. 14 (GASB14) as amended by GASB Statement No. 61 (GASB 61), *The Financial Reporting Entity: Omnibus*, and has determined that there are no organizations, with financial activities that benefit the District, which should be included within its financial reporting entity under these criteria.

The District has also reviewed criteria to determine whether other organizations, for which the District is not financially accountable, should be reported within its financial reporting entity, based on the nature and significance of its relationship with the District, under GASB Statement No. 39 (GASB 39), *Determining Whether Certain Organizations are Component Units*, and has determined that there are no organizations, for which the District is not financially accountable, which should be reported within its financial reporting entity.

B. Basis of Presentation

Government-wide Financial Statements:

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the District. The effect of interfund activity within the governmental activities column has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation (Concluded)

Government-wide Financial Statements (Concluded):

The government-wide financial statements are prepared using the economic resources measurement focus. This is the same approach used in the preparation of proprietary fund and fiduciary fund financial statements but differs from the manner in which governmental fund financial statements are prepared. Governmental fund financial statements, therefore, include reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The District does not allocate indirect expenses to functions in the statement of activities. Program revenues include charges paid by the recipients of goods or services offered by a program, as well as grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues, which are not classified as program revenues, are presented as general revenues of the District, with certain exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

Fund Financial Statements:

Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major governmental fund is presented in a separate column.

The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting.

Revenues - Exchange and Non-exchange Transactions:

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. Under the modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Concluded)

Revenues - Exchange and Non-exchange Transactions (Concluded):

"Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, "available" means collectible within the current period or within 45, 60, 90 days after year-end, depending on the revenue source. However, to achieve comparability of reporting among California Districts and so as not to distort normal revenue patterns, with specific respect to reimbursement grants and corrections to state aid apportionments, the California Department of Education has defined available as collectible within one year.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned Revenue:

Unearned revenue arises when assets are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are recorded as unearned revenue.

Expenses/Expenditures:

On an accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Fund Accounting

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity or retained earnings, revenues, and expenditures or expenses, as appropriate. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Fund Accounting (Concluded)

The District maintains the following governmental fund types:

General Fund - The general fund is used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. Other resources also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund.

Debt Service Funds - Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

The District's accounts are organized into major funds as follows:

General Fund is the general operating fund of the District. It is used to account for and report all financial resources not accounted for and reported in another fund.

Deferred Maintenance Fund is used for the purpose of major repair or replacement of District property.

Bond Interest and Redemption Fund is used to account for the accumulation of resources for the repayment of District bonds, interest, and related costs.

E. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. By state law, the District's Governing Board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements.

These budgets are revised by the District's Governing Board and Superintendent during the year to give consideration to unanticipated income and expenditures. The original and final revised budget is presented for the General Fund and Deferred Maintenance Fund on pages 47 and 48.

Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Use of Estimates

The preparation of financial statements in conformity with principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

G. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated at June 30.

H. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Fund Equity

1. Deposits and Investments

The District is authorized to maintain cash in banks and revolving funds that are insured to \$250,000 by the Federal Depository Insurance Corporation (FDIC).

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The County is authorized to deposit cash and invest excess funds by California *Government Code* Section 53648 et seq. The funds maintained by the County are either secured by the FDIC or are collateralized.

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies; certificates of participation; obligations with first priority security; and collateralized mortgage obligations.

Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost.

2. Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend the asset's lives are not capitalized, but are expensed as incurred.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Fund Equity (Continued)

2. Capital Assets (Concluded)

Depreciation on all capital assets is computed using a straight-line basis over the following estimated useful lives:

<u>Asset Class</u>	<u>Years</u>
Sites and Improvements	20
Buildings and Improvements	11-50
Furniture and Equipment	5-20

3. Deferred Outflows/Inflows of Resources

In addition to assets, the District will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the District will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources until that time.

4. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the California State Teachers' Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS), and additions to/deductions from the CalSTRS' and CalPERS' fiduciary net position have been determined on the same basis as they are reported by CalSTRS and CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

5. Long-term Liabilities

In the government-wide financial statements, long-term obligations are reported as liabilities in the Statement of Net Position. Premiums and discounts are deferred and amortized over the life of the obligation, when material. Liabilities are reported net of applicable premiums and discounts.

In the fund financial statements, governmental funds recognize premiums and discounts when the debt is issued. The face amount of the debt issued, premiums and discounts are reported as other financing sources or uses.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Fund Equity (Continued)

6. Fund Balances

Governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The five classifications used in governmental fund financial statements are as follows:

Nonspendable Fund Balance includes amounts that are not expected to be converted to cash, such as inventory, prepaid items, and other resources that are not in a spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance includes amounts constrained to specific purposes by their providers or by law.

Committed Fund Balance includes amounts constrained to specific purposes by the District's highest level of decision making authority (Governing Board). Formal action by resolution must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.

Assigned Fund Balance includes amounts that the Governing Board or its designee intends to use for a specific purpose, but are neither restricted nor committed, should be reported as assigned fund balance. The Governing Board delegates the authority to assign amounts to be used for specific purposes to the Superintendent or his/her designee for the purpose of reporting these amounts in the annual financial statements.

Unassigned Fund Balance includes amounts that are available for any purpose. They are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories. The District has adopted a policy to achieve and maintain an economic uncertainty reserve that is no less than the state recommended minimum reserve.

The District considers restricted fund balances to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the District considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

7. Local Control Funding Formula (LCFF /Property Tax)

The formula for determining the level of funding per student is the "Local Control Funding Formula" (LCFF). District funding under the LCFF is generally provided by a mix of state aid and local property taxes.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONCLUDED)

H. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Fund Equity (Concluded)

7. Local Control Funding Formula (LCFF /Property Tax) (Concluded)

The County of Marin is responsible for assessing, collecting and apportioning property taxes to the District. Taxes are levied for each fiscal year on taxable real and personal property in the county. The levy is based on the assessed values as of the preceding January 1, which is also the lien date. Property taxes on the secured roll are due on November 1 and February 1, and taxes become delinquent after December 10 and April 10, respectively. Property taxes on the unsecured roll are due on the lien date (January 1), and become delinquent if unpaid by August 31.

Secured property taxes are recorded as revenue when apportioned, in the fiscal year of the levy. The county apportions secured property tax revenue in accordance with the alternative method of distribution prescribed by Section 4705 of the California *Revenue and Taxation Code*. This alternate method provides for crediting each applicable fund with its total secured taxes upon completion of the secured tax roll, approximately October 1 of each year.

The County Auditor reports the amount of the District's allocated property tax revenue to the California Department of Education. Property taxes are recorded as local LCFF sources by the District. The California Department of Education reduces the District's LCFF entitlement by the District's local property tax revenue. Any balance remaining is paid from the State General Fund, and is known as LCFF State Aid.

Since the amount of property taxes received by the District exceeds the amount of the LCFF entitlement, the District is considered to be a "basic aid" school district, and is permitted to keep all of its property tax revenue. In addition, as guaranteed by the California Constitution, the State must apportion \$120 per pupil to the District. However, the categorical aid that the District receives counts toward this requirement.

NOTE 2 - DEPOSITS AND INVESTMENTS

Summary of Deposits and Investments

Deposits and investments as of June 30, 2020, consist of the following:

	<u>Governmental Activities</u>
Cash in Revolving Fund	\$ 1,000
County Pool Investments	955,330
Total	<u>\$ 956,330</u>

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

Cash in Revolving Fund

Cash in revolving fund consists of all cash maintained in commercial bank accounts that are used as revolving funds.

County Pool Investments

County pool investments consists of District cash held by the Marin County Treasury that is invested in the county investment pool. The fair value of the District's investment in the pool is reported in the financial statements at amounts that are based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

General Authorization

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedule below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Notes	5 years	30%	None
Mutual Funds/	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The District manages its exposure to interest rate risk by investing in the Marin County Investment pool.

Weighted Average Maturity

The District monitors the interest rate risk inherent in its portfolio by measuring the weighted average maturity of its portfolio. Information about the weighted average maturity of the District's portfolio is presented in the following schedule:

<u>Investment Type</u>	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Weighted Average Days to Maturity</u>
County Pool Investments	\$ 955,330	\$ 960,196	220

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investments in the County Treasury are not required to be rated.

Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2020, the District's bank balance was not exposed to custodial credit risk.

Fair Value Measurements

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 2 - DEPOSITS AND INVESTMENTS (CONCLUDED)

Fair Value Measurements (Concluded)

Level 1 - Quoted prices in active markets for identical assets that the District has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specific term, a Level 2 input is required to be observable for substantially the full term of the asset.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Marin County Treasury Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements are as follows at June 30, 2020:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Uncategorized</u>
County Pool Investments	\$ 960,196	\$ 960,196

All assets have been valued using a market approach, with quoted market prices.

NOTE 3 - RECEIVABLES

Receivables at June 30, 2020 consist of the following:

	<u>General Fund</u>
Federal Government	\$ 10,253
State Government	10,645
Local Governments	1,973
Miscellaneous	501
Total	<u>\$ 23,372</u>

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 4 - CAPITAL ASSETS AND DEPRECIATION

Capital asset activity for the year ended June 30, 2020, was as follows:

	Balances July 1, 2019	Additions	Deletions	Balances June 30, 2020
Capital Assets Not Being Depreciated:				
Land	\$ 53,889			\$ 53,889
Construction-in-Progress	4,389			4,389
Total Capital Assets Not Being Depreciated	58,278	\$ 0	\$ 0	58,278
Capital Assets Being Depreciated:				
Sites and Improvements	264,425			264,425
Buildings and Improvements	3,761,014			3,761,014
Furniture and Equipment	34,778			34,778
Total Capital Assets Being Depreciated	4,060,217	0	0	4,060,217
Less Accumulated Depreciation:				
Sites and Improvements	247,249	3,911		251,160
Buildings and Improvements	1,281,575	76,129		1,357,704
Furniture and Equipment	27,794	1,062		28,856
Total Accumulated Depreciation	1,556,618	81,102	0	1,637,720
Total Capital Assets Being Depreciated, Net	2,503,599	(81,102)	0	2,422,497
Capital Assets, Net	\$ 2,561,877	\$ (81,102)	\$ 0	\$ 2,480,775

Depreciation expense for governmental activities was charged as follows:

Instruction	\$ 76,217
Instruction-Related Services	3,782
General Administration	613
Plant Services	490
Total	\$ 81,102

NOTE 5 - GENERAL OBLIGATION BONDS

On December 7, 2010, the Nicasio Elementary School District issued \$2,440,000 of 2010 General Obligation Refunding Bonds for the purpose of refunding certain outstanding general obligation bonds that were originally issued to fund improvements to school buildings and grounds, including renovation of aging school facilities.

The general obligation bonds are secured by the full faith and credit of the District. In order to provide sufficient funds for the repayment of principal and interest on the bonds when due, the Board of Supervisors of Marin County is empowered and obligated to annually levy ad valorem taxes upon all property subject to taxation in the District.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 5 - GENERAL OBLIGATION BONDS (CONCLUDED)

The District's outstanding general obligation bonded debt at June 30, 2020 is:

<u>Year of Issue</u>	<u>Interest Rate %</u>	<u>Date of Maturity</u>	<u>Amount of Original Issue</u>	<u>Outstanding July 1, 2019</u>	<u>Issued Current Year</u>	<u>Redeemed Current Year</u>	<u>Outstanding June 30, 2020</u>
2010	2.00-4.50	8/1/24	<u>\$ 2,440,000</u>	<u>\$ 1,390,000</u>	<u>\$ 0</u>	<u>\$ 185,000</u>	<u>\$ 1,205,000</u>

The annual requirements to amortize the general obligation bonds, as of June 30, 2020, are as follows:

<u>Year Ended June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2021	\$ 205,000	\$ 47,087	\$ 252,087
2022	220,000	38,587	258,587
2023	235,000	29,194	264,194
2024	260,000	18,513	278,513
2025	285,000	6,412	291,412
Totals	<u>\$ 1,205,000</u>	<u>\$ 139,793</u>	<u>\$ 1,344,793</u>

NOTE 6 - EARLY RETIREMENT INCENTIVES

In addition to the pension benefits described in Note 7, the District adopted an early retirement incentive program, pursuant to Education Code Sections 22714 and 44929, whereby the service credit to an eligible certificated employee was increased by two years. Future payments under this early retirement incentive agreement will be made through fiscal year 2021-22 as follows:

<u>Year Ended June 30</u>	<u>STRS Golden Handshake</u>
2021	\$ 7,124
2022	<u>6,719</u>
Total payments	13,843
Less amounts representing interest	<u>(1,218)</u>
Total principal payments	<u>\$ 12,625</u>

NOTE 7 - RETIREMENT PLANS

Qualified employees are covered under retirement plans maintained by agencies of the State of California. Certificated employees are eligible to participate under the multiple-employer, cost-sharing defined benefit plan administered by the California State Teachers' Retirement System (CalSTRS) and classified employees are eligible to participate under the multiple-employer, cost-sharing defined benefit plan administered by the California Public Employees' Retirement System (CalPERS).

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONTINUED)

The District reported net pension liabilities, deferred outflows of resources, deferred inflows of resources, and pension expense in the accompanying government-wide financial statements as follows:

<u>Pension Plan</u>	<u>Net Pension Liabilities</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Pension Expense</u>
CalSTRS	\$ 521,897	\$ 175,727	\$ 179,539	\$ 77,764
CalPERS	212,498	55,526	11,400	33,261
Totals	<u>\$ 734,395</u>	<u>\$ 231,253</u>	<u>\$ 190,939</u>	<u>\$ 111,025</u>

A. California State Teachers' Retirement System (CalSTRS)

Plan Description

The California State Teachers Retirement System (CalSTRS) provides pension benefits, including disability and survivor benefits, to California full-time and part-time public school teachers and certain other employees of the public school system. The Teachers' Retirement Law (California Education Code Section 22000 et seq.), as enacted and amended by the California Legislature and Governor, established the plan and CalSTRS as the administrator. The terms of the plan may be amended through legislation. CalSTRS issues publicly available reports that include a full description of the pension plan that can be found on the CalSTRS website.

Benefits Provided

The State Teachers' Retirement Plan (STRP) is a multiple-employer, cost-sharing defined benefit plan. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses for administering the STRP. Although CalSTRS is the administrator of the STRP, the State of California is the sponsor and obligor of the trust. In addition, the State is both an employer and nonemployer contributing entity to the STRP.

The STRP Defined Benefit Program has two benefit formulas:

- CalSTRS 2% at 60: Members first hired on or before December 31, 2012, to perform services that could be creditable to CalSTRS.
- CalSTRS 2% at 62: Members first hired on or after January 1, 2013, to perform services that could be creditable to CalSTRS.

Membership is mandatory for all employees meeting certain statutory requirements and optional for all other employees performing creditable services activities. The Defined Benefit Program provides retirement benefits based on members' final compensation, age and years of service credit. In addition, the retirement program provides benefits to members upon disability and to their survivors or beneficiaries upon the death of eligible members. There are several differences between the two benefit formulas and some of the differences are noted below.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONTINUED)

A. California State Teachers' Retirement System (CalSTRS) (Continued)

Benefits Provided (Concluded)

CalSTRS 2% at 60

CalSTRS 2% at 60 members are eligible for normal retirement at age 60, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0% of final compensation multiplied by the number of years of credited service. Early retirement options are available at age 55 with five years of credited service or as early as age 50 with 30 years of credited service. The age factor for retirements after age 60 increases with each quarter year of age to a maximum of 2.4% at age 63 or older. Members who have 30 years or more of credited service receive an additional increase of up to 0.2% to the age factor, up to the 2.4% maximum.

CalSTRS calculates retirement benefits based on one-year final compensation for members with 25 or more years of credited service, or for classroom teachers with fewer than 25 years of credited service if the employer entered into, extended, renewed, or amended an agreement prior to January 1, 2014, to elect to pay the additional benefit cost for all of its classroom teachers. One year final compensation means a member's highest average annual compensation earnable for 12 consecutive months based on the creditable compensation that a member could earn in a school year while employed on a full-time basis. For most members with fewer than 25 years of credited service, final compensation is the highest average annual compensation earnable for any 36 consecutive months based on the creditable compensation that a member could earn in a school year while employed on a full-time basis.

CalSTRS 2% at 62

CalSTRS 2% at 62 members are eligible for normal retirement at age 62, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0% of final compensation multiplied by the number of years of credited service. An early retirement option is available at age 55. The age factor for retirement after age 62 increases with each quarter year of age to 2.4% at age 65 or older.

All CalSTRS 2% at 62 members have their final compensation based on their highest average annual compensation earnable for 36 consecutive months based on the creditable compensation that a member could earn in a school year while employed on a full-time basis.

Contributions

Required member, employer and state contribution rates are set by the California Legislature and Governor and are detailed in the Teachers' Retirement Law. Current contribution rates were established with the enactment of AB 1469 in 2014 (the CalSTRS Funding Plan). A summary of statutory contribution rates and other sources of contributions to the Defined Benefit Program are as follows:

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONTINUED)

A. California State Teachers' Retirement System (CalSTRS) (Continued)

Contributions (Concluded)

Members: The CalSTRS member contribution rates were as follows: Under CalSTRS 2% at 60, the member contribution rate was 10.25% of applicable member earnings for fiscal year 2019-20. Under CalSTRS 2% at 62, the member contribution rate was 10.205% of applicable member earnings for fiscal year 2019-20.

Employers: The employer contribution rate was 17.10% of applicable member earnings for fiscal year 2019-20. This rate reflects the 1.03% reduction of the employer contribution rate for fiscal year 2019-20 pursuant to SB 90. The District contributed \$57,675 to the plan for the fiscal year ended June 30, 2020.

State: The base contribution of 2.017% is calculated based on creditable compensation from two fiscal years prior. The additional state appropriation required to fully fund the benefits in effect as of 1990 by 2046 is specified in subdivision (b) of Education Code Section 22955.1. The additional state contribution for the fiscal year ended June 30, 2020 was 5.811%. Including a 2.50% contribution for SBMA funding, the total state contribution to the defined benefit program was 10.328% for the fiscal year ended June 30, 2020. This rate does not include the \$2.2 billion supplemental state contribution on behalf of employers pursuant to SB 90.

Payable for Benefit Enhancement

The District provides, at their cost, an additional two years of service credit to increase the amount of participating members' monthly retirement benefits. The cost to the District will be paid in installments not to exceed eight years, with interest charged on the unpaid balance at the actuarially assumed rate of return on investments for the Defined Benefit Program (currently at 7.0%). As of June 30, 2020, the outstanding balance of this payable to CalSTRS was \$12,625 (See Note 6)

District's Proportionate Share of the Net Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability associated with the District was as follows:

District's proportionate share of the net pension liability	\$ 521,897
State's proportionate share of the net pension liability associated with the District	<u>284,730</u>
Total net pension liability attributed to District	<u><u>\$ 806,627</u></u>

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONTINUED)

A. California State Teachers' Retirement System (CalSTRS) (Continued)

District's Proportionate Share of the Net Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions (Continued)

The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018. The District's proportion of the net pension liability was based on the District's share of contributions to the pension plan relative to the contributions of all participating employers and the State.

The District's proportionate share of the net pension liability as of June 30, 2019 and June 30, 2018 was as follows:

Proportion - June 30, 2019	0.0006%
Proportion - June 30, 2018	0.0006%
Change - Increase (Decrease)	<u>0.0000%</u>

For the fiscal year ended June 30, 2020, the District recognized pension expense of \$77,764, which includes \$39,712 of support provided by the State. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
District contributions subsequent to the measurement date	\$ 57,675	
Differences between expected and actual experience	1,156	\$ 16,121
Changes of assumptions	57,916	
Changes in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	58,980	148,720
Net differences between projected and actual earnings on plan investments		14,698
Totals	<u>\$ 175,727</u>	<u>\$ 179,539</u>

The deferred outflows of resources related to District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONTINUED)

A. California State Teachers' Retirement System (CalSTRS) (Continued)

District's Proportionate Share of the Net Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions (Concluded)

Year Ended June 30	
2021	\$ (16,391)
2022	(33,419)
2023	(12,758)
2024	311
2025	6,242
2026	(5,472)

Differences between expected and actual experience, changes of assumptions, and changes in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions are amortized over a closed period equal to the expected average remaining service life of all members that are provided benefits. The expected average remaining service life for STRP members as of the beginning of the measurement period is 7 years. Deferred outflows and inflows related to differences between projected and actual earnings on plan investments are netted and amortized over a closed 5-year period.

Actuarial Methods and Assumptions

The total pension liability for the STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2018, and rolling forward the total pension liability to June 30, 2019. In determining the total pension liability, the financial reporting actuarial valuation used the following methods and assumptions:

Valuation Date	June 30, 2018
Experience Study	July 1, 2010 through June 30, 2015
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return ¹	7.10%
Consumer Price Inflation	2.75%
Wage Growth	3.50%
Post-retirement Benefit Increases	2.00% simple for DB (Annually)
	Maintain 85% purchasing power level for DB

¹ Net of investment expenses, but gross of administrative expenses.

CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases of life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among its members. The projection scale was set equal to 110% of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table, issued by the Society of Actuaries.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONTINUED)

A. California State Teachers' Retirement System (CalSTRS) (Continued)

Actuarial Methods and Assumptions (Concluded)

The long-term investment rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best-estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant (Pension Consulting Alliance) as an input to the process. The actuarial investment rate of return assumption was adopted by the board in February 2017 in conjunction with the most recent experience study. For each future valuation, CalSTRS' independent consulting actuary (Milliman) reviews the return assumption for reasonableness based on the most current capital market assumptions.

Best estimates of expected 20-year geometrically-linked real rates of return and the assumed asset allocation for each major asset class as of June 30, 2019, are summarized in the following table:

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return*</u>
Global Equity	47%	4.80%
Fixed Income	12%	1.30%
Real Estate	13%	3.60%
Private Equity	13%	6.30%
Risk Mitigating Strategies	9%	1.80%
Inflation Sensitive	4%	3.30%
Cash / Liquidity	2%	-0.40%
Total	<u>100%</u>	

* 20-year average

Discount Rate

The discount rate used to measure the total pension liability was 7.10%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers are made at statutory contribution rates as previously described. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10%) and assuming that contributions, benefit payments, and administrative expenses occur midyear. Based on those assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONTINUED)

A. California State Teachers' Retirement System (CalSTRS) (Concluded)

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following table presents the District's proportionate share of the net pension liability as of the measurement date, calculated using the current discount rate of 7.10%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.10%) or one percentage point higher (8.10%) than the current rate:

	Discount Rate 1% Decrease 6.10%	Discount Rate Current Rate 7.10%	Discount Rate 1% Increase 8.10%
District's proportionate share of the net pension liability	\$ 777,148	\$ 521,897	\$ 310,246

Pension Plan's Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalSTRS Comprehensive Annual Financial Report for the fiscal year ended June 30, 2019.

B. California Public Employees' Retirement System (CalPERS)

Plan Description, Benefits Provided, and Employees Covered

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by the CalPERS. All employees who work at least half time or are appointed to a job that will last at least six months and one day are eligible for CalPERS. Benefits vest after five years. Employees are eligible to retire at or after age 50 having attained five years of credited service and are entitled to an annual retirement benefit, payable monthly for life. Employees hired after January 1, 2013 with five years of credit service must be at least age 52 to retire.

The Plan provides retirement, disability, and death benefits, and annual cost-of-living adjustments to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONTINUED)

B. California Public Employees' Retirement System (CalPERS) (Continued)

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS' annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. Active plan members who entered into the plan prior to January 1, 2013 are required to contribute 7.0% of their salary, and new members entering into the plan on or after January 1, 2013 are required to contribute the higher of 50% of the total normal cost rate for their defined benefit plan or 7.0% of their salary.

The District's contractually required contribution rate for the fiscal year ended June 30, 2020 was 19.721% of annual payroll. The District's contribution to CalPERS for the fiscal year ended June 30, 2020 was \$27,179.

District's Proportionate Share of the Net Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

As of June 30, 2020, the District reported a liability of \$212,498 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

The District's proportionate share of the net pension liability as of June 30, 2019 and June 30, 2018 was as follows:

Proportion - June 30, 2019	0.0007%
Proportion - June 30, 2018	<u>0.0008%</u>
Change - Increase (Decrease)	<u>-0.0001%</u>

For the fiscal year ended June 30, 2020, the District recognized pension expense of \$33,261. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONTINUED)

B. California Public Employees' Retirement System (CalPERS) (Continued)

District's Proportionate Share of the Net Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions (Concluded)

	Deferred Outflows of Resources	Deferred Inflows of Resources
District contributions subsequent to the measurement date	\$ 27,179	
Differences between expected and actual experience	15,754	
Changes of assumptions	11,009	
Changes in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	1,584	\$ 8,903
Net differences between projected and actual earnings on plan investments		2,497
Totals	<u>\$ 55,526</u>	<u>\$ 11,400</u>

The deferred outflows of resources related to District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30	
2021	\$ 17,106
2022	(932)
2023	214
2024	559

Differences between expected and actual experience, changes in assumptions, and changes in employer's proportion and differences in employer's contributions and employer's proportionate share of contributions are amortized over a closed period equal to the average remaining service life of plan members, which is 4.1 years as of June 30, 2019. The net difference between projected and actual earnings on pension plan investments is amortized over a 5-year period on a straight-line basis.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONTINUED)

B. California Public Employees' Retirement System (CalPERS) (Continued)

Actuarial Assumptions

The total pension liability in the June 30, 2018 actuarial valuations were determined using the following actuarial methods and assumptions:

Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Wage Growth	Varies
Investment Rate of Return	7.15%
Post Retirement Benefit Increase (1)	

(1) 2.00% until Purchasing Power Protection Allowance Floor
on Purchasing Power applies, 2.50% thereafter

The mortality rate table used was developed based on CalPERS specific data. The table includes 15 years of mortality improvements using the Society of Actuaries Scale 90% of scale MP 2016.

All other actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study from 1997 to 2015. Further details of the experience study can be found on the CalPERS website.

Discount Rate

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONTINUED)

B. California Public Employees' Retirement System (CalPERS) (Continued)

Discount Rate (Concluded)

Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects expected real rates of return by asset class. The rates of return were calculated using the capital market assumptions applied to determine the discount rate.

<u>Asset Class ¹</u>	<u>Assumed Asset Allocation</u>	<u>Real Return Years 1 - 10 ²</u>	<u>Real Return Years 11+ ³</u>
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation Assets	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Assets	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%
Total	100.0%		

¹ In the CalPERS CAFR, fixed income is included in global debt securities; liquidity is included in short-term investments; inflation assets are included in both global equity securities and global debt securities.

² An expected inflation of 2.00% used for this period.

³ An expected inflation of 2.92% used for this period.

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.15%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.15%) or one percentage point higher (8.15%) than the current rate:

	<u>Discount Rate 1% Decrease 6.15%</u>	<u>Discount Rate Current Rate 7.15%</u>	<u>Discount Rate 1% Increase 8.15%</u>
District's proportionate share of the net pension liability	\$ 306,301	\$ 212,498	\$ 134,681

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 7 - RETIREMENT PLANS (CONCLUDED)

B. California Public Employees' Retirement System (CalPERS) (Concluded)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial report.

C. Social Security

As established by Federal law, all public sector employees who are not members of their employer's existing retirement system (CalSTRS or CalPERS) must be covered by social security or an alternative plan. The District has elected to use Social Security as its alternative plan. Contributions made by the District and participating employees vest immediately. Both the District and participating employees were required to contribute 6.2% of an employee's gross earnings, up to the annual limit.

NOTE 8 - LONG-TERM LIABILITIES

A schedule of changes in long-term liabilities for the year ended June 30, 2020, is shown below:

	<u>Balances</u> <u>July 1, 2019</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balances</u> <u>June 30, 2020</u>	<u>Due within</u> <u>One Year</u>
Long-Term Debt:					
General Obligation Bonds	\$ 1,390,000		\$ 185,000	\$ 1,205,000	\$ 205,000
Early Retirement Incentives	18,938		6,313	12,625	6,313
Other Long-Term Liabilities:					
Net Pension Liabilities	<u>764,615</u>	<u>\$ 9,869</u>	<u>40,089</u>	<u>734,395</u>	
Totals	<u>\$ 2,173,553</u>	<u>\$ 9,869</u>	<u>\$ 231,402</u>	<u>\$ 1,952,020</u>	<u>\$ 211,313</u>

The general obligation bonds are obligations of the Bond Interest and Redemption Fund, which is financed primarily by property tax collections. All other long-term liabilities will be financed by the General Fund.

NOTE 9 - ON-BEHALF PAYMENTS MADE BY THE STATE OF CALIFORNIA

The District was the recipient of on-behalf payments made by the State of California to the State Teachers' Retirement System (CalSTRS) for K-12 Education. These payments consist of state general fund contributions of \$39,712 to CalSTRS. These contributions are recorded in the General Fund as revenues and expenditures. The District is not legally responsible for these contributions

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 10 - FUND BALANCES

The District's fund balances at June 30, 2020 consisted of the following:

	General Fund	Deferred Maintenance Fund	Bond Interest and Redemption Fund	Totals
Nonspendable:				
Revolving Cash	\$ 1,000			\$ 1,000
Total Nonspendable	1,000			1,000
Restricted:				
Categorical Programs	27,500			27,500
Debt Service			\$ 260,958	260,958
Total Restricted	27,500		260,958	288,458
Assigned:				
Special Education	45,000			45,000
Deferred Maintenance		\$ 45,521		45,521
Total Assigned	45,000	45,521		90,521
Unassigned:				
Economic Uncertainties	204,219			204,219
Remaining Unassigned Balances	281,802			281,802
Total Unassigned	486,021			486,021
Total Fund Balances	\$ 559,521	\$ 45,521	\$ 260,958	\$ 866,000

NOTE 11 - RISK MANAGEMENT

The District is exposed to various risks of loss related to theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year 2019-20, the District participated in one joint powers authority (JPA) for purposes of pooling for risk. There were no significant reductions in coverage during the year. Settlements have not exceeded coverage for each of the past three years.

NOTE 12 - JOINT VENTURE

The District participates in one joint venture under a joint powers agreement (JPA) with the Marin Schools Insurance Authority (MSIA) for property, liability and workers' compensation insurance coverage. The relationship between the District and the JPA is such that the JPA is not a component unit of the District for financial reporting purposes.

The JPA arranges for and/or provides coverage for its members. The JPA is governed by a board consisting of a representative from each member district. The board controls the operations of their JPA, including selection of management and approval of operating budgets independent of any influence by the member districts beyond their representation on the Board. Each member district pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionately to their participation in the JPA. The JPA is audited on an annual basis. Financial information can be obtained by contacting the JPA's management.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 13 - COMMITMENTS AND CONTINGENCIES

A. State and Federal Allowances, Awards and Grants

The District has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursements will not be material.

B. Litigation

The District is subject to various legal proceedings and claims. In the opinion of management, the ultimate liability with respect to these actions will not materially affect the financial position or results of operations of the District.

NOTE 14 - ECONOMIC DEPENDENCY

During fiscal year 2019-20, the District received \$202,662 of parcel tax revenue that is subject to voter approval. The District also received \$54,271 from the Nicasio Schools Foundation, a non-profit, public benefit corporation that is subject to voluntary public contributions to the organization.

NOTE 15 - GLOBAL PANDEMIC

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus includes restriction on travel, quarantine in certain areas, and forced closure for certain type of public spaces and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an adverse impact on local education agencies throughout the United States, including those located in California. While it is unknown how long these conditions will last and what the complete financial effect will be on local education agencies, to date, the District has not experienced any significant negative financial impact. However, due to the existence of significant economic impacts at the Federal, State, and Local government levels, it is reasonably possible that the District will be vulnerable to the risk of a near-term severe impact from the coronavirus.

NOTE 16 - SUBSEQUENT EVENTS

The District's management has evaluated events or transactions that occurred for possible recognition or disclosure in the financial statements from the balance sheet date through January 19, 2021, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that require disclosure in or adjustment to the current year financial statements.

REQUIRED SUPPLEMENTARY INFORMATION SECTION

NICASIO ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL - GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Original Budget	Final Budget	Actual	Variance with Final Budget Favorable (Unfavorable)
<u>Revenues</u>				
LCFF Sources:				
State Apportionment / Transfers	\$ 29,589	\$ 51,555	\$ 37,371	\$ (14,184)
Local Sources	693,590	690,390	689,457	(933)
Total LCFF Sources	723,179	741,945	726,828	(15,117)
Federal Revenue	21,102	23,426	23,448	22
Other State Revenue	47,085	47,734	58,833	11,099
Other Local Revenue	283,435	306,247	296,346	(9,901)
Total Revenues	1,074,801	1,119,352	1,105,455	(13,897)
<u>Expenditures</u>				
Current:				
Certificated Salaries	298,903	327,336	326,386	950
Classified Salaries	176,130	182,426	179,011	3,415
Employee Benefits	158,229	157,891	166,878	(8,987)
Books and Supplies	29,620	33,031	29,598	3,433
Services and Other				
Operating Expenditures	264,438	281,921	207,022	74,899
Debt Service:				
Principal Retirement	4,893	4,893	6,313	(1,420)
Interest and Fiscal Charges	2,637	2,637	1,470	1,167
Other Expenditures	112,388	95,046	106,392	(11,346)
Total Expenditures	1,047,238	1,085,181	1,023,070	62,111
Net Change in Fund Balances	27,563	34,171	82,385	\$ 48,214
Fund Balances - July 1, 2019	477,136	477,136	477,136	
Fund Balances - June 30, 2020	\$ 504,699	\$ 511,307	\$ 559,521	

**NICASIO ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL - DEFERRED MAINTENANCE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

	Original Budget	Final Budget	Actual	Variance with Final Budget Favorable (Unfavorable)
<u>Revenues</u>				
LCFF Sources:				
State Apportionment / Transfers	\$ 10,000	\$ 10,000	\$ 10,000	
Other Local Revenue	500	500	734	\$ 234
Total Revenues	10,500	10,500	10,734	234
<u>Expenditures</u>				
Current:				
Services and Other Operating Expenditures	5,000	5,000	1,540	3,460
Net Change in Fund Balances	5,500	5,500	9,194	\$ 3,694
Fund Balances - July 1, 2019	36,327	36,327	36,327	
Fund Balances - June 30, 2020	\$ 41,827	\$ 41,827	\$ 45,521	

NICASIO ELEMENTARY SCHOOL DISTRICT

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - CALSTRS *

JUNE 30, 2020

Year Ended June 30	District's Proportion of the NPL	District's Proportionate Share of the NPL	State's Proportionate Share of the NPL Associated to District	Total NPL Attributed to District	District's Covered Payroll	District's Proportionate Share of the NPL as a % of Covered Payroll	Plan Fiduciary Net Position As a % of Total Pension Liability
2020	0.0006%	\$ 521,897	\$ 284,730	\$ 806,627	\$ 310,602	168.03%	72.56%
2019	0.0006%	561,986	321,763	883,749	325,495	172.66%	70.99%
2018	0.0005%	468,939	277,420	746,359	268,744	174.49%	69.46%
2017	0.0007%	571,042	280,594	851,636	351,864	162.29%	70.04%
2016	0.0008%	521,702	338,254	859,956	359,673	145.05%	74.02%
2015	0.0008%	496,128	279,456	775,584	378,145	131.20%	76.52%

* The amounts presented for each fiscal year were determined based on a measurement date that was one year prior to the year-end date. This is a 10-year schedule, however the information in this schedule is not required to be presented retroactively. Additional years will be added to this schedule as information becomes available until 10 years are presented.

SEE NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

NICASIO ELEMENTARY SCHOOL DISTRICT

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - CALPERS *

JUNE 30, 2020

Year Ended June 30	District's Proportion of the NPL	District's Proportionate Share of the NPL	District's Covered Payroll	District's Proportionate Share of the NPL as a % of Covered Payroll	Plan Fiduciary Net Position As a % of Total Pension Liability
2020	0.0007%	\$ 212,498	\$ 100,991	210.41%	70.05%
2019	0.0008%	202,629	100,238	202.15%	70.85%
2018	0.0008%	190,995	102,023	187.21%	71.87%
2017	0.0008%	150,395	91,356	164.62%	73.90%
2016	0.0011%	163,976	123,159	133.14%	79.43%
2015	0.0008%	90,460	83,648	108.14%	83.38%

* The amounts presented for each fiscal year were determined based on a measurement date that was one year prior to the year-end date. This is a 10-year schedule, however the information in this schedule is not required to be presented retroactively. Additional years will be added to this schedule as information becomes available until 10 years are presented.

SEE NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

NICASIO ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF CONTRIBUTIONS - CALSTRS *
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

<u>Year Ended June 30</u>	<u>Actuarially Determined Contributions</u>	<u>Contributions In Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency/ (Excess)</u>	<u>District's Covered Payroll</u>	<u>Contributions As a % of Covered Payroll</u>
2020	\$ 57,675	\$ 57,675	\$ -	\$ 337,281	17.10%
2019	51,939	51,939	-	319,036	16.28%
2018	46,976	46,976	-	325,544	14.43%
2017	32,588	32,588	-	259,046	12.58%
2016	39,154	39,154	-	364,902	10.73%
2015	29,101	29,101	-	327,714	8.88%

* This is a 10-year schedule, however the information in this schedule is not required to be presented retroactively. Additional years will be added to this schedule as information becomes available until 10 years are presented.

SEE NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

NICASIO ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF CONTRIBUTIONS - CALPERS *
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Year Ended June 30	Actuarially Determined Contributions	Contributions In Relation to Contractually Required Contributions	Contribution Deficiency/ (Excess)	District's Covered Payroll	Contributions As a % of Covered Payroll
2020	\$ 27,179	\$ 27,179	\$ -	\$ 137,818	19.721%
2019	18,241	18,241	-	100,991	18.062%
2018	15,568	15,568	-	100,238	15.531%
2017	14,169	14,169	-	102,023	13.888%
2016	11,543	11,543	-	97,434	11.847%
2015	14,497	14,497	-	123,159	11.771%

* This is a 10-year schedule, however the information in this schedule is not required to be presented retroactively. Additional years will be added to this schedule as information becomes available until 10 years are presented.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 1 - PURPOSE OF STATEMENTS AND SCHEDULES

A. Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 34, the District is required to present a Schedule of Revenues, Expenditures, and Changes in Fund Balance budgetary comparison for the General Fund and each Major Special Revenue Fund that has an adopted budget. These schedules present the original adopted budget, final adopted budget, and the actual revenues and expenditures of each of these funds by object. The basis of budgeting is the same as Generally Accepted Accounting Principles (GAAP). There was no excess expenditures over appropriations in the Deferred Maintenance Fund as of June 30, 2020.

Excess of expenditures over appropriations as of June 30, 2020 were as follows:

<u>General Fund</u>	<u>Excess Expenditures</u>
Employee Benefits	\$ 8,987
Debt Service: Principal Retirement	1,420
Other Expenditures	11,346

The District incurred unanticipated expenditures in excess of appropriations in the above expenditure classifications for which the budget was not revised.

B. Schedule of the Proportionate Share of the Net Pension Liability

In accordance with Governmental Accounting Standards Board Statement No. 68, the District is required to present separately for each cost-sharing pension plan through which pensions are provided a 10-year schedule presenting certain information. The information required to be presented includes the District's proportion and proportionate share of the collective net pension liability, the portion of the nonemployer contributing entities' total proportionate share of the collective net pension liability associated with the District, if applicable, the District's covered payroll, the District's proportionate share of the collective net pension liability as a percentage of the District's covered payroll, and the pension plan's fiduciary net position as a percentage of the total pension liability.

C. Schedule of Contributions

In accordance with Governmental Accounting Standards Board Statement No. 68, the District is required to present separately for each cost-sharing pension plan through which pensions are provided a 10-year schedule presenting certain information. The information required to be presented includes the statutorily or contracted required District contribution, the amount of contributions recognized by the pension plan in relation to the required District contribution, the difference between the required District contribution and the amount recognized by the pension plan, the District's covered payroll, and the amount of contributions recognized by the pension plan in relation of the District as a percentage of the District's covered payroll.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 2 - SUMMARY OF CHANGES FOR CALSTRS AND CALPERS

Benefit Changes

There were no changes to benefit terms since the previous valuation for either the State Teachers' Retirement Plan (CalSTRS) or the Public Employer's Retirement Fund B (CalPERS).

Changes of Assumptions

There were no changes in assumptions since the previous valuation for CalSTRS or CalPERS.

SUPPLEMENTARY INFORMATION SECTION

NICASIO ELEMENTARY SCHOOL DISTRICT
ORGANIZATION/BOARD OF EDUCATION/ADMINISTRATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

ORGANIZATION

The Nicasio Elementary School District was established in 1866 and comprises an area located in Marin County. There were no changes in the boundaries of the District during the current year. The District currently operates one elementary school.

BOARD OF EDUCATION

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>
Michelle Rutledge	President	November 2020
Elaine Doss	Clerk	November 2022
Mark Burton	Trustee	November 2022

ADMINISTRATION

Nancy Neu
Superintendent

Barbara Snekkevik
Principal

Margie Bonardi
Interim Chief Financial Officer

NICASIO ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF AVERAGE DAILY ATTENDANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

		P-2 Report			
		TK / K - 3	4 - 6	7 - 8	Total
Regular ADA		16.02	12.42	8.45	36.89

		Annual Report			
		TK / K - 3	4 - 6	7 - 8	Total
Regular ADA		16.02	12.42	8.45	36.89

SEE NOTES TO SUPPLEMENTARY INFORMATION

NICASIO ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF INSTRUCTIONAL TIME
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

<u>Grade Level</u>	<u>Minutes Required</u>	<u>Instructional Minutes</u>			<u>Traditional Calendar Days</u>			<u>Number of Days Multitrack Multitrack Calendar</u>	<u>Status</u>
		<u>Offered</u>	<u>Credited*</u>	<u>Total</u>	<u>Offered</u>	<u>Credited*</u>	<u>Total</u>		
Kindergarten	36,000	28,470	13,580	42,050	122	58	180	N/A	In Compliance
Grade 1	50,400	37,140	17,810	54,950	122	58	180	N/A	In Compliance
Grade 2	50,400	37,140	17,810	54,950	122	58	180	N/A	In Compliance
Grade 3	50,400	37,140	17,810	54,950	122	58	180	N/A	In Compliance
Grade 4	54,000	37,140	17,810	54,950	122	58	180	N/A	In Compliance
Grade 5	54,000	37,140	17,810	54,950	122	58	180	N/A	In Compliance
Grade 6	54,000	37,140	17,810	54,950	122	58	180	N/A	In Compliance
Grade 7	54,000	37,140	17,810	54,950	122	58	180	N/A	In Compliance
Grade 8	54,000	37,140	17,810	54,950	122	58	180	N/A	In Compliance

* Covered by COVID-19 School Closure Certification

**NICASIO ELEMENTARY SCHOOL DISTRICT
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT
WITH AUDITED FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

The audited financial statements of all funds were in agreement with the Annual Financial and Budget Report for the fiscal year ended June 30, 2020.

NICASIO ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	GENERAL FUND			
	(Budget) 2020-21	2019-20	2018-19	2017-18
Revenues and Other Financial Sources	\$ 1,087,382	\$ 1,105,455	\$ 1,108,683	\$ 1,038,793
Expenditures	1,031,259	1,023,070	1,063,486	1,039,696
Other Uses and Transfers Out	0	0	0	0
Total Outgo	1,031,259	1,023,070	1,063,486	1,039,696
Change in Fund Balance	56,123	82,385	45,197	(903)
Ending Fund Balance	\$ 615,644	\$ 559,521	\$ 477,136	\$ 431,939
Available Reserves	\$ 491,568	\$ 486,021	\$ 388,053	\$ 341,459
Reserve for Economic Uncertainties *	\$ 204,219	\$ 204,219	\$ 201,219	\$ 201,219
Available Reserves as a Percentage of Total Outgo	47.7%	47.5%	36.5%	32.8%
Total Long-Term Liabilities	\$ 1,740,707	\$ 1,952,020	\$ 2,173,553	\$ 2,245,185
Average Daily Attendance at P-2	37	37	38	40

* Reported balances are a component of available reserves.

The fund balance of the General Fund increased \$127,582 (29.5%) over the past two years. The fiscal year 2020-21 budget projects an increase of \$56,123 (10.0%). For a district this size, the state recommends minimum reserves of at least \$69,000.

The District produced operating surpluses of \$82,385 and \$45,197 during fiscal years 2019-20 and 2018-19, respectively, and incurred an operating deficit of \$903 during fiscal year 2017-18.

Average daily attendance (ADA) decreased 3 ADA over the past two years. The District projects no change in ADA during fiscal year 2020-21.

Total long-term liabilities decreased \$293,165 over the past two years due primarily to the payments on the outstanding general obligation bonds.

NICASIO ELEMENTARY SCHOOL DISTRICT
NOTES TO SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

NOTE 1 - PURPOSE OF STATEMENTS AND SCHEDULES

A. Schedule of Average Daily Attendance

Average daily attendance is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

B. Schedule of Instructional Time

This schedule presents information on the instructional days provided and the amount of instructional time offered by the District and whether the District complied with Article 8 (commencing with Section 46200) of Chapter 2 of Part 26 of the Education Code.

C. Reconciliation of Annual Financial and Budget Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balances of all funds as reported in the Annual Financial and Budget Report to the audited financial statements.

D. Schedule of Financial Trends and Analysis

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

OTHER INDEPENDENT AUDITOR'S REPORTS SECTION

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Board of Education
Nicasio Elementary School District
Nicasio, California

Report on State Compliance

We have audited Nicasio Elementary School District's compliance with the types of compliance requirements described in the *2019-20 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting* that could have a direct and material effect on each of the District's state programs identified on the following page for the fiscal year ended June 30, 2020.

Management's Responsibility

Management is responsible for compliance with the requirements of state laws and regulations applicable to its state programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the District's state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2019-20 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting (Audit Guide)*, prescribed in the *California Code of Regulations*, Title 5, section 19810 and following. Those standards and the Audit Guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the District's state programs occurred. An audit includes examining, on a test basis, evidence about Nicasio Elementary School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance with state laws and regulations. Our audit does not provide a legal determination of Nicasio Elementary School District's compliance with those requirements.

In connection with the audit referred to above, we selected and tested transactions and records to determine Nicasio Elementary School District's compliance with state laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures Performed</u>
Local Education Agencies Other Than Charter Schools:	
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	Not Applicable
Continuation Education	Not Applicable
Instructional Time	Yes
Instructional Materials	Yes
Ratio of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Not Applicable
Early Retirement Incentive	Not Applicable
Gann Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	Not Applicable
Middle or Early College High Schools	Not Applicable
K-3 Grade Span Adjustment	Yes
Transportation Maintenance of Effort	Not Applicable
Apprenticeship: Related and Supplemental Instruction	Not Applicable
Comprehensive School Safety Plan	Yes
District of Choice	Not Applicable
School Districts, County Offices of Education, and Charter Schools:	
California Clean Energy Jobs Act	Not Applicable
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable
Charter Schools:	
Attendance	Not Applicable
Mode of Instruction	Not Applicable
Nonclassroom-Based Instruction/Independent Study	Not Applicable
Determination of Funding for Nonclassroom-Based Instruction	Not Applicable
Annual Instructional Minutes - Classroom Based	Not Applicable
Charter School Facility Grant Program	Not Applicable

Opinion on State Compliance

In our opinion, Nicasio Elementary School District complied, in all material respects, with the types of compliance requirements referred to above for the year ended June 30, 2020.

Purpose of this Report

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing based on the requirements of the *2019-20 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

January 19, 2021

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Education
Nicasio Elementary School District
Nicasio, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Nicasio Elementary School District, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated January 19, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Questioned Costs that we consider to be a significant deficiency, as noted in **Finding 2020-001**.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

District's Response to Finding

The District's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

January 19, 2021

FINDINGS AND QUESTIONED COSTS SECTION

NICASIO ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Unmodified		
Internal control over financial reporting:			
Material weaknesses identified?	<u> </u> Yes	<u> X </u> No	
Significant deficiencies identified not considered to be material weaknesses?	<u> X </u> Yes	<u> </u> None reported	
Noncompliance material to financial statements noted?	<u> </u> Yes	<u> X </u> No	

State Awards

Any audit findings required to be reported in accordance with the <i>2019-20 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting?</i>	<u> </u> Yes	<u> X </u> No	
Type of auditor's report issued on compliance for state programs:	Unmodified		

NICASIO ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

SECTION II - FINANCIAL STATEMENT FINDINGS

2020 - 001 / 30000

SIGNIFICANT DEFICIENCY

PAYROLL

<u>Criteria:</u>	All districts should establish appropriate accounting controls to ensure that payroll transactions are performed in a complete and accurate manner. In addition, appropriate accounting controls should be designed to detect and correct payroll errors in a timely manner.
<u>Condition:</u>	We noted payroll errors for two employees that were not detected and corrected by the District.
<u>Questioned Costs:</u>	The District underpaid the two employees \$7.49 for the month of October 2019.
<u>Context:</u>	The conditions were noted on two of three supplemental payroll timesheets tested in October 2019. Both employees were paid at a prior year rate, which had not been updated to the current rate.
<u>Effect:</u>	When appropriate accounting controls are not in place, accounting errors are more likely to occur and not be detected in a timely manner.
<u>Cause:</u>	The substitute tabs in the payroll system for the two employees rolled forward from a prior year, but the pay rates were not updated to the current year rates prior to processing payroll.
<u>Recommendation:</u>	The District should revise current accounting controls to ensure employee pay rates are properly updated each year. In addition, the District should review all supplemental payroll transactions in 2019-20 to ensure employees were paid at the correct rates and make appropriate corrections.
<u>District Response:</u>	A payroll control sheet, which includes substitute rates, will be reviewed by Office personnel and compared to the rates paid on the payroll prelist to ensure current rates are paid to employees.

**NICASIO ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS

There are no matters to report for the fiscal year ended June 30, 2020.

NICASIO ELEMENTARY SCHOOL DISTRICT
SCHEDULE OF PRIOR YEAR RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

<u>Recommendations</u>	<u>Current Status</u>	<u>Explanation If Not Fully Implemented</u>
<u>FINANCIAL STATEMENT</u>		
2019 - 001 / 30000		
SIGNIFICANT DEFICIENCY		
<u>CASH DISBURSEMENTS</u>		
The District should ensure that the employee responsible for reviewing cash disbursement batches has the final prelist report and all supporting documentation. The District should also correct the reimbursement errors noted.	Implemented	

Nicasio School Board of Trustees

Meeting Schedule

February – June, 2021

Regular meetings are held on the 1st Thursday of each month unless otherwise noted with an asterisk (*). Regular meetings commence at 5pm.

Due to Covid19, meetings are currently being held via videoconference pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020.

February 4, 2021

March 4, 2021

March 31, 2021*

May 6, 2021

June 16, 2021*

June 17, 2021

Nicasio School District Annual Calendar for 2021-22 v.1

Agenda Item # 6c

	M	T	W	Th	F	S	Days	
AUGUST	2	3	4	5	6			
	9	10	11	12	13			8/16 Staff Professional Dev. Day (No Classes)
	16	17	18	19	20			8/17 Teacher Work Day
	23	24	25	26	27			8/18 FIRST DAY OF SCHOOL
	30	31				10		
SEPTEMBER			1	2	3			
	6	7	8	9	10			9/6 Labor Day Holiday (No School)
	13	14	15	16	17			9/9 BACK-TO-SCHOOL NIGHT
	20	21	22	23	24			9/10 Early Release for Students (S/B)
	27	28	29	30		21		
OCTOBER					1			10/1 Mid-Trimester/Early Release/Teacher PD (I)
	4	5	6	7	8			
	11	12	13	14	15			10/11 Staff Professional Dev. Day (No Classes)
	18	19	20	21	22			
	25	26	27	28	29	20		
NOVEMBER	1	2	3	4	5			
	8	9	10	11	12			11/11 Veteran's Day Holiday (No School)
	15	16	17	18	19			11/12 End of 1st Trimester/Early Release (I)
	22	23	24	25	26			11/22-11/26 Thanksgiving Holiday & Recess (No School)
	29	30				16		
DECEMBER			1	2	3			12/1-12/2 NOON DISMISSAL/Parent & Teacher Conferences
	6	7	8	9	10			12/16 WINTER HOLIDAY PROGRAM (Tentative)
	13	14	15	16	17			12/17 NOON DISMISSAL (S/B)
	20	21	22	23	24			12/20-12/31 Winter Recess (No School)
	27	28	29	30	31	13		
JANUARY	3	4	5	6	7			1/3 Teacher Work Day (No Classes)
	10	11	12	13	14			1/4 Students Return to School
	17	18	19	20	21			1/14 Mid-Trimester/Early Release/Teacher PD (I)
	24	25	26	27	28			1/17 Martin Luther King Jr. Holiday (No School)
	31					19		
FEBRUARY		1	2	3	4			
	7	8	9	10	11			
	14	15	16	17	18			2/14-2/18 Mid-Winter Recess (No School)
	21	22	23	24	25			
	28					15		
MARCH		1	2	3	4			3/4 End of 2nd Trimester/Early Release (I)
	8	9	10	11				3/7 Staff Professional Dev. Day (No Classes)
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31		22		3/31 OPEN HOUSE (6pm)
APRIL					1			4/1 Early Release (S/B)
	4	5	6	7	8			4/5-4/8 Spring Recess (No School)
	11	12	13	14	15			
	18	19	20	21	22			4/22 Mid-Trimester/Early Release/Teacher PD (I)
	25	26	27	28	29	16		
MAY	2	3	4	5	6			5/3-5/5 State Testing Grades 3-8
	9	10	11	12	13			5/10-5/12 State Testing Grades 3-8
	16	17	18	19	20			
	23	24	25	26	27			
	30	31				21		5/30 Memorial Day Holiday (No School)
JUNE			1	2	3			
	6	7	8	9	10			6/9 NOON DISMISSAL (S/B)/GRADUATION
	13	14	15	16	17			6/10 Teacher Work Day (No Classes) <i>OR</i> * School Closure Makeup Day
	20	21	22	23	24	7		<i>*if needed</i>
		No School				Total	180	Student Days
		Legal holiday (no classes)				Total	186	Certificated Teacher Work Days
		Teacher work day (no classes)						3 Staff Professional Development Days
		Staff Development day (no classes)						3 Teacher Work Days
		Early Release, 1:30 pm dismissal						11 Minimum Days
		Noon Dismissal						* 2 parent/teacher conferences days
		Parent/Teacher conferences, Noon dismissal						* 5 individual days (I)
		School-Wide Event						* 4 site/building days (S/B)
		State Testing (CAASPP/CAST)						

G:\Calendars\Annual School Calendars\2021-22 DRAFT REDUCED Annual Calendar v.2



MARIN COUNTY

OFFICE OF EDUCATION

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MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
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January 14, 2021

Ms. Elaine Doss
Nicasio School District
P O Box 711
Nicasio CA 94946

RECEIVED

JAN 20 2021

by Nicasio School/District

Dear Ms. Doss,

Our office has completed its review of the Nicasio School District's first interim budget report for 2020-21, in compliance with the provisions of Education Code 42131(a)(2). The Governing Board approved the budget with a positive certification that the District will be able to meet its financial obligations for the current and subsequent two (2) years.

The Code requires the County Superintendent to approve or change interim report certifications after examining the report to determine if it complies with the standards and criteria established pursuant to Education Code 33127 and to determine if the first interim budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.

Senate Bill 98 requires districts to adopt and submit the 2020-21 Budget Overview for Parents on or before December 15, 2020 in alignment with first interim budget reports. Our office has completed its review of the District's Budget Overview for Parents for 2020-21 in compliance with the provisions of Education Code section 52064.1.

Based upon our review, the Board's POSITIVE certification of the first interim budget report has been approved.

2021-22 GOVERNOR'S BUDGET PROPOSAL

On January 8th, the Governor released his 2021-22 Budget Proposal with an increase of \$14.9 billion in Proposition 98 funding for schools for a total of \$88.1 billion. The Governor's Budget was introduced with a comparison of where the state was just one (1) year ago with an extraordinarily strong economy entering the eleventh year of economic expansion, marking the longest period of sustained growth since World War II. Just two (2) months later our state was entering lockdown with the emergence of COVID-19 and the unemployment rate subsequently rose to over 16%. Nonetheless, the state's economy did not falter as badly as was anticipated in the budget adopted for 2020-21, and as a result, the Governor's 2021-22 budget proposal is able to take advantage of considerable one-time funds. Although the Governor's Budget proposal helps prepare for the challenges that lie ahead by using these one-time funds for one-time spending

commitments, including increasing reserves and reducing outstanding debt, managing the budget for the foreseeable future will be challenging due to the emergence of a structural deficit in 2022-23.

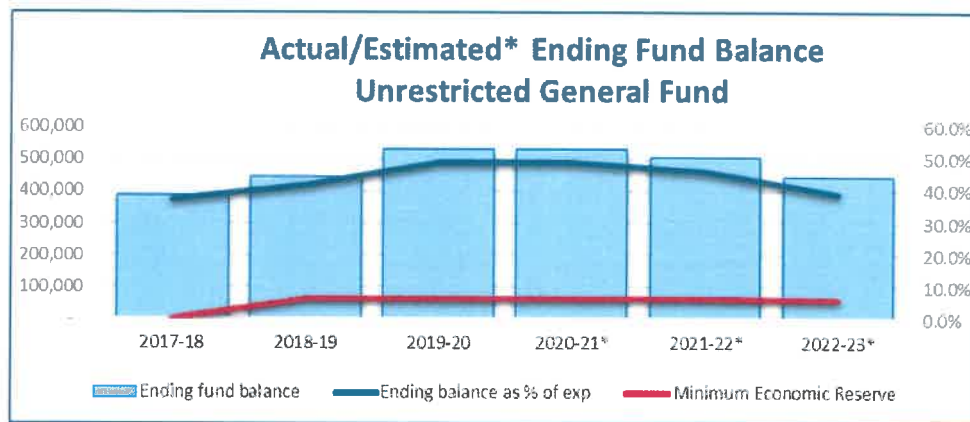
The Governor's budget proposes, for immediate action in January 2021, \$5 billion in one-time funds including \$2 billion to support the safe re-opening of schools. These funds will be weighted for districts serving students from low-income families, English Learners and foster youth to provide between \$450 and \$700 per student for all district students for any District prepared to provide in-person instruction as conditions allow. The Governor is asking the legislature to act on whether to provide these funds to school districts over the next few weeks, thereby making these funds available during the current fiscal year. This grant sets the stage for the Governor's Budget for 2021-22 as it is based on the premise that all schools will be operating in-person, thus all distance learning provisions will expire and we will return to traditional attendance accounting. The Governor's 2021-22 budget proposes a compounded cost of living adjustment (COLA) totaling 3.84% to the Local Control Funding Formula (LCFF) and some changes to improve fiscal accountability regarding the use of LCFF funds. All other K-12 Education programs adjusted for COLA are budgeted using the 2021-22 statutory COLA of 1.5%. The Governor's budget proposes providing \$2.3 billion above the Proposition 98 guarantee while eliminating the supplementary payments called for in last year's budget act. Supplementary payments were designed to prevent LCFF funding from declining in purchasing power, however, the compound COLA applied to the LCFF in 2021-22 fully restores LCFF funding rates.

The Governor proposes reducing debt by eliminating \$9.2 billion of the LCFF deferral in 2021-22 leaving \$3.7 billion deferred from June to July in 2022 and providing \$9.5 billion to buy down pension liabilities to reduce employer contribution rates for four (4) years beginning in 2021-22. The Governor is also proposing \$4.6 billion in one-time grants to help mitigate learning loss by extending learning time through the summer as well as for before and after school programs. The Governor's Budget for K-12 Education also proposes an investment of approximately \$500 million in teacher supports, including professional development, educator service awards, and teacher residency programs. These investments are designed to increase the teacher workforce to address the teacher shortage crisis while also improving pedagogy. The Governor continues to build on prior year investments providing \$1.5 billion increase in special education funding including an additional \$300 million focused on infants, toddlers and pre-school age children. This effort is augmented by \$450 million in additional funding for county behavioral health agencies to form partnerships with school agencies to support student mental health. In addition, the Governor's Budget proposal includes \$265 million for the development of innovative community school models that support student mental health. The Governor's previous budget proposals for early childhood education resulted in the development of a Master Plan for Early Learning and Care in 2020-21. The Governor's 2021-22 budget proposes over \$1 billion for child-care and early learning system including incentive programs, infrastructure, professional development, and expanding childcare programs.

BUDGETARY POSITION FOR NICASIO SCHOOL DISTRICT

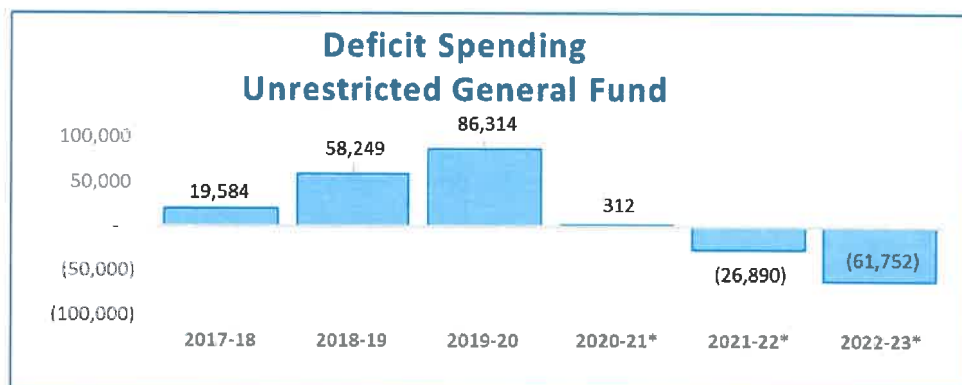
The District's first interim budget and multi-year projection reflects an improvement in budgetary position when compared to the adopted budget multi-year projection due to a number of factors including the improvement in ending balance in closing 2019-20 and the inclusion of pension relief. The following graph depicts the District's estimated ending balance as reported in the first interim budget and multi-year projection for the unrestricted general fund with both the state required minimum reserve and the District's actual reserve as a percentage of total general fund expenditures.

The District's ending balance meets the minimum required reserve requirement for the current and both subsequent years.



OPERATING DEFICITS

The District's first interim budget and multi-year projection reflects operating deficits in the unrestricted general fund as displayed in the chart below. We note that deficit spending is exacerbated in 2022-23 with the loss of pension relief, however, the Governor's budget proposes additional pension relief that may help to relieve this cost pressure, if approved by the Legislature. We also note the District has not yet settled with all bargaining units. Absent offsetting cost reductions, salary increases will exacerbate the District's deficit spending.



The cumulative impact of this projected deficit spending is a 17% decline in fund balance over the current plus two (2) subsequent years, leaving the District with reserves of \$0.4 million or 39% of general fund expenditures at June 30, 2023. While some deficit spending may be a result of one-time costs from prior year funding sources, ongoing structural deficits threaten a school district's future educational programs. Districts that wait too long to address and correct structural deficits are forced to make dramatic corrections all at once. In contrast, carefully planned and phased-in structural corrections lessen the impact on children.

FEDERAL BUDGET

The District included \$22 thousand in one-time revenues primarily funded by the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act to address Learning Loss Mitigation in the first interim budget as required by funding conditions. The bulk of these funds were required to be expended by December 30, 2020, on a range of allowable uses, with the focus on mitigating learning losses.

An additional federal COVID-19 relief bill was approved in late December 2020. The new legislation provides an additional \$54.3 billion to states and school districts nationwide and provides flexibility to recipients to utilize these funds for a broad range of support relative to the District's pandemic response as well as activities

allowed under existing K-12 education federal programs. This new one-time federal funding will be allocated using the same formula used for Title I grants and, as a result, the District will not receive any funding from this latest federal relief.

The Administration also signed the appropriation measures to fund the federal government for FY2021 in December 2020 increasing overall funding for education by approximately 1% (\$785 million) compared to FY2020 with almost \$500 million of the increase devoted to K-12 Education. The approved budget includes an additional \$227 million in Title I grants to school districts, \$173 million increase in Special Education, \$11 million increase to Title II professional development grants, and \$10 million increase to Title IV Student support and academic enrichment grants. Most federal funding for school districts is passed through the State with FY2021 federal funding allocated in the state budget for 2021-22.

SALARY SETTLEMENTS

School districts are in the "people business" and as a result the budget is largely driven by salaries and benefits. The District has not settled negotiations with either of the bargaining units for 2020-21. Due to the ongoing nature of these costs, any permanent increases to salary require permanent and ongoing funding sources. When the District and bargaining unit are ready to settle negotiations, Government Code 3547.5 requires the District to publicly disclose costs, as certified by the superintendent and chief fiscal officer. Please provide a Public Disclosure of Collective Bargaining Agreement including the tentative agreement(s) and multi-year projection to our office 10 working days prior to Board approval. Budget revisions associated with salary settlements should be approved within 45 days of Board approval.

RESERVES

The District maintains the state-required minimum reserve for economic uncertainty of \$71 thousand of total general fund expenditures in the current and two (2) subsequent years. In addition, we note the District maintains a Board reserve for economic uncertainty of \$192 thousand for a total reserve of \$263 thousand in all three (3) years of the budget and multi-year projection.

All school districts, whether state aid or community funded, are well advised to establish higher than minimum reserves in order to provide for the financial flexibility to absorb unanticipated expenditures without significant disruption to educational programs, cash flow deferrals and general economic uncertainties. Higher than minimum reserves allow the District to better ensure consistent and stable program offerings for students.

Cap on Reserves

Should the Public School System Stabilization Account (PSSSA) equal or exceed 3% of state general fund revenues, a cap on district reserves is effective in the following fiscal year. The reserve cap does not apply to community-funded districts or districts with less than 2,500 ADA. In all circumstances, we continue to encourage districts to maintain higher than minimum reserves.

CONCLUSION

We thank Margie Bonardi for her timely submission of the Budget Overview for Parents and the first interim budget using the statutorily required forms and responsiveness to the requests for information made in the course of our technical review. If you have any questions, please do not hesitate to contact me at 415-499-5822.

We appreciate your dedication and service to the children of Marin County. Due to your good fiscal stewardship, the children of Marin County will continue to experience quality education now and in the future.

Sincerely,

MARY JANE BURKE
Marin County Superintendent of Schools



KATE LANE
Assistant Superintendent

cc: Dr. Nancy Neu, Interim Superintendent
Margie Bonardi, Interim Chief Business Official
James Robinson, Senior Director District Business Services