

# Nicasio School District

Since 1862

Board of Trustees

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

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## **AGENDA**

Regular Meeting of the Nicasio School District Board of Trustees

**Thursday, March 30, 2023 5pm**

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

**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

**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: March 2, 2023 Regular Meeting of the Board of Trustees (*Supt. Snekkevik*)
- b. Ratify Warrants Paid: March 2023 (*CBO Bonardi*)
- c. Quarterly Report on Williams Uniform Complaints: Jan.-Mar. 2023 (*Supt. Snekkevik*)
- d. Personnel Action (*Supt. Snekkevik*)
- e. MOU Between MCOE and NSD re CALPADS Support Svcs. Feb-June 2023 (*Supt. Snekkevik*)
- f. 2022-23 Agreement with School & College Legal Svcs. (*Supt. Snekkevik*)
- g. 2023-24 Interdistrict Transfer OUT of NSD (*Supt. Snekkevik*)
  - IDTX 23-24-01
  - IDTX 23-24-02

**6. Action**

- a. NSD 2022-23 Transportation Plan (*Supt. Snekkevik*) Discussion/Action

**7. 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](mailto:office@nicasioschool.org). Notification at least 48 hours prior to the meeting will better enable the District to make reasonable accommodations in accordance with the Americans with Disabilities Act.*

# Nicasio School District

Since 1862

Board of Trustees

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

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**To:** Nicasio School District Board of Trustees  
**From:** Margie Bonardi, CBO  
**Date:** March 30, 2023  
**Re:** Monthly Warrant Approval

**Objective:** To Approve Monthly Warrants

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

**Funding Source/Cost:** All Funding Sources –

Warrants through March - \$ 32,926.30

Batches: 0031, 0032, 0033, 0034

**Recommendation:** Staff recommends approval of warrants.

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
BATCH: 0034 GF 03/22/23  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA	NUM	DESCRIPTION	AMOUNT
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA	NUM	DESCRIPTION	AMOUNT	
20349059	000922/	AMERICAS															
	PO-230003	1.	01-0000-0-5505.00-0000-8200-000-000-000											3147874025		844.06	
																\$844.06	
20349060	001341/	COMMON SENSE BUSINESS SOLUTION															
	PO-230011	1.	01-0000-0-5840.00-0000-2700-000-000-050											69444		79.02	
																\$79.02	
20349061	001449/	ONWARD															
	PO-230031	1.	01-9322-0-5940.00-1110-1010-000-000-000											1000669890		500.00	
																\$500.00	
20349062	001158/	PAUL DOLCINI SEWER SVC & PLUMB															
	PO-230175	1.	01-0000-0-5610.00-0000-8119-000-000-000											NO. 12321		470.00	
																\$470.00	
20349063	000021/	RECOLOGY															
	PO-230040	1.	01-0000-0-5550.00-0000-8200-000-000-000											SERVICE 02/2023 BILL	35224716	368.23	
																\$368.23	
20349064	001488/	SAVVAS LEARNING CO LLC															
	PO-230167	1.	01-6762-0-4300.00-1390-1010-000-000-000											6800263655		1,174.78	
																\$1,174.78	
20349065	001426/	KRISTY SNAITH															
	PV-230056		01-1100-0-4300.00-1110-1010-000-000-000											REIMB CLASS SUPPLIES		17.31	
			01-6762-0-4200.00-1110-1010-000-000-000											KSNAITH CLRM LIBRARY		81.26	
																\$98.57	
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:											7		TOTAL AMOUNT OF CHECKS:	\$3,534.66*
			TOTAL ACH GENERATED:											0		TOTAL AMOUNT OF ACH:	\$,00*
			TOTAL EFT GENERATED:											0		TOTAL AMOUNT OF EFT:	\$,00*
			TOTAL PAYMENTS:											7		TOTAL AMOUNT:	\$3,534.66*
*** BATCH	TOTALS ***		TOTAL NUMBER OF CHECKS:											7		TOTAL AMOUNT OF CHECKS:	\$3,534.66*
			TOTAL ACH GENERATED:											0		TOTAL AMOUNT OF ACH:	\$,00*
			TOTAL EFT GENERATED:											0		TOTAL AMOUNT OF EFT:	\$,00*
			TOTAL PAYMENTS:											7		TOTAL AMOUNT:	\$3,534.66*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF CHECKS:											7		TOTAL AMOUNT OF CHECKS:	\$3,534.66*
			TOTAL ACH GENERATED:											0		TOTAL AMOUNT OF ACH:	\$,00*
			TOTAL EFT GENERATED:											0		TOTAL AMOUNT OF EFT:	\$,00*
			TOTAL PAYMENTS:											7		TOTAL AMOUNT:	\$3,534.66*

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
BATCH: 0033 GF 03/15/2023  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
20348344	001422/	AAERO HEATING & SHEET METAL IN																	
		PO-230174		1.	01-0000-0-5610.00-0000-8119-000-000-000											INV 98021			275.00
																			\$275.00
20348345	000922/	AMERICAS																	
		PO-230003		1.	01-0000-0-5505.00-0000-8200-000-000-000											3147548007			936.34
				1.	01-0000-0-5505.00-0000-8200-000-000-000											INV REF #3146201620			506.78
																			\$1,443.12
20348346	000284/	EXPLORATORIUM																	
		PO-230170		1.	01-9315-0-5819.00-1110-1010-000-000-000											RESERVATION #15504061000			70.00
																			\$70.00
20348347	000276/	MARIN SCHOOLS INSURANCE																	
		PV-230055		01-0000-0-9528.00-0000-0000-000-000-000												FEB PREM.KLEIN, YOUNG, MCINTYR			390.72
				01-0000-0-9528.00-0000-0000-000-000-000												MARCH PREM KLEIN, YOUNG, MCINT			390.72
																			\$781.44
20348348	001323/	NORTH BAY TAXI																	
		PO-230030		1.	01-6500-0-5840.00-5770-3600-000-707-000											INV 420-022023			1,830.00
																			\$1,830.00
20348349	000012/	P G & E																	
		PO-230032		1.	01-0000-0-5510.00-0000-8200-000-000-000											8516765363-4 REISSUED			716.68
																			\$716.68
20348350	001509/	SGVCC																	
		PO-230132		1.	01-0000-0-5840.00-1514-1010-000-150-000											SHUTTLE SERVICE FEE			1,350.00
																			\$1,350.00
*** FUND	TOTALS ***				TOTAL NUMBER OF CHECKS:											7	TOTAL AMOUNT OF CHECKS:		\$6,466.24*
					TOTAL ACH GENERATED:											0	TOTAL AMOUNT OF ACH:		\$ .00*
					TOTAL EFT GENERATED:											0	TOTAL AMOUNT OF EFT:		\$ .00*
					TOTAL PAYMENTS:											7	TOTAL AMOUNT:		\$6,466.24*
*** BATCH TOTALS ***					TOTAL NUMBER OF CHECKS:											7	TOTAL AMOUNT OF CHECKS:		\$6,466.24*
					TOTAL ACH GENERATED:											0	TOTAL AMOUNT OF ACH:		\$ .00*
					TOTAL EFT GENERATED:											0	TOTAL AMOUNT OF EFT:		\$ .00*
					TOTAL PAYMENTS:											7	TOTAL AMOUNT:		\$6,466.24*
*** DISTRICT TOTALS ***					TOTAL NUMBER OF CHECKS:											7	TOTAL AMOUNT OF CHECKS:		\$6,466.24*
					TOTAL ACH GENERATED:											0	TOTAL AMOUNT OF ACH:		\$ .00*
					TOTAL EFT GENERATED:											0	TOTAL AMOUNT OF EFT:		\$ .00*
					TOTAL PAYMENTS:											7	TOTAL AMOUNT:		\$6,466.24*

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
BATCH: 0032 GF 03/08/23  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	FD RESC Y	OBJT SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
20347733	001204/	ADT COMMERCIAL													
		PO-230002		1.	01-0000-0-5620.00-0000-8300-000-000-000							INV 149398801		INV 149398801	127.11
															\$127.11
		AMERIGAS													
20347734	000922/														
		PO-230003		1.	01-0000-0-5505.00-0000-8200-000-000-000							3147195933		3147195933	2,296.09
		1.	01-0000-0-5505.00-0000-8200-000-000-000									314083415		314083415	2,344.53
															\$4,640.62
20347735	001416/	MARGIE BONARDI													
		PV-230054		01-0000-0-4300.00-0000-7300-000-000-000								CBO OFFICE SUPPLIES INK/PAPER		CBO OFFICE SUPPLIES INK/PAPER	116.03
															\$116.03
20347736	000807/	JERRY & DON'S PUMP & WELL													
		PO-230020		1.	01-0000-0-5535.00-0000-8200-000-000-000							0160387		0160387	1,402.20
															\$1,402.20
20347737	000567/	NICASIO REVOLVING CASH													
		RC-230003		01-0000-0-4300.00-0000-2700-000-000-000								RC #3		RC #3	41.23
				01-0000-0-5300.00-0000-7100-000-000-000								RC #3		RC #3	14.99
				01-0000-0-5960.00-0000-2700-000-000-000								RC #3		RC #3	64.99
				01-0000-0-5960.00-0000-2700-000-000-000								RC #3		RC #3	10.85
				01-0000-0-5960.00-0000-2700-000-000-000								RC #3		RC #3	129.55
				01-1400-0-4100.00-1110-1010-000-221-000								RC #3		RC #3	39.91
				01-5830-0-4410.00-1110-1010-000-000-000								RC #3		RC #3	595.36
															\$896.88
20347738	000007/	ODP BUSINESS SOLUTIONS LLC													
		PO-230169		1.	01-0000-0-4300.00-0000-8200-000-000-000							293459033001		293459033001	114.94
															\$114.94
20347739	001187/	SCHOOL SPECIALTY LLC													
		PO-230166		1.	01-6762-0-4300.00-1390-1010-000-000-000							INV 208131903131		INV 208131903131	10,555.30

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
BATCH: 0031 GF 03/01/23  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	IN	FD RESC Y	OBJT SO GOAL	FUNC LOC ACT GRP	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
20347116	000568/	AT&T									
		PO-230004	1.	01-0000-0-	5970.00-0000-	2700-000-000-000	WARRANT TOTAL	000019515195			111.56
											\$111.56
20347117	001461/	GREAT AMERICAN FINANCIAL CORP									
		PO-230017	1.	01-0000-0-	5840.00-0000-	2700-000-000-050	WARRANT TOTAL	33431445			174.28
											\$174.28
20347118	000007/	ODP BUSINESS SOLUTIONS LLC									
		PO-230165	1.	01-1100-0-	4300.00-1110-	1010-000-000-000		2913118882001			34.64
		PO-230168	1.	01-0000-0-	4300.00-0000-	8200-000-000-000	WARRANT TOTAL	290570058001			358.18
											\$392.82
20347119	000012/	P G & E									
		PO-230032	1.	01-0000-0-	5510.00-0000-	8200-000-000-000		8516765363-4			1,260.16
			1.	01-0000-0-	5510.00-0000-	8200-000-000-000	WARRANT TOTAL	4964672870-6			201.19
											\$1,461.35
20347120	001272/	RAUL SALDANA									
		PO-230037	3.	01-0000-0-	5840.00-0000-	8200-000-000-000	WARRANT TOTAL	FEBRUARY 2023 PAYMENT			425.00
											\$425.00
20347121	001509/	SGVCC									
		PO-230132	1.	01-0000-0-	5840.00-1514-	1010-000-150-000	WARRANT TOTAL	DEC. CLASSES/JANUARY SHUTTLE			1,525.00
											\$1,525.00
20347122	001260/	SILYCO									
		PO-230038	2.	01-1400-0-	5849.00-1110-	1010-000-000-000	WARRANT TOTAL	FEBRUARY 2023 PAYMENT			900.00
											\$900.00
*** FUND	TOTALS ***										
		TOTAL NUMBER OF CHECKS:					7	TOTAL AMOUNT OF CHECKS:			\$4,990.01*
		TOTAL ACH GENERATED:					0	TOTAL AMOUNT OF ACH:			\$ .00*
		TOTAL EFT GENERATED:					0	TOTAL AMOUNT OF EFT:			\$ .00*
		TOTAL PAYMENTS:					7	TOTAL AMOUNT:			\$4,990.01*
*** BATCH	TOTALS ***										
		TOTAL NUMBER OF CHECKS:					7	TOTAL AMOUNT OF CHECKS:			\$4,990.01*
		TOTAL ACH GENERATED:					0	TOTAL AMOUNT OF ACH:			\$ .00*
		TOTAL EFT GENERATED:					0	TOTAL AMOUNT OF EFT:			\$ .00*
		TOTAL PAYMENTS:					7	TOTAL AMOUNT:			\$4,990.01*
*** DISTRICT	TOTALS ***										
		TOTAL NUMBER OF CHECKS:					7	TOTAL AMOUNT OF CHECKS:			\$4,990.01*
		TOTAL ACH GENERATED:					0	TOTAL AMOUNT OF ACH:			\$ .00*
		TOTAL EFT GENERATED:					0	TOTAL AMOUNT OF EFT:			\$ .00*
		TOTAL PAYMENTS:					7	TOTAL AMOUNT:			\$4,990.01*

Agenda Item # 5c

**Quarterly Report on Williams Uniform Complaints**  
**[Education Code Section 35186]**  
**Fiscal Year 2022-23**

District: Nicasio School District

Person completing this form: Mikki McIntyre

Title: District Secretary/Office Manager

Quarterly Report Submission Date: (check one)

<input type="checkbox"/> July 2022	(4/1/22 to 6/30/22)
<input type="checkbox"/> October 2022	(7/1/22 to 9/30/22)
<input type="checkbox"/> January 2023	(10/1/22 to 12/31/22)
<input checked="" type="checkbox"/> April 2023	(1/1/23 to 3/31/23)

Date for information to be reported publicly at governing board meeting: March 30, 2023

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
Totals	0	0	0

Barbara Snekkevik, Superintendent  
Name of District Superintendent

\_\_\_\_\_  
Signature of District Superintendent

Nicasio School District  
Since 1862

Agenda Item # 5d

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

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To: Nicasio School District Board of Trustees  
From: Barbara Snekkevik, Superintendent/Principal  
Date: March 30, 2023  
Re: Consent: Personnel Action

**Objective:**

To approve Personnel Action regarding resignation

**Background:**

On March 19, 2023 our PE Specialist, James Vattuone, submitted his notice of resignation via email and effective immediately.

**Funding Source/Cost:**

Remaining funds for the 2022-23 PE Specialist position will be used for the salary of a replacement PE Specialist.

**Recommendation:**

Staff recommends approval of the Personnel Action as listed.





# MARIN COUNTY OFFICE OF EDUCATION

Agenda Item # 5e.

## A MEMORANDUM OF UNDERSTANDING CALIFORNIA LONGITUDINAL PUPIL ACHIEVEMENT DATA SYSTEM SUPPORT SERVICES

The following is a Memorandum of Understanding between Marin County Office of Education Schools (hereinafter referred to as the "MCOE") and NICASIO SCHOOL DISTRICT (hereinafter referred to as the "DISTRICT")

**Background:** The DISTRICT has requested support in reporting data to the California Longitudinal Pupil Achievement Data System (CALPADS) with data extracted from the Districts Student Information System (SIS). Support provided by MCOE. Support Services to be provided are outlines in Attachment A Scope of Services

### Duration of Memorandum of Understanding

This MOU shall be in effect from February 1, 2023 through June 30, 2023.

### Payment for Services

1. Payment for services are \$87.50 per hour for up to 12 hours per month.
2. MCOE will invoice District on a quarterly basis.
3. District shall reimburse MCOE for support services based upon actual costs of staff salaries and benefits, plus the current Marin County Office of Education approved indirect cost of 12.85% not to exceed \$5,925.

### The parties agree as follows:

MCOE shall provide the District with CALPADS reporting services. Services will include:

1. Fall 1, Fall 2, End of year (EOY) 1, EOY 2, EOY 3, and EOY 4 data filings to CALPADS
  - o MCOE will extract District data from the Districts SIS
  - o MCOE will upload extracted data to Districts CALPADS portal (Local Educational Agency (LEA) reporting portal)
  - o MCOE will provide District with CALPADS generated errors for correcting in the Districts SIS
  - o MCOE will provide the District certification reports generated by CALPADS
  - o District will provide MCOE verification certification reports were reviewed
  - o District will provide MCOE confirmation that data can be certified for that filing period
2. MCOE will do regular (weekly or bi-weekly) CALPADS enrollment updates with data extracted from the District SIS
3. MCOE will obtain statewide student identifiers (SSIDs) on behalf of the District

District will provide MCOE:

1. District SIS administrator account with access to extract SIS data
2. District CALPADS (LEA) administrator account

RECEIVED

MAR 07 2023

by Nicasio School/District

**Additional Provisions**

1. The duly authorized officials of each respective party enter into this MOU.
2. It is understood by both parties that each will fulfill its responsibility under the MOU in accordance with the provisions of law and regulations that govern their activities.
3. Nothing in this MOU is intended to negate or otherwise render ineffective any previous agreements.
4. This MOU may be amended by the mutual written consent of the parties.
5. No amendment, modification or alteration in the terms of the MOU shall be binding on either party unless submitted in writing.

**Indemnification**

MCOE agrees to protect, hold harmless, indemnify and defend DISTRICT (including its officers, officials, and employees) from any and all liability (including reasonable attorney's fees) resulting from injury to or death sustained by any person or damage to property of any kind, to the extent arising from the negligence of the MCOE.

DISTRICT agrees to protect, hold harmless, indemnify and defend MCOE (including its trustees, officers, volunteers and employees) from any and all liability (including reasonable attorney's fees) resulting from injury to or death sustained by any person or damage to property of any kind, arising out of the negligence of District.

**Termination**

Each party shall have the right to terminate this MOU by providing at least 30 days' notice in writing to the other party at any time.

**SCHOOL DISTRICT**

\_\_\_\_\_  
Governing Board of Nicasio School District  
or Designee

Date: \_\_\_\_\_

\_\_\_\_\_  
Name/ Title of Designee

**Marin County Office of Education**

\_\_\_\_\_  
JOHN A. CARROLL OR DESIGNEE  
Marin County Superintendent of Schools

Date: \_\_\_\_\_

\_\_\_\_\_  
Name / Title of Designee

**ATTACHMENT A: SCOPE OF SERVICES**  
**California Longitudinal Pupil Achievement Data System Support Services**  
**Memorandum of Understanding**

Support services to be provided by MCOE will include the following CALPADS data filings\*:

- **Fall 1 (Current Year Census Day)**
  - Enrollment counts
  - English language acquisition status
  - Immigrant Counts
  - Free/reduced-price meal-eligibility
  - Special Education
- **Prior Year:**
  - Dropouts
- **Fall 2**
  - Student Course Enrollments
  - Staff Assignments and full-time equivalent (FTE)
  - English Learner Education Services
- **End-of-Year (EOY) 1**
  - Course Completion for Grades 7–12
  - Career Technical Education (CTE) Participants, Concentrators, Completers
  - Work-Based Learning Indicators
- **End-of-Year (EOY) 2**
  - Program Eligibility/Participation
- **End-of-Year (EOY) 3**
  - Student Incidents
  - Cumulative Enrollment
  - Student Absence Summary
  - One-Year Graduate and Completer Counts
  - Count of English Learner (EL) Reclassified during School Year
  - Homeless Students
- **End-of-Year (EOY) 4**
  - Special Education
  - Postsecondary Outcomes for Students with Disabilities (SWD) Prior Year Completers

\*MCOE will follow the CALPADS posted calendar for submission and certification deadlines



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority  
serving school and college  
districts throughout the  
state.*

5350 Skylane Boulevard  
Santa Rosa, CA 95403

Tel: (707) 524-2690  
Fax: (707) 578-0517  
santarosa@scscal.org  
www.scscal.org

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Damara L. Moore  
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Brian R. Sciacca  
Kaitlyn A. Schwendeman  
Leah M. Smith  
Loren W. Soukup  
Frank E. Zotter

*Of Counsel*  
Robert J. Henry  
Nicollette M. Alvarado

March 15, 2023

Agenda Item # 5f

To: Barbara Snekkevik, Superintendent and Principal  
Nicasio School District

From: Jennifer E. Nix, General Counsel

Subject: BILLABLE AGREEMENT FOR LEGAL SERVICES

This letter invites the NICASIO SCHOOL DISTRICT to enter into a Billable Agreement with SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA ("SCLS") effective July 1, 2022.

As you consider your legal service needs for the coming year, I want to be clear about our commitment to provide you with excellent services. I welcome your input on how we can best meet your needs, so please do not hesitate to call me. As a reminder SCLS is a Joint Powers of Authority ("JPA") public agency. As such, SCLS does not make a profit. We are a school related agency just like our clients and we are also subject to the Education Code, Brown Act, etc. All of our employees are public employees just like you.

The SCLS JPA Board, comprised of some of our clients, carefully considered for the 2022-2023 school year the increase in fees necessary to address SCLS's fiscal needs while continuing to ensure the lowest possible rates for our clients. Effective July 1, 2022, our rates will be increasing \$15 per hour. This means our billable rate will be \$305 per hour. Many of our clients also consult or use limited services from private law firms so you know that even with our increased rate of \$305 per hour we charge generally below the private firm hourly rate. Essentially, our rates (with this increase) will have increased over approximately the past ten years at less than \$10 an hour per year. We believe this represents extraordinary cost containment for our clients.

I also want to emphasize that unlike many private law firms, we do not charge additional fees for secretarial time, photocopies, facsimile transmissions, on-line research costs, a flat "administrative" fee or the many other "hidden/add-on" fees associated with doing business with a private law firm, except we do charge for hotel and airline costs if necessary. If you have any questions regarding our services or fees, please do not hesitate to call me.

To become a Billable Contract Client for the 2022-2023 school year, please sign and return this agreement to us after the governing board has acted on it.

We very much look forward to working with you.

Enc.

**BILLABLE AGREEMENT  
BETWEEN  
NICASIO SCHOOL DISTRICT  
AND  
SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA**

The NICASIO SCHOOL DISTRICT (DISTRICT) and SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA (a legal service program operating under a Joint Powers Agreement pursuant to California Government Code sections 6500 et seq.) (COUNSEL), mutually agree as follows:

**I.  
RECITALS**

This agreement, effective July 1, 2022, is entered into by and between the DISTRICT and COUNSEL.

COUNSEL has the background, experience, and expertise to perform the work to be done and agrees to do so in accordance with the terms and conditions of this agreement.

**II.  
WORK TO BE PERFORMED**

COUNSEL shall provide legal and labor relations services as requested by the DISTRICT.

COUNSEL shall have the right to retain court reporters, professional experts, and other independent contractors as appropriate and to recommend to DISTRICT the employment and association of outside legal counsel in cases and matters that singly or cumulatively require an inordinate amount of time or which require, in the opinion of COUNSEL, specialized legal services and expertise. In the event DISTRICT fails to approve the employment of such outside counsel, COUNSEL reserves the right to terminate its representation of DISTRICT on the specific case or matter involved.

COUNSEL shall decline any assignment which would result in a conflict of interest or violations of professional ethical standards.

**III.  
COMPENSATION**

The DISTRICT shall compensate COUNSEL for all time spent on DISTRICT'S work, including necessary travel time, at the rates specified in the attached Fee Schedule. Such rates may be changed by COUNSEL no earlier than July 1, 2022, provided, however, that COUNSEL shall first give DISTRICT at least thirty (30) days advance written notice of such change.

Time will be accounted for in an initial minimum increment of 0.2 hour per entry (i.e., 12-minute minimum). This reflects the time it takes to respond to and record the nature of short-term assignments. After the initial minimum of 0.2, all assignments will be recorded in increments of one-tenth of an hour.

Payment by DISTRICT is due within 30 calendar days of receipt of monthly billing statement.

**IV.**

**RETENTION OF CLIENT RECORDS**

Client records will be maintained by COUNSEL for at least 10 calendar years. Following the determination by COUNSEL that either the client records no longer need to be maintained or 10 calendar years have passed, whichever is later, COUNSEL will contact the DISTRICT by letter to inform the DISTRICT that the records will be destroyed unless the DISTRICT has indicated it would like to take possession of the records. In this case, the DISTRICT will be billed for the cost of producing the records from storage and providing the records to the DISTRICT. If the DISTRICT does not provide any response within 90 calendar days or if the DISTRICT indicates no desire to take possession of the records, then COUNSEL will have the records destroyed through shredding. COUNSEL reserves the right to make an electronic copy (scan into PDF) of client records and then shred the paper records; however, if COUNSEL does make an electronic copy then these electronic records will be maintained indefinitely by COUNSEL and available to our clients upon request.

**V.**

**TERM OF AGREEMENT**

This agreement, effective July 1, 2022, is ongoing for up to four years and may be modified by mutual written agreement of the parties. This agreement may be terminated by either party at any time upon thirty (30) days written notice.

**SCHOOL AND COLLEGE LEGAL  
SERVICES OF CALIFORNIA**

By: Jennifer E. Nix  
Jennifer E. Nix  
General Counsel

Dated: March 15, 2023

**NICASIO SCHOOL DISTRICT**

By: Barbara Snækkevik

Dated: 3.15.2023

Barbara Snækkevik, Superintendent and Principal

**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA  
FEE SCHEDULE \***

**Effective July 1, 2022**

**Billable Contract Clients**

All Attorneys	\$305.00 per hour
Litigation	\$305.00 per hour
Labor Relations Coordinator	\$275.00 per hour
Paralegal/Paraprofessional	\$170.00 per hour
Law Clerk	\$135.00 per hour

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\* No additional fee is charged for meals while traveling to or from your District. No additional fee is charged for secretarial time, or for the cost of photocopies, telephone calls, or "facsimile" transmissions to or from your District. There are no postage charges for regular mail, no "administrative fee," and no charge for on-line research. Set fees may be charged for formed contracts and bid documents. If required, overnight lodging and air travel costs would be charged.

Nicasio School District  
Since 1862

Agenda Item # 6a.

Board of Trustees

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

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To: Nicasio School District Board of Trustees  
From: Barbara Snekkevik, Superintendent/Principal  
Date: March 30, 2023  
Re: Action: Consider approval of 2022-23 NSD Transportation Plan

**Objective:**

To approve 2022-23 NSD Transportation Plan

**Background:**

Home-to-School (HTS) Transportation Reimbursement was implemented by Assembly Bill (AB) 181 (Chapter 52, Statutes of 2022) and amended by AB 185 (Chapter 571, Statutes of 2022). It provides reimbursement funding for school districts and county offices of education (COEs) based on the prior year eligible transportation expenditures and prior year Local Control Funding Formula (LCFF) transportation related add-on funding. The first year's plan due April 1, 2023 is intended to address both the current transportation program in 2022-23 fiscal/school year and the plan describing the prioritized transportation services it will offer to its identified pupils in the 2023-24 fiscal/school year. The requirement to have plan addressing two years would just a one-time nuance and future year plans would address updates to and primarily about the following fiscal/school year.

**Funding Source/Cost:**

Nicasio School District is estimated to receive a 60% reimbursement of transportation expenses (\$18,150 for 2022-23 and \$18,780 for 2023-24).

**Recommendation:**

Staff recommends approval of the 2022-23 NSD Transportation Plan.



# **Nicasio School District Transportation Plan 2022-23**

## **Transportation Services:**

1. Enter description of transportation services offered to pupils, and how the LEA will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 6 inclusive and pupils who are low income. The Plan may provide for the LEA to partner with municipally owned transit system to provide services to middle and high school students. An LEA may provide no-cost transit passes to students.

Nicasio School District currently offers transportation services to pupils with disabilities receiving special education services outside of Nicasio School District. This transportation is provided at no cost to the student and is provided by either a private service (taxi) or by contract with the student's family to provide mileage reimbursement at the current IRS rate.

2. Enter description of LEA's transportation services that would be accessible to pupils with disabilities, and homeless children and youth.

Nicasio School District currently offers transportation services to pupils with disabilities receiving special education services outside of Nicasio School District. This transportation is provided at no cost to the student and is provided by either a private service (taxi) or by contract with the student's family to provide mileage reimbursement at the current IRS rate. Nicasio School District offers similar transportation services to homeless children and foster youth as needed.

3. Enter description of how unduplicated pupils would be able to access available home-to-school transportation at no-cost to the pupils.

Unduplicated pupils (homeless or foster youth) have access to available home-to-school transportation at no-cost by coordinating with the school administration upon arrival and/or enrollment at Nicasio School. The school administration will coordinate and execute a contract with a private service provider (taxi) or family member to provide mileage reimbursement at the current IRS rate.

## **Consultations:**

Enter description of the required plan consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils and other stakeholders.

The development of this plan included consultation with parents and student leaders (March 15, 2023) as well as consultation with classified staff and certificated staff (March 15, 2023).

Marin County Office of Education staff met with the following local transportation agencies on February 1, 2023 to consult on the potential plans:

Robert Betts from Marin Transit and Derek McGill from the Transit Authority of Marin (TAM)

The Bay Area Air Quality Management District provided consultation via this link:

<https://www.baaqmd.gov/plans-and-climate/climate-protection/local-government-support/school-district-transportation-service-plans>

**Board Approval Date:** March 30, 2023 *(must be on or before April 1, 2023)*

The Transportation Plan was developed in accordance with Education Code Sections 39800.1 and 41850.1.

2021-22 Actuals

**Revenue Calculation**

Total 2021-22 Transportation Expenses (Function 3600)	30,251.00
Less Capital Outlay (object 6XXX, Function 3600)	
Less Nonagency Expenditures (Goal 7110,7150, Function 3600)	
Estimated 60% Reimbursement	18,150
Less 2021-22 Transportation add-on (from LCFF Calculator)	0

2022-23 Budget (Function 3600)

<b>Total Revenue (Object 8590, Resource 0000)</b>	18,150
<b>Expenditures and Other Financing Uses</b>	
1000-2999 - Certificated Salaries	
2000-2999 - Classified Salaries	
3000-3999 - Employee Benefits	
4000-4999 - Books and Supplies	
5000-5999 - Services and other Operating Expenditures	31,300.00
6000-6999 - Capital Outlay	
7000-7999 - Other Outgo	
<b>Total Expenditures</b>	\$31,300.00

2023-24 Budget (Function 3600)

<b>Total Revenue (Object 8590, Resource 0000)</b>	18,780
<b>Expenditures and Other Financing Uses</b>	
1000-2999 - Certificated Salaries	
2000-2999 - Classified Salaries	
3000-3999 - Employee Benefits	
4000-4999 - Books and Supplies	
5000-5999 - Services and other Operating Expenditures	32,396.000
6000-6999 - Capital Outlay	
7000-7999 - Other Outgo	
<b>Total Expenditures</b>	\$32,396.00
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>	- \$ 13,616.00

**Board Approval Date:** March 30, 2023