



5555 Nicasio Valley Rd.
Nicasio, CA 94946
415-662-2184
415-662-2250 Fax

**Nicasio School
Board of Trustees**

Agenda Packet

Regular Meeting

5:00pm

Thursday, May 2, 2024

Packet for:
Elaine Doss, Board President
Mark Burton, Trustee
Daniel Ager, Trustee
Margie Bonardi, Chief Business Official
Barbara Snekkevik, Superintendent/Principal
Beth Wolf, District Secretary
Public

Nicasio School District

Since 1862

Board of Trustees

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

AGENDA

Regular Meeting of the Nicasio School District Board of Trustees

Thursday, May 2, 2024 5pm

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

1. Opening Business

- a. Call to Order (*Elaine Doss – Board President*)
- b. Roll Call
- c. Patriotic Moment

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

3. Reports

- a. Trustee/Superintendent/Principal Announcements (*Supt. Snekkevik*)

4. Public Comment

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

5. Consent Agenda

- a. Approval of Minutes: April 3, 2024 Regular Meeting of the Board of Trustees (*Supt. Snekkevik*)
- b. Ratify Warrants Paid: April 2023 (*CBO Bonardi*)

6. Action

- a. Consider Approval of Resolution 2023-24 # 6, Specifications of the Election Order (*Supt. Snekkevik*) *Discussion/Action*
- b. Consider Approval of 2024-25 Board Schedule (*Supt. Snekkevik*) *Discussion/Action*
- c. Consider Approval of Expanded Learning Opportunities Program Plan (*Supt. Snekkevik*) *Discussion/Action*
- d. Consider Approval of Workplace Violence Prevention Plan (*Supt. Snekkevik*) *Discussion/Action*
- e. First Reading BP 5030 Student Wellness Policy (*Supt. Snekkevik*) *Discussion*

7. Correspondence

- a. 2023-24 Second Interim Budget Approval, John Carroll, Superintendent, April 15, 2024

8. Conclusion

- a. Agenda items for upcoming Board Agenda
 - Public Hearing, Local Control Accountability Plan and Budget
 - 2023-24 Marin County Civil Grand Jury Report: A Free Public Education Includes School Supplies
- 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.

MINUTES

Regular Meeting of the Nicasio School District Board of Trustees

Wednesday, April 3, 2024 5pm

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

1. **Opening Business**

- a. Call to Order at 5:00 pm by Board President Elaine Doss
- b. Roll Call *Present Trustees Elaine Doss, Mark Burton and Daniel Ager Also in Attendance Superintendent/Principal Barbara Snekkevik, and District Secretary Beth Wolf*
- c. Patriotic Moment in recognition of when the Pony Express was established in 1860. Record time to travel 1800 miles from St. Joseph, Missouri to Sacramento in 10 days. The telegraph put Pony Express out of business after 18 months but remained symbolic of the Old West.

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

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

3. **Reports**

- a. Trustee/Superintendent/Principal Announcements
Superintendent Snekkevik reported on the following: Expanded Learning Opportunities Program for after school enrichment, Measure J Parcel Tax election on May 7, Golden Bell Awards ceremony May 23 honoring Nicasio nominees Judith Kirkland and Marin County Librarians, Garden funding opportunities through West Marin Food Systems grants, Marin County Bicycle Accident Dashboard for e-bike safety, Fentanyl Awareness Day May 7 with focus on Marin County middle school students. *Events:* ELPAC testing, Field Trip to San Pablo Bay Wildlife Refuge March 14 grades 3/4/5, Spirit Day/ Green Day March 15, Indoor Movie Night March 16, Oral Health Screening On-campus by Marin County Health and Human Services March 19, Principal's Chat March 20, Field trip to Angel Island March 20 grades 6/7/8. *Upcoming Events:* Open House/Talent Show April 4, All-school field trip to Safari West May 13.
- b. MCOE Monthly Investment Report as of Dec 31, 2023

4. **Public Comment**

There were no public comments

5. **Consent Agenda**

- a. Approval of Minutes: March 7, 2024 Regular Meeting of the Board of Trustees
- b. Ratify Warrants Paid: April 2023
- c. Williams Quarterly Report, Jan 1, 2024 – March 31, 2024
Action: M/S: Ager/Burton to approve Consent Agenda Vote: 3/0 Ayes: Ager, Burton and Doss; Noes: None

6. **Conclusion**

- a. Agenda items for upcoming Board Agenda:
Resolution for Governing Board Election
Health and Wellness Policy
- b. Adjournment
Action: M/S: Ager/Burton to adjourn meeting at 6:22 pm Vote: 3/0 Ayes: Ager, Burton and Doss; Noes: None

Respectfully Submitted,
Beth Wolf

Unadopted Adopted

Mark Burton, Board Clerk

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, CBO
Date: May 2, 2024
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 – \$ 23,339.01

Current Year: April 2024

Batches: 0033-0036, 0038

Recommendation: Staff recommends approval of warrants.

DISTRICT: 031 NICASIO SCHOOL DISTRICT
 BATCH: 0033 APRIL BATCH 1
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20381916	001204/	ADT COMMERCIAL													
		PO-240002	1.	01-0000-0-5620.00-0000-8300-000-000-000										INV #154295312 APRIL	138.55
														WARRANT TOTAL	\$138.55
20381917	001341/	COMMON SENSE BUSINESS SOLUTION													
		PO-240011	1.	01-0000-0-5840.00-0000-2700-000-000-050										INV #83631	85.49
			2.	01-0000-0-5840.00-1110-1010-000-000-050										INV #83631	46.08
														WARRANT TOTAL	\$131.57
20381918	001541/	LILIAN DIAZ													
		PV-240076		01-0000-0-5230.00-0000-3700-000-000-000										DIAZ SEPT 2023 MILEAGE REISSUE	47.68
														WARRANT TOTAL	\$47.68
20381919	000807/	JERRY & DON'S PUMP & WELL													
		PO-240018	1.	01-0000-0-5535.00-0000-8200-000-000-000										INV #0168000-IN	1,483.91
														WARRANT TOTAL	\$1,483.91
20381920	000007/	ODP BUSINESS SOLUTIONS LLC													
		PO-240174	2.	01-0000-0-4300.00-0000-3700-000-000-000										INV #357526336001	48.99
			2.	01-0000-0-4300.00-0000-3700-000-000-000										INV #357562731001	23.25
			1.	01-1100-0-4300.00-0000-2700-000-000-000										INV #357526336001	84.43
			1.	01-1100-0-4300.00-0000-2700-000-000-000										INV #357562731001	40.08
														WARRANT TOTAL	\$196.75
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:	5									TOTAL AMOUNT OF CHECKS:	\$1,998.46*
				TOTAL ACH GENERATED:	0									TOTAL AMOUNT OF ACH:	\$.00*
				TOTAL EFT GENERATED:	0									TOTAL AMOUNT OF EFT:	\$.00*
				TOTAL PAYMENTS:	5									TOTAL AMOUNT:	\$1,998.46*
*** BATCH TOTALS ***				TOTAL NUMBER OF CHECKS:	5									TOTAL AMOUNT OF CHECKS:	\$1,998.46*
				TOTAL ACH GENERATED:	0									TOTAL AMOUNT OF ACH:	\$.00*
				TOTAL EFT GENERATED:	0									TOTAL AMOUNT OF EFT:	\$.00*
				TOTAL PAYMENTS:	5									TOTAL AMOUNT:	\$1,998.46*
*** DISTRICT TOTALS ***				TOTAL NUMBER OF CHECKS:	5									TOTAL AMOUNT OF CHECKS:	\$1,998.46*
				TOTAL ACH GENERATED:	0									TOTAL AMOUNT OF ACH:	\$.00*
				TOTAL EFT GENERATED:	0									TOTAL AMOUNT OF EFT:	\$.00*
				TOTAL PAYMENTS:	5									TOTAL AMOUNT:	\$1,998.46*

DISTRICT: 031 NICASIO SCHOOL DISTRICT
 BATCH: 0034 APRIL BATCH 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			
20382519	000007/	ODP BUSINESS SOLUTIONS LLC				
	PO-240175	2.	01-1100-0-4300.00-0000-2700-000-000-000	INV #359062338001		92.72
		1.	01-1100-0-4300.00-1110-1010-000-345-000	INV #359062338001		108.79
	PV-240077		01-0000-0-4300.00-0000-2700-000-000-000	INV #333714072001 PO 240132 RE		424.61
	PV-240078		01-0000-0-4300.00-0000-8100-000-000-000	INV #333724094001 PO 240133 RE		340.89
	PV-240079		01-0000-0-4300.00-0000-8200-000-000-000	INV #333049059001 PO 240134 RE		621.84
	PV-240080		01-0000-0-4300.00-0000-2700-000-000-000	INV #328658071001 PO 240135 RE		11.71
	PV-240081		01-0000-0-4300.00-0000-2700-000-000-000	INV #328774259001 PO 240135 RE		48.70
	PV-240082		01-0000-0-4300.00-0000-2700-000-000-000	INV #328774421001 PO 240135 RE		58.08
			WARRANT TOTAL			\$1,707.34
20382520	000750/	POSTMASTER				
	PO-240040	1.	01-0000-0-5960.00-0000-2700-000-000-000	PO BOX RENTAL ANNUAL FEE		352.00
			WARRANT TOTAL			\$352.00
20382521	001272/	RAUL SALDANA				
	PO-240032	2.	01-0000-0-5840.00-0000-8100-000-000-000	GROUNDS MAINTENANCE MARCH		425.00
			WARRANT TOTAL			\$425.00
20382522	000518/	SHORELINE UNIFIED SCHOOL DIST				
	PO-240036	1.	01-0000-0-5840.00-0000-3700-000-000-000	INV #240003 MEALS AUG-DEC 2023		10,333.75
			WARRANT TOTAL			\$10,333.75
20382523	001260/	SILYCO				
	PO-240037	1.	01-1400-0-5849.00-1110-1010-000-000-000	TECHNOLOGY SUPPORT MARCH		83.22
		3.	01-5830-0-5849.00-0000-2700-000-000-000	TECHNOLOGY SUPPORT MARCH		33.94
		2.	01-5830-0-5849.00-1110-2495-000-000-000	TECHNOLOGY SUPPORT MARCH		832.84
			WARRANT TOTAL			\$950.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:	\$13,768.09*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	5	TOTAL AMOUNT:	\$13,768.09*
***	BATCH TOTALS ***		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:	\$13,768.09*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	5	TOTAL AMOUNT:	\$13,768.09*

DISTRICT: 031 NICASIO SCHOOL DISTRICT
 BATCH: 0035 APRIL BATCH 3
 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			
20382524	001429/	CA DEPT OF TAX AND FEE ADMIN				
	PV-240083	01-0000-0-4300.00-0000-2700-000-000-000	USE TAX ACCT #099-332259			1.30
		01-6300-0-9517.00-0000-0000-000-000-000	USE TAX ACCT #099-332259			7.26
		01-9319-0-9517.00-0000-0000-000-000-000	USE TAX ACCT #099-332259			80.44
		WARRANT TOTAL				\$89.00
20382525	001323/	NORTH BAY TAXI				
	PO-240027	1. 01-6500-0-5840.00-5770-3600-000-707-000	INV #420-032024 MARCH			2,660.00
		WARRANT TOTAL				\$2,660.00
*** FUND	TOTALS ***	TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:		\$2,749.00*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	2	TOTAL AMOUNT:		\$2,749.00*
***	BATCH TOTALS ***	TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:		\$2,749.00*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	2	TOTAL AMOUNT:		\$2,749.00*
***	DISTRICT TOTALS ***	TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:		\$16,517.09*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	7	TOTAL AMOUNT:		\$16,517.09*

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0036 APRIL BATCH 4
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			
20383039	001468/	PAOLA & RAFAEL BARAJAS				
		PO-240007 1. 01-6500-0-5840.00-5770-3600-000-706-000	SP ED MILEAGE REIMB MARCH			207.43
		WARRANT TOTAL				\$207.43
20383040	001177/	COUNTY OF MARIN ENVIR HLTH SVC				
		PV-240086 01-0000-0-5840.00-0000-8200-000-000-000	INV #39471			628.00
		01-0000-0-5840.00-0000-8200-000-000-000	INV #39471			15.00
		WARRANT TOTAL				\$643.00
20383041	001523/	INFINITY COMMUNICATIONS & CONS				
		PO-240110 1. 01-5830-0-5940.00-0000-2700-000-000-000	INV #17170 4TH INVOICE			125.00
		WARRANT TOTAL				\$125.00
20383042	000276/	MARIN SCHOOLS INSURANCE				
		PV-240084 01-0000-0-9528.00-0000-0000-000-000-000	H&W KLEIN, ELLIAN DENTAL MARCH			130.24
		01-0000-0-9528.00-0000-0000-000-000-000	H&W WOLF, ELIZ DENTAL MARCH			130.24
		01-0000-0-9528.00-0000-0000-000-000-000	H&W YOUNG, MEGAN DENTAL MARCH			130.24
		PV-240085 01-0000-0-9528.00-0000-0000-000-000-000	H&W KLEIN, ELLIAN DENTAL APRIL			130.24
		01-0000-0-9528.00-0000-0000-000-000-000	H&W WOLF, ELIZ DENTAL APRIL			130.24
		01-0000-0-9528.00-0000-0000-000-000-000	H&W YOUNG, MEGAN DENTAL APRIL			130.24
		WARRANT TOTAL				\$781.44
20383043	000007/	ODP BUSINESS SOLUTIONS LLC				
		PO-240178 1. 01-1100-0-4300.00-1110-1010-000-012-000	INV #359512629001			187.63
		WARRANT TOTAL				\$187.63
20383044	001505/	READYREFRESH				
		PO-240030 1. 01-0000-0-4315.00-0000-8200-000-000-000	INV #04C6703289400 MARCH			11.31
		WARRANT TOTAL				\$11.31
20383045	000021/	RECOLOGY SONOMA MARIN				
		PO-240031 1. 01-0000-0-5550.00-0000-8200-000-000-000	INV #43188671 MARCH			328.24
		2. 01-0000-0-5550.00-0000-8200-000-000-000	INV #43188671 MARCH			80.73

APY250 L.00.06

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 04/19/2024

04/24/24 PAGE 2

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0036 APRIL BATCH 4
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						\$408.97
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	7	TOTAL AMOUNT OF CHECKS:	\$2,364.78*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	7	TOTAL AMOUNT:	\$2,364.78*

DISTRICT: 031 NICASIO SCHOOL DISTRICT
 BATCH: 0036 APRIL BATCH 4
 FUND : 14 DEFERRED MAINTENANCE 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		
20383046	001158/	PAUL DOLCINI SEWER SVC & PLUMB				
	PO-240180	1.	14-0000-0-5608.00-0000-8100-000-000-000	INV #112592		1,408.88
			WARRANT TOTAL			\$1,408.88
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$1,408.88*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$1,408.88*
*** BATCH TOTALS	***		TOTAL NUMBER OF CHECKS:	8	TOTAL AMOUNT OF CHECKS:	\$3,773.66*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	8	TOTAL AMOUNT:	\$3,773.66*
*** DISTRICT TOTALS	***		TOTAL NUMBER OF CHECKS:	8	TOTAL AMOUNT OF CHECKS:	\$3,773.66*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	8	TOTAL AMOUNT:	\$3,773.66*

DISTRICT: 031 NICASIO SCHOOL DISTRICT
BATCH: 0038 REVOLVING CASH 07/23 TO 04/24
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		
20383361	000567/	NICASIO REVOLVING CASH					
	RC-240001	01-0000-0-4300.00-0000-2700-000-000-000			REPLENISH RC JULY THROUGH APRI	171.12	
		01-0000-0-5300.00-1110-1010-000-000-000			REPLENISH RC JULY THROUGH APRI	15.99	
		01-0000-0-5300.00-1110-1010-000-000-000			REPLENISH RC JULY THROUGH APRI	15.99	
		01-0000-0-5300.00-1110-1010-000-000-000			REPLENISH RC JULY THROUGH APRI	15.99	
		01-0000-0-5300.00-1110-1010-000-000-000			REPLENISH RC JULY THROUGH APRI	35.00	
		01-0000-0-5840.00-0000-3700-000-000-000			REPLENISH RC JULY THROUGH APRI	60.00	
		01-0000-0-5960.00-0000-2700-000-000-000			REPLENISH RC JULY THROUGH APRI	11.66	
		01-0000-0-5960.00-0000-2700-000-000-000			REPLENISH RC JULY THROUGH APRI	66.00	
		01-0000-0-5960.00-0000-2700-000-000-000			REPLENISH RC JULY THROUGH APRI	68.00	
		01-9315-0-5819.00-1110-1010-000-000-000			REPLENISH RC JULY THROUGH APRI	110.00	
		01-9315-0-5819.00-1110-1010-000-000-000			REPLENISH RC JULY THROUGH APRI	480.05	
		WARRANT TOTAL				\$1,049.80	
*** FUND	TOTALS ***	TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:		\$1,049.80*	
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*	
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*	
		TOTAL PAYMENTS:	1	TOTAL AMOUNT:		\$1,049.80*	
*** BATCH TOTALS	***	TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:		\$1,049.80*	
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*	
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*	
		TOTAL PAYMENTS:	1	TOTAL AMOUNT:		\$1,049.80*	
*** DISTRICT TOTALS	***	TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:		\$1,049.80*	
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*	
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*	
		TOTAL PAYMENTS:	1	TOTAL AMOUNT:		\$1,049.80*	

RESOLUTION 2023-24 # 6
OF THE GOVERNING BOARD OF THE
NICASIO SCHOOL DISTRICT

Agenda Item # 6a

SPECIFICATIONS OF THE ELECTION ORDER:

RESOLVED, that pursuant to Education Code Sections 5304 and 5322, the following is specified with respect to the governing board member election of said governing body.

WHEREAS, it is the determination of said governing body that the regularly scheduled election to be held on the 5th day of November, 2024, at which election the issue to be presented to the voters shall be to elect Governing Board Members to the following terms:

Number of Regular Term Positions (4-year) 1

Number of Short Term Positions (2-year)

WHEREAS, that payment for the publication of a candidate's statement of qualifications is the responsibility of the: Candidate (*District or Candidate*)

IT IS HEREBY RESOLVED that the said governing body will hold an election on November 3, 2020, to elect member(s) to the governing board as listed, and hereby requests:

- 1) Consolidation of said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
- 2) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

PASSED AND ADOPTED this 2nd day of May , 2024 by the following vote, to wit:

AYES:

NOES:

ABSENT:

PRESIDENT, GOVERNING BOARD

ATTEST: _____,

Clerk of the Governing Board

NOTICE OF ELECTIVE OFFICES

To Be Reviewed And Completed By Jurisdiction's Representative

Please complete and return this document by email to the Marin County Elections Department.

SENT

APR 22 2024

Nicasio School/District

Jurisdiction:

Nicasio School District
PO Box 711
Nicasio CA 94946

*The scheduled candidate election
for this jurisdiction is **November 5, 2024***

Full Term Seats Ending December 2024

Trustees: Daniel Ager

Full Term Seats Ending December 2026

Trustees: Mark Burton
Elaine Doss

Payment for the publication of the candidate's statement of qualifications in the Voter Information Guide is the responsibility of the candidate . (candidate or district)

I confirm that the above information is correct and I have indicated any changes as necessary.

Signature of representative *[Handwritten Signature]*

Title of representative *District Secretary*

Date *4, 22, 24*

*If available, place
seal of Jurisdiction here*

Nicasio School Board of Trustees Meeting Schedule 2024-25

Regular meetings are held on the 1st Thursday of each month unless otherwise noted with an asterisk (*). Regular meetings commence at 5pm.

No Regular Meeting in July or August

September 12, 2024*

October 3, 2024

November 7, 2024

December 19, 2024*

No Regular Meeting in January

February 6, 2025

March 6, 2025

April 2, 2025*

May 1, 2025

June 17, 2025*

June 18, 2025*

Nicasio School District

Since 1862

Agenda Item # 6C

Board of Trustees

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

To: Nicasio School District Board of Trustees
From: Barbara Snekkevik, Superintendent/Principal
Date: May 2, 2024
Re: Action: Consider approval of NSD School Extended Learning Opportunities Program Plan

Objective:

To approve the NSD Extended Learning Opportunities Program (ELO-P) Plan.

Background:

The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade. "Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. Local educational agencies must operate the Expanded Learning Opportunities Program pursuant to the requirements in California Education Code Section 46120, including the development of a program plan. The program plan needs to be approved by the Local Educational Agency's (LEA) Governing Board in a public meeting and posted on the LEA's website.

Funding Source/Cost:

Nicasio School District has received \$50,000 in ELO-P funding for 2023-24 and is estimated to receive \$50,000 in ELO-P funding for 2024-25.

Recommendation:

Staff recommends approval of the NSD Extended Learning Opportunities Program Plan.

**EXPANDED LEARNING OPPORTUNITIES
PROGRAM PLAN GUIDE**

Prepared by:
Barbara Snekkevik and Mike Taylor
Nicasio School District

**This Program Plan Template Guide is required by California *Education Code (EC)* Section
46120(b)(2)**

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Local Educational Agency (LEA) Name: Nicasio School District

Contact Name: Barbara Snekkevik

Contact Email: bsnekkevik@nicasioschool.org

Contact Phone: (415) 662-2184

Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Nicasio School

Purpose

This template will aid LEAs in the development of a program plan as required by *EC* Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (*EC* Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in *EC* Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (*EC* Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with *EC* Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the *Quality Standards for Expanded Learning in California* (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

1—Safe and Supportive Environment

Nicasio School partners with San Geronimo Valley Community Center, located in Lagunitas, to offer after school and intersession programming to students. The community center is located off campus and a shuttle service is provided to enrolled students at no cost. The team at SVGCC is welcoming and kind to students, offering an array of activities and tutoring services. Also, this location allows Nicasio students to have the opportunity to partner, make new friends, and meet new students from a neighboring school district who also utilize the space. This is also a convenient location for families, many of whom work just past this location and are able to pick up on their way home from work.

2—Active and Engaged Learning

Students from Nicasio attend either the TK - 3 program, or 4-8 program at SVGCC. Once here, students receive help with homework, get a healthy snack and are able to choose from a menu of options. Depending on the day, students can choose from music, dance, woodworking or cooking classes. Younger students also have time and spaces to play, create, and use their imagination. Older students can choose to do the same, though they might also participate in Valley After School Tutoring (VAST), Homework Club, or athletics with students from the neighboring district.

3—Skill Building

Students engaged in the expanded learning programs with Nicasio School are able to grow their skills in multiple ways. They have access to tutoring and homework help, and they also have access to exciting programs like engineering, arts, athletics and cooking, to name a few.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

Students have a time to share ideas with after school site leadership weekly, and, because the after school site teams have crafted long standing relationships with the youth in their programs, the students trust their leaders and trust their voices will be heard and programmatic changes will be made once their opinions are shared. Program participants also engage in service projects to support those in need in their community.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.

Students who attend the Nicasio ELOP Program at SGVCC are served a nutritious snack daily. Students can be seen engaging in physical activities daily, this includes formal athletics in the upper grades, to play based learning in the lower grades. Staff can be seen playing with students, modeling appropriate behaviors and problem solving.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

We made it our mission to offer this program to all qualifying students in our community. The goal was to provide access regardless of language, culture or disability. Messages offering space in programs were sent out in home languages, often via phone calls, further ensuring that families would understand the access being provided.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

ELOP staff at both Nicasio School and the Community Center undergo professional development opportunities annually. Each staff member attends the standard CPR, First aid, sexual harassment and mandated reporter training. Nicasio School staff are offered attendance during school professional development and SGVCC staff are offered professional development stipends annually to pursue training that would make their program more rich.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

The program's mission is to support the Nicasio School community with enriching out-of-school opportunities in a welcoming, kind and supportive environment. We aim to bring students who have been historically marginalized and might have challenges accessing programs into a high quality, exciting and caring out-of-school time program. Working with families and community partners, we support all students in reaching their full potential academically, physically, and emotionally by providing a safe and nurturing environment

9—Collaborative Partnerships

Describe the program's collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

Nicasio School has formal partnerships with San Geronimo Valley Community Center as well as Shoreline Unified School District, who support students by organizing intersession and summer programming. Beyond this, SGVCC partners with several other sub-contractors to offer students engaging programming.

10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

This component is constantly being improved. We plan to implement site visits on a regular interval, observing program quality, staff engagement and learning from student input what we could do to improve programming.

11—Program Management

The LEA maintains the overall Expanded Learning Budget as part of the LCAP process. Each partner maintains their own budgets per Nicasio School, with clarity for expenses, donations and fees and are able to use their budget to make decisions at the site level. Each partner has their own handbook that is available for staff and families.

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

Staffing ratios will be maintained through hiring and maintaining flexibility in enrollment. We are unable to enroll ALL TK/K students into each program, but aim to continue offering as many students a space that meets family need while maintaining ratios.

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

AM Program at Nicasio School

8 AM - 8:40 am daily

School Day Schedule

Class Schedules

Regular Day		Minimum Day	
Student Drop-off	8:00 -8:40 am	Student Drop-off	8:00 -8:40 am
Classes Begin	8:40am	Classes Begin	8:40am
Morning Recess	10:15am – 10:30am	Morning Recess	10:15am – 10:30am
Lunch	12:00pm – 12:40pm	Lunch	12:00pm – 12:40pm
Dismissal TK	12 pm	Dismissal TK	12 pm
Dismissal K	1:30 pm (M-F)		
Dismissal Grades 1-8	3pm (M, T, TH, F) 2pm (Wednesday)	Dismissal Grades 1-8	1:30 pm

SGVCC After School Program hours and schedule

Monday-Friday

TK-3rd/4th-8th

3 pm-5:30 pm (M, T, Th, F); 2 pm-5:30 pm (W)

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

EC Section 46120(b)(2):

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

- (A) The department's guidance.
- (B) Section 8482.6.
- (C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.
- (D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 46120(b)(1)(A):

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

EC Section 46120(b)(1)(B):

For at least 30 non school days, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

EC Section 46120(b)(3):

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of

schools and neighborhoods with expanded learning opportunities programs across their attendance area.

EC Section 46120(b)(4):

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

EC Section 46120(b)(6):

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

EC Section 46120(c):

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

EC Section 8482.3(d):

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

EC Section 8482.6:

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

EC sections 8483.4 and 46120(b)(2)(D):

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or

kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 8482.3(c)(1)(A–B):

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

Nicasio School District

Since 1862

Agenda Item # 6d

Board of Trustees

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

To: Nicasio School District Board of Trustees
From: Barbara Snekkevik, Superintendent/Principal
Date: May 2, 2024
Re: Action: Consider approval of NSD Workplace Violence Prevention Plan

Objective:

To approve the NSD Workplace Violence Prevention (WVP) Plan.

Background:

According to the Occupational Safety and Health Administration (OSHA), workplace violence is the second leading cause of fatal occupational injuries in the United States, affecting nearly 2 million American workers annually. SB 553 addresses workplace violence by requiring employers to implement basic protections to protect employees while at work.

California Senate Bill 553 (SB 553) was signed into law on September 30, 2023. SB 553 amended Labor Code section 6401.7 to require employers to develop and implement a workplace violence prevention plan in accordance with newly codified Labor Code section 6401.9, which sets out the requirements for the plan. Starting July 1, 2024, the majority of employers in California must establish, implement, and maintain a Workplace Violence Prevention Plan. The NSD Workplace Violence Prevention Plan will be included in the NSD Comprehensive School Safety Plan.

Funding Source/Cost:

N/A

Recommendation:

Staff recommends approval of the NSD Workplace Violence Prevention Plan.

NICASIO SCHOOL DISTRICT

WORKPLACE VIOLENCE PREVENTION PLAN

May 2, 2024

PURPOSE AND AUTHORITY

California SB 553 requires California employers to establish, implement, and maintain at all times in all work areas an effective Workplace Violence Protection Plan (WVPP).

The WVPP, a component of the Injury and Illness Prevention Program, is intended to establish a framework for protecting employees from workplace violence. This plan includes the following components:

1. Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Methods that will be used to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the plan.
4. Effective procedures for the employer to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
 - a. How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
 - b. How employee concerns will be investigated.
7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
 - a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
 - b. Evacuation or sheltering plans that are appropriate and feasible for the worksite.
 - c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
8. Procedures to develop and provide employee training
9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted:
 - a. When the plan is first established
 - b. After each workplace violence incident
 - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
10. Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the IIPP, including:
 - a. Procedures for post incident response and investigation.
 - b. Procedures to review the effectiveness of the plan and revise the plan, including:
 - i. Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.
11. Maintain a written log recording incidents of workplace violence

1. PERSON(S) RESPONSIBLE FOR IMPLEMENTING THE WVPP

The ultimate responsibility for overseeing the development, implementation, and maintenance of the WVPP, rests with the Superintendent or Designee.

2. PROCEDURES FOR INVOLVING EMPLOYEES IN THE DEVELOPMENT AND IMPLEMENTATION OF THE WVPP

Involving employees in the development and implementation of our WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing/annual refresher of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

- Request employees to submit their ideas directly to the person responsible for this WVPP (as identified above) via email, telephone or during a staff meeting.
- Superintendent or Designee will meet annually with Nicasio Teachers Association representative(s) to identify, evaluate and correct workplace violence hazards, to agree upon employee training, and to review procedures for reporting and investigating workplace violence.

3. WVPP IMPLEMENTATION & COORDINATION

In an effort to ensure that all employees understand their respective roles in this plan, that they understand all aspects of this plan, and they understand how to report incidents of workplace violence, the Superintendent or Designee will take the following steps:

1. Provide employee training and verify comprehension. This training will occur annually with other required safety related trainings and will ensure employees understand all aspects including their respective roles in the plan, as well as how to report incidents of workplace violence.
2. Post and share meeting agendas and minutes from committees or teams involved in the development of this plan as outlined in Section 2 above, as applicable.
3. Provide updates to all employees at various stages throughout the development and implementation of this plan, including timelines and next steps.
4. The Workplace Violence Prevention Plan is available for employees and their representatives at no cost via the Nicasio School website at www.nicasioschool.org and in paper copy upon request to the Superintendent, or designee, at the District Office.
5. Nicasio School District encourages employees to engage in open and constructive communication with the District regarding the Workplace Violence Prevention Plan.

4. PROCEDURES TO ACCEPT & RESPOND TO REPORTS OF WORKPLACE VIOLENCE

Employees should report workplace violence to the Superintendent or Designee and/or call 9-1-1 if the threat/act of violence is imminent and serious. The Superintendent or Designee will adhere to the following process for accepting and responding to reports of workplace violence:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions).
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate the findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the "Violent Incident Log" for recordkeeping and reporting purposes.

All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal.

5. PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP

While the SUPERINTENDENT OR DESIGNEE is responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities and training provided under this plan. Supervisors and managers will use the following procedures to ensure employees comply with the WVPP:

- Ensure employees take/attend the training(s) and refresher training(s) assigned to them.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Nicasio School District ensures that supervisory and nonsupervisory employees comply with the plan in a manner consistent with the California Code of Regulations and in accordance with Nicasio School District Board Policy 4118: Dismissal/Suspension/Disciplinary Actions

6. EMPLOYEE COMMUNICATION

Employees should report any and all workplace violence related incidents, threats and concerns to the Superintendent or Designee (principal@nicasioschool.org) or by contacting emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious.

When making a report of workplace violence, please include the following information (please note, workplace violence does not include lawful acts of self-defense or defense of others):

1. Date
2. Time
3. Location
4. Type of workplace violence:
 - a. Type 1 = Committed by a person who has no legitimate purpose at the worksite
 - b. Type 2 = Committed by a person who does have a legitimate purpose at the worksite (customer, client, patient, student, inmate, or visitor).
 - c. Type 3 = Committed by a present or former employee, supervisor, or manager.
 - d. Type 4 = Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee
5. Circumstances at the time of the incident, including but not limited to the following:
 - a. Was the employee completing usual job duties?
 - b. Was the area poorly lit?
 - c. Was the work being “rushed”?
 - d. Was the employee working during a low staffing level?
 - e. Was the employee isolated/alone?
 - f. Was the employee able to get help/assistance?
 - g. Was the employee working in a community setting?
 - h. Was the employee working in an unfamiliar/new location?
 - i. Other: please explain
6. Classification of where the incident occurred:
 - a. At the workplace, indoors (please include building name and/or room number)
 - b. At the workplace, outdoors (please specify)
 - c. Other area (please explain)
7. Type of incident (including but not limited to):
 - a. Physical attack – no weapon/object
 - b. Physical attack – with a weapon/object
 - c. Threat of physical force or threat of use of a weapon/object
 - d. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
 - e. Other (please specify):

Employer's Evaluation & Response

When responding to a report of workplace violence, the Superintendent or Designee as outlined above, will adhere to the following process:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence in alignment with Nicasio School District's Comprehensive School Safety Plan. This may include:
 - a. Alerting employees of the presence, location and nature of workplace violence emergencies following established emergency response protocols
 - b. Initiating evacuation or sheltering plans as outlined in emergency response protocols
 - c. Obtaining additional help from law enforcement
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
 - a. Consequences of the incident (including but not limited to):
 - i. Was security or law enforcement contacted?
 1. If so, what was their response (please explain):
 - ii. Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident (please explain)
 - b. Information about the person completing the employer's response/log:
 - i. Name
 - ii. Title
 - iii. Date
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate your findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the "Violent Incident Log" for recordkeeping and reporting purposes.

WORKPLACE VIOLENCE REPORTING FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED AN INCIDENT, THREAT OR CONCERN RELATED TO WORKPLACE VIOLENCE. THIS FORM BRINGS THE ISSUE TO THE ATTENTION OF THE MANAGEMENT.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to SUPERINTENDENT/DESIGNEE. **Attach witness statements to this form.**

Report submitted by:	Date:
General Description:	Phone:

Date of Incident:	Time:
Address/Location of Incident:	

Individuals involved in the incident (use additional sheet(s) if necessary)

Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Classification of Incident (Select One)

<input type="checkbox"/> Type 1 Committed by a person who has no legitimate purpose at the worksite.	<input type="checkbox"/> Type 2 Committed by a person who does have a legitimate purpose at the worksite	<input type="checkbox"/> Type 3 Committed by a present or former employee, supervisor, or manager.	<input type="checkbox"/> Type 4 Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.
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Classification of Incident Location (Select One)

<input type="checkbox"/> At Workplace, Indoors (Please Include Bldg. Name/Room No.)	<input type="checkbox"/> At Workplace, Outdoors (Please Specify)	<input type="checkbox"/> Other Area (Please Explain)
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Type of Incident

<input type="checkbox"/> Physical Attack – no weapon/object
<input type="checkbox"/> Physical Attack – with weapon/object
<input type="checkbox"/> Threat of physical force and/or threat of use of a weapon/object
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
<input type="checkbox"/> Other (specify)

How was the incident communicated? (Check one or more)

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)				

Initial Response or Follow up Activity: (Check all that apply)

<input type="checkbox"/> Situation defused	<input type="checkbox"/> Occupational Medicine notified
<input type="checkbox"/> Security called	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:
<input type="checkbox"/> First Aid Received?	<input type="checkbox"/> Employee Assistance Program Resources Provided?
<input type="checkbox"/> Other (specify)	

Describe Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc. Also include the circumstances at time of incident (i.e.: was the employee completing usual job duties, was the area poorly lit, was the work being rushed, was the employee working during a low staffing level, was the employee isolated/alone, was the employee able to get help/assistance, was the employee working in a community setting, was the employee working in an unfamiliar/new location, other – please explain).

List Names of Other Witnesses

Signature

Date

Person Receiving Witness Statement

Date

Routing

Yes	No	Name	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	Superintendent/Designee		
<input type="checkbox"/>	<input type="checkbox"/>			

Upon completion of investigation, attach a findings/follow-up document to this form.

7. EMPLOYEE TRAINING

Nicasio School District will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

1. Our WVPP plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
2. The definitions and requirements of SB 553.
3. How to report workplace violence incidents or concerns to Superintendent or designee and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees' jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

8. WORKPLACE VIOLENCE HAZARD INSPECTIONS

Nicasio School District implements procedures to identify and evaluate workplace violence hazards, including, but not limited to scheduled periodic inspections to identify:

- unsafe conditions,
- work practices, and
- employee reports and concerns.

Nicasio School District conducts workplace violence hazard inspections when:

- the plan is first established,
- after each workplace violence incident, and
- whenever the Superintendent/Designee is made aware of new or previously unrecognized hazards.

Nicasio School District documents Workplace Violence Hazard Inspections and implements procedures to correct identified and evaluated workplace violence hazards in a timely manner consistent with paragraph (6) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations.

9. RECORDKEEPING

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five years.

Training records will be created and maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

Violent incident logs will be maintained for a minimum of five years.

Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above by will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

The Superintendent/Designee will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Nicasio School District, with responsibility shared by management and staff alike.

Nicasio School District

Since 1862

Agenda Item # 6e

Board of Trustees

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

To: Nicasio School District Board of Trustees
From: Barbara Snekkevik, Superintendent/Principal
Date: May 2, 2024
Re: Action: First Reading BP 5030 Student Wellness Policy

Objective:

To update and approve BP 5030 Student Wellness Policy.

Background:

The Nicasio School District's current Student Wellness Policy (BP 5030) was adopted in September 2007. This updated policy more accurately reflects current practices and nutritional/wellness objectives.

Funding Source/Cost:

N/A

Recommendation:

After completing the first reading, staff recommends the adoption of BP 5030 in June 2024.

NICASIO SCHOOL DISTRICT

Board Policy

Series 5000: Students

BP 5030

STUDENT WELLNESS

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

School Wellness Council

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR 210.31)

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.31)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program and school garden programs.

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

The Board may enter into a joint use agreement or memorandum of understanding to use community facilities to expand students' access to opportunity for physical activity.

Professional development may be regularly offered to the nutrition program director, managers, and staff, as well as health education teachers, physical education teachers, coaches, activity supervisors, and other staff as appropriate to enhance their knowledge and skills related to student health and wellness.

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutrition Guidelines for All Foods Available at School

For all foods and beverages available on each campus during the school day, the district shall adopt nutrition guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, the school may participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs, to the extent possible.

The Superintendent or designee shall provide access to free, potable water in the food service area during meal times in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and by serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's reimbursable food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutrition standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition

education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (Education Code 49431.9; 7 CFR 210.31)

Program Implementation and Evaluation

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy. (42 USC 1758b; 7 CFR 210.31)

Superintendent/Designee
415-662-2184
office@nicasioschool.org

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every three years. (42 USC 1758b; 7 CFR 210.31)

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the district and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Notifications

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.31)

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings,

district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

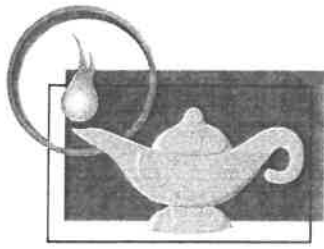
Records

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.31, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.31)

First Reading: May 2, 2024

Second Reading:

Board Approval:



MARIN COUNTY

OFFICE OF EDUCATION

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San Rafael, CA 94913-4925

JOHN A. CARROLL
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

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

April 15, 2024

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

Dear President Doss and Members of the Board,

Our office has completed its review of the Nicasio School District's 2023-24 second interim budget report in compliance with the provisions of Education Code 42131(a)(2). The Governing Board approved the budget with a Positive certification that the district will be able to meet its financial obligations for the current and subsequent two (2) years.

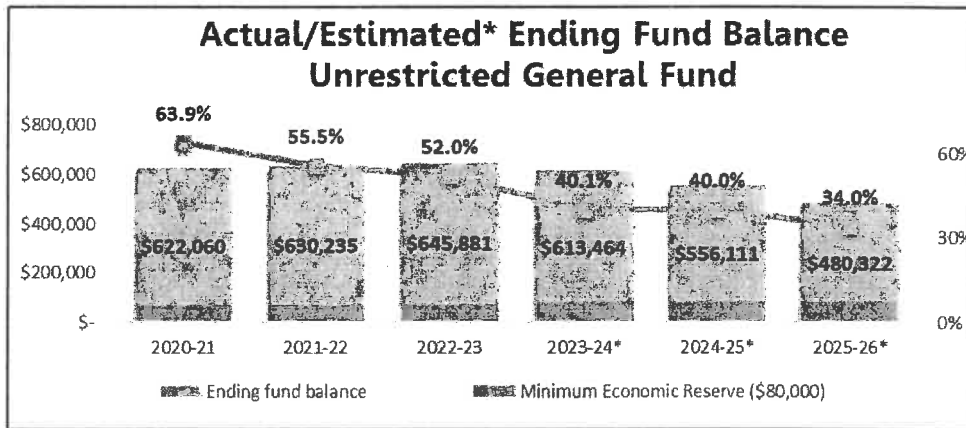
The Code requires the County Superintendent to concur with or change interim report certifications after examining the report to determine whether it complies with the standards and criteria established pursuant to Education Code 33127. It must be determined whether the interim budget will allow the 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.

Based upon our review, we concur with the Board's POSITIVE certification of the second interim budget report indicating that the district will be able to meet its financial obligations in the two subsequent years.

BUDGETARY POSITION FOR NICASIO SCHOOL DISTRICT

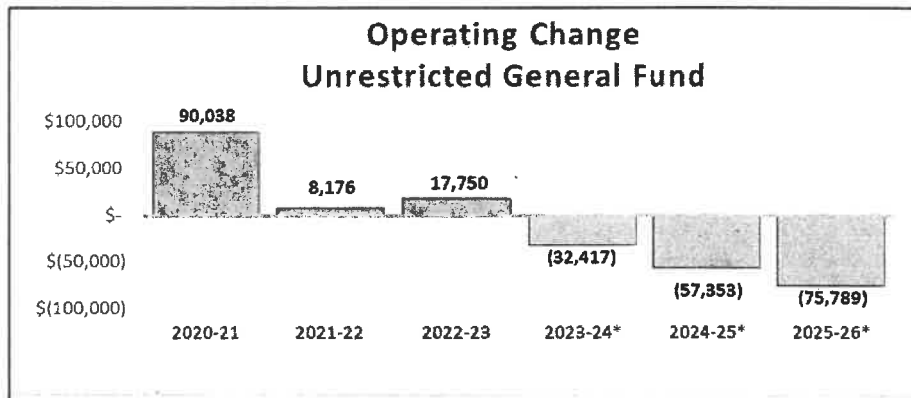
The district's second interim budget and multi-year projection reflects a deterioration when compared to the first interim budget report. The following graph depicts the district's estimated ending balance in the second interim budget and multi-year projection for the unrestricted general fund, with both the state required minimum reserve and the district's actual reserve as a percentage of total general fund expenditures.

The district's ending fund balance meets the minimum required reserve requirement for the current and both subsequent years, nonetheless, the district's reserves are declining at an unsustainable rate.



OPERATING CHANGES

The district's second interim budget reflects operating deficits in the unrestricted general fund in all three (3) years of the multi-year projection as displayed in the chart below.

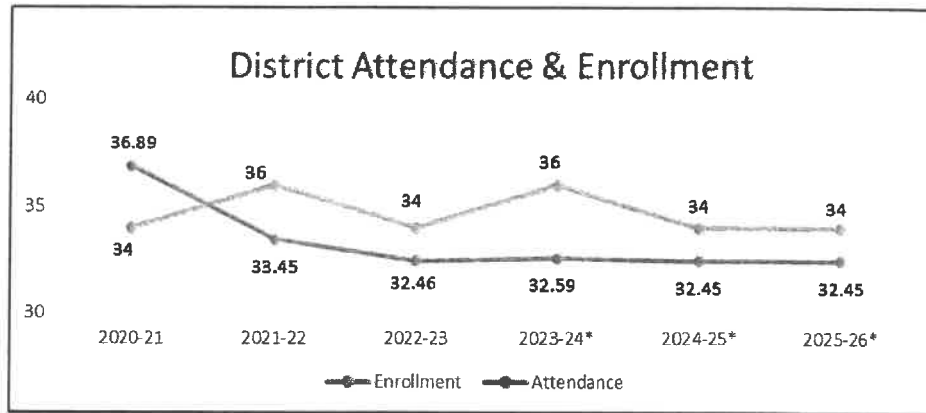


The cumulative impact of this projected deficit spending is a 26% decline in fund balance over the current plus two subsequent years, leaving the district with reserves of \$480,322 or 34% of general fund expenditures on June 30, 2026. While some deficit spending may be a result of one-time costs from prior year funding sources, ongoing structural deficits threaten a school district's future educational programs. 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.

STUDENT ATTENDANCE

The district is estimating student enrollment and associated average daily attendance (ADA) will stabilize as reflected in the chart below. Recent years have changed the LCFF calculations to provide guarantees against ADA declines. Districts were previously funded on the better of current or prior year ADA, offering a one-year reprieve against ADA declines. Beginning in 2022-23 districts were able to be funded on the better of current, prior year or the average of the three most recent prior years' ADA. 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.

PARCEL TAXES

Your community has shown support for its schools in the past through a parcel tax. The district's budget includes approximately \$0.2 million in parcel tax revenue in 2023-24 which represents 17% of general fund revenues. Since the district's parcel tax expires on June 30, 2025, we note these revenues have been removed in both subsequent years of the district's multi-year projection as appropriate.

SALARY SETTLEMENTS

The second interim budget includes the cost of contract negotiations with all bargaining units for 2023-24. We thank the District for the timely submission of the Public Disclosure of Collective Bargaining Agreement and multi-year projection.

Any permanent increases to salary require permanent and ongoing funding sources.. When the district and bargaining unit are ready to settle negotiations, Government Code 3547.5 requires the district to publicly disclose costs, as certified by the superintendent and chief fiscal officer. Please provide a Public Disclosure of Collective Bargaining Agreement including the tentative agreement(s) and multi-year projection to our office 10 working days prior to Board approval. Budget revisions associated with salary settlements should be approved within 45 days of Board approval.

RESERVES

The district maintains the state-required minimum reserve for economic uncertainty of \$80,000 of total general fund expenditures in the current and two (2) subsequent years. In addition, we note the district maintains a Board reserve for economic uncertainty of \$196,575 for a total reserve of \$276,575 in all three (3) years of the budget and multi-year projection. All school districts, whether state aid or community funded, are well advised to establish higher than minimum reserves in order to provide for the financial flexibility to absorb unanticipated expenditures without significant disruption to educational programs, cash flow deferrals and

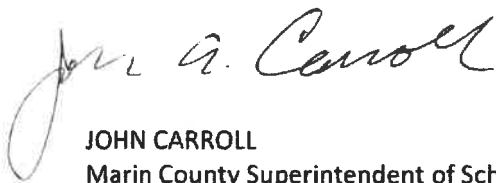
general economic uncertainties. Higher than minimum reserves allow the district to better ensure consistent and stable program offerings for students.

CONCLUSION

We thank district staff for the timely submission of the second interim budget using the statutorily required forms, and responsiveness to the requests for information made in the course of our technical review. If you have any questions, please do not hesitate to contact me at 415-499-5835.

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

Sincerely,

A handwritten signature in black ink that reads "John A. Carroll". The signature is written in a cursive style with a large, looping initial "J".

JOHN CARROLL
Marin County Superintendent of Schools

BREE BROWN
Interim Assistant Superintendent

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