

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

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES**

March 26, 2008

CLOSED SESSION: 6:00 PM
REGULAR SESSION: 7:10 PM

MEMBERS PRESENT:

Whitney Hoyt, President

Tom Clark

Elizabeth Todd-Gallardo, departed at 7:40 pm

Shirley Thornton

Mark Trotter

Debra A. Bradley, Superintendent and Secretary to the Board

Others Present: Margaret Megan Bolduc, Merchat, Kathryn Stratten, Susan Cassidy, Paula Hammons, Ellen Franz, Carol Cooper, Cherisse Baatin, Dick McKee and Gail Theller of Community Action Marin, Ruth Nenabor of Marin Community Child Development Program, Liz Burns of Marin Learning Center, Julius Holtzclaw, Margery Schindler, Clark Warden, Jack Schwartz, Harold Oden, Margaret Bonardi and Kathy Blazei taking notes.

President, Whitney Hoyt, called the meeting of the Sausalito Marin City School District Board of Trustees to order at 6:00 p.m.

Call to Order

CLOSED SESSION

CLOSED SESSION

The Board and Superintendent went immediately into closed session. Closed session ended at 7:09 pm.

REGULAR SESSION

REGULAR SESSION

President Hoyt reported that there was nothing to report out from closed session.

Report Out from
Closed Session

M/s/c Thornton/Todd Gallardo/all to pull Item 18 - Minutes of the regular meeting of January 31, 2008 - from the Consent Agenda, move Item 14 – District Fire Road Gate - to follow Item 6A and approve remaining agenda order.

Agenda Order

Trustee Thornton led the Pledge of Allegiance

Pledge

None

Public Comment

EDUCATION

Cherisse Baatin, Principal, reporting for Bayside Elementary, discussed:

- Distinguished School visit, validation and recommendation that Bayside Elementary be designated as a 2008 California Distinguished School – an honor awarded only to the top 5% of the State's schools
- Congratulatory letter received from Senator Barbara Boxer regarding 2008 Title I Academic Achievement Award.

Megan Bolduc, reporting for School Site Council/PTSA, discussed:

- Scholastic Book Fair held March 3: profits were to be used to buy more library books; about \$1,000 raised
- Ms. Nelson, school librarian's, 'amazing' work to make everything just right.

Trustee Thornton suggested getting the Sausalito Rotary involved next year's book fair.

Carol Cooper, reporting for Willow Creek Academy, discussed:

- Youth in Arts staff inservice program
- Mathletes competition March 8, 2008
- School Science Fair March 27, 2008
- Eighth Grade trip to Yosemite; students raised almost the entire amount of the cost of the trip, approximately \$5,500
- Lapathon May 21, 2008
- Open House May 22, 2008
- Spring Concert May 27
- WCA recognition as a PG & E Solar School.

Ms. Cooper congratulated Ms. Baatin and Bayside staff on their achievement of Distinguished School designation.

BUDGET

M/s/c Clark/Thornton/all to accept the District Annual Financial/Audit Report for Year End June 30, 2007, which, including the financial and performance audits for Bond Fund #21, which were reviewed by Mr. Stephen Roatch, Stephen Roatch Accountancy Corporation, at the January 31, 2008 Board meeting.

Clark Warden highlighted the following items that impact Willow Creek Academy Second Interim Report:

- \$20,000 grant from The Arts Festival received March 3
- Extension of teacher maternity leave resulting in savings
- Reduction in expenditures: Text costs down \$3,000; food service costs down \$4,000

Mr. Warden informed the Board that there are still deficits, such as the need for help for Carol Cooper.

Trustee Todd Gallardo left at 7:40 pm due to illness.

Mr. Warden expressed some discontent with the food service that WCA would like more discussion with the District about. There was a

EDUCATION

Principal's Report-
Bayside & MLK

SSC/PTSA Report

WCA Report

BUDGET

District Audits for Year
End June 30, 2007

WCA Second Interim
Report

Wednesday, March 26, 2008 - Minutes

discussion of bill payments from WCA to the District for the food service. Ms. Cooper reported that she has approved bills for payment; the District was last paid for September, 2007. WCA will follow up.

Mr. Warden then reported WCA multi-year assumptions to balance budget:

- Enrollment 146 to 150
- Projecting 95% ADA, comparable to prior years
- Use of school service board recommended numbers for ADA
- No raises for staff
- Vision 900 to remain constant at \$67,000
- Ms. Cooper's need for help
- Teaching assistants from 5 to 3.5 hrs/day

He noted that WCA would approach the District Board shortly with a request for next year.

Trustee Trotter asked Ms. Bonardi whether the budget has to be balanced against assumptions. Ms. Bonardi answered yes, and that every school must have a projection with the Second Interim Report

Trustee Trotter asked for clarification - to project a deficit is not allowed? Ms. Bonardi explained that a projected deficit would result in a qualified report to the State. She added that the State will not adopt its budget until at least this summer but that all school budgets must be developed based on assumptions now. It is a dilemma every school faces.

Mr. Warden reported that fundraising has been successful but that there are huge demands against a limited resource.

President Hoyt questioned why WCA would budget based on the assumption of growth, which is the approach taken by WCA for the current year budget now projecting a shortfall. She recommended budgeting more fiscally conservative; then, if the CBEDS show a higher number next October, WCA would receive more money. This change of approach would avoid revenue loss - WCA returning funds to the District- if enrollment projections are not met as happened this year.

Ms. Cooper reported that right now, there are fourteen (14) kindergarten enrollments for 2008/2009 plus somewhat unusual enrollment numbers in some other grades. President Hoyt asked if it wouldn't make more sense to project flat line enrollment until the PI in October. Mr. Warden noted that the more conservative approach would make staffing difficult. Mr. Trotter noted that a conservative approach might cause a layoff. President Hoyt responded that if WCA did not reach its enrollment projection, there would probably still have to be a layoff.

President Hoyt emphasized her concern that WCA was putting forth assumptions that got them into trouble this year and are now putting them forth again. She asked Margie Bonardi whether the District Board could ask them to be more conservative. Ms. Bonardi responded that the Board could certainly set the standards and shared that school districts are funded at prior year numbers until their PI at the end of

Wednesday, March 26, 2008 - Minutes

October, when funding is adjusted to current actual numbers.

Based on Ms. Bonardi's response, President Hoyt clarified that the Board could say that WCA's 2008/2009 projection has to be what their April 2008 reality was. Ms. Bonardi explained that there were a couple years when WCA projected numbers based on the previous year and one of the reasons the wording of the MOU was changed; it says that 8 or 9 weeks after school begins (mid October), you would look at current enrollment, adjust, and then WCA could adjust their budget (their tax revenues) to what they really should be getting, proved out by their enrollment. It would be worth having some conversation about.

President Hoyt again recommended the WCA Board look at budgeting enrollment more conservatively. Trustee Trotter strongly disagreed with Ms. Hoyt's recommendation. Mr. Warden stated that if the same restrictions were imposed on Bayside and Martin Luther King, Jr. Academy, they couldn't exist. He acknowledged that adequately funding a small school such as WCA is a challenge.

President Hoyt, noting her belief that WCA is too optimistic, revised her recommendation to a 'personal recommendation' to avoid another 'budget battle' between the District and WCA in the fall.

Trustee Trotter recommended that Mr. Warden prepare a budget to accurately reflect what it takes to make the charter school perform to Vision 900 standards including staff salary increases. Mr. Trotter finds the funding formula used for the charter school ridiculous, unreasonable and unfair. He added that, in his opinion, asking for a four (4) student enrollment reduction is unfair; it would be a very small increase in enrollment.

Trustee Thornton stated that the charter has a clear charge to raise funds for the programs it wants. Trustee Trotter wanted to know where that is written. President Hoyt reviewed that a charter school is not obligated to play by the same rules that traditional schools are obligated to. She added that if WCA follows Trustee Trotter's recommendation to budget based on need, WCA must also come back with a plan to fund it. Mr. Warden advised that WCA would have preliminary budget at the end of April.

Trustee Clark thought that the conversation was off-point, that discussions of fairness or unfairness won't change what the reality is - that the charter school made its own choices by agreement with the State on how to be funded to be freed of the Education Code requirements. The District Board does not have the power to change that. Mr. Clark stated that he believes the more important discussion should be sustainability; the District is experiencing a rapid increase in enrollment; how will it manage that growth?

M/s/c Trotter/Thornton/all to accept the WCA Second Interim Report

Margie Bonardi reviewed the District Second Interim Report. Very little has changed since the January 31 First Interim Report.

District Second Interim Report

Unrestricted income has increased by \$106,670: a decrease in in-lieu taxes due to charter school lower enrollment and a \$1,000 increase in MLK field rental.

Expenditures have increased by \$75,475: Kpod furnishings and disaster prep supplies - \$44,025; partial cost for Betty Hanson's contract for modernization and new construction funding application, fingerprinting and advertising - \$12,551 and a matching grant with Willow Creek Academy as per agreement - \$20,000. Expenditures have decreased in General Fund support for the school nutrition program - \$8,253

The overall change in fund balance is an increase of \$31,195.

Ms. Bonardi reported that conversations about Basic Aid school districts are happening at the State.

The District has frozen discretionary spending in an effort to boost the ending balance.

Bond Funds 21 and 22 have a combined ending balance of \$9,259,213.

To date, the District has received notice from the State Allocation Board of awards in the amount of \$227,521 for new construction and \$651,852 for modernization, for a total of \$879,373.

Trustee Clark noted that the District is doing a good job of money management to reserve at 9%; some school districts reserve as high as 15%.

Ms. Bonardi noted that reduced expenses and increased enrollment helps with the special education encroachment.

M/s/c Thornton/Trotter/all to approve the District Second Interim Report.

The Board conducted a first reading of a proposed revision to Board Policy 3350 Travel Expenses, in lieu of considering elimination of the policy as recommended by staff at the January 31, 2008 board meeting. A second reading and Board action will be conducted at the April 24, 2008 Board meeting.

Board Policy 3350
Travel Expenses

FACILITIES

Harold Oden, Director of Facilities and Operations, reported on:

- Preparations for the California Distinguished School visit March 26, 2008
- Repair and repainting of the outside library wall
- Update on Kpod landscaping project.

FACILITIES

Director of Facilities &
Operations' Report

Harold Oden led discussion of moving the fire road gate, clarifying that the gate would have to be moved seventy feet to relocate it beyond Margery Schindler's property, which is adjacent to the fire road (not ten feet as formerly mentioned). Based on staff's recommendation for a written agreement between the District and Ms. Schindler if the Board favored moving the gate, Trustee Clark recommended that the agreement identify the accommodation of a special need that would revert back to the District when Ms. Schindler no longer owns her property.

District Fire Road Gate

M/s/c Todd Gallardo/Trotter/all to direct staff to move the gate and prepare an agreement.

Superintendent Bradley reviewed that during ground moving for construction of the new middle school, a parcel of District owned property used by Marin Learning Center came to the forefront. The

District Property
Currently Utilized by
the Learning Center

District has proposed taking the parcel back but Marin Learning Center would like to continue using it. Mr. Dick McKee of Community Action Marin distributed a rendering of area; Superintendent Bradley distributed photos of what is currently on the parcel. She expressed concern for the safety of a structure made of hay and other materials which might pose a liability to the District. Liz Burns, Director of the Marin Learning Center (MLC) explained that the structure has deteriorated because MLC didn't know whether they could continue using the land. The structure is one of ten – an alternative structure of alternative materials – which MLC recognizes needs repair. She added that the Discovery Museum has offered to help repair the structure. Superintendent Bradley recommended a written long term legal agreement to insulate the District from any issues that might arise out of the structure should the Board favor allowing MLC to continue to use the space. President Hoyt indicated she would be in favor of working something out.

Trustee Clark, referring to the current photos, asked MLC and Community Action Marin (CAM) representatives what is going to happen to the property to make it more useful to the students. He recommended a better plan for use that would allow more people to use the space and indicated his interest in more input into how it would work, including the possibility of weekend use. Mr. Clark was also in favor of working something out but found the current view unacceptable.

Gail Theller, Executive Director for CAM recommended that CAM work with District staff for mutual agreement on something presentable. She added that they too wanted to be able to take pride in the space. Ms. Burns referred the Board to the other areas of MLC's grounds, which look much better. She reiterated that MLC has been waiting to see how this would be resolved.

M/s/c Thornton/Trotter/all to direct the Superintendent to work with CAM

SAUSALITO MARIN CITY SCHOOL DISTRICT BOARD OF TRUSTEES

7

Wednesday, March 26, 2008 - Minutes

With input from Harold Oden, Jack Schwartz, President of the Sausalito Marin City Little League described field upgrades needed to better serve District students and Little League players:

Konnie Knudsen Field

- Adequate drainage
- Home plate upgraded to Little League specifications
- Pitcher's mound raised and upgraded to Little League specifications
- Infield grading and turf installation to Little League specifications
- Outfield turf aeration and reseeding

The work would be done in three phases so it would not interfere with school curriculum and Little League games or practices:

1. Phase One (During spring break): Add drain lines and repair pitcher's mound and home plate
2. Phase Two (During spring break): Grade the infield and install new turf
3. Phase Three (During the summer): Aerate & reseed outfield turf.

After brief discussion, Trustee Clark recommended beginning with Phases 1 and 2 but that Phase 3, the outfield plan, be revisited and brought back to the Board. Mr. Schwartz agreed with the recommendation.

Margie Bonardi clarified that Fund 17 is a Board designated reserve for funding one time projects approved by the Board.

M/s/c Thornton/Clark/all to approve improvements to Konnie Knudsen Field on the campus of Bayside Elementary School

M/s/c Thornton/Trotter/all to transfer \$20,000 from Fund 17 to the general fund to pay for the improvements

MODERNIZATION

Superintendent Bradley reviewed the proposed contract with Turner Construction Company to provide project management services for the Bayside Elementary School modernization project of the multi purpose room. She reported that Turner's submission, at a cost of \$40,381, was similar to figures submitted by other firms.

M/s/c Thornton/Clark/all to approve the proposed contract with Turner Construction Company to provide project management services for the Bayside Elementary School modernization project of the multi purpose room.

CONSENT AGENDA

M/s/c Thornton/Clark/ Roll Call Ayes 3 Noes 0 Absent 1 (Trotter was not in the room) to approve/accept the following:

- Minutes of the special meeting of February 3, 2008
- Minutes of the special meeting of February 13, 2008
- Minutes of the regular meeting of February 13, 2008
- Minutes of the special meeting of March 5, 2008
- Minutes of the special meeting of March 14, 2008

MODERNIZATION

Project Manager
Contract for Bayside
Multipurpose Room

CONSENT AGENDA

SAUSALITO MARIN CITY SCHOOL DISTRICT BOARD OF TRUSTEES

Wednesday, March 26, 2008 - Minutes

- Employment of Edgar Furlong, Cafeteria Worker, 4.5 hours/day with appropriate placement of the salary schedule, effective March 27, 2008
- Employment of Justin Hawkins, Temporary Aide for the Kindergarten class, 2 hours/day by contract, effective March 19, 2008
- Retirement of Employee 3310 effective April 30, 2008
- Payment of warrants under:
 - Batch 47 Fund 01 in the amount of \$70,768.28
 - Batch 47 Fund 13 in the amount of \$185.38
 - Batch 47 Fund 21 BOND in the amount of \$3,142.00
 - Batch 48 Fund 01 in the amount of \$37,155.93
 - Batch 48 Fund 13 in the amount of \$11,526.44
 - Batch 49 Fund 01 in the amount of \$114,715.81
 - Batch 49 Fund 21 BOND in the amount of \$79,019.00
 - Batch 50 Fund 01 in the amount of \$50,961.22
 - Batch 50 Fund 13 in the amount of \$2,801.39
 - Batch 50 Fund 21 BOND in the amount of \$24,202.81
 - Batch 50 Fund 35 in the amount of \$9000.00
 - Batch 51 Fund 01 in the amount of \$1532.20
 - Batch 52 Fund 01 in the amount of \$32,676.87
 - Batch 52 Fund 21 BOND in the amount of \$19,650.00

ADMINISTRATIVE AND EXTERNAL

Margie Bonardi presented the proposed District Annual Calendar 2008/2009. The Sausalito District Teachers' Association (SDTA) has provided input. It was shared with the California School Employees Association (CSEA).

M/s/c Clark/Thornton/all to approve the proposed District Annual Calendar 2008/2009

Mill Valley School District did not renew the attendance agreements with the Sausalito Marin City School District for residents/owners of Tennessee Glen and Tennessee Woods. The agreement will terminate as of June 30, 2011. Notices have been sent to affected residents/owners by Mill Valley School District.

Superintendent Bradley shared a request from Mary Jane Burke, Marin County Superintendent of Education for a meeting with Mill Valley School District Superintendent, Ken Benny, a Mill Valley School District board member, Sausalito Marin City School District Superintendent Bradley and a Sausalito Marin City School District board member to discuss concerns registered by some of the residents of the affected location. Whitney Hoyt volunteered.

Superintendent Bradley shared that she had received a visit from a representative from the Marin Community Foundation (MCF), which has a new strategic plan. MCF has an interest in closing the achievement gap and stand alone arts strategic plan. It wants to look at both the Larkspur and Sausalito Marin City school districts for a long term relationship of three to five years for all disciplines of the arts. The costs are estimated at \$1,000,000 per year for all school districts involved.

ADMINISTRATIVE AND EXTERNAL

District Annual
Calendar 2008/2009

Tennessee Glen and
Tennessee Woods

Marin Community
Foundation

Superintendent Bradley reviewed a recommendation by the Marin County Grand Jury in the March 13, 2008 Grand Jury report, "Emergency Communications at Marin Schools: A Tale of Catastrophe", for a certain type county wide radio communication. However, Harold Oden has learned that the recommended system has filled up and is not available to the District at this time. President Hoyt suggested a letter to the Grand Jury that the District is interested in purchasing when the system becomes available.

Grand Jury Report

Superintendent Bradley reported that the California School Boards Association has recommended sexual harassment training for school board members. Training dates have been offered by the Marin County Office of Education. Board members were encouraged to participate. Trustee Todd Gallardo has completed her training.

Sexual Harassment Training

President Hoyt reviewed a Marin County School Boards Association workshop for trustees on April 3, 2008.

President's Report

Trustee Clark reported on attending a meeting of the Marin Education Coalition and referred the Board to a specific link, "Save Our Schools", on the Marin County Office of Education web site.

Board Report

Trustee Thornton reported that the SMCSO had been praised at a recent Martin Teaching Network meeting.

Superintendent Bradley reported the following event dates:

- April 30: Recognition and celebration of Larry Beauchamp's retirement
- May 16: Event to receive California Distinguished School flag
- May 20: Bayside Open House, Kpod Ribbon Cutting and Celebration of California Distinguished School Designation

Superintendent's Report

Board members noted that the last time Bayside was designated a California Distinguished School was 1989 and requested that former Board members be invited to the event.

M/s/c Thornton/Trotter/all to adjourn at 9:08 pm

ADJOURNMENT

President Walter Hoyt Date 4/24/08

Secretary Me Brad Bradley

FUTURE BOARD MEETING DATES

FUTURE 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.

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

Wednesday, March 26, 2008 - Minutes

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

April 7-11

Spring Recess

April 16-18

Parent Teacher Student Conferences (MLK) –

Minimum Days

April 28-May 16

STAR Testing

May 20

Bayside Ribbon Cutting–3:30 pm/

Program-4:00 pm

May 20

Open House– Bayside – 6:30 pm

May 21

Open House - Martin Luther King, Jr. Academy –

6:30 pm

May 26

Memorial Day Holiday

June 6

District Fundraiser at Jazz by the Bay

June 11

Last Day of School

June 11

MLK Promotion

June 12

Last Day of School for Teachers

**UPCOMING
EVENTS/IMPORTANT
DATES**

FUTURE CHARTER SCHOOL BOARD MEETING DATES

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

**FUTURE CHARTER
SCHOOL BOARD
MEETING DATES**

April 16

May 21

June 18