

Nicasio School District

Since 1862

Board of Trustees

Elaine Doss, *Board President* ~ Dan Ager, *Trustee* ~ Mark Burton, *Trustee*

AGENDA

Regular Meeting of the Nicasio School District Board of Trustees

Thursday, October 5 2023 5:00 pm

Nicasio School, 5555 Nicasio Valley Road, California

and

**Mark Burton via cellphone
San Francisco, CA**

1. Opening Business

- a. Call to Order (*Elaine Doss – Board President*)
- b. Roll Call
- c. Patriotic Moment
- d. Approval of Closed Session Agenda
- e. Public Comment on Closed Session Topic(s)

2. CLOSED SESSION

- a. The following Closed Session item is listed in compliance with Government Code 54957.6 of the Brown Act
 - i. CONFERENCE WITH LABOR NEGOTIATORS
- b. Recess to Closed Session to consider and/or take action upon any item on the Closed Session Agenda

3. Reconvene in OPEN SESSION

- a. Adjourn Closed Session and Reconvene Open Session

4. Approval and Adoption of Open Session Agenda (*Board President Doss*)

5. Reports

- a. Trustee/Superintendent/Principal Announcements
- b. 2023-23 CAASPP Score Report (*Supt/Princ. Snekkevik*)

6. Public Comment

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

7. Consent Agenda

- a. Approval of Minutes: September 6, 2023 Regular Meeting of the Board of Trustees (*Supt. Snekkevik*)
- b. Approval of Revised 2023-24 Annual Calendar (*Supt/Princ. Snekkevik*)
- c. Ratify Warrants Paid: September, 2023 (*CBO Bonardi*)

- d. Quarterly Report on Williams Uniform Complaints (July-Sept. 2023) (*Sup/Princ. Snekkevik*)
 - e. 2023-24 Contract for Business Services with MCOE (*Supt/Princ. Snekkevik*)
 - f. 2022 Consumer Confidence Report (*Supt/Princ. Snekkevik*)
 - g. 2023-24 Certificate of Signatures (*CBO Bonardi*)
 - h. Approval of 2023-24 Interdistrict Transfer Request INTO NSD (*Supt/Princ. Snekkevik*)
 - i. IDT 23-24-13
 - i. Denial of Interdistrict Transfer Request INTO NSD (*Supt/Princ. Snekkevik*)
 - i. IDT 23-24-14
- ROLL CALL VOTE

- 8. **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.
- 9. **Discussion/Action**
 - a. Discussion and Possible Approval of Resolution 2023-24 #2 Regarding Sufficiency or Insufficiency of Instructional Materials ROLL CALL VOTE (*Supt/Princ. Snekkevik*) *Discussion/Action*
 - b. Consider Approval of Resolution 2023-24 #3 Authorization to Sign on Behalf of the Governing Board for 2023-24 ROLL CALL VOTE (*Supt/Princ. Snekkevik*) *Discussion/Action*
 - c. Discuss access to English language classes for adult learners (*Trustee Burton*) *Discussion*
- 10. **Correspondence**
 - a. 2023-24 Adopted Budget and LCAP Review, Kate Lane, Assistant Superintendent, MCOE, Sept. 15, 2023 (*Supt/Princ. Snekkevik*)
- 11. **Conclusion**
 - a. Agenda items for upcoming Board Agenda
 - b. Adjournment

If you need assistance to access the Board meeting room or to otherwise participate at the meeting, please submit a written request to Nicasio School District Superintendent at P.O. Box 711, Nicasio, CA 94946 or office@nicasioschool.org. 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

Elaine Doss, *Board President* ~ Daniel Ager, *Trustee* ~ Mark Burton, *Trustee*

MINUTES

Regular Meeting of the Nicasio School District Board of Trustees

Wednesday, September 6, 2023 5pm

Nicasio School Library, 5555 Nicasio Valley Road, California

1. Opening Business

- a. Call to Order at 5:07 pm by Board President Elaine Doss
- b. Roll Call *Present: Trustees Mark Burton, Elaine Doss and Daniel Ager. Also in attendance were: Superintendent/Principal Barbara Snekkevik, Chief Business Official Margie Bonardi and District Secretary Beth Wolf*
- c. Patriotic Moment citing the U.S. Supreme Court's 1944 decision to stand by internment of Japanese Americans, an example of an era of when racial discrimination by our federal government was deemed acceptable.

2. Approval and Adoption of Open Session Agenda

Action: M/S: Ager/Burton to approve and adopt the Open Session Agenda. **Vote:** 3/0 Ayes: Ager, Burton, Doss; Noes: None

3. Reports/Information

- a. Trustee/Superintendent/Principal Announcements
 - Supt/Princ. Snekkevik reported on events and activities during the beginning of school. These included Campus Clean-up, Parent Coffee/Tea, and the first assembly. Social Emotional Learning Curriculum using The ToolBox Project is continuing. Specialist programs are staffed with Terry Shea, Music; Janis Yerington, Art; and newcomer Keli Honsberger, PE. Guest teacher Casey Thorne returns to provide Stapleton School Movement classes every Tuesday, including an evening show in November. Shannon Kozubik will start Yoga/Mindfulness classes soon. Zero Wastes continues to be an active presence, with Grades 3/4/5 acting as Green Team Leaders this year. Beth Wolf came on board this summer as Office Manager/District Administrative Assistant to replace Mikki McIntyre, who served Nicasio District for seventeen years. All three teachers along with Supt/Princ. Snekkevik attended the Summer Reading Institute on August 3 and 4. Our bi-annual CPR/First Aid course was delivered by Mike Seybold during the August 21 Professional Development Day. We launched our Universal Meals Program in partnership with Shoreline Unified School District. Shuttle service to the SGVCC after school program was expanded to five days a week. MMWD provided critical tree and poison oak removal along the creek bed as the foliage was encroaching on the playground. Lunny Grading and Paving donated sand again this year. Playground bark was replenished and fencing repaired. The annual fire extinguisher inspection was performed. Extended Support/Intervention program with Linda Greene begins this month. Nicasio School Foundation plans a Barn Dance Fundraiser on Nov. 4.

- Trustee Doss announced the Nicasio Historical Society 20th Anniversary Gala on Sept. 14 at the Rancho Nicasio which will include a slideshow on “A Brief History of Nicasio and Its People” with over 260 images to accompany recorded interview narrations.

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

5. Consent Agenda

- Approval of Minutes: June 14, 2023 Special Meeting and June 15, 2023 Regular Meeting of the Board of Trustees
- Ratify Warrants Paid: June-August 2023
- Personnel Action
- Approval of 2023-24 Interdistrict Request INTO NSD
 - IDT 23-24-11

Action: **M/S: Burton/Ager** to approve Consent Agenda . **Vote: 3/0** Ayes: Burton, Ager, Doss; Noes: None.

Consent Agenda Item 5b. Discussion: Trustee Ager asked about warrants for library services, summer camp and the shuttle and why we changed from Amerigas to McPhails.

Consent Agenda Item 5d. Discussion: Trustee Ager confirmed we currently have twelve Interdistrict students. Trustee Doss expressed the value of having students who want to attend. Trustee Burton noted that we don't have many students from Point Reyes anymore.

6. Action

- Consider Approval of Unaudited Actuals for Fiscal Year Ending June 30, 2023. *Discussion:* CBO Bonardi explained changes in costs that happen between April and June. Most of the changes were from property tax. She missed making a 10K transfer before the end of the fiscal year. \$20K will be transferred at the end of this year to balance. Will offset General Fund costs. State reclaimed some funds. Major reduction is MCOE Special Ed (State portion.) Restricted money won't be lost, it just needs to be used for grant purposes. A grant is available to develop an extended day program that includes before and after school as well as summer. This appears in the budget as a restricted \$100K that stays in the balance even though we can't use it. \$53K is from contracts we didn't completely use. Salaries are lower because contract costs are higher. Trustee Burton requests future agenda item re: staff bonuses since we did better with parcel tax last year. One time expense and keeps it off the salary schedule. Parcel tax expires in June 2025. Bond is almost paid off. Deferred maintenance: heating units are getting old. Trustee Burton wonders if rebates are available for switching to electric with heat pumps. Classroom windows need replacing for insulation and energy efficiency. After next parcel tax passes, consider proposing a bond for deferred projects.

Action: **M/S: Burton/Ager** to approve Unaudited Actuals for Fiscal Year Ending June 30, 2023
Vote: 3/0 Ayes: Burton, Ager and Doss; Noes: None

- Consider Approval of Resolution 2023-24 #1 for Gann Limit
M/S: Burton/Ager to approve Resolution 2023-24 #1 for Gann Limit **Roll Call Vote: 3/0** Aye: Burton, Ager and Doss; Noes: None
- Consider Approval of Resolution 2023-24 #1 for Gann Limit
Action: **M/S: Burton/Ager** to approve Resolution 2023-24 #1 for Gann Limit **Roll Call Vote: 3/0** Aye: Burton, Ager and Doss; Noes: None
- Consider Approval of Education Protection Account (EPA) Actual Expenditures for 2022-23
Action: **M/S: Burton/Ager** to approve Education Protection Account (EPA) Actual Expenditures for 2021-22 **Vote: 3/0** Ayes: Burton, Ager and Doss; Noes: None

- e. Consider Approval of Board Response to Grand Jury Findings
Action: M/S: **Burton/Ager** to approve Board Response to Grand Jury Findings **Vote: 3/0** Ayes: Burton, Ager and Doss; Noes: None
- f. Consider Approval of Local Control and Accountability (LCAP) amendments
Action: M/S: **Burton/Ager** to approve Local Control and Accountability (LCAP) amendments **Vote: 3/0** Ayes: Burton, Ager and Doss; Noes: None
- g. Consider Approval of MOU with MCOE for providing Internet Service
Action: M/S: **Burton/Ager** to approve MOU with MCOE for providing Internet Service **Vote: 3/0** Ayes: Burton, Ager and Doss; Noes: None
- h. Consider Approval of MOU with San Geronimo Valley Community Center (SGVCC) for After School Programming
Action: M/S: **Burton/Ager** to approve MOU with San Geronimo Valley Community Center (SGVCC) for After School Programming **Vote: 3/0** Ayes: Burton, Ager and Doss; Noes: None
- i. Consider Approval of MOU with MCOE for Special Education Local Plan Area (SELPA) for Student Mental Health Services
Action: M/S: **Burton/Ager** to approve MOU with MCOE for Special Education Local Plan Area (SELPA) for Student Mental Health Services **Vote: 3/0** Ayes: Burton, Ager and Doss; Noes: None
- j. Consider Approval of MOU with MCOE for California Longitudinal Pupil Achievement Data System Support Services (CALPADS)
Action: M/S: **Burton/Ager** to approve MOU with MCOE for California Longitudinal Pupil Achievement Data System Support Services (CALPADS)
- k. Consider Approval of MOU with MCOE for Tobacco Use Prevention Education
Action: M/S: **Burton/Ager** to approve MOU with MCOE for Tobacco Use Prevention Education **Vote: 3/0** Ayes: Burton, Ager and Doss; Noes: None

7. Correspondence

- a. 2021-24 Local Control and Accountability Plan (LCAP) Clarification under Education Code 52070(b)

8. Conclusion

- a. Agenda items for October 5, 2023 Board Meeting
 - Closed Session with Labor Negotiators
 - Discussion: English language classes for adult learners
- b. **Action:** M/S: **Burton/Ager** to adjourn meeting at 6:32 pm **Vote: 3/0** Ayes: Burton, Ager and Doss; Noes: None

Respectfully Submitted,

Beth Wolf

☐ Unadopted ☐ Adopted

Mark Burton, Board Clerk

Nicasio School District

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Agenda Item # 76

To: Nicasio School District Board of Trustees
From: Barbara Snekkevik, Superintendent/Principal
Date: October 5, 2023
Re: Action: Revised 2023-24 Annual Calendar

Objective:

To revise the 2023-24 Nicasio School District Annual Calendar

Background:

Since board approval of the NSD Annual Calendar on 11/3/2022, the staff has become aware of conflicts for two school-wide events. The staff is proposing that the Winter Holiday Show be moved from December 21st to November 16th. In addition, we are proposing the 8th Grade Graduation ceremony be moved from Thursday, June 13th to Wednesday, June 12th.

Funding Source/Cost:











































N/A

Recommendation:

Recommendation: Staff recommends approval of the Revised 2023-24 Annual Calendar.

Nicasio School District

Annual Calendar for 2023-24

	M	T	W	Th	F	Days			
AUGUST		1	2	3	4				
	7	8	9	10	11		8/21	Staff Professional Dev. Day (No Classes)	
	14	15	16	17	18		8/22	Teacher Work Day	
	 21	 22	 23	24	25		8/23	FIRST DAY OF SCHOOL 	
	28	29	30	31		7			
SEPTEMBER					1				
	 4	5	6	 7	 8		9/4	Labor Day Holiday (No School)	
	11	12	13	14	15		9/7	BACK-TO-SCHOOL NIGHT	
	18	19	20	21	22		9/8	Early Release for Students (S/B)	
	25	26	27	28	29	20			
OCTOBER	2	3	4	5	 6		10/6	Mid-Trimester/Early Release/Teacher PD (I)	
	 9	10	11	12	13		10/9	Staff Professional Dev. Day (No Classes)	
	16	17	18	19	20				
	23	24	25	26	27				
	30	31				21			
NOVEMBER			1	2	3				
	6	7	8	9	 10		11/10	Veteran's Day Holiday (No School)	
	13	14	15	 16	 17		11/16	Winter Holiday Show	
	20	21	22	 23	24		11/17	End of 1st Trimester/Early Release (I)	
	27	28	29	30		16	11/20-11/24	Thanksgiving Holiday & Recess (No School)	
DECEMBER					1				
	4	5	 6	 7	8		12/6-12/7	NOON DISMISSAL/Parent & Teacher Conferences	
	11	12	13	14	15				
	18	19	20	21	  22		12/22	NOON DISMISSAL (S/B)	
	 25	26	27	28	29	16	12/25-12/29	Winter Recess (No School)	
JANUARY	 1	2	3	4	5		1/1-1/5	Winter Recess (No School)	
	 8	9	10	11	12		1/8	Teacher Work Day	
	 15	16	17	18	 19		1/9	Students Return to School	
	22	23	24	25	26		1/15	Martin Luther King Jr. Holiday (No School)	
	29	30	31			16	1/19	Mid-Trimester/Early Release/Teacher PD (I)	
FEBRUARY				1	2				
	5	6	7	8	9				
	12	13	14	15	16				
	 19	20	21	22	23		2/19-2/23	Mid-Winter Recess (No School)	
	26	27	28	29		16			
MARCH	 4	5	6	7	 8		3/4	Staff Professional Dev. Day (No Classes)	
	11	12	13	14	15		3/8	End of 2nd Trimester/Early Release (I)	
	18	19	20	21	22				
	25	26	27	28	29	20			
APRIL							4/4	OPEN HOUSE (6pm)	
	1	2	3	 4	 5		4/5	Early Release (S/B)	
	8	9	10	11	12		4/8-4/12	Spring Recess (No School)	
	15	16	17	18	19		4/26	Mid-Trimester/Early Release/Teacher PD (I)	
	22	23	24	25	 26		4/30	State Testing Grades 3-8	
	29	30				17			
MAY			1	2	3		5/1-5/2	State Testing Grades 3-8	
	6	7	8	9	10		5/7-5/9	State Testing Grades 3-8	
	13	14	15	16	17				
	20	21	22	23	24				
	 27	28	29	30	31	22	5/27	Memorial Day Holiday (No School)	
JUNE							6/12	GR. 8 GRADUATION	
	3	4	5	6	7		6/13	LAST DAY OF SCHOOL/NOON DISMISSAL(S/B)	
	10	11	 12	  13	 14		6/14	Teacher Work Day (No Classes) <i>OR</i> * School Closure Makeup Day	
	17	18	19	20	21	9	6/17-6/18	School Closure Makeup Day if needed	
		No School				Total	180	Student Days	
		Legal Holiday (no classes)				Total	186	Certificated Teacher Work Days	
		Teacher Work Day (no classes)						3 Staff Professional Development Days	
		Staff Development Day (no classes)						3 Teacher Work Days	
		Early Release, 1:30 pm dismissal						11 Minimum Days	
		Noon Dismissal						* 2 parent/teacher conferences days	
		Parent/Teacher Conferences, Noon dismissal						* 5 individual days (I)	
		School-Wide Event						* 4 site/building days (S/B)	
		State Testing (CAASPP/CAST)						School Closure Makeup Day(s)	

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Agenda Item # 7c

To: Nicasio School District Board of Trustees
From: Margie Bonardi, CBO
Date: October 5, 2023
Re: Monthly Warrant Approval

Objective: To Approve Monthly Warrants

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

Funding Source/Cost: All Funding Sources – \$ 42,529.17

Current Year: September 2023

Batches: 0007, 0008

Recommendation: Staff recommends approval of warrants.

APY250 L.00.06

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 09/06/2023

10/02/23 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT
 BATCH: 0007 SEPTEMBER BATCH 1 OF 2
 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		
20363283	001204/	ADT COMMERCIAL				
		PO-240002	1. 01-0000-0-5620.00-0000-8300-000-000-000	SEPTEMBER COMERICAL ALARM		138.55
			WARRANT TOTAL			\$138.55
20363284	000568/	AT&T				
		PO-240004	1. 01-0000-0-5970.00-0000-2700-000-000-000	000020395860		116.52
			WARRANT TOTAL			\$116.52
20363285	001530/	ANDELSON, LOYA, RUDD ATKINSON				
		PV-240011	01-6266-0-5840.00-1110-1010-000-000-000	68730021100043		189.00
			WARRANT TOTAL			\$189.00
20363286	001491/	EVAN-MOOR EDUCATIONAL PUBLISHE				
		PO-240120	1. 01-1100-0-4300.00-1110-1010-000-000-000	INV374388		134.29
			WARRANT TOTAL			\$134.29
20363287	001461/	GREAT AMERICA FINANCIAL SVCS.				
		PO-240015	1. 01-0000-0-5840.00-0000-2700-000-000-050	34668115		174.28
			WARRANT TOTAL			\$174.28
20363288	001495/	INTRADO INTERACTIVE SVCS CORP				
		PO-240017	1. 01-5830-0-5840.00-1110-2495-000-000-000	374463		1,250.00
			WARRANT TOTAL			\$1,250.00
20363289	001228/	JET MULCH INC				
		PO-240105	1. 01-0000-0-4313.00-0000-8211-000-000-000	21972-OL		4,049.75
			WARRANT TOTAL			\$4,049.75
20363290	000007/	ODP BUSINESS SOLUTIONS LLC				
		PO-240108	1. 01-1100-0-4300.00-0000-2700-000-000-000	325807193001		24.89
			1. 01-1100-0-4300.00-0000-2700-000-000-000	325807192001		11.02
			1. 01-1100-0-4300.00-0000-2700-000-000-000	325715780001		302.53
			WARRANT TOTAL			\$338.44
20363291	000012/	P G & E				
		PO-240028	1. 01-0000-0-5510.00-0000-8200-000-000-000	4964672870-6		39.24

APY250 L.00.06

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 09/06/2023

10/02/23 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT
 BATCH: 0007 SEPTEMBER BATCH 1 OF 2
 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.	01-0000-0-5510.00-0000-8200-000-000-000	8516765363-4		697.39
			WARRANT TOTAL			\$736.63
20363292	001272/		RAUL SALDANA			
	PO-240032	1.	01-0000-0-5840.00-0000-8200-000-000-000	GROUNDS MAINTENANCE - AUG.		450.00
			WARRANT TOTAL			\$450.00
20363293	001260/		SILYCO			
	PO-240037	1.	01-1400-0-5849.00-1110-1010-000-000-000	AUGUST 2023		950.00
			WARRANT TOTAL			\$950.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	11	TOTAL AMOUNT OF CHECKS:	\$8,527.46*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	11	TOTAL AMOUNT:	\$8,527.46*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	11	TOTAL AMOUNT OF CHECKS:	\$8,527.46*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	11	TOTAL AMOUNT:	\$8,527.46*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	11	TOTAL AMOUNT OF CHECKS:	\$8,527.46*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	11	TOTAL AMOUNT:	\$8,527.46*

APY250 L.00.06

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 09/20/2023

10/02/23 PAGE 1

DISTRICT: 031 NICASIO SCHOOL DISTRICT
 BATCH: 0008 SEPTEMBER BATCH 2 OF 2
 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		
20364646	001537/	ACE BUILDING SUPPLY & HARDWARD				
	PO-240130	1.	01-0000-0-4300.00-0000-8100-000-000-000	INV #144824		708.41
			WARRANT TOTAL			\$708.41
20364647	000568/01	AT&T				
	PO-240004	2.	01-0000-0-5940.00-1110-1010-000-000-000	INV #0828449449-082523		537.40
			WARRANT TOTAL			\$537.40
20364648	001399/	BACR				
	PO-240006	1.	01-6500-0-5840.00-5770-3120-000-000-000	INV #2408054		14,000.00
			WARRANT TOTAL			\$14,000.00
20364649	001512/	CITI CARDS				
	PV-240017		01-0000-0-4300.00-0000-3700-000-000-000	SERV SAFE NRA FOOD SERV TRAIN.		15.00
			01-0000-0-4300.00-0000-3700-000-000-000	SERV SAFE NRA FOOD SERV TRAIN.		12.00
			01-0000-0-4300.00-0000-3700-000-000-000	AMAZON LUNCH PROGRAM		235.40
			01-0000-0-4300.00-0000-3700-000-000-000	SERV SAFE NRA FOOD SERV TRAIN.		15.00
			01-0000-0-4300.00-0000-8200-000-000-000	AMAZON CUSTODIAL SUPPLIES		61.71
			01-0000-0-4300.00-1110-1010-000-000-000	AMAZON SUPPLIES GENERAL		96.46
			01-0000-0-5300.00-1110-1010-000-000-000	ZOOM MONTHLY SUBSCRIPTION		15.99
			01-1100-0-4300.00-0000-2700-000-000-000	AMAZON ADMIN SUPPLIES		22.79
			01-1100-0-4300.00-0000-2700-000-000-000	AMAZON ADMIN SUPPLIES		337.05
			01-1100-0-4300.00-1110-1010-000-345-000	AMAZON MATH SUPPLIES 3/4/5		122.31
			01-1100-0-4300.00-1110-1010-000-678-000	AMAZON SUPPLIES 6/7/8		44.83
			01-5830-0-4300.00-0000-3700-000-000-000	SERV SAFE NRA FOOD SERV TRAIN.		12.00
			01-5830-0-4410.00-1110-1010-000-000-000	AMAZON REAP		99.68
			01-5830-0-4410.00-1110-1010-000-000-000	TECH EQUIPMENT REAP		340.58
			01-6762-0-4300.00-1110-1010-000-000-000	AMAZON SUPPLIES 6/7/8 LIBRARY		90.52
			01-9327-0-4300.00-1110-1010-000-000-000	AMAZON YOGA MATS PE		281.42

APY250 L.00.06

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/20/2023

10/02/23 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0008 SEPTEMBER BATCH 2 OF 2
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						\$1,802.74
20364650	001341/	COMMON SENSE BUSINESS SOLUTION				
	PO-240011	1.	01-0000-0-5840.00-0000-2700-000-000-050	INV #76049		26.02
		2.	01-0000-0-5840.00-1110-1010-000-000-050	INV #76049		14.02
		WARRANT TOTAL				\$40.04
20364651	001412/	FARMHOUSE TEACHING SERVICES				
	PO-240114	1.	01-1100-0-5840.00-1110-1010-000-000-000	INV #000048		693.00
		WARRANT TOTAL				\$693.00
20364652	001538/	KELI HONSBERGER				
	PV-240012		01-0000-0-5821.00-0000-7100-000-000-000	LIVESCAN REIMBURSEMENT 8/31/23		35.00
		WARRANT TOTAL				\$35.00
20364653	001533/	HUBERT COMPANY LLC				
	PO-240106	1.	01-0000-0-4300.00-0000-3700-000-000-000	INV #225340		534.18
		1.	01-0000-0-4300.00-0000-3700-000-000-000	INV #225340B1		26.41
		WARRANT TOTAL				\$560.59
20364654	000807/	JERRY & DON'S PUMP & WELL				
	PO-240018	1.	01-0000-0-5535.00-0000-8200-000-000-000	INV #0164169-IN		1,640.84
		WARRANT TOTAL				\$1,640.84
20364655	001149/	MARIN COUNTY OFFICE OF ED				
	PV-240013		01-0000-0-9523.00-0000-0000-000-000-000	SUMMER H&W KLEIN, YOUNG		3,590.86
			01-0000-0-9526.00-0000-0000-000-000-000	WOLF, BETH KAISER		892.00
			01-0000-0-9529.00-0000-0000-000-000-000	WOLF, BETH VISION		18.51
		WARRANT TOTAL				\$4,501.37
20364656	000276/	MARIN SCHOOLS INSURANCE				
	PV-240014		01-0000-0-9523.00-0000-0000-000-000-000	KLEIN SUMMER (AUGUST)		130.24
			01-0000-0-9523.00-0000-0000-000-000-000	YOUNG SUMMER (AUGUST)		130.24
			01-0000-0-9528.00-0000-0000-000-000-000	MCINTRYE		130.24

APY250 L.00.06

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 09/20/2023

10/02/23 PAGE 3

DISTRICT: 031 NICASIO SCHOOL DISTRICT
 BATCH: 0008 SEPTEMBER BATCH 2 OF 2
 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		
			01-0000-0-9528.00-0000-0000-000-000-000	KLEIN		130.24
			01-0000-0-9528.00-0000-0000-000-000-000	YOUNG		130.24
			WARRANT TOTAL			\$651.20
20364657	001323/	NORTH BAY TAXI				
		PO-240027	1. 01-6500-0-5840.00-5770-3600-000-707-000	INV #420-082023		1,680.00
			WARRANT TOTAL			\$1,680.00
20364658	000007/	ODP BUSINESS SOLUTIONS LLC				
		PV-240018	01-1100-0-4300.00-0000-2700-000-000-000	INV #326252006001		211.16
		PV-240019	01-1100-0-4300.00-0000-2700-000-000-000	INV #326514141001		56.66
			WARRANT TOTAL			\$267.82
20364659	000050/	POINT REYES LIGHT INC.				
		PO-240029	1. 01-0000-0-5803.00-0000-7100-000-000-000	ANNUAL PRINT SUBSCRIPTION		90.00
			WARRANT TOTAL			\$90.00
20364660	000021/	RECOLOGY SONOMA MARIN				
		PO-240031	1. 01-0000-0-5550.00-0000-8200-000-000-000	AUGUST BILL #38947537		408.97
			WARRANT TOTAL			\$408.97
20364661	001488/	SAVVAS LEARNING CO LLC				
		PO-240104	1. 01-6300-0-4100.00-1110-1010-000-000-000	INV #7028474248		1,161.31
			WARRANT TOTAL			\$1,161.31
20364662	001418/	BARBARA SNEKKEVIK				
		PV-240015	01-0000-0-4300.00-0000-2700-000-000-000	PD DAY SNACKS		16.89
			01-0000-0-4300.00-0000-2700-000-000-000	CLOROX WIPES TOWELS (KITCHEN)		37.95
			01-0000-0-4300.00-0000-3700-000-000-000	LUNCH PROGRAM SUPPLIES		22.43
			01-0000-0-4300.00-0000-8200-000-000-000	FACILITIES PAD LOCKS		39.30
			WARRANT TOTAL			\$116.57
20364663	001185/	STEPHEN ROATCH ACCOUNTANCY COR				
		PO-240038	1. 01-0000-0-5809.00-0000-7191-000-000-000	PROGRESS BILLING #2		4,500.00

APY250 L.00.06

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/20/2023

10/02/23 PAGE 4

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0008 SEPTEMBER BATCH 2 OF 2
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						\$4,500.00
20364664	001503/	TOOLBOX PROJECT PBLLC				
	PO-240102	1.	01-6300-0-4100.00-1110-1010-000-000-000	INV #1075		88.00
WARRANT TOTAL						\$88.00
20364665	001539/	ELIZABETH (BETH) WOLF				
	PV-240016		01-0000-0-4300.00-0000-7100-000-000-000	BD MTNG REFRESH. REIMBURSEMENT		29.92
WARRANT TOTAL						\$29.92
20364666	001540/	ZOOM VIDEA COMMUNICATIONS INC.				
	FV-240020		01-0000-0-5300.00-1110-1010-000-000-000	INV219309923		15.99
WARRANT TOTAL						\$15.99
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	21	TOTAL AMOUNT OF CHECKS:	\$33,529.17*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	21	TOTAL AMOUNT:	\$33,529.17*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	21	TOTAL AMOUNT OF CHECKS:	\$33,529.17*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	21	TOTAL AMOUNT:	\$33,529.17*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	21	TOTAL AMOUNT OF CHECKS:	\$33,529.17*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	21	TOTAL AMOUNT:	\$33,529.17*

**Quarterly Report on Williams Uniform Complaints
[Education Code Section 35186]
Fiscal Year 2023-24**

District: Nicasio
 Person completing this form: Beth Wolf
 Title: Office Manager/Admin

Quarterly Report Submission Date: (check one)
☐ July 2023 (4/1/23 to 6/30/23)
☒ October 2023 (7/1/23 to 9/30/23)
☐ January 2024 (10/1/23 to 12/31/23)
☐ April 2024 (1/1/24 to 3/31/24)

Date for information to be reported publicly at governing board meeting: Oct 5, 2023

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			
Teacher Vacancy or Misassignment			
Facilities Conditions			
Totals			

Barbara Snekkevik
 Name of District Superintendent

 Signature of District Superintendent

Nicasio School District

Since 1862

Board of Trustees

Elaine Doss, *Board President* ~ Daniel Ager, *Trustee* ~ Mark Burton, *Trustee*

To: Nicasio School District Board of Trustees
From: Margie Bonardi
Date: October 05, 2023
Re: 2023-24 Contract for Business Services with MCOE

The attached contract (MOU) represents a formalization of an existing service performed by the Marin County Office of Education (MCOE).

MCOE, on behalf of districts in Marin County, reports retirement earnings to both California public retirement systems; CALSTRS (State Teachers' Retirement System), CALPERS (Public Employees' Retirement System).

Agreement Number _____
CONTRACT FOR BUSINESS AND FINANCIAL SERVICES

This AGREEMENT is hereby made and entered into by and between the MARIN COUNTY OFFICE OF EDUCATION, hereinafter referred to as SUPERINTENDENT, and **NICASIO**, hereinafter referred to as LEA. SUPERINTENDENT and LEA shall be collectively referred to as the Parties.

The Parties hereto mutually agree as follows:

1.0 TERM. This AGREEMENT shall be in full force and effect commencing when this AGREEMENT is signed by all parties and remains in effect.

2.0 SCOPE OF WORK. LEA hereby engages SUPERINTENDENT as an independent contractor to perform selected business and financial services and SUPERINTENDENT hereby agrees to perform said work upon the terms and conditions set forth herein. SUPERINTENDENT'S responsibilities shall include the following:

2.1 SERVICES PROVIDED BY SUPERINTENDENT FOR CalPERS & CalSTRS RETIREMENT REPORTING.

a. SUPERINTENDENT agrees to transmit retirement reporting and processing information, earnings and contributions pertaining to the terms of this AGREEMENT for LEA to CalSTRS and/or CalPERS.

b. SUPERINTENDENT agrees to coordinate reporting and processing of retirement (CalSTRS and/or CalPERS) information, earnings, and contributions for prior

1 fiscal year(s), if not already reported, at an
2 additional cost.

3 c. SUPERINTENDENT will serve as contact agency in
4 working with CalSTRS and/or CalPERS in resolving
5 problems and answering questions related to
6 reporting and processing of retirement information.

7 d. Upon notification from CalPERS or CalSTRS,
8 SUPERINTENDENT will notify LEA of errors and
9 recommend possible resolutions.

10 e. To comply with system requirements, SUPERINTENDENT
11 may modify retirement report information on behalf
12 of LEA prior to submitting to CalPERS or CalSTRS.
13 After submitting LEA's retirement report to CalPERS
14 or CalSTRS, SUPERINTENDENT shall make final report
15 information/transactions available to LEA and shall
16 notify LEA of any changes in contribution amounts.
17 LEA access to final report information and changes
18 in contribution amounts shall constitute notice to
19 LEA in accordance with Education Code Section
20 24616.2(a)(3)(A).

21 f. SUPERINTENDENT agrees to provide LEA with training
22 and information for completion of required reports:

23 1) Instructions and training will be provided by
24 SUPERINTENDENT'S Business Services Unit.
25

1 2) Training will be provided in all areas
2 necessary for retirement reporting and
3 completion of forms. The following materials
4 and documents will be provided:

5 a) Procedures for completing forms to report
6 CalPERS/CalSTRS payroll information (via
7 secure e-mail or FTP).

8 b) Timelines for submitting reports/
9 conditions.

10 3) LEA staff will be included in all retirement
11 workshops provided to school districts for
12 ongoing training.

13 4) LEA will be added to mailing list for
14 distribution of information concerning
15 CalPERS/CalSTRS.

16 g. SUPERINTENDENT will forward all Bulletins related to
17 CalPERS/CalSTRS to the LEA.

18 3.0 LEA RESPONSIBILITIES. The LEA shall be responsible for the
19 following retirement reporting and processing services:

20 a. If LEA does not utilize payroll services provided by
21 SUPERINTENDENT, LEA may make other arrangements to submit
22 monthly retirement reporting information. LEA or it's
23 designee will coordinate all reporting with
24 SUPERINTENDENT'S Business Services Unit.
25

- 1 b. LEA agrees to notify SUPERINTENDENT of any changes in
2 reporting to CalPERS/CalSTRS immediately.
- 3 d. LEA agrees to adhere to all current and future timelines
4 as established by SUPERINTENDENT for retirement reporting
5 and processes.
- 6 e. LEA is solely responsible for accuracy of all data and
7 compliance with timelines, deadlines, and security in
8 remitting information to SUPERINTENDENT.
- 9 f. LEA will provide SUPERINTENDENT accurate retirement and
10 payroll data and/or information necessary for completing
11 and implementing reporting and processing of retirement
12 (CalSTRS and/or CalPERS).
- 13 g. To comply with system requirements, SUPERINTENDENT may
14 modify retirement report information on behalf of LEA
15 prior to submitting to CalPERS or CalSTRS. LEA will
16 review final report information/transactions submitted to
17 CalPERS or CalSTRS and shall notify SUPERINTENDENT of any
18 inaccuracies found in the report. Absence of notification
19 shall constitute LEA approval of report and consent.
- 20 h. In accordance with the implementation date of Education
21 Section 24616.2, LEA and SUPERINTENDENT agree that the
22 provisions outlined in Education Section 24616.2 shall
23 not apply to any transaction or report submitted to
24 CalSTRS prior to January 1, 2023.
- 25

- 1 i. If LEA is utilizing an outside vendor for payroll
2 services, LEA shall send retirement reporting information
3 in the retirement systems required format to the
4 SUPERINTENDENT'S Retirement Services Unit according to
5 the SUPERINTENDENT provided schedule.
- 6 j. Funding to cover employee and district retirement
7 obligations will be transferred from LEA's County
8 Treasury account. If sufficient funding is not available
9 in the LEA's County Treasury account to cover retirement
10 contributions, LEA must wire funds to SUPERINTENDENT by
11 the last business day of each month. This AGREEMENT does
12 not provide for temporary borrowing or transferring of
13 funds from the County Treasury by the LEA.
- 14 k. LEA shall provide completed CalSTRS and CalPERS forms as
15 requested by SUPERINTENDENT.
- 16 l. LEA is responsible for providing CalPERS/CalSTRS
17 membership information to employees as required by
18 California Education Code Sections 22455.5, 22460, and
19 22509 and Government Code Sections 20280 through 20309.5.
- 20 m. LEA is responsible for monitoring employees' earnings and
21 hours for mandatory membership under California
22 Government Code Section 20305 and California Education
23 Code Sections 22500 through 22504.
- 24
- 25

- 1 n. LEA is also responsible for monitoring employee
2 membership status with regard to exclusions (Section
3 20300) and choice of election (Section 20309).
- 4 o. LEA is responsible for requesting access to CalPERS and
5 CalSTRS systems and for enrolling members and retirees in
6 the appropriate retirement system in a timely manner.
- 7 p. LEA is responsible for monitoring CALPERS/CALSTRS
8 Retirees for post-retirement earnings / hours compliance
9 as per California Education Code Section 22461 and
10 Government Code Section 21229.
- 11 q. LEA shall maintain all payroll/retirement records for
12 employees. These records must be retained indefinitely
13 for adjustment processing purposes.
- 14 r. LEA will designate one or more of its employees to serve
15 as contact person between LEA and SUPERINTENDENT for
16 matters related to reporting and processing of retirement
17 (CalSTRS and/or CalPERS) information.
- 18 s. LEA will submit CalPERS/CalSTRS required forms, reports
19 and/or file to SUPERINTENDENT according to the
20 SUPERINTENDENT provided schedule.
- 21 t. LEA accepts financial responsibility for all CalPERS,
22 and/or CalSTRS fines and penalties resulting from
23 incomplete, inaccurate, or late reports and/or inadequate
24 or late deposits. LEA also accepts financial
25

1 responsibility for all SUPERINTENDENT fees as described
2 in this agreement.

3 u. LEA accepts financial responsibility for all CalPERS and
4 CalSTRS fees and/or assessments required for
5 participation in pension funds, such as those related to
6 compliance with statements issued by the Governmental
7 Accounting Standards Board (GASB).

8 v. LEA accepts responsibility for submitting to CalPERS for
9 review an additional compensation item that is proposed
10 to be included, or is contained, in a memorandum of
11 understanding adopted, or a collective bargaining
12 agreement entered into, on and after January 1, 2022,
13 that is intended to form the basis of a pension benefit
14 calculation, in order for CalPERS to review consistency
15 of the proposal with the California Public Employees'
16 Pension Reform Act of 2013, Section 20636 or 20636.1, and
17 the administrative regulations in Government Code.

18 w. LEA accepts responsibility for submitting to CalSTRS a
19 request for an advisory letter, which would be defined as
20 a written determination relating to compensation that is
21 included or proposed for inclusion in a publicly
22 available contractual agreement for review by CalSTRS to
23 provide formal written guidance for the proper reporting
24 of such compensation, as specified, in accordance with
25 California Education Code Section 22326. If compensation

1 reported in accordance with a CalSTRS advisory letter is
2 later determined by CalSTRS to have been reported in
3 error, any resulting overpayment or penalty would be
4 deemed an error of CalSTRS.

5 4.0 FEES.

6 4.1 SUPERINTENDENT may assess reasonable fees for entries or
7 corrective entries into the CalPERS and CalSTRS reporting systems
8 that result from audits performed by CalPERS, CalSTRS,
9 SUPERINTENDENT, LEA, or other agencies.

10 4.2 SUPERINTENDENT may assess reasonable fees for repetitive
11 corrective entries of the same nature into CalPERS and CalSTRS
12 reporting systems. A first-time notice of error will not initiate a
13 fee, however corrective action of the second reporting error of the
14 same nature may initiate a fee.

15 4.3 Fees will be the greater of actual staff time spent or
16 \$500. Funding to cover fees will be transferred from LEA's County
17 Treasury account. If sufficient funding is not available in the
18 LEA's County Treasury account to cover fees, LEA must wire funds to
19 SUPERINTENDENT by the last business day of the month. This AGREEMENT
20 does not provide for temporary borrowing or transferring of funds
21 from the County Treasury by the LEA.

22 5.0 INDEPENDENT CONTRACTOR. SUPERINTENDENT is to be an independent
23 contractor and shall be wholly responsible for the manner in which
24 the services required by the terms of this AGREEMENT are performed.
25 Nothing contained herein shall be construed as creating the

1 relationship of employer and employee, or principal and agent,
2 between SUPERINTENDENT and LEA. SUPERINTENDENT assumes the
3 responsibility for the acts and omissions of its employees or agents
4 as they relate to the services to be provided. SUPERINTENDENT, its
5 officers, agents, and employees, shall not be entitled to any
6 rights, and/or privileges of LEA employees and shall not be
7 considered in any manner to be LEA employees.

8 6.0 INDEMNIFICATION/HOLD HARMLESS.

9 A. SUPERINTENDENT hereby agrees to indemnify, defend, and hold
10 harmless LEA, its officers, agents, and employees from liability and
11 claims of liability for bodily injury, personal injury, sickness,
12 disease, or death of any person or persons, or damage to any
13 property, real personal, tangible, or intangible, arising out of the
14 negligent acts or omissions of employees, agents, or officers of
15 SUPERINTENDENT during the period of this AGREEMENT.

16 B. LEA hereby agrees to indemnify, defend, and hold harmless
17 SUPERINTENDENT, and its officers, agents, and employees from
18 liability and claims of liability for bodily injury, personal
19 injury, sickness, disease, or death of any person or persons, or
20 damage to any property, real, personal, tangible or intangible,
21 arising out of the negligent acts or omissions of employees, agents
22 or officers of LEA during the period of this AGREEMENT.

23 7.0 NON-DISCRIMINATION. SUPERINTENDENT and LEA agree that they will
24 not engage in unlawful discrimination of persons because of race,
25 color, religious creed, national origin, ancestry, physical

1 handicap, medical condition, marital status, or age or sex of such
2 persons.

3 8.0 APPLICABLE LAW. The services completed herein must meet the
4 approval of the LEA'S general right of inspection to secure the
5 satisfactory completion thereof. LEA agrees to comply with all
6 federal, state, and local laws, rules, regulations, and ordinances
7 that are now or may in the future become applicable to LEA, LEA'S
8 business, equipment, and personnel engaged in operations covered by
9 this AGREEMENT or occurring out of the performance of such
10 operations.

11 9.0 ASSIGNMENT. SUPERINTENDENT shall not subcontract or assign the
12 performance of any of the services in this AGREEMENT without prior
13 written approval of the LEA.

14 10.0 INSPECTION AND AUDIT. LEA agrees that SUPERINTENDENT shall have
15 access to and right to examine, audit, excerpt, copy or transcribe
16 any applicable records of the LEA pertinent to this AGREEMENT.
17 SUPERINTENDENT agrees that LEA shall have access to and right to
18 examine, audit, excerpt, copy or transcribe any applicable records
19 of the SUPERINTENDENT pertinent to this AGREEMENT. SUPERINTENDENT
20 and LEA shall maintain records of services provided and financial
21 records for a period of five (5) years.

22 11.0 TERMINATION. This AGREEMENT may be terminated by SUPERINTENDENT
23 or LEA, with or without cause, upon the giving of ninety (90) days
24 prior written notice to the other party.

1 12.0 NOTICES. All notices or demands to be given under this
2 Agreement by either party to the other shall be in writing and given
3 either by: i) Personal service, or ii) U.S. Mail, mailed either by
4 registered or certified mail, return receipt requested, with postage
5 prepaid. Service shall be considered given when received if
6 personally served or, if mailed, on the third (3rd) day after
7 deposit in any U.S. Post Office. The address to which notices or
8 demands may be given by either party may be changed by written
9 notice given in accordance with the notice provisions of this
10 section. As of the date of this AGREEMENT the addresses of the
11 parties are as follows:

12 LEA: NICASIO SCHOOL DISTRICT
13 5555 NICASIO VALLEY ROAD
14 NICASIO, CALIFORNIA, 94946
15 Attn: BARBARA SNEKKEVIK, SUPERINTENDENT

16 SUPERINTENDENT: MARIN COUNTY OFFICE OF EDUCATION
17 1111 LAS GALLINAS AVE.
18 SAN RAFAEL, CALIFORNIA, 94903
19 Attn: SUPERINTENDENT

20 13.0 SEVERABILITY. If any term, condition, or provision of this
21 AGREEMENT is held by a court of competent jurisdiction to be
22 invalid, void, or unenforceable, the remaining provisions will
23 nevertheless continue in full force and effect and shall not be
24 affected impaired or invalidated in any way.

25 14.0 GOVERNING LAW. The terms and conditions of this AGREEMENT
shall be governed by the laws of the State of California, with venue
in Marin County, California.

15.0 ENTIRE AGREEMENT/AMENDMENT. This AGREEMENT and any exhibits attached hereto constitute the entire agreement between SUPERINTENDENT and LEA regarding the services and any agreement made shall be ineffective to modify this AGREEMENT in whole or in part unless such agreement is embodied in an Amendment to this AGREEMENT which has been signed by both Parties. This AGREEMENT supersedes all prior negotiations, understandings, representations, and agreements.

IN WITNESS WHEREOF, the Parties hereto have caused this AGREEMENT to be executed.

LEA

SUPERINTENDENT

BY:



BY:

Authorized Signature

Authorized Signature

PRINTED NAME:

BARBARA
SNEKKENVIK

PRINTED NAME:

TITLE:

SUPERINTENDENT / PRINCIPAL

TITLE:

DATE:

9/25/2023

DATE:

FEDERAL IDENTIFICATION NUMBER

APPENDIX F: CCR Certification Form (Suggested Format)

Consumer Confidence Report Certification Form (to be submitted with a copy of the CCR)

(To certify electronic delivery of the CCR, use the certification form on the State Water Board's website at http://www.swrcb.ca.gov/drinking_water/certlic/drinkingwater/CCR.shtml)

Water System Name:	NICASIO SCHOOL
Water System Number:	2100582

The water system named above hereby certifies that its Consumer Confidence Report was distributed on _____ to customers (and appropriate notices of availability have been given). Further, the system certifies that the information contained in the report is correct and consistent with the compliance monitoring data previously submitted to the State Water Resources Control Board, Division of Drinking Water.

Certified by:	Jerry and Don's Yager Pump & Well Service
Name:	Elizabeth Wolf
Signature:	Elizabeth Wolf
Title:	Office Manager/District Admin
Phone number:	415-662-2184
Date:	Sept. 19, 2023

To summarize report delivery used and good-faith efforts taken, please complete the below by checking all items that apply and fill-in where appropriate:

- ☒ CCR was distributed by mail or other direct delivery methods. Specify other direct delivery methods used:
- ☒ "Good faith" efforts were used to reach non-bill paying consumers. Those efforts included the following methods:
 - ☒ Posting the CCR on the Internet at www.nicasioschool.org
 - ☐ Mailing the CCR to postal patrons within the service area (attach zip codes used)
 - ☐ Advertising the availability of the CCR in news media (attach copy of press release)
 - ☐ Publication of the CCR in a local newspaper of general circulation (attach a copy of the published notice, including name of newspaper and date published)
 - ☒ Posted the CCR in public places (attach a list of locations) School Office, MPR
 - ☐ Delivery of multiple copies of CCR to single-billed addresses serving several persons, such as apartments, businesses, and schools
 - ☐ Delivery to community organizations (attach a list of organizations)
 - ☒ Other (attach a list of other methods used) Nicasio School District Board
- ☐ For systems serving at least 100,000 persons: Posted CCR on a publicly-accessible internet site at the following address:
- ☐ For investor-owned utilities: Delivered the CCR to the California Public Utilities Commission

This form is provided as a convenience for use to meet the certification requirement of the California Code of Regulations, section 64483(c)

MARIN COUNTY OFFICE OF EDUCATION Agenda Item # 7g

DISTRICT BUSINESS SERVICES

Nicasio

School District

Certificate of Signatures

I, _____, Superintendent, certify that the signatures shown below are the verified signatures of this district's agents who are authorized to pick up commercial vendor warrants, and payroll and payroll-related vendor warrants.

These approved signatures will be considered valid for the period of July 1, 2023 through June 30, 2024.

Signatures of District Agents

	Commercial Vendor Warrants	Payroll Warrants
Signature:		
Name:	Kirsten Starsiak	Kirsten Starsiak
Signature:		
Name:		
Signature:		
Name:		
Signature:		
Name:		

Authorized by: _____
Superintendent

_____ Date

If more signatures are required, please attach an additional sheet.

**NICASIO SCHOOL DISTRICT
Nicasio, California**

(Education Code Section 60119)

Resolution 2023-24 #2

REGARDING SUFFICIENCY OR INSUFFICIENCY OF INSTRUCTIONAL MATERIALS

Whereas, the governing board of Nicasio School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on Thursday, October 5, 2023 at 5pm, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

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

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

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

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

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

- Mathematics
 - K-5** My Math - McGraw Hill, © 2014
 - 6-8** California Mathematics (Course 1, 2, 3) Glencoe/McGraw-Hill © 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 California Elevate Science, SAVVAS Learning Company © 2020

6-8 FOSS Next Generation, Delta Education © 2018

Adopted for implementation at the start of the 2021-22 school year. Approved by the State Department of Education for adoption in California Public Schools. Aligned to Next Generation Science Standards.

- History-Social Science

K-5 Scott Foresman (c) 2006

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

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

- Reading

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

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

Adopted November 2019.

- Foreign Language

6-8 ¡Así se dice! McGraw Hill Spanish 1A, 1B © 2016

Therefore, it is resolved that for the 2023-24 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: _____

RESOLUTION _____
of the Governing Board of the

Agenda Item # 96

Nicasio _____ School/College District
County of Marin, State of California

AUTHORIZATION TO SIGN ON BEHALF OF THE GOVERNING BOARD

Nicasio _____, California

City

Date

Pursuant to the provisions of Education Code Section 42630 to 42633 (School Districts) and 85230 to 85233 (Community College Districts) and other legal provisions, the members of the governing board of the above-named school/college district hereby authorize the officer or employee whose name and signature appear below to sign orders and other documents on behalf of the governing board of said school/college district during the period 2023-24 (not to exceed one fiscal year), subject to further board action limiting or extending this authority and notification to the County Superintendent and the County Auditor of such action.

Kirsten Starsiak

IS AUTHORIZED TO SIGN THE FOLLOWING ON BEHALF OF THE BOARD:

Name (Typed)

Sr. Director of Business Services

Title

Signature

Please Indicate
"Yes" or "No"

Payroll & Retirement

Overpayment / Adjustment	Yes
Retirement Election Forms	Yes
Sick Leave Transfers	Yes
Sick Leave Service Credit Calculations	Yes

Cash Receipt / Disbursement Authorization

Endorsement Checks.....	Yes
Journal Vouchers Requests.....	Yes
Loan Request –Tax Anticipation Note (TAN)	Yes
Payroll Order Certification	Yes
Vendor Payment Certification	Yes
Deposit Transmittal	Yes

Attendance Reporting

Attendance Certifications	Yes
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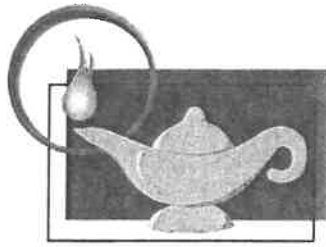
State and Federal Reporting

Audit Findings-Certification of Corrective Action	Yes
Certification of Federal Funds	Yes
Independent Auditor Selection Form	Yes
Salary and Benefit Schedule (J90).....	Yes

Other (Please Specify).....

Signed by a majority of trustees (Original signatures required on all copies):

_____	_____	_____
_____	_____	_____
_____	_____	_____



MARIN COUNTY

OFFICE OF EDUCATION

1111 Las Gallinas Avenue
P.O. Box 4925
San Rafael, CA 94913-4925

JOHN A. CARROLL
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

Phone (415) 472-4110
Fax (415) 491-6625
marincoe@marinschools.org

September 15, 2023

President of Board & Board of Trustees
Nicasio School District
PO Box 711
Nicasio, CA 94946

Dear President Doss and Members of the Board,

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 2023-24 in conjunction with the Local Control Accountability Plan (LCAP) and the Budget Overview for Parents pursuant to Education Codes 52070 and 52064.1.

The County Superintendent is required to approve, conditionally approve, or disapprove the Adopted Budget after examining and determining the following:

- Examine the adopted budget to determine whether it complies with the criteria and standards established pursuant to Education Code 33127 and identify any technical corrections needed to bring the budget into compliance with those standards.
- Determine whether the adopted budget will allow the district to meet its financial obligations during the fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.

Prior to approving the adopted budget, the County Superintendent is required to approve the LCAP and the Budget Overview for Parents for each school district after determining all of the following:

- The LCAP and the Budget Overview for Parents adhere 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.
- The LCAP includes the calculations necessary to determine any unused supplemental and concentration funds from the prior year and the planned uses of the specified funds to increase or improve services in the budget year.

Based upon our review the adopted budget and LCAP, including the Budget Overview for Parents, of the Nicasio School District has been approved.

STATE AND NATIONAL ECONOMIC INFLUENCES

Through our fiscal oversight role, we carefully monitor the economy, its impact on State and Federal revenues and how these might affect Marin County school districts and students. We also closely monitor changes associated with the accountability element of the Local Control Funding Formula (LCFF) as the State continues to refine the statewide accountability system, aligning federal and state compliance through the California School Dashboard and the Local Control Accountability Plan (LCAP). Also on the watch list are current legislative efforts and court cases, especially those impacting property and parcel taxes. We also continue to support the implementation of new programs as introduced by the legislature and monitor fiscal information unique to each district.

Current Economic Conditions

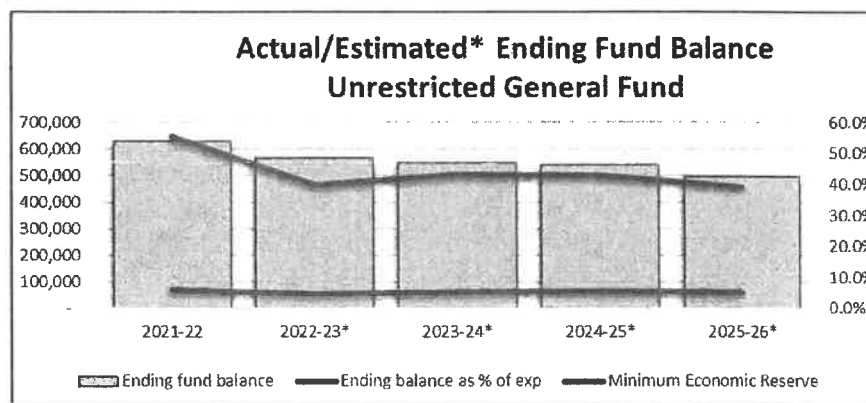
The 2023-24 California state budget applied an 8.22% cost of living adjustment (COLA) to the LCFF and selected categorical programs including the special education apportionment. The state adopted budget for 2023-24 restored the 2021-22 one-time block grants that had been reduced in the Governor's May Revision, provides full ongoing funding for the new Universal Meals program, increases funding and delays implementation of the Expanded Learning Opportunity program, and delays funds for facilities, including for transitional kindergarten and preschool.

The district is dependent on local economic conditions for revenue growth as the rise in local property taxes is the primary source for revenue increases. While assessed valuation growth rates have increased county-wide, the growth is outpaced by the state's COLA in most areas of Marin for the second year in a row. As a result, a number of districts are likely to become state funded. We held the Annual Property Tax Forum in the late spring to help inform the outlook for the multi-year projection and the consensus was to anticipate growth in assessed valuation will slow over the next few years thereby slowing growth in property tax receipts.

The state's budget adoption is largely void of the one-time funding we have become accustomed to, however, unlike other areas of the budget, K-12 Education was spared any reductions in funding. The delay in tax filing is complicating the ability to accurately forecast revenues and in general economic indicators remain mixed. We therefore anticipate future increases in education funding will be limited to the cost-of-living inflation factor at a maximum. The uncertainty in the current economic environment underscores the need to maintain budget reserves and to exercise caution when considering out-year spending commitments.

BUDGETARY POSITION FOR NICASIO SCHOOL DISTRICT

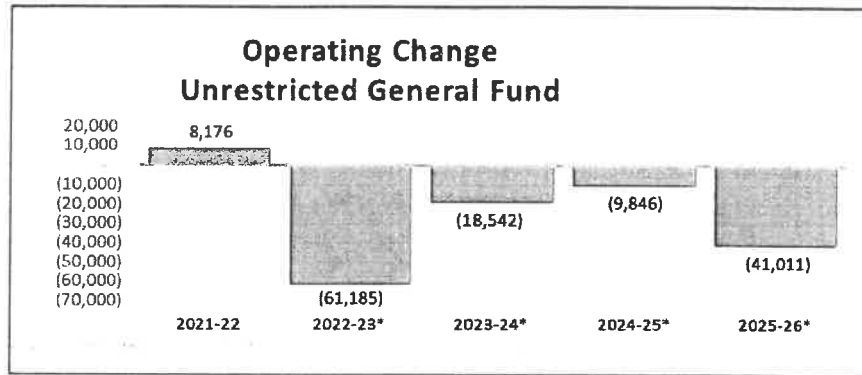
The following graph depicts the district's estimated ending balance in the adopted budget and multi-year projection for the unrestricted general fund with both the state required minimum reserve and the district's actual reserve as a percentage of total expenditures.



The district's ending balance meets the state minimum required reserve requirement for the current and two (2) subsequent years.

OPERATING CHANGE

The district's adopted budget reflects changes in operations as displayed in the chart below.



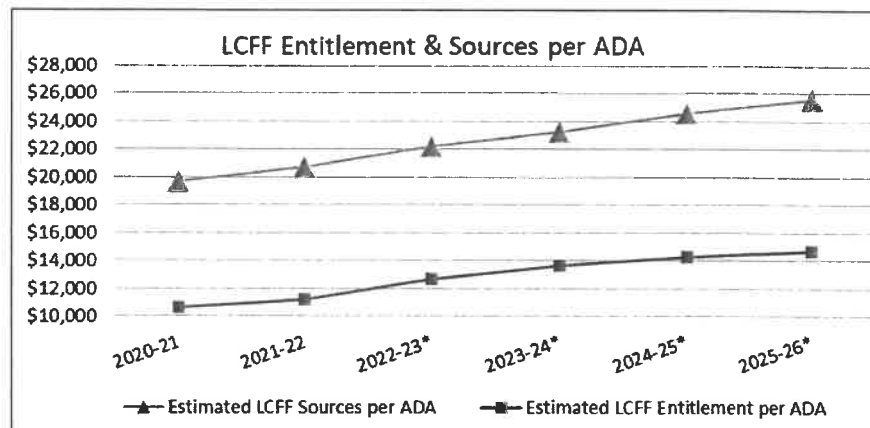
The cumulative impact of projected operations is a 12% decline in fund balance over the current plus two (2) subsequent years, resulting in projected reserves of \$500 thousand or 39% of general fund expenditures at June 30, 2026. We also note the district has included parcel tax revenues in the budget projection for 2025-26 although the district's current measure expires on June 30, 2025. While some deficit spending may be planned, ongoing deficits threaten a school district's future educational programs. Districts that wait too long to address and correct deficits are forced to make dramatic corrections all at once. In contrast, carefully planned and phased-in structural corrections lessen the impact on children.

CASH FLOW

The district's historical cash flow statements indicate the district has sufficient cash throughout the year to meet operating expenditures without external cash borrowing through a Tax Anticipation Note (TAN). Nonetheless, we note the district has taken the precaution of requesting a TAN which was approved by the Board of Supervisors. The district is well advised to maintain reserve levels at far higher levels than the state required minimums to ensure sufficient cash for operating purposes.

LOCAL CONTROL FUNDING FORMULA (LCFF) FOR NICASIO SCHOOL DISTRICT

The 2023-24 state budget increases base funding rates for the local control funding formula (LCFF) by approximately 8.22%. The graph below is based on the State's Adopted Budget and shows the district's LCFF entitlement per unit of attendance (ADA) as compared to actual general-purpose funding (LCFF Sources including property taxes) per ADA with projections for the adopted budget and multi-year projection.

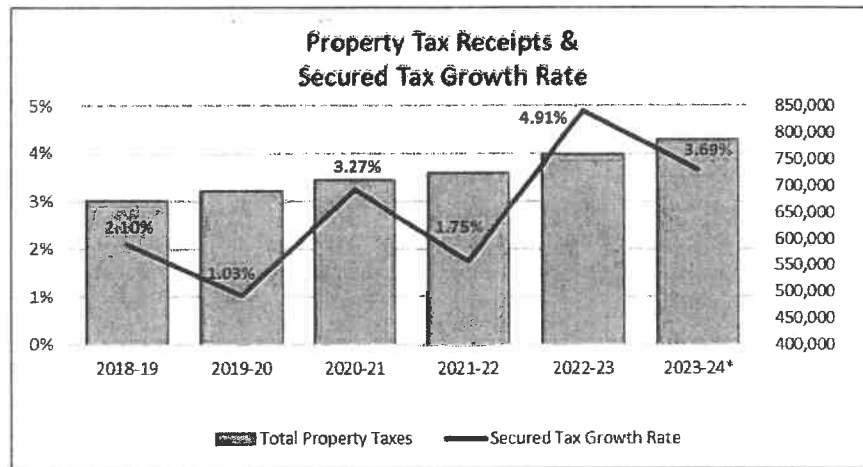


As portrayed in the graph above, as a community funded district, the district's property taxes exceed the LCFF entitlement, and the district is therefore reliant on growth in the property tax base for increases in unrestricted

revenues. The district has an obligation under the LCFF to direct the supplemental grant included in the district's LCFF entitlement towards increasing or improving services to pupils of higher need. This requirement applies to all districts, including community funded districts. The district's estimated 2023-24 LCFF supplemental grant as part of the adopted budget and Local Control and Accountability Plan is almost \$29 thousand including carryover supplemental grant funding from 2022-23.

PROPERTY TAX TRENDS

Property taxes provide 94% of the district's total unrestricted revenue sources. The following chart shows the growth in total property tax revenues as well as the actual growth rates in secured tax receipts through 2022-23 and the County of Marin's preliminary tax roll for 2023-24.



COMMUNITY FUNDED DISTRICTS - BASIC AID

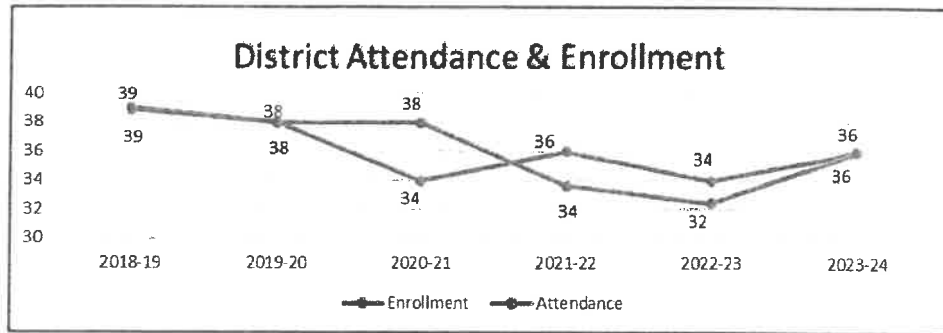
Community funded districts are commonly called "basic aid", which refers to the basic aid entitlement for all students of \$120 per average daily attendance (ADA) as set forth in the California Constitution as defined in Education Code Section 41975. Ultimately, basic aid districts receive the benefit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

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

STUDENT ATTENDANCE

The district is estimating that student enrollment and the associated average daily attendance (ADA) will remain essentially unchanged as reflected in the chart below. As a community funded district, changes in ADA do not impact the projection of LCFF revenues, however the increase to the base grant and to the calculation of funded ADA increases the supplemental and concentration components of the LCFF, increasing the district's obligation to increase or improve services for vulnerable students.

All districts, regardless of funding base, rely on attendance to drive many factors. As well as forming the basis of many one-time and grant funding opportunities, staffing needs, facilities and supplies are shaped by the number of students served. We recommend that all districts place a high priority on monitoring student enrollment and attendance.



FEDERAL BUDGET

The federal education budget for fiscal year 2024 is proposed with flat funding consistent with the debt-limit agreement reached in June 2023. While certain programs are proposed with small increases in funding, we anticipate flat or even reduced funding to be allocated to California. Federal funding for California school districts is forward funded meaning that the 2024 budget will determine federal revenues in the district's 2024-25 budget.

ONE-TIME FUNDS

The Governor's May Revision proposed significant (50%) cuts to the 2022-23 one-time block grants for the Arts, Music and Instructional Materials and the Learning Recovery Emergency Block Grants, however, the adopted state budget was finalized with cuts of approximately 5% and 20% respectively. We recommend all districts review spending plans for these grants and update budgets as appropriate for any unexpended amounts remaining from the revised allocations. As with all one-time funding, ongoing commitments should not be guaranteed beyond the grant timeframe without an alternative funding source planned.

PARCEL TAXES

Your community has shown support for its schools through a parcel tax. The district's multi-year projection includes parcel taxes in all three (3) years starting with a base of \$228 thousand in the adopted budget representing 20% of the district's total general fund revenue sources. The district's current parcel tax is escalated 3% annually and expires on June 30, 2025, however, we note the district has included parcel taxes in the projection for 2025-26.

SALARY SETTLEMENTS

School districts are in the "people business" and as a result the budget is largely driven by salaries and benefits. We note the district settled negotiations with all bargaining units for the budget year and included the cost of the settlement in the adopted budget. We thank the district for providing the certified Public Disclosure of Collective Bargaining Agreement and multi-year projection.

RESERVES

The district maintains the state-required minimum reserve for economic uncertainty of \$80,000 in the current and two (2) subsequent years. In addition, we note the district maintains a Board reserve for economic uncertainty of \$194,66 for a total reserve of \$274,660 in all three (3) years of the interim budget and multi-year projection.

All school districts, whether state aid or community funded, are well advised to establish higher than minimum reserves in order to provide for the financial flexibility to absorb unanticipated expenditures without significant disruption to educational programs, cash flow deferrals and general economic uncertainties. Higher than minimum reserves allow the district to better ensure a consistent and stable program offering for students.

Transparency Requirement

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

Cap on Reserves

The Public School System Stabilization Account (PSSSA) exceeded 3% of state general fund revenues in 2022-23 triggering a cap on district reserves in 2023-24. The reserve cap does not apply to community-funded districts or districts with less than 2,500 ADA. In all circumstances, we continue to encourage districts to maintain higher than minimum reserves.

CONCLUSION

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

We appreciate your dedication and service to the children of Marin County. Your attention to good fiscal stewardship ensures the children of Marin County will continue to experience quality education now and in the future. If you have any questions, please do not hesitate to contact me at 415-499-5835.

Sincerely,

JOHN CARROLL

Marin County Superintendent of Schools

A handwritten signature in black ink, appearing to read "Kate Lane". The signature is fluid and cursive, with the first name "Kate" and last name "Lane" clearly distinguishable.

KATE LANE

Deputy Superintendent

Cc: Barbara Snekkevik, Superintendent
Margie Bonardi, Interim Chief Business Official