

# Nicasio School District

Since 1862

Board of Trustees

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

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## **AGENDA**

Regular Meeting of the Nicasio School District Board of Trustees

**Thursday, October 1, 2020 5pm**

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

This meeting is being held via videoconference pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020. Videoconference access information will be posted on the District website:

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

**1. Opening Business**

- a. Call to Order (*Michelle Rutledge – Board President*)
- b. Patriotic Moment

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

**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: September 9, 2020 Regular Meeting and September 10, 2020 Special Meeting of the Board of Trustees (*Interim Supt. Neu*)
- b. Ratify Warrants Paid: September, 2020 (*CBO Bonardi*)
- c. Quarterly Report on Williams Uniform Complaints (July-Sept. 2020) (*Interim Supt. Neu*)
- d. Approval of 2019-20 COVID-19 Closure Certification (*Interim Supt. Neu*)

**6. PUBLIC HEARING** on Pupil Textbooks and Instructional Materials – Education code 60019 establishes steps and procedures to ensure the availability of textbooks and instructional materials. The procedures require that the District offices take appropriate action to ensure the availability of textbooks and instructional materials annually.

**7. Action**

- a. Discussion and Possible Approval of Resolution 2020-21 #2 Regarding Sufficiency or Insufficiency of Instructional Materials (*Interim Supt. Neu*)

**8. Correspondence**

- a. 2020-21 Adopted Budget Review, Kate Lane, Assistant Superintendent, MCOE, Sept. 15, 2020

**9. 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

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

## MINUTES

Regular Meeting of the Nicasio School District Board of Trustees

**Wednesday, September 9, 2020 5pm**

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

This meeting is being held via videoconference pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020. Videoconference access information will be posted on the District website: <http://www.nicasioschool.org/index.php/school-board/board-meetings>

### 1. Opening Business

- a. Call to Order at 5:02pm
- 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 gratitude for the firefighters - and first responders in general - who are all heroes.

### 2. Approval and Adoption of Open Session Agenda

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

### 3. Reports

- a. Trustee/Superintendent/Principal Announcements
  - Interim Supt. Neu and Principal Snekkevik provided a joint report regarding the status of small group in-person instruction and the potential for the re-opening of school as a whole.
    - An anticipated movement of Marin County from Tier 1 to Tier 2 for Covid-19 cases would have allowed the school to re-open on Sept. 21, but a last minute change in the metrics on Sept. 7 has kept the county in Tier 1. The county has appealed that decision and a response is expected within 24-48 hours. Once the county moves to a new tier, it must remain there for a minimum of three weeks. If the number of cases increases, the county will move back to Tier 1. The state is trying to move slowly and make the right decisions based on science.
    - For now, the school has the leeway to bring students on campus in small cohorts, which cannot exceed 25% of the total number of students enrolled at any one time. This has allowed students to meet with their teachers individually or in small group cohorts, and to get their homework.
    - Countywide, 15 waivers have been approved, most of them for private schools. One public school that received a waiver, Martin Luther King in Sausalito, was prepared to reopen, but a staff member tested positive, causing the re-opening to be delayed.
    - Nicasio School District will submit a waiver application by Friday, Sept. 11. The advantage of a waiver is that if all schools reopen in three weeks but the county returns to Tier 1, a waiver would allow Nicasio School to stay open.

- Information about Covid-19 testing by Kaiser has been provided to staff. For non-Kaiser member employees, testing is available at the Marin County Civic Center.
- Interim Supt. Neu said a new trustee will replace outgoing Trustee Rutledge and the District will make outreach and extend a welcome to him.
- Principal Snekkevik presented her report:
  - Events & Activities: First Day of School (Aug. 20<sup>th</sup>) - Small group orientations and materials pick-up; Small student cohorts on campus for assessment/targeted instruction; Partnership with Rancho Nicasio for Free and Reduced Lunch Program; Partnership with Marin County Free Library (Buddy Program K-3, hot spots); Partnership with SF/Marin Food Bank and SGVCC for weekly food pantry
  - Staff Updates: Professional Development Days, Aug. 17 and 18; Public Health Liaison Training, Aug. (Barbara & Mikki)
  - Site Updates: Facility Use-Red Cross/NVFD blood drive, July 15 and NVFD COVID-19 Screening Site, July 24; Fire alarm & extinguisher inspections, Sept. 3 and 10; Waiver application to reopen site-based instruction forthcoming
  - Upcoming Events: Back to School Night (virtual), Sept. 10

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

5. **Consent Agenda**

- a. Approval of Minutes: June 18, 2020 Special and Regular Meetings, and August 11, 2020 Special Meeting of the Board of Trustees (Interim Supt. Neu)
- b. Ratify Warrants Paid: June-August, 2020 (CBO Bonardi)
- c. Approval of Interdistrict Transfer Request Out of NSD for 2020-21
  - IDTX 20-21-03
- d. Approval of 2019 Consumer Confidence Report of Drinking Water System  
Action: **M/S: Burton/Doss** to approve Consent Agenda **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

6. **Public Hearing on the Nicasio School District 2020-21 Learning Continuity and Attendance Plan including the Budget Overview for Parents:** The Board held a public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in Nicasio School District's 2020-21 Learning Continuity and Attendance Plan. Principal Snekkevik presented an overview of the plan. There was discussion about the state requirement for daily instructional minutes, which is 240 regardless of whether it is in-person, synchronous or asynchronous. Principal Snekkevik said daily instruction is currently being delivered in four 60-minute learning blocks, which will closely parallel the master schedule for when students return to campus. The district is required to document not just instructional minutes, but also chronicle the content and delivery of instruction. Interim Supt. Neu said the state has indicated that schools will be closely audited on instructional minutes and the mechanisms in place for documenting attendance. CBO Bonardi said the District's attendance documents are being reviewed by legal counsel to ensure they comply with state requirements. Principal Snekkevik noted that for the younger students, there has been a lot of asynchronous, independent work as well as four Zoom sessions per day with the teacher to get help and engage in community building. The public hearing was closed at 5:30pm.

## 7. Action

- a. Consider Approval of Unaudited Actuals for Fiscal Year Ending Jun 30, 2020 *Discussion:* CBO Bonardi said that overall, the District did very well this year. There were no major changes despite what had been projected at second interim. Salaries came in close to budget, but the District saved approximately \$56,000 on contract services due to the school closure in early spring. She noted that the better and stronger the District's reserves, the easier it will be to weather the next few years due to the current unpredictability of property taxes and State and Federal funding. As of this school year, everyone is on the salary schedule with no negotiations. The last negotiations covered 2018-19 and 2019-20. There are uncertainties with the certificated union because they do not have a union president. CBO Bonardi commended the Board for its diligence in maintaining the District's reserves, noting it will put the District in a better position to withstand anticipated first interim budget changes. The Board thanked CBO Bonardi for a good report, in both form and content.  
*Action:* **M/S: Burton/Doss** to approve Unaudited Actuals for Fiscal Year Ending Jun 30, 2020 **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- b. Consider Approval of Resolution 2020-21 #1 for Gann Limit *Discussion:*  
*Action:* **M/S: Doss/Burton** to approve Resolution 2020-21 #1 for Gann Limit **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- c. Consider Approval of 2020-21 Consolidated Application for Federal Funding *Discussion:* CBO Bonardi explained that this is the mechanism by which the District notifies the federal government that it wants federal funding for Title II i.e. staff development, Title III i.e. special funds for districts with EL students who fall below a certain level of language mastery, and Title V i.e. (REAP) funding for technology support and equipment that makes it easier to connect with students and their families.  
*Action:* **M/S: Burton/Doss** to approve 2020-21 Consolidated Application for Federal Funding **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- d. Consider Approval of Parcel Tax Expenditure Report *Discussion:* CBO Bonardi reported that the total parcel tax revenue for 2019-20 was \$202,662. Due to lower expenses for a certificated position funded by the parcel tax, the District has an opportunity to do something with the carryover this year.  
*Action:* **M/S: Doss/Burton** to approve Parcel Tax Expenditure Report **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- e. Consider Approval of Education Protection Account (EPA) Actual Expenditures for 2019-20 *Discussion:* CBO Bonardi reported that due to the school closure last spring, the District did not spend all of its EPA allocation, resulting in a carryover of \$5423 for 2020-21.  
*Action:* **M/S: Burton/Doss** to approve Education Protection Account (EPA) Actual Expenditures for 2019-20 **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- f. Consider Approval of 2020-21 Contract Services Agreement Between Marin County Office of Education and Nicasio School District for Psychologist and Nurse Services  
*Action:* **M/S: Burton/Doss** to approve 2020-21 Contract Services Agreement Between MCOE and NSD for Psychologist and Nurse Services **Vote: 3/0** Ayes: Doss, Burton and Rutledge; Noes: None

- g. Consider Approval of Revised 2020-21 Annual Calendar *Discussion:* Interim Supt. Neu explained that the revised calendar reflects the removal of minimum days during the year. Principal Snekkevik said the change meets the new state requirement for 240 daily instructional minutes for each of 180 instructional days.

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

8. **Conclusion**

- a. Agenda items for upcoming Board Agenda

- Oct. 1, 2020: Public Hearing on Pupil Textbooks and Instructional Materials

- b. Adjournment

Action: **M/S: Burton/Doss** to adjourn meeting at 6:02pm **Vote: 3/0** Ayes: Doss, Rutledge; Noes: None

Respectfully Submitted,

Mikki McIntyre

☐ Unadopted    ☐ Adopted

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Elaine Doss, Board Clerk

# Nicasio School District

Since 1862

Board of Trustees

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

## MINUTES

### Special Meeting

**Thursday, September 10, 2020 10am**

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

This meeting held via video conference pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020. Video conference access information was posted on the District website: <http://www.nicasioschool.org>

#### 1. Opening Business

- a. Call to Order at 10:00am
- b. Roll Call *Present (via videoconference)*: **Trustees Mark Burton, Elaine Doss and Michelle Rutledge**  
*Also in attendance (via videoconference)*: **Interim Superintendent Nancy Neu, Principal Barbara Snekkevik and District Secretary/Office Manager Mikki McIntyre**
- c. Patriotic Moment observed in gratitude for all the firefighters.

#### 2. Approval and Adoption of Agenda

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

#### 3. Action

- a. Consider Approval of 2020-21 Learning Continuity and Attendance Plan  
Action: **M/S: Burton/Doss** to approve 2020-21 Learning Continuity and Attendance Plan **Vote: 3/0**  
Ayes: Burton, Doss and Rutledge; Noes: None

#### 4. Conclusion

- a. Adjournment  
Action: **M/S: Burton/Rutledge** to adjourn meeting at 10:02am **Vote: 3/0** Ayes: Burton, Doss and Rutledge; Noes: None

Respectfully Submitted,

**Mikki McIntyre**

☐ Unadopted    ☐ Adopted

**Elaine Doss, Board Clerk**

# Nicasio School District

Since 1862

Board of Trustees

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

To: Nicasio School District Board of Trustees  
 From: Margie Bonardi, Interim CBO  
 Date: October 1, 2020  
 Re: Approval of Warrants

**Objective:** To approve monthly warrants

**Background:** Warrants are processed monthly and reflect expenditures for Nicasio School and District. Attached are current year 2020-21 warrants for August through September 2020. These payments include: district operations, safety, instructional materials, supplies, and state and county required expenditures.

**Funding Source/Cost:** LCFF Funds/August through September 2020

Batches: 007 through 0013 2020-21 \$ 56,487.05

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

5555 Nicasio Valley Road / P.O. Box 711, Nicasio, CA 94946

☎ 415.662.2184 / 📠 415.662.2250 / [www.nicasioschool.org](http://www.nicasioschool.org)

APY250 L.00.06

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 08/19/2020

09/28/20 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
 BATCH: 0007 GF 08/19/20  
 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		
20272479	000199/	APPLE INC				
	PO-210110	1.	01-5830-0-4410.00-1110-1010-000-000-000	AC36032139		289.03
			WARRANT TOTAL			\$289.03
20272480	001449/	INYO				
	PO-210016	1.	01-9322-0-5940.00-1110-1010-000-000-000	32001551207		500.00
			WARRANT TOTAL			\$500.00
20272481	000807/	JERRY & DON'S PUMP & WELL				
	PO-210017	1.	01-0000-0-5535.00-0000-8200-000-000-000	0142080-IN		980.36
			WARRANT TOTAL			\$980.36
20272482	001149/	MARIN COUNTY OFFICE OF ED				
	PV-210007		01-0000-0-9521.00-0000-0000-000-000-000	MARLA COBRA AUG VISION		11.07
			01-0000-0-9523.00-0000-0000-000-000-000	210028 KAISER AND VISION KLEI		763.07
			01-0000-0-9523.00-0000-0000-000-000-000	210028 SUMMERS VISION SUMMER		18.06
			01-0000-0-9523.00-0000-0000-000-000-000	210028 WARE VISION SUMMER		20.42
			01-0000-0-9529.00-0000-0000-000-000-000	210028 REG VISION MCINTYRE		20.42
			WARRANT TOTAL			\$833.04
20272483	000007/	OFFICE DEPOT				
	PO-210113	1.	01-0000-0-4300.00-0000-2700-000-000-000	113742683001		65.89
		2.	01-1100-0-4300.00-1110-1010-000-012-000	113742583001		180.77
		3.	01-1100-0-4300.00-1110-1010-000-678-000	113742583001		180.77
			WARRANT TOTAL			\$427.43
20272484	000021/	RECOLOGY				
	PO-210034	1.	01-0000-0-5550.00-0000-8200-000-000-000	16266199		455.97
			WARRANT TOTAL			\$455.97
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$3,485.83*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$3,485.83*
*** BATCH	TOTALS ***		TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$3,485.83*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$3,485.83*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$3,485.83*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*

TOTAL PAYMENTS:

6

TOTAL AMOUNT:

\$3,485.83\*

APY250 L.00.06

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 08/26/2020

09/28/20 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT

BATCH: 0008 GF 08/26/20

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		
20272872	001491/	EVAN-MOOR EDUCATIONAL PUBLISHE				
		PO-210115	1. 01-1100-0-4300.00-1110-1010-000-345-000	283112		145.44
			WARRANT TOTAL			\$145.44
20272873	001149/	MARIN COUNTY OFFICE OF ED				
		CL-200029	01-6500-0-5840.00-5770-3120-000-000-000	INV 200802		14,874.23
		CL-200030	01-0000-0-5840.00-1110-3140-000-000-000	INV 200802		1,789.52
			WARRANT TOTAL			\$16,663.75
20272874	001272/	RAUL SALDANA				
		PO-210035	1. 01-0000-0-5840.00-0000-8200-000-000-000	AUGUST PAYMENT		400.00
			WARRANT TOTAL			\$400.00
20272875	001260/	SILYCO				
		PO-210037	2. 01-0000-0-5849.00-0000-2700-000-000-000	JULY INVOICE		800.00
			2. 01-0000-0-5849.00-0000-2700-000-000-000	AUGUST INVOICE		800.00
			WARRANT TOTAL			\$1,600.00
20272876	000150/	STATE TEACHERS' RETIREMENT SYS				
		CL-200032	01-0000-0-7438.00-0000-9100-000-000-000	759512046976		1,470.19
		CL-200033	01-0000-0-7439.00-0000-9100-000-000-000	759512046976		6,312.67
			WARRANT TOTAL			\$7,782.86
20272877	001240/	WOODBURN PRESS				
		PO-210101	1. 01-1100-0-4300.00-1110-1010-000-000-000	13692		41.77
		PO-210106	1. 01-1100-0-4300.00-1110-1010-000-000-000	13690		46.58
			WARRANT TOTAL			\$88.35
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$26,680.40*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$26,680.40*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$26,680.40*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$26,680.40*

APY250 L.00.06

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 08/26/2020

09/28/20 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT

BATCH: 0009 GF - 08/26/20 DENTAL

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		
20272878	000276/	MARIN SCHOOLS INSURANCE				
		PV-210008	01-0000-0-9521.00-0000-0000-000-000-000	JULY COBRA M WILLIAMS		69.59
			01-0000-0-9521.00-0000-0000-000-000-000	AUGUST COBRA M WILLIAMS		69.59
			01-0000-0-9528.00-0000-0000-000-000-000	JULY DENTAL		390.72
			01-0000-0-9528.00-0000-0000-000-000-000	AUGUST DENTAL		390.72
			WARRANT TOTAL			\$920.62
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$920.62*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$920.62*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$920.62*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$920.62*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:	\$27,601.02*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	7	TOTAL AMOUNT:	\$27,601.02*

APY250 L.00.06

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 09/02/2020

09/28/20 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
 BATCH: 0010 GF 09/02/20  
 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		
20273408	000568/	AT&T				
		PO-210005	1. 01-0000-0-5970.00-0000-2700-000-000-000	9391002482		91.37
			WARRANT TOTAL			\$91.37
20273409	001049/	BLICK ART MATERIALS				
		PO-210114	1. 01-9320-0-4300.00-1110-1010-000-000-000	4304456		683.40
			WARRANT TOTAL			\$683.40
20273410	001416/	MARGIE BONARDI				
		PV-210009	01-0000-0-4300.00-0000-2700-000-000-000	INK FROM AMAZON		88.53
			WARRANT TOTAL			\$88.53
20273411	001461/	GREAT AMERICAN FINANCIAL CORP				
		PO-210039	1. 01-0000-0-5840.00-0000-2700-000-000-050	27605167		174.28
			WARRANT TOTAL			\$174.28
20273412	001428/	HOME DEPOT CREDIT SERVICES				
		PO-210118	1. 01-0000-0-5610.00-0000-8100-000-000-000	4904161/5904063		91.58
			WARRANT TOTAL			\$91.58
20273413	000276/	MARIN SCHOOLS INSURANCE				
		PV-210010	01-0000-0-9528.00-0000-0000-000-000-000	PR YR DENTAL NOT SETUP		260.48
			WARRANT TOTAL			\$260.48
20273414	000567/	NICASIO REVOLVING CASH				
		RC-210001	01-0000-0-5960.00-0000-2700-000-000-000	REIM RC MAY, JUNE, JULY AUG POST		110.00
			01-0000-0-5960.00-0000-2700-000-000-000	REIM RC MAY, JUNE, JULY AUG POST		120.95
			01-0000-0-5960.00-0000-2700-000-000-000	REIM RC MAY, JUNE, JULY AUG POST		44.80
			WARRANT TOTAL			\$275.75
20273415	000012/	P G & E				
		PO-210014	1. 01-0000-0-5510.00-0000-8200-000-000-000	8516765363-4		589.62
			1. 01-0000-0-5510.00-0000-8200-000-000-000	4964672870-6		12.15
			WARRANT TOTAL			\$601.77
20273416	001418/	BARBARA SNEKKEVIK				
		PV-210011	01-0000-0-4300.00-0000-8200-000-000-911	PPE SUPPLIES/DISTANCE SUPPLIES		730.08

APY250 L.00.06

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 09/02/2020

09/28/20 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
 BATCH: 0010 GF 09/02/20  
 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	AMOUNT
							01-4035-0-4300.00-1110-1010-000-000-911						DISTRANCE LEARN PD SUPPLIES	206.84
													WARRANT TOTAL	\$936.92
20273417	001185/	STEPHEN ROATCH ACCOUNTANCY COR												
							PO-210038	1.	01-0000-0-5809.00-0000-7191-000-000-000				BILLING PROCESS #2	1,800.00
													WARRANT TOTAL	\$1,800.00
*** FUND	TOTALS ***						TOTAL NUMBER OF CHECKS:	10					TOTAL AMOUNT OF CHECKS:	\$5,004.08*
							TOTAL ACH GENERATED:	0					TOTAL AMOUNT OF ACH:	\$ .00*
							TOTAL EFT GENERATED:	0					TOTAL AMOUNT OF EFT:	\$ .00*
							TOTAL PAYMENTS:	10					TOTAL AMOUNT:	\$5,004.08*
*** BATCH TOTALS ***							TOTAL NUMBER OF CHECKS:	10					TOTAL AMOUNT OF CHECKS:	\$5,004.08*
							TOTAL ACH GENERATED:	0					TOTAL AMOUNT OF ACH:	\$ .00*
							TOTAL EFT GENERATED:	0					TOTAL AMOUNT OF EFT:	\$ .00*
							TOTAL PAYMENTS:	10					TOTAL AMOUNT:	\$5,004.08*
*** DISTRICT TOTALS ***							TOTAL NUMBER OF CHECKS:	10					TOTAL AMOUNT OF CHECKS:	\$5,004.08*
							TOTAL ACH GENERATED:	0					TOTAL AMOUNT OF ACH:	\$ .00*
							TOTAL EFT GENERATED:	0					TOTAL AMOUNT OF EFT:	\$ .00*
							TOTAL PAYMENTS:	10					TOTAL AMOUNT:	\$5,004.08*

APY250 L.00.06

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 09/09/2020

09/28/20 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
 BATCH: 0011 09/09/20 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		
20273781	000199/	APPLE INC				
		PO-210110	1. 01-5830-0-4410.00-1110-1010-000-000-000	AC40782180		1,616.96
			WARRANT TOTAL			\$1,616.96
20273782	000077/	LAGUNITAS SCHOOL DISTRICT				
		PV-210012	01-3220-0-5840.00-0000-8200-000-000-911	CUSTODIAL SUB FOR COVID REQUIR		424.10
			WARRANT TOTAL			\$424.10
20273783	000009/	MARIN COUNTY SCHOOL BOARD ASSN				
		PO-210012	1. 01-0000-0-5300.00-0000-7100-000-000-000	DUES 20-21 MEMBERSHIP MCSBA		75.00
			WARRANT TOTAL			\$75.00
20273784	000019/	MCGRAW HILL EDUCATION INC				
		PO-210102	1. 01-1400-0-4100.00-1110-1010-000-221-000	113688786001		266.33
			WARRANT TOTAL			\$266.33
20273785	000007/	OFFICE DEPOT				
		PO-210117	1. 01-1100-0-4300.00-1110-1010-000-678-000	118461066001		23.80
			WARRANT TOTAL			\$23.80
20273786	000050/	POINT REYES LIGHT INC.				
		PO-210015	1. 01-0000-0-4300.00-0000-2700-000-000-000	`1YR SUBSCRIPTION		70.00
			WARRANT TOTAL			\$70.00
20273787	001204/	PROTECTION ONE ALARM MONITORIN				
		PO-210033	1. 01-0000-0-5620.00-0000-8300-000-000-000	135779353		106.99
			WARRANT TOTAL			\$106.99
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:	\$2,583.18*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	7	TOTAL AMOUNT:	\$2,583.18*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:	\$2,583.18*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	7	TOTAL AMOUNT:	\$2,583.18*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:	\$2,583.18*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	7	TOTAL AMOUNT:	\$2,583.18*

APY250 L.00.06

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 09/16/2020

09/28/20 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
 BATCH: 0012 GF 09/16/20  
 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		
20274306	001341/	COMMON SENSE BUSINESS SOLUTION				
		PO-210025	1. 01-0000-0-5840.00-0000-2700-000-000-050	38198		73.75
			WARRANT TOTAL			\$73.75
20274307	001449/	INYO				
		PO-210016	1. 01-9322-0-5940.00-1110-1010-000-000-000	32001551208	Sept. 2020	500.00
			WARRANT TOTAL			\$500.00
20274308	000807/	JERRY & DON'S PUMP & WELL				
		PO-210017	1. 01-0000-0-5535.00-0000-8200-000-000-000	0142658		1,816.77
			WARRANT TOTAL			\$1,816.77
20274309	001149/	MARIN COUNTY OFFICE OF ED				
		PV-210013	01-0000-0-9521.00-0000-0000-000-000-000	COBRA M WILLIAMS		11.07
			01-0000-0-9523.00-0000-0000-000-000-000	SUMMER PAY KLEIN KAISER VISION		763.07
			01-0000-0-9523.00-0000-0000-000-000-000	SUMMER PAY D WARE VISION		20.42
			01-0000-0-9529.00-0000-0000-000-000-000	M MCINTYRE VISION		20.42
			WARRANT TOTAL			\$814.98
20274310	000019/	MCGRAW HILL EDUCATION INC				
		PO-210102	1. 01-1400-0-4100.00-1110-1010-000-221-000	11369206-4001		24.74
			WARRANT TOTAL			\$24.74
20274311	000007/	OFFICE DEPOT				
		PO-210117	1. 01-1100-0-4300.00-1110-1010-000-678-000	119466113001		173.01
		PO-210122	2. 01-0000-0-4300.00-0000-2700-000-000-000	120606104001		5.51
			1. 01-3220-0-4300.00-1110-1010-000-000-911	120581669001		402.72
			WARRANT TOTAL			\$581.24
20274312	000021/	RECOLOGY				
		PO-210034	1. 01-0000-0-5550.00-0000-8200-000-000-000	16816134		455.97
			WARRANT TOTAL			\$455.97
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:	\$4,267.45*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	7	TOTAL AMOUNT:	\$4,267.45*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:	\$4,267.45*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	7	TOTAL AMOUNT:	\$4,267.45*

\*\*\* DISTRICT TOTALS \*\*\*

TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:	\$4,267.45*
TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
TOTAL PAYMENTS:	7	TOTAL AMOUNT:	\$4,267.45*

APY250 L.00.06

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 09/23/2020

09/28/20 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT

BATCH: 0013 GF 09/23/20

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		
20274834	001493/	INC. 4 IMPRINT				
		PO-210120	1. 01-3220-0-4300.00-1110-1010-000-000-911	8459225		240.17
			WARRANT TOTAL			\$240.17
20274835	001399/	BACR				
		PO-210100	3. 01-0000-0-5300.00-0000-7100-000-000-000	2108008		1,232.00
			2. 01-6500-0-5840.00-5770-3120-000-000-000	2108005		5,599.00
			1. 01-6513-0-5800.00-5771-3120-000-000-000	INV 2108005		3,169.00
			WARRANT TOTAL			\$10,000.00
20274836	001312/	JUDITH KIRKLAND				
		PV-210015	01-0000-0-4300.00-0000-2700-000-000-000	REIMB MILK		19.90
		PV-210017	01-0000-0-4300.00-0000-3700-000-000-000	9/16/20		19.90
			WARRANT TOTAL			\$39.80
20274837	001361/	ELLIAN KLEIN				
		PV-210014	01-1100-0-4300.00-1110-1010-000-012-000	REIMB CLASS SUPPLIES		143.57
			WARRANT TOTAL			\$143.57
20274838	000019/	MCGRRAW HILL EDUCATION INC				
		PO-210102	1. 01-1400-0-4100.00-1110-1010-000-221-000	113692063001		159.04
			1. 01-1400-0-4100.00-1110-1010-000-221-000	113739914001		1,948.59
			WARRANT TOTAL			\$2,107.63
20274839	001180/	MICHELLE MCINTYRE				
		PV-210019	01-0000-0-4300.00-0000-3700-000-000-000	REIMB M MCINTYRE BOXES LUNCHES		19.51
			WARRANT TOTAL			\$19.51
20274840	000007/	OFFICE DEPOT				
		PO-210123	1. 01-1100-0-4300.00-1110-1010-000-678-000	122350484001		137.81
			1. 01-1100-0-4300.00-1110-1010-000-678-000	122359872001		10.38
			WARRANT TOTAL			\$148.19
20274841	001204/	PROTECTION ONE ALARM MONITORIN				
		PO-210033	1. 01-0000-0-5620.00-0000-8300-000-000-000	133435705 PR YEAR BALANCE		113.66

APY250 L.00.06

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 09/23/2020

09/28/20 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT  
 BATCH: 0013 GF 09/23/20  
 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		
WARRANT TOTAL						\$113.66
20274842	001418/	BARBARA SNEKKEVIK				
		PV-210016	01-1100-0-4300.00-1110-1010-000-000-000	STAFF DEV SUPPLIES		13.07
			01-3220-0-4300.00-1110-1010-000-000-911	DIST LEARN TECH/OUTDR SEATING		592.34
WARRANT TOTAL						\$605.41
20274843	000150/	STATE TEACHERS' RETIREMENT SYS				
		PV-210018	01-0000-0-7438.00-0000-9100-000-000-000	PAY DUE JULY 2020		127.55
WARRANT TOTAL						\$127.55
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS: 10	TOTAL AMOUNT OF CHECKS:		\$13,545.49*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$ .00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$ .00*
			TOTAL PAYMENTS: 10	TOTAL AMOUNT:		\$13,545.49*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS: 10	TOTAL AMOUNT OF CHECKS:		\$13,545.49*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$ .00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$ .00*
			TOTAL PAYMENTS: 10	TOTAL AMOUNT:		\$13,545.49*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS: 10	TOTAL AMOUNT OF CHECKS:		\$13,545.49*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$ .00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$ .00*
			TOTAL PAYMENTS: 10	TOTAL AMOUNT:		\$13,545.49*

# Nicasio School District

Since 1862

Board of Trustees

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

To: Nicasio School District Board of Trustees  
 From: Nancy Neu, Interim Superintendent  
 Date: October 1 2020  
 Re: Action: Quarterly Report on Williams Uniform Complaints

**Objective:** To approve the Quarterly Report on Williams Complaints

**Background:**

Education Code 35186 (d) requires school district to complete a quarterly report to ensure access and availability for textbooks, instructional materials, teacher assignments, and CAHSEE instruction for high school students. Nicasio School District is in compliance with all aspects of the Education Code 35186. There were no complaints filed as indicated on the required quarterly report.

**Funding Source/Cost:**

N/A

**Recommendation:**

Staff recommends approval of the Quarterly Report on Williams Uniform Complaints.

**Quarterly Report on Williams Uniform Complaints**  
**[Education Code Section 35186]**  
**Fiscal Year 2020-21**

District: Nicasio School District

Person completing this form: Mikki McIntyre

Title: District Secretary

Quarterly Report Submission Date: ☐ July 2020 (4/1/20 to 6/30/20)  
 (check one) ☒ October 2020 (7/1/20 to 9/30/20)  
☐ January 2021 (10/1/20 to 12/31/20)  
☐ April 2021 (1/1/21 to 3/31/21)

Date for information to be reported publicly at governing board meeting: Oct. 1, 2020

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		

Nancy Neu (Interim Supt.)  
 Name of District Superintendent

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

# COVID-19 School Closure Certification



## School District Closure Overview

### Data Certified and Submitted

Nicasio's COVID-19 school closure data was certified and submitted by **MARGIE BONARDI** on **Tuesday, September 15, 2020 at 1:04 PM.**

Print a copy of this submission for your records and to provide to your independent auditor. If you need to make changes, please contact us at [COVID19ClosureCert@cde.ca.gov](mailto:COVID19ClosureCert@cde.ca.gov). You may now Logoff the system.

### 1. Is this form submitted for all schools within Nicasio?

Note: This does not include charter schools (dependent or otherwise).

☒ Yes

### 2. Did all schools within Nicasio close for the same number of days due to COVID-19?

☒ Yes

### 3. Provide the total number of instructional days and the date range that all schools were closed due to COVID-19 in fiscal year 2019-20.

**Total Number of Instructional Days School Closed Due to COVID-19:**

67

**Date Range****Start Date of School Closure Due to COVID-19:**

3/2/20

**End Date of School Closure Due to COVID-19:**

6/11/20

**Questions: Principal Apportionment Section | [COVID19ClosureCert@cde.ca.gov](mailto:COVID19ClosureCert@cde.ca.gov) | 916-324-4541**

# Nicasio School District

Since 1862

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: Nancy Neu, Interim Superintendent  
Date: October 1, 2020  
Re: Public Hearing re Sufficiency or Insufficiency of Instructional Materials

**Objective:** To comply with the requirements of Ed. Code Section 60119 (LCAP Goal 2)

**Background:** Information must be provided annually at a public hearing and to the governing board detailing the extent to which textbooks and instructional materials were provided to all students in the District, including English learners, in the subject areas of Mathematics, Science, History-Social Science, Reading, Writing and Foreign Language.

**Funding Source/Cost:** N/A

**Recommendation:**

Staff recommends approval of Sufficiency of Instructional Materials.

## Nicasio School District

5555 Nicasio Valley Road, Nicasio, CA 94946

☎ 415.662.2184 / 📠 415.662.2250 / [www.nicasioschool.org](http://www.nicasioschool.org)

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# Notice of Public Hearing

Nicasio School District  
will hold a  
Public Hearing  
regarding the  
Sufficiency or Insufficiency of  
Instructional Materials

**Thursday, October 1, 2020**

**5 PM**

*Meeting will be held via videoconference.  
Access information will be posted on the  
District website: [www.nicasioschool.org](http://www.nicasioschool.org)*

**NICASIO SCHOOL DISTRICT**  
**Nicasio, California**

*(Education Code Section 60119)*

**Resolution 2020-21 #2**

**REGARDING SUFFICIENCY OR INSUFFICIENCY OF INSTRUCTIONAL MATERIALS**

Whereas, the governing board of Nicasio School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on Thursday, October 1, 2020 at 5pm, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students in the District, including English learners, in the district/county office of education, and;

Whereas, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, **which are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:**

- **Mathematics**
  - K-5** My Math - McGraw Hill, (c) 2014
  - 6-8** California Mathematics (Course 1, 2, 3) Glencoe/McGraw-Hill (c) 2015

Adopted for implementation at the start of the 2014-15 school year. Approved by the State Department of Education for adoption in California Public Schools. Aligned to Common Core standards.

- Science

**K-5** Full Option Science System (FOSS) for Elementary, Delta Education (c) 2007

**6-8** Cambridge Physics Outlet (CPO) Science Program, Delta Education (c) 2007

Adopted for implementation at the start of the 2008-09 school year. On Sept. 4, 2013, the State Board of Education (SBE) adopted the *Next Generation Science Standards* for California Public Schools, Kindergarten-Grade 12. The list of SBE-approved K-8 science instructional materials for in adoption was released in 2018. The District is currently piloting two programs with adoption anticipated in the 2020-21 school year.

- History-Social Science

**K-5** Scott Foresman (c) 2006

**6-8** Teachers Curriculum Institute (TCI) - History Alive! (c) 2004

Adopted for implementation at the start of the 2004-05 school year. The District has opted not to adopt a later edition at this time. Textbooks in use are aligned to Content Standards for California Public Schools. Supplemental materials may be purchased to align with the History Social Science Framework for California Public Schools (adopted July 2016).

- Reading

**K-5** Reading Wonders (Literature Anthology, Reading/Writing Workshop, Close Reading Companion), McGraw Hill – Reading Wonders (c) 2017

**6-8** Literature-based Thematic Units Aligned to Common Core, District-Developed

Approved for implementation at the start of the 2006-07 school year with alignments to Content Standards for California Public Schools. Effective at the start of 2014-15, units are aligned to Common Core Standards.

**6-8** StudySync (online and print ELA/ELD and literature materials), McGraw Hill (c) 2017.

Adopted November 2019.

- Writing

**K-5** *Units of Study in Opinion, Information and Narrative Writing* by Lucy Calkins, Heinemann, (c) 2014

**6-8** *Units of Study in Argument, Information, and Narrative Writing* by Lucy Calkins, Heinemann, (c) 2014

Approved for implementation at the start of the 2014-15 school year.

- Foreign Language  
6-8 ¡Asi se dice! McGraw Hill Spanish 1A, 1B (c) 2016

Therefore, it is resolved that for the 2020-21 school year, the Nicasio School District has provided each pupil with sufficient textbooks and instructional materials **aligned to the academic content standards** and consistent with the cycles and content of the curriculum frameworks.

Passed by the following vote:

Ayes:

Nayes:

Date:

Signed by the Clerk of the Board: \_\_\_\_\_



# MARIN COUNTY

## OFFICE OF EDUCATION

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

September 15, 2020

Ms. Michelle Rutledge  
Nicasio School District  
P O Box 711  
Nicasio CA 94946

**RECEIVED**

SEP 23 2020

*by Nicasio School/District*

Dear President Rutledge,

In accordance with Education Code Sections 42127, the Marin County Office of Education has reviewed the adopted budget of the Nicasio School District for fiscal year 2020-2021. Education Code requires the County Superintendent to approve, conditionally approve or disapprove the adopted budget for each school district after examining and determining the following:

- Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to Section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the adopted 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.
- Determine whether the adopted budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties and verify compliance with disclosure requirements if above the minimum reserves.

Based upon our review, the adopted budget of the Nicasio School District has been approved.

### STATE AND NATIONAL ECONOMIC INFLUENCES

Through our fiscal oversight role, we carefully monitor the economy, its impact on State and Federal revenues and how these might affect Marin County school districts and students. We also closely monitor changes associated with the accountability element of the Local Control Funding Formula (LCFF) as well as current legislative efforts, especially those impacting property and parcel taxes, the ongoing uncertainties associated with federal actions, the steady increase in pension costs despite recent State action to provide relief, and fiscal information unique to each district.

### Current Economic Conditions

The 2020-21 California state budget as adopted has some significant differences for most school districts as budgets were based on assumptions included in the Governor's May Revise. The adopted budget increases the LCFF entitlement by 8% over that proposed by the Governor which was made possible by a combination of actions including deferring the payment of \$11 billion in state aid for 2020-21 until the fall of 2021. The adopted

budget also includes \$1 billion of restricted federal funding to address Learning Loss Mitigation. As a result, in accordance with Education Code 42127(h), school agencies have reported changes to the budget in what is known as the “45 Day Revision”. Our review and approval of the District’s adopted budget acknowledges the changes made with the 45 Day Revision.

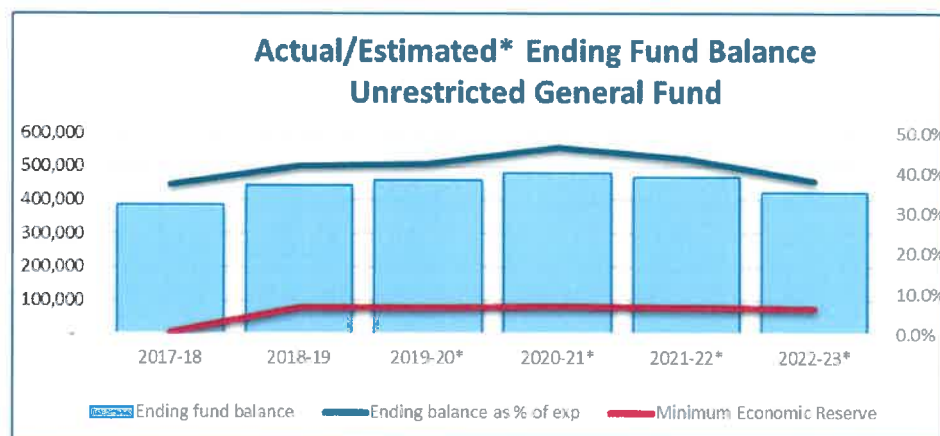
The District is dependent on local economic conditions for revenue growth, as the rise in the local property taxes is the primary source for revenue increases. As we look to the future the property tax growth rate is estimated to outpace the state’s economy in most areas of Marin. We are, nonetheless, cautious about the property tax growth rate as the COVID 19 pandemic is having an unprecedented impact on economies at all levels – local, state, national and global.

For education funding to remain at current levels in 2021-22 and beyond, the state will need a significant increase in revenue: Absent any increase in revenue collections, education funding will, on the natural, decrease in 2021-22 as the current year’s reductions were averted by increasing the State’s deferral debt and using other one-time sources. The upcoming ballot includes Proposition 15 known as the Split Roll, a property tax measure to tax commercial properties at current assessed value. If passed this measure would distribute 40% of the net increase in tax revenue to school districts and community colleges. An additional property tax measure to allow certain homeowners to retain a portion of their historic property tax base when they move would, conversely, lower the state’s reliance on property taxes to fund schools.

The COVID-19 pandemic is having an uneven impact on the economy. Although the stock market continues to show record increases, California’s unemployment rate rose to a high of 16.4% in May 2020. While the rate had fallen to 13.3% in July 2020, this compares to 4% in July 2019. The current unprecedented level of uncertainty coupled with both known and unknown cost pressures underscores the need to maintain budget reserves and fiscal flexibility. It is within this context that school districts should exercise caution when considering out-year spending commitments to ensure they are well positioned for what could be an extended economic recession and unknown period of recovery.

#### BUDGETARY POSITION FOR NICASIO SCHOOL DISTRICT

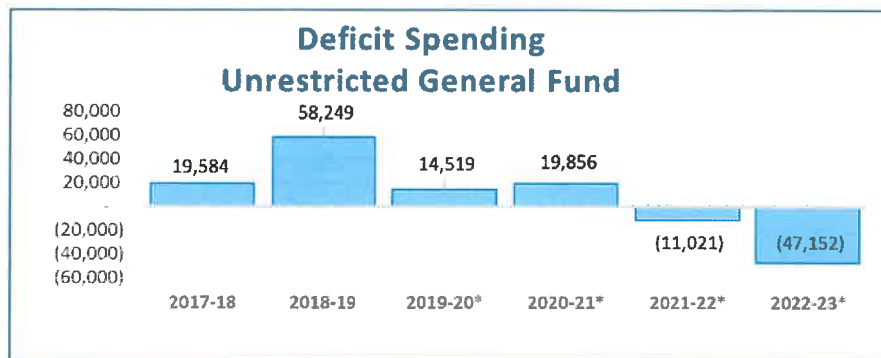
The following graph depicts the District’s estimated ending balance in the adopted budget and multi-year projection for the unrestricted general fund with both the state required minimum reserve and the District’s actual reserve as a percentage of total expenditures.



The District’s ending balance meets the minimum required reserve requirement for the current and two (2) subsequent years. The District’s unaudited actual financial statements for 2019-20 may show an improvement that will increase reserves.

### OPERATING DEFICITS

The District's adopted budget reflects operating deficits in both subsequent years of the multi-year projection for the unrestricted general fund as displayed in the chart below.



The cumulative impact of this projected deficit spending is a 5% decline in fund balance in the four (4) years ending June 30, 2023, leaving the District with reserves of \$0.4 million or 38% of general fund expenditures at June 30, 2023. The restoration of unrestricted revenues in the state adopted budget has an immaterial impact for the District's budget, therefore, the District will need to begin to plan for budget corrections to cure the deficit.

While some deficit spending may be planned, the ongoing nature of 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.

### CASH FLOW

The budget includes a significant amount (\$11 billion) of principal apportionment cash payments deferred from 2020-21 to 2021-22 with final cash distributed in November 2021. When a district is deficit spending both fund balance and cash reserves are decreased. The combination of deficit spending and state deferrals make historical cash flow statements less reliable indicators of future cash needs. All districts should ensure they have a robust system for projecting and monitoring cash flow to ensure sufficient lead time to implement any necessary cash-flow borrowing.

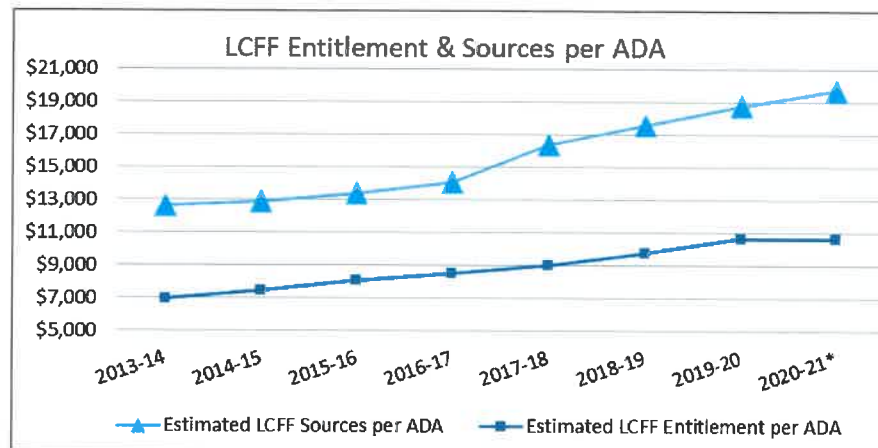
We note the District has prepared for potential cash flow needs by requesting borrowing capacity from the County of Marin through a Tax Anticipation Note (TAN) which has been approved by the Board of Supervisors. Any District with cash flow needs beyond April 1<sup>st</sup> should ensure they have an existing TAN in place prior to April and will also need to execute the newly available TAN Addendum. Finally, should a district need cash flow borrowing across the fiscal year into 2021-22, the district will need to execute a promissory note with the County of Marin.

The District is well advised to maintain reserve levels at far higher levels than the state required minimums to ensure sufficient cash for operating purposes.

### LOCAL CONTROL FUNDING FORMULA (LCFF) FOR NICASIO SCHOOL DISTRICT

The final budget holds all Local Educational Agencies (LEAs) harmless at 2019-20 student attendance (ADA) and funding levels. While the restoration of the LCFF to flat funding is extremely good news for all school agencies, the core revenue and economic outlook assumptions remain unchanged. Moreover, representatives of the

Legislative Analyst's Office (LAO) generally agreed with the administration's core assumption that COVID-19 is a multiyear problem that may result in further deterioration of the state's fiscal condition in 2021-22.

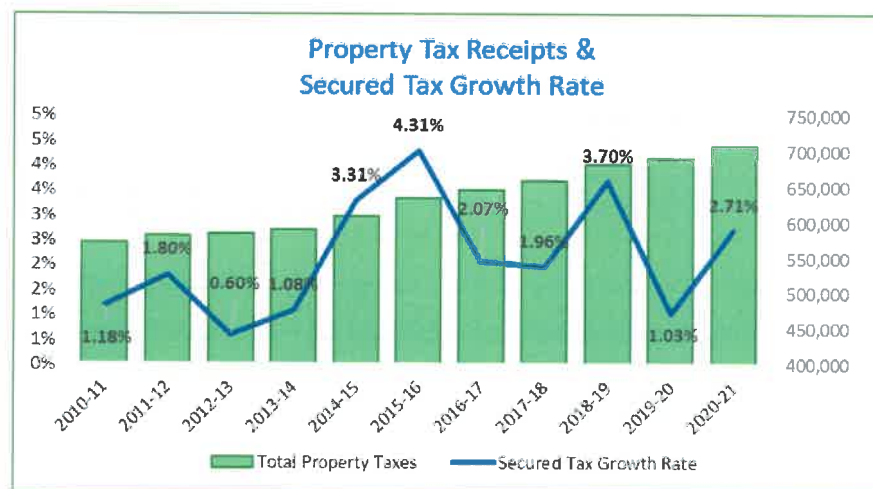


As portrayed in the graph above, which is based on the state's adopted budget, as a community funded district, the District's property taxes exceed the LCFF entitlement and the District is therefore reliant on growth in the property tax base for increases in unrestricted revenues. While the District's property tax growth rates were on track with growth in the LCFF entitlement for many years, the District's property tax growth is now anticipated to outpace growth in LCFF funding in the adopted budget and multi-year projection

The District has an obligation under the new funding formula to direct the supplemental grant included in the District's LCFF entitlement towards increasing or improving services to pupils of higher need. This requirement applies to all districts, including community funded districts and is documented in the District's Learning Continuity and Attendance Plan. The District's estimated 2020-21 LCFF supplemental grant is almost \$21.5 thousand representing a requirement to increase or improve services in the budget year for pupils of higher need by 5.7% as compared to all other students.

### PROPERTY TAX TRENDS

Property taxes provide 92% of the District's total unrestricted revenue sources. The following chart shows the growth in total property tax revenues as well as the actual secured tax growth rates through 2019-20 and the County of Marin's preliminary tax roll for 2020-21.



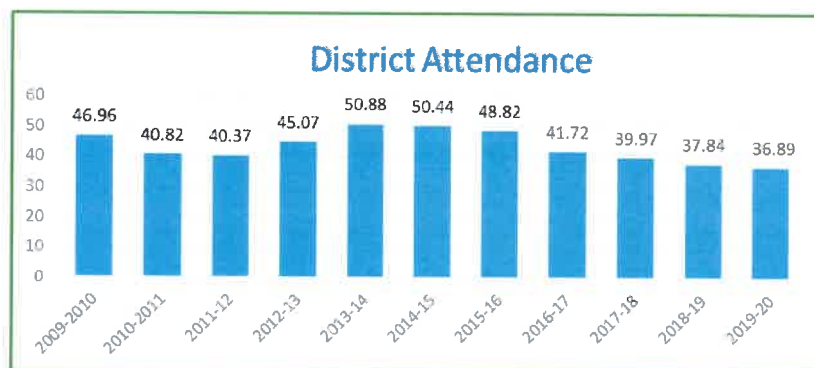
### COMMUNITY FUNDED DISTRICTS – BASIC AID

Community funded districts are commonly called “basic aid”, which refers to the basic aid entitlement for all students of \$120 per average daily attendance (ADA) as set forth in the California Constitution as defined in Education Code Section 41975. Ultimately, basic aid districts receive the benefit of excess taxes which exceed their LCFF entitlement.

An additional constitutional guarantee began with the passage of Proposition 30 in 2012. Drafted as a means of guaranteeing benefit to all schools, Proposition 30’s Education Protection Act (EPA) provides that no school district shall receive less than \$200 per Average Daily Attendance. The temporary income taxes and minimum funding guarantee authorized by Proposition 30 were extended with the passage of Proposition 55 at the November 2016 election for another 12 years through 2030.

### STUDENT ATTENDANCE

The final budget for 2020-21 holds student attendance (ADA) flat at 2019-20 levels with very limited exceptions none of which apply to Marin county school districts. In place of traditional attendance accounting, the state is allowing districts to use alternate accounting and compliance elements during the COVID-19 pandemic designed to ensure minimum daily instructional minutes, daily student participation and engagement, especially when the instructional program is conducted by distance learning.



### FEDERAL BUDGET

The Nicasio School District will receive \$22 thousand in one-time revenues primarily funded by the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act to address Learning Loss Mitigation. The bulk of these funds must be expended by December 30, 2020 on a range of allowable uses with the focus on mitigating learning loss that may have occurred with the closure of schools in the spring due to the COVID-19 pandemic. The additional revenues and associated expenditures should be included in each district’s budget no later than the first interim budget update due December 15, 2020. The cash associated with the bulk of these one-time revenues is being distributed to schools in September to ensure districts have sufficient cash to implement planned actions.

The federal budget for fiscal year 2021 is being developed against the backdrop of the pandemic and a stalemate between the Senate and the House over additional emergency funding. Federal funding for California school districts is forward funded, meaning that the 2021 budget will determine federal revenues in the District’s 2021-22 budget. We will continue to monitor events in Washington closely.

## **PARCEL TAXES**

Your community has shown support for its schools through a parcel tax. The District's multi-year projection includes parcel taxes in all three (3) years starting with a base of \$0.2 million in the adopted budget representing 19% of the District's total general fund revenue sources. The District's current parcel tax is escalated 3% annually and expires on June 30, 2025

## **SALARY SETTLEMENTS**

We note that the District has not settled negotiations with either bargaining unit for the budget year. Due to the ongoing nature of these costs, any permanent increases to salary require permanent and ongoing funding sources. When the District and bargaining unit are ready to settle negotiations, Government Code 3547.5 requires the District to publicly disclose costs, as certified by the superintendent and chief fiscal officer. Please provide a Public Disclosure of Collective Bargaining Agreement including the tentative agreement(s) and multi-year projection to our office ten (10) working days prior to Board approval. Budget revisions associated with salary settlements should be approved within 45 days of Board approval.

The legislation enacting the state budget for 2020-21 included language prohibiting the layoff of classified staff in specified functions including child nutrition services, transportation and custodial services. Therefore, during the 2020-21 year, we encourage districts to consult with legal counsel when considering any staffing layoffs.

## **PENSION CONTRIBUTIONS**

The state budget for 2020-21 redirected funding appropriated under Senate Bill 90 enacting the 2019-20 budget to buy down the 2020-21 and 2021-22 pension contribution rates rather than being used to buy down the long-term rates. This action provides pension relief for both CalSTRS (teachers retirement system) and CalPERS (classified employees retirement system). The District's adopted budget includes pension relief savings of approximately \$9.9 thousand. While the state's actions have provided some welcome relief to the budget, pension contributions will increase again beginning in 2022-23.

## **RESERVES**

The District maintains the state-required minimum reserve for economic uncertainty of \$71 thousand in the current and two (2) subsequent years. In addition, we note the District maintains a Board reserve for economic uncertainty of \$186 thousand for a total reserve of \$257 thousand in all three (3) 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 allow the District to better ensure a consistent and stable program offering for students.

## **Transparency Requirement**

The District met the requirement of disclosing reserve levels, including justification for carrying higher than minimum reserves, at the adopted budget public hearing.

## **Cap on Reserves**

Should the Public School System Stabilization Account (PSSSA) equal or exceed 3% of state general fund revenues, a cap on district reserves is effective in the following fiscal year. The reserve cap does not apply to community-funded districts or districts with less than 2,500 ADA. Additionally, if triggered, districts may request an exemption from the reserve cap from the county superintendent of schools. The reserve cap has not been

triggered for the current year and is not anticipated for the two (2) subsequent years. In all circumstances, we continue to encourage districts to maintain higher than minimum reserves.

#### **LEARNING CONTINUITY AND ATTENDANCE PLAN**

We commend the District's efforts in preparing the Learning Continuity and Attendance Plan which has taken the place of the Local Control and Accountability Plan (LCAP) for the 2020-21 year only. The new plan is not subject to County Superintendent approval, although written comments may be addressed to the District's governing board for review in a public meeting. The Budget Overview for Parents, which is normally associated with the LCAP, is still required for 2020-21 but with an amended timeline delaying the document to December 15<sup>th</sup> for submission with districts' first interim budget updates.

#### **CONCLUSION**

We thank Margie Bonardi for the timely submission of the adopted budget using the statutorily required forms and responsiveness to the requests for information made in the course of our technical review.

We appreciate your dedication and service to the children of Marin County. Your attention to good fiscal stewardship ensures the children of Marin County will continue to experience quality education now and in the future. If you have any questions, please do not hesitate to contact me at 415-499-5822.

Sincerely,

MARY JANE BURKE  
Marin County Superintendent of Schools



KATE LANE  
Assistant Superintendent

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