

**NICASIO SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**AGENDA**

~ Regular Meeting ~

Thursday, October 5, 2017 5 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

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**1. Initial Matters**

- a. Call to Order
- b. Roll Call

**2. Open Session Agenda**

- a. Patriotic Moment
- b. Approval and Adoption of Open Session Agenda *Action*

**3. Public Comment Information**

- o Board members or district staff may, but are not obligated to, briefly respond to statements made or questions posed by the public.
- o No formal action will be taken.
- o Designated amount of time to address the Board is limited to three minutes per individual.
- o Concerns about individual employees shall not be discussed in public at school board meetings. Please contact the superintendent with specific concerns.

**4. Consent Agenda Mass Action**

- a. Approval of Minutes: Sept. 7, 2017 Regular Meeting of Board of Trustees
- b. Quarterly Report on Williams Uniform Complaints (Jul-Sep 2017)

**5. Reports & Announcements Information**

- a. Foundation Update
- b. Principal's Report
- c. Superintendent's Report
- d. Trustees' Report

**6. Curriculum/Instruction**

- a. Approve 2017-18 Year-End Overnight Field Trip Proposal for Grades 3/4/5 *Action*

**7. Personnel**

- a. Accept Letter of Resignation from Classified Employee Angelique Borges effective September 15, 2017 *Information*

**8. Facilities**

- a. Approval to Dispose of Non-operable Refrigerator as per BP3270 Disposal and Sale of Books, Equipment and Supplies (ref. Ed Code 17546c) *Action*

**9. Correspondence Information**

- a. Re: 2017-20 LCAP Approval, Terena Mares, Deputy Superintendent, MCOE, Sept. 15, 2017
- b. Re: 2017-18 Adopted Budget Approval, James Cerreta, Assistant Superintendent, MCOE, Sept. 15, 2017

**10. Conclusion**

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

*If you need assistance to access the Board meeting room or to otherwise participate at the meeting, please submit a written request to Nicasio School District Superintendent at 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  
BOARD OF TRUSTEES**

**MINUTES**

~ Regular Meeting ~

**Thursday, September 7, 2017 5:00 PM**

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

**1. Initial Matters**

- a. **Call to Order** at 5:02pm
- b. In attendance: **Trustees Madeleine Sloane, Michelle Rutledge and Jason Snell. Also in attendance: Superintendent Nancy Neu, Principal Barbara Snekkevik, Chief Business Official Margie Bonardi and Office Manager Mikki McIntyre**

**2. Open Session Agenda**

- a. Patriotic Moment observed in honor of Labor Day and the workers of this country who do so much for all of us.
- b. Approval and Adoption of Open Session Agenda  
*Action: M/S: Sloane/Rutledge to approve and adopt Open Session Agenda* **Vote: 3/0**  
*Ayes: Rutledge, Sloane, Snell; Noes: None*

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

**4. Reports & Announcements**

- a. **Emergency Generator Update**  
Kirby Wilcox and Eric Blantz presented an overview of the Nicasio Volunteer Fire Department's (NVFD) desire to install a generator on campus to power the MPR in the event of a disaster. They said there is a strong need for a generator on campus because without power, there is no electricity, heat, water, sewer, etc. They added that FEMA has inquired about the shelter's emergency power source, and that the Red Cross has indicated they would not send emergency supplies to the site if the MPR building is without power. They explained that a generator on site would provide ancillary benefits for the school e.g. in the event of a routine power outage, the MPR could be used for its functioning bathrooms, heat and electricity. There was discussion about the type of generator under consideration as well as permitting, maintenance requirements and potential funding sources. Kirby said the NVFD is not pressing the school to be involved in the funding aspects of the project, adding that the school has been very generous to provide the site. Eric asked that the Board to continue to be active participants if there is anything needed administratively to keep the project going. Nicasio School Foundation (NSF) President Mark Burton said the NSF Board thinks the generator project would benefit the school, particularly if it can prevent the cancellation of school as the result of storms. In response to a trustee's inquiry about regulatory considerations, Supt. Nancy Neu said she will research what those regulations might be.

b. Foundation Update

Mark Burton announced that the NSF has received a \$40,000 grant from the Rathmann Foundation. He said that while this was not a restricted gift, the concept is to fund Internet access to the school and to students. He said the NSF would like to raise matching funds from the community in order to help get the fiber optic Internet in place and receive the 50% rebate from the state. He noted that the goal is to provide Internet to families who are not currently connected and also to support the teachers in their efforts to utilize online learning. The Board commended NSF for securing the grant.

c. Water System Upgrade Update

Holly Mcarthur reported that the environmental plan (Proposition 1 Technical Assistance Work Plan No. 5396-A) has been created, and it is her hope that the project will continue to move forward. She said the next update she expects to provide will be in the end of January, 2018.

d. Principal's Report: *Principal Snekkevik presented her report.*

- There was discussion about wording of the revised dress code in the handbook.

e. Superintendent's Report

- Supt. Neu reported participating in Professional Development Day and attending the first day of school. She said it was fun to meet some of the parents and to see the students again.
- She attended the September 6<sup>th</sup> Superintendents' Day meeting and reported that county-wide, the theme is building "positive, safe community culture." Supt. Neu said there is a lot of training going on for employees and students surrounding this topic, noting that over 200 people attended the DACA meeting earlier in the week.

f. Trustees' Report *There was no report.*

5. Consent Agenda

- a. Approval of Minutes: June 1, 2017 Regular Meeting, and June 22, 2017 Special Meeting of Board of Trustees
- b. Ratify Warrants Paid: 5/25/17-8/30/17
- c. Approve IDT Request Out of NSD for 2017-18
  - IDTX 17-18-05
  - IDTX 17-18-06

Action: **M/S: Sloane/Rutledge** with modification of amending June 22, 2017 minutes to reflect the attendance of Supt. Lohwasser at the meeting **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes: None*

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 on a yearly basis. The hearing was opened at 6:01pm. There were no public comments. The hearing was closed at 6:02pm.

7. Business Services

- a. Approve Unaudited Actuals for Fiscal Year Ending June 30, 2017 *Discussion:* CBO Bonardi said she hoped the chart she provided was helpful. She noted that anything that was budgeted for 2016-17 and not spent falls into the ending balance, and the District did better than in the previous year, with an increased ending balance over budget by \$45,000. She said there was also a larger than anticipated savings in parcel tax funds that can be used for special education.  
Action: **M/S: Sloane/Rutledge** to approve Unaudited Actuals for Fiscal Year Ending June 30, 2017 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
- b. Consideration to Approve Resolution 2017-18 #1 for Gann Limit  
Action: **M/S: Rutledge/Sloane** to approve Resolution 2017-18 #1 for Gann Limit **ROLL CALL Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
- c. Approve Education Protection Account Expenditures for 2016-17  
Action: **M/S: Rutledge/Sloane** to approve Education Protection Account Expenditures for 2016-17 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
- d. Approve Annual Parcel Tax Expenditures Report *Discussion:* CBO Bonardi explained that prior to 2016-17, the principal served as a .6FTE principal and .4FTE teacher, and that the teacher portion of that position was paid for by the parcel tax. She said that portion of the parcel tax can now be applied to special education costs.  
Action: **M/S: Rutledge/Sloane** to approve Annual Parcel Tax Expenditures Report **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
- e. Consideration to Approve Resolution 2017-18 #2 Regarding Sufficiency or Insufficiency of Instructional Materials *Note: This item was heard out of agenda order. A motion was approved (M/S: Sloane/Rutledge Vote: 3/0) to postpone this item until after Board consideration of agenda item 8a. "Approve Adoption of English Language Arts Curriculum (Grades TK-5) Reading Wonders"*  
Action: **M/S: Sloane/Rutledge** to approve Resolution 2017-18 #2 Regarding Sufficiency or Insufficiency of Instructional Materials **ROLL CALL VOTE Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
- f. Approve 2017-18 Certificate of Signatures *Discussion:* CBO Bonardi announced that Angelique Borges will no longer be able to fulfill the position.  
There was no action Item tabled.
- g. Approve 2017-18 Marin County Data Processing Consortium Contract  
Action: **M/S: Sloane/Rutledge** to approve 2017-18 Marin County Data Processing Consortium Contract **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

8. Facilities

- a. 2016 California State Water Board Consumer Confidence Report for Nicasio School (Water System #2100582) *Information*
- b. 2017 Hazardous Materials Inventory Report (Keenan & Associates) *Information*

9. Curriculum/Instruction

- a. Approve Adoption of English Language Arts Curriculum (Grades TK-5) Reading Wonders, published by McGraw-Hill School Education (c) *Discussion*: Principal Snekkevik said Reading Wonders is a very strong curriculum with an ELD component, and noted that it is state-adopted.  
*Action*: **M/S: Sloane/Rutledge** to approve Adoption of English Language Arts Curriculum (Grades TK-5) Reading Wonders, published by McGraw-Hill School Education (c) **Vote**: **3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

10. Personnel

- a. Approve Hiring of .2 FTE Classified Physical Education Specialist for 2017-18 *Action*  
*Action*: **M/S: Sloane/Rutledge** to approve Hiring of .2 FTE Classified Physical Education Specialist for 2017-18 **Vote**: **3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

11. Administrative/Governance

- a. 2017-20 Local Control and Accountability Plan (LCAP) Revisions *Discussion*: Principal Snekkevik explained that she and CBO Bonardi went to MCOE to get an explanation for the findings by the county superintendent's office. She said all corrections are reflected in the revised draft.  
*Action*: **M/S: Sloane/Rutledge** to approve 2017-20 Local Control and Accountability Plan (LCAP) Revisions **Vote**: **3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
- b. Response to Marin County Civil Grand Jury Report April 6, 2017: Overcoming Barriers to Housing Affordability  
*Action*: **M/S: Sloane/Rutledge** to approve letter acknowledging Response to Marin County Civil Grand Jury Report April 6, 2017: Overcoming Barriers to Housing Affordability **Vote**: **3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

12. Correspondence

- a. Approval of Request for Allowance of Attendance Because of Emergency Conditions FY 2016-17, Form J-13A, Peter Foggiano, Director, School Fiscal Services Division, CDE, July 11, 2017
- b. Approval of Long Term 2 Enhanced Surface Water Treatment Rule (LT2) E. Coli Monitoring Plan, Janice M. Thomas, Sonoma District Engineer, Division of Drinking Water, State Water Resources Control Board, August 23, 2017

13. Conclusion

- a. Agenda Planning
  - *Quarterly Report on Williams Uniform Complaints*
  - *Approval of Year-End Field Trips*

b. Adjournment

Action: **M/S: Sloane/Rutledge** to adjourn meeting at 6:31pm **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

**Respectfully Submitted,**

***Mikki McIntyre***

☐ Unadopted    ☐ Adopted

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**Madeleine Sloane, Clerk**

Agenda Item # 46

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

District: Nicasio School District

Person completing this form: Mikki McIntyre Title: Office Manager

Quarterly Report Submission Date:

☐ July 2017

☒ October 2017

☐ January 2018

☐ April 2018

Date for information to be reported publicly at governing board meeting Oct 5, 2017

Please check the box that applies:

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

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction and Services	0		
<b>TOTALS</b>	0		

Nancy Neu  
 Print Name of District Superintendent

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

\_\_\_\_\_  
 Date



AGENDA ITEM 6a.

Proposal for Coloma Outdoor School  
May 14-16, 2018

For the overnight field trip, I am hoping to take the students to Coloma Outdoor School. The cost per child for this trip will be \$200. This field trip will be a two-night trip.

\*The only issue is that the establishment requires that there be a 15 student minimum. We have to pay for one additional student, and of course the adults. I am hoping for 4 total adults.

Adults are \$90 each, and they are included in the total price. The total price is \$3510. I have contacted Barbara and Margie and asked if I can use some of the ASB money to help bring the cost down. If the trip is approved, we will use enough money to bring the cost to \$200.00 per student instead of \$250.00, as the math shows. ( $\$3510/14 = \$250.00$ )

I know that the cost per student is higher this year than last year. However, I did not need to ask the parents for any money last year. I applied for a Target.com grant for \$700.00 over the summer. Unfortunately, I won't know if the school will receive the money until December 15, 2017. If we receive this grant, it will bring the price per student to \$150.00. I have also looked into starting a DonorsChoose.org page to help with the cost.

I would really appreciate consideration for this field trip. We are studying California this year, and I feel that this will be a great opportunity for the class.

Thank you,  
Damen Ware

NICASIO SCHOOL DISTRICT  
Administrative Rules and Regulations

Agenda Item # 6a

Series 6000: Instruction

Form 6153A

Field Trip Proposal

Fieldtrip Title/Organization: Coloma Outdoor School

Grade Levels: 3/4/5 Cost per Student: \$ 250<sup>00</sup> Date(s): 5/14-5/16

Departure from School: 5/14/18 Return to School: 5/16/18

Content Area(s):

*Check all that apply*

☐ Language Arts

☒ History-Social Science

☐ Physical Education

☐ Math

☐ Science

☐ Other: \_\_\_\_\_

Content Area Standards:

*List the primary learning standards students will meet through their experiences on this fieldtrip.*

4.3.2

4.4.2

4.1

Activities:

*List the various activities students will participate in to reach these standards.*

On this 2 night field trip, students will learn about the Gold Rush. They will be taking nature walks and learning hands-on about California

Assessments:

*Indicate how student learning will be assessed. Will assessments take place during the fieldtrip? Will there be pre and/or post assessments? What assessment methods will be used?*

There will be pre-assessments so the students are familiar with the material

☐ Approved

☐ Not Approved: \_\_\_\_\_



## GOLD RUSH 3-DAY PROGRAM SCHEDULE

DAY ONE		
10:30am (11:00am Wed.)	Arrive at CODS, Students Live the Gold Rush! Teachers and Chaperones meet for orientation	
3:50pm	All present for the first Town Meeting	
4:30pm	Students move into bunkhouses Prepare for evening program	
5:00pm	Fire drill, then straight to...	
5:30pm	Dinner, free time	
6:20pm	Teacher Time/ Student restroom break	Parent Chaperone recess☺
6:50pm	Meet in the Kitchen	
7:00-8:00pm	Hoe-Down! Then straight to...	
8:00-8:30pm	Campfire, we love campfire!	
8:30-9:30pm	Bunkhouse time, hygiene	
9:30pm	Lights Out	
9:45pm	Good Night! Quiet time	
DAY TWO		
7:00am	Rise and Shine! Hygiene, pack backpacks	
7:55am	Meet for breakfast, free time	
9:00am	Meet Naturalists in the Kitchen	
9:00am-4:00pm	Explore the State Park and hike the Monroe Ridge!	
4:00-5:15pm	Shower or Feet-on-Bunk time Supervised by Teacher(s) and Parent Chaperones	
5:15pm	Meet in the Town Square for dinner, free time	
6:20pm	Teacher Time/ Student restroom break	Parent Chaperone recess☺
6:50pm	Meet in the Kitchen	
7:00pm	Campfire presentation with Native American guest	
8:30-9:30pm	Bunkhouse time, hygiene	
9:30pm	Lights out	
9:45pm	Good night! Quiet time	
DAY THREE		
6:45am	Rise and Shine! Hygiene, move-out and clean-up	
7:30am	Move-out/clean-up complete for <i>Gold Dust Pan Award eligibility</i>	
7:45am	Move-out/clean-up complete	
7:55am	Meet for breakfast, free time	
9:00am	Students begin closing activities with Naturalists	Adults remain for departure meeting
10:45am (11:00 Fri.)	All present for the Final Town Meeting	
11:15am (11:45 Fri.)	Lunch, load cars/bus and say goodbye	
12:00pm (12:30 Fri.)	Departure	

*We may amend parts of this schedule due to fluctuating departure/arrival times of individual schools, weather restrictions, or other circumstances in order to make for a more successful experience☺.*

# Target Field Trip Grant Application

## Applicant Data

**Name**

Damena Ware

**Job Title**

Teacher

**Permanent Home Address**290 Alameda de la Loma  
Novato, CA 94949**Daytime Phone**

415-246-2971

**How did you hear about the Target Field Trip Grants program?**

Online Banner

**Evening Phone**

415-246-2971

**Have you previously received a Target Field Trip Grant?**

No

**E-mail Address**

dware@nicasioschool.org

I am over 18 years of age.

## School Information + Verification

**School Name**

Nicasio School

**School Phone**

415-662-2184

**School Address**5555 Nicasio Valley Rd  
Nicasio, CA 94946**School Fax****Type of School**

Public

**Level of School**

Elementary school

**NCES School ID#**

062730004135

**Preferred Target Store**

Novato

The following school administrator (supervisor, principal, or superintendent) is aware of and supports my application for a Target Field Trip Grant. If I am selected to receive a grant, this individual is prepared to provide verification of my eligibility for the grant and the proposed field trip:

**Verifier's Name**

Barbara Snekkevik

**Phone Name**

415-662-2184

**Job Title**

Principal

**E-mail Address**

bsnekkevik@nicasioschool.org

## Field Trip Information

**Field Trip Name**

Coloma Outdoor School

**City**

Coloma

**Field Trip Subject**

History

**State**

CA

**Field Trip Destination Type**

Park-State, National, Community

**How many students, staff, and volunteers will be participating?**  
**Students** 15 (Grade K-12)

**Field Trip Destination Name**  
Coloma Outdoor Discovery School

**Staff** 1  
**Volunteers** 4

**Field Trip Date**  
May 2018

#### Field Trip Description

At the Coloma Outdoor Discovery School, the students will experience life in the Gold Country. We are studying 4th grade Social Studies this year and we are going to be able to experience life as it was for 3 days. It is important for the students to demonstrate their knowledge of what they learned during the year's studies. It also helps to teach responsibility for the environment and help the students appreciate nature.

#### Benefits of Proposed Field Trip

We have many students that may not take vacations with their families. and this will give them an opportunity to learn away from home and school. The students will participate in a multitude of activities that help them to feel confidence. Student observation during the trip will be most important. I will be able to see what they are learning, immediately. I will also have prepared questions that I will be able to ask the students during the activities to ensure and broaden their knowledge base.

## Use of Funds

Transportation	\$0
Activity Fees	\$3510
Supplies	\$0
Resources	\$0
Food	\$0
All Other Costs	\$0
<b>Total Cost</b>	<b>\$3510</b>

## Certification

I understand any Target Field Trip Grant received must be used for the field trip purposes described in this application. I authorize release of the information in this application to Target Corporation and Scholarship America. This application becomes property of Scholarship America and Target Corporation. I agree that all decisions of Scholarship America and Target Corporation are final. If I am selected to be a recipient, I give permission to Target Corporation to use my name, photograph, and information about the field trip for publicity purposes.

Please indicate below whether you accept the [Rules + Eligibility](#) for submitting an application to the Target Field Trip Grants Program. If you ACCEPT the Rules + Eligibility by clicking the ACCEPT box you are representing that you have read, understand and agree to be bound by the rules, the information contained in this application is correct to the best of your knowledge and acknowledge that clicking on the ACCEPT box serves as your signature.

☒ I ACCEPT ☐ I DO NOT ACCEPT

Angelique Borges  
1420 Muir Pl.  
Rohnert Park, CA 94928  
805-315-5126  
Fam2n2@msn.com

10/01/2017

Dear Nicasio School and Board of Trustees,

I would like to inform you that I am resigning from my position as the business office assistant for the district.

Thank you very much for the opportunities for professional and personal development that you have provided me during my time here. I have enjoyed working for the district and appreciate the support provided me during my time with the school.

If I can be of any help during this transition, please let me know.

Sincerely,

Angelique Borges

## NICASIO SCHOOL DISTRICT

### Board Policy

Series 3000: Business and Non-Instructional Operations

BP 3270

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#### DISPOSAL AND SALE OF BOOKS, EQUIPMENT, AND SUPPLIES

When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Governing Board, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies.
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas.
3. Contain demeaning, stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities.
4. Have been inspected and discovered to be damaged beyond use or repair.

The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

#### Education Code: Disposal of Property

##### 60510

The state board, the governing board of any school district that employs a superintendent of schools, and other school districts with the approval of the county superintendent of schools, may dispose of surplus or undistributed obsolete instructional materials in their possession that are usable for educational purposes in any of the following ways:

- (a) By donation to any governing board, county free library or other state institution.
- (b) By donation to any public agency or institution of any territory or possession of the United States, or the government of any country that formerly was a territory or possession of the United States.
- (c) By donation to any nonprofit charitable organization.
- (d) By donation to children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of the people.
- (e) By sale to any organization that agrees to use the materials solely for educational purposes.



#### **60510.5**

(a) Prior to the disposition by a school district of any instructional materials pursuant to Section **60510**, the school district governing board is encouraged to do both of the following: (1) No later than 60 days prior to that disposition, notify the public of its intention to dispose of those materials through a public service announcement on a television station in the county in which the district is located, a public notice in a newspaper of general circulation published in that county, or any other means that the governing board determines to reach most effectively the entities described in subdivisions (a) to (e), inclusive, of Section **60510**. (2) Permit representatives of the entities described in subdivisions (a) to (e), inclusive, of Section **60510** and members of the public to address the governing board regarding that disposition.

(b) This section does not apply to any school district that, as of January 1, 1992, had in operation a procedure for the disposition of instructional materials pursuant to Section **60510**.

#### **60511**

Any organization, agency or institution receiving obsolete instructional materials under the provisions of this article must certify to the governing board that it agrees to use the materials for educational purposes and agrees to make no charge of any kind to the persons to whom the organization gives or lends such materials.

### **Education Code: Sale of Property**

#### **17545.**

(a) The governing board of any school district may sell for cash any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. There shall be no sale until notice has been given by posting in at least three public places in the district for not less than two weeks, or by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation there. If there is no such newspaper, then in a newspaper having a general circulation in the district; or if there is no newspaper, then in a newspaper having a general circulation in a county in which the district or any part thereof is situated. The board shall sell the property to the highest responsible bidder, or shall reject all bids.

(b) The governing board may choose to conduct any sale of personal property authorized under this section by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm. The board may delegate to the district employee responsible for conducting the auction the authority to transfer the personal property to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

#### **17546**

(a) If the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of two thousand five hundred dollars (\$2,500), it may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.



(b) Any item or items of property having previously been offered for sale pursuant to Section **17545**, but for which no qualified bid was received, may be sold at private sale without advertising by any employee of the district empowered for that purpose by the board.

(c) If the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

#### **17547**

The money received from the sale shall be placed to the credit of the fund from which the original expenditure for the purchase of the property was made or in the general or reserve fund of the district.

#### **17548**

The governing board of any school district may dispose of personal property belonging to the district for the purpose of replacement by providing in the notice calling for bids for furnishing new materials, articles, or supplies that each bidder shall agree in his or her bid to purchase the property being replaced and to remove it from the school grounds and shall state in his or her bid the amount which he or she will deduct from the price bid for furnishing new materials, articles, or supplies as the purchase price for the personal property being purchased from the district. The board shall let the contract to any responsible bidder whose net bid is the lowest, or shall reject all bids.

#### **17549**

The governing board of any school district may enter into contracts with manufacturers or suppliers for the exchange of household appliances and equipment belonging to the district and used for instructional purposes for new property of like class and kind for a similar use without advertising for or taking bids. The cost to the district for the exchange shall not exceed the excess, if any, of the manufacturer's or supplier's selling price of the new property over the original cost to the district of the property being disposed of by the district, plus any applicable tax.

#### **17550**

The governing board of any school district may, when calling for bids and letting contracts for constructing new school buildings, or repairing, altering, adding to, or reconstructing existing school buildings, or demolishing existing school buildings, require each bidder for the performance of the work to agree in his or her bid to purchase and to remove from the school grounds all old materials required by the specifications to be removed from any existing school building on the same school grounds and not required for school purposes and to state in his or her bid the amount which he or she will deduct from the price bid for the work as the purchase price of the old materials. The board shall let the contract to any responsible bidder whose net bid is the lowest, or shall reject all bids.

#### **17551**

The governing board of a school district may authorize any officer or employee of the district to sell to any pupil personal property of the district which has been fabricated by such pupil, at the cost to the district of the materials furnished by the district and used therein.

**17552**

The governing board of a school district may sell to persons enrolled in classes for adults maintained by the district any materials that may be necessary for the making of articles by those persons in those classes. The materials shall be sold at not less than the cost thereof to the district and any article made therefrom shall be the property of the person making it.

**17553**

A school district may, in accordance with regulations adopted by the governing board of the district and for educational use, sell, give, or exchange for similar published materials, published materials prepared by the district in connection with the curricular and special services that the district is authorized to perform. Unless restricted by the regulations of the governing board, the sale or gift may be made to, and the exchange may be made with, any person, political subdivision, public officer or agency, or educational institution. The distribution of the published material in accordance with this section is declared to be a public purpose and in furtherance of Article IX, Section 1, of the Constitution. A school district may also license the use of copyrights held by the district, to the same persons or entities and for the same purposes as provided in the above paragraph. The district shall grant a license to any public agency organized under the authority of this state, unless an exclusive license has previously been granted a private publisher. Any charge which may be assessed a public agency for the license to use the copyright or for materials, to which the district holds the copyright, shall not exceed the cost to the district of the preparation and reproduction of the materials. Any granting of a license, by a school district, to reproduce copyrighted material is declared to be for a public purpose in furtherance of Article XI, Section 1, of the Constitution.

**17554**

Notwithstanding any other provision of law, the governing board of any school district owning land upon which agricultural products are grown may enter into agreements with an agricultural cooperative or association for the purpose of maintaining, harvesting or selling the products.

**17555**

Notwithstanding any other provision of this article, the governing board of any school district may sell or lease any personal property belonging to the district to any private educational institution for use in any summer school which the institution offers in a facility of the district used under a lease or agreement entered into pursuant to Section 17527.



# MARIN COUNTY

## OFFICE OF EDUCATION

Agenda Item # *9a*

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, 2017

**RECEIVED**

SEP 19 2017

Mr. Jason Snell, President  
Nicasio School District  
35 La Canada Road  
Nicasio, CA 94946

*by Nicasio School*

Dear Mr. Snell:

The Marin County Office of Education (MCOE) has reviewed the Nicasio School District's Board-approved Local Control and Accountability Plan (LCAP) for 2017-18.

The Education Code requires the County Superintendent to approve the LCAP and annual update for each school district after determining all of the following:

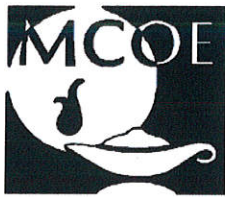
- The LCAP adheres to the template adopted by the State Board of Education (SBE).
- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.
- The LCAP adheres to the expenditure requirements for English learners, low income, and foster youth students.

### **Adherence to the SBE Template**

The SBE Template requires districts to develop goals aligned with the state's eight priorities, based on locally identified needs. Using required metrics, each goal is to include measurable outcomes across the three-year plan. The SBE Template also requires districts to describe the actions and resources necessary to accomplish those goals. Finally, the SBE Template requires districts to provide an annual update on the progress of their goals. After reviewing each of these elements, we concluded your District met this requirement and adhered to the SBE Template.

### **Sufficient Expenditures to Implement the LCAP**

Education Code Section 52060 and 42127 requires districts to align their budget in support of the LCAP identified expenditures. During our review we concluded that your District's budgeted expenditures were sufficient to implement the LCAP.



# MARIN COUNTY

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## OFFICE OF EDUCATION

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September 15, 2017

**RECEIVED**

**SEP 19 2017**

*by Nicasio School*

Mr. Jason Snell, President  
Nicasio School District  
35 La Canada Road  
Nicasio, CA 94946

Dear Mr. Snell:

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 2017-2018. Education Code 52070 requires the County Superintendent to approve the Local Control and Accountability Plan (LCAP) prior to approving the District's adopted budget. A separate letter approving the District's LCAP accompanies this letter.

Education Code also requires the County Superintendent to approve, conditionally approve, or disapprove the adopted final 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 the expenditures necessary to implement the LCAP or annual update to the LCAP.
- 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 for NICASIO SCHOOL DISTRICT

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. This past year marked the fourth year of the Local Control Funding Formula's (LCFF) accountability element through the Local Control Accountability Plan and Annual Update (LCAP), and its accompanying impact on local budgeting and planning. Also on the watch list are the uncertainties associated with the Affordable Health Care Act, rising pension costs, as well as fiscal information unique to each district.

### Current Economic Conditions

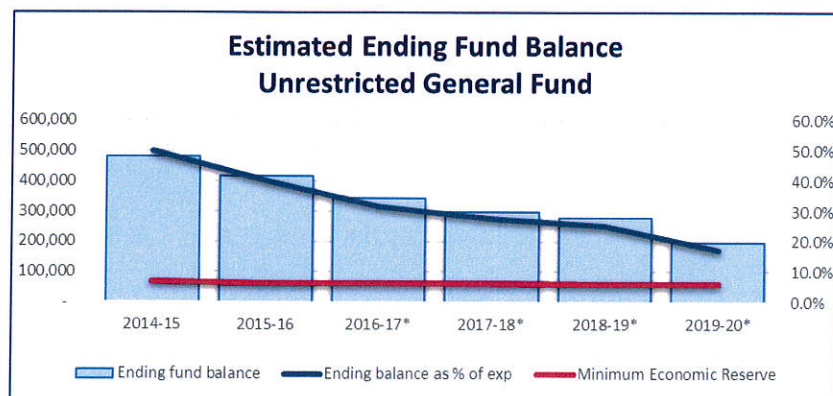
Although the 2017-18 California state budget increases education funding over the prior year, and local property tax bases continue to rise, school districts should be more cautious and conservative than ever in their financial planning. Projected increases in state general fund revenues and Proposition 98 entitlements are based on higher projections of volatile capital gains. The volatility of capital gain tax proceeds that leads to volatility in state revenues, coupled with the significant risks of an economic recovery that has extended for eight years and known cost pressures from increasing employer pension contributions, underscores the need to maintain budget reserves and fiscal flexibility. It is within this context that school districts should exercise extreme caution when considering out-year spending commitments, to assure they are well positioned for economic volatility over the next few years.

## LOCAL CONTROL AND ACCOUNTABILITY PLAN and ANNUAL UPDATE (LCAP) for NICASIO SCHOOL DISTRICT

We commend the District's efforts in preparing the 2017-20 LCAP and 2016-17 Annual Update using the new three year LCAP template. The Education Code requires the County Superintendent to first approve district LCAPs before approving district annual budgets. Information about the District's LCAP approval has been provided through a separate letter. The California Department of Education will continue to increase the availability of the data sets forming the evaluation rubrics that help assess the District's success in improving pupil outcomes. The Marin County Office of Education will be providing professional development again this year as part of our commitment to working with districts in support of their locally defined goals to make the LCAP process more meaningful while ensuring compliance with state statutes.

## 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.

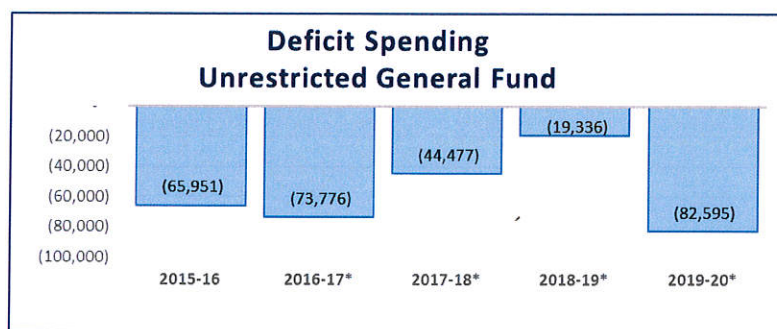


The District's ending balance is under increasing pressure from retirement system increases, obligations under the LCFF supplemental grant as well as natural inflation. The retirement system cost increases alone are projected to consume over 61% of the budgeted increase in property taxes.

As detailed in the letter below, the District's projected decline in ending fund balance is cause for concern because deficit spending is reduced in 2018-19 by the use of the carryover balance accumulated in the restricted parcel tax resource. Once this is factored in, deficit spending overall is steadily increasing by approximately \$20,000 annually. Structural deficits are best addressed with incremental changes phased in over time. We strongly recommend the District begin to develop a deficit reduction and recovery plan.

#### OPERATING DEFICITS

The District's adopted budget and multi-year projection reflects operating deficits in the unrestricted general fund as displayed in the chart below.



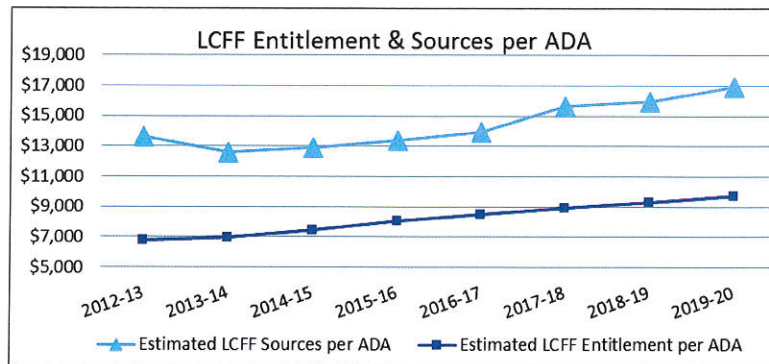
The cumulative impact of this projected deficit spending is a 43% decline in fund balance over the current plus two subsequent years, leaving the District with reserves of \$195,000 or 18% of general fund expenditures at June 30, 2020. While some deficit spending may be a result of one-time costs from prior year funding sources, ongoing structural deficits threaten a school district's future educational programs.

We note that if restricted parcel taxes of approximately \$40,000 were expended in 2016-17 when collected, rather than using this balance to reduce deficit spending in 2018-19, the District's unrestricted general fund would reflect steadily increasing deficit spending, from \$33,000 in 2016-17, \$44,000 in 2017-18, \$60,000 in 2018-19 and \$82,000 in 2019-20. 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.

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

The 2017-18 state budget includes an increase in Proposition 98 funding for schools primarily directed towards fully implementing the LCFF. Notwithstanding the restoration to education funding, the new funding formula has markedly different results for the individual districts in Marin County. The graph below shows the District's LCFF entitlement per unit of attendance (ADA) as compared to actual general purpose funding (LCFF Sources) per ADA from the inception of the LCFF in 2012-13 to 2016-17 with projections for the adopted budget and multi-year projection.



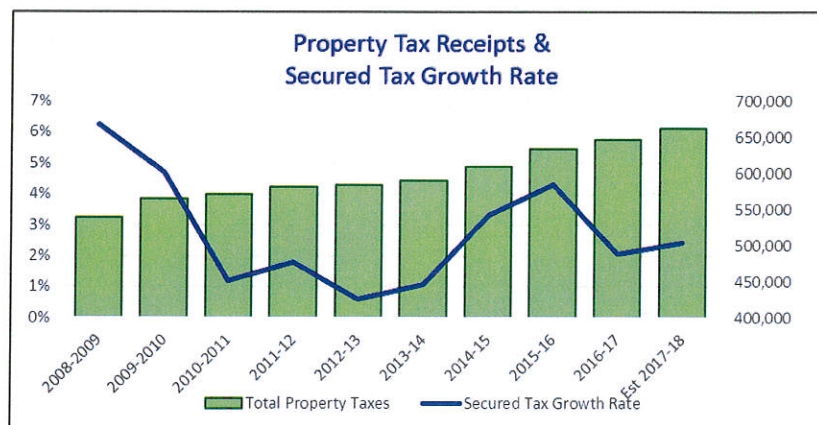


For basic aid districts, including Nicasio School District, the LCFF does not generate any additional revenue beyond the previously restricted categorical funding received in 2012-13, instead the District is reliant on growth in the property tax base for increases in unrestricted revenues. The primary reason for the increase in per student funding projected for 2017-18 is a decline in student enrollment.

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. The District's estimated 2017-18 LCFF supplemental grant is \$14,000.

### PROPERTY TAX TRENDS

Property taxes provide 90% 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 2016-17 and the District's projection for 2017-18. The decline in the growth rate for 2016-17 was caused by a significant reduction in business property in the tax base. We note the adopted budget has been estimated with approximately the same growth rate as 2016-17.



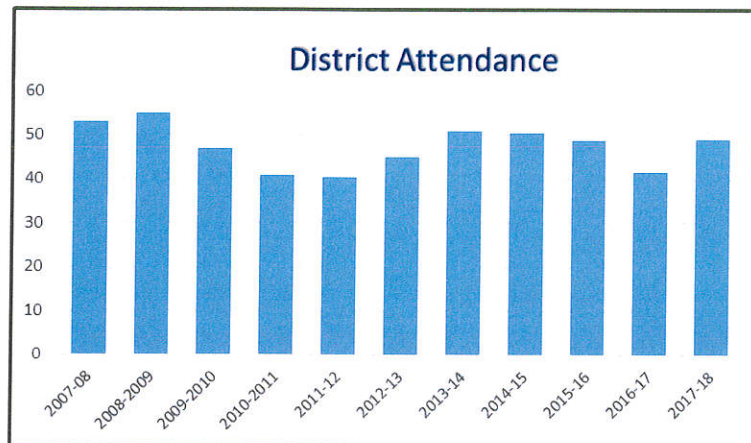
### COMMUNITY FUNDED DISTRICTS – BASIC AID

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. 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 District's average daily attendance (ADA) fluctuates between 40 to 50 ADA as shown in the chart below.



### FEDERAL BUDGET

The Every Student Succeeds Act (ESSA) is the 2015 reauthorization of the federal Elementary and Secondary Education Act, which provides states, districts, and schools with supplemental funding to ensure equitable education for underserved populations of students such as students living in poverty, students of color, and English learners. As part of California's transition to the ESSA, California must submit an ESSA State Plan to the U.S. Department of Education (ED). The State Plan describes the state's implementation of standards, assessment, accountability, and assistance programs, moving us toward California's goal of having a single, coherent local, state, and federal education system.

The California Department of Education (CDE) plans to present the ESSA State Plan to the State Board of Education (SBE) for final approval at its September 2017 meeting before submitting to the ED. In the meantime, regulations requiring districts to report expenditures at the school level have been delayed until 2018-19.

Most districts are anticipating a reduction in federal revenues in 2017-18 due to new requirements for the state to develop a set-aside outside of the formula grants to assist those districts in greatest need. We continue to monitor events in Washington to see if the deeper cuts to the education budget for K-12 public schools in the preliminary federal budget proposal for 2018-19 will materialize.

### OTHER STATE FUNDING

The State's adopted budget includes 'one-time' funding of approximately \$147 per ADA or \$7,200 for Nicasio School District. We note the District's adopted budget did not include this funding, as advised, because the Governor's May Revision budget for 2017-18 proposed one-time funding deferred to the 2018-19 year.



Also of note, the timeline for submitting new or amended applications for Proposition 39 Clean Energy and Jobs Creation funding has been extended until February 2018. All funds must be encumbered by June 2019.

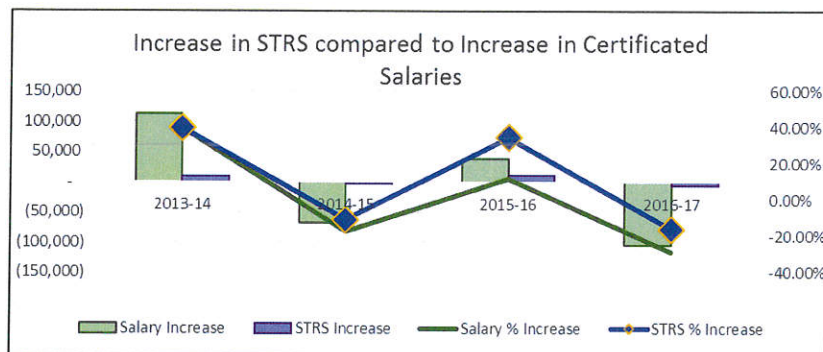
### PARCEL TAXES

Your community has shown support for its schools through a parcel tax. The District's multi-year projection includes parcel taxes in all three years starting with a base of \$190,000 in the adopted budget representing 18% of the District's total general fund revenue sources. The District's current parcel tax is escalated 4% annually and expires on June 30, 2025.

### SALARY SETTLEMENTS

School districts are in the "people business." We note the District settled negotiations with all bargaining units for the budget year in December 2016 and included the cost of the settlement in the adopted budget. Certificated salaries also increase in 2017-18 with the inclusion of the principal position for a full year.

As noted above, the District's budget is under increasing pressure from increases in employer contributions to the retirement systems. The following graph shows the increase in certificated salaries subject to retirement contributions and the increase in retirement contributions to the California State Teacher's Retirement System (STRS) both in absolute amounts as well as by proportionate increase. The trends in this graph are mirrored for classified salaries and associated retirement contributions to the California Public Employees Retirement System (PERS). As can be seen, although reportable certificated salaries decreased by 29% in 2016-17 due to contracting for an interim principal, STRS contributions decreased by only 16%.



### CASH FLOW

The District's historical cash flow statements indicate the District has sufficient cash throughout the year to meet operating expenditures without external cash borrowing. 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.

### BOND FINANCING

The District previously issued general obligation bonds under the authority of Measure H approved by the voters in November 1999. As of June 30, 2016 the District reported outstanding general obligation bond debt of \$1.85 million. The debt service schedule indicates all outstanding debt will be retired by June 30, 2025.

School district bond financing has come under increasing scrutiny in the past few years and is subject to new regulations relative to disclosure, issuance structure and debt-service ratios. The passage of Senate Bill 1029 in

2016 also requires all districts issuing debt to have adopted a debt policy. We are encouraging all Marin County school districts to become familiar with the resources available through California Debt and Investment Advisory Commission (CDIAC) and the best practices guides related to financing published by the Government Finance Officers Association (GFOA) to assist in the management of risks associated with bond financing.

## **RESERVES**

The District maintains the state-required minimum reserve for economic uncertainty of \$66,000 in the current and two subsequent years. All school districts, whether state aid or community funded, are well advised to establish higher than minimum reserves in order to provide for the financial flexibility to absorb unanticipated expenditures without significant disruption to educational programs; cash flow deferrals; and general economic uncertainties. Higher than minimum reserves allows the District to better ensure a consistent and stable program offering for students.

### **Cap on Reserves**

A cap on reserves of twice the minimum requirement is only triggered under a series of infrequent conditions. Additionally, if triggered, districts may request an exemption from the cap from the County Superintendent of Schools. In all circumstances, we continue to encourage districts to maintain higher than minimum reserves.

## **CONCLUSION**

We thank Margie Bonardi for her timely submission of the adopted budget using the statutorily required forms. If you have any questions, please do not hesitate to contact me at 415-491-6607.

We appreciate your dedication and service to the children of Marin County. Due to your good fiscal stewardship, the children of Marin County will continue to experience quality education now and in the future.

Sincerely,

MARY JANE BURKE  
Marin County Superintendent of Schools

A handwritten signature in black ink, appearing to read 'J. Cerreta', with a stylized flourish at the end.

JAMES R. CERRETA  
Assistant Superintendent

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