

Nicasio School District

Since 1862

Board of Trustees

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

MINUTES

Special Meeting 5pm *and*

Regular Meeting 5:10pm

Thursday, June 18, 2020 5:00pm

Nicasio School Library, 5555 Nicasio Valley Road, California

Meeting was 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. Special Meeting Call to Order at 5:05pm

- a. 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**
- b. Patriotic Moment in recognition of free speech.

2. Approval and Adoption of Special Meeting Agenda

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

3. PUBLIC HEARING on the Nicasio School District 2020-21 Proposed Budget: The Board held a public hearing regarding the Nicasio School District 2020-21 Proposed Budget. There was no public in attendance. Hearing was closed at 5:09pm.

Action: **M/S: Burton/Doss** to close Public Hearing and adjourn Special Meeting **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

4. Regular Meeting Call to Order at 5:10pm

5. Approval and Adoption of Open Session Agenda (Board President Rutledge)

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

6. Reports

a. Trustee/Superintendent/Principal Announcements

- Interim Supt. Neu said it is good to see everyone (virtually) at this final Board meeting of the school year. She provided the following report:
 - The final draft of the state's guidelines for school re-opening has been released. A meeting hosted by Dr. Matt Willis and Marin County Schools Superintendent Mary Jane Burke is scheduled for June 19 to review the document. The guidelines are broad, focusing on a set of principles centered on safety. The guiding principle is that the best place for children is in school. It has been detrimental for schools to be closed, as there has been a loss of

instruction. The county health department will provide “guardrails” to help schools re-open.

- At the elementary level, there will be stable cohorts, which have changed from a previous maximum of 12 to 28 for Gr. TK-3; 31 for Gr. 4-5; and 33 for Gr. 6-8. No mixing of cohorts. It will be critical for staff and students to wear masks and keep socially distant.
 - Specialists and teachers can move from cohort to cohort, but students cannot. This is important for tracking and tracing. If a cohort develops a positive case, the cohort will quarantine for 14 days, but not the whole school. No non-essential visitors, volunteers or parents on campus.
 - The school will implement health screenings for everyone daily; maximize use of outdoor instructional spaces; cleaning of equipment and facilities between uses; 4.5’-5.5’ distancing between students and 6’ for adults; all students to face the same direction; masks required for all; and push-in for special education services. Daily temperature screening is optional.
 - All staff working with students will be tested prior to start of the school year and re-tested every two months. That plan can change. Mobile testing will be provided, and students may be included, if necessary.
 - A school point person will report directly to the Marin County Health Department.
 - Some classrooms will need to be reconfigured; arrival, departure and recess times staggered; and enter/exit routes established to ensure physical distancing.
 - The District’s draft school re-opening plan will be revised to reflect the new state guidelines. If a family doesn’t feel comfortable sending their child(ren) to school, they may choose to keep student(s) home and remote academic instruction will be provided, possibly through a countywide program. Such students might also meet with the teacher after school to get extra help.
 - All staff are required to come back to work unless they provide medical authorization verifying a pre-existing medical condition. The District will follow state rules and regulations.
- Principal Snekkevik reported the following:
 - Principal Snekkevik said she is pleased that the classroom groups can be kept the same as in the past, adding that the school is fortunate to have supportive staff, small classes, and large, beautiful outdoor spaces.
 - In response to inquiries about specifics such as single use bathrooms, drinking fountains, etc., she noted that a staff training in August will address those protocols.
 - The plan will be modified by the administrative team and shared with parents.
 - Principal Snekkevik also reported a meeting held with families on June 15 via Zoom. Ten families participated and shared their questions about the upcoming school year. There were no outright objections from parents about returning to school. Several parents asked what will happen if a child does not return to school for whatever reason. Discussions are underway about how to support such students, and it may be possible to use existing technology so they can participate during live instruction. There may also be some restructuring to the school day to allow remote learning students to come to campus one afternoon a week to meet with teachers after other students have been dismissed. Those plans are yet to be ironed out.
 - This year’s year-end (virtual) kite day was a big success. Families were asked to take photos or videos of students flying kites or blowing bubbles at home and submit them. All images were posted on the school website. It turned out very sweet. A lot of parents said how excited they were to end the year on such a positive note.

- Following the last day of school, the staff got together for a socially distant gathering to recognize two departing team members - Erica Sommers, who is retiring, and Alice Ballery, who has secured a full-time teaching position.
 - Preparations and cleaning for the 2020-21 school year are in process.
 - The MPR will be used for a July 15th Red Cross blood drive, which will be a great opportunity for the community.
 - A recent parent survey about their experiences with remote learning did not make it into the Board packet. Of the 17 surveys returned, the majority of parents said the experience was working overall.
 - The 2020 8th Grade Graduation Ceremony was held virtually and is posted on the school website. Trustee Burton said he felt the video was great.
 - The Board thanked Interim Supt. Neu and Principal Snekkevik for their respective reports.
- b. **Update on Covid-19 and its Impact on Nicasio School** *This subject was discussed during the preceding reports by the interim superintendent and principal.*

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

8. **Consent Agenda**

- a. Approval of Minutes: June May 7, 2020 Regular Meeting of the Board of Trustees
- b. Ratify Warrants Paid: May 2020
- c. Quarterly Report on Williams Uniform Complaints: Apr-June 2020
- d. Approve Interdistrict Transfer Requests into NSD for 2020-21
 - IDT 20-21-08
 - IDT 20-21-09
 - IDT 20-21-10
- e. Approve Interdistrict Transfer Requests out of NSD for 2020-21
 - IDTX 20-21-01
 - IDTX 20-21-02
- f. Personnel Action
- g. Approve 2020-21 Certificate of Signatures *Discussion:* In response to a trustee inquiry about why warrants were issued to families, it was explained that the payments were refunds for field trips cancelled due to the COVID-19 school closure.
Action: **M/S: Burton/Doss** to approve Consent Agenda **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

9. **Action**

- a. **Approve 2020-21 Budget Adoption Reserve Form** *Discussion:* CBO Bonardi said the form details why the District needs to have reserves greater than the minimum required reserve. The District's minimum reserve is \$71,000, which would possibly cover two months' payroll. She noted that districts with any kind of healthy reserve will be far better served, not just in 2020-21, but also the next few years out, primarily due to cash flow concerns.
Action: **M/S: Burton/Doss** to approve 2020-21 Budget Adoption Reserve Form **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- b. **Consider Adoption of 2020-21 Budget** *Discussion:* CBO Bonardi noted that this was a very challenging document to put together because the circumstances keep changing. It is therefore, a "best guess" budget based on the revision that the governor is proposing. She reported the following:

- NSD is in fairly decent shape because when cohort class sizes of 12 and 15 were being developed for next year, the District already had those class sizes. Other school districts are doing massive layoffs right now because they don't know what their staffing needs will be next year.
- Some of the proposed increases are for custodian and maintenance supplies related to COVID-19.
- It is still uncertain what will happen with property taxes. The county assessor provided an assumption of a 2% property tax increase. The MYP follows the advice of the county treasurer, MCOE and the department of finance to budget parcel and property taxes flat. This year is projected to be better than the next two years out.
- The District is saving on salaries this year, having gone from three and a half teachers to three. The lost position is not being replaced. The parcel tax paid for one certificated teacher salary and benefits. There is a new teacher in that role and there is an ending balance of \$60,000 for the parcel tax that hasn't been budgeted. According to the most recent parcel tax ballot measure, those funds can be used for anything the school needs as long as it enhances the staffing and programs. That balance will carry into the MYP.
- CBO Bonardi said the governor cautioned that this year's budget is very difficult to predict. She noted that based on the current reserves, the District is in a good position to withstand any changes that may happen, especially in the first year. There will be changes in September, she added, at which time a budget revision is likely. The governance team thanked CBO Bonardi for all the work she has done on the budget.

Action: **M/S: Burton/Doss** to approve adoption of the 2020-21 Budget **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

c. **Approve Resolution 2019-20 #7 Regarding Budget Transfer of Funds for Year End Closing**

Discussion: CBO Bonardi said the resolution will be especially useful in closing the budget this year, as there will be more than the normal changes back and forth between funding streams.

Action: **M/S: Doss/Burton** to approve Resolution 2019-20 #7 Regarding Budget Transfer of Funds for Year End Closing **ROLL CALL Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

d. **Approve Resolution 2019-20 #8 Authorization to Sign on Behalf of the Governing Board for 2020-21**

Action: **M/S: Burton/Doss** to approve Resolution 2019-20 #8 Authorization to Sign on Behalf of the Governing Board for 2020-21 **ROLL CALL Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

e. **Approve Resolution 2019-20 #9 Tax Anticipation Note (TAN)**

Action: **M/S: Burton/Doss** to approve Resolution 2019-20 #9 Tax Anticipation Note (TAN) **ROLL CALL Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

f. **Approve Resolution 2019-20 #10 Regarding the Education Protection Account (EPA) for 2020-21**

Action: **M/S: Doss/Burton** to approve Resolution 2019-20 #10 Regarding the Education Protection Account (EPA) for 2020-21 **ROLL CALL Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

- g. **Approve 2019-20 Memorandum of Understanding between Nicasio School District and Ross Valley Charter School** *Discussion:* CBO Bonardi explained that a District resident attended Ross Valley Charter School (RVCS) for two weeks during 2019-20. RVCS is a state-sponsored charter which can collect from NSD the cost of educating a District resident. Once the resolution is approved, the District will reimburse RVCS approximately \$700, which is a percentage of the student's attendance cost.
Action: **M/S: Burton/Doss** to approve 2019-20 Memorandum of Understanding between Nicasio School District and Ross Valley Charter School **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- h. **COVID-19 Operations Written Report for Nicasio School District** *Discussion:* Board President Rutledge noted that this item was discussed earlier in the meeting. Principal Snekkevik said that as noticed, there is no LCAP at this time, however, there is a new requirement that every district answer and submit five questions related to COVID-19 operations. The document will be posted on the District website and submitted to MCOE.
Action: **M/S: Doss/Burton** to approve COVID-19 Operations Written Report for Nicasio School District **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- i. **Approve Marin County Data Processing Consortium 2020-21 QSS Business and Financial Data Processing Services** *Discussion:* CBO Bonardi said all county districts except Novato run their data processing through MCOE and pay based upon each district's ADA.
Action: **M/S: Doss/Burton** to approve Marin County Data Processing Consortium 2020-21 QSS Business and Financial Data Processing Services **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- j. **Approve Marin County Aeries SIS Consortium 2020-21 Contract Services for Basic Aeries Hosting Services** *Discussion:* CBO Bonardi said Aeries is the attendance system hosted by MCOE which is used by the District..
Action: **M/S: Doss/Burton** to approve Marin County Aeries SIS Consortium 2020-21 Contract Services for Basic Aeries Hosting Services **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- k. **Approve 2020-21 Silyco Proposal for Technology Support Services**
Action: **M/S: Doss/Burton** to approve 2020-21 Silyco Proposal for Technology Support Services **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- l. **Approve 2020-21 Memorandum of Understanding between Nicasio School District and Bay Area Community Resources**
Action: **M/S: Burton/Doss** to approve 2020-21 Memorandum of Understanding between Nicasio School District and Bay Area Community Resources **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- m. **Approve Principal Contract for 2020-21**
Action: **M/S: Doss/Burton** to approve Principal Contract for 2020-21 **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- n. **Approve Plan to Re-Open School for 2020-21**
No action taken The District is awaiting updated state and county guidelines. The school re-opening plan will be revised accordingly and presented at an upcoming Board meeting.

- o. **Second Reading BP/AR 6158 Independent Study Discussion:** A trustee noted that there is no reference to Independent Study for travel in one section, yet it is mentioned in a subsequent section. Principal Snekkevik explained that the mention of Independent Study travel is included in the detailed Administrative Regulations rather than the Board Policy, which is broader. Interim Supt. Neu thanked Trustee Doss for forwarding a template form for Independent Study, noting it is a beginning document that will be revised.
Action: **M/S: Doss/Burton** to approve BP/AR 6158 Independent Study **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- p. **Second Reading AR 6183 Home and Hospital Instruction**
Action: **M/S: Burton/Doss** to approve AR 6183 Home and Hospital Instruction **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

10. Conclusion

a. Other Business

- With regard to re-opening plans, Interim Supt. Neu said she will forward any updates from the county to the Board. As the District plan is revised, it too will be shared with the Board. She encouraged the trustees to provide feedback and ask any questions they may have. She recommended informing families that the traditional cohorts will be kept intact. Principal Snekkevik will share the new health department guidelines and let families know that the District's plan will be revised accordingly.

b. Agenda Planning

- A Special Board meeting will be held August 11 at 10am (via teleconference) to consider an update of the school re-opening plan
- Agenda Items for September 2020
 - Unaudited Actuals

c. Adjournment

Action: M/S: Doss/Burton to adjourn meeting at 6:40pm Vote: 3/0 Ayes: Doss, Rutledge; Noes: None

Respectfully Submitted,

Mikki McIntyre

☐ Unadopted ☒ Adopted

Elaine Doss, Board Clerk