

Board of Trustees
Michelle Rutledge, Board President ~ Madeleine Sloane, Trustee ~ Jason Snell, Trustee

AGENDA

Regular Meeting of the Nicasio School District Board of Trustees

Thursday, October 4, 2018 4pm

Nicasio School Library, 5555 Nicasio Valley Road, California

OPEN SESSION

1. **Call to Order** Michelle Rutledge, Board President
 - a. Patriotic Moment
 - b. Roll Call
 - c. Trustee/Superintendent Announcements Trustees/Superintendent
 - d. Principal Announcements..... Barbara Snekkevik, Principal
2. **Approval and Adoption of Agenda** Michelle Rutledge, Board President
3. **Announcements of any reportable action taken in closed session** Michelle Rutledge, Board President
4. **Consent Agenda** Michelle Rutledge, Board President
 - a. Approval of Minutes: Sept.5 2018 Regular Meeting Dr. Jan La Torre-Derby, Superintendent
 - b. Ratify Warrants Paid: Aug. 25 – Sept. 25, 2018 Dr. Jan La Torre-Derby, Superintendent
 - c. Quarterly Report on Williams Uniform Complaints (Jul-Sept 2018) Dr. Jan La Torre-Derby, Superintendent
7. **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.
8. **Action Items**
 - a. Resolution 2018-19 #3 Regarding Sufficiency or Insufficiency of Instructional Materials Barbara Snekkevik, Principal
 - b. Board Policy #6153 Field Trips *Revision*: First Reading Barbara Snekkevik, Principal
 - c. Board Policy #4160 Assault by Pupil Against Employee *New*: First Reading Barbara Snekkevik, Principal
 - d. School Safety Plan Update 2018..... Barbara Snekkevik, Principal

- e. Annual Title III Local Plan for English Learners Barbara Snekkevik, Principal

9. Staff Reports

- 10. **Conclusion** Michelle Rutledge, Board President

- a. Agenda items for upcoming Board Agendas Nov. 8, 2018
5pm and Dec. 6, 2018 4pm
- 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. 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 ~ Madeleine Sloane, Trustee ~ Jason Snell, Trustee

MINUTES

Regular Meeting of the Nicasio School District Board of Trustees

Wednesday, September 5, 2018 5:00pm

Nicasio School Library, 5555 Nicasio Valley Road, California

1. Initial Matters

a. Call to Order at 5pm

In attendance: **Trustees Madeleine Sloane, Michelle Rutledge** Absent: **Trustee Jason Snell.**
Also in attendance: Superintendent Jan La Torre-Derby, Ed.D., Principal Barbara Snekkevik, Chief Business Official Margie Bonardi and Office Manager/District Secretary Mikki McIntyre

2. Open Session Agenda

- a. Patriotic Moment In honor of Labor Day
- b. Approve and Adopt Open Session Agenda

Action: **M/S: Sloane/Rutledge** to approve and adopt Open Session Agenda **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None

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

4. Consent Agenda

- a. Approve Minutes: June 28, 2018 Special Meeting of Board of Trustees
- b. Ratify Warrants Paid: June 22 – Aug. 24, 2018
- c. Approve Quarterly Report on Williams Uniform Complaints (Apr-Jun 2018)
- d. Approve Certificate of Signatures
- e. Approve 2018 Conflict of Interest Code Biennial Notice
- f. Approve IDT Request Into NSD for 2018-19

- IDT 18-19-14

Action: **M/S: Sloane/Rutledge** to approve Consent Agenda with modification to the Conflict of Interest Biennial Code Notice as noted (i.e. check the box that an amendment is required). **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None

5. Reports & Announcements

a. Water System Upgrade Update

Community Member Holly McArthur provided a status report on the financial application for the Water System Upgrade. Despite having received notice of approval for the environmental elements of the application, there are state delays in the overall process. Substantial financial and technical updates by the District are required. The District needs a

project manager to facilitate the required engineering and permitting. Project management proposals will be presented to the Board for approval at a future meeting.

b. Principal's Report

Principal Snekkevik shared information on the following topics:

- Parent Clean-up Day
- Welcome Back Coffee for Parents
- Coverage by the Independent Journal of the First Day of School
- Back to School Night
- Field Trip to the Nicasio Historical Society
- Life Skill of the Month - *Inclusion*
- New Art Specialist
- Professional Development-LCAP, ELPAC, and CAASPP

c. Superintendent's Report

Superintendent La Torre-Derby, shared information on the following topics:

- Upcoming Marin County Trustee Elections
- Participating in the Field Trip to the Nicasio Historical Society
- School Safety Summit
- Mary Jane Burke-Marin County Superintendent to attend Swearing In Ceremony on December 6, 2018
- Suicide Prevention Policy

d. Trustees' Report There was no report.

6. Business Services

a. Approval of Unaudited Actuals for Fiscal Year Ending Jun 30 2018

CBO Bonardi summarized the 2017-18 unaudited actuals, noting that since the 2nd interim budget, revenues decreased overall by \$6,944 and overall expenditures decreased by \$21,925. The District benefited from changes in MCOE calculations on special education costs, which resulted in reduced excess costs. Additionally, several contracts came in lower than anticipated.

Action: **M/S: Sloane/Rutledge** to approve Unaudited Actuals for FY 2017-18 **Vote: 2/0**
Ayes: Rutledge, Sloane; **Noes:** None

b. Approval of Resolution 2018-19 #1 for Gann Limit

Action: **M/S: Sloane/Rutledge** to approve Resolution 2018-19 #1 for Gann Limit **ROLL CALL**
Vote: 2/0 **Ayes:** Rutledge, Sloane; **Noes:** None

c. Approval of 2017-18 Education Protection Account (EPA) Expenditures

Action: **M/S: Sloane/Rutledge** to approve 2017-18 EPA Expenditures **Vote: 2/0** **Ayes:** Rutledge, Sloane; **Noes:** None

d. Approval of Parcel Tax Expenditure Report

Action: **M/S: Sloane/Rutledge** to approve Parcel Tax Expenditure Report **Vote: 2/0** **Ayes:** Rutledge, Sloane; **Noes:** None

- e. **2018-19 Governor's Budget Update: One-Time Discretionary Funding**
CBO Bonardi explained that the District will receive \$184 per student (approximately \$7800) in funding over a two-year period. It is discretionary, educationally related, one-time money. Further discussion will occur to determine recommendations for the use of these funds.

Action: **M/S: Sloane/Rutledge** to approve 2018-19 Governor's Budget Update: One-Time Discretionary Funding **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None

- f. **Approval of Resolution 2018-19 #2 Authorization to Sign on Behalf of the Governing Board**

Action: **M/S: Sloane/Rutledge** to approve Resolution 2018-19 #2 Authorization to Sign on Behalf of the Governing Board **ROLL CALL Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None

7. Facilities

- a. 2017 California State Water Board Consumer Confidence Report for Nicasio School (Water System #2100582) *Report was accepted by the Board.*

8. Personnel

- a. **Approval to Hire .15 FTE Classified Art Specialist for 2018-19**

Action: **M/S: Sloane/Rutledge** to approve the hire of Janis Yerington as .15 FTE Classified Art Specialist for 2018-19 **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None

9. Administrative/Governance

- a. **Approve 2018-19 Local Control and Accountability Plan (LCAP) Revisions**

Supt. La Torre-Derby was informed by MCOE staff that the District has the best LCAP plan in the entire county.

Action: **M/S: Sloane/Rutledge** to approve 2018-19 Local Control and Accountability Plan (LCAP) Revisions **Vote: 2/0** Ayes: Rutledge, Sloane; Noes: None

10. Conclusion

- a. **Agenda Planning**

- Trustees confirmed the following Board Schedule, reflecting recent additions/changes:
 1. October 4, 2018 4:00pm Regular Meeting
 2. October 4, 2018 5:00pm Special Meeting (Budget Workshop)
 3. November 8, 2018 5:00pm Regular Meeting
 4. December 6, 2018 4:00pm Annual Organization Meeting
- Agenda items recommended by Trustees/Staff for the October 4, 2018 Regular Board meeting include:
 1. Public Hearing – Sufficiency of Instructional Materials
 2. Williams Quarterly Uniform Report (Consent)
 3. Field Trip Policy revision (Action)

- b. **Adjournment**

Action: **M/S: Sloane/Rutledge** to adjourn meeting at 5:43pm **Vote: 2/0** Ayes: Sloane, Snell; Noes: None

Respectfully submitted,

Mikki McIntyre

☐ Unadopted ☐ Adopted

Madeleine Sloane, Board Clerk

Nicasio School District

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

To: Nicasio School District Board of Trustees
From: Margie Bonardi, Chief Business Official
Date: October 4, 2018
Re: Consent: Approval of Warrants

Objective: To approve monthly warrants

Background:

Warrants are processed monthly and reflect the expenditures for Nicasio School and District. October warrants include: employee payroll, district operations, safety, instructional materials, supplies, and state and county required expenditures.

Funding Source/Cost:

LCFF Funds/ September 2018: Batches 8, 9, 10 & 11 Total \$ 39,156.86

Recommendation:

Staff recommends approval of the Warrants.

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/19/2018

09/26/18 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0011 GF 01 09/11/18
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20210297	001096/	CALIF DEPARTMENT OF JUSTICE													
		PO-190138	1.	01-0000-0-5821.00-0000-7100-000-000-000									326435		81.00
		WARRANT TOTAL													\$81.00
20210298	001162/	CDW GOVERNMENT INC													
		PO-190117	1.	01-1100-0-4410.00-1110-1010-000-000-000									NZP4685		340.58
		WARRANT TOTAL													\$340.58
20210299	000830/	GOPHER													
		PO-190115	1.	01-9327-0-4300.00-1110-1010-000-000-000									INV # 9487742		481.60
		WARRANT TOTAL													\$481.60
20210300	001437/	GREENFIELD LEARNING INC													
		PO-190129	1.	01-0000-0-4300.00-1514-1010-000-000-000									7063 LEXIA LICENSE		100.00
		WARRANT TOTAL													\$100.00
20210301	000807/	JERRY & DON'S PUMP & WELL													
		PO-190012	1.	01-0000-0-5535.00-0000-8200-000-000-000									INV 0130043-IN		1,042.11
		WARRANT TOTAL													\$1,042.11
20210302	001149/	MARIN COUNTY OFFICE OF ED													
		PV-190012		01-0000-0-9521.00-0000-0000-000-000-000									L ROGERS SEPT, COBRA		1,039.92
				01-0000-0-9526.00-0000-0000-000-000-000									KAISER		2,014.05
				01-0000-0-9529.00-0000-0000-000-000-000									VISION		67.95
		WARRANT TOTAL													\$3,121.92
20210303	000009/	MARIN COUNTY SCHOOL BOARD ASSN													
		PO-190024	1.	01-0000-0-5300.00-0000-7100-000-000-000									DUES, MCSBA		75.00
		WARRANT TOTAL													\$75.00
20210304	000007/	OFFICE DEPOT													
		PO-190133	1.	01-0000-0-4300.00-0000-2700-000-000-000									198299924001		6.62
				1. 01-0000-0-4300.00-0000-2700-000-000-000									198293404001		81.78
		WARRANT TOTAL													\$88.40
20210305	000141/	PEARSON EDUCATION INC													
		PO-190107	1.	01-6300-0-4200.00-1110-1010-000-000-000									4025606413		27.99

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/19/2018

09/26/18 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0011 GF 01 09/11/18
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		
		1.	01-6300-0-4200.00-1110-1010-000-000-000	4025628832		35.01
		1.	01-6300-0-4200.00-1110-1010-000-000-000	4025639478		21.01
			WARRANT TOTAL			\$84.01
20210306	001204/		PROTECTION ONE ALARM MONITORIN			
		PO-190029	1. 01-0000-0-5620.00-0000-8300-000-000-000	INV 123866538 AUG 2018		93.45
			WARRANT TOTAL			\$93.45
20210307	000021/		RECOLOGY			
		PO-190030	1. 01-0000-0-5550.00-0000-8200-000-000-000	ACCT 1811889740 AUG PAY		250.40
			WARRANT TOTAL			\$250.40
20210308	001260/		SILYCO			
		PO-190033	1. 01-0000-0-5840.00-1110-1010-000-000-000	Inv Aug 2018		700.00
			WARRANT TOTAL			\$700.00
20210309	001439/		TECH TO SCHOOL			
		PO-190102	1. 01-1100-0-4410.00-1110-1010-000-000-000	#MT569508		1,031.00
			WARRANT TOTAL			\$1,031.00
20210310	001004/		COLIN WILLIAMS			
		PV-190011	01-0000-0-4300.00-0000-8200-000-000-000	REIMB LATCH CA FLAG		4.96
			WARRANT TOTAL			\$4.96
20210311	001240/		WOODBURN PRESS			
		PO-190128	1. 01-1100-0-4300.00-1110-1010-000-345-000	4184		13.94
			WARRANT TOTAL			\$13.94
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	15	TOTAL AMOUNT OF CHECKS:	\$7,508.37*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	15	TOTAL AMOUNT:	\$7,508.37*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	15	TOTAL AMOUNT OF CHECKS:	\$7,508.37*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	15	TOTAL AMOUNT:	\$7,508.37*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	15	TOTAL AMOUNT OF CHECKS:	\$7,508.37*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	15	TOTAL AMOUNT:	\$7,508.37*

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0010 GENERAL FUND - 09/03
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		
20208790	000007/	OFFICE DEPOT				
		PO-190121	1. 01-1100-0-4300.00-1110-1010-000-012-000	INV 185134200001		56.15
		PO-190122	1. 01-1100-0-4300.00-1110-1010-000-345-000	INV 185285748001		32.79
		PO-190125	1. 01-9320-0-4300.00-1451-1010-000-000-000	INV 186663731001		41.75
		WARRANT TOTAL				\$130.69
20208791	001204/	PROTECTION ONE ALARM MONITORIN				
		PO-190029	1. 01-0000-0-5620.00-0000-8300-000-000-000	INV 124360901		93.45
		WARRANT TOTAL				\$93.45
20208792	001035/	RENAISSANCE LEARNING INC.				
		PO-190106	1. 01-6300-0-4200.00-1110-1010-000-000-000	INV 4417078		1,320.00
		WARRANT TOTAL				\$1,320.00
20208793	000038/	SCOE				
		PO-190126	1. 01-0000-0-5240.00-0000-2700-000-000-000	ADMIN INDUCTION PROG PO 190126		4,000.00
		WARRANT TOTAL				\$4,000.00
20208794	001004/	COLIN WILLIAMS				
		PV-190010	01-1100-0-4300.00-1110-1010-000-678-000	REIMB FOR CLASS SUPP		99.97
		WARRANT TOTAL				\$99.97
*** FUND	TOTALS ***					
		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:		\$5,644.11*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	5	TOTAL AMOUNT:		\$5,644.11*
*** BATCH TOTALS ***						
		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:		\$5,644.11*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	5	TOTAL AMOUNT:		\$5,644.11*
*** DISTRICT TOTALS ***						
		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:		\$5,644.11*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	5	TOTAL AMOUNT:		\$5,644.11*

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/29/2018

09/26/18 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0008 AUG 22, 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		
20208148	000568/	AT&T				
		PO-190002	1. 01-0000-0-5970.00-0000-2700-000-000-000	INV 000011780391		86.99
			WARRANT TOTAL			\$86.99
20208149	001149/	MARIN COUNTY OFFICE OF ED				
		CL-180015	01-6500-0-5840.00-5770-3150-000-000-000	INV 181158		2,705.59
		CL-180016	01-0000-0-5840.00-1110-3140-000-000-000	INV 181172		1,712.54
		CL-180017	01-6500-0-5840.00-5770-3120-000-000-000	INV 181172		13,553.46
		PV-190009	01-0000-0-3402.00-1514-1010-000-000-000	E SOMMERS KAISER		671.35
			01-0000-0-3402.00-1514-1010-000-000-000	E SOMMERS VISION		15.48
			01-0000-0-9521.00-0000-0000-000-000-000	L ROGERS COBRA		1,039.92
			01-0000-0-9526.00-0000-0000-000-000-000	TEACHERS KAISER		1,342.70
			01-0000-0-9529.00-0000-0000-000-000-000	TEACHERS, MM VISION		52.47
			WARRANT TOTAL			\$21,093.51
20208150	000019/	MCGRAW HILL EDUCATION INC				
		PO-190105	1. 01-1400-0-4100.00-1110-1010-000-221-000	INV 103918462001		117.90
			2. 01-9319-0-4300.00-1110-1010-000-000-000	103918462001		76.84
			WARRANT TOTAL			\$194.74
20208151	001323/	NORTH BAY TAXI				
		PV-190008	01-6500-0-5840.00-5770-3600-000-707-000	07-02 TO 07/31 TAXI SUMMER SCH		2,965.00
			WARRANT TOTAL			\$2,965.00
20208152	000007/	OFFICE DEPOT				
		PO-190121	1. 01-1100-0-4300.00-1110-1010-000-012-000	INV 185130993001		38.05
		PO-190122	1. 01-1100-0-4300.00-1110-1010-000-345-000	INV 185269319001		160.39
			1. 01-1100-0-4300.00-1110-1010-000-345-000	INV 185285746001		43.49
			1. 01-1100-0-4300.00-1110-1010-000-345-000	INV 185285750001		157.98
		PO-190123	1. 01-0000-0-4300.00-0000-2700-000-000-000	INV 185332118001		98.26

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/29/2018

09/26/18 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0008 AUG 22, 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		
WARRANT TOTAL						\$498.17
20208153	000012/	P G & E				
	PO-190026	1.	01-0000-0-5510.00-0000-8200-000-000-000	ACCT # 4964672870-6		23.74
WARRANT TOTAL						\$23.74
20208154	000849/	REALLY GOOD STUFF INC.				
	PO-190120	1.	01-1100-0-4300.00-1110-1010-000-000-000	INV 6591037		77.01
WARRANT TOTAL						\$77.01
20208155	001272/	RAUL SALDANA				
	PO-190031	1.	01-0000-0-5840.00-0000-8100-000-000-000	AUGUST 2017 PAYMENT		400.00
WARRANT TOTAL						\$400.00
20208156	001418/	BARBARA SNEKKEVIK				
	PV-190007		01-1100-0-4300.00-1110-1010-000-000-000	REIMB LIBRARY RUG		140.72
WARRANT TOTAL						\$140.72
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	9	TOTAL AMOUNT OF CHECKS:	\$25,479.88*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	9	TOTAL AMOUNT:	\$25,479.88*
***	BATCH TOTALS ***		TOTAL NUMBER OF CHECKS:	9	TOTAL AMOUNT OF CHECKS:	\$25,479.88*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	9	TOTAL AMOUNT:	\$25,479.88*

APY250 L.00.05

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 08/29/2018

09/26/18 PAGE 3

DISTRICT: 031 NICASIO SCHOOL DISTRICT
 BATCH: 0009 GF PG&E
 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		
20208157	000012/	P G & E				
	PO-190026	1.	01-0000-0-5510.00-0000-8200-000-000-000	INV 8516765363-4		524.50
			WARRANT TOTAL			\$524.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$524.50*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$524.50*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$524.50*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$524.50*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	10	TOTAL AMOUNT OF CHECKS:	\$26,004.38*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	10	TOTAL AMOUNT:	\$26,004.38*

Nicasio School District
Since 1862

Agenda Item # 4c

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

To: Nicasio School District Board of Trustees
From: Jan La Torre-Derby, Ed.D. Interim Superintendent
Date: October 4, 2018
Re: _____ Action: Quarterly Reports Williams Uniform Complaints LCAP Goals #1-4

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:

NA

Recommendation:

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

Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on Williams Uniform Complaints Agenda Item # 2/c1
 [Education Code § 35186(d)]

District: NICASIO SCHOOL DISTRICT

Person completing this form: MIKKI MCINTYRE Title: OFFICE MANAGER

Quarterly Report Submission Date:

☐ July 2018

☒ October 2018

☐ January 2019

☐ April 2019

Date for information to be reported publicly at governing board meeting Oct. 4 2018

Please check the box that applies:

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

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	Ø		
Teacher Vacancy or Misassignment	Ø		
Facilities Conditions	Ø		
CAHSEE Intensive Instruction and Services	Ø		
TOTALS	Ø		

DR. JAN LA TORRE-DERBY
 Print Name of District Superintendent

 Signature of District Superintendent

 Date

Nicasio School District
5555 Nicasio Valley Road, Nicasio, CA 94946
☎ 415.662.2184 / 📠 415.662.2250 / www.nicasioschool.org

Notice of Public Hearing

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

Thursday, October 4, 2018

4 PM

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

Nicasio School District

Since 1862

Agenda Item #

8a

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

To: Nicasio Board of Trustees
From: Barbara Snekkevik, Principal
Date: October 4, 2018
Re: Public Hearing re: Sufficiency or Insufficiency of Instructional Materials

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

Background:

Annually information must be 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 in the subject areas of Mathematics, Science, History-Social Science, Reading, Writing and Foreign Language.

Funding Source/Cost: NA

Recommendation:

Staff recommends approval of Sufficiency of Instructional Materials.

NICASIO SCHOOL DISTRICT
Nicasio, California

(Education Code Section 60119)

Resolution 2018-19 #3

**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 4, 2018 at 4:00pm, 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 adoption is anticipated in 2018-19.

- 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 during 2018-19 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.

Approved for piloting materials at the start of the 2016-17 school year, with continued piloting during 2018-19.

- 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 ¿Como te va? Middle School Spanish (CA) Levels A and B, Glencoe, (c) 2007

Therefore, it is resolved that for the 2018-19 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:

Nays:

Date:

Signed by the Clerk of the Board: _____

Nicasio School District

Since 1862

Agenda Item # 86

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

To: Nicasio School Board of Trustees
From: Barbara Snekkevik, Principal
Date: October 4, 2018
Re: Action: First Reading Revised Board Policy 6153 School-Sponsored Field Trips

Objective: To revise Board Policy 6153 and remove current limit for parent contribution requests for overnight field trips (LCAP Goal 2)

Background:

On August 30, 2018 district staff reviewed the current Board Policy and Administrative Regulations for School-Sponsored Field Trips (BP 6153). At that time, it was determined current parent contribution request limits were insufficient to provide high-quality field trip opportunities for students.

Funding Source/Cost:

Resource 9311 Classroom Fundraising Account; cost varies based on field trip

Recommendation:

Staff recommends the approval of Board Policy 6153 as a First Reading, and placement on the November 8, 2018 meeting as a Second Reading for final approval.

NICASIO SCHOOL DISTRICT

Board Policy

Series 6000: Instruction

BP 6153

SCHOOL-SPONSORED FIELD TRIPS

Definition

Nicasio School Board recognizes that school-sponsored trips are an important component of a student's development and that they supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the District's course of study or school-related social, educational, cultural, athletic, school band activities or other extracurricular or co-curricular activities. Field trips may take place locally, out-of-state, or in a foreign country to familiarize students with the language, history, geography, natural science, and other studies relative to the District's course of study.

Supervision

On all school-sponsored field trips, provisions shall be made for proper supervision. The Principal shall ensure that there is an adequate adult-to-student ratio to maximize student safety. Non-certificated staff and parents may assist in such supervision and may be asked to attend preparatory sessions and/or meetings.

Transportation

Privately owned vehicles may be used to transport students on school-sponsored field trips with prior approval of the Principal. No student shall be transported in a privately owned vehicle without the specific written permission of the student's parent or guardian to ride in such vehicle. Students who are transported in private vehicles shall be transported safely in sound vehicles driven by competent, adult (25 or over) licensed drivers who have appropriate insurance and have completed a current Field Trip Driver Information form (6153D), which is kept on file in the District office.

First Aid

The District shall provide a first aid kit whenever students are taken on field trips under the supervision of a teacher, employee, or agent of the school.

Waiver of Liability

Education Code Section 35330, which has been upheld by the courts, provides that all persons making a voluntary field trip are deemed to have waived all liability claims against the District. It is important to advise participants of this immunity and that participation is voluntary. Therefore, this information will be clearly stated on all field trip permission forms.

If the parent or guardian objects to signing the form due to the waiver of liability and/or the form is signed and returned with that paragraph "crossed out," the student will not be able to attend the field trip. In such cases, alternative educational plans will be made on campus for the student.

Medical Authorization

Field trip permission forms must include a “medical authorization” section. Even if the parent/guardian objects to this section and refuses to sign or crosses out the section, emergency medical treatment should be provided as appropriate, i.e., call paramedics, police or take the student to a medical facility. All medications must remain in the possession of an adult chaperone or other adult supervisor.

If the student is bringing medication on the trip, there should be written instructions from the parent/guardian clearly spelling out the frequency and amount of the dosage and whether the District employee is expected to oversee the taking of the medication.

If the student does not have accident insurance coverage, the District should provide parents/guardians with information as to where coverage may be obtained. Students must have medical coverage. If a student does not have coverage and cannot afford it, then coverage would be provided by the District since a student cannot be excluded from participation due to lack of funds.

Approval Process

Requests for school-sponsored trips involving out-of-state, out-of-country or overnight travel shall be submitted to the Board for approval. All other school-sponsored trips shall be approved in advance by the Principal. The District shall evaluate the purpose and goals of a proposed trip compared to the liability exposures to decide whether the trip is appropriate.

The Principal shall establish a process for approving a staff member’s request to conduct a school-sponsored trip (AR 6153). When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. The Principal may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

Funding and Cost

~~District funds shall not be used to pay for field trip related expenses with the exception of accident insurance coverage as stated above.~~ No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need. Each classroom is responsible for fundraising to support classroom field trips.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. Field trips are school-sponsored educational activities in which all students may volunteer to participate regardless of contributions made by their families. If teachers determine that there is a need for financial assistance to support a field trip, they may submit a Request for Scholarship Form to the Nicasio School Foundation.

Every effort shall be made to keep the cost of all field trips reasonable. The Principal shall establish guidelines for cost of field trips (AR 6153). The total cost of a field trip shall represent all related expenses pertaining to both students and accompanying adults (lead teacher and chaperones), including meals, lodging, entrance fees and other miscellaneous expenses.

Frequency and Duration

It is important for the District to weigh the benefits of field trips over the importance of classroom instruction. The Principal shall establish guidelines for field trip frequency and duration. (AR 6153)

Board Approved _____

NICASIO SCHOOL DISTRICT

Administrative Rules and Regulations

Series 6000: Instruction

AR 6153

SCHOOL-SPONSORED FIELD TRIPS

Educational field trips shall be planned with clear instructional objectives determined by the teacher in advance. Appropriate instruction shall both precede and follow each trip to ensure meaningful integration into District curriculum.

Procedures

The classroom teacher is considered the primary supervisor and lead chaperone for his/her classroom's field trips. As such, the teacher is responsible for ensuring that all District procedures for field trip planning are followed to ensure a safe and successful experience for students and adults participating on the field trip.

1. A teacher planning to take a local, day trip shall make a request in writing using the form Field Trip Proposal (6153A). The proposal shall be submitted to the Principal at least 10 school days prior to the desired departure date. Whenever possible, an alternate date should be included.
2. A teacher planning to take an overnight, out-of-state, or out-of-country year-end field trip shall make a request in writing using the form Field Trip Proposal (6153A). The proposal shall be submitted to the Board for review at the November Board Meeting.
3. No student shall be denied the opportunity to take part in any school-sponsored field trip due to an inability to pay for admission fees, lunches, or any other costs. No student shall be required to pay the costs of transportation, admission fees, or any other costs related to educational field trips that are conducted during the normal school day.
4. Estimated costs for year-end field trips must be communicated to parents and guardians in writing no later than December 1st with the option to make payment installments over a given timeframe.
5. Classrooms may hold fundraising events and/or collect contributions using the Field Trip Donation Request form (6153H). All fundraising proceeds and contributions shall be given to the District office for deposit. Teachers must have sufficient funds in their fundraising accounts prior to making requests for payment to field trip vendors.
6. Requests from the teacher for payment to a vendor must be submitted to the District office at least 10 school days prior to payment deadline.
7. Written approval of parent or guardian is required for participation of students on field trips (form 6153B for local day trips; form 6153C for overnight, out-of-state, or out-of-country trips). Field trip permission forms should not identify a specific vehicle or driver to be used for the trip as this would not allow for flexibility or any last minute changes. Method of transportation indicated should be generic, such as "private vehicle".

8. Each student must sign a Field Trip Behavior Contract for Students (form 6153E) prior to attending school-sponsored field trips. The contract may be signed once at the start of each school year and used throughout the remainder of the school year. However, teachers shall review this contract with students prior to each trip. Teachers may submit variations of this contract that are field trip specific to the Principal for approval.
9. All field trips shall begin and end at the school.
10. When possible, all field trips shall be scheduled to begin and end during regular school hours (8:40am – 3:00pm). If departure and/or arrival times are scheduled outside of the regular school hours, the teacher is responsible for making all arrangements necessary in order for parents and drivers to have access to the school's campus. The teacher is responsible for remaining on campus with students until the last student is picked up.
11. Teachers or other certificated personnel shall accompany students on all field trips and shall assume responsibility of their proper conduct. Students on approved field trips are under the jurisdiction of the Board and are subject to school rules and regulations.
12. Appropriate educational experience and proper supervision shall be supplied at school for any students whose parents do not wish them to participate in a field trip.
13. Prior to overnight, out-of-state, or out-of-country trips, teachers shall hold an orientation meeting for classroom parents and students, at which time they shall discuss the importance of safety-related rules for the trip. The Principal or designee shall be informed of such meetings in advance and have an opportunity to contribute to the meeting's agenda.
14. Prior to the trip, teachers shall provide any adult chaperones with clear and specific information regarding their responsibilities. Teachers shall collect a signed Field Trip Behavior Contract for Chaperones (form 6153F) prior to departure from each attending chaperone or driver.
15. Chaperones shall be 25 years of age or older.
16. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
17. District staff and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
18. Before students may be transported in any privately owned vehicle, the driver of each vehicle must complete and sign a Field Trip Driver Information form (6153D). These forms must be kept in the District office and must be updated annually.
19. Teachers shall be responsible for assigning car groups to include all students and adult chaperones. Car assignments shall be provided to the office prior to departure. At no time during the field trip may car assignments change without explicit communication to the school office.

20. Prior to departure of any field trip, the teacher is responsible for ensuring that the District office has received the following completed documents:

- a) Parent-Signed Field Trip Permission & Medical Authorization Form (6153B or C)
- b) Signed Field Trip Behavior Contract for Students (6153E)
- c) Signed Field Trip Behavior Contract for Chaperones (6153F)
- d) Field Trip Check List (6153G)
- e) Field Trip Driver Information Form (6153D) for each driver

21. On the day of each field trip, the teacher must submit the classroom attendance report to the office before departure.

Frequency and Duration

An average of one field trip (or less) per month per classroom is an acceptable number with respect to local day trips.

Overnight Year-End Field Trips

Teachers may elect to organize one overnight year-end field trip using the following guidelines:

- primary – no overnight trips are permitted
- elementary – no more than 3 nights
- middle school – no more than 4 nights

~~When planning overnight year-end field trips, teachers shall use the following guidelines when requesting monetary contributions from families:~~

- ~~▪ primary – not applicable~~
- ~~▪ elementary – no more than \$200 per child~~
- ~~▪ middle school – no more than \$300 per child~~

The total cost of a field trip shall represent all related expenses pertaining to both students and accompanying adults (lead teacher and chaperones), including meals, lodging, entrance fees and other miscellaneous expenses. (BP 6153) Teachers will research cost per student, seek prior approval from school principal prior to presenting to trustees for final approval, and determine parent contribution requests. Parent contribution requests are not to exceed the estimated cost of the field trip.

~~If the cost of an overnight field trip exceeds the guidelines for per child contribution, the teacher may be required to submit a modified proposal to the Board. Excess costs may be offset by fundraising activities or other contributions.~~

Employee Chaperone Stipend

If a homeroom teacher elects to organize and participate in an overnight year-end field trip using the guidelines above, he/she will receive a stipend in the amount of \$100 per night. Any other employees who are required to attend shall also receive an equivalent stipend per night.

Car and Booster Seats

Effective January 1, 2012, children under the age of eight (8) or under 4 feet 9 inches in height are required to be properly secured in a car or booster seat.

Swimming or Wading

1. No swimming or wading shall be allowed on field trips unless planned and approved in advance.
2. When wading in the ocean, bay, river or other body of water, there shall be adequate supervision to ensure student safety. Chaperones and students shall both be instructed about the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. Swimming & Wading Activities
 - a) Parents/guardians must provide written permission for the student to attend/participate in a swim activity.
 - b) No school sponsored swim parties are permitted at private residences.
 - c) Commercial pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage.
 - d) Lifeguards must be designated for all swimming and wading activities. Lifeguards must be Red Cross certified or equivalent.

Board Approved _____

Nicasio School District

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

To: Nicasio School District Board of Trustees
From: Barbara Snekkevik, Principal
Date: October 4, 2018
Re: Action: First Reading BP 4160 Assault By Pupil Against Employee

Objective: To comply with California Education Code 44014 (LCAP Goal 1: Identify, attract and retain outstanding staff)

Background:

On September 11th and 19th, 2018 staff conducted a review of the Nicasio School District Comprehensive School Safety Plan. It was determined that the current plan did not include a policy to outline procedures in the event that an employee of Nicasio School District is attacked, assaulted or menaced by a pupil. This policy requirements as outlined in California Education Code 44014.

Funding Source/Cost:

NA

Recommendation:

Staff recommends the approval of Board Policy 4160 as a First Reading, and placement on the November 8, 2018 meeting as a Second Reading for final approval.

NICASIO SCHOOL DISTRICT

Board Policy

Series 4000: Personnel

BP 4160

ASSAULT BY PUPIL AGAINST EMPLOYEE

Whenever any employee of the Nicasio School District is attacked, assaulted, or menaced by any pupil, the employee shall notify his/her management supervisor as soon after the incident as possible. The management supervisor shall complete the Employer's Report of Occupational Injury or Illness form and forward it to the superintendent.

It shall also be the duty of the employee and the management supervisor to promptly report the incident to the appropriate law enforcement authorities in the county or city in which the incident occurred. Failure to do so is a misdemeanor punishable by a fine of not more than one thousand dollars (\$1,000).

ED CODE 44014:

- (a) Whenever any employee of a school district or of the office of a county superintendent of schools is attacked, assaulted, or physically threatened by any pupil, it shall be the duty of the employee, and the duty of any person under whose direction or supervision the employee is employed in the public school system who has knowledge of the incident, to promptly report the incident to the appropriate law enforcement authorities of the county or city in which the incident occurred. Failure to make the report shall be an infraction punishable by a fine of not more than one thousand dollars (\$1,000).
- (b) Compliance with school district governing board procedures relating to the reporting of, or facilitation of reporting of, the incidents specified in subdivision (a) shall not exempt a person under a duty to make the report prescribed by subdivision (a) from making the report.
- (c) A member of the governing board of a school district, a county superintendent of schools, or an employee of any school district or the office of any county superintendent of schools, shall not directly or indirectly inhibit or impede the making of the report prescribed by subdivision (a) by a person under a duty to make the report. An act to inhibit or impede the making of a report shall be an infraction, and shall be punishable by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000).
- (d) Neither the governing board of a school district, a member of the governing board, a county superintendent of schools, nor an employee of a school district or of the office of any county superintendent of schools shall impose any sanctions against a person under a duty to make the report prescribed by subdivision (a) for making the report.

Legal Reference:

Education Code section 44014

1st Reading: October 4, 2018
2nd Reading:

Nicasio School District

Since 1862

Board of Trustees

Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

To: Nicasio School District Board of Trustees
From: Barbara Snekkevik, Nicasio School Principal
Date: October 4, 2018
Re: **Action: Comprehensive School Safety Plan LCAP Goals #1-4**

Objective: To approve the Comprehensive School Safety Plan

Background:

The Comprehensive School Safety Plan must be updated and approved by the Board of Trustees, annually, to ensure compliance with state regulations. The components of the School Safety include: Education Code, student referrals, attendance rates, suspension/expulsion rates, Healthy Kids Survey, School Improvement Plan, local crimeData, and child abuse reporting, emergency preparedness and drills, staff professional development, use of school buildings as an American Red Cross Center, discrimination Harassment, dress code, safe environments, and property damage.

Funding Source/Cost:

NA

Recommendation:

Staff recommends approval of the Comprehensive School Safety Plan.

**Nicasio School District
Comprehensive School Safety Plan
2018-19**

**To Be Reported
To the
Marin County Board of Education**



Comprehensive School Safety Plan Requirement, Process and Timeline 2018-19

Requirement:

SB 187: Comprehensive School Safety Plan

- ◆ School sites develop a Comprehensive School Safety Plan relevant to the needs and resources of the school district.
- ◆ Small school districts with an ADA of 2,501 units may develop a district wide Comprehensive School Safety Plan that is applicable to each school site.
- ◆ Plans must be adopted by September 1, 1998.
- ◆ Comprehensive School Safety Plans must be evaluated and amended as needed on an annual basis.
- ◆ Comprehensive School Safety Plans must be reviewed with school site staff annually.
- ◆ School sites should complete an annual update/evaluation of a Comprehensive School Safety Plan.
- ◆ School sites develop an Action Plan to remedy safety concerns identified.

Process and Timeline:

Nicasio School District designee will review the plan's strengths and weaknesses with their staff and community members on an annual basis. Changes and additions to the plan are to be implemented on the following timeline:

◆ By September 28, 2018

Nicasio School District designee reviewed the School Safety Plan and received input from staff to complete the Annual Update/Evaluation Form.

◆ By October 31, 2018

Action Plans are developed to address any additional safety concerns described in the Annual Update/Evaluations and corrective action taken to make needed changes.

◆ By November 30, 2018

Implementation of any site specific needs and action plans are completed.

Plans, Procedures and Agency Board Policy to Support the Comprehensive School Safety Plan

Child Abuse Reporting Procedures

All school staff actively monitor the safety and welfare of all students. Staff understand their responsibility as childcare custodians and immediately report all cases of known and suspected child abuse. To assure that school staff have adequate training, newly hired teachers sign a statement indicating their completion of child abuse training as part of their employment requirement. School administrators, teachers, classroom assistants, and other classified school employees participate in annual training in child abuse identification and reporting procedures as a part of yearly mandated topics in-service. Written descriptions of reporting requirements and disclosure of employee confidentiality rights are also provided as part of the

Education Code 48900.2 through 48900.7 identifies additional acts such as sexual harassment, hate violence, harassment, threats or intimidation of school personnel or pupils; and terroristic threats against school officials or school property, or both.

Ongoing throughout the school year, teachers follow guidelines described in the Behavioral Incidents Memo to assure the safety of both staff and students in dealing with behavioral incidents.

References: Board Policy 4160 Assault by Pupil Against School Employee (policy to be developed)
Teacher Notification Memos
Behavioral Incidents Memo and Report Form
California Education Code 48900 and 48900.2 through 48900.7

Sexual and Gender-Based Harassment Policies

Sexual and/or gender-based harassment of any student or employee by another person is prohibited. The Nicasio School District Policy prohibits sexual and gender-based harassment of employees and students per Board Policy 4219.11. Copies of the sexual and gender-based harassment policies are available online and can be accessed by employees. Students are directed to immediately report incidents of sexual or gender-based harassment to a teacher or program administrator. All reports are thoroughly investigated in a timely manner. A school administrator will determine an appropriate course of action for each complaint.

Actions may include the following:

1. Student counseling and education, when appropriate.
2. Parent notification, when appropriate.
3. A report to the police or Child Protective Services, as appropriate or required by law.
4. Student disciplinary actions may include suspension, placing on a behavior contract, other appropriate means of corrections, or a recommendation for expulsion.

Employees, students, and/or their parents can use the Nicasio School District Complaint Procedure Board Policy 1312 to file a formal complaint of sexual or gender-based harassment. Our sexual and gender-based harassment policies inform students and parents of their right to use this process. Each complaint of sexual or gender based-harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

References: Board Policy 4219 Freedom from Sexual Harassment
Administrative Regulations and Procedures Freedom from Sexual Harassment
Uniform Complaint Procedures Board Policy 1312

School-Wide Dress Code

The governing board acknowledges that students have the right to express their uniqueness and individuality by means of their dress. Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

1. Unsafe either for the student or those around the student.
2. Disruptive of school operations and the education process in general.
3. Contrary to law.

References: Nicasio School District Parent-Student Handbook

Form

Attachment 1: Annual Update/Evaluation Form

Verification Form

On 9.19.2018 I met with my staff(s), reviewed the components of the
Date
Nicasio School District Comprehensive Safety Plan and updated the school safety plan binder with any policies and
procedures specific to the programs I supervise.

BARBARA SNEKKEVIK
Print Name

Barbara Snekkevik
Signature

9/20/2018
Date

PRINCIPAL
Title

Please complete and return this form by September 28, 2018.

**Nicasio School District
Annual Comprehensive School Safety Plan Report to the
Marin County Office of Education**

Compliance Audit and Confirmation

As instructed by the State Superintendent of Public Instruction and the California Department of Education with regard Comprehensive School Safety Plans (defined in Education Code 32280-32288), a state compliance audit requirement will begin in the 2018-19 school year. Local school districts must approve safety plans for all schools in its district by March 1 of each year. School safety plans are mandatory and help ensure that schools are as prepared as possible for emergencies and maintain safe and secure learning environments. School safety plans must present clear policies to address hate crimes, acts of violence, and their perpetrators. Comprehensive school safety plans must also include a discrimination and harassment policy.

A February 1, 2018 letter from the California Department of Education to all County and District Superintendents and Charter School Administrators titled **Comprehensive School Safety Plans: Annual School Safety Plan Update Reminder and New Guidance**. A copy of this letter can be found on the [Letters Web page](#). As instructed, County Offices of Education must notify the CDE by October 15, 2018, if any schools in its jurisdiction have not complied with safety plan requirements.

This form is to be submitted by school districts and charter schools in Marin County, to the the Marin County Office of Education by October 1, 2018 confirming compliance with Comprehensive School Safety Plan Requirements.

School District or Charter School: Nicasio School District

Schools within our jurisdiction in compliance with all requirements	Schools needing to take additional steps to be in compliance (please include additional information regarding steps to be taken and timeline)
Nicasio School is in compliance with all requirements.	

BARBARA SNEKKEVIK/principal

Print School District Representative / Title

B. Snekkevik

Signature

7.20.18

Date

Please complete, sign and forward this form by email or fax to:
Attn: Ken Lippi, Assistant Superintendent, Marin County Office of Education
Email: klippi@marinschools.org or Fax: (415) 491-6621

ANNUAL EMERGENCY REVIEW CHECKLIST

School Nicasio School School Year 2018-19

Date	Activity	Responsible Person	Date Completed
Summer	Review School Safety Plan	<u>Principal</u>	<u>10/3/18</u>
Summer	School facilities walk-thru with public safety Grounds access/egress and hazard assessment and mitigation	<u>Principal</u>	<u>8/13/18</u>
Summer	Inventory/restock emergency supplies	<u>Office Manager</u>	<u>Oct. 2018</u>
Summer	Review/update vendor contracts to support response and recovery efforts	<u>NA</u>	
Summer	Test communication equipment	<u>Principal / Office Manager</u>	<u>Oct. 2018</u>
Summer	Assess training needs (see "Other", below) and schedule workshops	<u>Principal</u>	<u>August 2018</u>
August	Review evacuation/alternate evacuation routes	<u>Principal</u>	<u>10/3/18</u>
	Update bus routes to identify potential hazards		
August	Survey special staff skills	<u>Principal</u>	<u>8/20/18</u>
	Survey staff dismissal priorities		
August	Update staff and emergency phone numbers and resources	<u>Office Manager</u>	<u>9/15/18</u>
August	Assign school staff to Incident Command System (ICS) functions	<u>Principal</u>	<u>on-going</u>
September	Distribute maps, emergency contact info to local public safety agency	<u>Principal</u>	
September	Staff orientation of School Safety Plan, emergency response actions, policies and performance expectations	<u>Principal</u>	<u>10/3/18</u>
September	Disaster Service Worker training for new staff	<u>NA.</u>	

September	Parent orientation/information on School Safety Plan	<u>Principal</u>	<u>Nov 7, 2018</u>
October	Earthquake/evacuation drill: Great California ShakeOut	<u>Principal</u>	<u>10/18/18</u>
Winter	Staff tabletop exercise	<u>NA</u>	
Spring	Student drill (lockdown, student release...)	<u>Principal</u>	<u>11/7/18, 12/18/18, 1/30/19, 4/16/18</u>
Other Drills	<p><u>California Education Code, Section 32001.</u> Fire alarm and drill at least once every month in elementary schools, at least four times every school year in middle schools and at least twice every school years in secondary schools.</p> <p><u>California Education Code, Section 35297.</u> Drop, Cover, Hold On drill at least once each school quarter in elementary schools, once a semester in secondary schools</p> <p>Lockdown drill recommended two or three times a year</p>		
Other Trainings	<p>Special ICS functions for staff (damage assessment, search and rescue, SERT)</p> <p>CPR – every other year</p> <p>Basic First Aid – every other year</p> <p>NIMS IS-100.SCa for new staff</p>		

Prepared By Barbara Snekkevik Date 9/20/2018
BARBARA SNEKKEVIK, PRINCIPAL

Nicasio School District
Since 1862

Agenda Item # 8e

Board of Trustees
Michelle Rutledge, *Board President* ~ Madeleine Sloane, *Trustee* ~ Jason Snell, *Trustee*

To: Nicasio School District Board of Trustees
From: Barbara Snekkevik, Nicasio School Principal
Date: October 4, 2018
Re: **Action: Annual Title III Local Plan LCAP Goals #2-3**

Objective: To approve the Annual Title III Plan based on state requirements

Background:

The Annual Title III Local Plan must be updated and approved by the Board of Trustees to ensure compliance with Title III regulation. Title III requires that English Learners are taught by Certified teachers. The program components include: professional development, effective programs, academic achievement, and family engagement. Nicasio School District is in compliance with all aspects of the English Learner Program described in the Annual Title III Local Plan.

Funding Source/Cost:

NA

Recommendation:

Staff recommends approval of the Annual Title III Local Plan.

Annual Title III Local Plan Update Template

All English learners will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

LEA Name: Nicasio School District CDS Code: 21-65409-6024483 Fiscal Year:

Plan to Provide Services for English Learner (EL) Students

Please summarize information from district-operated programs and provide descriptions of how the LEA is meeting or plans to meet each requirement.

How will the LEA:	Persons Involved/Timeline (Optional)
Provide effective professional development: Professional development opportunities are provided through the Marin County Office of Education. Opportunities are shared with staff regularly (monthly). District provides funding for cost of course and substitute teacher (as needed).	
Implement effective programs and activities: Through collaboration at staff meetings and PLC meetings, staff reviews student performance and achievement. Staff uses state frameworks and guides that offer evidence-based instructional and support strategies to increase learning for diverse students assets and needs.	
Ensure English proficiency and academic achievement: The district conducts annual English language proficiency assessments (ELPAC) and analyzes results to determine needs of students, programs and interventions.	
Promote parent, family, and community engagement in the education of English learners: Formal parent-teacher conferences are scheduled annually, with additional conferences as needed. Oral and written translation services are provided at all meetings and for all district/school communications (e.g. email, weekly newsletter, parent club information)	Agenda Item # <u>2e1</u>

Other Authorized Activities

LEAs receiving or planning to receive Title III EL funding may include authorized activities.*

*Please see the California Department of Education Title III Authorized Cost web page (<https://www.cde.ca.gov/sp/el/t3/authorizedcosts.asp>) for a list of authorized EL activities.

Describe all authorized activities chosen by LEA relating to: Supplementary services as part of the language instruction program for English learners.	Persons Involved/Timeline (Optional)
<i>Nicasio School District maintains a Learning Center for designate English Language support and development provided by trained staff to meet individual student needs. In addition, all students designated as English Learners have access to the Lexia Core Online Reading Program to supplement English language development.</i>	

Plan to Provide Services for Immigrant Students

Please complete the table below if the LEA is receiving or planning to receive Title III immigrant funding.*

*Please see the California Department of Education Title III Authorized Cost web page (<https://www.cde.ca.gov/sp/el/t3/authorizedcosts.asp>) for a list of authorized immigrant activities.

Describe all authorized activities chosen by LEA relating to: Enhanced instructional opportunities for immigrant children and youth.		Persons Involved/Timeline (Optional)
<i>Nicasio School District does not receive Title III immigrant funding.</i>		