

**SAUSALITO MARIN CITY SCHOOL DISTRICT
SAUSALITO, CALIFORNIA**

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES**

January 31, 2008

CLOSED SESSION: 5:47 PM
REGULAR SESSION: 7:00 PM

MEMBERS PRESENT:
Whitney Hoyt, President
Tom Clark
Elizabeth Todd-Gallardo

MEMBERS ABSENT:
Shirley Thornton
Mark Trotter

Debra A. Bradley, Superintendent and Secretary to the Board

Others Present: Margaret Merchat, Stephen Barbee, Andrew Boyd Goodrich Associate Executive Director for YMCA Point Bonita, Carol Cooper, Rick White of the Marin Civil Grand Jury, Stephen Roatch of Stephen Roatch Accountancy Corporation, Cherisse Baatin, Judy Long of Turner Construction Management, Margery Schindler, Herb Weiner, Steve Barbee, Ellen Franz, Fran Nelson, Megan Bolduc, Orlando Lobo, Clark Warden, Harold Oden, Margaret Bonardi and Kathy Blazei and Patty Swisshelm taking notes.

President, Whitney Hoyt, called the meeting of the Sausalito Marin City School District Board of Trustees to order at 5:47 p.m.

Call to Order

CLOSED SESSION

CLOSED SESSION

The Board, Legal Counsel Margaret Merchat and the Superintendent went immediately into closed session. Closed session was adjourned at 6:53 p.m.

OPEN SESSION

OPEN SESSION

Open session convened at 7:00 pm

Trustee Todd Gallardo led the Pledge of Allegiance.

Pledge

M/s/c Todd Gallardo/Clark/all to amend two agenda items and approve the remaining agenda order. The two amendments were:

Agenda Order

- Agenda item #13, **District Fire Road Gates** (Margery Schindler) should be heard first.
- Agenda item #31 should be amended to read: **Kpod Project Change Orders 5, 6, 7:** Turner Construction Management to discuss
Change Order #5 for the total amount of \$6,966,
Change Order #6 for the credit amount of (\$20,000), and
Change Order #7 for the total amount of \$6,986

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President Hoyt reported that the Board had directed their attorney to continue on with her work and that there was nothing more to report.

Report Out from
Closed Session

None

Public Comment

EDUCATION

Principal, Cherisse Baatin's report included the following information:

- Nel Soto Grant awarded: \$2000 each site, Bayside and Martin Luther King, Jr. Academy, for teachers to make home visits to build personal relationships
- Martin Luther King Jr. Academy Family Night: PTSA & Marin City Network, February 28, 2008
- Five workshops for GEARUP

EDUCATION

Principal's Report –
Bayside Elementary
and Martin Luther King,
Jr. Academy

President Hoyt acknowledged and thanked Herb Weiner, City Council member, for attending the meeting.

Herb Weiner, City
Council

Megan Bolduc, teacher and representative of School Site Council/PTSA, reported on the following:

School Site
Council/PTSA Report

- Her attendance at the Martin Luther King, Jr. birthday celebration in Marin City
- Valentines Day Dance planned for Martin Luther King, Jr. Academy
- District-Wide Book Fair; March 3 – 7, 2008, a joint project with Willow Creek Academy toward purchasing books for the shared library that will include affordable and bilingual books.

Trustee Todd Gallardo volunteered to help with the book fair.

WCA Head of School, Carol Cooper's report included information on the following:

WCA Monthly
Academic Report

- WCA selected to be a P & E Solar School and subsequent eligibility for students to develop and apply for "Bright Idea" grants
- WCA selected by No Bully organization to receive special training in exchange for allowing them to make a training video
- Joint participation with Martin Luther King, Jr. Academy in Mathletes
- Planning for 4th through 6th grade science fair
- Fundraiser February 2, 2008, the Sweetheart Strut
- Collection of coins to donate to national memorial for Dr. Martin Luther King, Jr.
- Planning for mock election on Super Tuesday

Twilight After School Program Report: Program Coordinator Stephen Barbee's report included the following information:

Twilight After School
Program Report

- Program similar to last year except for two classes no longer being offered due to the providers being unable to come on the appointed days: Kristie Kenpo Karate and a Yoga class
- Class additions this year: Harry Potter Book Club, a Bike Club and D.A.R.E. Dance
- Over 110 students currently participate each day
- Enrollment will increase with the addition of spring activities: Little

League and the Bike Club

- Homework hour focused on Math and English Language Arts, including publication of the Twilight News, the District's first student newspaper, for upper grade students.
- Bridging the gap between all three schools and breaking down barriers through athletics and a mock election on Super Tuesday.

President Hoyt asked whether it would make more sense with students who are not making progress to work on basic skills instead of homework. Mr. Barbee explained that teaching assistants help with homework and then basic skills are refined. Superintendent Bradley reported that, in the application for the after school program grant, homework is the only measurable piece for determining success of the program. Mr. Barbee added that a teacher stays an extra hour to work with a small group of students who struggle with math. Mr. Barbee reported that he is currently teaching during the maternity leave of a Willow Creek Academy teacher and that he has five years' teaching experience. He was thanked for his presentation.

Mr. Andrew Boyd Goodrich, Associate Executive Director, for YMCA Point Bonita, made a presentation on environmental education programs available through the YMCA. "My Home, My Community, My World" program aids youth in the urban setting to visualize that where you are is your environment. The program seeks to connect children's environment to the greater community and to the world. The program emphasizes science in an outdoor setting to achieve social and behavioral improvements. Students in grades one through five, Bayside and Willow Creek Academy, participate in this program. The superintendent will meet with Mr. Boyd Goodrich to discuss program for the 2008/2009 school year.

YMCA Point Bonita

SCHOOL OPERATIONS AND COMMUNITY

**SCHOOL
OPERATIONS AND
COMMUNITY**

Ms. Margery Schindler, resident of Sausalito and neighbor of the Bayside campus, expressed her concerns regarding the District fire road gates:

District Fire Road Gates

- She has owned the house at 101 Buchanan Drive, which shares the fire road with Bayside school, since 1973
- She has safety concerns now that the fire road gates are locked that there is no longer free access around the school
- A handicap wheelchair entrance at the rear of her house is no longer accessible to guests
- Southern Marin Fire Department has told her a universal clipper would be used to clip the chain in an emergency, which she does not think is safe
- Sausalito Police have ceased their surveillance; Officer Stacy says they no longer drive around the fire road
- Ms. Schindler's house has been burglarized twice with an attempt made to burglarize it on a third occasion
- Since 1973, she has reported vagrants, etc. to the police, but that is no longer possible
- She has never seen the trash
- She believes the District has acted with undue haste by holding

no hearings.

Ms. Schindler stated that she would appreciate having the fire road gates unlocked or moved back beyond her address and that she would be willing to share the expense of a move and add the District as an additional insured on her insurance.

Superintendent Bradley asked Harold Oden, District Director of Maintenance and Operations, to explain the history of the gates. Mr. Oden reported that during a problem with a sink hole along the fire road prior to his joining the District, Sam Oden, former Interim District Director of Maintenance and Operations, had been told by Bob DeLong of the Southern Marin Fire Department that the fire road was District responsibility. Captain Randy Engler of Marin City Fire Station, during a walk through with Harold Oden, noted vehicles parked along the fire road which would prevent emergency vehicles from getting through and recommended installation of locked gates. Mr. Oden reported that he had personally delivered a key to open all three gates to both the fire and police departments.

Trustee Hoyt, noting Ms. Schindler's suggestion to move the gate back, asked Mr. Oden how far that would be. Mr. Oden responded about ten feet and reported that fire road ownership is being determined, to be shared with the Board as soon as the answer is known. The District maintains the fire road. Trustee Clark added that there has always been some confusion on the fire road; it has always been on District property but there is nothing written about who maintains it.

President Hoyt recommended that, as good neighbors, the District check into the cost of moving the gate and return for discussion at the next meeting. Superintendent Bradley reported that other entrances would be looked at as well.

Trustee Todd Gallardo asked if the District could unlock the gates temporarily but Trustee Clark responded no, that the District would be taking on liability when it had been asked to lock them.

Ms. Schindler was invited to return to the February 13, 2008 Board meeting and was thanked by President Hoyt for the nice note.

BUDGET

Mr. Stephen Roatch, Stephen Roatch Accountancy Corporation, reviewed the District Annual Financial/Audit Report for Year End June 30, 2007, including the financial and performance audits for Bond Fund #21. He highlighted:

- Page 14, a new financial reporting model which uses a single statement to state whether the District is better off or worse off
- Page 58, a schedule of financial trends and analysis: Mr. Roatch reported that the District was being prudent to have the reserve it has to help weather the storm of the State's proposed budget.
- Page 70, Segregation of Duties: The Business Manager is alone due to the small size of the District. Mr. Roach reported that this is not a major issue but an informational comment only.

BUDGET

District Annual
Financial/Audit Report
for Year End June 30,
2007

A secondary review usually comes at about 5,000 ADA.

- Two findings but one of the cleanest reports Stephen Roatch Accountancy Corporation has prepared this year.

Regarding the bond, the District received an unqualified opinion on the financial audit and no problems whatsoever were found on the performance audit nor any recommendations made. Mr. Roatch concluded his report by stating that the District Office does a very good job with all it has going on.

Superintendent Bradley acknowledged Mr. Clark Warden and Mr. Orlando Lobo, officers of Willow Creek Academy (WCA). Superintendent Bradley summarized that at the December Board meeting, the District agreed the acceptance of the Willow Creek First Interim Report. Because of some dates and the holiday season, it was timely that the District support WCA in meeting their legal responsibilities, being able to move forward and report to the County. At that time, the District had verbalized that there had been no time to review WCA's First Interim Report. The District's Business Manager would review and discuss it with the Board at this evening's meeting. She asked Margie Bonardi to speak to the process of reviewing the First Interim for Willow Creek Academy, which is the District's responsibility.

WCA First Interim
Report &
WCA Budget Revisions
2007/2008

Ms. Bonardi reported that WCA did submit their First Interim Report. To begin the District's analysis and review, Ms. Bonardi had a conversation with Donna Strong of ARI, the fiscal agent for WCA to be sure that she understood where the expenditures were and how they had changed. Their conversation reflected that there had been:

- An elimination of two positions that WCA had not filled and an adjustment to all of the benefits connected to those two positions
- A significant change in estimated special education (special day class increased by three students), because WCA had projected no special education expense; however, an increase in special education income offset the additional expense, and with that, everything else in the expenditure column looked very reasonable.

Ms. Bonardi reported that she and Ms. Strong then discussed WCA revenue:

- It did reflect that when WCA budgeted for the current year, they had estimated 161 students and their actual student count at First Interim was 140 students
- A loss of 21 students is a significant change in the in-lieu dollars the District gives to the charter school in the amount of \$88,725
- There was a significant increase at the same time in local revenue which \$89,246

A narrative report prepared by Clark Warden, WCA Treasurer, had not yet been made available to the District. Ms. Bonardi contacted Donna Strong again and asked for a further explanation of where the increase in local revenues had come from and also addressed letters to the charter school because in conversation with Ms. Strong, Ms. Bonardi learned that there were grants that had come in, one for \$25,000 and one for \$7,500 but there was no way to account for increases of

\$56,746. It was Ms. Strong's understanding that the number was really just a number she used to balance income and expenditures on the report. Ms. Bonardi sent a letter to the charter school telling them to have another look and then to Clark Warden to ask them if we could please have further clarification so that the District could understand where this increase in income was coming from.

On January 29, 2008, representatives from WCA, the County Office of Education, the District Office and the Board met for further conversation to see if the District could understand, what was the rationale and projection for revenue; there was an imbalance that, at this point, was unexplained.

Superintendent Bradley referred the Board to correspondence received following that meeting coauthored by Mr. Lobo and Mr. Warden. She then invited Clark to speak.

Mr. Warden explained how WCA arrived at projected enrollment of 161 students. He reported that the problem was an erosion of 15 students in the middle grades, which, at roughly \$6,500 per student translates to about \$98,000 roughly of diminished revenues from block grants.

Mr. Warden reported that there were a couple of other changes but about \$55,000 of extra funds was needed to balance the WCA budget. He explained that:

- Expenses are relatively fixed and that there's no fat to cut. He said he did not want to cut the educational aspects of budget such as that for assistant teachers.
- That WCA eliminated two positions (budget \$80,000)
- Enrollment decline reduced revenues from block grants (about \$98,000)
- Receipt of an unrestricted grant from the Arts Council (\$20,000)
- Revised budget for special education expense (\$24,000)

Clark Warden suggested that the District saves money to the extent WCA enrollment drops (reduces District expenses that are allocated to the charter school). He recommended that, by reallocating \$55,000 from the block grant to the Vision 900, the District would not be out any money and WCA could break even and keep a very small net surplus of about \$6,000.

Mr. Warden reported that WCA has about \$4,000 of a budgeted \$25,000 but that a major fund raiser in February would likely raise the balance of the \$25,000. He also noted a matching program of an estimated \$21,000 pledged to match other contributions. Mr. Warden noted that the Second Interim Report, due March 15, 2008, would reflect the January results and then WCA could go from there. He hoped that more would be known about pending State budget cuts at that time too.

Trustee Clark asked whether the Vision 900 funds (up to \$20,000) set aside, as a match to funds raised by WCA, were included in revenues. Mr. Warden reported that the Arts Council grant of \$20,000 would be WCA's match. Superintendent Bradley, noting that this conversation was the first indication of WCA meeting the district match offer, reported that

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the actual transfer of funds would be forthcoming. She congratulated WCA for their successful fund raising efforts.

Trustee Clark asked what WCA's reserve is now. Margie Bonardi reported that State software shows an ending balance of \$134,000. Of that \$134,000, the MOU with the District requires that they have a 3% reserve, about \$53,000. So above and beyond the reserve that they require, the unrestricted reserve is \$82,000.

Mr. Warden again asked the Board to increase Vision 900 funds by \$55,000. Ms. Bonardi pointed out that the WCA financials put together at first interim assume the District will give them the \$55,000 so that ending balance includes that \$55,000. Mr. Warden agreed. Ms. Bonardi advised that if the District did not give the charter school the \$55,000 grant requested, their unrestricted ending balance would be \$30,000 rather than \$82,000. She stated that WCA would have in total an \$80,000 reserve but 3% of that is required to be held for economic uncertainties, so above and beyond that, it would be about \$30,000 unrestricted reserve ending balance.

Discussion of new student enrollments since Christmas ensued. WCA has six plus two more coming. Bayside has eleven and MLK has four. Trustee Clark asked the superintendent to look into where the new students were coming from and why and report to the Board. Twenty-one students is a significant number mid-year.

Ms. Bonardi clarified that per the MOU, WCA is funded on their P2 ADA. Donna Strong has computed what that piece of ADA for these new children would look like between January and April and that's the number that she used.

Trustee Clark clarified with President Hoyt that, in order for the District Board to accept the WCA financial report, it would have to have a balanced budget; but, if the District did not approve the \$55,000 request, WCA would not have a balanced budget. Ms. Bonardi reviewed that when the District Board accepted the WCA First Interim Report, they did so with the understanding that the District would analyze the first interims. WCA would have an opportunity to come back, discuss the analysis and explain and present to the Board what their first interim was. This is basically that presentation.

President Hoyt asked what would happen to WCA's budget without \$55,000 from the District. Margie Bonardi advised that WCA would have an ending balance of about \$30,000 and the MOU between the District and WCA requires a 5% reserve.

Margaret Merchat stated that she did not know that the MOU says 5%, she wanted to point out that the law does require 5% and the MOU has some requirement. Margie Bonardi stated that the language in the MOU says 3% or \$50,000, whichever is greater. Clark Warden asked where the 3% comes from and Ms. Bonardi explained it is 3% of your total expenditures for the year, budgeted expenditures.

Superintendent Bradley asked whether the WCA first interim included

the expenditure that comes to the District for the meal program. Mr. Warden responded that they put in an expense number but want to take a close look at that program because it was supposed to save money and expense currently exceeds budget.

Orlando Lobo explained that they had not discussed their projected shortfall with the District Board earlier because they anticipated the District Board would have asked them to wait for a few months to see how budget compared to actuals for the beginning of the school year. After meeting with the District on January 29, 2008, they decided to bring forward their discussion and request.

Trustee Clark asked about the WCA portable class room. Mr. Lobo anticipated it would be complete within the next 45 days and that private contributions – not budget funds – were being used to complete it. Mr. Clark expressed his concern of liability while this project is in an incomplete state.

Trustee Todd Gallardo wondered whether the District should consider adding to the Vision 900 Fund and contributing to the completion of the portable on the basis that the District would have \$89,000, theoretically, unspent block grant funds due to reduced enrollment in WCA. She wondered whether the District Board could consider a match of funds.

President Hoyt reviewed that the District is being sued with a trial in progress; there are pending state budget cuts that will affect both the 2007/2008 and the 2008/2009 school years. The District has its own fiscal responsibilities; fund raising is the charter school issue and they haven't done their fund raising and they don't have their money. Considering the state of the economy right now, President Hoyt could not say the District has extra money, it has fiscal uncertainty and she wanted to be prudent with money. She advised WCA that that was her point about fund raising. At a certain point, WCA has got to "get the bank up". If WCA doesn't raise money they need to run their school, it doesn't mean that the District is obligated to give it to them.

President Hoyt expressed her disappointment that WCA had knowingly falsified the budget given to the Board in December; she strongly recommended that more WCA Board members review their WCA budgets. Ms. Hoyt stated that she did not appreciate being expected to fill a budget deficit of \$55,000 that WCA created.

President Hoyt noted that the full District Board was not present but that the quorum of three board members could vote on the request.

M/s/c Hoyt/Clark Ayes 2 Noes 1 (Hoyt) to honor the request from Willow Creek Academy for \$55,000 to balance their budget. Motion failed: A majority (3 members of the 5 member Board) must vote positive or negative to determine an action.

Willow Creek Academy Budget Revisions 2007/2008 included in the above discussion.

The meeting was briefly recessed.

Clark Warden reviewed the Willow Creek Academy Annual Financial/Audit Report for Year End June 30, 2007. Margie Bonardi added that WCA's audit was clean, with no findings.

WCA Annual
Financial/Audit Report
for Year End June 30,
2007

M/s/c Todd Gallardo/Clark/all to accept the audit report for Willow Creek Academy

Margie Bonardi provided an updated analysis of the food service program covering the period from the first day of the program through December 31, 2008:

Food Service Program

- Number of lunches served 2006/2007 was 6,965; 2007/2008 is 7,282 year to date
- Per lunch cost in 2006/2007 was \$2.85; 2007/2008 is \$1.85
- District is both serving more meals and has more students
- Expenses are down due to increased reimbursements (8.6% from state)
- Savings year to date estimated at \$6,300

The Board discussed whether to eliminate Board Policy/Administrative Regulations 3310 Purchasing Procedures due to incorporation of language in revised BP 3300 Expenditures & Purchases approved October 25, 2007. It will be agendized for elimination in February.

BP/AR 3310
Purchasing Procedures

The Board discussed whether to eliminate Board Policy 3350 Travel Expenses which has been absorbed into other current board policy. It will be agendized for elimination in February.

BP 3350 Travel
Expenses

The Board conducted a first reading of a proposed revision of Board Policy and Administrative Regulations 3400 Management of District Assets/Accounts – major overhaul on this board policy including new language on fraud-reportable changes are currently covered by our audits. It will be agendized in February for second reading and action.

BP/AR 3400
Management of District
Assets/Accounts

The Board conducted a first reading of a proposed revision of Administrative Regulations 3440 Inventories. It will be agendized in February for second reading and action.

AR 3440 Inventories

The Board conducted a first reading of proposed revisions of Board Policy/Administrative Regulations 5111 Admission. It will be agendized in February for second reading and action.

BP/AR 5111 Admission

Superintendent Bradley explained that Ms. Griffin is a science instructor who has taken required subject matter, including tests, and is now just waiting for results.

Natasha Griffin

M/s/c Clark/Todd Gallardo/all to approve the one time only extension of a Provisional Internship Permit for Natasha Griffin to teach 7th and 8th grade Science.

Margie Bonardi and Superintendent Bradley addressed the Board with an update on the Governor's 2008/2009 Budget Projections:

Update on Governors'
2008/2009 Budget
Projections

- Governor sponsored Prop 58 along with Prop 57 (the \$15 billion

deficit funding bond) during his first year in office

- Governor has declared a "fiscal emergency" under Prop 58 – Legislature called into Special Session – Governor must submit a plan to address the Budget imbalance
- Governor proposes \$36 million in unspecified reductions to Categorical Programs in 2007/2008 – an overall reduction of 2.5% to the 2007/2008 (current year) budget. Unlikely to be across the board cuts, "targeted" cuts.
- Projected \$4.8 billion dollar shortfall in 2007/2008 revenues
- Revenue forecast comparisons for 2007/2008 (current) and 2008/2009 fiscal year – Department of Finance as opposed to Legislative Analyst's Office
- 2008/2009 Budget calls for estimated cuts of \$4.4 billion to K-12 education; 6.99% reduction Charter General Purpose Block Grant rate; 6.5% reduction Categorical Block Grant rate
- 2008/2009 Categorical Program reductions will receive no Cost of Living Increase. There will also be a rollback in funding of approximately 6.5% from the 2007/2008 budget.

Margie Bonardi reported: an almost 7% overall cut to categoricals plus some additional revenues the District receives from the State; special education projection at 30% of ADA; District is required to make the corresponding cuts; the charter school: State sets their block grant amount

Superintendent Bradley reviewed the Sausalito Marin City School District Budget Savings Plan 2007/2008:

"Governor Arnold Schwarzenegger announced massive cuts to K-12 education to help eliminate the State's budget gap.

The Sausalito Marin City School District is a basic aid district, meaning the funding is primarily from local property tax rather than State apportionment dollars. At this moment, the basic aid funding is not under attack. However, the Sausalito Marin City School District receives funds in addition to support categorical programs, particularly special education. The California Department of Education (CDE) has notified districts that these categorical funds are being cut, both this year and for 2008/2009.

With this notification by CDE, it is important that the District be prudent in its categorical expenditures. Thus, the following actions will be put into effect:

1. There will be a freeze on hiring for all open positions funded out of categorical dollars.
2. Purchase orders from categoricals will be frozen effective February 1, 2008.
3. All categorical expenditures will be reviewed prior to processing.
4. All general fund expenditures will be reviewed in a similar manner.

The Superintendent will convene a committee composed of certificated, classified and District administrators. This committee will review all items to determine urgency, need, and appropriateness to delay the

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expenditures of categorical/general fund dollars.

This immediate intervention effort to save dollars will help us through the 2007/2008 school year and the 2008/2009 school year.

We must give serious attention to the State budget challenge. It can have long term effect on the learning opportunities for our students for years to come."

FACILITIES

Director of Facilities and Operations, Harold Oden's report included information on lighting repairs made, new signage installed and rooms numbered.

The Board considered landscaping estimates for the three areas at the Kpod section of the Bayside Elementary School campus. Harold Oden discussed the two estimates; one from Mekisich Horticultural Services and one from Donlan Landscape Contractors. Area 2 will be eliminated for now, premature. The bids will be similar in cost but the bid from Donlan is incomplete as of this date; Mr. Oden recommended Mekisich with a complete proposal.

M/s/c Todd Gallardo/Clark/all to accept the proposal from Mekisich Horticultural Services

The Board considered proposals for paving of the Bayside Kpod access road. Five proposals were reviewed; Nervani Paving, Thornton Paving, Ghilotti Brothers, McLellan Company, and Maggiora & Ghilotti. Harold Oden described the area to be paved, which has not been mandated but would be beneficial by allowing emergency vehicles direct building access and a loading zone. Work would be scheduled after construction is complete and after the building is signed over to the District. It would be a bond expense due to being on the DSA drawing. Trustee Clark recommended waiting, pending DSA approval. The item was tabled and no action was taken.

Superintendent Bradley explained that a Facilities sub-committee composed of Trustees Todd Gallardo, Trotter and Clark, Harold Oden and she had completed a facilities use audit/classroom visit; all facilities are being utilized. She reviewed maps denoting shared space. Trustee Todd Gallardo noted that they did not view MLK because that site was not in dispute or in demand; the committee cannot find additional space; the computer lab is not a shared space. Trustee Clark asked WCA, based on their request for more space, whether they were going to hire more teachers. Ms. Cooper gave examples of what more area would be used for: upper school for break out space, detention space, or to remove a child from mainstream. Both Hoyt and Cooper agreed there is no additional space. Superintendent Bradley reported that the District still has to formally respond to WCA's facilities use request for the 2008/2009 school year which she will share with the Board in February.

FACILITIES

Director of Facilities
and Operations' Report

KPod Landscaping

Paving of Bayside Kpod
Access Road

WCA Facilities Request

Tabled to February

Bayside Multipurpose
Room Modernization
Project

BOND

Maggiora & Ghilotti Notice of Completion: Patty Swisshelm presented the Maggiora & Ghilotti's Notice of Completion to be filed with the County Recorder. The MLK MS site work is complete, final inspection is complete, and the building pad is covered with visqueen to protect the building pad until the MLK MS building project begins.

BOND

Maggiora &
Ghilotti Notice of
Completion

M/s/c Todd Gallardo/Clark/all to approve Maggiora & Ghilotti Notice of Completion for the MLK MS site work

Kpod Entry Gate: Patty Swisshelm reviewed the Kpod entry gate design process. Bayside staff voted on four design choices; golden gate bridge/bay water design, three figure logo cut out design, child cut out design, and the VBN plain gate design. The golden gate bridge/bay water design was the staff selected winning design. Discussion to the merits of powder coating the gate to contain the rust process within one year.

Kpod Entry Gate

M/s/c Todd Gallardo/Clark/all to approve the golden gate bridge/bay water theme Kpod entry gate design to be manufactured by Fantasma Home Décor for the amount of \$6,284.43 and the powder coat option for an additional \$550

Kpod Project Change Order 5, 6, 7: Judy Long of Turner Construction Management discussed the Kpod Project change orders.

Kpod Project Change
Order #5

Change order #5 for total amount of \$6,966;
calculations for the deferred approval of the windows \$3,230
addition of an exhaust fan in the janitor's closet \$3,151
column cap for grid 15/K at the resource building wing \$825
credit for special inspection of welding by CEL (\$240)

Discussion concerning the calculations for the deferred approval of the Kpod windows. Judy Long said that Cal Pacific's subcontractor used their engineer to do the window calculations, and DSA noted on the drawings that window calculations were required for any window span over 10'. Trustee Clark questioned why VBN Architects did not provide the calculations since it was a design element. Judy Long stated that on previous projects the calculations were not required, Turner asked VBN to check with DSA about the requirement and if the window measurements were length, width or diagonal measurement. DSA's final ruling that the window calculations were necessary was a long response time.

M/s/c Clark/Todd-Gallardo/all to approve the Kpod project change order #5 minus \$3,230 for the deferred approval window calculations, with the recommendation that Turner Construction Management take the deferred approval window calculations to VBN Architects. The total amount of change order #5 is \$3,736.

Change order #6 for total amount of a credit of (\$20,000)
Credit allowance back to District which was initially included in the base bid price of the Cal Pacific contract, The contract remains as the base bid of \$2,351,900 minus allowance \$20,000 brings the lump sum total base bid of \$2,331,900

Kpod Project Change
Orders #6, #7

Change order #7 for total amount of \$6,986
Added drain rock at the kpod building pads due to the site contractor not grading the pad after lime treatment. The building pad had low spots causing extra drain rock to be laid down. Included in change order #7 was the removal of existing fence at the north side facing the school district office.

M/s/c Hoyt/Todd-Gallardo/all to approve the Kpod project Change order #6 for the credit amount of <\$20,000> and Change order #7 for the amount of \$6,986

CONSENT AGENDA

CONSENT AGENDA

Todd Gallardo/Clark/Roll Call Vote Ayes 3 Noes 0 to approve the following Consent Agenda items:

- Minutes of the regular meeting of December 6, 2007
- Minutes of the special meeting of December 13, 2007
- Minutes of the special meeting of January 17, 2008
- Minutes of the facilities sub-committee meeting of December 12, 2007
- Minutes of the facilities sub-committee meeting of December 17, 2007
- Personnel Manager's Report (Distribution of Certificated Seniority List)
- Employment of Shenaz Azam, Cafeteria Worker, 3.5 hours/day with appropriate placement of the salary schedule, effective February 1, 2008
- Consolidated Application Part II, as required by State and Federal regulations, in order to qualify for categorical funding in the District. Categorical funds are used to support literacy and improvement in mathematics
- Payment of warrants under:
 - Batch 35 Fund 01 in the amount of \$60,482.97
 - Batch 35 Fund 40 in the amount of \$55,766.46
 - Batch 36 Fund 01 in the amount of \$132,073.72
 - Batch 36 Fund 13 in the amount of \$42.19
 - Batch 36 Fund 21 BOND in the amount of \$72.82
 - Batch 37 Fund 01 in the amount of \$70,054.11
 - Batch 37 Fund 21 BOND in the amount of \$175,044.98
 - Batch 37 Fund 35 in the amount of \$1,017.00
 - Batch 38 Fund 01 in the amount of \$68,842.05
 - Batch 38 Fund 13 in the amount of \$12,694.44
 - Batch 38 Fund 21 BOND in the amount of \$2,746.61
 - Batch 39 Fund 01 in the amount of \$1532.20
 - Batch 40 Fund 01 in the amount of \$71,907.97
 - Batch 40 Fund 21 BOND in the amount of \$5,722.58
 - Batch 40 Fund 40 in the amount of \$1,616.25
 - Batch 41 Fund 01 in the amount of \$12,316.65

Batch 41 Fund 21 BOND in the amount of \$21,953.73
Batch 42 Fund 01 in the amount of \$29,639.22
Batch 42 Fund 21 BOND in the amount of \$362,100.86

- Quarterly Report: Williams Act
- Field Trip: **Destination:** SF State University **Address:** 1600 Holloway, SF **Date:** 02/23/08 **Teacher:** Biggs **Grades:** 7 & 8

ADMINISTRATIVE AND EXTERNAL

Assessment/Evaluation: tabled to meeting with a full board

None

None

ADMINISTRATIVE AND EXTERNAL

President's Report

Board Reports

Superintendent's
Report

M/s/c Todd Gallardo/Clark/all to adjourn at 10:35 pm

ADJOURNMENT

President
~~Clark~~ *W. J. Bradley* Date *4/24/08*
Secretary *Debra Bradley*

FUTURE DISTRICT BOARD MEETING DATES

All meetings are held at the District Office, 630 Nevada Street, Sausalito at 7:00 pm unless otherwise noted. *The first meeting date of each month will be allocated to special meetings, community forums, etc. as needed. The only or second meeting date of each month will be allocated to regular board meetings.

FUTURE BOARD MEETING DATES

February 13 (Wed) One meeting in February due to mid-winter recess
March 13*
March 27
April 24 One meeting in April due to spring recess

May 22
June 12 Two meetings in June
June 26
July 17 One meeting due to summer break
August 14*
August 28
September 11*
September 25
October 9*
October 23
November 13 One meeting in November due to holidays
December 11 One meeting in December due to holidays

ADDITIONAL SPECIAL MEETINGS ON BOND AND FACILITIES ISSUES

To Be Determined

ADDITIONAL SPECIAL MEETINGS ON BOND AND FACILITIES ISSUES

UPCOMING EVENTS/IMPORTANT DATES

February 6	First Five Provider Summit – Marin Civic Center
February 18-22	Mid Winter Break
March 3	Superintendent & Board Dinner (MCOE)
March 24/25	Parent Teacher Student Conferences (Bayside)
April 3	Parent Teacher Student Conferences (MLK)
April 7-11	Spring Recess
April 28-May 16	STAR Testing

**UPCOMING
EVENTS/IMPORTANT
DATES**

**FUTURE CHARTER SCHOOL BOARD MEETING DATES 2007/2008
SCHOOL YEAR**

All meetings are held at Willow Creek Academy campus at 6:30 pm
unless otherwise noted.

**FUTURE CHARTER
SCHOOL BOARD
MEETING DATES**

February 13	(4 th Wednesday due to Mid-Winter holiday)
March 19	
April 16	
May 21	
June 18	