

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

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES**

November 13, 2008

CLOSED SESSION: 6:08 PM
REGULAR SESSION: 7:00 PM

MEMBERS PRESENT: Whitney Hoyt, President Elizabeth Todd-Gallardo Shirley Thornton Mark Trotter	MEMBERS ABSENT: Tom Clark
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Debra A. Bradley, Superintendent and Secretary to the Board

Others Present: Margaret Merchat, Patrick Wilson, Cherisse Baatin, Ellen Franz, Megan Bolduc, Orlando Lobo, Clark Warden, Doug Lloyd, Carol Cooper, Karen Benjamin, Forest Benjamin, Bill Ziegler, Wells Fargo Bank volunteers (Nagam Abdul Jabbar, Marin District Manager; Amy Wang, Communications Associate for the San Francisco Bay Region; Soheil Zamanianpour, Store Manager, Mill Valley Main Office; Eric Waters, Store Manager, Tiburon; Marc Williams, Store Manager, Strawberry Village), Judy Long, Cory Creath, Michael Davies, Keith Fontana, Ed Chun, Jessica Mullins, 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 6:08 p.m.	Call to Order
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CLOSED SESSION	CLOSED SESSION
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The Board and Superintendent went immediately into closed session. Closed session ended at 6:55 pm.

REGULAR SESSION	REGULAR SESSION
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President Hoyt reported out from closed session that the Board, by a vote of 4/0 (Thomas Clark absent), disclaims any interest in the real property at 700 Olima Street in the City of Sausalito, CA as described in the lawsuit entitled Donovan vs. County of Marin, Marin County Superior Court #084158	Report Out
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President Hoyt led the Pledge of Allegiance.	Pledge of Allegiance
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M/s/c Trotter/Thornton/all to table Item 10, Board Policy 0420.4 Charter Schools; Item 24, New Hire – Custodial Maintenance Worker; Item 31, Minutes of the regular Board meeting of August 28, 2008; Item 32, Minutes of the regular Board meeting of October 9, 2008; remove Item 38, Field Trip and approve remaining agenda order	Agenda Order
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None

Public Comment

RECOGNITION

RECOGNITION

The Board recognized volunteers from Wells Fargo Bank for their efforts to beautify the campus at Martin Luther King Jr. Academy. Superintendent Bradley and Principal Baatin presented a plaque and introduced Wells Fargo volunteers in attendance:

Wells Fargo Bank

- Nagam Abdul Jabbar, Marin District Manager
- Amy Wang, Communications Associate for the San Francisco Bay Region
- Soheil Zamanianpour, Store Manager, Mill Valley Main Office
- Eric Waters, Store Manager, Tiburon
- Marc Williams, Store Manager, Strawberry Village

Speaking on behalf of the volunteers and Wells Fargo Bank, Nagam Abdul Jabbar presented a check in the amount of \$6,407.46 to Bayside Elementary School of which \$6,000 had been donated by Wells Fargo Bank and the remainder by San Francisco Giants fans through online donations shared among five schools. President Hoyt accepted on behalf of the District.

EDUCATION

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The Board conducted a first reading of updated Board Policy/Administrative Regulations 5144 Discipline. President Hoyt noted language in the Administrative Regulations regarding corporal punishment. Both documents will be agendaized December 11, 2008 for second reading and action.

BP/AR 5144 Discipline

The Board conducted a second reading on BP 0410 Non-Discrimination in District Programs and Activities

BP 0410 Non-Discrimination in District Programs and Activities

M/s/c Thornton/Trotter/all to approve the revised BP 0410 Non-Discrimination in District Programs and Activities

Tabled

BP 0420.4 Charter Schools

The Board conducted a second reading of:

- Item 11, Administrative Regulations 3451 Petty Cash Funds
- Item 12, Board Policy 3452 Student Activity Funds
- Item 13, Board Policy/Administrative Regulations 3460 Financial Reporting & Accountability
- Item 14, Board Policy/Administrative Regulations 5022 Student and Family Privacy Rights
- Item 15, Board Policy/Exhibit 5145.6 Parental Notifications
- Item 16, Board Policy 6142.91 Reading/Language Arts Instruction

AR 3451 Petty Cash Funds
BP 3452 Student Activity Funds
BP/AR 3460 Financial Reporting & Accountability
BP/AR 5022 Student & Family Privacy Rights
BP/Exhibit 5145.6 Parental Notifications
BP 6142.91 Reading Language Arts Instruction

THURSDAY, November 13, 2008 - Minutes

M/s/c Todd Gallardo/Thornton/all to collectively approve Items 11-16

Principal Baatin's report for Bayside Elementary School and Martin Luther King, Jr. Academy included information on the Gear Up Communication Forum November 12, 2008. Megan Bolduc reported on Gear Up student activities designed and planned to integrate and sustain a college culture on campus:

Principal's Report-
Bayside and MLK

- Creation of a college center at Martin Luther King, Jr. Academy in the Advancement Via Individual Determination (AVID) classroom
- Interaction with UC Davis on college requirements
- Family initiative programs 5 consecutive Thursdays, January 22 - February 12, 2008 with light dinner beginning at 5:30 p.m.
- March Madness, which will include a host of activities on Fridays to research colleges
- February 27, 2009 College and Career Fair for students in grades 5 through 8.

Megan Bolduc, reporting for School Site Council/PTSA, included information on:

School Site
Council/PTSA Report

- Membership, \$10
- Student elections November 4, where class officers were elected by their peers, and their inauguration on January 20
- Winter Wonderland Family Night at Martin Luther King, Jr. Academy on December 15, 5:00 – 7:00 pm
- Bowling Night planned for students in grades 6 – 8.

Head of School Cooper's report for Willow Creek Academy included information on:

WCA Report

- PG & E Solarbration to dedicate the Solar Panel and an energy fair in the courtyard, now named Sunshine Plaza
- REI donation which will allow Upper School students to spend three days and two nights at the Point Bonita Environmental Education Center and day trips later this school year for students in grades K-5
- An election experience in which 8th graders divided into four political parties, developed a platform, recruited students in grades 6 & 7, and heard presentations from students in grades 3-8, culminating with the election of the party known as the Soaring Eagles.

Ms. Cooper presented the Willow Creek Academy Local Education Agency (LEA) Plan for the 2007/2008 school year as approved by the California Department of Education.

WCA LEA Plan

M/s/c Todd Gallardo/Thornton/all to accept the Willow Creek Academy Local Education Agency (LEA) Plan for the 2007/2008 school year

Margie Bonardi reviewed the first monthly Enrollment Report showing gains and losses to the District:

Enrollment Report

	<u>October 1</u>	<u>October 31</u>
• Bayside Elementary School	135	135
• Martin Luther King, Jr. Academy	36	35
• Willow Creek Academy	147	148

BUDGET AND PERSONNEL

Margie Bonardi reviewed the application process for K-3 Class Size Reduction 2008/2009.

M/s/c Thornton/Todd Gallardo/all to certify to statements contained in the application for 2008/2009

Clark Warden presented the Willow Creek Academy Financial Report, noting that there were no surprises in October and that the draft audit for the fiscal year ending June 30, 2008 had been received, reflecting that WCA finished "in the black". President Hoyt requested written financial reports and the inclusion of WCA financial statements in Board packets in the future.

Table

FACILITIES

Superintendent Bradley reviewed correspondence with the Marin County Civil Grand Jury, whose focus is the seismic review of school buildings. MCCGJ had indicated the District's ownership of a school building, the former Central School, in its correspondence. A letter has been sent to MCCGJ to advise that the building had been sold to the City of Sausalito in 1971 and is currently used by City Hall, the Sausalito Library and the Sausalito Parks and Recreation Department.

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

- Letter to Marin County Civil Grand Jury AB-300 Seismic Study
- Repaired water leak on roof in rooms 6 and 8 at Martin Luther King Jr. Academy
- Gutters and drains serviced and cleaned by North Bay Gutter Co. on October 25, 2008
- District bus being repaired at A-Z Bus Service Center in Sacramento

Orlando Lobo, President of Willow Creek Academy stated his appreciation for weatherizing on the WCA campus. He also reported: 1) an exposed drainage pipe at the rear of the property which is depositing sediment on the ADA ramp, and 2) four cylindrical sink holes that appear to be developing on the surface. Mr. Oden will check both situations and cordon off the sink hole areas until repaired.

Superintendent Bradley reviewed the proposed Facilities Use Agreement between Sausalito Marin City School District and Community Action Marin for an Intergenerational Garden, a one year agreement which can be reviewed annually for renewal. She noted that the Agreement under review was a "draft" due to the need for the Board to determine whether it would establish a Use Fee. Dr. Bradley also noted that, after telephone

BUDGET AND PERSONNEL

K-3 Class Size Reduction 2008/2009

WCA Financial Report

New Hire-
Custodial/Maintenance Worker

FACILITIES

Marin County Civil Grand Jury

Director of Facilities and Operations' Report

Intergenerational Garden

SAUSALITO MARIN CITY SCHOOL DISTRICT BOARD OF TRUSTEES
THURSDAY, November 13, 2008 - Minutes

communication with Liz Burns, Community Action Marin was requesting additional language on page 1, RECITALS, D, following the language "...participate in the garden project". The additional language would be "and other garden related projects".

Trustee Todd Gallardo recommended a Use Fee of \$25 per year to be paid by Community Action Marin to the District.

M/s/c Todd Gallardo/Thornton/all to establish a Use Fee of \$25 per annum, incorporate additional language requested by Community Action Marin and finalize the Facilities Use Agreement.

Trustee Todd Gallardo was thanked for her work to bring about a resolution to the issue of the garden.

Tabled – representative from CAD3LL was unable to attend the meeting.

Agreement between California District 3 Little League Baseball (CAD3LL) and the SMCS D Use of the MLK Ball Field

BOND

BOND

Judy Long of Turner Construction discussed the Bond Project summary showing the Kpod actuals of \$5,198,225 applied program dollars to the MLK MS and the Bayside Multipurpose Room Renovation projects. Presently the total bond funds amount is \$18,179,373 and the program budget variance amount of \$551,547.

MLK Middle School Change Orders

MLK Middle School Change Orders: Judy Long discussed the MLK MS change orders, predicting that the change #24 and #25 will possibly be reduced. She reviewed the (7) change orders which were caused by the Request for Information (RFI) process questioning the foundation work. There was difficulty reviewing drawings for the added rebar for the sheer plates compared to a 3 dimensional situation on the field. President Hoyt recommended having the Facility Subcommittee begin meeting starting in January, 2009. President Hoyt will be on the committee.

M/s/c Todd Gallardo/Trotter/all to approve the outstanding MLK MS Project change orders for the amount of \$21,976

Bayside Multipurpose Room Renovation Contingency Items: Judy Long of Turner Construction Management stated that the DSA review of the drawings came in after the District went out to bid for contract. When DSA reviewed the AXIS drawings by applying the current codes. The codes had been updated compared to the codes applied to the past Sally Swanson Architect drawings. This caused changes to the DSA drawings. Another costly change was the Marin County Health Department (MCHD) review, and the MCHD codes supersede the DSA comments.

Bayside Multipurpose Room Renovation Contingency Items

Judy Long will review the change orders and try to lower the costs. She would like to break up the large change order request into 2-3 change

orders. Judy stated that since this is a modernization project, it is unclear if there will be more change orders in the future.

Trustee Todd Gallardo stated that a lot of these change orders were covered at the October 15, 2008 Facility Subcommittee meeting and agreed with the change orders presented at this time.

Trustee Todd Gallardo asked if having AXIS Architects come to the site resulted in progress. Judy Long agreed that progress did and will occur. Trustee Mark Trotter inquired as to the total amount of change order. Judy Long stated that the noise transfer/acoustic ceiling was previously approved. The multipurpose room renovation budget is \$2,009,186 which includes the changes discussed today. Margie Bonardi stated that there is a total contingency of \$551,547 for all projects and that contingency includes the \$294,284 of the presented change orders.

M/s/c Thornton/Todd Gallardo/all to approve the outstanding Bayside Elementary Multipurpose Room Renovation Project change orders for the amount of \$294,284, with the signed change order request to be finalized after final analysis from Turner Construction Management.

AXIS Architecture Additional Fee Request: Cory Creath of AXIS distributed a revised additional fee request and reviewed the history of the project. The first meeting of AXIS and Tom Clark was to use Sally Swanson Architect drawings for a project of \$600,000 to \$700,000. Cory stated that AXIS fees is based on the cost of construction. AXIS brought in Lee Saylor's estimate of the multipurpose room renovation for \$1.1 million dollars and was told by the Board to go forward with the project. It was then bid out from MA Davies for \$1.2 million dollars. AXIS waited for DSA and Health Department comments causing to build the project via RFI's (request for information).

AXIS Architecture
Additional Fee
Request

AXIS fee for construction phase was \$16,000 and presently it is \$60,000. AXIS new request which includes his two sub-consultants is \$54,566. Trustee Trotter asked Judy Long for her recommendation. Judy Long stated that she thinks 40 hours should be enough to cover the sub-consultants work but the drawings were not fully developed to date. She pointed out that AXIS additional fee request doesn't include the smaller consultants i.e. Salter for acoustic so there will be additional request for more money.

President Hoyt agreed that the Sally Swanson Architect drawings were not complete, plus it was the Board of Trustees that increased the scope of the work.

Trustee Mark Trotter requested that the Facilities Subcommittee review and discuss the AXIS additional fee request with Patty Swisshelm and Judy Long along with an analysis from Turner Construction Management. President Whitney Hoyt asked Cory Creath for a summary of AXIS costs.

CONSENT AGENDA

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M/s/c-Roll Call Thornton/Todd Gallardo/ Ayes 4 Noes 0 to approve or accept the following:

- Minutes of the Facilities Sub Committee meeting of October 15, 2008
- Minutes of the regular meeting of October 23, 2008

SAUSALITO MARIN CITY SCHOOL DISTRICT BOARD OF TRUSTEES
THURSDAY, November 13, 2008 - Minutes

7

- Payment of warrants under:
 - Batch 28 Fund 01 in the amount of \$26,473.37
 - Batch 28 Fund 21 BOND in the amount of \$384.74
 - Batch 29 Fund 01 in the amount of \$18,092.11
 - Batch 29 Fund 13 in the amount of \$782.90
 - Batch 29 Fund 21 BOND in the amount of \$229.79
 - Batch 29 Fund 40 in the amount of \$1,250.00
 - Batch 30 Fund 01 in the amount of \$56,815.21
 - Batch 30 Fund 21 BOND in the amount of \$140,615.38
 - Batch 31 Fund 01 in the amount of \$7,802.72
 - Batch 31 Fund 21 BOND in the amount of \$615,948.91
 - Batch 32 Fund 01 in the amount of \$17,919.45
 - Batch 32 Fund 13 in the amount of \$2,816.12
 - Batch 32 Fund 21 BOND in the amount of \$24,118.87
 - Batch 32 Fund 40 in the amount of \$272.90
 - Batch 33 Fund 01 in the amount of \$59,411.41
 - Batch 33 Fund 13 in the amount of \$3,793.36
 - Batch 33 Fund 21 BOND in the amount of \$32,260.80
 - Batch 34 Fund 01 in the amount of \$106,410.32
 - Batch 34 Fund 21 BOND in the amount of \$147,196.44
- Field Trip: Destination: Peer Summit Address: College of Marin, Kentfield Date: 11/14/08 Teacher: Biggs Grades: 7/8
- Field Trip: Destination: Bowling (Country Club Bowl) Address: 88 Vivian Way, San Rafael Date: 17 Teachers: Barni/Mitchell Grades: 7 & 8
- Field Trip: Destination: Muir Woods Address: Mill Valley Date: 12/08/08 Teachers: Hammons/Franz/West Grades: 3/4/5
- Bond Oversight Committee Meeting of October 14, 2008: The Committee does not have questions or comments to report to the Board at this time.
- Miscellaneous MLK Middle School Change Orders: Five change orders totaling \$6,964 signed by Superintendent Bradley on October 30, 2008

President Hoyt discussed the draft minutes of the regular Board meeting of October 9, 2008, noting the Board's vote to nominate her to the Marin County Committee on School District Organization. President Hoyt reported that it was later determined that the Marin County Office of Education should not have requested a nomination from this District.

Discussion on Draft Minutes of the Regular Meeting of October 9, 2008

Trustee Trotter noted that the draft minutes of the regular Board meeting of October 9, 2008 reflect the Board's approval to remove a pole in front of the new middle school. The actual minutes language is, "**M/s/c Hoyt/Thornton/ Ayes 4, Noes 1 (Trotter)** to go forward with the pole removal and burial of overhead wires in front of the MLK Middle School on Phillips Drive, with the estimated total of \$103,000. Utility companies Comcast cable, AT&T, PG&E, and Lunny Grading and Trenching pricing proposals to be reviewed." Mr. Trotter did not recall such approval. Board members clarified for Mr. Trotter that while he had voted No, a majority of the Board had voted Yes, thereby approving the motion. Trustee Trotter inquired if the \$103,000 undergrounding cost was included in the MLK MS budget. Patty Swisshelm stated that she was 99.99% sure it was but would clarify with Judy Long and send an email to the Trustees the next day.

SAUSALITO MARIN CITY SCHOOL DISTRICT BOARD OF TRUSTEES
THURSDAY, November 13, 2008 - Minutes

The minutes of the October 9, 2008 regular Board meeting will be reagentized for Board consideration at a subsequent meeting.

ADMINISTRATIVE AND EXTERNAL

ADMINISTRATIVE AND EXTERNAL

President Hoyt introduced newly elected Trustees, Karen Benjamin and Dr. William Ziegler, who will be sworn in to office at the Board meeting of December 11, 2008,

President's Report

President Hoyt recognized and thanked Elizabeth Todd Gallardo for her commitment to the Board and school district during her two year term.

Trustee Trotter also acknowledged Trustee Todd Gallardo for her dedication to all the schools.

Board Reports

Trustee Todd Gallardo thanked everyone of the District.

Superintendent Bradley brought a printout of the agenda and program offerings for the CSBA Annual Conference and Trade Show for current and new Board members to review. She noted the District's presentation at the conference, Preventing Special Education through Early Intervention, on Thursday at 10:00 am.

Superintendent's Report

Superintendent Bradley suggested a reception preceding the December 11, 2008 Board meeting for staff and new trustees to meet one another. The Board was receptive to her recommendation.

On behalf of District staff, Superintendent Bradley thanked Trustees Tom Clark and Elizabeth Todd Gallardo for all they have done over the years for the benefit of the District's students.

CORRESPONDENCE

CORRESPONDENCE

Superintendent Bradley noted a letter dated October 28, 2008 from Orlando Lobo, President of the Board of Directors for Willow Creek Academy, regarding Willow Creek Academy's request for Proposition 39 facilities for the 2009/2010 school year. The District will respond in writing to Willow Creek Academy by December 1.

M/s/c Todd Gallardo/Thornton/all to adjourn at 8:50 pm

ADJOURNMENT

Clerk Karen Benjamin Date 12-11-08

Secretary _____

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, additional special meetings on bond and facilities issues, special meetings, community forums, etc. as needed. The only or second meeting date of each month will be allocated to regular board meetings.

SAUSALITO MARIN CITY SCHOOL DISTRICT BOARD OF TRUSTEES
THURSDAY, November 13, 2008 - Minutes

December 11 One meeting in December due to holidays

UPCOMING EVENTS/IMPORTANT DATES

November 26	Minimum Day – MLK & Bayside
November 27/28	Thanksgiving Recess
December 1 & 2	Parent Student Teacher Conferences - Bayside
December 1 & 2	Minimum Day – Bayside
December 4/6	CSBA Annual Conference, San Diego
December 19	Minimum Day – MLK & Bayside
December 22/January 2	Winter Recess
December 25	Christmas Day
December 26	Classified In Lieu Holiday
January 1	New Years Day
January 5	Students Return

**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**

December 17, 2008	
January 21, 2009	
February 11, 2009	2 nd Wednesday due to holiday
March 18, 2009	
April 8, 2009	2 nd Wednesday due to holiday
May 20, 2009	
June 17, 2009	