

SAUSALITO MARIN CITY SCHOOL DISTRICT  
SAUSALITO, CALIFORNIA

BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES

April 24, 2008

CLOSED SESSION: 5:30 PM  
REGULAR SESSION: 7:00 PM

**MEMBERS PRESENT:**

Whitney Hoyt, President  
Tom Clark  
Elizabeth Todd-Gallardo  
Shirley Thornton, via teleconference  
Mark Trotter

**Debra A. Bradley, Superintendent and Secretary to the Board**

Others Present: Margaret Merchat, Mr. & Mrs. Wayne Elkin, Patricia Schandler, Carol Cooper, Clark Warden, Tom Sweet, Patrick Lee, Julius Holtzclaw, Ellen Franz, Cory Creath of AXIS Architecture + Design, Judy Long of Turner Construction Management, Harold Oden, Margaret Bonardi and Kathy Blazei and Patty Swisshelm taking notes.

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President, Whitney Hoyt, called the meeting of the Sausalito Marin City School District Board of Trustees to order at 5:30 p.m.

**Call to Order**

**M/s/c Todd Gallardo/Clark/all** to pull items 30-34 for discussion; table item 36 to May 22, 2008; move item 20 to follow item 23 and approve remaining agenda order

**Agenda Order**

**CLOSED SESSION**

**CLOSED SESSION**

The Board and Superintendent went immediately into closed session. Superintendent Bradley left closed session at 5:58 pm; she returned at 6:05 p.m. Margaret Merchat arrived at 5:50 pm and went immediately into closed session; she left closed session at 6:05 p.m. and returned at 6:08 p.m. Closed session ended at 6:54 p.m.

**REGULAR SESSION**

**REGULAR SESSION**

President Hoyt reported out from closed session that the Board had finalized the contract for the Superintendent for 2007/2008 and forward; the Board voted 5/0 in favor of said contract.

Report Out

Superintendent Bradley led the Pledge of Allegiance.

Pledge of Allegiance

None

Public Comment

### SPECIAL RECOGNITION

The Board recognized Mr. Wayne Elkin, substitute teacher at Bayside Elementary School, for his efforts to protect a student who otherwise might have been seriously injured. Superintendent Bradley presented Mr. Elkin with a letter signed by all the students of Ms. Horn's fifth grade class and he was warmly thanked by the Board. Mr. Elkin expressed how welcome staff and students have made him feel as a substitute teacher.

### EDUCATION

In the absence of Principal, Cherisse Baatin, Superintendent Bradley presented Bayside teacher, Ellen Franz, and school secretary, Julius Holtzclaw, with the 2008 Title I Academic Achievement School Award and flag from the California State Department of Education. Carol Cooper, Willow Creek Academy Head of School, was acknowledged for her efforts to ensure student participation in the Cherry Blossom Festival NOH drum performance in Japantown.

No report.

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

- Countywide science fair: fifth grade student awarded second place in life science category, fourth grade student awarded grand prize in the environmental science category
- Earth Day activities on April 22, 2008
- Solar panel installation first phase completion
- Kindergarten student insights
- Cherry Blossom Festival NOH drum performance

Superintendent Bradley noted that the young drummers will perform for Japanese guests at the Bay Model on May 9 at 6:00 p.m.

Trustee Clark asked Ms. Cooper to bring the grand prize winner and his project before the Board for recognition.

Clark Warden reported on WCA March financial statements. A projected 2008/2009 has been submitted to Margie Bonardi. A discussion will be scheduled after May 19.

Superintendent Bradley explained that the Governing Board may request on behalf of a school site council a waiver for provisions of the article. The education code stipulates that there must be a school site council established at EACH school which participates in school based program coordination. Due to the size of Bayside Elementary School and Martin Luther King, Jr. Academy and the sharing of a single principal, several staff members and parents have requested that they be allowed to have one school site council to serve both schools.

M/s/c Thornton/Todd Gallardo/all to approve the School Site Council Waiver Renewal

### SPECIAL RECOGNITION

### EDUCATION

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

School Site  
Council/PTSA Report

Willow Creek  
Academy's Report

School Site Council  
Waiver Renewal

The Board conducted a first reading of a proposed revision to Administrative Regulations 5111.13 Residency for Homeless Children. A second reading and action will be agendized on May 22, 2008.

AR 5111.13 Residency  
for Homeless Children

The Board conducted a first reading of a proposed Board Policy/Administrative Regulations/Exhibit 6173 Education for Homeless Children. A second reading and action will be agendized on May 22, 2008.

BP/AR/E 6173  
Education for Homeless  
Children

The Board conducted a first reading of a proposed Board Policy/Administrative Regulations 6173.1 Education for Foster Youth. A second reading and action will be agendized on May 22, 2008.

BP/AR 6173.1  
Education for Foster  
Youth

**Gifted and Talented Education (GATE)**

**GATE**

The Board conducted a first reading of a proposed revision to Board Policy/Administrative Regulations 6172 Gifted and Talented Student Program. A second reading and action will be agendized on May 22, 2008. Debra Moore and Susan Cassidy are the GATE coordinators.

BP/AR 6172 Gifted and  
Talented Student  
Program

One of the requirements for GATE funding is a District Master Plan for Gifted and Talented Education. The plan has been developed by a committee of representatives from Bayside, MLK and the District Office. The plan addresses seven California Standards for GATE and includes a section describing how the GATE funding will be used in the District.

District Master Plan for  
GATE

**M/s/c Todd Gallardo/Clark/all** to approve the District Master Plan for Gifted and Talented Education

An application for Gifted and Talented Education (GATE) funding must be submitted to the state every three years. This application is for students at both Bayside and MLK and addresses the new California state standards for GATE education.

Application for GATE  
Funding

**M/s/c Thornton/Todd Gallardo/all** to approve the application for Gifted and Talented Education (GATE)

Business Manager, Margie Bonardi, distributed revised projected 2008/2009 enrollment figures as of April 2008 for Bayside Elementary, Martin Luther King, Jr. Academy and Willow Creek Academy. She noted that Bayside has increased its enrollment 27% since the same time last year. Superintendent Bradley reported that each new student is assessed when beginning school. Carol Cooper reported that WCA has 24 applications for Kindergarten to-date for the 2008/2009 school year.

Enrollment Report

Superintendent Bradley indicated that staff feels that the District needs to begin advertising for a primary instructor for the 2008/2009 school year.

**M/s/c Todd Gallardo/Trotter/all** to accept the enrollment report.

**BUDGET & PERSONNEL**

M/s/c Todd Gallardo/Thornton/all to approve the hiring of Megan Bolduc for the position of Administrator/Teacher for the 2008/2009 summer school

Eighth grade students will attend summer school at Tamalpais Union High School. The Superintendent was asked to partner with TAM to ensure that students transition well to summer school.

Trustee Thornton asked for an assessment of 8<sup>th</sup> grade student readiness for 9<sup>th</sup> grade.

**FACILITIES**

Director of Facilities and Operations, Harold Oden's, report included information on:

- Relocation of the lunch program during the multipurpose building modernization project
- Maintenance work completed over spring break
- Library south wall repaired/painted
- Phase one (1) Konnie Knudsen Field completed
- Fire road gate on Buchanan Drive moved back 70 feet, completed on April 18, 2008

The use of Portable 4 for a temporary lunch room was described in detail. Overflow, if any, can be seated outdoors. Trustee Todd Gallardo asked whether there are restrictions. Mr. Oden is still working on answering all questions.

Mr. Jack Schwartz, President of the Sausalito Marin City Little League, and his crew were complemented for an excellent job on Konnie Knudsen Field.

Mr. Oden was complemented for keeping the Bayside campus looking great.

Superintendent Bradley described ongoing activities/discussions for an extension of the Community Action Marin lease for the Head Start Program

M/s/c Clark/Todd Gallardo/all to extend the Community Action Marin lease for the Head Start Program for another 18 months but to revisit the discussion of future use of the space in June/July 2009.

Harold Oden reported on two civil engineering proposals received to survey the land and drainage at the portable at Willow Creek Academy:

- CSW/Studer-Stroeh Engineering Group
- ILS Associates, Inc.

Mr. Oden recommended Board approval of the proposal from ILS Associates in the amount of \$6,900.

**BUDGET & PERSONNEL**

Summer School Principal

**FACILITIES**

Director of Facilities & Operations' Report

Community Action Marin Lease for Head Start Program

Portable at WCA

Trustee Clark asked for the following from ILS: 1) pricing for review, and 2) a preplanning stage review by the Facilities Sub-Committee.

Superintendent Bradley clarified that this project is not a bond project. She suggested engaging Turner Construction for support and expertise in review.

**M/s/c Clark/Todd Gallardo/all** to accept the proposal from ILS Associates, Inc. to survey the land and drainage at the portable at Willow Creek Academy

### MODERNIZATION

The Board signed AXIS Architecture + Design's letter of intent to begin the work on the Bayside Multiuse Building. The Board discussed the AXIS Architecture + Design service agreement including Exhibits A, B, and C for the modernization of the Bayside multiuse building.

Cory Creath of AXIS reviewed the sub consultants listed in the agreement: structural, mechanical, electrical, plumbing, food service consultant, civil, audio visual, and acoustical. Mr. Creath Cory guesstimated a few of the consultants' costs, such as Salter consultants for audio visual and civil engineer, and Shalleck Collaborative for acoustical, stating that the agreement final total will be more than presently listed. For example, the civil engineer will need to interface the French drain and the side drain in front of the freezer with the present drawings.

Trustee Clark requested an add-on for the acoustical consultant to consider the noise in the multiuse room when the 'tree house' classrooms are in session at the same time. Trustee Trotter stated that he would give AXIS the Willow Creek Academy electrical assessment for review of the electrical load in the multiuse building electrical room.

Trustee Clark recommended taking the landscape design element out of the AXIS agreement since the District has a good relationship with a landscaper.

The agreement costs include:

AXIS Architecture Service	\$ 64,000
+ AXIS reimbursements 10%	\$ 6,400
+ Consultants fees	\$ 65,300
+ AXIS 10% mark-up	\$ 6,530
TOTAL:	\$142,730 – This total may be changed when the consultants' final proposals are submitted to AXIS.

**M/s/c Clark/Todd Gallardo/all** to approve Bayside Multiuse Building Modernization Axis Architecture + Design Agreement for \$142,730

Cory Creath of AXIS Architecture + Design presented two options for the modernization of the multiuse building's kitchen.

### MODERNIZATION

Bayside Multiuse  
Building Modernization  
Axis Architecture +  
Design Agreement

Bayside Multiuse  
Building Modernization  
AXIS Architecture +  
Design Schematic  
Kitchen/Storage Plans

AXIS is fine-tuning the kitchen design by adding new equipment, and storage space, making it flexible for current and future needs. The difference between Option 1 and 2 is placing storage underneath the crawl space behind the back wall of the multiuse building. The excavation of the crawl space is labor intensive making it costly and Mr. Creath does not recommend Option 2.

Superintendent Bradley stated that the need for a dishwasher is questioned. Discussion took place and the Board agreed to keep the dishwasher in the kitchen design.

Harold Oden questioned the Option 1 janitor's mop sink in the storage area and wants it in a closed area. Mr. Creath stated that AXIS has a strategy for a dedicated janitor's closet separate from the dry goods storage.

Mr. Creath stated that there are preferences to keep the existing recessed areas in the multiuse building walls for café table and bench storage. He stated that in the preliminary budget review, tables, chairs and theater seating on carts are all part of furniture equipment budget of \$75,000.

An updated budget summary will be generated with the all the projects included; Kpod, MLK, BAES MUB, program costs and total costs.

Discussion on the Saylor cost estimating for option one as compared to option two.

**M/s/c Clark/Todd Gallardo/all** to approve option one (1) of the schematic kitchen/storage plans for the Bayside Multiuse Building.

The expansion of the kitchen requires the boys/girls restrooms to be relocated to the front of the MUB. Trustee Clark didn't like having a vestibule at the entrance of the boys/girls restrooms and asked if it could be changed. Mr. Creath agreed to change the drawings at the entrance of the boys/girls restrooms.

Mr. Creath stated that the electrical consultant, TMAD, had looked at the existing electrical room. TMAD estimated a total of \$800,000 to bring the room up to functionality but this was not a true cost. The load test will tell if the electrical is up to its capacity and the TMAD consultant will submit the results.

Harold Oden discussed the need to upgrade the two student restrooms located in the 'tree house' area. Disruption to students would be minimized if this project were completed in conjunction with the approved modernization of the Bayside multipurpose room while classes are temporarily relocated to portable classrooms. A request was made to allow AXIS Architecture + Design to draw plans for the modernization of these two restrooms and bring that forward for the Board's consideration in the near future.

Bayside 'Tree House'  
Restrooms Upgrades

M/s/c Todd Gallardo/Clark/all to allow AXIS Architecture + Design to draw plans for the modernization of the two restrooms located in the 'Tree House' area for Board's consideration in the near future.

**BOND**

Judy Long of Turner Construction Management discussed Kpod project change order requests in the amount of \$6,418.

BCG-021	Dig out wet area at play yard	\$2,275
BCG-022	Add fence at playground	\$1,958
BCG-027	Change out pipe exhaust for mech. Unit	\$ 607
BCG-025	Electrical power to water heater at Room 7 (kinder room 2)	\$ 924
BCG-026	Electrical power to water heater in Janitor's closet	\$ 654

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Change order total amount: \$6,418

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Trustee Clark thanked Judy Long for the work Turner Construction Management has performed.

M/s/c Trotter/Todd Gallardo/all to approve the Kpod Project change orders for the total amount of \$6,418

Margie Bonardi reported that the Bond Oversight Committee met on April 3, 2008 and approved the Sausalito Marin City School District Measure I General Obligation Bonds Performance Audit dated June 30, 2007 and Sausalito Marin City School District Measure I General Obligation Bonds Financial Audit dated June 30, 2007. Unapproved meeting minutes were distributed to the Board.

**BOND**

Kpod Project Change Order Requests

Bond Oversight Committee Report

**CONSENT AGENDA**

M/s/c-Roll Call Trotter/Todd Gallardo Ayes 5 Noes 0 to approve or accept the following consent agenda items:

- Minutes of the regular meeting of January 31, 2008
- Minutes of the regular meeting of March 26, 2008
- Minutes of the meeting of the standing committee on Facilities of April 18, 2008
- Payment of warrants under:
  - Batch 53 Fund 01 in the amount of \$155,289.99
  - Batch 53 Fund 21 BOND in the amount of \$30,494.17
  - Batch 54 Fund 01 in the amount of \$21,881.46
  - Batch 54 Fund 13 in the amount of \$771.05
  - Batch 54 Fund 40 in the amount of \$444,285.04
  - Batch 55 Fund 01 in the amount of \$26,197.95
  - Batch 55 Fund 13 in the amount of \$4,492.29

- Batch 55 Fund 21 BOND in the amount of \$30,384.69
- Batch 56 Fund 01 in the amount of \$33,205.10
- Batch 56 Fund 13 in the amount of \$7,982.82
- Batch 56 Fund 21 BOND in the amount of \$147,186.14

**CONSENT AGENDA**

- Batch 57 Fund 01 in the amount of \$63,305.84
- Batch 57 Fund 13 in the amount of \$5,465.09
- Batch 57 Fund 21 BOND in the amount of \$285.66
- Batch 58 Fund 01 in the amount of \$9,641.44
- Batch 58 Fund 13 in the amount of \$55.44
- Batch 58 Fund 21 BOND in the amount of \$60,655.39
- Batch 59 Fund 01 in the amount of \$3,432.32
- Batch 60 Fund 01 in the amount of \$70,656.57
- Batch 60 Fund 13 in the amount of \$3,917.12
- Batch 60 Fund 21 BOND in the amount of \$1,607.66
- Quarterly Report: Williams Act
- Revised Board Policy 3350 Travel Expenses

**Items Removed from Consent Agenda for Further Discussion**

Elizabeth Todd Gallardo asked whether there are any academic and behavior requirements that students must meet to be eligible for field trips. Superintendent Bradley indicated that there are requirements. In Ms. Baatin's absence from the meeting, and not having the specific requirements readily available for discussion, Superintendent Bradley said that she would ensure with Principal Baatin that each student meets the requirements before she herself signs off on the field trip requests. It was noted that Item 33's field trip has been cancelled.

**Items Removed from Consent Agenda for Further Discussion**

**M/s/c Todd Gallardo/Hoyt/all** to approve Items 30, 31, 32 and 34 pending grades, attendance and teacher recommendation:

- Field Trip: **Destination:** Tamalpais High School **Address:** 700 Miller Avenue, Mill Valley **Date:** 05/16/08 **Teachers:** Debra Moore/Amanda Cohen **Grade:** 8 Item 30
- Field Trip: **Destination:** Great America **Address:** Santa Clara **Date:** 05/30/08 **Teacher:** Biggs **Grade:** 7/8 Item 31
- Field Trip: **Destination:** College of Marin **Address:** Greenbrae **Date:** 05/09/08 **Teachers:** Mitchell/Barni **Grades:** 6/7/8 Item 32
- Field Trip: **Destination:** Tamalpais High School **Address:** Mill Valley **Date:** 04/25/08 **Teachers:** Barni/Mitchell **Grades:** 3/4/5/6- **CANCELLED** Item 33 **CANCELLED**
- Field Trip: **Destination:** Tamalpais High School **Address:** Mill Valley **Date:** 05/02/08 **Teachers:** Barni/Mitchell **Grades:** 6/7/8 Item 34

**ADMINISTRATIVE AND EXTERNAL**

**ADMINISTRATIVE AND EXTERNAL**

Tabled to May 22, 2008 Board meeting

Ratification of CSEA  
2007/2008 Agreement

**M/s/c /Todd Gallardo/Thornton Ayes 5 Noes 0** to approve Resolution #581, Honoring Larry Beauchamp, who is retiring from the District.

Honoring Larry  
Beauchamp,  
**Resolution #581**



**M/s/c Todd Gallardo/Clark/all** to approve Resolution # 582, Appreciation of Sausalito Marin City School District Employees, proclaiming the week of May 12, 2008 as a time for employee recognition.

Employee  
Appreciation,  
**Resolution # 582**

**M/s/c Todd Gallardo/Trotter/all** to approve the proposal from Decision Research to survey parents at the end of the school year whose students attended the Twilight After School Program.

Twilight After School  
Program Survey

Trustee Trotter recommended that the District not repeat part time coordination next fall; he felt that this past fall's experience had left the program without the direction it required. Mr. Trotter also recommended better monitoring of the sign in/out process. Superintendent Bradley indicated that she had already had a discussion with the program coordinator regarding coverage next fall and would address the other item with the coordinator at their meeting in the morning.

The District is scheduled for a fundraising raising event at Jazz and Blues by the Bay on Friday, June 6, 2008 along the Sausalito waterfront. Board members will place the event on their calendars. Trustee Clark suggested contacting a Marin City resident who had barbequed chicken wings for a recent community event about whether he would be available for the District fundraiser. Trustee Thornton offered to contact him.

School District  
Fundraiser at Jazz &  
Blues by the Bay

Superintendent Bradley presented a proposed letter, an expression of support for Education Task Force/Marin Teaching Network (ETF/MTN) on behalf of the Board.

Education Task  
Force/Marin Teaching  
Network (ETF/MTN)

**M/s/c Todd Gallardo/Clark/all** to approve the letter as presented.

The CSBA Annual Education Conference is scheduled December 4-6, 2008 at the San Diego Convention Center. Board members considered representation at the conference. Trustees Todd Gallardo, Trotter, Thornton and Clark will attend. Trustee Hoyt will check calendar.

CSBA Annual  
Education Conference

The CSBA Nominating Committee is urging persons to participate, either, as a candidate or as a recruiter, in the nominating process for the election of the 2009 Vice President and President-elect. Trustee Clark indicated his interest in nomination for the position of Vice President.

Nomination of CSBA  
Officers

**M/s/c Thornton/Todd Gallardo/all** to nominate Thomas Clark for Vice President

The Board discussed representation at the MCSBA Annual Organization Meeting and SELPA Workshop on May 1, 2008.

MCSBA Annual  
Organization Meeting  
& SELPA Workshop

The Board discussed representation at the 2008 Celebration of Education on May 8, 2008.

2008 Celebration of  
Education

The Board discussed representation at the 2008 Golden Bell Education Evening on May 29, 2008. All except Trustee Clark will attend.

2008 Golden Bell  
Education Evening

Superintendent Bradley updated the Board on Tennessee Woods Agreement with the Mill Valley School District. At their Board meeting of April 16, 2008, the Board of Education reversed its earlier decision and approved Addendum #6 to the Tennessee Woods Agreement. The Sausalito Marin City School District will consider Addendum #6 at their meeting of May 22, 2008.

Tennessee Woods

President Hoyt spoke briefly about the possibility of a speaker on aerial spraying on an upcoming event.

President's Report

Trustee Trotter recalled that, when measure A was approved, Paul Albritton of the Sausalito City Council had said it included money for crossing guards. Mr. Trotter thinks more children should walk to school and asked for follow up about crossing guards.

Board Reports

Trustee Clark reported that he and Sausalito Chief of Police, Scott Paulin, were discussing better marking on Buchanan of school crossing.

Superintendent Bradley reviewed upcoming events:

Superintendent's Report

- First Five Breakfast on April 25, 2008
- Retirement party for Larry Beauchamp on April 30, 2008
- Kpod Ribbon Cutting and Open House at Bayside Elementary School on May 20

The meeting was adjourned at 9:27 pm

ADJOURNMENT

Clerk *Shirley Thordson* Date 5/22/08

Secretary *William Bradley*

**CORRESPONDENCE**

**CORRESPONDENCE**

Letter dated March 30, 2008 from Governor Arnold Schwarzenegger regarding proposed budget reforms.

**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.

- 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**

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**

May 21

June 18