

# Nicasio School District Board of Trustees

## AGENDA

- Regular Meeting -

Thursday, May 3, 2018 5 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

1. **Initial Matters**
  - a. Call to Order
  - b. Roll Call
2. **Open Session Agenda**
  - a. Patriotic Moment
  - b. Approval and Adoption of Open Session Agenda ..... *Action*
3. **Public Comment** ..... *Information*
  - o Board members or district staff may, but are not obligated to, briefly respond to statements made or questions posed by the public.
  - o No formal action will be taken.
  - o Designated amount of time to address the Board is limited to 3 minutes per individual.
  - o Concerns about individual employees shall not be discussed in public at school board meetings. Please contact the superintendent with specific concerns.
4. **Consent Agenda** ..... *Mass Action*
  - a. Approval of Minutes: April 4, 2018 Regular Meeting of Board of Trustees
  - b. Approval of Warrants Paid: March 27-April 25, 2018
  - c. Quarterly Report on Williams Uniform Complaints (Jan-Mar 2018)
  - d. Approve IDT Request Out of Nicasio School District (NSD) for 2018-19
    - i. IDTX 18-19-05
5. **Reports & Announcements** ..... *Information*
  - a. Foundation Update
  - b. Principal's Report
  - c. Superintendent's Report
  - d. Trustees' Report
6. **Finance/Business Services**
  - a. Consider Approval 2017-18 Certificate of Signatures for Commercial Warrants and Payroll Warrants ..... *Discussion/Action*
7. **Curriculum and Instruction**
  - a. Discussion of Drug Abuse and Prevention..... *Discussion*
8. **Facility**
  - a. Consider Approval of Agreement between Nicasio Historical Society and NSD for Display of Historic Photos and Miwok Scale Model ..... *Discussion/Action*

**9. Administrative/Governance**

- a. Results of 2017-18 Annual Parent Survey..... *Information*
- b. Consider Approval of Resolution 2017-18 #3 Specifications of the Election Order ..... *Discussion/Action*
- c. Consider Approval of Agreement Between Nicasio School District and Petaluma City Schools Regarding Interdistrict Attendance Agreements ..... *Discussion/Action*
- d. Consider Approval of IDT Renewal Requests into NSD for 2018-19
  - i. IDT 18-19-01
  - ii. IDT 18-19-02
  - iii. IDT 18-19-03
  - iv. IDT 18-19-04..... *Discussion/Action*

**10. Correspondence..... *Information***

- a. Re: Approval of Allowance of Attendance Because of Emergency Conditions (FY 2017-18), Form J-13A, Caryn Moore, Director, School Fiscal Services Division, April 18, 2018
- b. Re: Positive Certification of Second Interim Budget Report, Terena Mares, Deputy Superintendent, MCOE, April 16, 2018

**11. Conclusion**

- a. Agenda Planning ..... *Discussion*
- b. Adjournment ..... *Action*

*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 PO 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 Board of Trustees

MINUTES

- Regular Meeting -

Wednesday, April 4, 2018 6 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

1. Initial Matters

- a. Call to Order at 6:01 pm
- a. **Roll Call** In attendance: **Trustees Madeleine Sloane and Jason Snell** *Absent: Trustee Michelle Rutledge* Also in attendance: **Superintendent Nancy Neu, Principal Barbara Snekkevik and Office Manager/District Secretary Mikki McIntyre**

2. Open Session Agenda

- a. Patriotic Moment encouraging volunteering as a way of bringing people of diverse interests together
- b. Approval and Adoption of Open Session Agenda  
Action: **M/S: Snell/Sloane** to approve and adopt Open Session Agenda **Vote: 2/0** Ayes: Sloane, Snell; Noes: None

3. Public Comment *There was no public comment.*

4. Consent Agenda

- a. Approval of Warrants Paid: March 2-26, 2018
- b. Approval of Minutes: March 8, 2018 Special Meeting and Regular Meeting of Board of Trustees
- c. Approve IDT Requests Out of Nicasio School District (NSD) for 2018-19
  - IDTX 18-19-03
  - IDTX 18-19-04Action: **M/S: Snell/Sloane** to approve and adopt Consent Agenda **Vote: 2/0** Ayes: Sloane, Snell; Noes: None

5. Reports & Announcements

- a. Principal's Report *Principal Snekkevik presented her report.*
- b. Superintendent's Report
  - Supt. Neu said she is looking forward to participating in the (soon to be rescheduled) Board Budget Workshop.
- c. Trustees' Report *There was no report.*

6. Facility

- a. Approval of Agreement between Nicasio Historical Society and NSD for Display of Historic Photos and Miwok Scale Model  
Action: There was no action. Item tabled pending revision of draft agreement.

## 7. Administrative/Governance

- a. Board of Trustees Vacancies for November, 2018 General Election *Discussion:* There was discussion about publicizing the trustee vacancies via such channels as the District website, Nicasio community database, Nicasio Landowners meeting, at Nicasio School's Open House and the NS Foundation's Barn Dance, as well as local media outlets.
- b. Second Reading of BP and AR 5141.52 Suicide Prevention *Discussion:* There was discussion regarding implementation of the policy, as well as a minor text deletion recommendation.  
*Action:* **M/S: JS/MS** to approve BP and AR 5141.52 Suicide Prevention with modification of deletion as noted. **Vote: 2/0** Ayes: Sloane, Snell; Noes: None

## 8. Conclusion

- a. Other Business
  - Trustee Snell said the Foundation Barn Dance fundraiser will take place on June 2, 2018
- b. Agenda Planning
  - Reschedule Board Budget Workshop
  - May 3<sup>rd</sup> Regular Meeting
    - 1. Quarterly Williams Uniform Complaints
    - 2. Resolution – Specifications of the Election Order
    - 3. Consideration of IDT Requests for 2018-19
    - 4. Nicasio Historical Society Agreement
- b. Adjournment  
*Action:* **M/S: Snell/Sloane** to adjourn meeting at 6:30 pm **Vote: 2/0** Ayes: Sloane, Snell; Noes: None

Respectfully Submitted,

**Mikki McIntyre**

☐ Unadopted    ☐ Adopted

---

Madeleine Sloane, Board Clerk

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
BATCH: 0027 NICASIO GENERAL FUND  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	PD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20193574	000922/	AMERIGAS				
		PV-180060	01-0000-0-5505.00-0000-8200-000-000-000	REF # 629633086		1,350.77
			WARRANT TOTAL			\$1,350.77
20193575	000568/	AT&T				
		PO-180002	1. 01-0000-0-5970.00-0000-2700-000-000-000	INV 000011080154 PRIOR INV		241.18
			WARRANT TOTAL			\$241.18
20193576	001149/	MARIN COUNTY OFFICE OF ED				
		PO-180167	1. 01-6264-0-5200.00-0000-2700-000-000-000	Inv 180526		45.00
			WARRANT TOTAL			\$45.00
20193577	001180/	MICHELLE MCINTYRE				
		PO-180187	2. 01-0000-0-4300.00-0000-2700-000-000-000	SECTY REIMB		25.58
			1. 01-0000-0-5960.00-0000-2700-000-000-000	SECTRY REIM		2.95
			WARRANT TOTAL			\$28.53
20193578	001204/	PROTECTION ONE ALARM MONITORIN				
		PO-180034	1. 01-0000-0-5620.00-0000-8300-000-000-000	6905392 April costs		93.45
			WARRANT TOTAL			\$93.45
20193579	001418/	BARBARA SNEKKEVIK				
		PO-180188	1. 01-0000-0-4300.00-0000-2700-000-000-000	PRINCIPAL REIMBURSEMENT		54.38
		PO-180189	1. 01-0000-0-4300.00-0000-2700-000-000-000	PRINCIPAL REIMB		6.50
			2. 01-0000-0-5300.00-0000-2700-000-000-000	PRINCIPAL REIMB		70.00
		PO-180190	1. 01-1100-0-4300.00-1110-1010-000-000-000	REIMBURSEMENT		43.25
			WARRANT TOTAL			\$174.13
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$1,933.06*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$1,933.06*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$1,933.06*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$1,933.06*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$1,933.06*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$1,933.06*

APY250 L.00.05

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 04/18/2018

04/26/18 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
BATCH: 0028 GF APRIL 12, 2018  
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		
20194839	001429/	CA DEPT OF TAX AND FEE ADMIN				
		PV-180062	01-0000-0-9517.00-0000-0000-000-000-000	2017	USE TAX	63.00
			WARRANT TOTAL			\$63.00
20194840	001177/	COUNTY OF MARIN ENVIR HLTH SVC				
		PO-180009	1. 01-0000-0-5839.00-0000-8200-000-000-000	BILL # 19089		606.00
			WARRANT TOTAL			\$606.00
20194841	001409/	EMERALD BEHAVIOR				
		PO-180015	1. 01-6500-0-5840.00-5752-1100-000-000-000	3050 3/5/ TO 3/16/18		1,988.75
			WARRANT TOTAL			\$1,988.75
20194842	000021/	RECOLOGY				
		PO-180035	1. 01-0000-0-5550.00-0000-8200-000-000-000	INV #945384		223.37
			WARRANT TOTAL			\$223.37
20194843	001376/	SAMANTHA SHURA				
		PV-180063	01-6500-0-5800.00-5770-3140-000-000-000	OT SERVICES		570.00
			WARRANT TOTAL			\$570.00
20194844	000600/	SONOMA COUNTY OFFICE OF ED				
		PO-180040	1. 01-0000-0-5829.00-0000-7100-000-000-000	INV IN18-02510 UNDERPD ORIGINA		1.00
			1. 01-0000-0-5829.00-0000-7100-000-000-000	IN18-02510		174.00
			WARRANT TOTAL			\$175.00
20194845	000024/	STATE OF CALIFORNIA				
		PV-180061	01-0000-0-9515.00-0000-0000-000-000-000	EDD QT END IN APRIL		68.32
			WARRANT TOTAL			\$68.32
*** FUND	TOTALS ***					
		TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:		\$3,694.44*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$ .00*
		TOTAL PAYMENTS:	7	TOTAL AMOUNT:		\$3,694.44*
*** BATCH TOTALS	***					
		TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:		\$3,694.44*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$ .00*
		TOTAL PAYMENTS:	7	TOTAL AMOUNT:		\$3,694.44*
*** DISTRICT TOTALS	***					
		TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:		\$3,694.44*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$ .00*
		TOTAL PAYMENTS:	7	TOTAL AMOUNT:		\$3,694.44*

APY250 L.00.05

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 04/25/2018

04/26/18 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
BATCH: 0029 4/16/18 GF  
FUND : 01 GENERAL FUND

WARRANT REQ#	VENDOR/ADDR	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20195539	000568/	AT&T				
		PO-180003 1. 01-1400-0-5940.00-1110-1010-000-000-000			43695118589544	301.73
		WARRANT TOTAL				\$301.73
20195540	001409/	EMERALD BEHAVIOR				
		PO-180015 1. 01-6500-0-5840.00-5752-1100-000-000-000			INV 3083 3/19/ TO 3/30/18	2,220.00
		WARRANT TOTAL				\$2,220.00
20195541	000807/	JERRY & DON'S PUMP & WELL				
		PO-180016 1. 01-0000-0-5535.00-0000-8200-000-000-000			0127203-IN	1,130.48
		1. 01-0000-0-5535.00-0000-8200-000-000-000			0127118-IN	989.76
		WARRANT TOTAL				\$2,120.24
20195542	001149/	MARIN COUNTY OFFICE OF ED				
		PO-180026 1. 01-0000-0-5840.00-0000-7200-000-000-000			INV 180662	12,342.96
		PO-180161 1. 01-4035-0-5240.00-1110-1010-000-000-000			INV 180611	250.00
		WARRANT TOTAL				\$12,592.96
20195543	000007/	OFFICE DEPOT				
		PO-180193 1. 01-0000-0-4300.00-0000-2700-000-000-000			122538508001 PARTIAL PAY	33.53
		1. 01-0000-0-4300.00-0000-2700-000-000-000			122537483001	10.72
		2. 01-1100-0-4300.00-1110-1010-000-000-000			122538508001 BALANCE OF INV	81.79
		WARRANT TOTAL				\$126.04
20195544	000012/	P G & E				
		PO-180031 1. 01-0000-0-5510.00-0000-8200-000-000-000			ACCT 8516765363-4	879.63
		WARRANT TOTAL				\$879.63
20195545	001272/	RAUL SALDANA				
		PO-180038 1. 01-0000-0-5840.00-0000-8100-000-000-000			APRIL SERVICES	400.00
		WARRANT TOTAL				\$400.00
20195546	001260/	SILYCO				
		PO-180041 2. 01-0000-0-5840.00-0000-2700-000-000-000			MARCH 2018 INVOICE	650.00
		WARRANT TOTAL				\$650.00

APY250 L.00.05

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 04/25/2018

04/26/18 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
BATCH: 0029 4/16/18 GF  
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		
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	8	TOTAL AMOUNT OF CHECKS:	\$19,290.60*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	8	TOTAL AMOUNT:	\$19,290.60*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	8	TOTAL AMOUNT OF CHECKS:	\$19,290.60*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	8	TOTAL AMOUNT:	\$19,290.60*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	8	TOTAL AMOUNT OF CHECKS:	\$19,290.60*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	8	TOTAL AMOUNT:	\$19,290.60*



**Valenzuela/CAHSEE Lawsuit Settlement**  
**Quarterly Report on Williams Uniform Complaints**  
[Education Code § 35186(d)]

Agenda Item # 4c

District: NICASIO SCHOOL DISTRICT

Person completing this form: MIKKI MCINTYRE Title: OFFICE MANAGER

Quarterly Report Submission Date:

☐ July 2017

☐ October 2017

☐ January 2018

☒ April 2018

Date for information to be reported publicly at governing board meeting May 3, 2018

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		
CAHSEE Intensive Instruction and Services	0		
TOTALS	0		

NANCY NEU  
Print Name of District Superintendent

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

\_\_\_\_\_  
Date



5555 Nicasio Valley Road, Nicasio, CA 94946  
☎ 415.662.2184 / 🌐 415.662.2250 / [www.nicasioschool.org](http://www.nicasioschool.org)

---

**Date:** 5/3/2018  
**To:** Nicasio Board of Trustees  
**From:** Barbara Snekkevik  
**Subject:** Principal's Report

---

#### **Upcoming Events & Activities**

- May Life Skill: Grit
- CAASPP testing, grades 3-8 ( May 1-9)
- Physical Fitness Testing, grades 5 and 7
- Coloma Outdoor Discovery School field trip, grades 3-5 (May 14-16)
- Safari West day field trip, grades 6-8 (May 18<sup>th</sup>)
- Agate Beach field trip with Environmental Action Committee of West Marin, grades 6-8 (May 22)
- Barn Dance – Foundation Fundraiser, June 2<sup>nd</sup>

#### **Student Updates**

- Open House and Talent Show (April 5<sup>th</sup>)
- April spirit day: Western Day (April 20<sup>th</sup>)
- West Marin Fund Giving Through Youth project (grades 3/4/5 and 6/7/8)
- National Greek Mythology Exam medals to five students (grades 3-5)
- Gallery Route One Artists-in-the-Schools program in art for 4 weeks (April 18-May 9)
- Water Safety Assembly (April 30<sup>th</sup>)

#### **Staff Updates**

- Administrative Professional's Day, April 25<sup>th</sup>
- Teacher Appreciation Day, May 8<sup>th</sup>
- Golden Bell Award recipient, Erica Sommers (reception May 24<sup>th</sup>)

#### **Site Updates**

- Investigating window coverings for classroom/office doors as part of on-going emergency preparedness
- New banner on entrance gate to encourage enrollment for 2018-19
- Continue to investigate options for replacing MPR commercial refrigerator

# MARIN COUNTY OFFICE OF EDUCATION

Agenda Item # 6a

## DISTRICT BUSINESS SERVICES

Nicasio School District



School District

### Certificate of Signatures

I, Nancy Neu, Superintendent, certify that the signatures shown below are the verified signatures of this district's agents who are authorized to pick up commercial vendor warrants, and payroll and payroll-related vendor warrants.

These approved signatures will be considered valid for the period of July 1, 2017 through June 30, 2018.

#### Signatures of District Agents

	Commercial Vendor Warrants	Payroll Warrants
Signature:		
Name:	Judith Kirkland	Judith Kirkland
Signature:		
Name:		
Signature:		
Name:		
Signature:		
Name:		

Authorized by: \_\_\_\_\_

Superintendent

\_\_\_\_\_  
Date

*If more signatures are required, please attach an additional sheet.*

### **Agreement for Display of Historic Photos and Miwok Scale Model**

Nicasio Historical Society of PO Box 111, Nicasio, CA 94946 ("NHS") displays certain items on the premises of Nicasio School, located at 5555 Nicasio Valley Rd, Nicasio, CA 94946 ("Nicasio School"). These items include the following ("NHS Exhibit"):

- 22 black and white photos in varying sizes of Nicasio School students from years 1888 through 2012;
- Five black and white photos of varying sizes;
- Eight text information boards about the Miwok exhibit; and
- A 3'x4' scale model of a Miwok Village

Five photographs of the NHS Exhibit are attached hereto as Exhibit A and incorporated herein.

The NHS Exhibit shall remain on the premises of Nicasio School at the discretion of NHS and Nicasio School and on the condition that it is on display in the Nicasio School library. If Nicasio School permanently removes the NHS Exhibit from the library, it must be returned to NHS no later than ten days following removal. However, Nicasio School may temporarily remove or relocate NHS Exhibit for library cleaning or maintenance, so long as it is returned to the Nicasio School library within a reasonable amount of time.

NHS may permanently or temporarily remove the NHS Exhibit, in whole or in part, for a specific period of time mutually agreed upon by NHS and Nicasio School. NHS shall be in charge of removal, returning, and re-staging, subject to Nicasio School's availability and approval.

NHS bears the responsibility of protecting the condition of the NHS Exhibit. Notwithstanding the above, Nicasio School shall not change the display location of the NHS Exhibit without prior approval from NHS.

**Waiver of Liability.** In consideration of NHS's use of the premises of Nicasio School, NHS does hereby release, waive, discharge, and covenant not to sue Nicasio School, its trustees, administrators, employees, or agents for/from liability from any and all claims, including negligence, resulting from personal injury, accidents, illnesses, and property damage and loss or theft of the NHS Exhibit, in whole or in part.

**Assumption of Risk.** NHS acknowledges that entry in the premises of Nicasio School is at NHS's own risk and assumes all risks associated with entry, including but not limited to falls, contacts with other people, the condition of the premises, and any other personal injury or damage to NHS Exhibit that results from the use of the Nicasio School premises.

**Indemnification and Hold Harmless.** NHS also agrees to indemnify and hold harmless Nicasio School, its trustees, administrators, employees, and agents from any and all claims, actions, suits, costs, expenses, damages, and liabilities, including attorney fees, as a result of the use of the Nicasio School premises. NHS further agrees to reimburse Nicasio School any costs incurred resulting from entry and use of said premises in connection with the NHS Exhibit.



5555 Nicasio Valley Road, Nicasio, CA 94946  
☎ 415.662.2184 / 📠 415.662.2250 / [www.nicasioschool.org](http://www.nicasioschool.org)

---

May 1, 2018

Dear Parents,

Thank you to all of the parents who participated in this year's annual school survey. A total of 40 parent responses were collected from our 28 families. While 100% participation is always desirable, sufficient data has been collected to provide important and valuable information to the school. Your feedback will be shared with teachers, staff and school board members to help guide current and future decisions and practices.

Many of your responses are honest and heartfelt, which is greatly appreciated. However, due to the small and personal nature of our school community, specific comments are not appropriate to share in the context of a public forum. Therefore, to protect confidentiality and matters of a personal nature, parents' comments have been omitted. This summary has been designed to share the overall results in a way that represents parents' opinions accurately while protecting the privacy of teachers, staff, students and parents. This document will be shared publicly with school board trustees, parents, teachers, and staff, while the actual survey report itself will be seen only by the administrative team.

Please note that all specific comments from parents provide valuable feedback and have been reviewed by the principal and shared with individual teachers and staff as deemed appropriate.

Thank you again for your participation. We really do appreciate your feedback!

Sincerely,

Barbara Snekkevik  
Principal

**1 Please describe your relationship to your child.**

Answered: 40 Skipped: 0

ANSWER CHOICES	RESPONSES	
Mother/Guardian	67.50%	27
Father/Guardian	30.00%	12
Other	2.50%	1
TOTAL		40

**2 In what grade level is your child currently enrolled?**

Answered: 40 Skipped: 0

ANSWER CHOICES	RESPONSES	
TK / K	30.00%	12
1st	7.50%	3
2nd	7.50%	3
3rd	22.50%	9
4th	10.00%	4
5th	17.50%	7
6th	17.50%	7
7th	7.50%	3
8th	15.00%	6

Total Respondents: 40

**3 Nicasio students in grades 3-8 completed the California Assessment for Student Performance and Progress (CAASPP) in Spring 2017. Results for the our school/district are listed below along with comparisons to achievement scores at the county and state levels: Nicasio School/District English Language Arts (ELA) Met/Exceeded Standards: 71% Standard Nearly Met: 26% Mathematics Met/Exceeded Standards: 52% Standard Nearly Met: 35% Marin County Averages English Language Arts (ELA) Met/Exceeded Standards: 65% Standard Nearly Met: 18% Mathematics Met/Exceeded Standards: 57% Standard Nearly Met: 23% California Statewide Averages English Language Arts (ELA) Met/Exceeded Standards: 49% Standard Nearly Met: 23% Mathematics Met/Exceeded Standards: 38% Standard Nearly Met: 27% Do you have any questions or comments about this data?**

Answered: 4 Skipped: 36



# mail sbccqa

**Severability and Integration.** NHS and Nicasio School expressly agree that this agreement, including the waiver, assumption of risk, and indemnification and hold harmless clauses, is intended to be interpreted as broadly and inclusively as is permitted by the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall continue in full and legal force. Furthermore, this agreement is fully integrated and contains the complete and entire promises and obligations of the parties to it. No external prior or contemporaneous statements, representations, promises, rights, or obligations are incorporated. This agreement may be amended on in writing signed by all parties.

Agreed to by:

Nicasio School

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Nicasio Historical Society

Signed \_\_\_\_\_ Date \_\_\_\_\_

Elaine Doss, President of the Nicasio Historical Society

## 2018 Annual Parent Survey Results

#	RESPONSES	DATE
1	no.	3/1/2018 11:47 AM
2	No.	3/1/2018 11:46 AM
3	n/a	2/26/2018 1:44 AM
4	Standards met should be 100%.	2/21/2018 2:28 PM

**4 Subject Area Specialist Programs** Each year, Nicasio School Foundation, thanks to contributions from parents and community members, supports various programs for our students. Please indicate your level of satisfaction with the Foundation-funded programs currently in place. Select "No Opinion" if you feel that you do not have enough information to evaluate the program.

Answered: 36 Skipped: 4

	SATISFIED	NOT SATISFIED	NO OPINION	TOTAL
Art	83.33% 30	11.11% 4	5.56% 2	36
PE	83.33% 30	5.56% 2	11.11% 4	36
Spanish	68.57% 24	5.71% 2	25.71% 9	35
Performing Arts	82.86% 29	5.71% 2	11.43% 4	35

**5 Homework** Do you have any specific comments or questions regarding your child's homework? If you do, indicating your child's grade level would be helpful information, but this is not required.

Answered: 11 Skipped: 29



**6 What is your opinion on the following topics related to school climate? Please reply based on your "overall" experience with each statement. If you have specific exceptions, you can express these in the comment box below. Select "No Opinion" if you do not feel you have enough information or experience to form an opinion.**

Answered: 36 Skipped: 4

	AGREE	DISAGREE	NO OPINION	TOTAL
Parents feel welcome and encouraged to participate in school events and activities.	97.06% 33	0.00% 0	2.94% 1	34
The office is a welcoming and helpful environment.	97.22% 35	2.78% 1	0.00% 0	36
Parents feel comfortable approaching teachers and staff.	97.22% 35	0.00% 0	2.78% 1	36
Parents feel comfortable approaching the principal.	100.00% 36	0.00% 0	0.00% 0	36
The principal is doing an effective job leading the school.	100.00% 36	0.00% 0	0.00% 0	36
The school addresses teasing, harassment and bullying when concerns are raised.	86.11% 31	2.78% 1	11.11% 4	36
Your child(ren) enjoy(s) coming to school.	94.44% 34	5.56% 2	0.00% 0	36

**7 COMMUNICATION What is your opinion regarding the following forms of communication? Please reply based on your "overall" experience of each statement below. If you have specific exceptions, you may express these in the comment box below. "Overall," do you agree or disagree with the following statements?**

Answered: 36 Skipped: 4

	AGREE	SOMETIMES	DISAGREE	TOTAL
Email is an effective way to communicate between school and home.	88.89% 32	11.11% 4	0.00% 0	36
The online Parent Portal is an effective way to communicate weekly school news.	77.78% 28	19.44% 7	2.78% 1	36
Parent-Teacher conferences are a valuable use of time.	94.44% 34	5.56% 2	0.00% 0	36
Mid-term progress reports are informative and valuable.	91.67% 33	8.33% 3	0.00% 0	36
Report cards are informative and valuable.	94.44% 34	5.56% 2	0.00% 0	36

## 2018 Annual Parent Survey Results

Communication between teachers and parents is sufficient.	83.33%	16.67%	0.00%	
	30	6	0	36
Communication between the office and parents is sufficient.	91.67%	8.33%	0.00%	
	33	3	0	36
Communication between the School Board and parents is sufficient.	47.06%	20.59%	32.35%	
	16	7	11	34
Communication between the Nicasio School Foundation and parents is sufficient.	70.59%	20.59%	8.82%	
	24	7	3	34
Communication between Parent Club and parents is sufficient.	82.35%	11.76%	5.88%	
	28	4	2	34

### 8 SCHOOL WEBSITE What information would you like to see posted on the school's website that is not currently provided?

Answered: 2 Skipped: 38

### 9 Each year, Nicasio School Foundation and Parent Club organize a variety of events and activities to support our school, students, teachers and staff. Without these two organizations, these community-building activities and fundraising events would not be possible. From the list below, please indicate the level of value you believe these activities hold.

Answered: 36 Skipped: 4

	VALUABLE	SOMEWHAT VALUABLE	NOT VALUABLE	TOTAL
Fundraiser: Dinner Dances	88.24%	11.76%	0.00%	
	30	4	0	34
Fundraiser: Walk-a-thon	76.47%	20.59%	2.94%	
	26	7	1	34
Fundraiser: BINGO Night	82.35%	17.65%	0.00%	
	28	6	0	34
Fundraiser: Holiday Craft Fair	74.29%	25.71%	0.00%	
	26	9	0	35
Fundraiser: Annual Giving Campaign (Direct Donation)	88.57%	8.57%	2.86%	
	31	3	1	35
Babysitting Availability/ Back-to-School Night	70.59%	23.53%	5.88%	
	24	8	2	34
Campus Clean-up Days	94.29%	5.71%	0.00%	
	33	2	0	35
Winter Program Decorations & Refreshments	82.86%	17.14%	0.00%	
	29	6	0	35
Appreciation Holiday Gifts for Teachers & Staff	80.56%	19.44%	0.00%	
	29	7	0	36
Appreciation Lunch for Teachers & Staff	91.67%	8.33%	0.00%	
	33	3	0	36
8th Grade Graduation Decorations & Refreshments	94.44%	5.56%	0.00%	
	34	2	0	36
Annual School Yearbook	91.67%	5.56%	2.78%	
	33	2	1	36

**10 Please provide feedback regarding the current condition of the school's buildings and grounds.**

Answered: 36 Skipped: 4

	GOOD	IMPROVEMENT NEEDED	NO OPINION	TOTAL	WEIGHTED AVERAGE
School Buildings	94.44%	2.78%	2.78%		
	34	1	1	36	1.08
Playground/Small Field	66.67%	27.78%	5.56%		
	24	10	2	36	1.39
Garden	97.22%	0.00%	2.78%		
	35	0	1	36	1.06
Landscaping	88.89%	5.56%	5.56%		
	32	2	2	36	1.17

OF THE GOVERNING BOARD OF THE  
NICASIO SCHOOL DISTRICT

**SPECIFICATIONS OF THE ELECTION ORDER:**

**RESOLVED**, that pursuant to Education Code Sections 5304 and 5322, the following is specified with respect to the governing board member election of said governing body.

**WHEREAS**, it is the determination of said governing body that the Uniform District Election to be held on the 6<sup>th</sup> day of November, 2018, at which election the issue to be presented to the voters shall be to elect Governing Board Members:

Number of Regular Term Positions (4 year)   2  

Number of Short Term Positions (2 year)           

**WHEREAS**, that payment for the publication of a candidate's statement of qualifications is the responsibility of the: Candidate

**IT IS HEREBY RESOLVED** that the said governing body will hold an election on November 6, 2018 to elect member(s) to the governing board as listed, and hereby requests:

- 1) Consolidation of said election with any other applicable election conducted on the same day;
- 2) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the following vote, to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
PRESIDENT, BOARD OF DIRECTORS

ATTEST: \_\_\_\_\_  
Clerk of the Governing Board

AGREEMENT BETWEEN  
NICASIO SCHOOL DISTRICT  
AND  
PETALUMA CITY SCHOOLS  
REGARDING  
INTERDISTRICT ATTENDANCE AGREEMENTS

- Education Code 46600(a) provides that "The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the interdistrict attendance of pupils who are residents of the districts."
- Education Code 46600(a) further provides that "The agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied."
- Assembly Bill No. 2444 amended Education Code 46600 so as to allow the transfer agreement to contain standards for reapplication and revocation of interdistrict transfers agreed to by the district of residence and the district of attendance.
- The undersigned school districts seek to serve the students in their districts in an efficient and collaborative manner.
- Pursuant to Assembly Bill No. 2444, the Governing Boards of the districts listed below hereby agree that when interdistrict requests are approved the reapplication and revocation of such permits shall be subject to the interdistrict transfer provisions set forth in Board Policy and Regulations from each of the other districts.
- This agreement will take effect July 1, 2018 for a 5-year term. On or about May of each year, districts will review the agreement for purposes of extending the term for an additional year.

  
\_\_\_\_\_  
Board President, Petaluma City Schools

4/10/18  
\_\_\_\_\_  
Date of Governing Board Approval

\_\_\_\_\_  
Board President, Nicasio School District

\_\_\_\_\_  
Date of Governing Board Approval



**CALIFORNIA DEPARTMENT  
OF EDUCATION**

**RECEIVED**

**APR 30 2018**

**To: Today Item # 10a**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • [WWW.CDE.CA.GOV](http://WWW.CDE.CA.GOV)  
*by Nicasio School*

April 18, 2018

Nancy Neu, Superintendent  
Nicasio School District  
P.O. Box 711  
Nicasio, CA 94946-0711

Dear Superintendent Neu:

Subject: Request for Allowance of Attendance Because of Emergency Conditions  
(Fiscal Year 2017–2018), Form J-13A  
Nicasio School District (Nicasio)

Your request for one emergency day, October 13, 2017, has been approved. This school closure day may be used to meet the instructional time requirements pursuant to California *Education Code* sections 46200, 46201, 46207, and/or 46208.

We are enclosing your Request for Allowance of Attendance Because of Emergency Conditions, Form J-13A, for Nicasio School District and the above named school.

If you have any questions regarding this approval, please contact the Principal Apportionment Section, by phone at 916-324-4541 or by e-mail at [attendanceaccounting@cde.ca.gov](mailto:attendanceaccounting@cde.ca.gov).

Sincerely,

Caryn Moore, Director  
School Fiscal Services Division

CM:ht  
Enclosure

cc: Mary Jane Burke, County Superintendent of Schools, Marin County Office of  
Education





# MARIN COUNTY

## OFFICE OF EDUCATION

Agenda Item # 10b

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

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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

April 16, 2018

Ms. Michelle Rutledge, President  
Nicasio School District  
P.O. Box 513  
Nicasio, CA 94946

Dear Ms. Rutledge:

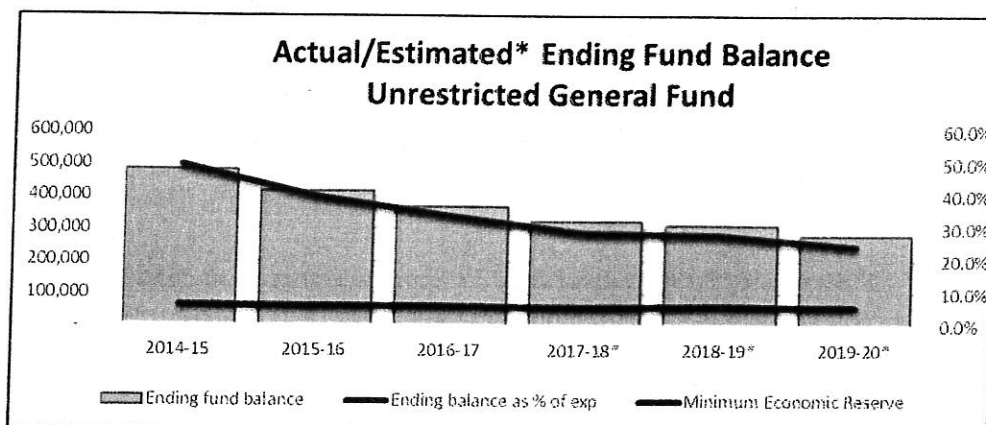
Our office has completed its review of the Nicasio School District's second interim budget report for 2017-18 in compliance with the provisions of Education Code 42131(a)(2). The Code requires the County Superintendent to approve or disapprove interim report certifications after:

Examining the report to determine whether it complies with the standards and criteria established pursuant to Education Code 33127 and determining whether the second 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.

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

### BUDGETARY POSITION FOR NICASIO SCHOOL DISTRICT

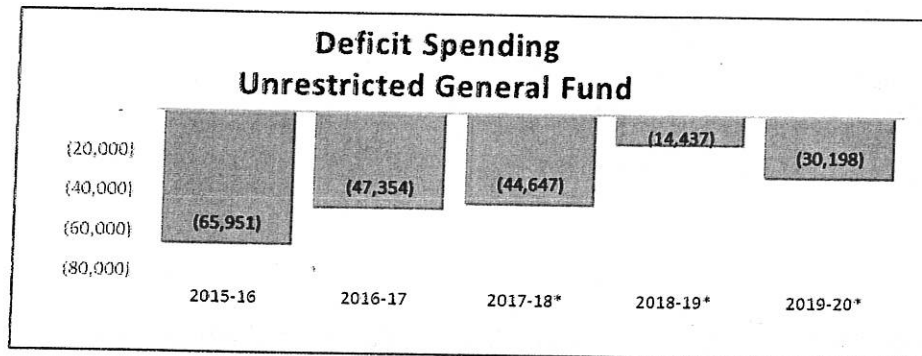
The District's second interim budget and multi-year projection reflects an improvement in budgetary position when compared to the first interim budget. The following graph depicts the District's estimated ending balance in the second interim budget and multi-year projection for the unrestricted general fund, with both the state required minimum reserve and the District's actual reserve as a percentage of total expenditures.



The last several years have seen substantial one-time revenues that have helped in meeting the many competing demands, however, the one-time nature of these revenues will not support ongoing costs over time. Although the Governor's budget proposal includes approximately \$295 per average daily attendance (ADA) in one-time revenues, we do not recommend including these potential revenues in budget projections at this time.

### OPERATING DEFICITS

The District's second interim budget and multi-year projection continues to reflect operating deficits in the unrestricted general fund as displayed in the following chart below.



The cumulative impact of this projected deficit spending is a 24% decline in fund balance over the current plus two subsequent years, leaving the District with reserves of \$279 thousand or 25% of general fund expenditures at June 30, 2020. 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 federal government recently passed the fiscal 2018 omnibus bill funding the federal government through September 2018. The federal fiscal 2018 budget funds the 2018-19 state budget for federal programs at or slightly above 2017-18 funding levels. Although the Administration proposed reducing the Education Department's budget by 13%, and eliminating certain programs, the omnibus bill provided a slight increase in total funding maintaining the programs districts depend upon.

The California Department of Education (CDE) recently released the LCAP Federal Addendum, a key element of the compliance requirements for federal funding under the Every Student Succeeds Act (ESSA). In addition, a working group convened by CDE has been meeting to develop a common set of accounting guidelines for districts to comply with ESSA regulations requiring districts to report per pupil expenditures at the school and district level beginning in 2018-19. We continue to monitor the programmatic, fiscal and reporting changes related to the ESSA to ensure we can provide districts with the most relevant guidance and training.

### RESERVES

The District maintains the state-required minimum reserve for economic uncertainty of \$66 thousand in the current and two subsequent years. In addition, we note the District maintains a Board reserve for economic uncertainty of \$180 thousand for a total reserve of \$246 thousand in all three 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 allows the District to better ensure a consistent and stable program offering for students.

**CONCLUSION**

We thank Margie Bonardi for her timely submission of the second interim budget using the statutorily required forms. If you have any questions, please do not hesitate to contact me at 415-499-5805.

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

A handwritten signature in dark ink, appearing to read "Terena", is written over the printed name and title of Terena Mares.

TERENA MARES  
Deputy Superintendent

cc: Dr. Nancy Neu, Interim Superintendent  
Margie Bonardi, Interim Chief Business Official