

# 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, May 7, 2020 5pm**

Meeting held via videoconference pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020. Videoconference access information was posted on the District website:

<http://www.nicasioschool.org/index.php/school-board/board-meetings>

#### 1. **OPENING BUSINESS**

- a. Call to Order at 5:03 pm
- b. Roll Call *Present (via videoconference): Trustees Elaine Doss, Mark Burton and Michelle Rutledge Also in attendance (via videoconference): Interim Superintendent Nancy Neu, Principal Barbara Snekkevik, Chief Business Official Margie Bonardi and District Secretary/Office Manager Mikki McIntyre*
- c. Patriotic Moment observed in honor and loving memory of Mr. Colin Williams

#### 2. **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

#### 3. **Reports**

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

- i. Interim Supt. Neu reported the following Covid-19 related updates:
  - She has participated (virtually) in weekly superintendents' meetings with Public Health Director Matt Willis; met weekly with the NSD administrative team and attended an NSD staff meeting.
  - The focus has been on addressing needs of the most vulnerable populations. Coronavirus isn't always signified by an elevated temperature and people should pay attention to how they are feeling overall. Stay home if unwell.
  - Sheltering in place is projected at least through May, with the possibility of allowing some return of normalcy. In Marin, the curve is still going up and hasn't yet reached its peak.
  - The key question is how to gather safely, and the biggest restrictions are related to the size of a gathering. Marin County schools' group sizes are more restrictive than those of the governor.
  - The Marin County Civic Center has been identified as a hospital overflow site. The biggest concerns for outbreaks in Marin are in the San Rafael Canal area and in senior housing facilities. A testing site has been set up in the Canal. Hotel rooms have been secured in case someone tests positive and family members can be placed into hotel rooms to isolate.
  - A cohort number of 12 is the current maximum for gatherings and pop-up centers. That is considered a manageable number. If someone in the cohort contracts the virus, then the cohort can be closed down. Mary Jane Burke is

pushing for that number to increase to 16 if schools are to open in the fall. That would be a good cohort number for NSD.

- Some true benefits to remote learning have emerged. Some kids countywide who struggled in the classroom are doing very well with remote learning. The flexibility, time of the school day and the ability to take breaks are beneficial for certain types of students. Mostly, they miss their friends.
  - The District was recently notified of its obligation to provide free lunches to students who qualify. Staff identified a handful of such students and free lunches are now being provided to them. The meals are prepared locally by Ranch Nicasio, which is following nutritional guidelines and is a certified food safety manager. Staff member Neal Chavez picks up the meals and distributes them to the qualifying families. A questionnaire will be sent in back-to-school packets during the summer to see if any additional families qualify. Other programs in addition to Rancho Nicasio will be considered as lunch providers for 2020-21.
  - Districts county-wide are starting to develop re-entry plans for the 2020-21 school year. District staff will be working as a team on Nicasio School's plan. Some families may be unwilling – or unable, due to medical circumstances – to send their children back to school. As a result, the re-entry plan will retain an aspect of distance learning along with classroom instruction. Connectivity is an ongoing concern for distance learning. Even if a household has an Internet connection, it may not be very good. That will continue to be a focus moving forward.
  - Discussions are taking place county-wide regarding school calendars subsequent to 2020-21, including the possibility of a year-round calendar that would avoid classes during the fall wildfire and winter flu seasons.
  - The District will give students the option to keep their Chromebooks during the summer. Devices retained by students will need to have limits applied on data use and site access.
  - MCOE is creating an online resource that gives teachers access to distance learning curriculum, model lessons, assessments and videos.
  - Districts are anticipating new guidelines from Matt Willis regarding graduation ceremonies. The hope is for allowance of a drive-through graduation or similar plan.
- ii. Principal Snekkevik reported the following:
- Students, staff and families showed appreciation for Mikki McIntyre on Administrative Professionals Day by “Zoom-bombing” her during a virtual staff meeting.
  - There was a good turnout by parents and staff at the first virtual Principal's Chat held on April 27.
  - May 4-8 is Teacher Appreciation Week, and hopefully, families and students will shower their teachers with some well-deserved expressions of appreciation.
  - Damena Ware's Gr. 3/4/5 class took the National Greek Myth Exam, earning an impressive total of six awards: one gold medal (Leo D.-P.), two silvers (Goldwyn D.-P. and Emme S.), and three bronze (Frankie M., Asha A. and Sophia S.).
  - Staff continue to take advantage of professional development opportunities through MCOE.

- Preparations for the 8<sup>th</sup> grade graduation celebration have begun. Traditional Nicasio School elements such as the slideshow and student speeches will be featured, somehow. The event format will follow public health guidelines. Staff is researching the rental of a jumbo movie screen in case a drive-in event is permissible.
- Staff is also discussing possibilities for conducting a virtual move-up day. Traditionally on move-up day, students spend a morning in their classroom for the upcoming year and incoming new kindergarteners visit the K12 classroom.

**b. Budget Update** *CBO Bonardi reported the following:*

- i. The budget outlook is an ever-changing scenario, with frequent updates coming from the state, federal government, FCMAT, county treasurer and MCOE. There is much uncertainty about where things are for the current fiscal year and for next year. The data will change during the summer and the budget will be revised on a regular basis. The first interim will be the best time to revise the budget.
- ii. Only one budget meeting will be necessary in June because the LCAP will not be required at that time. The budget hearing and budget adoption could take place at the same meeting.
- iii. The county will provide its update on property tax revenues on May 13<sup>th</sup>. It is currently unknown whether the property taxes will be reduced.
- iv. There are expenses this year that the District will not incur in 2020-21. The District also has a healthy ending balance and can draw on its reserve to help with cash flow until state and federal funds arrive.
- v. Discussions are underway regarding budget options for next year. Nicasio School Foundation (NSF) Treasurer Laura Skapik provided NSF's financial statement to the District. No big fundraiser will be held this year. NSF received a one-time \$100,000 grant last year, of which \$50,000 remains. The District could re-allocate some NSF funds for Internet reimbursement and other sources to hold current specialist positions in place for next year. That would yield approximately \$21,000 of the \$38,000 needed for the four positions. The District could either not fill all of the positions or ask the Foundation to come up with the difference.
- vi. Interim Supt. Neu noted that the governor's May budget revise is expected in a week and districts have been advised to prepare multiple budget scenarios. She said the state's adopted budget for June is expected to be the worst it can be. It is anticipated there will be a drop in assessed values.
- vii. CBO Bonardi said assessed values are usually way below current values due to Prop. 13., and that property values in the District change very infrequently. As a basic aid district, NSD is in slightly better position right now than revenue-limit districts.
- viii. The District will have an open staff position and needs to decide whether to fill it now or hold off to see what the District's finances will look like next year. Additionally, a certificated teaching position will come under contract at far less than it was last year.
- ix. The District will have the new ongoing expense of providing free and reduced lunches (FRL) for directly certified students and one special education student at another school district. There may be additional children in the District who qualify for FRL based on being below the poverty level. A lunch vendor will need to be secured for next year, perhaps another district. That will be a new budget item.

- x. CBO Bonardi commended MCOE for doing a superb job of keeping everyone informed of the financial situation and for providing a lot of support.
- xi. The governance team members expressed their appreciation to CBO Bonardi for going above and beyond on behalf of the District.

#### 4. Public Comment

- a. A parent in attendance expressed her hope that students can return to school in the fall. She said her daughter misses her friends and teacher, although she enjoys “Zooming” with them.

#### 5. Consent Agenda

- a. Approval of Minutes: April 1, 2020
- b. Ratify Warrants Paid: April 2020
- c. Approve Interdistrict Transfer Requests into NSD for 2020-21
  - i. IDT 20-21-01
  - ii. IDT 20-21-02
  - iii. IDT 20-21-03
  - iv. IDT 20-21-04
  - v. IDT 20-21-05
  - vi. IDT 20-21-06
  - vii. IDT 20-21-07

*Discussion:* A typo in the April Board Minutes was noted.

*Action:* **M/S: Doss/Burton** to approve and adopt Consent Agenda with correction to April Minutes as noted. **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

#### 6. Action

- a. **Consider Approval of Resolution 2019-20 #6 Regarding Specifications of the Election Order** *Discussion:* Interim Supt. Neu said the District will have a seat on the Board that will open for next year. This resolution opens the process for people to consider applying for that seat.  
*Action:* **M/S: Doss/Burton** to approve Resolution 2019-20 #6 Regarding Specifications of the Election Order **ROLL CALL Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- b. **First Reading BP/AR 6158 Independent Study** *Discussion:* Interim Neu said that while she does not favor presenting a new board policy at the end of the year, it is important to do so when an issue affects the District. Students who are absent for any length of time are already communicating with the school, and teachers provide assignments, but there is no policy in place, and thus no way to report their absence as excused. They then show up as attendance issues. The draft policy was obtained from GAMUT and revised. Interim Supt. Neu said the importance of this policy is that the superintendent or designee would have the autonomy to tell parents that a planned personal absence is not appropriate, but the parents can make a written request for an Independent Study contract. Teachers will put materials together and a form will track how much time is spent on reading, writing, etc. The principal will review the form, which will be available for the auditor. Interim Supt. Neu has asked other districts for a sample of the form. Trustee Doss said she is familiar with the form from her work at Bolinas-Stinson and will request a copy of it. Staff will make recommended grammatical changes.  
*No action was taken.* The item will be brought back as a second reading for approval in June.

- c. **First Reading AR 6183 Home and Hospital Instruction** *Discussion:* Interim Supt. Neu said that in consideration of the current times, this is another policy that the District doesn't have, but the need for it may arise. If students are out of school with an illness for any length of time, a policy such as AR 6183 should be in place. It is a standard policy from GAMUT with just a few changes. She recommended bringing the policy back in June for a second reading.  
No action was taken. The item will be brought back as a second reading for approval in June.
- d. **Approval to Consolidate and Move Scheduled June Board Meetings (June 4 and June 25) to June 18** *Discussion:* Interim Supt. Neu said that there are currently two meetings scheduled in June, however, part of that was to accommodate the LCAP. Because LCAP is delayed this year, it is possible to conduct the proposed budget public hearing and the budget adoption consecutively. She recommended holding the budget hearing, closing the hearing and then conducting the budget adoption. She said if there is the need for another meeting prior to the end of the fiscal year, a special meeting can be called.  
Action: **M/S: Doss/Burton** to approve Consolidating and Moving Scheduled June Board Meetings (June 4 and June 25) to June 18 **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

7. **Correspondence**

- a. 2019-20 Second Interim Review, Kate Lane, Assistant Superintendent, April 15, 2020

8. **Conclusion**

- a. **Agenda items for June meeting**
  - i. Second readings of BP/AR 6158 and AR 6183
  - ii. Proposed budget hearing
  - iii. Plan for re-entry of school for fall
  - iv. Certification of signatures
  - v. Authorization to sign on behalf of the Governing Board
  - vi. Contracts
- b. **Other Business**
  - i. Trustee Burton expressed special appreciation to Interim Supt. Neu for all of the hard work she has put in on behalf of the District in recent months, noting "this role has hardly been one day per month as advertised."
- c. **Adjournment**  
Action: **M/S: Doss/Burton** to adjourn meeting at 6:03pm **Vote: 3/0** Ayes: Doss, Rutledge, Burton; Noes: None

Respectfully Submitted,

**Mikki McIntyre**

☐ Unadopted ☒ Adopted

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**Elaine Doss, Board Clerk**

