

# Nicasio School District

Since 1862

Board of Trustees

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

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## MINUTES

Regular Meeting of the Nicasio School District Board of Trustees

**Thursday, February 6, 2020 5pm**

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

### 1. **OPENING BUSINESS**

- a. Call to Order at 5:02pm
- b. **Roll Call Present: Trustees Elaine Doss, Mark Burton and Michelle Rutledge Also in attendance: Interim Superintendent Nancy Neu, Principal Barbara Snekkevik, and District Secretary/Office Manager Mikki McIntyre**
- c. Patriotic Moment observed with hope for a peaceful government and in support of the 2020 Census.
- d. Approval of Closed Session Agenda  
Action: M/S: Doss/Burton to approve and adopt Closed Session Agenda **Vote: 3/0**  
Ayes: Doss, Burton and Rutledge; Noes: None
- e. Public Comment on Closed Session Topic(s) *There were no public comments.*

### 2. **CLOSED SESSION**

- a. The following Closed Session item is listed below in compliance with Government Code 54957 of the Brown Act:
  - PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
- b. Recess to Closed Session to consider and/or take action upon any item on the Closed Session Agenda at 5:05pm

### 3. **Reconvene in OPEN SESSION**

- a. Adjourn Closed Session and Reconvene Open Session at 5:15pm
- b. Report Out Announcement of any reportable action take during Closed Session No reportable action.

### 4. **Approval and Adoption of Open Session Agenda**

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

### 5. **Reports**

- a. **Trustee/Superintendent Announcements** *Interim Supt. Neu provided the following report:*
  - Interim Supt. Neu reported that districts countywide are engaged in planning for future power outages including building additional days into annual calendars to make up for school closures. She commended Trustee Burton for suggesting possible use of the Rancho Nicasio as an alternate instructional site in the event of a power outage, thus preventing lost instructional days.
  - She said there is a lot of conversation among high school principals in the county regarding the culture, availability and use of drugs and vaping materials. A priority is to disseminate information to parents in the effort to help prevent future tragedies among teens.

- Interim Supt. Neu noted a concern within the county schools regarding the immigrant student population, particularly in the San Rafael area. There is a focus at the high school level to provide additional support to 16-18 year-old immigrant students in an effort to help them succeed.
- A powerful film, “I’m Not Racist, Am I?,” will be presented February 11 and April 21. The project, facilitated by Point Made Learning, features a yearlong study of a group of teens and their families on the topic of racism.

b. **Principal Announcements** *Principal Snekkevik provided the following report:*

- **Events & Activities:** Winter Holiday Program & Craft Faire (Dec. 19), Community Dinner fundraiser (Dec.), Principal’s Chat (Jan. 16)
- **Student Updates & Achievements:** K/1/2 Field Trip to Dance Palace (Jan. 14), 6/7/8 Guest Presenter - Johnny Rutledge (Jan. 14 & 16), One Warm Coat Drive (Dec. 2- Jan. 17), 6/7/8 Signs of Suicide Training (Jan. 30), K-5 AquaSMART Assembly (Feb. 4), School Assembly (Feb. 5), February Life Skill: Kindness, Summative English Language Proficiency (ELPAC) testing (Feb. 12)
- **Staff Updates:** Workshops attended by Barbara: *LCAP Template-Day 1* (Jan. 27) and *Summative ELPAC Training* (Jan. 28)
- **Site Updates:** Soccer field composted/re-seeded (Dec. 17) *generously donated by the Lunny Family*, Intruder Drill (Jan. 30)
- **Upcoming Events:** Playground Inspection (Feb. 24), 3/4/5 Overnight Field Trip to Slide Ranch (Feb. 25-26), 6/7/8 Field Trip to CA Academy of Sciences (Feb. 25), 6/7/8 Peer Summit at Dominican University (Feb. 28), Principal’s Chat (Mar. 12), 6/7/8 Overnight Field Trip to Sacramento (Mar. 19-20), Bingo Night (Mar. 19), Nicasio School Foundation fundraiser (Apr. 25)

c. **Water System Updates**

- SWRCB Citation No. 02\_18\_19C\_066 Disinfection Byproducts Maximum Contaminant Level Violation for Third Quarter 2019 *Report:* Principal Snekkevik explained the cause of the citation and the follow-up actions that were taken as a result. It was noted by a trustee that a check mark was missing from page 1 of the evaluation form.
- Status of Water System Upgrade Project *Report:* Principal Snekkevik reported that the upgrade project has gotten some traction in recent weeks. The District’s project engineer has taken the lead on submitting all required plans and documents to the appropriate State agencies, and a project number has been assigned.

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

7. **Consent Agenda**

- Approval of Minutes: December 5, 2019
- Ratify Warrants Paid: December, 2019
- Quarterly Report on Williams Uniform Complaints
- 2019 SARC Report
- 2019-20 School Safety Plan Update
- Stephen Roatch Accountancy Corporation Contract for Y.E. June 30, 2020 (Year 2 of 3-year contract)
- Denial of Interdistrict Transfer Requests into NSD for 2019-20
  - IDT# 19-20-23
  - IDT# 19-20-24

- h. Acceptance of Interdistrict Transfer Requests into NSD for 2019-20
  - i. IDT#19-20-25

*Discussion:* There was discussion about the standardized test scores in the SARC report and whether they accurately reflect academic proficiency in small districts such as NSD. Principal Snekkevik said the test results are reviewed by all teachers, which helps inform individual goals and instructional strategies established for each student. Interim Supt. Neu said the advantage of a small school is that the staff can examine and report out on each child's progress. She added that in the future, staff can provide the Board with a more meaningful report as to how students are doing and what additional tools or programs may be needed to help them achieve their goals.

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

## 8. Action

- a. **Consider Acceptance of 2019 Audit** *Discussion:* Interim Supt. Neu said the District is maintaining its budget well above the minimum reserve. She noted that the auditor found just one non-material item, and that overall, the audit came back very well.

*Action:* **M/S: Doss/Burton** to accept 2019 Audit **Vote: 3/0** Ayes: Doss, Burton, Rutledge; Noes: None

- b. **Consider Approval of 2020-21 Annual Calendar** *Discussion:* Interim Supt. Neu explained that the calendar includes a makeup day in the event of a school closure and that the teachers have agreed to come back one more day for a teacher work day if needed. Principal Snekkevik noted that the District was advised earlier than other county districts to add a makeup day to its calendar due to its history of power outages that resulted in lost instructional days. She said she is hopeful the District will not need to utilize that day.

*Action:* **M/S: Doss/Burton** to approve 2020-21 Annual Calendar **Vote: 3/0** Ayes: Doss, Burton, Rutledge; Noes: None

- c. **Consider Approval of Off-Site Instructional Location in the Event of a Campus Power Outage** *Discussion:* Interim Supt. Neu. reported that she and the Admin. team met with Rancho Nicasio Manager Max Brown regarding the use of the Rancho's large dining room as an instructional location in the event of a campus power outage. She said he was very welcoming and amenable to the idea, offering the use of the site's tables, chairs, Wi-Fi access, outdoor areas and adjacent restrooms. He does not require advance notice beyond the morning of the facility use. There will be a nominal fee of approximately \$250/day. Principal Snekkevik has met with staff about the plan and they will have "go-boxes" of instructional supplies ready. If the plan is put into action, families will be notified via School Messenger. Interim Supt. Neu said use of the Rancho is an exciting and valuable opportunity, and the staff may enact a trial run this spring.

*There was no action taken.*

## 9. Correspondence

- a. Re: 2091-20 First Interim Review, Kate Lane, Assistant Superintendent, Marin County Office of Education, January 14, 2020
- b. RE: \$500 Donation from Marin Cyclists, December 12, 2019

## 10. Conclusion

- a. Agenda items for upcoming Board Agenda
  - i. March 5: Second Interim Budget Report

b. Adjournment

Action: **M/S: Doss/Burton** to adjourn meeting at 6:14pm **Vote: 3/0** Ayes: Doss, Rutledge, Burton; Noes: None

**Respectfully Submitted,**

***Mikki McIntyre***

☐ Unadopted ☒ Adopted

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**Elaine Doss, Board Clerk**