

Nicasio School District

Since 1862

Board of Trustees

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

MINUTES

Regular Meeting of the Nicasio School District Board of Trustees

Wednesday, September 9, 2020 5pm

Nicasio School Library, 5555 Nicasio Valley Road, California

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

1. Opening Business

- a. Call to Order at 5:02pm
- b. Roll Call *Present (via videoconference)*: **Trustees Elaine Doss, Mark Burton and Michelle Rutledge**
Also in attendance (via videoconference): **Interim Superintendent Nancy Neu, Principal Barbara Snekkevik, Chief Business Official Margie Bonardi and District Secretary/Office Manager Mikki McIntyre**
- c. Patriotic Moment observed in gratitude for the firefighters - and first responders in general - who are all heroes.

2. Approval and Adoption of Open Session Agenda

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

3. Reports

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

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

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

5. **Consent Agenda**

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

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

7. Action

- a. Consider Approval of Unaudited Actuals for Fiscal Year Ending Jun 30, 2020 *Discussion:* CBO Bonardi said that overall, the District did very well this year. There were no major changes despite what had been projected at second interim. Salaries came in close to budget, but the District saved approximately \$56,000 on contract services due to the school closure in early spring. She noted that the better and stronger the District's reserves, the easier it will be to weather the next few years due to the current unpredictability of property taxes and State and Federal funding. As of this school year, everyone is on the salary schedule with no negotiations. The last negotiations covered 2018-19 and 2019-20. There are uncertainties with the certificated union because they do not have a union president. CBO Bonardi commended the Board for its diligence in maintaining the District's reserves, noting it will put the District in a better position to withstand anticipated first interim budget changes. The Board thanked CBO Bonardi for a good report, in both form and content.
Action: **M/S: Burton/Doss** to approve Unaudited Actuals for Fiscal Year Ending Jun 30, 2020 **Vote:** **3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- b. Consider Approval of Resolution 2020-21 #1 for Gann Limit *Discussion:*
- c. Consider Approval of 2020-21 Consolidated Application for Federal Funding *Discussion:* CBO Bonardi explained that this is the mechanism by which the District notifies the federal government that it wants federal funding for Title II i.e. staff development, Title III i.e. special funds for districts with EL students who fall below a certain level of language mastery, and Title V i.e. (REAP) funding for technology support and equipment that makes it easier to connect with students and their families.
Action: **M/S: Burton/Doss** to approve 2020-21 Consolidated Application for Federal Funding **Vote:** **3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- d. Consider Approval of Parcel Tax Expenditure Report *Discussion:* CBO Bonardi reported that the total parcel tax revenue for 2019-20 was \$202,662. Due to lower expenses for a certificated position funded by the parcel tax, the District has an opportunity to do something with the carryover this year.
Action: **M/S: Doss/Burton** to approve Parcel Tax Expenditure Report **Vote:** **3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- e. Consider Approval of Education Protection Account (EPA) Actual Expenditures for 2019-20 *Discussion:* CBO Bonardi reported that due to the school closure last spring, the District did not spend all of its EPA allocation, resulting in a carryover of \$5423 for 2020-21.
Action: **M/S: Burton/Doss** to approve Education Protection Account (EPA) Actual Expenditures for 2019-20 **Vote:** **3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- f. Consider Approval of 2020-21 Contract Services Agreement Between Marin County Office of Education and Nicasio School District for Psychologist and Nurse Services
Action: **M/S: Burton/Doss** to approve 2020-21 Contract Services Agreement Between MCOE and NSD for Psychologist and Nurse Services **Vote:** **3/0** Ayes: Doss, Burton and Rutledge; Noes: None
- g. Consider Approval of Revised 2020-21 Annual Calendar *Discussion:* Interim Supt. Neu explained that the revised calendar reflects the removal of minimum days during the year. Principal Snekevik said the change meets the new state requirement for 240 daily instructional minutes for each of 180 instructional days.

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

8. **Conclusion**

a. Agenda items for upcoming Board Agenda

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

b. Adjournment

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

Respectfully Submitted,

Mikki McIntyre

☐ Unadopted ☒ Adopted

Elaine Doss, Board Clerk