

Sausalito Marin City School District Agenda

Created: January 14, 2011 at 03:37 PM

Annual and Regular Board Meeting

**January 20, 2011
Thursday, 07:30 PM**

District Office
630 Nevada Street
Sausalito

Sausalito Marin City School District Board Meeting Procedures

Agendas are posted at the District Office and at the Bayside Elementary School Office, 630 Nevada Street, Sausalito. An agenda is also posted at Martin Luther King, Jr. Academy, 200 Phillips Drive, Marin City. Agendas are posted 72 hours in advance of a regular board meeting.

All board meetings are conducted according to Education Code 35145.5 and District Board Policy 9320.

The District adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the District Office at 415-332-3190. All efforts will be made for reasonable accommodations. Members of the public are requested to turn off or mute ALL cell phones, pagers or other communication devices upon entering the Board Meeting Room.

Backup materials for items on this agenda are available for review in the Superintendent's Office.

Trustee Mark Trotter Via Teleconference

2630 Hillcrest Avenue, Tahoe City, CA 96145

CLOSED SESSION: 7:00 PM

OPEN SESSION: 7:30 PM

CALL TO ORDER

CLOSED SESSION

1. Addressing the Board Prior to Closed Session (D)

Persons wishing to address the Board on items on the closed session agenda may do so at this time. (Turn in completed card; 3-minute time limit for presentation.)

2. With respect to every item of business to be discussed in closed session pursuant to Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Superintendent (P)

OPEN SESSION

1. Report Out from Closed Session (P)

2. Pledge of Allegiance (D)

ANNUAL MEETING

1. Addressing the Board Prior to the Annual Meeting (D)

Persons wishing to address the Board on items on the Annual Meeting agenda may do so at this time. (Turn in completed card; 3-minute time limit for presentation.)

2. Approval of Annual Meeting Agenda Order (P)

3. Approval of the Minutes of the Last Annual Meeting held January 21, 2010 (P)

4. Election of a Board President (P)

5. Election of a Board Vice President (P)

6. Election of a Board Clerk (P)

7. Appointment of a Board Secretary (P)

8. Adjourn Annual Meeting (P)

REGULAR SESSION

1. Approval of the Regular Meeting Agenda Order (P)

2. Addressing the Board Prior to the Regular Meeting (D)

Persons wishing to address the Board on Regular Session items on the agenda or items not on the agenda may do so at this time. (Turn in completed card; 3-minute time limit for presentation. Regarding comments on items that are not on the agenda, Board members may listen to your presentation but are prohibited by the Brown Act from making a response.)

PRESENTATIONS AND RECOGNITION

1. Pre K to 3 Literacy Grant Sausalito Marin City School District (D)

In Spring 2010, the Marin Community Foundation invited the Sausalito Marin City School District to apply for a Pre school to elementary school grant to strengthen literacy achievement at the primary grades. The Pre K to 3 Design Team will present information on the 'historical' grant from its beginning in 2007 to its accomplishments here to date. Members of the Pre K to 3 Design Team include:

Kay Wernert, Executive Director, Marin Head Start
Erica Edwards, Co-Lead Teacher, Marin Head Start
Rebecca Courtney, Co-Lead Teacher, Marin Head Start
Linda Frost, Facilitator, (Compliments of Marin Community Foundation)
Alma E. Lucas, Parent, Bayside Elementary School and Marin Head Start
Jonnelle Newton, Principal, Bayside Elementary School
Jennifer Banks, Kindergarten Teacher, Bayside Elementary School
Flora Sanchez, Paraprofessional-Grade 3 and K-5 ELD Support, Bayside Elementary School
Nichole Gangitano, Program Manager, Reading Partners
Tenisha Tate, Social Worker/Community Outreach Coordinator, Sausalito Marin City School District
LaDonna Bonner, Project Coordinator, Marin City School Readiness Project

Lynda Storek, PAR (Teacher Coach), Sausalito Marin City School District
Debra A. Bradley, Ed.D., Superintendent, Sausalito Marin City School District

2. Stephen Roatch Accountancy Corporation, Certified Public Accountants (ii)

The California Education Code requires a school district to have an independent audit of its budgeting practices in all account areas. Our Auditor, Mr. Habbas Nassar, Vice President of Stephen Roatch Accountancy Corporation, Folsom CA, will present the District audit for the 2009/2010 school year.

3. Recognition of Bayside Fourth Grade Teacher, Ellen Franz (D)

The National Board for Professional Teaching Standards (NBPTS) has renewed the National Board Certification of Ms. Ellen Franz. National Board Certified Teachers are required to meet high and rigorous standards through intensive study, expert evaluation, self-assessment and peer review. The Board will recognize Ms. Franz's accomplishment.

EDUCATION

1. After School Education and Safety Program 2011/2014 Request for Renewal Application (V)

The California Department of Education (CDE) has renewal cycles for districts involved in the After School Education and Safety Program. It is time for our District to submit a renewal application. The Boys and Girls Club has worked in conjunction with personnel of Willow Creek Academy, Sausalito Marin City School District and the District Board After School Committee on the renewal application. The Board will consider the renewal application which is due to CDE by February 15, 2011.

2. Principal's Report - Bayside Elementary School (D)

3. Principal's Report - Martin Luther King, Jr. Academy (D)

4. Head of School's Report - Willow Creek Academy (D)

5. Golden Bell Outstanding Program Recognition (V)

Board consideration of an application to the Marin County Office of Education for recognition of the Sausalito Marin City School District Arts Education Demonstration Project (AEDP) Grant Program

6. Enrollment Report (D)

Enrollment report: Includes student enrollment at Bayside School, Martin Luther King Jr. Academy and Willow Creek Academy, effective January 12, 2011.

BUDGET

1. Resolution #630 In Support of Full Funding of County Mental Health Services for Students with Disabilities (V)

The concern and consequences of reductions to county mental health services across the state was discussed in December. All school districts in Marin County are being encouraged to pass this resolution and forward it to Governor Brown.

2. District Annual Financial/Audit Report for Year End June 30, 2010 (V)

Mr. Habbas Nassar, Vice President, Stephen Roatch Accountancy Corporation, will review the District audit, including the financial and performance audits for Bond Fund #21. The Board will consider acceptance of the audit reports.

3. Willow Creek Academy Annual Financial/Audit Report for Year End June 30, 2010 (V)

The Board will consider acceptance of the audit report for Willow Creek Academy.

4. Willow Creek Academy Financial Report (D)**5. Declaration to Exception to Class Size Maximum (V)**

Small School Districts may qualify to receive Class Size Reduction funding for classes with an average of up to 22 pupils. In order to qualify, a district must have only one school that serves kindergarten and grades one through three, there can be no more than 2 classes per participating grade level, and the school district's governing board must make a statement or public declaration that all possible alternatives to averaging have been exhausted and the district is unable to achieve the 20:1 ratio in a way that is educationally acceptable.

6. 2010-11 Operations Application for Class Size Reduction (V)

Districts wishing to participate in the Class Size Reduction (CSR) Program are required to submit an Operations Application to the CA Department of Education. These estimated pupil enrollment counts will be used to calculate provisional funding for school districts. Final apportionment will be based on actual enrollment data submitted on Form J-7CSR which is due in May.

7. Budget Update - Governor's 18 Month Budget Proposal (D)**FACILITIES****1. McGuire and Hester Contract (Phase 1) Final Billing (V)**

Board ratification of signed Change Order #4 for distribution

CONSENT AGENDA**1. Approval of the Minutes of the Organizational and Regular Meeting of December 7, 2010**

(V) (C)

2. Approval of the Minutes of the Facilities Committee Meeting of December 15, 2010

(V) (C)

3. Approval of the Minutes of the 9:30 AM Special Board Meeting of December 15, 2010

(V) (C)

4. Approval of the Minutes of the 5:00 PM Special Board Meeting of December 15, 2010

(V) (C)

5. Approval of the Minutes of the 3:30 PM Special Board Meeting of January 4, 2011

(V) (C)

6. Approval of the Minutes of the 4:45 PM Special Board Meeting of January 4, 2011

(V) (C)

7. Acceptance of the Facilities Committee Meeting Minutes of May 27, 2010 (b) (C)

8. Williams Quarterly Report (b) (C)

9. Payment of Warrants (b) (C)

Payment of warrants under:

Batch 33 VOIDED

Batch 34 Fund 01 in the amount of \$58,666.41

Batch 34 Fund 13 in the amount of \$5,083.36

Batch 34 Fund 40 in the amount of \$1,009.20

Batch 35 Fund 01 in the amount of \$245,229.01

Batch 35 Fund 13 in the amount of \$4,537.18

Batch 35 Fund 40 in the amount of \$126,538.41

Batch 36 Fund 01 in the amount of \$66,415.36

Batch 36 Fund 13 in the amount of \$4,240.70

Batch 36 Fund 40 in the amount of \$2,645.00

Batch 37 Fund 01 in the amount of \$111,562.95

Batch 37 Fund 13 in the amount of \$3,789.83

Batch 37 Fund 40 in the amount of \$52,905.06

10. 2010-11 Certificated Seniority List (b) (C)

Current list for 2010-11 of certificated teachers with seniority date and credentials held

11. Extended Learning Program Coordinator .80 FTE Position (b) (C)

Position is for a .80 Full Time Equivalent Extended Learning Program Coordinator for Martin Luther King Jr. Academy

12. New Hire Sauntheri Spoering as the Extended Learning Program Coordinator, .80 FTE

(b) (C)

Hire Sauntheri Spoering as the Extended Learning Program Coordinator, a .80 FTE position. This position is Categorically funded. Start date: Jan. 20, 2011

ADMINISTRATIVE AND EXTERNAL

1. Board Policy Updates (b)

The California School Boards Association (CSBA) Manual Maintenance Service has issued updated board policies (11/10 Policy Manual Maintenance Packet). The Board will conduct a first reading of updates for:

Board Policy 4020 Drug and Alcohol-Free Workplace

Board Policy 5113.1 Chronic Absence and Truancy

Board Policy 5117 Interdistrict Attendance

Board Policy 5118 Open Enrollment Act Transfers (New)

Board Policy 5141.21 Administering Medication and Monitoring Health Conditions

Board Policy 5141.3 Health Examinations

Board Policy 5141.31 Immunizations

Board Policy 6011 Academic Standards

Board Policy 6161.1 Selection and Evaluation of Instructional Materials

Board Policy 6164.4 Identification and Evaluation of Individuals for Special Education

2. Board Master Calendar for the 2010/2011 School Year (b)

Board consideration of Board Master Calendar for the 2010/2011 school year.

**3. Proposed Meeting Dates for Joint Board Meeting: Sausalito Marin City School District
Board of Trustees and Willow Creek Academy Board of Directors (D)**

REPORTS

- 1. President's Report (D)**
- 2. Board Member Reports (D)**
- 3. Superintendent's Report (D)**

SAVE THE DATE

1. 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, 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.

February 10*
February 17
March 10*
March 24
April 7*
April 28
May 12*
May 26
June 9 - Two meetings in June
June 23
July 28 - One July meeting – summer break
August 11*
August 25
September 8*
September 22
October 13*
October 27
November 17 - One November meeting – holidays
December 8*
December 15

2. Future Charter School Board Meeting Dates

Unless other noticed, all meetings are held at 6:30 pm on the school campus, 630 Nevada Street, Sausalito, CA. All meetings are the 3rd Wednesday of the month.

February 16
March 16
April 20
May 18
June 15

3. Upcoming Events and Important Dates

January 20 - Art Walk; 5:00 pm; Bayside Multipurpose Room

February 3 - Parent Institute; Gear Up Family Initiatives Project Session; Parent Center*; 5:30 pm

February 11 - Parent Institute; Gear Up Family Initiatives Project Session; Parent Center*; 5:30 pm

February 17 - Parent Institute; Money for College; Facilitated by 10,000 Degrees; Parent Center*; 5:30 pm

February 21-25 - Winter Recess – All Schools

February 21 - Presidents' Day

March 3 - Parent Institute; Gear Up Family Initiatives Project Session; Parent Center*; 5:30 pm

March 10 - Parent Institute; Gear Up Family Initiatives Project Session; Parent Center*; 5:30 pm

March 15 - Bayside Parent Student Teacher Conferences; Bayside Minimum Day

March 17 - Bayside Parent Student Teacher Conferences; Bayside Minimum Day

March 29 - MLK Parent Student Teacher Conferences; MLK Minimum Day

March 31 - MLK Parent Student Teacher Conferences; MLK Minimum Day

April 11-15 - Spring Recess – All Schools

April 15 - Classified In Lieu Day

April 20 - Parent Institute; Family Literacy Night; MLK, 200 Phillips Drive; 6:00 pm

*The Parent Center is located at 610 Drake Avenue in Marin City. Parents and community members are invited to attend.

ADJOURNMENT

Americans with Disabilities: The Sausalito Marin City School District adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the District Office at 415-332-3190. All efforts will be made for reasonable accommodations.

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

**BOARD OF TRUSTEES
ANNUAL MEETING
MINUTES**

January 21, 2010

ANNUAL MEETING: 9:02 P.M.

MEMBERS PRESENT

Shirley Thornton, Vice President

Karen Benjamin

Thomas Newmeyer

William Ziegler

Debra A. Bradley, Superintendent and Secretary to the Board

MEMBERS ABSENT:

Mark Trotter

Others Present: Ellen Franz, Margaret Bonardi and Kathy Blazei taking minutes.

The annual meeting of the Sausalito Marin City School District Board of Trustees was called to order at 9:02 p.m. by Vice President, Dr. Shirley Thornton.

Call to Order

M/s/c Ziegler/Benjamin/all to approve the agenda order.

Agenda Order

M/s/c Ziegler/Newmeyer to approve the minutes of the last annual meeting held January 22, 2009

Minutes of Meeting

Board members discussed and agreed that they would all like to retain their office/appointment/designation.

Election of Officers

M/s/c Ziegler/Benjamin/all to elect/appoint/designate:

- Mark Trotter, President
- Shirley Thornton, Vice President
- Karen Benjamin, Clerk
- Superintendent Bradley, Secretary of the Board

M/s/c Ziegler/Benjamin/all to adjourn at 9:07 p.m.

Adjournment

Clerk _____ Date _____

Secretary _____

MARIN COMMUNITY FOUNDATION

December 21, 2010

Dr. Debra A. Bradley
Superintendent
Sausalito Marin City School District
630 Nevada Street
Sausalito, CA 94965-1654

Re: Grant # 2011-00086
Fund: Leonard & Beryl Buck Fund

Dear Debra:

On behalf of the Trustees of the Marin Community Foundation, I am pleased to inform you that the Board has approved a grant in the amount of \$107,900 to Sausalito Marin City School District to support implementation of preK-3 action plans. The period of this grant is 12 months, from August 1, 2010 through July 31, 2011.

To confirm your formal acceptance of the following terms, please fax a copy of this agreement letter to the Foundation, signed by the appropriate person authorized to sign for your organization.

1. As a condition of this grant, you are committing to report on your organization's progress against metrics (including impacts, activities or outputs, and any additional outcomes) listed at the end of this agreement at the frequencies specified. In addition, you will be required to submit narrative progress reports, including a final report after the end of the grant period. Any payments scheduled for release after the due date of a progress report will be held by the Foundation until the report has been submitted and approved. The Foundation will be providing further guidance on reporting procedures in advance of the due dates.
2. The grant and any accrued interest may only be used to carry out activities in or for the benefit of Marin County and only for the charitable purposes and activities set forth in this letter of agreement.
3. Funds not used for the charitable purposes of the grant, including any unspent balance at the conclusion of the grant period, must be returned to the Foundation. If any equipment or real estate purchased with grant funds is diverted from the charitable purposes for which this grant is made, or if your organization ceases operations, you agree to convey such equipment or real estate back to the Foundation or to such other charitable organization as the Foundation may direct.
4. You agree to credit the Foundation in publications, press releases, brochures, videotapes, and other publicity or public relations materials and presentations resulting from the use of these funds or developed for activities authorized under this grant. Please refer to the enclosed Guidelines for Communicating about Your Grant. The Foundation's Vice President for Marketing and Communications is available to advise you on public information activities.
5. Your organization agrees to maintain accurate financial and operational records regarding your use of grant funds and to make those records available to the Foundation promptly upon request for the Foundation's review, except to the extent prohibited by applicable law.

6. Your organization will make any publications, media presentations, studies, or research funded by this grant available to the public in a manner acceptable to the Foundation. Any tangible or intangible property, including copyrights obtained or created by your organization with funding from this grant, shall remain the property of your organization, but your organization agrees to grant the Foundation a royalty-free license to use, reprint, or distribute any such copyrighted materials for informational or promotional purposes that do not conflict with your organization's charitable purposes.

7. The terms of this Agreement may be revised or modified only with the prior written consent of both the Foundation and your organization. If your organization fails to meet any of the terms of this Agreement, the Foundation may withdraw its award and terminate the Agreement, and the Foundation will then have no responsibility to disburse any further funds. The Foundation may also, at its discretion, require your organization to return any unspent grant funds and to refund any portion of the grant that was not used for charitable purposes as required by this Agreement, as described in Paragraph 2 above.

8. The Foundation has no obligation to provide any additional support to your organization, and this grant does not represent any commitment of future support.

We will process the payment when we receive a faxed copy of this agreement letter.

If you have any questions about the implementation of this grant or about Foundation procedures, please feel free to contact Don Jen, the program officer responsible for overseeing this grant, or Patti D'Angelo, associate program officer.

The Foundation is pleased to support the efforts of your organization on behalf of the community. We look forward to working with you and learning from the experience to be gained from this cooperative endeavor.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Thomas Peters', with a long horizontal flourish extending to the right.

Thomas Peters, Ph.D.
President & Chief Executive Officer

pmd
Enclosures

Please sign this grant agreement and fax it to:

Debra White, Grants Manager
415.493.2455

Faxing all requested documents, as directed and using the fax number above, will ensure proper handling of the submitted paperwork and expedite processing of the grant payment.

ACCEPTANCE: On behalf of Sausalito Marin City School District, I hereby accept and agree to the terms of grant #2011-00086 as set forth above.

GRANTEE

By:

DEBRA A. BRADLEY
Print Name

Debra A. Bradley
Signature

Superintendent
Title

Allocation & Reporting Requirements

\$75,622 to Ensure quality early childhood programs

Activities or Outputs

- * Vision statement is completed and disseminated to all stakeholders by July 31, 2011.
- * Baseline data on pre-school experience collected for all students entering kindergarten by July 31, 2011.
- * Benchmark assessments conducted to measure academic progress of targeted students by July 31, 2011.

Additional Outcomes

- * Alignment of PreK-3 standards completed by July 31, 2011.
- * Alignment of PreK-3 curriculum completed by July 31, 2011.
- * Alignment of PreK-3 assessment completed by July 31, 2011.
- * 100% preK teachers participating in professional development opportunities by July 31, 2011.
- * 100% K-3 teachers participating in professional development opportunities by July 31, 2011.

\$12,040 to Increase parent involvement in education

Activities or Outputs

- * Parent education coordinated across partner agencies by July 31, 2011.
- * Reflection tool on parent engagement completed by July 31, 2011.

\$20,238 to Expand learning time for K-3 students

Associated Impact Metric(s)

- * 59 targeted students participating in structured learning environments by July 31, 2011.

Activities or Outputs

- * Baseline data on after-school experience collected for all K-3 students by July 31, 2011.

Calculation Method

Approach 1 (Ensure Quality): All participating schools within the District should have completed alignment processes at the time of reporting in order to answer "yes" to those three metrics. If not all schools have completed alignment, please enter "no" in the appropriate line and use the text box to explain the status of those schools that have not yet reached alignment.

Approach 2 (Parent Engagement): Coordinated Parent Education could include the following:

Joint PK-3 calendars are developed and shared.

Parents can access information across PK-3 from any source along the continuum.

Parent education is jointly planned and are accessible for bilingual parents across PK-3.

Approach 3 (Extended K-3 Learning): Of the 85 students enrolled in Bayside K-3, 43 unduplicated participate in an extended day program (Boys & Girls Club or Reading Partners). Based on original estimates and pre-identified students in need, 16 more are anticipated to participate (43+16=59).

Conditions

Revised budget (received)

Agreement to participate in potential MCF-led 3rd party evaluation.

Individual reports for each participating site to be completed and uploaded with mid-year and final reports. (MCF will provides report templates.)

General Reporting

Please comment on any metrics that were not met or are marked as "n/a".

What positive developments do you anticipate at the district level as a result of PreK-3 alignment efforts?

What challenges have you encountered at the district level and/or across school sites in implementing this grant?

Report Due Dates

First Report Due: 2/28/11 covering 8/1/10 - 1/31/11

Final Report Due: 8/31/11 covering 8/1/10 - 7/31/11

Payment Schedule

August 1, 2010 \$62,939

February 1, 2011 \$44,961

After School Education and Safety Program

2011–14 Request for Renewal Applications

California *Education Code* sections 8482–8484.6

After School Programs Office
California Department of Education
1430 N Street, Suite 6408
Sacramento, CA 95814-5901
916-319-0923
AfterSchool@cde.ca.gov
<http://www.cde.ca.gov/ls/ba>

California Department of Education
After School Education and Safety Program

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AFTER SCHOOL EDUCATION AND SAFETY PROGRAM GRANT RENEWAL PROCESS
Renewal Period Includes Fiscal Years 2011–14
Renewal Cycle B
Timeline

Events	Due Date
Information sent to grantees via e-mail blast regarding the After School Education and Safety (ASES) renewal process	December 30, 2010
ASES Renewal Request Forms received by the California Department of Education (CDE) After School Programs Office (ASPO) and respective Regional Lead (RL)	February 15, 2011
Grant Start Date	July 1, 2011

Reminders:

1. Check the name of the school district superintendent in the local educational agency (LEA) County-District-School (CDS) code database on the California Department of Education (CDE) California School Directory Web page at <http://www.cde.ca.gov/re/sd/index.asp> and update if there are changes.
2. Update the name of the authorized representative for nonLEAs on the CDE After School Support and Information System (ASSIST) Grant Management Web page at <http://www3.cde.ca.gov/ASSIST/>.
3. To make changes to names of LEA and nonLEA contact people for programs and fiscal information, please update in ASSIST.

Mail an original and one copy of this renewal request to:

After School Programs Office
California Department of Education
Request for Renewal
1430 N Street, Suite 6408
Sacramento, CA 95814-5901

Mail one copy of this renewal request to: The Regional Lead*

*Note: The contact list for the RLs, CDE consultants, and analysts is posted on the CDE Regional Technical Assistance Contacts Web page at <http://www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp>.

AFTER SCHOOL EDUCATION AND SAFETY GRANT RENEWAL PROCESS

BACKGROUND

ASES Program grantees were funded for the 2007–10 school years to develop and operate partnerships that provide academic and literacy support, and safe, constructive alternatives for students in grades kindergarten through nine. Programs operate at elementary, middle, and junior high school campuses with large numbers of children and youth, primarily from low-income families. This renewal request provides the opportunity for grantees to apply for renewal for another three-year period (2011–14), consistent with the California *Education Code* (EC) Section 8483.7(a)(1)(A).

A. PURPOSE

To achieve the legislated ASES Program purpose, grantees must address locally identified goals as described in their ASES applications, for the following two components that balance and complement each other and together provide an integrated and age-appropriate before and after school program.

1. Education and Literacy Component

Each program must include an educational and literacy component to provide tutoring and/or homework assistance in one or more of the following areas: language arts, mathematics, history, social science, computer training, or science. This educational component must support the school's core curriculum, state standards, and should be developed in collaboration with school staff and program partners.

2. Educational Enrichment Component

In addition to the educational and literacy component, each program must include an enrichment component, which may include, but need not be limited to: fine arts, recreation, physical fitness, career/technical education, and prevention activities. Such activities might involve the arts, music, sports, recreation, career preparation activities, teen pregnancy, substance abuse prevention services, gang awareness activities, conflict resolution training, community service-learning, and other youth development activities based on student needs and interests.

B. PERFORMANCE MEASURES

Performance measures are reported in the *Statewide Evaluation Data Report*. EC Section 8482.3(f)(10) requires that all grantees submit the following data annually:

1. **Regular Day Attendance**—School day attendance on an annual basis for each student in the after school program.
2. **ASES Program Attendance**—The grantee will report actual attendance in the after school program.

3. Academic Performance: Pupil Standardized Testing and Reporting (STAR)
Program test scores.

D. RENEWAL OPTIONS

There are two options available to grantees for each currently funded school during this renewal process period. For renewal purposes, please complete the corresponding forms on pages 8–10.

1. **Existing Level:** Renew a currently approved school at the existing funding level.
 - Indicate status R (renew) in the first column.
 - Obtain principal's signature for each school on Form A.3.
2. **Cancelling Grant:** Identify which currently approved school(s) will be cancelling funding at this time.
 - Indicate status C (cancel) in the first column.
 - Obtain principal's signature for each school on Form A.3.

If a school has been unable to reach its attendance goals during the three-year funding cycle, the CDE may reduce funding based on reported attendance, unless the grantee can prove there are extenuating circumstances that justify maintaining the current higher grant amount.

Grantees should report program changes, such as site changes, when they occur, to the After School Programs Office (ASPO) regional consultant and should not request to substitute sites as part of the renewal process.

E. RENEWAL REQUEST FORM—PREPARATION AND SUBMISSION

ASES Renewal Request Forms must be received by the ASPO at the CDE and the respective RL on or before February 15, 2011. **If forms are submitted incomplete or late, the ASES grant may not be renewed.**

Provide the **original** and **one** copy of the ASES Renewal Request Form to the CDE and **one** copy to the RL. The renewal narrative report is to be submitted on single sided 8 ½ x 11 inch paper. The top, bottom, left, and right margins are to be no less than one inch wide. Use a 12-point Arial font. Reproduce copies on white paper and staple the Renewal Request Form together in the upper left-hand corner. Do not use clips, binders, folders, sleeves, or cover letters.

F. RENEWAL APPROVAL

The CDE reserves the right to fund grantees at a lesser amount due to prior year's actual attendance reports. ASES grant award renewals will be posted on the CDE ASES Funding and Fiscal Management Web page at <http://www.cde.ca.gov/ls/ba/as/fiscal.asp> once award amounts are approved by the CDE.

G. GRANT AWARDS AND PAYMENTS

Under the provisions of EC Section 8483.7(a)(1), schools that establish an ASES Program are eligible to receive a three-year direct grant that shall be awarded in three one-year increments once every three years as a part of the renewal process. Once the CDE approves grant awards for renewal, the grant period will run from July 1, 2011, through June 30, 2014. **Grant payments will be subject to submission of student attendance semiannually and expenditures reported quarterly to the CDE.** Fifteen percent of grant funds may still be budgeted for administrative funds. **Start-up costs will not be allowed for renewal funds.**

Additional fiscal information related to the ASES Program can be found online on the CDE ASES Program Web page at <http://www.cde.ca.gov/ls/ba/as/>.

H. CERTIFIED ASSURANCES

All grantees are required to retain on file a copy of the General Assurances for their records and for audit purposes. Please download the General Assurances on the CDE Funding Forms Web page at <http://www.cde.ca.gov/fq/fo/fm/ff.asp>. Grantees should not submit General Assurances to the CDE. However, in the application, grantees are required to submit signed certified assurances included in this application.

After School Education and Grant Renewal Request Checklist

**RENEWAL REQUEST FORMS MUST BE RECEIVED BY THE AFTER SCHOOL PROGRAMS
OFFICE NO LATER THAN 5:00 p.m., on February 15, 2011**

MAIL OR DELIVER TO: **After School Programs Office
California Department of Education
Renewal Request
1430 N Street, Suite 6408
Sacramento, CA 95814-5901***

COPIES: Provide the CDE with one original After School Education and Safety Program Renewal Request Form with original signatures and one copy. *Provide **one copy** of the Renewal Request Form to the respective RL. (The contact list of RLs, CDE consultants, and analysts is posted on the CDE After School Education and Safety Program Web page at <http://www.cde.ca.gov/ls/ba/as/>.) See Section "E" in the renewal instructions for information on the Renewal Request Form preparation and submission. Since original signatures are required, do not FAX or send the application electronically. Items must be submitted in the following order:

- ___ Form A.1—ASES Renewal Request Form Information
- ___ Program Plan and Updates
- ___ Performance Measures
- ___ Form A.2.a—List of Schools Operating After School Programs
- ___ Form A.2.b—List of Schools Operating Before School Programs
- ___ Form A.3—Signatures and Approvals
- ___ Form B—Certified Assurances
- ___ Form C—Certification and Designation of Public Agency
- ___ Form D—Object of Expenditure Codes
- ___ One copy sent to respective RL

Please staple this Checklist for the Renewal Package as the last page of the request form.

FOR CDE
USE ONLY:

2011

—R2011—

Year

Application #

**After School Education and Safety Program
Renewal Request Form**

Return to: After School Programs Office
California Department of Education
ASES Renewal Request
1430 N Street, Suite 6408
Sacramento, CA 95814-5901

**For Grant Period
July 1, 2011, through
June 30, 2014**

**Must be received by
February 15, 2011**

ASES RENEWAL REQUEST FORM INFORMATION			
Public Agency Name (name of fiscal agent for collaborative) Sausalito Marin City School District		Current Grant ID number: 21-23939-6547-EZ	
County: Marin	Total Amount Requested \$ 139,050	Total Matching Funds \$68,898.34	
Superintendent or Designated Agency Representative: Debra A. Bradley, Ed.D		Grant Contact: Debra A. Bradley, Ed.D	
Agency Name: Sausalito Marin City School District		Agency Name: Sausalito Marin City School District	
Address: 630 Nevada Street		Address: 630 Nevada Street	
City: Sausalito	Zip: 94965	City: Sausalito	Zip: 94965
Phone: 415-332-3190	FAX: 415-332-9643	Phone: 415-332-3190	FAX: 415-332-3190
E-mail: dbradley@marin.k12.ca.us		E-mail: dbradley@marin.k12.ca.us	

Certification: I have reviewed the assurances included on pages 11–13 in the ASES Grant Renewal Instructions and agree as the authorized representative of the Public Agency, and on behalf of the ASES Program Collaborative to fulfill and uphold all current and future legislative requirements for the ASES Program.

California Department of Education
After School Education and Safety Program

Form A.1

Signature of Superintendent/ Authorized Representative

Public Agency Name

PROGRAM PLAN AND UPDATES

Please review and attach your program plan per *Education Code (EC) Section 8482.3(g)(1)(A) thru (F)*, and include any updates to the plan.

I. Program Goals and Requirements

- Describe how you assessed the needs of the community, students, parents, and school. (Use data from multiple sources to address the needs such as: California Academic Performance Index (API) score, number of students performing academically below grade level, school and community safety data, attendance and truancy rates, and juvenile crime rates, etc.)

Boys & Girls Clubs of Marin and Southern Sonoma Counties (BGCMSSC) uses the following assessment tools: teacher assessments, parent assessments, student surveys (including Boys & Girls Clubs of America's Outcome Measurement Toolkit), and Boys & Girls Clubs of America's Commitment to Quality Impact Assessment.

- Who was included in the assessment?

Afterschool program students, BGCMSSC staff, Bayside and Willow Creek Academy parents and district faculty.

- Identify and describe the program goals developed from the results of the needs assessment.

To expand our curriculum in academics and enrichment. To further educate staff in behavior guidance and especially working with children with special needs. To build on our collaboration with the regular day teachers and provide a safety net and ladder for those children that we might otherwise lose. To further educate our community on the importance of quality afterschool programs.

- How will you recruit and retain students to achieve and maintain attendance requirements of the program?

To recruit members we offer program fliers to all Bayside and Willow Creek families. We encourage Bayside and Willow Creek teachers and faculty to recommend specific children for the program who are at risk of falling below grade level. To retain members we create a positive, safe place where students want to come. As we help students achieve academically and socially it builds their self esteem and our experience has been that they will want to continue to be successful and continue to receive the support that we are providing. We also provide programming that the students are excited to be a part of, we contact students who have been absent from the program for consecutive days. We encourage teachers to remind their students to attend the Club. We plan special events that include family members on a quarterly basis. (For example, the December Performing Arts show). We are continuously surveying our students, teachers, administrators, and parents in our community to ensure we are meeting the needs of the student in our community.

- How will data be collected on student subgroups to address closing the achievement gap? (Note: *Closing the Achievement Gap Report of Superintendent Jack O'Connell's California P-16 Council* can be found at [Closing the Achievement Gap](#) (Outside Source).

STAR test results, Homework Completion Rates, School Attendance, Afterschool Program Attendance (sign in/out sheets and ETO attendance tracking system), Improvement of Behavior (incident reports)

II. Program Content/Quality

- Describe the educational and literacy element and educational enrichment element of the after school program.

California Department of Education
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For the academic element of the program BGCMSSC implements the following curriculums: KidzLit, KidzMath, and Science Explorers. All are being delivered using the state standard guidelines for elementary education grades K-8. For the enrichment element of the program BGCMSSC implements Boys & Girls Clubs of America's National Programs including: SMART Kids, SMART Girls, Passport to Manhood, Triple Play, Healthy Habits, Fine Arts, ImageMakers, and DramaMatters (see attached description of BGCA's National Programs).

- Describe how the after school program is aligned with the regular school day.

After school staff work in collaboration with regular day staff by attending meetings with school principals and district personnel. All academic and enrichment elements are tied to state standards. Club staff are also allotted some staff hours in which to observe and help out in classrooms further linking the after school program to the regular school day.

- Describe how the program identifies and selects nutritious snacks.

Our snacks are currently provided by Preferred Foods for the 2011-2012 school year. Preferred Foods follows all of the federal guidelines for healthy snacks.

III. Collaboration and Partnerships

- Describe the collaborative process used to plan, implement and update the after school program.

Boys & Girls Clubs of Marin and Southern Sonoma Counties was chosen by Sausalito Marin City School District as the ASES program provider in the fall of 2010. The change was made at the recommendation of the school board to provide students with a greater variety of academic and enrichment activities after school, as well as a program that had a higher focus on safety and maintaining standards of behavior.

- List and describe the collaborative members, including any specific duties/responsibilities or contributions.
 - I. *Marin Theatre Company: Provides weekly Performing Arts/drama instruction to interested after school participants. This service is provided through a separate funding stream obtained by MTC.*
 - II. *Trips for Kids: Provides weekly bicycle mechanics instruction for interested after school participants.*
 - III. *Rotary Club: Fundraising request made for donations for specific program needs, volunteering, and speaking to youth in our career development programs.*
 - IV. *Reading Partners: Reading Partners pulls out selected students in the after school program for one on one reading intervention. Reading Partners works closely with the Bayside Elementary principal and teaching faculty to select students. The after school program allows for Reading Partners to pull students out during the after school hours rather than during the school day, thus preventing struggling students from missing additional academic instruction.*
 - V. *Bridge the Gap: Bridge the Gap is a local non-profit agency that provides college preparation and tutoring to students three days per week. A number of these students attend Bridge the Gap three days a week and then attend Boys & Girls Club the other two days. Bridge the Gap is viewed as a parallel program with the early release policy and our attendance requirement for after school students.*
- Identify any potential collaboration and partnerships that would be of benefit to the after school program and describe your efforts to include them.
 - I. *Marin Community Foundation.... Possible resource for funding or materials. BGCMSSC CEO has met with program officers. MCF funds other programs within Sausalito Marin City School District.*
 - II. *Sausalito Little League: Potential partnership entails the school district allowing Little League to utilize field space, which would occur during the after school hours. After School would work with Little League to determine a field use schedule which would allow for both programs to benefit.*

California Department of Education
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III. *Willow Creek Academy after school enrichment: There has been discussion among the Willow Creek Academy Board of Directors to explore parallel enrichment activities after school. These enrichment programs would be open to all students, not just after school students. The Board has sent out an initial survey to parents to identify the interest in such an enrichment program.*

- o List the projected meeting schedule.

There is currently no meeting schedule in place.

IV. Staffing

- ☐ What are the school districts' minimum requirements for an instructional aide?

AA or BA degree or passing test on the district's paraprofessional exam. Prior work experience or the equivalent in job classification.

See attached position descriptions BGCMSSC School Site Program Coordinator.

- o How will staff be recruited and retained?

Staff are recruited through edjoin, SCAN website, Craigslist, referrals. Staff are retained through professional development and training opportunities, both within the agency and utilizing trainings through outside agencies as well. BGCMSSC also has a Staff Morale Committee which plans quarterly events celebrating employees for their work with the students.

- o Provide descriptions of the services provided by sub-contractors, if applicable. An organizational chart is recommended. How will the administrators ensure that all staff who directly supervise pupils meet the minimum requirements of an instructional aide?

Please see the attached copy of the Memorandum of Understanding between BGCMSSC and Sausalito Marin City Schools. BGCMSSC ensures that each employee meets the requirements of an instructional aide upon initial hire. New hires are required to provide copies of their TB tests, IA exam results or college transcripts. All BGCMSSC are fingerprinted through the Department of Justice before they begin working directly with students.

- o What professional development activities will be provided to staff and how will those activities be determined?

All BGCMSSC are required to be CPR and 1st Aid certified. All BGCMSSC employees are required to attend at least 20 hours of professional development/training hours each year (see attached form). BGCMSSC sends employees to SCAN trainings, SCOE trainings, and Cal SAC trainings.

V. Program Administration

- o Describe the system in place to address the fiscal accounting and reporting requirements of the grant.

The fiscal system we use is Reflections QSS maintained by the Marin County Office of Education. We also use the State's system to report expenditures and attendance, ASSIST.

- o Describe the process of obtaining in-kind local matching funds (at least one-third of the total grant amount) for After School Education and Safety (ASES) grants, and list those entities and the value of the contributions.

The contribution amount from the school district is valued at \$57,898.34. This figure includes district administrative services, custodial services, bus service, facilities, snacks. Matching funds from Boys & Girls Club is valued at \$11,000 and include financial contributions for program operations from Marin County Supervisors and the Sausalito Rotary Club.

California Department of Education
After School Education and Safety Program

- Describe how attendance is recorded, including the sign-in and sign-out procedures. Attach the early release (if applicable) and late arrival policies.

Each student is signed in electronically upon their arrival to the after school program, and on a paper based sign in sheet by program staff. The students are signed out (with initial) by their parents or BGCMSSC staff when they leave. If a child is signed out before 6:00pm, an early release code is entered with the sign out time documenting the reason why the child is leaving before the end of the program. Each child in the program has an early release form on file with the Program Director (please see attached).

- Describe the process and time frames for periodic review of the program plan.

BGCMSSC Area Director and Program Director will meet three times a year with grant manager to review this program plan. The start, the middle and the end of the school year. The onsite Program Director meets weekly with principals at both Bayside and Willow Creek to discuss the program in a more informal manner.

VI. Outcome Measures and Evaluation

- How will you evaluate the program's effectiveness?

Homework completion, parent surveys, teachers surveys and student surveys.

- What required outcome measure(s) pursuant to EC 8484(a)(2) have been selected to demonstrate program success?

Homework Completion

- Describe the results of the selected outcome measures.

Because Boys & Girls Club is a new program provider with the district, we are using the 2010-2011 school year to obtain a baseline. The after school program staff will keep a checklist of students in the program documenting if a child worked on homework, completed homework, or did not have or did not do homework. Based on the fact that teachers have recommended the after school program to students who have a low rate of homework completion, we believe that the program will be deemed effective.

- What methods will you use to correct or improve the program based on the results of the outcome measures?

We will provide students with additional time and space to complete their homework if they are not finishing it during the after school program. We will also increase our communication with teachers around the homework completion of specific students. We will also increase communication with parents when children are unable to complete homework during the allotted homework time during the after school program.

Name of Grantee/Local Educational Agency (LEA)

LEA Program Administrator (district person with program responsibility)

Name and Title Debra Bradley, Ed.D, Superintendent

Phone E-mail (415) 332-3190 dbradley@marin.k12.ca.us

LEA Fiscal Agent/Administrator

Name and Title Margie Bondardi, Business Manager

California Department of Education
After School Education and Safety Program

Program Administrator for Collaborating Agency (if applicable)

Agency/Community Based Organization (CBO)

Boys & Girls Clubs of Marin and Southern Sonoma Counties

Name and Title Shannon Griffin, Area Director

Phone (707)769-5322 Ext. 17 E-mail sgriffin@petalumabgc.org

Name(s) of After School Program Site(s)

(These may be listed on an additional page.)

Site Name	Projected Daily Attendance
Bayside Elementary	47
Willow Creek Academy	35
Martin Luther King Jr.	0

What target population(s) is (are) served by this program? Students who are at risk or falling below grade level. We also target students that don't have a safe place to go in the after school hours.

What steps are taken to recruit and select students from the target population(s)? We ask school teachers, counselors and principals to recommend students to our program.

PERFORMANCE MEASURES

California EC Section 8484 requires that programs submit one or more of the following measures to demonstrate program effectiveness. Select which measure(s) you will submit for the years 2011–12, 2012–13, and 2013–14.

- ☐ STAR
- ☐ Positive behavioral change
- ☐ Skill development
- ☒ Homework completion

California Department of Education
After School Education and Safety Program

List all currently approved schools, even if not renewing and review the data using the ASSIST. Copy the sites from the ASSIST into an Excel file and key in the status column and current funding amount column to print a hard copy to be included with this package, or you may enter the data in the form on this page.

LIST OF SCHOOLS OPERATING AFTER SCHOOL PROGRAMS				
BASE GRANT				
Status R=Renew C=Cancel	CDS* Code	School Name Please List Schools	Type E=Elementary M=Middle/ Junior High	Funding Amount
R	21654746024889	Bayside	E	\$52,650
R	21654746118491	Willow Creek Academy	E	\$59,400
R	21654746097695	Martin Luther King Jr.	M	\$27,000

SUPPLEMENTAL GRANT				
Status R=Renew C=Cancel	CDS* Code	School Name Please List Schools	Type E=Elementary M=Middle/ Junior High	Funding Amount

*The County-District-School (CDS) coding system (example: 01 61129 6110729 Smith Elementary) as published in the Web-based California Public School Directory on the CDE Search the California School Directory Web page at <http://www.cde.ca.gov/re/sd/>. This code verifies that the school is a California public school.

List all currently approved schools, even if not renewing.

LIST OF SCHOOLS OPERATING BEFORE SCHOOL PROGRAMS			
BASE GRANT			
Status R=Renew C=Cancel	CDS* Code	School Name Please List Schools	Funding Amount
SUPPLEMENTAL GRANT			
Status R=Renew C=Cancel	CDS* Code	School Name Please List Schools	Funding Amount

*The CDS coding system (example: 01 61129 6110729 Smith Elementary) as published in the Web-based California Public School Directory on the CDE Search the California School Directory Web page at <http://www.cde.ca.gov/re/sd/>. This code verifies that the school is a California public school.



School Principal Approval: The principal of each school site involved in the renewal request must sign.

School Name	Printed Name of Principal	Signature of Principal
Bayside Elementary	Jonnelle Newton	
Willow Creek Academy	Carol Cooper	
Martin Luther King Jr.	Karen Brinkman	

School District Approval: The superintendent, or designee, at each school district involved in the renewal request must sign.

School District Name	Printed Name of Superintendent	Signature of Superintendent
Sausalito Marin City	Debra Bradley Ed.D	

Certified Assurances

Note: All grantees are required to retain on file a copy of the General Assurances for their records and for audit purposes. Please download the General Assurances on the CDE Funding Forms Web page at <http://www.cde.ca.gov/fq/fo/fm/ff.asp>. Grantees should **not** submit General Assurances to the CDE.

CERTIFIED ASSURANCES	
On behalf of the applicant agency, the Authorized Executive is to sign at the bottom of each page acknowledging understanding of and agreement with each Certified Assurance.	
Program Elements	
1	The program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following subject areas: language arts, mathematics, history and social science, science, and computer training.
2	The program will have an educational enrichment element that may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. Such activities might involve the arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
3	The program will provide a safe physical and emotional environment and opportunities for relationship-building and will promote active student engagement.
4	The program will collaborate and integrate with the regular school day program and other extended learning opportunities.
5	The program will provide a snack that conforms to the nutrition standards in the California <i>Education Code</i> , Part 27, Chapter 9, Article 2.5, commencing with Section 49430.
6	The program will provide opportunities for physical activity.
Program Plan	
7	Partners to this application, as well as school staff, have demonstrated commitment to supporting the program and sharing responsibility for the planning and quality of the program at the designated site(s).
8	The program is planned through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g., city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
9	The program will review Program Plans every three years. This review is to include, but not be limited to, program goals, program content, and outcome measures that the grantee will use for the next three years and, any other information requested by the CDE. New program goals may be selected for the following three years during the grant renewal process.
10	The program acknowledges that the CDE will monitor the Program Plan review as part of its onsite monitoring process.
11	The program will notify the CDE if the program goals or outcome measures are changed.

I acknowledge understanding of and
agreement with Certified Assurances 1-11

(Signature of Authorized Representative)

Certified Assurances

12	The program will maintain a student-to-staff member ratio of no more than 20:1.
13	The program will begin operation immediately upon the end of the regular school day. (Note: A regular school day is any day that students attend and instruction takes place.)
14	The program will operate for a minimum of 15 hours per week.
15	The program will operate until at least 6:00 p.m., on every regular school day.
16	The program will establish a reasonable early release policy for students attending the after school component.
17	Elementary students should participate every day that the after school program operates.
18	Middle/junior high school students should attend a minimum of nine hours and three days per week. (Note: The program must operate on all regular school days.)
19	A flexible attendance schedule for middle/junior high school students may be implemented in order to develop an age-appropriate program. Priority for enrollment will be given to students who attend daily.
20	Every student attending a school operating a program is eligible to participate in the program, subject to program capacity.
21	The program is not required to charge family fees or conduct individual eligibility determination based on need or income.
22	The program will provide all notices, reports, statements, and records to parents or guardians in English and the student's primary language when 15 percent of the students enrolled at the school site speak a single primary language other than English as determined by language census data from the preceding year.
23	The program will establish qualifications for each position so that all staff members directly supervising students meet the minimum qualifications of an instructional aide, pursuant to the policies of the district.
24	Selection of the program site supervisors is subject to the approval of the school site principal.
25	Staff and volunteers will fulfill health screening and fingerprint clearance requirements in current law and in compliance with school district, private school, or agency policy.
26	The program will provide staff training and development.
27	A program may provide a maximum of three staff development days a year during regular program hours using grant funds.
28	If the site is not located on a school campus, safe, supervised transportation must be provided to enrolled students.
29	Programs may be conducted on the grounds of a community park, recreational facility, or other site as approved by the CDE in the grant application process.
30	Offsite programs will be aligned with the educational and literacy components of the program with participating students' regular school programs.
31	Offsite programs will ensure communication among teachers in the regular school program, after school staff and parents of students.
32	Offsite programs will comply with all statutory and regulatory requirements of those conducted on the school site.

I acknowledge understanding of and
agreement with Certified Assurances 12-32

(Signature of Authorized Representative)

33	The program will keep accurate program attendance records and report actual attendance to the CDE twice per fiscal year.
34	The program will report school day attendance rates for participating students.
35	The program will meet all evaluation requirements, including participation in a statewide evaluation process as determined by the CDE and provide all required information on a timely basis.
36	The program will provide information for the statewide independent evaluation.
37	The program will respond to any additional surveys or other methods of data collection that may be required throughout the life of the program.
38	The program will annually provide participating students' regular school day and program attendance and STAR test results.
39	The program will use standardized procedures and collection tools developed by the CDE for evaluation purposes. Locally developed tools or protocols will not be accepted.
40	The program will expend no more than 15 percent of funding on administrative costs, which include indirect costs.
41	The program's indirect costs will be the lesser of: <ul style="list-style-type: none"> • The school district's indirect cost rate, as approved by the CDE for the appropriate fiscal year, or • Five percent of the state program funding received pursuant to this article.
42	The program will expend at least 85 percent on direct services to students.
43	The program will use these funds to supplement, but not supplant, existing funding for after school programs.
44	The program will provide at least 33 percent cash or in-kind local matching funds from the school district, government agencies, community organizations, or the private sector for each dollar expended in grant funds. Not more than 25 percent of the match requirement will be fulfilled by facilities or space usage.
45	The program acknowledges that state categorical funds for remedial education activities are not eligible as matching funds for after school programs.

I acknowledge understanding of and
agreement with Certified Assurances 33-45

(Signature of Authorized Representative)

California *Education Code* citation for each assurance:

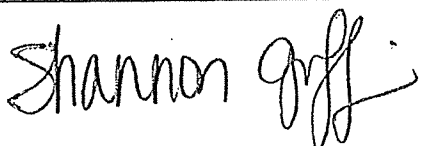
1. (EC 8482.3 [c][1])(EC 8482.3 [f][6]) (EC 8483.3 [c][1])
2. (EC 8482.3 [c][2])(EC 8482.3 [f][6]) (EC 8483.3 [c][2])
3. (EC 8483.3 [c][3])
4. (EC 8483.3 [c][5])
5. (EC 8482.3 [d]) (EC 8483.3 [c][8])
6. (EC 8483.3 [c][7])
7. (EC 8483.3 [f][1-3]) (EC 8483.3 [c][6]) (EC 8486)
8. (EC 8482.5 [b])
9. (EC 8482.3 [g][1])
10. (EC 8482.3 [g][2])
11. (EC 8482.3 [g][1])
12. (EC 8483.4)
13. (EC 8483 [a][1])
14. (EC 8483 [a][1])
15. (EC 8483 [a][1])
16. (EC 8483 [a][1])
17. (EC 8483 [a][2])
18. (EC 8483 [a][2])
19. (EC 8483 [a][3])
20. (EC 8482.6)
21. (EC 8482.6)
22. (EC 48985)
23. (EC 8483.4)
24. (EC 8483.4)
25. (EC 8483.4)
26. (EC 8483.3 [c][4])
27. (EC 8483.7[a][1][C])
28. (EC 8482.8 [a]) (EC 8484.6 [a])
29. (EC 8484.6 [a])
30. (EC 8482.8[a]) (EC 8484.6 [a])
31. (EC 8482.8 [a])
32. (EC 8484.6 [b])
33. (EC 8482.3 [f][10][C]) (EC 8484 [a][1][B])
34. (EC 8482.3 [f][10][A]) (EC 8484 [a][1][A])
35. (EC 8482.3 [f][7-8]) (EC 8483.3 [c][11]) (EC 8484 [a])
36. (EC 8482.3 [f][7-8]) (EC 8484 [a])
37. (EC 8482.3 [f][7-8]) (EC 8484 [a][2][E])
38. (EC 8482.3 [f][7-8]) (EC 8482.3 [f][10][B]) (EC 8484 [a])
39. (EC 8482.3 [f][7-8]) (EC 8484 [c])
40. (EC 8483.9 [b])
41. (EC 8483.9 [a])
42. (EC 8483.9 [c])
43. (EC 8483.5 [e]) (EC 8483.7 [b])
44. (EC 8483.7 [a][5])
45. (EC 8483.7 [b])



An applicant must designate a public agency or local educational agency partner to act as the fiscal agent. A "public agency" means a county board of supervisors or, where the city is incorporated, has a charter, or a city council. Applicants agree to follow all fiscal report and auditing standards required by the CDE.

Designated Public Agency	Name of Authorized Representative of Public Agency	Signature of Authorized Representative of Public Agency
Sausalito Marin City School District	Debra A. Bradley Superintendent	

Certification: As the authorized representative of the Public Agency, and on behalf of the After School Education and Safety Program Collaborative, I agree to fulfill all of the above agreements and conditions. I further agree to uphold all current and future legislative requirements for the ASES Program.

Signature of Public Agency Representative on behalf of the ASES Program Collaborative	Public Agency Name
	Boys & Girls Clubs of Marin and Southern Sonoma Counties

Object of Expenditure Codes

School districts and county superintendents of schools are required to report expenditures in accordance with the object classification plan in the **California School Accounting Manual**. The use of these object codes will facilitate the preparation of budgets and the various financial reports requested by federal, state, county, and local agencies. The **California School Accounting Manual** is accessible through the CDE California School Accounting Manual Web page at <http://www.cde.ca.gov/fq/ac/sa/documents/csam2008complete.pdf>.

- 1000 Certificated Salaries
 - 1100 Teacher Salaries
 - 1200 School Administrators' Salaries
 - 1300 Supervisors' Salaries
 - 1400 Librarians' Salaries
 - 1500 Guidance, Welfare, and Attendance Salaries
 - 1600 Physical and Mental Health Salaries
 - 1700 Superintendents' Salaries
 - 1800 Other Administrative Salaries
 - 1900 Other Certificated Salaries
- 2000 Classified Salaries
 - 2100 Instructional Aides' Salaries
 - 2200 Administrative Salaries
 - 2300 Clerical Salaries
 - 2400 Maintenance and Operation Salaries
 - 2500 Food Services Salaries
 - 2600 Transportation Salaries
 - 2900 Other Classified Salaries
- 3000 Employee Benefits
 - 3100 State Teachers' Retirement System
 - 3200 Public Employees' Retirement System
 - 3300 Social Security (OASDI)
 - 3400 Health and Welfare
 - 3500 Unemployment Insurance
 - 3600 Workers' Compensation Insurance
- 4000 Books and Supplies
 - 4100 Textbooks
 - 4200 Other Books
 - 4300 Instructional Materials and Supplies
 - 4500 Other Supplies
 - 4600 Pupil Transportation Supplies
 - 4700 Food Service Supplies
- 5000 Services and Other Operating Expenditures
 - 5100 Contracts for Personal Services of Consultants, Lecturers, and Others
 - 5200 Travel and Conference
 - 5300 Dues and Memberships
 - 5400 Insurance
 - 5500 Utilities and Housekeeping Services
 - 5600 Rentals, Leases, and Repairs
 - 5700 Direct Costs-Interfund Services
 - 5800 Other Services and Operating Expenditures

6000 Capital Outlay
6100 Sites and Improvement of Sites
6200 Buildings and Improvement of Buildings
6300 Books and Media for New or Expanded Libraries
6400 Equipment

I reviewed the reporting requirements according to the CDE's object classification plan in the **California School Accounting Manual** on the CDE California School Accounting Manual Web page at (<http://www.cde.ca.gov/fg/ac/sa/documents/csam2008complete.pdf>).

Superintendent/Authorized Representative _____

School District _____

GOLDEN BELL AWARDS
2011 APPLICATION FORM

(a separate application is required for each nomination)

Program Visual Arts Program
District Sausalito Marin City
School Bayside and MLK

"Contact Person" (to schedule a visit)

Name Ascha Drake
Phone Number 917.864.9757
Email superpop42901.com

Level/Category:

- ☒ Elementary
☒ Middle/Junior High
☐ High School
☐ MCOE
☐ Community College

Funded by:

- ☒ Grant Money
☒ District Budget
☐ Parent Club/Community Fund-raising
☐ Foundations
☐ Other _____

Person(s) directly responsible for this program:

Name Ascha Drake Phone 917.864.9757
Signature Ascha Drake Email superpop42901.com
Goal of Program To create a model arts program.

Program in operation since 2008

Total Personnel: Teaching 4 Administrators 8
Support _____ Volunteers 5

Total number of students involved 380 Yearly operating costs \$248,000

Has this program been previously submitted No Date 1/12/2011

Please attach a description of the program (limit 1 page), including clear goal and program overview statements, evidence of meeting student needs, ability to be implemented by other schools or districts (county programs are judged for transferability from county to county) and communication with the community about the program. Be sure to answer this question: Why is this program exemplary?

Note: A description of the program will be included in the Golden Bell Program on May 26, 2011.

THIS APPLICATION HAS BEEN APPROVED BY THE BOARD OF TRUSTEES:

Signed _____ Date _____
District Superintendent

Return to: Mary Jane Burke
Marin County Superintendent of Schools
P.O. Box 4925, San Rafael, CA 94913

Deadline: March 14, 2011

Fax Number: 415-491-6624

Description of the Sausalito Marin City School District Arts Program

The Visual Arts program in the Sausalito Marin City School District is a multi-layered, unique, partnership. The program is generously supported by the Sausalito Marin School District, and the Marin Community Foundation, in collaboration with personnel from Youth in Arts. The District is committed to creating a model arts program that will serve students for years to come.

Four arts specialists are on site, working with all Elementary and Middle School classes. The specialists are integrating the arts through different materials, processes, and exposure to contemporary artists; using the Studio Habits of Mind as a running thread of investigation and reflection. A Scope and Sequence, based on a "Who Am I?" curriculum (developed through looking at the California Social Studies Standards), is being formed. At the same time, an Arts Integrated curriculum is being created that will be disseminated into other districts. Teachers will be able to utilize the ideas within the curricula, which embody sequential units that have been field tested in different classrooms. The Elementary Visual Arts program is designed around six week cycles, so students see the arts specialist every day for 6 weeks. Through this consistency, the students and classroom teachers are exposed to a rich, dynamic series of projects and explorations that link to all areas of the curricula.

After each cycle, classroom teachers have been interviewed. During the interview sessions, portfolios are viewed, and teachers are given the opportunity to talk about how the arts have impacted their students. It has been recognized that giving students the time to linger and explore encourages confidence and collaboration. Through the arts, teachers have articulated seeing new sides to their students and classes as a whole.

There are also monthly Professional Development sessions with both the Elementary and Middle School teachers. These sessions are devoted to exposing teachers to different pedagogies in the arts, hands-on art making, reflection of best practices, and planning time with the arts specialists. And every two months an Arts Leadership team meets, which is made up of teacher representatives from each grade level.

The Visual Arts program in the Sausalito Marin City School District is exemplary because of the approach. The specialists look closely at the different needs of the students and teachers, and their teaching is tailored to those specifications. Walk into any classroom in the district, and you will see the arts intersecting with social studies, math, language arts, and science. Through the modeling of the arts specialists, the classroom teachers are developing tool kits, which they will continue to draw from to bring in the arts as an extension to their practice. Every month an Arts Newsletter is distributed in the community. Every year an Art Walk takes place in the Bayside School Multi-Purpose room, where the young artists and musicians are celebrated.

Enrollment Count for 01/12/2011

Bayside

Grade	TOTAL
0	16
1	21
2	23
3	21
4	23
5	18
	122

Decrease 3 students
MLK

Grade	TOTAL
6	14
7	13
8	17
	44

Decrease 1 student

Enrollment Count for 01/12/2011

WCA

Grade	TOTAL
0	34
1	35
2	21
3	22
4	19
5	22
6	22
7	25
8	15
	215

Increase

4 students

**BOARD OF TRUSTEES
OF THE
SAUSALITO MARIN CITY SCHOOL DISTRICT**

**IN SUPPORT OF FULL FUNDING OF COUNTY MENTAL HEALTH SERVICES FOR
STUDENTS WITH DISABILITIES**

RESOLUTION # 630

A RESOLUTION of the Sausalito Marin City School District calling for full funding of county mental health services for children with disabilities.

WHEREAS, if all California children and youth are to reach California's high educational standards that will allow them to succeed in school, work, and life, the state must commit adequate resources to schools and services children require to benefit from their education; and

WHEREAS, studies have shown that appropriate early intervention services and programs at the first sign of academic difficulty have proven to greatly improve a child's chance of success; and

WHEREAS, special education is a federally mandated program and children with disabilities are entitled to a free appropriate public education (FAPE); and

WHEREAS, AB 3632 (Brown) was created in 1984 because mental health services and therapeutic residential services were not available for school-age children, and parents were surrendering them to the foster care system in order for their children to receive treatment and services.

WHEREAS, the State Legislature rightly determined that county mental health agencies have the best expertise to provide necessary mental health services to children with disabilities.

WHEREAS, the Governor vetoed funding from the 2010/2011 State Budget for services provided by county mental health agencies for educationally-necessary AB 3632/1984 mental health services to children with disabilities.

WHEREAS, our state cannot afford to wait for more students to face hardship before taking decisive action;

NOW, THEREFORE, BE IT RESOLVED that the Sausalito Marin City School District Board of Education strongly urges the Governor and the State Legislature to immediately provide full funding for AB 3632/1984 county mental health services to children with disabilities.

THIS RESOLUTION WAS ADOPTED by the Sausalito Marin City School District Board of Education at a public meeting on January 20, 2011.

AYES _____ **NOES** _____ **ABSENT** _____

ATTEST:

President of the Board

Clerk of the Board

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

AUDIT REPORT

JUNE 30, 2010

SAUSALITO MARIN CITY SCHOOL DISTRICT

JUNE 30, 2010

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SAUSALITO MARIN CITY SCHOOL DISTRICT

JUNE 30, 2010

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FINANCIAL SECTION

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Sausalito Marin City School District
Sausalito, California

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Sausalito Marin City School District, as of and for the fiscal year ended June 30, 2010, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Sausalito Marin City School District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Sausalito Marin City School District, as of June 30, 2010, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 10, 2010 on our consideration of Sausalito Marin City School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis on pages 3 through 13 and the budgetary comparison information on page 49 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Sausalito Marin City School District's basic financial statements. The combining fund financial statements, supplementary schedules listed in the table of contents, and the Schedule of Expenditures of Federal Awards, which is presented as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

December 10, 2010

**SAUSALITO MARIN CITY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(PREPARED BY DISTRICT MANAGEMENT)**

This section of Sausalito Marin City School District's annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2010. Please read it in conjunction with the Independent Auditor's Report presented on pages 1 and 2, and the District's financial statements, which immediately follow this section.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Assets and Statement of Activities, presented on pages 14 and 15, provide information about the activities of the District as a whole and present a longer-term view of the District's finances. The fund financial statements for governmental activities, presented on pages 16 through 22, provide information about how District services were financed in the short-term, and how much remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds. The remaining statement provides financial information about activities for which the District acts solely as a trustee or agent for the benefit of those outside the District.

FINANCIAL HIGHLIGHTS

- The District's overall financial status declined during fiscal year 2009-10, as total net assets decreased 7.6%.
- On the Statement of Activities, total current year expenses exceeded total current year revenues by \$747,161.
- Capital assets, net of depreciation, increased \$1,284,353 due primarily to current year additions for the Bayside multi-purpose project and Martin Luther King Jr. modernization project.
- Total long-term liabilities decreased \$392,940, due primarily to the current year reduction of the District's obligations for general obligation bonds and certificates of participation.
- The District's P-2 average daily attendance (ADA) increased from 153 ADA in fiscal year 2008-09, up to 159 ADA in fiscal year 2009-10, an increase of 3.9%.
- On the Statement of Revenues, Expenditures, and Changes in Fund Balances, total current year expenditures exceeded total current year revenues by \$1,959,900, due primarily to the spending down of bond proceeds received in prior fiscal years.
- The District maintains sufficient reserves for a district its size. It meets the state required minimum reserve for economic uncertainty of 5% of general fund expenditures, transfers out, and other uses (total outgo). During fiscal year 2009-10, General Fund expenditures and other financing uses totaled \$6,119,100. At June 30, 2010, the District has available reserves of \$968,510 in the General Fund, which represents a reserve of 15.8%.

**SAUSALITO MARIN CITY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(PREPARED BY DISTRICT MANAGEMENT)**

THE FINANCIAL REPORT

The full annual financial report consists of three separate parts, including the basic financial statements, supplementary information, and Management's Discussion and Analysis. The three sections together provide a comprehensive overview of the District. The basic financial statements are comprised of two kinds of statements that present financial information from different perspectives, government-wide and funds.

- Government-wide financial statements, which comprise the first two statements, provide both short-term and long-term information about the District's overall financial position.
- Individual parts of the District, which are reported as fund financial statements comprise the remaining statements.
 - ❖ Basic services funding is described in the governmental funds statements. These statements include short-term financing and identify the balance remaining for future spending.
 - ❖ Short and long-term financial information about the activities of the District that operate like businesses are provided in the proprietary fund statements.
 - ❖ Financial relationships, for which the District acts as an agent or trustee for the benefit of others to whom the resources belong, are presented in the fiduciary funds statements.

Notes to the financials, which are included in the financial statements, provide more detailed data and explain some of the information in the statements. The required supplementary information provides further explanations and provides additional support for the financial statements. A comparison of the District's budget for the year is included.

Reporting the District as a Whole

The District as a whole is reported in the government-wide statements and uses accounting methods similar to those used by companies in the private sector. All of the District's assets and liabilities are included in the Statement of Net Assets. The Statement of Activities reports all of the current year's revenues and expenses regardless of when cash is received or paid.

The District's financial health or position (net assets) can be measured by the difference between the District's assets and liabilities.

- Increases or decreases in the net assets of the District over time are indicators of whether its financial position is improving or deteriorating, respectively.
- Additional non-financial factors such as the condition of school buildings and other facilities, and changes in the property tax base of the District need to be considered in assessing the overall health of the District.

SAUSALITO MARIN CITY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(PREPARED BY DISTRICT MANAGEMENT)

THE FINANCIAL REPORT (CONCLUDED)

Reporting the District as a Whole (Concluded)

In the Statement of Net Assets and the Statement of Activities, we divide the District into two kinds of activities:

Governmental Activities:

The basic services provided by the District, such as regular and special education, administration, and special education transportation are included here, and are primarily financed by property taxes and state formula aid. Non-basic services, such as child nutrition are also included here, but are financed by a combination of local revenues and state and federal programs.

Business-type Activities:

The District does not provide any services that should be included in this category.

Reporting the District's Most Significant Funds

The District's fund-based financial statements provide detailed information about the District's most significant funds. Some funds are required to be established by State law and bond covenants. However, the District establishes many other funds as needed to control and manage money for specific purposes.

Governmental Funds:

The major governmental funds of Sausalito Marin City School District are the General Fund, Bond Interest and Redemption Fund, Corporation Debt Service Fund, Building Fund, Capital Projects - Special Reserve Fund, and Corporation Acquisition Fund. Governmental fund reporting focuses on how money flows into and out of the funds and the balances that remain at the end of the year. A modified accrual basis of accounting measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's operations and services. Governmental fund information helps to determine the level of financial resources available in the near future to finance the District's programs.

Proprietary Funds:

Services for which the District charges a fee are generally reported in proprietary funds on a full accrual basis. These include both Enterprise funds and Internal Service funds. Enterprise funds are considered business-type activities and are also reported under a full accrual method. This is the same basis as business-type activities; therefore no reconciling entries are required. Internal service funds are reported with the Governmental Funds. The District has no funds of this type.

Fiduciary Funds:

The District is the trustee, or fiduciary, for its student activity fund. All of the District's fiduciary activities are reported in separate fiduciary statements. We exclude these activities from the District's other financial statements because the District cannot use these assets to finance their operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

**SAUSALITO MARIN CITY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(PREPARED BY DISTRICT MANAGEMENT)**

FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE

GOVERNMENTAL ACTIVITIES

The District's total net assets decreased from \$9,857,670 at June 30, 2009, down to \$9,110,509 at June 30, 2010, a decrease of 7.6%.

<u>Comparative Statement of Net Assets</u>		
	Governmental Activities	
	2009	2010
<u>Assets</u>		
Deposits and Investments	\$ 7,996,668	\$ 4,493,544
Current Receivables	774,663	527,342
Long-term Receivable	1,972,734	1,497,734
OPEB Assets	0	715
Capital Assets, net	20,491,889	21,776,242
Total Assets	31,235,954	28,295,577
<u>Liabilities</u>		
Current	3,093,613	1,316,619
Long-term	18,284,671	17,868,449
Total Liabilities	21,378,284	19,185,068
<u>Net Assets</u>		
Invested in Capital Assets		
- Net of Related Debt	5,250,953	5,544,736
Restricted *	3,076,443	2,174,261
Unrestricted *	1,530,274	1,391,512
Total Net Assets	\$ 9,857,670	\$ 9,110,509

* The prior year balances have been adjusted to ensure comparability between fiscal years.

Table includes financial data of the combined governmental funds

**SAUSALITO MARIN CITY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(PREPARED BY DISTRICT MANAGEMENT)**

FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)

GOVERNMENTAL ACTIVITIES (CONTINUED)

The District's total current year expenses exceeded total current year revenues by \$747,161.

<u>Comparative Statement of Change in Net Assets</u>		
	<u>Governmental Activities</u>	
	<u>2009</u>	<u>2010</u>
<u>Program Revenues</u>		
Charges for Services	\$ 1,066	\$ 933
Operating Grants & Contributions	1,501,443	1,236,369
Capital Grants & Contributions	151	58
<u>General Revenues</u>		
Taxes Levied	4,615,027	4,633,331
Federal & State Aid	286,718	825,891
Interest & Investment Earnings	259,158	38,552
Transfers from Other Agencies	0	12,309
Miscellaneous	118,468	112,667
Total Revenues	<u>6,782,031</u>	<u>6,860,110</u>
<u>Expenses</u>		
Instruction	3,008,943	3,164,330
Instruction-Related Services	656,671	911,422
Pupil Services	422,916	437,887
General Administration	808,380	1,059,579
Plant Services	654,897	704,243
Ancillary Services	8,199	5,826
Interest on Long-Term Debt	804,152	816,530
Other Outgo	281,558	507,454
Total Expenses	<u>6,645,716</u>	<u>7,607,271</u>
Change in Net Assets	<u>\$ 136,315</u>	<u>\$ (747,161)</u>
<i>Table includes financial data of the combined governmental funds</i>		

**SAUSALITO MARIN CITY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(PREPARED BY DISTRICT MANAGEMENT)**

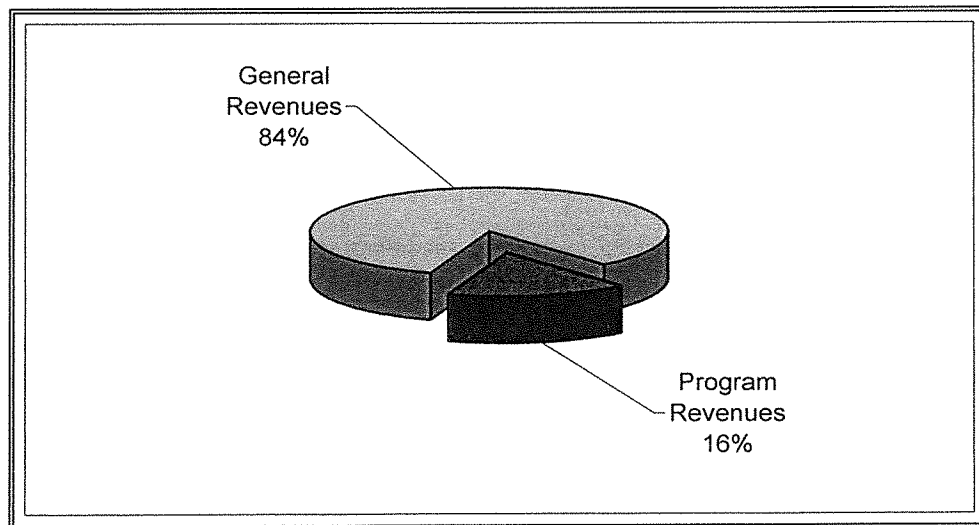
FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)

GOVERNMENTAL ACTIVITIES (CONTINUED)

<u>Comparative Schedule of Costs of Services</u>				
	<u>Total Cost of Services</u>		<u>Net Cost of Services</u>	
	2009	2010	2009	2010
Instruction	\$ 3,008,943	\$ 3,164,330	\$ 1,991,845	\$ 2,463,324
Instruction-Related Services	656,671	911,422	512,354	671,489
Pupil Services	422,916	437,887	182,271	290,161
General Administration	808,380	1,059,579	764,351	1,052,751
Plant Services	654,897	704,243	654,897	701,543
Ancillary Services	8,199	5,826	1,402	5,826
Interest on Long-Term Debt	804,152	816,530	804,152	816,530
Other Outgo	281,558	507,454	231,784	368,287
Totals	<u>\$ 6,645,716</u>	<u>\$ 7,607,271</u>	<u>\$ 5,143,056</u>	<u>\$ 6,369,911</u>

Table includes financial data of the combined governmental funds

The table above presents the cost of major District activities. The table also shows each activity's net cost (total cost less fees generated by the activities and intergovernmental aid provided for specific programs). The \$6,369,911 net cost represents the financial burden that was placed on the District's general revenues for providing the services listed. Further detail is available on page 15 of this report.



Program revenues financed 16% of the total cost of providing the services listed above, while the remaining 84% was financed by the general revenues of the District.

**SAUSALITO MARIN CITY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(PREPARED BY DISTRICT MANAGEMENT)**

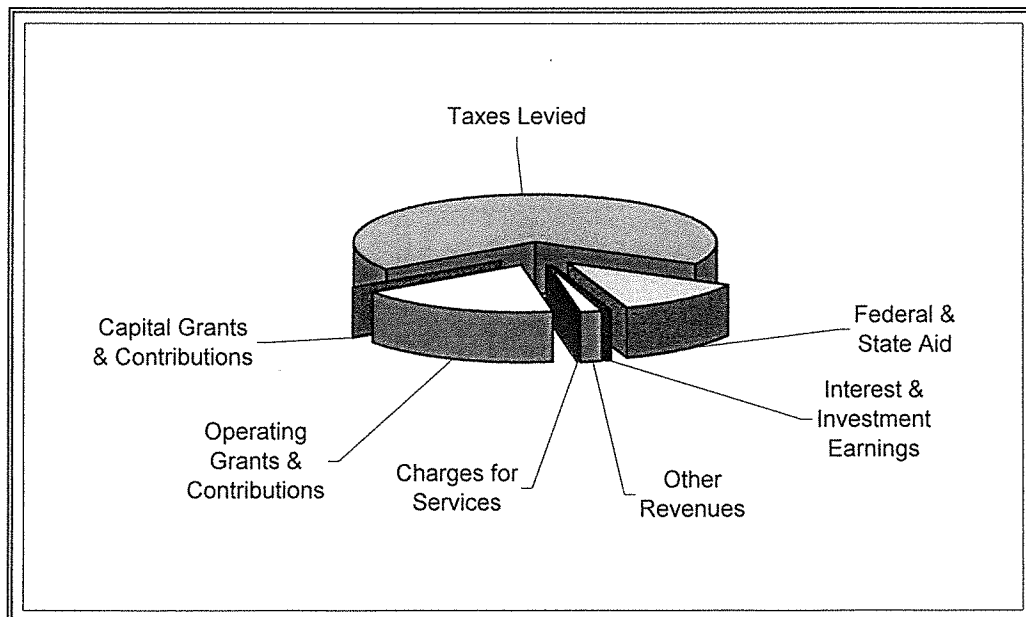
FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)

GOVERNMENTAL ACTIVITIES (CONTINUED)

Schedule of Revenues For Governmental Functions

	FYE 2009 Amount	Percent of Total	FYE 2010 Amount	Percent of Total
<u>Program Revenues</u>				
Charges for Services	\$ 1,066	0.02%	\$ 933	0.01%
Operating Grants & Contributions	1,501,443	22.14%	1,236,369	18.02%
Capital Grants & Contributions	151	0.00%	58	0.00%
<u>General Revenues</u>				
Taxes Levied	4,615,027	68.05%	4,633,331	67.54%
Federal & State Aid	286,718	4.23%	825,891	12.04%
Interest & Investment Earnings	259,158	3.82%	38,552	0.56%
Other Revenues	118,468	1.75%	124,976	1.82%
Total Revenues	<u>\$ 6,782,031</u>	<u>100.00%</u>	<u>\$ 6,860,110</u>	<u>100.00%</u>

Table includes financial data of the combined governmental funds



**SAUSALITO MARIN CITY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(PREPARED BY DISTRICT MANAGEMENT)**

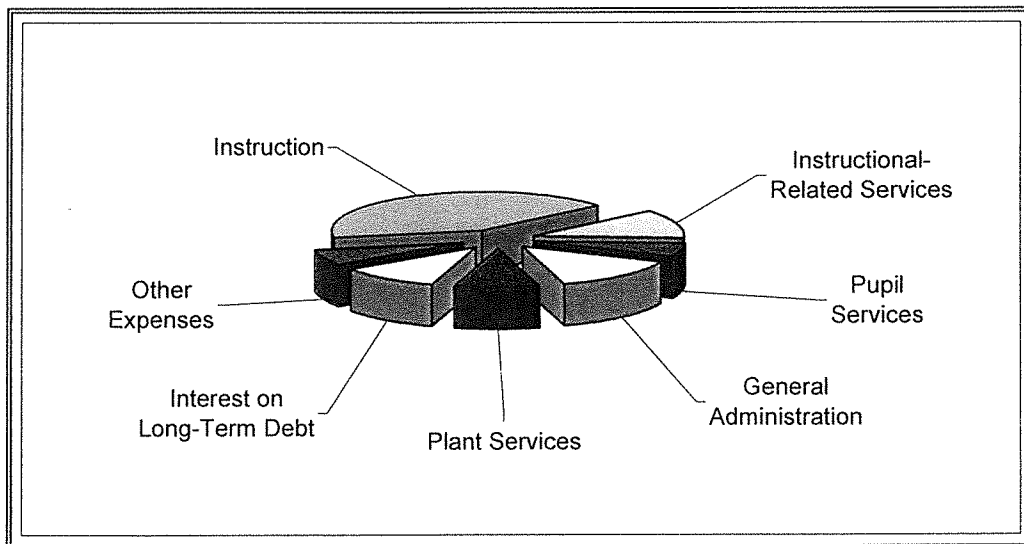
FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)

GOVERNMENTAL ACTIVITIES (CONTINUED)

Schedule of Expenses For Governmental Functions

	FYE 2009 Amount	Percent of Total	FYE 2010 Amount	Percent of Total
<u>Expenses</u>				
Instruction	\$ 3,008,943	45.28%	\$ 3,164,330	41.60%
Instruction-Related Services	656,671	9.88%	911,422	11.98%
Pupil Services	422,916	6.36%	437,887	5.76%
General Administration	808,380	12.16%	1,059,579	13.93%
Plant Services	654,897	9.85%	704,243	9.26%
Interest on Long-Term Debt	804,152	12.10%	816,530	10.73%
Other Expenses	289,757	4.36%	513,280	6.75%
Total Expenses	<u>\$ 6,645,716</u>	<u>100.00%</u>	<u>\$ 7,607,271</u>	<u>100.00%</u>

Table includes financial data of the combined governmental funds



**SAUSALITO MARIN CITY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(PREPARED BY DISTRICT MANAGEMENT)**

FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)

GOVERNMENTAL ACTIVITIES (CONTINUED)

<u>Comparative Schedule of Capital Assets</u>		
	Governmental Activities	
	2009	2010
Land	\$ 948,870	\$ 948,870
Sites and Improvements	1,384,149	1,384,149
Buildings and Improvements	8,463,184	22,974,892
Furniture and Equipment	106,711	392,037
Work-in-Progress	13,012,348	65,202
Subtotals	23,915,262	25,765,150
Less: Accumulated Depreciation	(3,423,373)	(3,988,908)
Capital Assets, net	<u>\$ 20,491,889</u>	<u>\$ 21,776,242</u>

Capital assets, net of depreciation, increased \$1,284,353 due primarily to current year additions for the Bayside multi-purpose project and Martin Luther King Jr. modernization project.

<u>Comparative Schedule of Long-Term Liabilities</u>		
	Governmental Activities	
	2009	2010
Compensated Absences	\$ 15,760	\$ 19,415
General Obligation Bonds	15,821,554	15,782,394
Capital Leases	1,117,765	1,103,130
Certificates of Participation	2,020,000	1,635,000
Early Retirement Incentives	0	42,200
Totals	<u>\$ 18,975,079</u>	<u>\$ 18,582,139</u>

Total long-term liabilities decreased \$392,940 due primarily to the current year reduction of the District's obligations for general obligation bonds and certificates of participation.

**SAUSALITO MARIN CITY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(PREPARED BY DISTRICT MANAGEMENT)**

FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONCLUDED)

GOVERNMENTAL ACTIVITIES (CONCLUDED)

The general obligation bonds are financed by the local taxpayers and represent 84.9% of the District's total long-term liabilities.

The capital leases are financed by the General Fund, and represents 5.9% of the District's total long-term liabilities.

The certificates of participation are financed by the proceeds from the Martin Luther King Jr. Site Lease/Purchase agreement with the City of Sausalito, and represents 8.8% of the District's total long-term liabilities.

The obligations for compensated absences and early retirement incentives are financed by the General Fund, and make up the remaining total long-term liabilities.

The notes to the financial statements are an integral part of the financial presentation and contain more detailed information as to interest, principal, retirement amounts, and future debt retirement dates.

FINANCIAL ANALYSIS OF DISTRICT'S FUNDS

<u>Comparative Schedule of Fund Balances</u>			
	Fund Balances June 30, 2009	Fund Balances June 30, 2010	Increase (Decrease)
General	\$ 1,370,298	\$ 1,239,738	\$ (130,560)
Bond Interest & Redemption	561,037	541,754	(19,283)
Corporation Debt Service	323,581	323,513	(68)
Building	1,212,260	225	(1,212,035)
Capital Projects - Special Reserve	268,138	42,866	(225,272)
Corporation Acquisition	2,141,906	1,721,205	(420,701)
Deferred Maintenance	456	400	(56)
Cafeteria	11,272	40	(11,232)
Special Revenue - Special Reserve	344,244	347,631	3,387
Debt Service	360,405	420,893	60,488
County School Facilities	6,942	2,374	(4,568)
Totals	<u>\$ 6,600,539</u>	<u>\$ 4,640,639</u>	<u>\$ (1,959,900)</u>

The combined fund balances of all District funds decreased \$1,959,900, while the fund balance of the General Fund decreased \$130,560. The overall decrease in the combined fund balances of all District funds was due primarily to the spending down of bond proceeds that were received in prior fiscal years.

**SAUSALITO MARIN CITY SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(PREPARED BY DISTRICT MANAGEMENT)**

GENERAL FUND BUDGETARY HIGHLIGHTS

The District's budget is prepared in accordance with California law and is based on the modified accrual basis of accounting. Over the course of the year, the District revises its budget based on updated financial information. The original budget, approved at the end of June for July 1, is based on May Revise figures and updated 45 days after the State approves its final budget. In addition, the District revises its budget at First and Second Interim to reflect the most current financial information available at that point in time. The original and final budgets for fiscal year 2009-10 are presented alongside the actual results on page 49.

ECONOMIC FACTORS BEARING ON THE DISTRICT'S FUTURE

- The District is expected to maintain its basic aid status during fiscal year 2010-11. Due to student transiency, forecasting elementary enrollment is challenging and per pupil expenditures difficult to calculate.
- Due to the unprecedented nature of the current State and Federal fiscal crisis, the amount of funding that will be available to the District remains uncertain. As a result, management will need to plan carefully and prudently to provide the resources to meet student needs over the next several years. The District has an excellent track record in meeting this challenge in what has proven to be a cycle of lean years and prosperous years for education finances.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, parents, investors, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions regarding this report or need additional financial information, contact the District Office, Sausalito Marin City School District, 630 Nevada Street, Sausalito, California 94965.

SAUSALITO MARIN CITY SCHOOL DISTRICT
STATEMENT OF NET ASSETS
JUNE 30, 2010

	Governmental Activities
<hr/>	
<u>Assets</u>	
Deposits and Investments (Note 2)	\$ 4,493,544
Receivables (Note 4)	527,342
Long-Term Receivable (Note 5)	1,497,734
OPEB Assets (Note 1J)	715
Capital Assets: (Note 7)	
Land	948,870
Sites and Improvements	1,384,149
Buildings and Improvements	22,974,892
Furniture and Equipment	392,037
Work-in-Progress	65,202
Less: Accumulated Depreciation	(3,988,908)
Total Assets	<hr/> 28,295,577 <hr/>
<u>Liabilities</u>	
Accounts Payable and Other Current Liabilities	592,872
Deferred Revenue (Note 1J)	10,057
Long-Term Liabilities:	
<i>Portion Due or Payable Within One Year:</i>	
General Obligation Bonds	
Current Interest	290,000
Capital Leases	15,250
Certificates of Participation	400,000
Early Retirement Incentives	8,440
<i>Portion Due or Payable After One Year:</i>	
Compensated Absences (Note 1J)	19,415
General Obligation Bonds (Note 8)	
Current Interest	11,190,000
Capital Appreciation	4,302,394
Capital Leases (Note 9)	1,087,880
Certificates of Participation (Note 10)	1,235,000
Early Retirement Incentives (Note 11)	33,760
Total Liabilities	<hr/> 19,185,068 <hr/>
<u>Net Assets</u>	
Investment in Capital Assets, Net of Related Debt	5,544,736
Restricted:	
For Capital Projects	1,542,974
For Debt Service	453,690
For Educational Programs	175,442
For Other Purposes	2,155
Unrestricted	1,391,512
Total Net Assets	<hr/> \$ 9,110,509 <hr/>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

**SAUSALITO MARIN CITY SCHOOL DISTRICT
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2010**

Functions	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<u>Governmental Activities</u>					
Instruction	\$ 3,164,330		\$ 700,948	\$ 58	\$ (2,463,324)
Instruction-Related Services:					
Supervision of Instruction	250,950		80,763		(170,187)
Instructional Library and Technology	42,068				(42,068)
School Site Administration	618,404		159,170		(459,234)
Pupil Services:					
Home-to-School Transportation	138,822		2,229		(136,593)
Food Services	161,114	\$ 933	94,388		(65,793)
Other Pupil Services	137,951		50,176		(87,775)
General Administration:					
Data Processing Services	56,373				(56,373)
Other General Administration	1,003,206		6,828		(996,378)
Plant Services	704,243		2,700		(701,543)
Ancillary Services	5,826				(5,826)
Interest on Long-Term Debt	816,530				(816,530)
Other Outgo	507,454		139,167		(368,287)
Total Governmental Activities	<u>\$ 7,607,271</u>	<u>\$ 933</u>	<u>\$ 1,236,369</u>	<u>\$ 58</u>	<u>(6,369,911)</u>
<u>General Revenues</u>					
Taxes Levied for General Purposes					3,886,773
Taxes Levied for Debt Service					746,558
Federal and State Aid - Unrestricted					825,891
Interest and Investment Earnings					38,552
Transfers from Other Agencies					12,309
Miscellaneous					112,667
Total General Revenues					<u>5,622,750</u>
Change in Net Assets					(747,161)
Net Assets - July 1, 2009					9,857,670
Net Assets - June 30, 2010					\$ 9,110,509

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

SAUSALITO MARIN CITY SCHOOL DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2010

	General	Bond Interest and Redemption	Corporation Debt Service
<u>Assets</u>			
Deposits and Investments (Note 2)	\$ 1,083,015	\$ 541,754	\$ 323,513
Receivables (Note 4)	442,357		
Long-Term Receivable (Note 5)			
Due from Other Funds (Note 6)	60,446		
	<u>60,446</u>		
Total Assets	<u>\$ 1,585,818</u>	<u>\$ 541,754</u>	<u>\$ 323,513</u>
<u>Liabilities and Fund Balances</u>			
Liabilities:			
Accounts Payable	\$ 280,256		
Due to Other Funds (Note 6)	55,767		
Deferred Revenue (Note 1J)	10,057		
	<u>346,080</u>		
Total Liabilities			
Fund Balances: (Note 14)			
Reserved	176,442	\$ 541,754	\$ 323,513
Unreserved:			
Designated	712,741		
Undesignated	350,555		
	<u>1,239,738</u>	<u>541,754</u>	<u>323,513</u>
Total Fund Balances			
Total Liabilities and Fund Balances	<u>\$ 1,585,818</u>	<u>\$ 541,754</u>	<u>\$ 323,513</u>

<u>Building</u>	<u>Capital Projects - Special Reserve</u>	<u>Corporation Acquisition</u>	<u>Non-Major Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ 133		\$ 1,844,205	\$ 700,924	\$ 4,493,544
			84,985	527,342
57,645	\$ 1,497,734			1,497,734
	121,122			239,213
<u>\$ 57,778</u>	<u>\$ 1,618,856</u>	<u>\$ 1,844,205</u>	<u>\$ 785,909</u>	<u>\$ 6,757,833</u>
\$ 36,830	\$ 52,259		\$ 845	\$ 370,190
20,723	25,997	\$ 123,000	13,726	239,213
	1,497,734			1,507,791
<u>57,553</u>	<u>1,575,990</u>	<u>123,000</u>	<u>14,571</u>	<u>2,117,194</u>
			420,933	1,462,642
225			350,005	1,062,971
	42,866	1,721,205	400	2,115,026
<u>225</u>	<u>42,866</u>	<u>1,721,205</u>	<u>771,338</u>	<u>4,640,639</u>
<u>\$ 57,778</u>	<u>\$ 1,618,856</u>	<u>\$ 1,844,205</u>	<u>\$ 785,909</u>	<u>\$ 6,757,833</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE
STATEMENT OF NET ASSETS
JUNE 30, 2010

Total Fund Balances - Governmental Funds	\$ 4,640,639
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Amounts reported for governmental activities in the statement of net assets are different from amounts reported in governmental funds due to the following:

OPEB assets: Contributions to OPEB plans that are in excess of the actuarial determined annual OPEB expense, result in OPEB assets that are not financial resources and therefore are not reported as assets in governmental funds. The amount of OPEB assets recognized at year-end was:

715

Capital assets: In governmental funds, only current assets are reported. In the statement of net assets, all assets are reported, including capital assets and accumulated depreciation. Capital assets and accumulated depreciation are:

Capital Assets	\$ 25,765,150	
Accumulated Depreciation	(3,988,908)	
Net		21,776,242

Deferred recognition of earned but unavailable revenues: In governmental funds, revenue is recognized only to the extent that it is "available," meaning it will be collected soon enough after the end of the period to finance expenditures of that period. Receivables for revenues that are earned but unavailable are deferred until the period in which the revenues become available. In the government-wide statements, revenue is recognized when earned, regardless of availability. The amount of unavailable revenues that were deferred as a liability in governmental funds, but are recognized in the government-wide statements is:

1,497,734

Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net assets, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

Compensated Absences	\$ 19,415	
General Obligation Bonds	15,782,394	
Capital Leases	1,103,130	
Certificates of Participation	1,635,000	
Early Retirement Incentives	42,200	
Total		(18,582,139)

Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statements of activities, it is recognized in the period that it is incurred. The additional liability for unmatrued interest owed at the end of the period was:

(222,682)

Total Net Assets - Governmental Activities	\$ 9,110,509
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SAUSALITO MARIN CITY SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	General	Bond Interest and Redemption	Corporation Debt Service
<u>Revenues</u>			
Revenue Limit Sources:			
State Apportionment	\$ 102,880		
Local Taxes	3,886,773		
Total Revenue Limit Sources	3,989,653		
Federal Revenue	324,632		
State Revenue	897,709	\$ 3,892	
Local Revenue	776,546	744,707	\$ 308
Total Revenues	5,988,540	748,599	308
<u>Expenditures</u>			
Instruction	2,745,252		
Supervision of Instruction	228,338		
Instructional Library and Technology	38,278		
School Site Administration	562,692		
Home-To-School Transportation	138,822		
Food Services			
Other Pupil Services	125,523		
Data Processing Services	51,294		
Other General Administration	894,144		
Plant Services	630,465		
Facilities Acquisition and Construction	61,370		
Ancillary Services	5,826		
Debt Service:			
Principal Retirement	14,635	275,000	385,000
Interest and Issuance Costs	4,764	492,882	92,775
Other Outgo	507,454		
Total Expenditures	6,008,857	767,882	477,775
Excess of Revenues Over (Under) Expenditures	(20,317)	(19,283)	(477,467)
<u>Other Financing Sources (Uses)</u>			
Operating Transfers In			477,739
Operating Transfers Out	(110,243)		(340)
Total Other Financing Sources (Uses)	(110,243)	0	477,399
Net Change in Fund Balances	(130,560)	(19,283)	(68)
Fund Balances - July 1, 2009	1,370,298	561,037	323,581
Fund Balances - June 30, 2010	\$ 1,239,738	\$ 541,754	\$ 323,513

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

<u>Building</u>	<u>Capital Projects - Special Reserve</u>	<u>Corporation Acquisition</u>	<u>Non-Major Governmental Funds</u>	<u>Total Governmental Funds</u>
				\$ 102,880
				3,886,773
				3,989,653
			\$ 88,546	413,178
			5,927	907,528
\$ 12,506	\$ 479,765	\$ 1,959	8,960	2,024,751
12,506	479,765	1,959	103,433	7,335,110
				2,745,252
				228,338
				38,278
				562,692
				138,822
			146,599	146,599
				125,523
				51,294
				894,144
			14,431	644,896
1,582,186	292,654		4,626	1,940,836
				5,826
				674,635
				590,421
				507,454
1,582,186	292,654	0	165,656	9,295,010
(1,569,680)	187,111	1,959	(62,223)	(1,959,900)
357,645	121,122	340	110,242	1,067,088
	(533,505)	(423,000)		(1,067,088)
357,645	(412,383)	(422,660)	110,242	0
(1,212,035)	(225,272)	(420,701)	48,019	(1,959,900)
1,212,260	268,138	2,141,906	723,319	6,600,539
\$ 225	\$ 42,866	\$ 1,721,205	\$ 771,338	\$ 4,640,639

SAUSALITO MARIN CITY SCHOOL DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

Net Change in Fund Balances - Governmental Funds **\$ (1,959,900)**

Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds due to the following:

Capital outlay: In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is:

Capital Outlay Expenditures	\$	1,849,888	
Depreciation Expense		(565,535)	
Net			1,284,353

Earned but unavailable revenues: In governmental funds, revenues are recognized only to the extent that they are "available," meaning they will be collected soon enough after the end of the period to finance expenditures of that period. In government-wide statements, revenue is recognized when earned regardless of availability. The amount of earned but unavailable revenues relating to the current period, less revenues that became available in the current period, but related to a prior period is:

(475,000)

Compensated absences: In governmental funds, compensated absences are measured by the amounts paid during the fiscal year. In the statement of activities, compensated absences are measured by the amounts earned. The difference between compensated absences paid and compensated absences earned was:

(3,655)

Debt service: In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Expenditures for repayment of the principal portion of long-term debt were:

General Obligation Bonds	\$	275,000	
Capital Leases		14,635	
Certificates of Participation		385,000	
Total			674,635

Other liabilities not normally liquidated with current resources: In the government-wide statements, expenses must be accrued in connection with any liabilities incurred during the period that are not expected to be liquidated with current financial resources. Examples include special termination benefits such as early retirement incentives financed over time. This year, the amount of early retirement incentives granted was:

(42,200)

Other post employment benefits: In governmental funds, other post employment benefits (OPEB) costs are recognized when employer contributions are made. In the statement of activities, OPEB costs are recognized on the accrual basis. This year, the difference between OPEB costs and employer contributions was:

715

Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, interest is recognized in the period that it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from the prior period was:

9,731

Accreted interest: In governmental funds, accreted interest on capital appreciation bonds is recognized as an expenditure in the period that it becomes due. In the government-wide statement of activities, accreted interest is recognized as an expense as the capital appreciation bonds accrete in value. The amount of accreted interest recognized in the current period was:

(235,840)

Change in Net Assets of Governmental Activities

\$ (747,161)

SAUSALITO MARIN CITY SCHOOL DISTRICT
STATEMENT OF NET ASSETS
FIDUCIARY FUNDS
JUNE 30, 2010

	Agency Funds	Total Fiduciary Funds
<u>Assets</u>		
Deposits and Investments (Note 2)	\$ 1,119	\$ 1,119
<u>Liabilities</u>		
Due to Student Groups	1,119	1,119
<u>Net Assets</u>		
Total Net Assets	<u>\$ 0</u>	<u>\$ 0</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

A. Accounting Policies

The Sausalito Marin City School District (the "District") is a public educational agency operating under the applicable laws and regulations of the State of California. It is governed by a five member Board of Trustees elected by registered voters of the District, which comprises an area in Marin County. The District serves students in kindergarten through grade eight.

The District prepares its financial statements in accordance with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA) and complies with the policies and procedures of the Department of Education's *California School Accounting Manual*.

The District is also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements.

B. Reporting Entity

The District has reviewed criteria to determine whether other entities with activities that benefit the District should be included within its financial reporting entity. The criteria include, but are not limited to, whether the entity exercises oversight responsibility (which includes financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations and accountability for fiscal matters), the scope of public service, and a special financing relationship.

The District has determined that the following represents a component unit:

The District and the Sausalito Marin City School District Financing Corporation (the "Corporation") have a financial and operational relationship, which meets the reporting entity definition criteria of the GASB Statement No. 14, *The Financial Reporting Entity*, for inclusion of the Corporation as a component unit of the District.

The following are those aspects of the relationship between the District and the Corporation, which satisfy the inclusion criteria:

Accountability for Fiscal Matters

- The Board of Directors for the Corporation are appointed by the District's Board.
- The Corporation has no employees or members. The District's Business Manager shall serve as the Chief Financial Officer, and the District's Superintendent shall serve as the Chief Executive Officer of the Corporation. These individuals receive no additional compensation for work performed in these capacities.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Reporting Entity (Concluded)

Accountability for Fiscal Matters (Concluded)

- The District's Board exercises significant influence over operations of the Corporation.
- It is anticipated that the District will be the sole lessee of all facilities owned by the Corporation. Any deficits incurred by the Corporation will be reflected in the lease payments of the District. Any surpluses of the Corporation revert to the District at the end of the lease period.
- All major financing arrangements, contracts, and financial transactions of the Corporation must have the consent of the District.
- The property, assets, profits, and net revenues of the Corporation are irrevocably dedicated to the District, subject to the indebtedness of the Corporation.
- The District has assumed a "moral obligation" and potentially a legal obligation for any debt incurred by the Corporation.

Financial Presentation

For financial presentation purposes, the Corporation's financial activity has been blended, or combined, with the financial data of the District.

The financial activity of the Corporation is included in the Corporation Debt Service Fund and Corporation Acquisition Fund, and the certificates of participation issued by the Corporation are reported as a liability in the Statement of Net Assets.

Scope of Public Service

The Corporation is a nonprofit, public benefit corporation, incorporated under the laws of the State of California and recorded by the Secretary of State in 1996. The Corporation was formed for the sole purpose of providing financial assistance to the Sausalito Marin City School District by acquiring, constructing, remodeling, rehabilitating, equipping, improving and financing various public facilities, land and equipment and by leasing certain facilities, land and equipment for the use, benefit and enjoyment of the public served by the District.

C. Implementation of New Accounting Pronouncements

For the year ended June 30, 2010 the District was required to adopt Governmental Accounting Standards Board Statement No. 45 (GASB 45), *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The new statement significantly changes the way state and local governments report their "other post employment benefits" to the public. As a result of GASB 45, state and local governments are required to (1) recognize the cost of these benefits in periods when the related services were rendered to the employer, (2) provide information about the actuarial accrued liabilities for promised benefits associated with past services and to what extent those benefits have been funded, (3) and provide information useful in assessing potential demands on the employer's cash flow.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Basis of Presentation

Government-wide Financial Statements:

The government-wide financial statements (i.e., the Statement of Net Assets and the Statement of Activities) report information on all of the non-fiduciary activities of the District and its component units. The effect of interfund activity, within the governmental and business type activities columns, has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The government-wide financial statements are prepared using the economic resources measurement focus. This is the same approach used in the preparation of the proprietary fund and fiduciary fund financial statements but differs from the manner in which governmental fund financial statements are prepared. Governmental fund financial statements, therefore, include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The District does not allocate indirect expenses to functions in the statement of activities. Program revenues include charges paid by the recipients of goods or services offered by a program, as well as grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues of the District, with certain exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

Fund Financial Statements:

Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major governmental fund is presented in a separate column, and all non-major funds are aggregated into one column. Fiduciary funds are reported by fund type.

The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets. Fiduciary funds are reported using the economic resources measurement focus.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Fiduciary funds use the accrual basis of accounting.

Revenues – Exchange and Non-exchange Transactions:

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. Under the modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, "available" means collectible within the current period or within 45, 60, 90 days after year-end, depending on the revenue source. However, to achieve comparability of reporting among California Districts and so as not to distort normal revenue patterns, with specific respect to reimbursement grants and corrections to state apportionments, the California Department of Education has defined available as collectible within one year.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Deferred Revenue:

Deferred revenue arises when assets are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are recorded as deferred revenue. On governmental fund financial statements, receivables associated with non-exchange transactions that will not be collected within the availability period have also been recorded as deferred revenue.

Expenses/Expenditures:

On an accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Basis of Accounting (Concluded)

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

F. Fund Accounting

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity or retained earnings, revenues, and expenditures or expenses, as appropriate. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The District's accounts are organized into major, non-major, and fiduciary funds as follows:

Major Governmental Funds:

General Fund is the general operating fund of the District. It is used to account for all transactions except those required or permitted by law to be accounted for in another fund.

Bond Interest & Redemption Fund is used to account for District taxes received and expended to pay bond interest and redeem bond principal and related costs.

Corporation Debt Service Fund is used to account for the payment of interest and redemption of principal on the outstanding certificates of participation issued by the Sausalito Marin City School District Financing Corporation.

Building Fund is used to account for acquisition of major governmental facilities financed from bond proceeds.

Capital Projects - Special Reserve Fund is used to account for proceeds from real property sales and capital outlays for District property.

Corporation Acquisition Fund is used to account for proceeds from the sale of certificates of participation that will be used to finance the renovation, construction, and modernization of the District's school facilities.

Non-major Governmental Funds:

Deferred Maintenance Fund is used for the purpose of major repairs or replacement of District property.

Cafeteria Fund is used to account for revenues received and expenditures made to operate the District's cafeteria program.

Special Revenue - Special Reserve Fund is used to accumulate resources for future board designated projects.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Fund Accounting (Concluded)

Non-major Governmental Funds (Concluded):

Debt Service Fund is used to account for payments made to the sinking fund, which is required by the lease purchase agreement that was entered into with California School Board Association Finance Corporation, for purposes of financing capital improvements at the District's two schools.

County School Facilities Fund is used to account for state apportionments (Education Code Sections 17009.5 and 17070.10-17076.10)

Fiduciary Funds:

Agency Funds are used to account for assets of others for which the District acts as an agent. The District maintains an agency fund for the student body account at Martin Luther King School, which is used to account for the raising and expending of money to promote the general welfare, and educational experience of the student body.

G. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. By state law, the District's Governing Board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements.

These budgets are revised by the District's Governing Board and Superintendent during the year to give consideration to unanticipated income and expenditures. The original and final revised budget is presented for the General Fund as required supplementary information on page 49.

Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account (See Note 3).

H. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

I. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated at June 30.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Assets, Liabilities and Equity

1. Deposits and Investments

The District is authorized to maintain cash in banks and revolving funds that are insured to \$250,000 by the Federal Depository Insurance Corporation (FDIC).

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001).

The County is authorized to deposit cash and invest excess funds by California *Government Code* Section 53648 et seq. The funds maintained by the County are either secured by the FDIC or are collateralized.

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies; certificates of participation; obligations with first priority security; and collateralized mortgage obligations.

Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost.

2. Other Postemployment Benefits (OPEB) Assets

This asset represents District contributions to the OPEB plan in excess of the current year OPEB expense. Further details on the OPEB plan are disclosed in Note 12.

Reported assets are equally offset by a net assets reserve, which indicates that this amount is not "available for appropriation and expenditure" even though it is a component of net current assets.

3. Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend the asset's lives are not capitalized, but are expensed as incurred.

Depreciation on all capital assets is computed using a straight-line basis over the estimated useful lives in the following table:

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Assets, Liabilities and Equity (Continued)

3. Capital Assets (Concluded)

<u>Asset Class</u>	<u>Years</u>
Sites and Improvements	14-36
Buildings and Improvements	30-40
Furniture and Equipment	5-20

4. Deferred Revenue

Cash received for federal and state special projects and programs is recognized as revenue to the extent that qualified expenditures have been incurred. Deferred revenue is recorded to the extent that cash received on specific projects and programs exceeds qualified expenditures.

5. Compensated Absences

All vacation pay is accrued when incurred in the government-wide financial statements.

Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken, since such benefits do not vest, nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

6. Long-term Liabilities

In the government-wide financial statements, long-term obligations are reported as long-term liabilities in the Statement of Net Assets. Bond premiums and discounts as well as issuance costs, when material, are deferred and amortized over the life of the bonds. Bonds payable are reported net of applicable bond premium or discount.

In the fund financial statements, governmental funds recognize bond premiums and discounts as well as bond issuance costs, during the period the debt is issued. The face amount of the debt issued, premiums, or discounts is reported as other financing sources or uses in the year issued.

7. Fund Balance Reserves and Designations

Reservations of the ending fund balance indicate the portions of fund balance not appropriable for expenditure or amounts legally segregated for a specific future use. These amounts are not available for appropriation and expenditure at the balance sheet date. Designations of the ending fund balance indicate tentative plans for financial resource utilization in a future period.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONCLUDED)

J. Assets, Liabilities and Equity (Concluded)

8. Revenue Limit/Property Tax

The District's revenue limit is received from a combination of local property taxes, state apportionments, and other local sources.

The County of Marin is responsible for assessing, collecting and apportioning property taxes. Taxes are levied for each fiscal year on taxable real and personal property in the county. The levy is based on the assessed values as of the preceding January 1, which is also the lien date. Property taxes on the secured roll are due on November 1 and February 1, and taxes become delinquent after December 10 and April 10, respectively. Property taxes on the unsecured roll are due on the lien date (January 1), and become delinquent if unpaid by August 31.

Secured property taxes are recorded as revenue when apportioned, in the fiscal year of the levy. The county apportions secured property tax revenue in accordance with the alternative method of distribution prescribed by Section 4705 of the California *Revenue and Taxation Code*. This alternate method provides for crediting each applicable fund with its total secured taxes upon completion of the secured tax roll, approximately October 1 of each year.

The County Auditor reports the amount of the District's allocated property tax revenue to the California Department of Education. Property taxes are recorded as local revenue limit sources by the District.

The District's Base Revenue Limit is the amount of general purpose tax revenue, per average daily attendance (ADA), that the District is entitled to by law. This amount is multiplied by the applicable attendance period ADA to derive the District's total entitlement. The District is considered a "Basic aid school district" because property taxes exceed the computed revenue limit, therefore the District does not receive state aid for their revenue limit.

NOTE 2 - DEPOSITS AND INVESTMENTS

Summary of Deposits and Investments

Deposits and investments as of June 30, 2010, consist of the following:

	<u>Governmental Activities</u>	<u>Fiduciary Activities</u>
Cash in Bank		\$ 1,119
Cash in Revolving Fund	\$ 1,040	
Cash with Fiscal Agent	2,518,197	
County Pool Investments	<u>1,974,307</u>	
Total Deposits and Investments	<u>\$ 4,493,544</u>	<u>\$ 1,119</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

Cash in Bank and in Revolving Fund

Cash in bank consists of maintained in the commercial bank account owned by the District, exclusive of amounts held in revolving funds. Cash in revolving fund consists of all cash maintained in commercial bank accounts that are used as revolving funds as well as petty cash funds.

Cash with Fiscal Agent

Cash with Fiscal Agent consists of \$323,513 held by US Bank as trustee, for future payment of interest and redemption of certificates of participation principal, \$1,844,205 held by US Bank as trustee, for future construction projects, and \$350,479 held by US Bank as trustee, for future pay-off of a capital lease.

County Pool Investments

County pool investments consist of District cash held by the Marin County Treasury that is invested in the county investment pool. The fair value of the District's investment in the pool is reported in the financial statements at amounts that are based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio).

General Authorization

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedule below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
Treasury Obligations / Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Notes	5 years	30%	None
Mutual Funds / Money Market Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rate will adversely affect the fair value of an investment. Generally, as the length of the maturity of an investment increases, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury that purchases a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Segmented Time Distribution

Information about the sensitivity of the fair value of the District's investment to market interest rate fluctuations is provided by the following schedule that shows the distribution of the District's investment by maturity:

<u>Investment Type</u>	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Less Than 1 Year</u>	<u>More Than 1 Year</u>
County Pool Investments	\$ 1,974,307	\$ 1,977,810	\$ 1,446,387	\$ 527,920

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by the California Government Code, the District's investment policy, or debt agreements, and the actual rating as of the year-end for each investment type.

<u>Investment Type</u>	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Rating as of Year End</u>		
			<u>AAA</u>	<u>Aa</u>	<u>Unrated</u>
County Pool Investments	\$ 1,974,307	\$ 1,977,810			\$ 1,974,307

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. However, the District does not hold any investments in any one issuer, at year-end, that represents five percent or more of the total investments held by the District.

Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 2 - DEPOSITS AND INVESTMENTS (CONCLUDED)

Custodial Credit Risk - Deposits (Concluded)

California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2010, the District does not have a bank balance that is exposed to custodial credit risk because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the name of the District.

Custodial Credit Risk - Investments

This is the risk that in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. The District does not have a policy limiting the amount of securities that can be held by counterparties. As of June 30, 2010, the District does not have any investments that are held by counterparties.

NOTE 3 - EXCESS OF EXPENDITURES OVER APPROPRIATIONS

There was no excess of expenditures over appropriations in the General Fund in 2009-10.

NOTE 4 - RECEIVABLES

Receivables at June 30, 2010 consist of the following:

	General Fund	Non-Major Governmental Funds	Totals
Federal Government	\$ 101,678	\$ 13,840	\$ 115,518
State Government	125,285	731	126,016
Local Governments	105,734		105,734
Miscellaneous	109,660	70,414	180,074
Totals	<u>\$ 442,357</u>	<u>\$ 84,985</u>	<u>\$ 527,342</u>

NOTE 5 - LONG-TERM RECEIVABLE

During fiscal year 1996-97, the City of Sausalito entered into a site lease/purchase agreement with the Sausalito Marin City School District for the purchase of Martin Luther King Jr. school site. Under the terms of the agreement, the City of Sausalito is required to make 17 annual lease payments to the District, with an interest rate of 7.46% factored into the annual payment amount. The lease does not include a prepayment option. As a result, the City of Sausalito is required to pay the full amount of each annual payment, even if the city were to decide to prepay the entire lease balance. Proceeds from the lease agreement are used to make the debt service payments on the outstanding certificates of participation, which are discussed in Note 10.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 5 - LONG-TERM RECEIVABLE (CONCLUDED)

Future payments to be received under this agreement, as of June 30, 2010, are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Payments</u> <u>Receivable</u>
2011	\$ 475,000
2012	475,000
2013	475,000
2014	<u>72,734</u>
Total	<u>\$ 1,497,734</u>

NOTE 6 - INTERFUND ACTIVITIES

Interfund transactions are reported as either loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables, as appropriate, and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers.

A. Due From/Due To Other Funds

All interfund receivables and payables are scheduled to be paid within one year. Individual fund interfund receivable and payable balances at June 30, 2010 are as follows:

<u>Funds</u>	<u>Interfund</u> <u>Receivables</u>	<u>Interfund</u> <u>Payables</u>
General	\$ 60,446	\$ 55,767
Building	57,645	20,723
Cafeteria		13,726
Capital Projects - Special Reserve	121,122	25,997
Corporation Acquisition		<u>123,000</u>
Totals	<u>\$ 239,213</u>	<u>\$ 239,213</u>

B. Interfund Transfers

Interfund transfers consist of operating transfers from funds receiving revenue to funds through which the resources are to be expended.

<u>Funds</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General		\$ 110,243
Corporation Debt Service	\$ 477,739	340
Building	357,645	
Capital Projects - Special Reserve	121,122	533,505
Corporation Acquisition	340	423,000
Deferred Maintenance	14,431	
Cafeteria	40,045	
Debt Service	<u>55,766</u>	
Totals	<u>\$ 1,067,088</u>	<u>\$ 1,067,088</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 6 - INTERFUND ACTIVITIES (CONCLUDED)

B. Interfund Transfers (Concluded)

Transfer \$55,767 from General Fund to Capital Projects - Special Reserve Fund for capital lease sinking fund payment.

Transfer \$14,431 from General Fund to Deferred Maintenance Fund to reimburse fund for current year expenditures.

Transfer \$40,045 from General Fund to Cafeteria Fund to support the child nutrition program.

Transfer \$340 from Corporation Debt Service Fund to Corporation Acquisition Fund to transfer excess interest earnings from the certificates of participation reserve account, which will be used to finance future construction projects.

Transfer \$477,739 from Capital Projects - Special Reserve Fund to Corporation Debt Service Fund for debt service payment on outstanding certificates of participation.

Transfer \$55,766 from Capital Projects - Special Reserve Fund to Debt Service Fund for capital lease sinking fund payment.

Transfer \$357,645 from Corporation Acquisition Fund to Building Fund to reimburse fund for expenditures from certificates of participation proceeds.

Transfer \$65,355 from Corporation Acquisition Fund to Capital Projects - Special Reserve Fund to reimburse fund for expenditures from certificates of participation proceeds.

NOTE 7 - CAPITAL ASSETS AND DEPRECIATION

Capital asset activity for the year ended June 30, 2010, is shown below:

	Balances July 1, 2009	Additions	Deletions	Balances June 30, 2010
Land	\$ 948,870			\$ 948,870
Sites and Improvements	1,384,149			1,384,149
Buildings and Improvements	8,463,184	\$ 14,511,708		22,974,892
Furniture and Equipment	106,711	285,326		392,037
Work-in-Progress	13,012,348	1,940,835	\$ 14,887,981	65,202
Totals at Historical Cost	23,915,262	16,737,869	14,887,981	25,765,150
Less Accumulated Depreciation for:				
Sites and Improvements	1,071,324	60,411		1,131,735
Buildings and Improvements	2,319,441	487,234		2,806,675
Furniture and Equipment	32,608	17,890		50,498
Total Accumulated Depreciation	3,423,373	565,535	0	3,988,908
Governmental Activities				
Capital Assets, net	\$ 20,491,889	\$ 16,172,334	\$ 14,887,981	\$ 21,776,242

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 7 - CAPITAL ASSETS AND DEPRECIATION (CONCLUDED)

Depreciation expense was charged to governmental activities as follows:

Governmental Activities:

Instruction	\$ 297,575
Supervision of Instruction	22,612
Instructional Library, Media, and Technology	3,790
School Site Administration	55,712
Food Services	14,515
Other Pupil Services	12,428
Data Processing Services	5,079
Other General Administration	90,379
Plant Services	<u>63,445</u>
Total Depreciation Expense	<u>\$ 565,535</u>

NOTE 8 - GENERAL OBLIGATION BONDS

On August 18, 2005, the District issued Series 2005 general obligation bonds, in an aggregate principal amount of \$7,640,000, with interest rates ranging from 3.65% to 5.5%.

On September 7, 2006, the District issued Series 2006A general obligation bonds, in an aggregate principal amount of \$1,989,991. The Series 2006A bonds were issued as \$1,680,000 of current interest bonds with interest rates ranging from 3.25% to 4.125% and \$309,991 of capital appreciation bonds with an accretion rate of 7.586%.

On September 7, 2006, the District issued Series 2006B general obligation bonds, in an aggregate principal amount of \$6,269,933. The Series 2006B bonds were issued as \$3,110,000 of current interest bonds with interest rates ranging from 3.85% to 4.375% and \$3,159,933 of capital appreciation bonds with an accretion rate of 5.523%.

Each of the bond issues were authorized by more than 55% of the qualified voters of the District at the election held on November 2, 2004. The net proceeds from the sales of the bonds are being used to finance various construction/modernization projects within the District.

The outstanding general obligation debt of the District as of June 30, 2010 was as follows:

A. Current Interest Bonds

Date of Issue	Interest Rate %	Maturity Date	Amount of Original Issue	Outstanding July 1, 2009	Issued Current Year	Redeemed Current Year	Outstanding June 30, 2010
8/18/05	3.65-5.5	8/1/30	\$ 7,640,000	\$ 7,135,000		\$ 190,000	\$ 6,945,000
9/7/06	3.25-4.125	8/1/22	1,680,000	1,510,000		85,000	1,425,000
9/7/06	3.85-4.375	8/1/28	<u>3,110,000</u>	<u>3,110,000</u>			<u>3,110,000</u>
Totals			<u>\$ 12,430,000</u>	<u>\$ 11,755,000</u>	<u>\$ 0</u>	<u>\$ 275,000</u>	<u>\$ 11,480,000</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 8 - GENERAL OBLIGATION BONDS (CONTINUED)

A. Current Interest Bonds (Concluded)

The annual requirements to amortize the current interest general obligation bonds, as of June 30, 2010, are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2011	\$ 290,000	\$ 479,314	\$ 769,314
2012	305,000	464,864	769,864
2013	325,000	449,389	774,389
2014	350,000	432,809	782,809
2015	385,000	414,626	799,626
2016-2020	2,470,000	1,805,648	4,275,648
2021-2025	3,235,000	1,223,365	4,458,365
2026-2030	3,625,000	482,198	4,107,198
2031-2035	495,000	10,642	505,642
Totals	\$ 11,480,000	\$ 5,762,855	\$ 17,242,855

B. Capital Appreciation Bonds

<u>Date of Issue</u>	<u>Accretion Rate %</u>	<u>Date of Maturity</u>	<u>Amount of Original Issue</u>	<u>Outstanding July 1, 2009</u>	<u>Issued Current Year</u>	<u>Accreted Interest Current Year</u>	<u>Outstanding June 30, 2010</u>
9/7/06	7.586	8/1/33	\$ 309,991	\$ 382,355		\$ 29,555	\$ 411,910
9/7/06	5.523	8/1/42	3,159,933	3,684,199		206,285	3,890,484
Totals			\$ 3,469,924	\$ 4,066,554	\$ 0	\$ 235,840	\$ 4,302,394

The outstanding obligation for the Series 2006A capital appreciation bonds at June 30, 2010, was as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Accretion Rate</u>	<u>Amount of Original Issue (Principal)</u>	<u>Accreted Interest</u>	<u>Totals</u>
2011-2015		\$ 0	\$ 0	\$ 0
2016-2020		0	0	0
2021-2025	7.586%	76,706	25,219	101,925
2026-2030	7.586%	148,490	48,820	197,310
2031-2035	7.586%	84,795	27,880	112,675
Totals		\$ 309,991	\$ 101,919	\$ 411,910

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 8 - GENERAL OBLIGATION BONDS (CONCLUDED)

B. Capital Appreciation Bonds (Concluded)

The annual requirements to amortize the Series 2006A capital appreciation bonds at June 30, 2010, are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2011-2015	\$ 0	\$ 0	\$ 0
2016-2020	0	0	0
2021-2025	76,706	203,294	280,000
2026-2030	148,490	551,510	700,000
2031-2035	84,795	475,205	560,000
Totals	\$ 309,991	\$ 1,230,009	\$ 1,540,000

The outstanding obligation for Series 2006B capital appreciation bonds at June 30, 2010, was as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Accretion</u> <u>Rate</u>	<u>Amount of</u> <u>Original Issue</u> <u>(Principal)</u>	<u>Accreted</u> <u>Interest</u>	<u>Totals</u>
2011-2015		\$ 0	\$ 0	\$ 0
2016-2020		0	0	0
2021-2025		0	0	0
2026-2030	5.523%	130,676	30,209	160,885
2031-2035	5.523%	1,165,346	269,423	1,434,769
2036-2040	5.523%	1,222,973	282,752	1,505,725
2041-2045	5.523%	640,938	148,167	789,105
Totals		\$ 3,159,933	\$ 730,551	\$ 3,890,484

The annual requirements to amortize the Series 2006B capital appreciation bonds at June 30, 2010, are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2011-2015	\$ 0	\$ 0	\$ 0
2016-2020	0	0	0
2021-2025	0	0	0
2026-2030	130,676	324,324	455,000
2031-2035	1,165,346	3,684,654	4,850,000
2036-2040	1,222,973	5,357,027	6,580,000
2041-2045	640,938	3,649,062	4,290,000
Totals	\$ 3,159,933	\$ 13,015,067	\$ 16,175,000

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 9 - CAPITAL LEASES

- A. On December 1, 2002, the District entered into a \$1,000,000 lease agreement to finance the remodel of its existing school facilities and the update of its technology systems. The agreement requires the District to make fifteen (15) annual payments of \$55,766 to a sinking fund maintained by US Bank. The sum of the annual payments plus interest earned on the sinking fund balance are expected to be sufficient to make a single \$1,000,000 lease payment on December 19, 2017 and pay-off the entire lease balance at that time. The lease does not include a prepayment option. The agreement provides for title to pass upon expiration of the lease period.

Future required sinking fund payments as of June 30, 2010 are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Sinking</u> <u>Fund</u> <u>Payments</u>
2011	\$ 55,766
2012	55,766
2013	55,766
2014	55,766
2015	55,766
2016-2020	<u>167,299</u>
Total sinking fund payments remaining	<u>\$ 446,129</u>
Lease payment due December 19, 2017	<u>\$ 1,000,000</u>

At June 30, 2010, the Debt Service Sinking Fund has a fund balance of \$420,893.

- B. On August 19, 2005, The District entered into a lease agreement to finance the acquisition of energy management equipment valued at \$156,600 at an interest rate of 4.095%. The agreement requires 10 annual payments of \$19,399. The agreement provides for title to pass upon expiration of the lease period.

Future minimum lease payments under this agreement are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Lease</u> <u>Payments</u>
2011	\$ 19,399
2012	19,399
2013	19,399
2014	19,399
2015	19,399
2016-2020	<u>19,399</u>
Total payments	116,394
Less amounts representing interest	<u>(13,264)</u>
Present value of net minimum lease payments	<u>\$ 103,130</u>

The District will receive no sublease rental revenues nor pay any contingent rentals for these leased improvements.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 10 - CERTIFICATES OF PARTICIPATION

In August 2006, the Sausalito School District Financing Corporation issued certificates of participation (COPS) in the amount of \$3,235,000 with interest rates ranging from 3.25% to 5.0%. The 2006 COPS were issued to refund the outstanding 1996 Refunding COPS and provide financing for the renovation, construction, and modernization of certain District facilities. At June 30, 2010, the principal balance outstanding was \$1,635,000.

The annual requirements to amortize the certificates of participation as of June 30, 2010 are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2011	\$ 400,000	\$ 77,375	\$ 477,375
2012	415,000	61,375	476,375
2013	440,000	41,000	481,000
2014	380,000	19,000	399,000
Totals	<u>\$ 1,635,000</u>	<u>\$ 198,750</u>	<u>\$ 1,833,750</u>

NOTE 11 - EARLY RETIREMENT INCENTIVES

In addition to the STRS pension benefits described in Note 15, the District provided an early retirement incentive benefit program through the Public Agency Retirement System (PARS). The PARS program was offered to all certificated employees with at least 30 years of teaching experience and with 10 years of service with the District. One certificated employee participated in the program in fiscal year 2009-10. The future liability for the early retirement incentive benefits at June 30, 2010, is \$42,200, and future payments are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>PARS</u>
2011	\$ 8,440
2012	8,440
2013	8,440
2014	8,440
2015	8,440
Total	<u>\$ 42,200</u>

NOTE 12 - OTHER POST EMPLOYMENT BENEFITS

From an accrual accounting perspective, the cost of other post employment benefits (OPEB), like the cost of pension benefits, should be associated with the periods in which the cost occurs, rather than in the future year when it will be paid. In adopting the requirements of Governmental Accounting Standards Board Statement No. 45 (GASB 45) during the year ended June 30, 2010, the District recognizes the cost of other post employment benefits in the year when employee services are received, reports the accumulated liability from prior years, and provides information useful in assessing potential demands on the District's future cash flows.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 12 - OTHER POST EMPLOYMENT BENEFITS (CONTINUED)

Plan Descriptions: The District provides medical coverage to classified employees with at least 15 years of service in the District who retire before the age of 65. The District subsidized coverage ceases after the earlier of 24 months or at age 65. The District contributes up to the employee only rate towards classified retiree health premiums up to the District's annual cap, which was \$8,698 at the time of the valuation.

All contracts with District employees will be renegotiated at various times in the future and, thus, costs and benefits are subject to change. Benefits and contribution requirements (both employee and employer) for the OPEB Plan are established by various labor agreements.

The District had twenty-three (23) active employees and one (1) retired employee covered by the OPEB Plan as of June 30, 2009, the effective date of the triennial OPEB valuation.

For the District, OPEB benefits are administered by District personnel. No separate financial statements are issued.

Funding Policy: The District currently pays for other post employment benefits on a pay-as-you-go basis, and these financial statements assume that pay-as-you-go funding will continue.

Annual OPEB Cost and Net OPEB Obligation/(Asset): The following table shows the components of the District's annual OPEB cost for the fiscal year ended June 30, 2010, the amount actually contributed to the Plan, and changes in the District's net OPEB obligation/(asset) that resulted in a net OPEB asset of \$715 for the year ended June 30, 2010.

Normal service cost with interest to end of year	\$ 4,000
Amortization of UAAL with interest to end of year	<u>1,000</u>
Annual required contribution (ARC)	5,000
Interest on Net OPEB Obligation	0
Adjustment to ARC	<u>(0)</u>
Annual OPEB cost (expense)	5,000
Contributions for the fiscal year	<u>(5,715)</u>
Increase in Net OPEB Obligation/(Asset)	(715)
Net OPEB Obligation - June 30, 2009	<u>0</u>
Net OPEB Obligation/(Asset) - June 30, 2010	<u>\$ (715)</u>
Percent of annual OPEB cost contributed	114.3%

In future years, three-year trend information will be presented. Fiscal year 2009-10 was the first year of implementation for GASB 45 and the District elected to implement prospectively, therefore, prior year comparative data is not available.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 12 - OTHER POST EMPLOYMENT BENEFITS (CONCLUDED)

Funded Status and Funding Progress: The funded status of the plan as of June 30, 2010, was as follows:

Active employees	\$ 25,000
Retired employees	<u>5,000</u>
Unfunded actuarial accrued liability (UAAL)	<u>\$ 30,000</u>
Annual covered payroll	\$ 801,087
UAAL as % of covered payroll	3.7%
Actuarial Value of Plan Assets	\$ 0

Actuarial Methods and Assumptions: Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing benefit costs between the employer and plan members to that point.

The projection of future benefits for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of future events far into the future. Examples include mortality, turnover, disability, retirement and other factors that affect the number of people eligible to receive future retiree benefits. Actuarially determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2009, actuarial valuation, the liabilities were computed using the projected unit credit method and the District's UAAL is being amortized using the level dollar basis over an open 30 year period. The actuarial assumptions utilized a 4.5% discount rate, the expected long-term rate of return on District assets. The valuation assumes an initial healthcare cost rate of 12% which grades down to an ultimate rate of 5% for year 9 and thereafter.

NOTE 13 - LONG-TERM LIABILITIES

A schedule of changes in long-term liabilities for the year ended June 30, 2010, is shown below:

	Balances July 1, 2009	Additions	Deductions	Balances June 30, 2010	Due within One Year
Compensated Absences	\$ 15,760	\$ 3,655		\$ 19,415	
General Obligation Bonds:					
Current Interest	11,755,000		\$ 275,000	11,480,000	\$ 290,000
Capital Appreciation	4,066,554	235,840		4,302,394	
Capital Leases	1,117,765		14,635	1,103,130	15,250
Certificates of Participation	2,020,000		385,000	1,635,000	400,000
Early Retirement Incentives	0	42,200		42,200	8,440
Totals	<u>\$ 18,975,079</u>	<u>\$ 281,695</u>	<u>\$ 674,635</u>	<u>\$ 18,582,139</u>	<u>\$ 713,690</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 14 - FUND BALANCES

The District's fund balances at June 30, 2010 consisted of the following:

	General Fund	Bond Interest and Redemption Fund	Corporation Debt Service Fund	Building Fund	Capital Projects - Special Reserve Fund	Corporation Acquisition Fund	Non-Major Governmental Funds	Totals
Reserved For:								
Revolving Fund	\$ 1,000						\$ 40	\$ 1,040
Debt Service		\$ 541,754	\$ 323,513				420,893	1,286,160
Legally Restricted	175,442							175,442
Unreserved:								
Designated For:								
Economic								
Uncertainties	617,955							617,955
Other Designations	94,786			\$ 225			350,005	445,016
Undesignated	350,555				\$ 42,866	\$ 1,721,205	400	2,115,026
Total Fund Balances	<u>\$ 1,239,738</u>	<u>\$ 541,754</u>	<u>\$ 323,513</u>	<u>\$ 225</u>	<u>\$ 42,866</u>	<u>\$ 1,721,205</u>	<u>\$ 771,338</u>	<u>\$ 4,640,639</u>

NOTE 15 - EMPLOYEE RETIREMENT SYSTEMS

Qualified employees are covered under multiple-employer contributory retirement plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS) and classified employees are members of the Public Employees' Retirement System (PERS).

A. State Teachers' Retirement System (STRS)

Plan Description

The District contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability, and survivor benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

Funding Policy

Active plan members are required to contribute 8.0% of their salary and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2009-10 was 8.25% of annual payroll. The contribution requirements of the plan members are established by State statute. The District's contributions to STRS for the fiscal years ended June 30, 2010, 2009, and 2008, were \$121,440, \$119,046, and \$99,774, respectively, and equal 100% of the required contributions for each year.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 15 - EMPLOYEE RETIREMENT SYSTEMS (CONCLUDED)

B. California Public Employees' Retirement System (CalPERS)

Plan Description

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814.

Funding Policy

Active plan members are required to contribute 7.0% of their salary and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for fiscal year 2009-10 was 9.709%. The contribution requirements of the plan members are established by State statute. The District's contributions to CalPERS for the fiscal years ended June 30, 2010, 2009, and 2008, were \$101,151, \$97,985, and \$91,882, respectively, and equal 100% of the required contributions for each year.

C. Social Security

As established by Federal law, all public sector employees who are not members of their employer's existing retirement system (STRS or PERS) must be covered by social security or an alternative plan. The District has elected to use Social Security as its alternative plan. Contributions made by the District and participating employee vest immediately. The District contributes 6.2% of each employee's gross earnings. In addition, each employee is required to contribute 6.2% of his or her gross earnings.

NOTE 16 - ON-BEHALF PAYMENTS MADE BY THE STATE OF CALIFORNIA

The District was the recipient of on-behalf payments made by the State of California to the State Teachers' Retirement System (STRS) for K-12 Education. This payment consists of state general fund contributions to STRS of \$62,809 (4.267% of salaries subject to STRS).

NOTE 17 - RISK MANAGEMENT

The District is exposed to various risks of loss related to theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year 2009-10, the District participated in one joint powers authority (JPA) for purposes of pooling for risk. There were no significant reductions in coverage during the year. Settlements have not exceeded coverage in any of the past three years.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 18 - JOINT VENTURES

The District participates in two joint ventures under joint powers agreements with Marin School Insurance Authority (MSIA) for workers' compensation and property and liability insurance, and Marin Pupils Transportation Agency (MPTA) for pupil transportation services for special education children. The relationships between the District and the JPAs are such that the JPAs are not component units of the District for financial reporting purposes.

The JPAs arrange for and/or provide coverage or transportation services for its members. The JPAs are governed by a board consisting of a representative from each member district. Each board controls the operations of their JPAs, including selection of management and approval of operating budgets independent of any influence by the member districts beyond their representation on the Board. Each member district pays a premium commensurate with the level of coverage or service requested and shares surpluses and deficits proportionately to their participation in the JPAs. The District is charged by the MPTA based upon actual cost of pupil transportation.

The JPAs are audited on an annual basis. Financial information can be obtained by contacting each JPA's management.

NOTE 19 - CHARTER SCHOOL

In accordance with Education Code Section 47605, the District approved a charter school agreement with Willow Creek Academy Charter School, which was renewed for an additional five years for the period July 1, 2009 through June 30, 2014. Under the terms of the agreement, the charter school is responsible for managing, budgeting, and accounting for its activities in accordance with accounting principles generally accepted in the United States of America. Therefore, the financial activities of the charter school are not included in the District's financial reports; however, the financial transactions between the charter school and the District are included.

NOTE 20 - COMMITMENTS AND CONTINGENCIES

A. State and Federal Allowances, Awards and Grants

The District has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursements will not be material.

B. Litigation

The District is subject to various legal proceedings and claims. In the opinion of management, the ultimate liability with respect to these actions will not materially affect the financial position or results of operations of the District.

NOTE 21 - SUBSEQUENT EVENT

On August 18, 2010, the District approved a PARS early retirement incentive benefit for one certificated employee. The future liability for this benefit is \$42,200 and requires annual payments of \$8,440 beginning in fiscal year 2010-11.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 22 - FUTURE GASB IMPLEMENTATION

In March of 2009, the Governmental Accounting Standards Board issued GASB Statement No. 54 (GASB 54), "*Fund Balance Reporting and Governmental Fund Type Definition*," with required implementation for the District during the year ended June 30, 2011. The objective of GASB 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. GASB 54 establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The statement provides for fund balance classifications such as restricted, committed, assigned, and unassigned.

SUPPLEMENTARY INFORMATION SECTION

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL - GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	Original Budget	Final Budget	Actual	Variance with Final Budget Favorable (Unfavorable)
<u>Revenues</u>				
Revenue Limit Sources:				
State Apportionment	\$ 102,001	\$ 102,880	\$ 102,880	
Local Sources	3,935,005	3,904,862	3,886,773	\$ (18,089)
Total Revenue Limit Sources	4,037,006	4,007,742	3,989,653	(18,089)
Federal Revenue	201,859	343,854	324,632	(19,222)
Other State Revenue	1,494,487	885,965	897,709	11,744
Other Local Revenue	255,876	807,379	776,546	(30,833)
Total Revenues	5,989,228	6,044,940	5,988,540	(56,400)
<u>Expenditures</u>				
Certificated Salaries	1,730,536	1,774,583	1,748,300	26,283
Classified Salaries	881,481	904,655	892,336	12,319
Employee Benefits	756,883	726,491	725,200	1,291
Books and Supplies	191,581	306,469	214,727	91,742
Services and Other				
Operating Expenditures	1,316,960	1,963,307	1,840,071	123,236
Capital Outlay		64,645	61,370	3,275
Debt Service:				
Principal Retirement	14,065	14,635	14,635	
Interest and Fiscal Charges	5,334	4,764	4,764	
Other Expenditures	483,512	534,140	507,454	26,686
Total Expenditures	5,380,352	6,293,689	6,008,857	284,832
Excess of Revenues Over (Under) Expenditures	608,876	(248,749)	(20,317)	228,432
<u>Other Financing (Uses)</u>				
Operating Transfers Out	(644,592)	(103,545)	(110,243)	(6,698)
Net Change in Fund Balances	(35,716)	(352,294)	(130,560)	\$ 221,734
Fund Balances - July 1, 2009	1,370,298	1,370,298	1,370,298	
Fund Balances - June 30, 2010	\$ 1,334,582	\$ 1,018,004	\$ 1,239,738	

SAUSALITO MARIN CITY SCHOOL DISTRICT
 COMBINING BALANCE SHEET
 NON-MAJOR GOVERNMENTAL FUNDS
 JUNE 30, 2010

	<u>Deferred Maintenance</u>	<u>Cafeteria</u>
<u>Assets</u>		
Deposits and Investments	\$ 400	\$ 40
Receivables		14,571
Total Assets	<u>\$ 400</u>	<u>\$ 14,611</u>
<u>Liabilities and Fund Balances</u>		
Liabilities:		
Accounts Payable		\$ 845
Due to Other Funds		13,726
Total Liabilities		<u>14,571</u>
Fund Balances:		
Reserved		40
Unreserved:		
Designated		
Undesignated	\$ 400	
Total Fund Balances	<u>400</u>	<u>40</u>
Total Liabilities and Fund Balances	<u>\$ 400</u>	<u>\$ 14,611</u>

Special Revenue - Special Reserve	Debt Service	County School Facilities	Total Non-Major Governmental Funds
\$ 347,631	\$ 350,479 70,414	\$ 2,374	\$ 700,924 84,985
\$ 347,631	\$ 420,893	\$ 2,374	\$ 785,909
			\$ 845 13,726
			14,571
	\$ 420,893		420,933
\$ 347,631		\$ 2,374	350,005 400
347,631	420,893	2,374	771,338
\$ 347,631	\$ 420,893	\$ 2,374	\$ 785,909

SAUSALITO MARIN CITY SCHOOL DISTRICT
 COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND
 CHANGES IN FUND BALANCES
 NON-MAJOR GOVERNMENTAL FUNDS
 FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	<u>Deferred Maintenance</u>	<u>Cafeteria</u>
<u>Revenues</u>		
Federal Revenue		\$ 88,546
State Revenue		5,927
Local Revenue	\$ (56)	849
Total Revenues	<u>(56)</u>	<u>95,322</u>
<u>Expenditures</u>		
Food Services		146,599
Plant Services	14,431	
Facilities Acquisition and Construction		
Total Expenditures	<u>14,431</u>	<u>146,599</u>
Excess of Revenues Over (Under) Expenditures	(14,487)	(51,277)
<u>Other Financing Sources</u>		
Operating Transfers In	<u>14,431</u>	<u>40,045</u>
Net Change in Fund Balances	(56)	(11,232)
Fund Balances - July 1, 2009	<u>456</u>	<u>11,272</u>
Fund Balances - June 30, 2010	<u>\$ 400</u>	<u>\$ 40</u>

<u>Special Revenue - Special Reserve</u>	<u>Debt Service</u>	<u>County School Facilities</u>	<u>Total Non-Major Governmental Funds</u>
			\$ 88,546
			5,927
\$ 3,387	\$ 4,722	\$ 58	8,960
<u>3,387</u>	<u>4,722</u>	<u>58</u>	<u>103,433</u>
			146,599
			14,431
		4,626	4,626
<u>0</u>	<u>0</u>	<u>4,626</u>	<u>165,656</u>
3,387	4,722	(4,568)	(62,223)
	55,766		110,242
3,387	60,488	(4,568)	48,019
344,244	360,405	6,942	723,319
<u>\$ 347,631</u>	<u>\$ 420,893</u>	<u>\$ 2,374</u>	<u>\$ 771,338</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT
ORGANIZATION/BOARD OF TRUSTEES/ADMINISTRATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

ORGANIZATION

The Sausalito Marin City School District comprises and serves the City of Sausalito, Marin City, and several military installations. There were no changes in the boundaries of the District during the current year. The District currently operates two elementary schools serving students in kindergarten through grade eight.

BOARD OF TRUSTEES

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>
Mark Trotter	President	December 2010
Shirley Thornton, Ed.D.	Vice President	December 2010
Karen Benjamin	Clerk	December 2012
William Ziegler	Member	December 2012
Thomas Newmeyer	Member	December 2010

ADMINISTRATION

Dr. Debra A. Bradley
Superintendent

Margaret Bonardi
Business Manager

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF AVERAGE DAILY ATTENDANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

<u>Elementary</u>	<u>P-2 Report</u>	<u>Annual Report</u>
Kindergarten	20.17 *	20.64 *
First through Third	62.98 *	63.26 *
Fourth through Sixth	39.16 *	39.35 *
Seventh and Eighth	32.67 *	32.41 *
Special Education - SDC	1.82 *	1.99 *
Special Education - Nonpublic	1.94	1.91
Extended Year - Nonpublic	0.11	0.11
Totals	<u>158.85</u>	<u>159.67</u>

* ADA presented represent numbers that were submitted to the California Department of Education by the District and are subject to the qualifications noted on page 64 and Finding **10 - 3 / 10000**.

SAUSALITO MARIN CITY SCHOOL DISTRICT

SCHEDULE OF INSTRUCTIONAL TIME

FOR THE FISCAL YEAR ENDED JUNE 30, 2010

<u>Grade Level</u>	<u>1982-83 Actual Minutes</u>	<u>Adjusted 1982-83 Actual Minutes</u>	<u>1986-87 Minutes Required</u>	<u>Adjusted 1986-87 Minutes Required</u>	<u>2009-10 Actual Minutes</u>	<u>Number of Days Traditional Calendar</u>	<u>Number of Days Multitrack Calendar</u>	<u>Status</u>
Kindergarten	31,500	30,625	36,000	35,000	52,410	180	N/A	In Compliance
Grade 1	45,500	44,237	50,400	49,000	57,075	180	N/A	In Compliance
Grade 2	45,500	44,237	50,400	49,000	57,075	180	N/A	In Compliance
Grade 3	45,500	44,237	50,400	49,000	59,130	180	N/A	In Compliance
Grade 4	54,250	52,744	54,000	52,500	59,130	180	N/A	In Compliance
Grade 5	54,250	52,744	54,000	52,500	59,130	180	N/A	In Compliance
Grade 6	54,250	52,744	54,000	52,500	62,813	180	N/A	In Compliance
Grade 7	54,250	52,744	54,000	52,500	62,813	180	N/A	In Compliance
Grade 8	54,250	52,744	54,000	52,500	62,813	180	N/A	In Compliance

SAUSALITO MARIN CITY SCHOOL DISTRICT

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE FISCAL YEAR ENDED JUNE 30, 2010

<u>Program Name</u>	<u>Federal Catalog Number</u>	<u>Pass-Through Identification Number</u>	<u>Federal Program Expenditures</u>
U.S. Department of Agriculture:			
Passed through California			
Department of Education (CDE):			
National School Lunch	10.555	13524	\$ 69,903
Needy Breakfast	10.553	13526	18,643
U.S. Department of Education:			
Passed through CDE:			
<i>Title I, Part A Cluster:</i>			
NCLB: Title I Basic Grant Low-Income & Neglected	84.010	14329	92,440
NCLB: ARRA Title I Basic Grant Low-Income & Neglected	84.389	15005	33,869
NCLB: Title II - Improving Teacher Quality	84.367	14341	27,075
NCLB: Title II - Enhancing Education Through Technology	84.318	14334	916
NCLB: Title III - Limited English Proficient	84.365	10084	1,520
NCLB: Title IV - Drug Free Schools	84.186	14347	1,484
ARRA State Fiscal Stabilization Fund	84.394	25008	44,591
Passed through Marin County SELPA:			
<i>Special Education Cluster:</i>			
IDEA Part B Basic Local Assistance	84.027	13379	50,912
ARRA IDEA Part B Local Assistance	84.391	15003	69,741
Received Direct:			
Federal Impact Aid	84.041	n/a	19,297
U.S. Department of Health and Human Services:			
Passed through CDE:			
Medi-Cal Billing	93.778	10013	20,613
Total			<u>\$ 451,004</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT
WITH AUDITED FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	General Fund	Building Fund	Capital Projects - Special Reserve Fund	Cafeteria Fund
June 30, 2010 Annual Financial and Budget Report Fund Balances	\$ 1,179,292	\$ 20,948	\$ 68,863	\$ 13,766
Adjustments Increasing (Decreasing) Fund Balances:				
Overstatement of Transfers Out	60,446			
Overstatement of Transfers In		(20,723)	(25,997)	(13,726)
June 30, 2010 Audited Financial Statements Fund Balances	<u>\$ 1,239,738</u>	<u>\$ 225</u>	<u>\$ 42,866</u>	<u>\$ 40</u>

Auditor's Comments

The audited financial statements of all other funds were in agreement with the Annual Financial and Budget Report for the fiscal year ended June 30, 2010.

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	GENERAL FUND			
	(Budget)** 2010-11	2009-10	2008-09	2007-08
Revenues and Other Financial Sources	\$ 5,527,904	\$ 5,988,540	\$ 5,734,095	\$ 5,431,932
Expenditures	5,507,754	6,008,857	5,384,983	5,100,596
Other Uses and Transfers Out	93,198	110,243	108,248	103,767
Total Outgo	5,600,952	6,119,100	5,493,231	5,204,363
Change in Fund Balance	(73,048)	(130,560)	240,864	227,569
Ending Fund Balance	\$ 1,166,690	\$ 1,239,738	\$ 1,370,298	\$ 1,129,434
Available Reserves	\$ 905,445	\$ 968,510	\$ 832,572	\$ 776,012
Designated for Economic Uncertainties	\$ 560,096	\$ 617,955	\$ 553,248	\$ 525,436
Undesignated Fund Balance	\$ 345,349	\$ 350,555	\$ 279,324	\$ 250,576
Available Reserves as a Percentage of Total Outgo	16.2%	15.8%	15.2%	14.9%
Average Daily Attendance at P-2	153	159 *	153	128
Total Long-Term Liabilities	\$ 18,160,323	\$ 18,582,139	\$ 18,975,079	\$ 19,419,352

* See qualification on page 64 and Finding 10 - 3 / 10000.

** Amounts reported for the 2010-11 budget are presented for analytical purposes only and have not been audited.

The fund balance of the General Fund increased \$96,578 (8.6%) over the past two years. The fiscal year 2010-11 budget projects a decrease of \$73,048 (5.9%). For a district this size, the state recommends available reserves of at least 5% of total general fund expenditures, transfers out, and other uses (total outgo).

The District incurred an operating deficit of \$130,560 during fiscal year 2009-10, and produced operating surpluses of \$240,864 and \$227,569 during fiscal years 2008-09 and 2007-08, respectively.

Average daily attendance (ADA) increased 31 ADA over the past two years. The District projects a decrease of 6 ADA during fiscal year 2010-11.

Total long-term liabilities decreased \$837,213 over the past two years, due primarily to the reduction of the District's obligations for general obligation bonds and certificates of participation.

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF CHARTER SCHOOLS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

<u>Charter School</u>	<u>District Audit</u>
Willow Creek Academy	Excluded

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - PURPOSE OF STATEMENTS AND SCHEDULES

A. Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 34, the District is required to present a Schedule of Revenues, Expenditures, and Changes in Fund Balance budgetary comparison for the General Fund and each Major Special Revenue Fund that has an adopted budget. This schedule presents the original adopted budget, final adopted budget, and the actual revenues and expenditures of each of these funds by object.

B. Combining Statements

Combining statements are presented for purposes of additional analysis, and are not a required part of the District's basic financial statements. These statements present more detailed information about the financial position and financial activities of the District's individual funds.

C. Schedule of Average Daily Attendance

Average daily attendance is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

D. Schedule of Instructional Time

The District received state funding under the Basic Aid Provision and therefore did not receive incentive funding for increasing instructional time as provided by the incentive for longer day instructional day. This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of Education Code Sections 46200 through 46206.

E. Schedule of Expenditures of Federal Awards

The accompanying schedule of expenditures of federal awards includes the federal grant activities of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

F. Reconciliation of Annual Financial and Budget Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balances of all funds, as reported in the Annual Financial and Budget Report to the audited financial statements.

G. Schedule of Financial Trends and Analysis

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

SAUSALITO MARIN CITY SCHOOL DISTRICT
NOTES TO SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - PURPOSE OF STATEMENTS AND SCHEDULES (CONCLUDED)

H. Schedule of Charter Schools

This schedule lists all charter schools chartered by the District and identifies whether or not the charter schools were included or excluded from the audit of the District.

OTHER INDEPENDENT AUDITOR'S REPORTS SECTION

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

REPORT ON STATE COMPLIANCE

Board of Trustees
Sausalito Marin City School District
Sausalito, California

We have audited the basic financial statements of Sausalito Marin City School District, as of and for the year ended June 30, 2010, and have issued our report thereon dated December 10, 2010. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the provisions of California Code of Regulations, Title 5, Education, Section 19810 and following; and the Education Audit Appeals Panel's *Standards and Procedures for Audits of California K-12 Local Educational Agencies 2009-10*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The District's management is responsible for the District's compliance with laws and regulations. In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with the state laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures in Education Audit Appeals Panel's Audit Guide</u>	<u>Procedures Performed</u>
Attendance Accounting:		
Attendance Reporting	8	6 (see below)
Kindergarten Continuance	3	Yes
Independent Study	23	No (see below)
Continuation Education	10	Not Applicable
Instructional Time for School Districts	6	Yes
Instructional Time for County Offices of Education	3	Not Applicable
Instructional Materials Program:		
General Requirements	8	Yes
Ratios of Administrative Employees to Teachers	1	Yes
Classroom Teacher Salaries	1	Yes
Early Retirement Incentive Program	4	Not Applicable
GANN Limit Calculation	1	Yes
School Accountability Report Card	3	Yes
Public Hearing Requirement - Receipt of Funds	1	Yes

<u>Description</u>	<u>Procedures In Education Audit Appeals Panel's Audit Guide</u>	<u>Procedures Performed</u>
Class Size Reduction:		
General Requirements	7	Yes
Option One	3	Yes
Option Two	4	Not Applicable
Districts or Charter Schools With Only One School Serving Grades K-3	4	Yes
After School Education and Safety Program:		
General Requirements	4	Yes
After School	4	Yes
Before School	5	Not Applicable
Contemporaneous Records of Attendance For Charter Schools	1	Not Applicable
Mode of Instruction for Charter Schools	1	Not Applicable
Nonclassroom-Based Instruction/ Independent Study for Charter Schools	15	Not Applicable
Determination of Funding for Nonclassroom-Based Instruction for Charter Schools	3	Not Applicable
Annual Instructional Minutes - Classroom Based For Charter Schools	3	Not Applicable

We were unable to trace monthly summary totals to source documentation since the District could not locate the teacher certified attendance records. We were also unable to determine that absences recorded on absence notes and/or absence logs were consistently excluded from average daily attendance since the District was unable to locate the majority of the absence notes and/or attendance logs.

We did not perform tests for the independent study program because the ADA claimed by the District does not exceed the threshold that requires testing.

Based on our audit, we found that, for the items tested, the Sausalito Marin City School District complied with the state laws and regulations of the state programs referred to above, except as described in the accompanying Schedule of Findings and Questioned Costs. Further, based on our examination, for items not tested, nothing came to our attention to indicate that the Sausalito Marin City School District had not complied with the state laws and regulations.

This report is intended solely for the information and use of the District's Board, management, California State Controller's Office, California Department of Finance, California Department of Education, and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

December 10, 2010

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Trustees
Sausalito Marin City School District
Sausalito, California

We have audited the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Sausalito Marin City School District, as of and for the year ended June 30, 2010, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 10, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses, and other deficiencies that we consider to be significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Questioned Costs to be a material weakness, noted as Finding 10 - 1.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying Schedule of Findings and Questioned Costs to be a significant deficiency, noted as Finding 10 - 2.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The District's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. We did not audit the responses and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the District's Board, management, California State Controller's Office, California Department of Finance, California Department of Education, and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

December 10, 2010

FINDINGS AND QUESTIONED COSTS SECTION

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:

Unqualified

Internal control over financial reporting:

Material weaknesses identified?

 X Yes No

Significant deficiencies identified not considered
to be material weaknesses?

 X Yes None reported

Noncompliance material to financial statements noted?

 Yes X No

State Awards

Internal control over state programs:

Material weaknesses identified?

 X Yes No

Significant deficiencies identified not considered
to be material weaknesses?

 X Yes None reported

Type of auditor's report issued on compliance for
state programs:

Qualified

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SECTION II - FINANCIAL STATEMENT FINDINGS

10 - 1 / 30000

MATERIAL WEAKNESS

FINANCIAL REPORTING - UNAUDITED ACTUALS

<u>Criteria:</u>	Each year, school districts are responsible for preparing complete and accurate financial information, which is reported to the California Department of Education in the form of the "Unaudited Actuals" Financial Report. Accordingly, districts should have an effective system of internal control over financial reporting that will ensure that the information contained in the report is free of material misstatement.
<u>Condition:</u>	The District's "Unaudited Actuals" included misstatements that we consider to be material to the District's annual financial statements. Accordingly, it appears that internal control over financial reporting was inadequate in the areas where the audit adjustments were required.
<u>Questioned Costs:</u>	None.
<u>Context:</u>	The adjustments that were made to ensure that the financial statements were fairly stated are presented on page 58 of this report.
<u>Effect:</u>	When an effective system of internal control over financial reporting is not in place, there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.
<u>Cause:</u>	The District was given incorrect instructions on how to record year end journal entries to eliminate deficit cash balances in two funds.
<u>Recommendation:</u>	The District should develop procedures to ensure that temporary borrowing between funds is recorded on the general ledger as a loan rather than a permanent equity transfer between funds.
<u>District Response:</u>	The District will update its procedures for temporary borrowing between funds. Procedures will record these temporary transfers as loans rather than permanent equity transfers.

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

10 - 2 / 30000

SIGNIFICANT DEFICIENCY

CAFETERIA FUND OPERATIONS

Criteria: The Cafeteria Fund should operate on a break-even basis.

Condition: The Cafeteria Fund does not operate on a break-even basis. The Cafeteria Fund has incurred operating deficits in each of the last three years and has relied upon annual contributions from the General Fund. A summary of the operating deficits and annual contributions are as follows:

	Budget <u>2010-11</u>	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Cafeteria Fund				
Operating Deficits	\$ 39,460	\$ 51,277	\$ 38,377	\$ 30,086
General Fund				
Contributions	\$ 33,000	\$ 40,045	\$ 42,482	\$ 37,000

Questioned Cost: None.

Context: The Cafeteria Fund is incurring annual operating deficits and has become dependent on annual General Fund contributions.

Effect: If cafeteria revenues do not increase or appropriate program cuts are not made, the current trend of deficit spending in the Cafeteria Fund will likely continue.

Cause: Based on the number of paid and reduced meals served during the year, the District should have collected \$5,885 in local revenue; however, the District recognized only \$993 of local revenue during the year. In addition, there appears to be a significant amount of waste regarding meals that are discarded on a daily basis as a result of faulty meal order counts. District staff prepared an analysis of meal service for 73 lunch periods and 60 breakfast periods. Based on the District's analysis, the annual value of meals that were discarded in fiscal year 2009-10 is estimated to be \$7,590.

Recommendation: The District should implement program changes that will allow the Cafeteria Fund to operate closer to a break-even basis. Program changes should address efforts to improve collection procedures and procedures that will provide cafeteria staff with more accurate meal order counts.

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SECTION II - FINANCIAL STATEMENT FINDINGS (CONCLUDED)

CAFETERIA FUND OPERATIONS (CONCLUDED)

District Response:

The District has revised its classroom count procedure with staff, allowing for closer monitoring. The same process was instituted with our ASES Program personnel. This school year, 2010-11, is the base year for Provision 2 claiming, which will allow for increased reimbursements. The District makes every effort to work within the funding parameters of the program; however, operating on a break even basis is further complicated by the escalating costs of health insurance, unemployment and PERS (Public Employee Retirement System) obligations.

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS

10 - 3 / 10000

MATERIAL WEAKNESS

ATTENDANCE

<u>Criteria:</u>	<ol style="list-style-type: none">1. Due to the direct relationship between attendance and state apportionments, each LEA must develop and maintain accurate attendance records to support the attendance reported to the State.2. California's compulsory education law (Education Code Section 48200) requires each person between six and eighteen years of age to attend public, full-time day school, and requires their parents or guardians to send them, unless legally exempt. The two principal exemptions are (1) instruction in a private, full-time day school, or (2) instruction by a tutor or other person holding a valid California teaching credential for the grade level being taught (Education Code Sections 48220, 48222, 48224). In order to comply with the compulsory education law, the District's Board of Trustees adopted policies on what school sites should maintain as documentation to support student absences, such as notes, phone logs, etc.
<u>Conditions:</u>	<ol style="list-style-type: none">1. Bayside Elementary School and Martin Luther King Jr. Academy were unable to locate any teacher certified attendance records.2. Bayside Elementary School and Martin Luther King Jr. Academy were unable to locate a majority of the supporting absence notes and phone logs.
<u>Questioned Costs:</u>	<ol style="list-style-type: none">1-2. There is no way to reasonably quantify whether average daily attendance (ADA) is correctly stated due to the missing teacher certified attendance registers and absence notes and phone logs, however, the District receives funding under the Basic Aid provision and any questioned ADA would have no impact on the amount of state aid received by the District.
<u>Context:</u>	<ol style="list-style-type: none">1-2. The conditions were present throughout fiscal year 2009-10.
<u>Effect:</u>	<ol style="list-style-type: none">1. There is no documented evidence that attendance was taken by teachers, and there are no certifications by teachers as to the accuracy or completeness of the reported attendance.2. The District may not comply with the requirements of Education Code Section 48200.
<u>Cause:</u>	<ol style="list-style-type: none">1-2. The school sites forward all attendance records and supporting documentation to the District Office at the end of each school year. The District Office did not receive any records from the sites, and did not realize the records were missing until requested by the auditors.

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

ATTENDANCE (CONCLUDED)

Recommendation: 1-2. The District should develop procedures to ensure that all attendance records, which support the attendance reported to the State, are maintained in accordance with the State's records retention requirements.

District Response: At month end, District site secretaries will forward a copy of all signed grade attendance reports. At year end, District site secretaries will hand deliver all original copies of daily classroom attendance sheets with corresponding parent communications. A sign off sheet will be provided and included in the attendance record.

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

10 - 4 / 40000

SIGNIFICANT DEFICIENCY

CLASS SIZE REDUCTION

Criteria: Small school districts may qualify under the provisions of Education Code Section 52122(h) to receive class size reduction funding for classes with an average up to 22 pupils. In order to qualify, a school district must have only one school that serves kindergarten and grades one through grade three; have no more than two classes per participating grade level and the average class size is no more than 20 pupils in each of the classes participating at that schoolsite; and the school district's governing board must make a public declaration that all possible alternatives to averaging have been exhausted and the district was unable to achieve the 20:1 ratio in a way that is educationally acceptable.

Condition: The District incorrectly reported a class of 21 eligible pupils on the Form J-7CSR.

Questioned Costs: None. Class size reduction funding claimed for fiscal year 2009-10 was understated by \$2,142. (2 eligible pupils x \$1,071)

Context: The District complied with all other class size reduction program compliance requirements.

Effect: The District claimed less funding than it was entitled to receive for fiscal year 2009-10, based on the actual number of eligible pupils served in qualifying class size reduction classes.

Cause: The District reported the class of 21 pupils on the line that calculates a 5% penalty, rather than on the line for a class size of 21 for districts that qualify under the small school exception.

Recommendation: The District should establish procedures to ensure that the correct number of eligible pupils is reported to the CDE. In addition, the District should file a revised Form J-7CSR for fiscal year 2009-10 to report a total of 73 eligible pupils, as follows:

Revised J-7CSR (Audited)

<u>Grade Level</u>	<u>Class Size</u>				<u>Total</u>
	<u>14</u>	<u>18</u>	<u>20</u>	<u>21</u>	
Kindergarten	0	0	1	0	1
Grade One	0	1	0	0	1
Grade Two	0	0	0	1	1
Combo	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
Subtotal	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>4</u>
Eligible Pupils	<u>14</u>	<u>18</u>	<u>20</u>	<u>21</u>	<u>73</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

CLASS SIZE REDUCTION (CONCLUDED)

District Response:

The District will establish procedures to ensure that the correct number of eligible pupils is reported to the CDE. The District will file a revised Form J-7-CSR for fiscal year 2009-10.

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

10 - 5 / 40000

SIGNIFICANT DEFICIENCY

AFTER SCHOOL EDUCATION AND SAFETY PROGRAM - ATTENDANCE

Criteria:

1. In accordance with Education Code Section 8483 (a)(2), it is the intent of the Legislature that elementary school pupils attend the entire program every day that the program operates, with the exception of absences allowed under the District's early release policy. Since the District's program begins upon the conclusion of the regular school day and ends at 6:00 p.m., each elementary pupil is expected to attend the afterschool program until 6:00 p.m., unless his/her absence is supported by a properly completed early release form, which specifies an absence reason that is considered allowable in accordance with the District's early release policy. Accordingly, the District should develop and maintain appropriate daily attendance records that identify each pupil's exact time of arrival and departure; a comprehensive early release policy, which identifies all early release absences that are considered allowable for purposes of determining pupil eligibility, and early release forms that identify the specific reasons for the absences and the specific dates or time periods covered by the early release forms.
2. In accordance with Education Code Section 8483 (a)(2), it is the intent of the Legislature that middle school pupils attend at least nine hours a week and three days a week, with the exception of absences allowed under the District's early release policy. As a result, program attendance records and supporting documentation should be configured in a manner that will substantiate that each middle school pupil is attending at least nine hours a week and three days a week, unless his/her absence is supported by a properly completed early release form, which specifies an absence reason that is considered allowable in accordance with the District's early release policy. Accordingly, the District should develop and maintain appropriate daily attendance records that identify each pupil's exact time of arrival and departure; a comprehensive early release policy, which identifies all early release absences that are considered allowable for purposes of determining pupil eligibility; and early release forms that identify the specific reasons for the absences and the specific dates or time periods covered by the early release forms.

Conditions:

1. The District did not have documentation to support the reason for the early release of pupils on a consistent basis.
2. Sign-out sheets, documenting the time of the early release and the reason for early release, were not available for review.

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONCLUDED)

AFTER SCHOOL EDUCATION AND SAFETY PROGRAM - ATTENDANCE (CONCLUDED)

<u>Questioned Costs:</u>	The Education Audit Appeals Panel's Standards and Procedures for Audits of California K-12 Local Education Agencies 2009-10 do not require questioned costs to be identified for the after school component noncompliance items noted above.
<u>Context:</u>	<ol style="list-style-type: none">1. The condition appeared to be present throughout fiscal year 2009-10 at Bayside Elementary and Willow Creek Academy.2. The condition appeared to be present throughout fiscal year 2009-10 at Martin Luther King Jr. Academy. The District did have attendance records to document the arrival of students to the program on a daily basis.
<u>Effect:</u>	Program records maintained by the District do not adequately substantiate compliance with Education Code Section 8483 (a)(2).
<u>Cause:</u>	The District has not adequately monitored the program to ensure that it is being operated in accordance with all state requirements.
<u>Recommendation:</u>	The District should provide appropriate training and guidance to program personnel. Training should include procedures to ensure that the reason for the early release of pupils from the after school program is properly documented in writing, as well as to ensure that all supporting records are maintained in accordance with the State's records retention requirements.
<u>District Response:</u>	The District has a new provider for the ASES Program for 2010-11, Boys and Girls Clubs of Marin. Their personnel is following the District's early release policy, including the early sign out of students listing appropriate codes and sign off by program personnel. The Program Manager for the Boys and Girls Clubs of Marin will provide original documentation of both attendance and early release to the District Office, with signature acceptance by District office staff.

SAUSALITO MARIN CITY SCHOOL DISTRICT
STATUS OF PRIOR YEAR RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

<u>Recommendations</u>	<u>Current Status</u>	<u>Explanation If Not Fully Implemented</u>
<u>FINANCIAL STATEMENTS</u>		
09 - 1 / 30000		
<u>FINANCIAL REPORTING - UNAUDITED ACTUALS</u>		
The District should establish appropriate procedures that include a review of canceled warrants at the end of each financial reporting period to ensure that the related expenditures have been reversed during the same reporting period.	Implemented	
<u>STATE AWARDS</u>		
09 - 2 / 40000		
<u>AFTER SCHOOL EDUCATION AND SAFETY PROGRAM - ATTENDANCE</u>		
The daily attendance records should be modified to identify the exact arrival and departure times of each pupil, and the reasons for any students who are released from the program prior to 6:00 p.m.	Partially Implemented	Comment Repeated (10 - 5 / 40000)
The early release policy should be modified to include all allowable absences, including those related to student safety concerns or participation in parallel programs as valid reasons for early release from the ASES program.	Implemented	
The early release form should be modified to identify the specific reasons for pupil absences, and the specific dates and/or time periods covered by the early release forms.	Implemented	

SAUSALITO MARIN CITY SCHOOL DISTRICT
STATUS OF PRIOR YEAR RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

<u>Recommendations</u>	<u>Current Status</u>	<u>Explanation If Not Fully Implemented</u>
<u>STATE AWARDS (CONCLUDED)</u>		
09 - 3 / 40000		
<u>AFTER SCHOOL EDUCATION AND SAFETY PROGRAM - DAYS OF OPERATION</u>		
The District should obtain a thorough understanding of program requirements and establish an appropriate monitoring system to ensure that the District complies with all program requirements in the future.	Implemented	

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

**MEASURE I
GENERAL OBLIGATION BONDS
ELECTION OF 2004**

FINANCIAL AUDIT

JUNE 30, 2010

SAUSALITO MARIN CITY SCHOOL DISTRICT
MEASURE I
GENERAL OBLIGATION BONDS, ELECTION OF 2004
FINANCIAL AUDIT
JUNE 30, 2010

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FINANCIAL SECTION

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Sausalito Marin City School District

and

Citizens' Oversight Committee
Measure I, General Obligation Bonds, Election of 2004

We have audited the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Sausalito Marin City School District for the fiscal year ended June 30, 2010, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 10, 2010. We have also audited the accompanying Measure I, General Obligation Bonds, Election of 2004, Balance Sheet, and Statement of Revenues, Expenditures, and Changes in Fund Balance, as of and for the fiscal year ended June 30, 2010. These statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Measure I, General Obligation Bonds, Election of 2004, Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Measure I, General Obligation Bonds, Election of 2004, as of June 30, 2010, and the change in financial position thereof for the fiscal year ended June 30, 2010, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 10, 2010, on our consideration of Sausalito Marin City School District's internal controls over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

December 10, 2010

SAUSALITO MARIN CITY SCHOOL DISTRICT

MEASURE I
GENERAL OBLIGATION BONDS
ELECTION OF 2004

BALANCE SHEET

JUNE 30, 2010

Assets

Deposits and Investments (Note 2)	\$	133
Accounts Receivable:		
Miscellaneous		57,645
Total Assets	\$	<u>57,778</u>

Liabilities and Fund Balance

Liabilities:		
Accounts Payable	\$	36,830
Due to General Fund		20,723
Total Liabilities		57,553
Fund Balance:		
Unreserved:		
Designated for Measure I Projects		225
Total Liabilities and Fund Balance	\$	<u>57,778</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT
 MEASURE I
 GENERAL OBLIGATION BONDS
 ELECTION OF 2004
 STATEMENT OF REVENUES, EXPENDITURES, AND
 CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
 FOR THE FISCAL YEAR ENDED JUNE 30, 2010

	<u>Budget</u>	<u>Actual</u>
<u>Revenues</u>		
Transfer from Capital Projects - Special Reserve Fund	\$ 357,553	\$ 357,645
Interest	12,500	12,506
Total Revenues	<u>370,053</u>	<u>370,151</u>
<u>Expenditures</u>		
<i>District-wide:</i>		
Bond Administration:		
Salaries & Benefits - Coordinator	15,169	15,169
Legal	27,685	27,685
Division of State Architect	4,611	4,610
Other Administrative Costs	24,244	24,242
Capital Outlay:		
Land Improvements	59,762	58,790
Architectural Fees	66,177	66,176
Inspections	42,825	42,825
Portables	10,146	10,146
Permanent Construction	1,148,989	1,148,990
Technology Improvements	5,532	5,531
Testing Costs	7,938	7,891
Construction Management Fees	93,250	93,250
Equipment	76,859	76,881
Total Expenditures	<u>1,583,187</u>	<u>1,582,186</u>
Net Changes in Fund Balance	<u>\$ (1,213,134)</u>	<u>(1,212,035)</u>
Fund Balance - July 1, 2009		<u>1,212,260</u>
Fund Balance - June 30, 2010		<u>\$ 225</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT
MEASURE I
GENERAL OBLIGATION BONDS, ELECTION OF 2004
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

A. Accounting Policies

Sausalito Marin City School District (the "District") accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's California School Accounting Manual. The accounting policies of the District conform to U.S. generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

B. Fund Accounting

The accounts of the District are organized on the basis of funds, which are considered to be separate accounting entities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The proceeds from the sale of general obligation bonds, and the subsequent expenditure of the bond funds, are accounted for in the Building Fund of the District.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

Governmental funds are generally accounted for using the modified accrual basis of accounting. Their revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered).

D. Deposits and Investments

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001).

The County is authorized to deposit cash and invest excess funds by California *Government Code* Section 53648 et seq. The funds maintained by the County are either secured by the FDIC or are collateralized.

Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost.

SAUSALITO MARIN CITY SCHOOL DISTRICT
 MEASURE I
 GENERAL OBLIGATION BONDS, ELECTION OF 2004
 NOTES TO FINANCIAL STATEMENTS
 FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONCLUDED)

D. Deposits and Investments (Concluded)

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies; certificates of participation; obligations with first priority security; and collateralized mortgage obligations.

NOTE 2 - DEPOSITS AND INVESTMENTS

Summary of Deposits and Investments

The District has \$133 in County Pool Investments as of June 30, 2010.

County Pool Investments

County pool investments consist of District cash held by the Marin County Treasury that is invested in the county investment pool. The fair value of the District's investment in the pool is reported in the financial statements at amounts that are based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio).

General Authorization

Limitation as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedule below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations / Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Notes	5 years	30%	None
Mutual & Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None

SAUSALITO MARIN CITY SCHOOL DISTRICT
MEASURE I
GENERAL OBLIGATION BONDS, ELECTION OF 2004
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

NOTE 2 - DEPOSITS AND INVESTMENTS (CONCLUDED)

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rate will adversely affect the fair value of an investment. Generally, as the length of the maturity of an investment increases, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury that purchases a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. However, the District does not hold any investments in any one issuer that represent five percent or more of the total investments held by the District other than the external investment pool which is exempt.

OTHER INDEPENDENT AUDITOR'S REPORT SECTION

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Trustees
Sausalito Marin City School District

and

Citizens' Oversight Committee
Measure I, General Obligation Bonds, Election of 2004

We have audited the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Sausalito Marin City School District, as of and for the year ended June 30, 2010, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 10, 2010. We have also audited the accompanying Measure I, General Obligation Bonds, Election of 2004, Balance Sheet, and Statement of Revenues, Expenditures, and Changes in Fund Balance, as of and for the fiscal year ended June 30, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the Measure I, General Obligation Bonds, Election of 2004, financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified a certain deficiency in internal control over financial reporting that we consider to be a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Questioned Costs to be a material weakness, noted as Finding 10 - 1.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Measure I, General Obligation Bonds, Election of 2004, financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The District's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. We did not audit the response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the District's Board and the Measure I, General Obligation Bonds, Election of 2004, Citizens' Oversight Committee, and is not intended to be and should not be used by anyone other than these specified parties.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

December 10, 2010

FINDINGS AND RECOMMENDATIONS SECTION

SAUSALITO MARIN CITY SCHOOL DISTRICT
MEASURE I
GENERAL OBLIGATION BONDS, ELECTION OF 2004
SUMMARY OF FINDINGS AND RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

10 - 1

MATERIAL WEAKNESS

FINANCIAL REPORTING

<u>Criteria:</u>	Each year, school districts are responsible for preparing complete and accurate financial information, which is reported to the California Department of Education in the form of the "Unaudited Actuals" Financial Report. Accordingly, districts should have an effective system of internal control over financial reporting that will ensure that the information contained in the report is free of material misstatement.
<u>Condition:</u>	The District's Building Fund included a misstatement that we consider to be material to the District's annual financial statements. Accordingly, it appears that internal control over financial reporting was inadequate in the area where the audit adjustment was required.
<u>Questioned Costs:</u>	None.
<u>Context:</u>	An adjustment was recorded to ensure that the Measure I, General Obligation Bonds, Election of 2004, Balance Sheet, and Statement of Revenues, Expenditures, and Changes in Fund Balance were fairly stated. The adjustment decreased the ending fund balance by \$20,723.
<u>Effect:</u>	When an effective system of internal control over financial reporting is not in place, there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.
<u>Cause:</u>	The District was given incorrect instructions on how to record a year end journal entry to eliminate the deficit cash balance in the Building Fund.
<u>Recommendation:</u>	The District should develop procedures to ensure that temporary borrowing between funds is recorded on the general ledger as a loan rather than a permanent equity transfer between funds.
<u>District Response:</u>	The District will update its procedures for temporary borrowing between funds. Procedures will record these temporary transfers as loans rather than permanent equity transfers.

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

**MEASURE I
GENERAL OBLIGATION BONDS
ELECTION OF 2004**

PERFORMANCE AUDIT

JUNE 30, 2010

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

Board of Trustees
Sausalito Marin City School District

and

Citizens' Oversight Committee -
Measure I, General Obligation Bonds, Election of 2004

Dear Ladies and Gentlemen:

In order to comply with subparagraph (C) of paragraph (3) of subdivision (b) of Section 1 of Articles XIII A of the California Constitution, Sausalito Marin City School District requested the firm of Stephen Roatch Accountancy Corporation to conduct the required performance audit and financial audit of the Measure I, General Obligation Bonds, Election of 2004, for the fiscal year ended June 30, 2010.

The attached report provides the results of our work that is being referred to as the "Performance Audit". The scope of services for the performance audit is outlined in the report. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures performed for the purpose for which this report has been requested or for any other purpose. We performed our engagement in accordance with performance auditing standards issued by the Comptroller of the United States. For a clear understanding of our work, this report should be read in its entirety. The "Financial Auditing Services" requested by Sausalito Marin City School District will be covered by a separate audit report.

This report is not a financial audit report, the objective of which would be the expression of an opinion on specified records or accounts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters may have come to our attention. These matters would have been reported to you.

We appreciate the opportunity to serve the Sausalito Marin City School District and the Measure I, General Obligation Bonds, Citizens' Oversight Committee through this engagement. We hope that you will find the results of our work to be helpful.

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Habbas Nassar

Habbas Nassar
Vice President

SAUSALITO MARIN CITY SCHOOL DISTRICT
MEASURE I
GENERAL OBLIGATION BONDS, ELECTION OF 2004
PERFORMANCE AUDIT
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

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SAUSALITO MARIN CITY SCHOOL DISTRICT
MEASURE I
GENERAL OBLIGATION BONDS, ELECTION OF 2004
PERFORMANCE AUDIT
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

EXECUTIVE SUMMARY

Background

In a general election held on November 7, 2000, California voters approved Proposition 39, which provides that the governing board of a school district may pursue the authorization and issuance of bonds by a 55% vote of the electorate. As a result of the passage of Proposition 39, language was added to the Education Code addressing the requirement to establish a Citizens' Oversight Committee to monitor and audit bond proceeds to ensure they are spent only on school and classroom improvements and not for any other purpose.

Proposition 39 contains two specific reporting requirements that are applicable to the District's general obligation bond program. The first requirement is for school district boards to provide for an annual, independent financial audit of the proceeds from the sale of the bonds until all of the funds have been expended for school facilities projects. The second requirement is for school district boards to provide for an annual, independent performance audit to ensure that the bond funds have been expended only on the specific projects listed in the ballot measure.

Financial audits provide reasonable assurance about whether the financial statements of an entity present fairly the financial position and results of operations in conformity with U.S. generally accepted accounting principles.

Performance audits are an objective and systematic examination of evidence for the purpose of providing an independent assessment of the performance of an organization, program, or activity, in order to provide information to improve public accountability and facilitate decision making by parties with responsibility to oversee or initiate corrective action.

The Board of Trustees of Sausalito Marin City School District voted to place a 55% school facilities bond (Measure I) on the November 2004 ballot. On November 2, 2004, the Measure I, General Obligation Bonds, Election of 2004, were authorized at a special election of the registered voters of the District, at which 55% or more of the persons voting on the proposition voted to authorize the issuance and sale of general obligation bonds with a principal amount not to exceed \$15,900,000.

The Sausalito Marin City School District engaged Stephen Roatch Accountancy Corporation to perform the required financial and performance audits of the Measure I, General Obligation Bonds, Election of 2004, for the fiscal year ended June 30, 2010.

Objective

The objective of the performance audit is to provide an independent assessment of the District's compliance with certain state laws and procedures, as specified by the Sausalito Marin City School District, for the purpose of assisting the Measure I, General Obligation Bonds, Election of 2004, Citizens' Oversight Committee to:

- Inform the public concerning the expenditure of bond funds.
- Ensure that bond funds are expended only for the purposes described in the ballot measure.
- Ensure that no funds are used for any teacher or administrative salaries or any other school operating expenditures.

SAUSALITO MARIN CITY SCHOOL DISTRICT
MEASURE I
GENERAL OBLIGATION BONDS, ELECTION OF 2004
PERFORMANCE AUDIT
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

EXECUTIVE SUMMARY (CONCLUDED)

Scope of Services

To achieve the stated objective, the Sausalito Marin City School District requested Stephen Roatch Accountancy Corporation conduct a performance audit that consists solely of the following procedures:

- Review expenditures made from the bond proceeds and determine if the bond funds were used only for the purposes of the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities. (California Constitution, Article XIII A, 1(b)(3)(A))
- Review expenditures made from the bond proceeds and determine if any of the bond funds were used to pay for teacher or administrative salaries, or any other school operating expenditures. (California Constitution, Article XIII A, 1(b)(3)(A))
- Review expenditures made from the bond proceeds and determine if the bond funds were spent only on projects identified in the ballot measure. (California Constitution, Article XIII A, 1(b)(3)(C))
- Review expenditures made from the bond proceeds and determine if bond funds were expended in accordance with District and State guidelines for bidding and procurement.
- Review the accounting system and account codes used by the District, and determine if they provide an adequate system for tracking bond fund expenditures by project.
- Review and evaluate whether the District's actions are consistent with assertions presented in the ballot measure.
- Review payments made to vendors and contractors to determine if the payments were made in accordance with required payment schedules.
- Review the bond sale transactions and determine if all bond proceeds were deposited into the appropriate District funds and/or bond trustee accounts.
- Make recommendations that will help to improve the District bond program, if applicable.

Conclusion

On December 10, 2010, Stephen Roatch Accountancy Corporation completed the above procedures, which constitute the performance audit of the Measure I, General Obligation Bonds, Election of 2004, for the fiscal year ended June 30, 2010. The results of the performance audit are presented in the Summary of Audit Results section of this report.

SUMMARY OF AUDIT RESULTS

SAUSALITO MARIN CITY SCHOOL DISTRICT
MEASURE I
GENERAL OBLIGATION BONDS, ELECTION OF 2004
PERFORMANCE AUDIT
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SUMMARY OF AUDIT RESULTS

1. Procedure:

Review expenditures that will be charged against the bond proceeds and determine if they were used only for the purposes of the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities. (California Constitution, Article XIII A, 1(b)(3)(A))

Results:

All expenditures reviewed were made for allowable purposes in accordance California Constitution, Article XIII A, 1(b)(3)(A).

2. Procedure:

Review expenditures that will be charged against the bond proceeds and determine if they were used to pay for teacher or administrative salaries, or any other school operating expenditures. (California Constitution, Article XIII A, 1(b)(3)(A))

Results:

None of the expenditures reviewed were used to pay for teacher or administrative salaries, or any other school operating expenditures prohibited by California Constitution, Article XIII A, 1(b)(3)(A).

3. Procedure:

Review expenditures that will be charged against the bond proceeds and determine if they were spent only on projects identified in the ballot measure. (California Constitution, Article XIII A, 1(b)(3)(C))

Results:

All expenditures reviewed were made for projects that were identified in the ballot measure.

4. Procedure:

Review expenditures that will be charged against the bond proceeds and determine if they were expended in accordance with District and State guidelines for bidding and procurement.

Results:

We noted no instances where District and State guidelines for bidding and procurement were not followed.

SAUSALITO MARIN CITY SCHOOL DISTRICT
MEASURE I
GENERAL OBLIGATION BONDS, ELECTION OF 2004
PERFORMANCE AUDIT
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

SUMMARY OF AUDIT RESULTS (CONCLUDED)

5. Procedure:

Review the accounting system and account codes used by the District, and determine if they provide an adequate system for tracking bond fund expenditures by project.

Results:

The accounting system and account codes used by the District provide an adequate system for tracking bond fund expenditures by project.

6. Procedure:

Review and evaluate whether the District's actions are consistent with assertions presented in the ballot measure.

Results:

The District's actions appear to be consistent with assertions presented in the ballot measure.

7. Procedure:

Review payments made to vendors and contractors to determine if the payments were made in accordance with required payment schedules.

Results:

All payments reviewed were made in accordance with required payment schedules.

8. Procedure:

Review the bond sale transactions and determine if all bond proceeds were deposited into the appropriate District funds and/or bond trustee accounts.

Results:

There were no bonds sold during fiscal year 2009-10.

9. Procedure:

Make recommendations that will help to improve the District bond program, if applicable.

Results:

Our current year recommendations are included in the Findings and Recommendations Section of this report.

FINDINGS AND RECOMMENDATIONS SECTION

SAUSALITO MARIN CITY SCHOOL DISTRICT
MEASURE I
GENERAL OBLIGATION BONDS, ELECTION OF 2004
FINDINGS AND RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

10 - 1

MATERIAL WEAKNESS

FINANCIAL REPORTING

<u>Criteria:</u>	Each year, school districts are responsible for preparing complete and accurate financial information, which is reported to the California Department of Education in the form of the "Unaudited Actuals" Financial Report. Accordingly, districts should have an effective system of internal control over financial reporting that will ensure that the information contained in the report is free of material misstatement.
<u>Condition:</u>	The District's Building Fund included a misstatement that we consider to be material to the District's annual financial statements. Accordingly, it appears that internal control over financial reporting was inadequate in the area where the audit adjustment was required.
<u>Questioned Costs:</u>	None.
<u>Context:</u>	An adjustment was recorded to ensure that the Measure I, General Obligation Bonds, Election of 2004, Balance Sheet, and Statement of Revenues, Expenditures, and Changes in Fund Balance were fairly stated. The adjustment decreased the ending fund balance by \$20,723.
<u>Effect:</u>	When an effective system of internal control over financial reporting is not in place, there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.
<u>Cause:</u>	The District was given incorrect instructions on how to record a year end journal entry to eliminate the deficit cash balance in the Building Fund.
<u>Recommendation:</u>	The District should develop procedures to ensure that temporary borrowing between funds is recorded on the general ledger as a loan rather than a permanent equity transfer between funds.
<u>District Response:</u>	The District will update its procedures for temporary borrowing between funds. Procedures will record these temporary transfers as loans rather than permanent equity transfers.

WILLOW CREEK ACADEMY

**(A California Non-Profit
Public Benefit Corporation)**

**Audited Financial Statements
for the Year Ended
June 30, 2010**

WILLOW CREEK ACADEMY

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Willow Creek Academy
630 Nevada St
Sausalito, CA 94965

We have audited the statement of financial position of Willow Creek Academy (the Academy), a California non-profit public benefit corporation, as of June 30, 2010, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Academy's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements described above present fairly, in all material respects, the financial position of the Academy as of June 30, 2010 and the changes in its net assets and cash flows for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated November 23, 2010 on our consideration of the Academy's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Board of Directors
Willow Creek Academy

Our audit was performed for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying supplementary schedules on pages 11-14 are presented for the purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Vicenti, Lloyd & Stutzman
VICENTI, LLOYD & STUTZMAN LLP

November 23, 2010

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

STATEMENT OF FINANCIAL POSITION
June 30, 2010

ASSETS

CURRENT ASSETS:

Cash and cash equivalents	\$ 183,629
Accounts receivable - state and local governments	159,965
Prepaid expenses	<u>2,027</u>
Total current assets	<u>345,621</u>

LONG-TERM ASSETS:

Buildings	50,885
Equipment	10,908
Less: Accumulated depreciation	<u>(18,242)</u>
Total long-term assets	<u>43,551</u>
Total assets	<u><u>\$ 389,172</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES:

Accounts payable	\$ 79,392
Accrued liabilities	100,502
Loan payable	5,000
Current portion of capital lease payable	<u>12,275</u>
Total current liabilities	<u>197,169</u>

LONG-TERM LIABILITIES:

Capital lease payable	<u>3,295</u>
Total long-term liabilities	<u>3,295</u>
Total liabilities	<u>200,464</u>

NET ASSETS:

Unrestricted	<u>188,708</u>
Total net assets	<u>188,708</u>
Total liabilities and net assets	<u><u>\$ 389,172</u></u>

The accompanying notes are an integral part of these financial statements.

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2010

REVENUES:

Revenue in-lieu of property taxes	\$ 855,977
State revenue:	
Block grant - categorical	88,741
Lottery revenue	19,319
Other state revenue	94,521
Federal revenue:	
Other federal revenue	108,726
Other local revenue:	
Interest income	865
Other revenue	<u>426,284</u>
Total unrestricted revenues	<u>1,594,433</u>

EXPENSES:

Program services:	
Educational programs	1,327,246
Support services:	
General and administrative	<u>253,357</u>
Total expenses	<u>1,580,603</u>
Increase in unrestricted net assets	13,830
Beginning unrestricted net assets	<u>174,878</u>
Ending unrestricted net assets	<u><u>\$ 188,708</u></u>

The accompanying notes are an integral part of these financial statements.

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2010

CASH FLOWS from OPERATING ACTIVITIES:

Change in Net Assets	\$ 13,830
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	4,950
(Increase) and decrease in operating assets:	
Accounts receivable - state and local governments	(28,422)
Prepaid expenses	698
Increase and (decrease) in operating liabilities:	
Accounts payable	9,259
Accrued liabilities	18,691
Deferred Revenue	(8,847)
Net cash provided by operating activities	<u>10,159</u>

CASH FLOWS from FINANCING ACTIVITIES:

Repayment of capital lease payable	<u>(10,946)</u>
Net cash used by financing activities	<u>(10,946)</u>
Net decrease in cash and cash equivalents	(787)
Cash and cash equivalents at the beginning of the year	<u>184,416</u>
Cash and cash equivalents at the end of the year	<u>\$ 183,629</u>
Cash paid for interest during the fiscal year	<u>\$ 2,488</u>

The accompanying notes are an integral part of these financial statements.

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2010

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Nature of Activities – Willow Creek Academy (the Academy) is a California non-profit public benefit corporation and is organized to operate a K-8 Charter School and is sponsored by Sausalito Marin City School District (the District). The charter was granted on March 2001 by the District.

Willow Creek Academy is funded principally through the State of California public education monies received through the California Department of Education and the District.

The charter may be revoked by the District for material violations of the charter, failure to meet pupil outcomes identified in the charter, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law.

Net Asset Classes – The Academy is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted.

Net assets of the Academy consist of the following:

- Unrestricted: All resources over which the governing board has discretionary control to use in carrying on the general operations of the organization.
- Temporarily restricted: These net assets are restricted by donors to be used for specific purposes. The Academy does not currently have any temporarily restricted net assets.
- Permanently restricted: These net assets are permanently restricted by donors and cannot be used by the Academy. The Academy does not currently have any permanently restricted net assets.

Revenue Recognition – Amounts received from the California Department of Education are recognized as revenue by the Academy based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in unrestricted net assets if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in temporarily restricted net assets.

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2010

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

Cash and Cash Equivalents – The Academy defines its cash and cash equivalents to include only cash on hand, demand deposits, and liquid investments with original maturities of three months or less.

Use of Estimates – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure. Accordingly, actual results could differ from those estimates.

Basis of Accounting – The financial statements have been prepared on the accrual method of accounting and accordingly reflect all significant receivables and other liabilities.

Functional Allocation of Expenses – The cost of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supportive services benefited.

Land, Buildings and Equipment – Land, buildings and equipment are stated at cost if purchased or at estimated fair market value if donated. Depreciation of buildings and equipment is provided on a straight-line basis over the estimated useful lives of the assets. The Academy capitalizes all expenditures for land, buildings and equipment in excess of \$5,000.

Income Taxes – The Academy is a non-profit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. The Academy has evaluated its tax positions and the certainty as to whether those positions will be sustained in the event of an audit by taxing authorities at the federal and state levels. The primary tax positions evaluated are related to the Academy's continued qualification as a tax-exempt organization and whether there is unrelated business income activities conducted that would be taxable. Management has determined that all income tax positions are more likely than not (>50%) of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required.

The Academy files informational returns in the U.S. federal jurisdiction, and the state of California. With few exceptions, organization is no longer subject to U.S. federal, state, and local examinations by tax authorities for years before 2005.

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2010

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

Evaluation of Subsequent Events – The Academy has evaluated subsequent events through November 23, 2010, the date these financial statements were available to be issued. There were no subsequent events requiring recognition.

NOTE 2 – CONCENTRATION OF CREDIT RISK:

The Academy maintains its cash in bank deposit accounts at various institutions. Accounts at these institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At June 30, 2010, the Academy had no deposits in excess of the FDIC limit.

NOTE 3 – ACCOUNTS RECEIVABLE:

Accounts receivable consists of funds due from state and federal governments, therefore no provisions for uncollectible accounts were recorded.

NOTE 4 – LONG-TERM DEBT:

Board Member Loans

The Academy received a loan in the amount of \$5,000 from a Board Member for the Academy's operating expenses. The loan carries no interest and is considered short-term in these financial statements.

Capital Lease

The Academy has a capital lease agreement for a portable building in the amount of \$50,885, bearing an interest rate of 11% and maturing in September 2011. Monthly payments are \$1,119. Future payments relating to the capital lease are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Total</u>
2011	\$ 13,434
2012	<u>3,358</u>
	16,792
Less interest	<u>(1,222)</u>
Total	<u>\$ 15,570</u>

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2010

NOTE 5 – EMPLOYEE RETIREMENT SYSTEMS:

The Academy offers a 403b retirement plan to each of its qualifying employees. Employer and employee contributions are used to purchase annuity contracts for each participant employee. Employer matching contributions are made at the rate equal to 50 percent of the first two percent of elective deferrals for each employee who is eligible for employer contributions. Additionally, the employer may elect to make a discretionary contribution for each qualifying employee for each plan year. The amount of employer contributions used to purchase annuity contracts for the year ended June 30, 2010 was \$33,428.

NOTE 6 – CONTINGENCIES:

The Academy has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement would not be material.

SUPPLEMENTARY INFORMATION

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

HISTORY AND ORGANIZATION
For the Year Ended June 30, 2010

Willow Creek Academy (the Academy) is a California non-profit public benefit corporation and is organized to operate a K-8 Charter School and is sponsored by Sausalito Marin City School District (the District). The charter was granted on March 2001 by the District.

The District granted the charter through June 30, 2014.

The charter school number is 0351.

The Board of Directors and the Administrator for the fiscal year ended June 30, 2010 were as follows:

Board of Directors

<u>Member</u>	<u>Office</u>	<u>Term Expires</u>
Orlando Lobo	President	2012
Douglas Lloyd	Vice President	2012
Andrew Boyd-Goodrich	Secretary	2013
Clark Warden	Treasurer	2010
Kathy Pearson	Member	2010
Deborah Osburn	Member	2013
Kurt Weinsheimer	Member	2012
Glen Hayashi	Member	2012
Phil Kerr	Member	2012

Administrator

Carolyn Cooper	Head of School
----------------	----------------

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
For the Year Ended June 30, 2010

	<u>Program Services</u>	<u>Support Services</u>	<u>Total</u>
Certificated salaries	\$ 844,078	\$ -	\$ 844,078
Classified salaries	172,129	63,893	236,022
Employee benefits	140,805	34,746	175,551
Books and supplies	106,112	16,120	122,232
Services and other operating expenses	59,172	138,598	197,770
Depreciation	<u>4,950</u>	<u>-</u>	<u>4,950</u>
Total	<u>\$ 1,327,246</u>	<u>\$ 253,357</u>	<u>\$ 1,580,603</u>

See the notes to the supplementary information.

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

SCHEDULE OF INSTRUCTIONAL MINUTES
For the Year Ended June 30, 2010

	2009-10 Minutes			Status
	Requirement	Reduced	Actual	
Kindergarten	36,000	34,971	61,840	In compliance
Grade 1	50,400	48,960	58,320	In compliance
Grade 2	50,400	48,960	58,320	In compliance
Grade 3	50,400	48,960	58,320	In compliance
Grade 4	54,000	52,457	58,320	In compliance
Grade 5	54,000	52,457	58,320	In compliance
Grade 6	54,000	52,457	58,320	In compliance
Grade 7	54,000	52,457	58,320	In compliance
Grade 8	54,000	52,457	58,320	In compliance

See the notes to the supplementary information.

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

SCHEDULE OF AVERAGE DAILY ATTENDANCE
For the Year Ended June 30, 2010

	<u>Second Period</u>		<u>Annual Report</u>	
	<u>Classroom</u>		<u>Classroom</u>	
	<u>Based</u>	<u>Total</u>	<u>Based</u>	<u>Total</u>
Kindergarten	27.99	27.99	28.35	28.35
Grades 1 through 3	63.45	63.45	63.33	63.33
Grades 4 through 6	56.75	56.75	56.54	56.54
Grades 7 through 8	<u>19.80</u>	<u>19.80</u>	<u>19.92</u>	<u>19.92</u>
ADA Totals	<u><u>167.99</u></u>	<u><u>167.99</u></u>	<u><u>168.14</u></u>	<u><u>168.14</u></u>

See the notes to the supplementary information.

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

RECONCILIATION OF ANNUAL FINANCIAL REPORT
WITH AUDITED FINANCIAL STATEMENT
For the Year Ended June 30, 2010

There were no differences between the unrestricted net assets reported on the June 30, 2010 Annual Financial Report and the audited fund balances (net assets).

See the notes to the supplementary information.

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

NOTES TO SUPPLEMENTARY INFORMATION
For the Year Ended June 30, 2010

NOTE 1 - PURPOSE OF SCHEDULES

A. Schedule of Expenditures by State Categories

This schedule presents expenses by the object codes according to state categories for analysis purposes.

B. Schedule of Instructional Minutes

This schedule presents information on the amount of instructional time offered by the Academy and whether the Academy complied with the provisions of Education Code Sections 46200 through 46206.

C. Schedule of Average Daily Attendance (ADA)

Average daily attendance is a measurement of the number of pupils attending classes of the Academy. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

D. Reconciliation of Annual Financial Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balances (net assets) of the Academy as reported on the Annual Financial Report form to the audited financial statements.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Willow Creek Academy
630 Nevada St.
Sausalito, CA 94965

We have audited the financial statements of Willow Creek Academy (the Academy) as of and for the year ended June 30, 2010, and have issued our report thereon dated November 23, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit we considered the Academy's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Academy's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

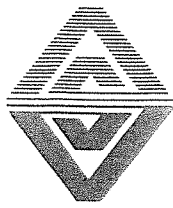
Compliance and Other Matters

As part of obtaining reasonable assurance about whether Willow Creek Academy's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board, management, the Sausalito Marin City Elementary School District, the Marin County Office of Education, the California Department of Education, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.

Vicenti, Lloyd & Stutzman LLP
VICENTI, LLOYD & STUTZMAN LLP

November 23, 2010



REPORT ON STATE COMPLIANCE

Board of Directors
Willow Creek Academy
630 Nevada St.
Sausalito, CA 94965

We have audited the financial statements of Willow Creek Academy (the Academy) as of and for the year ended June 30, 2010, and have issued our report thereon dated November 23, 2010. Our audit was made in accordance with auditing standards generally accepted in the United States of America, the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of The United States, and the *2009-10 Standards and Procedures for Audits of California K-12 Local Educational Agencies*, published by the Education Audit Appeals Panel. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Willow Creek Academy's management is responsible for Willow Creek Academy's compliance with laws and regulations. In connection with the audit referred to above, we selected and tested transactions and records to determine Willow Creek Academy's compliance with the laws and regulations applicable to the following items:

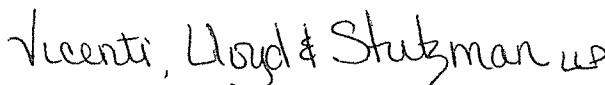
<u>Description</u>	<u>Procedures in Audit Guide</u>	<u>Procedures Performed</u>
Attendance accounting:		
Attendance reporting	8	Not applicable
Kindergarten continuance	3	Not applicable
Continuation education	10	Not applicable
Independent study	23	Not applicable

REPORT ON STATE COMPLIANCE

<u>Description</u>	<u>Procedures in Audit Guide</u>	<u>Procedures Performed</u>
Instructional time:		
School Districts	6	Not applicable
County Offices of Education	3	Not applicable
Class size reduction program:		
General requirements	7	Yes
Option 1	3	Yes
Option 2	4	Not applicable
One school serving K-3	4	Yes
Instructional materials general requirements	8	Not applicable
Ratios of administrative employees to teachers	1	Not applicable
Classroom teacher salaries	1	Not applicable
Early retirement incentive	4	Not applicable
GANN limit calculation	1	Not applicable
School Accountability Report Card	3	Not applicable
Public hearing requirement – receipt of funds	1	Not applicable
After School Education and Safety Program:		
General requirements	4	Not applicable
After school	4	Not applicable
Before school	5	Not applicable
Charter Schools:		
Contemporaneous records of attendance	1	Yes
Mode of instruction	1	Yes
Nonclassroom based instructional/independent study	15	Not applicable
Determination of funding for nonclassroom-based instruction	3	Not applicable
Annual instructional minutes – classroom based	3	Yes

Based on our audit, we found that, for the items tested, the Academy complied with the laws and regulations of the state programs referred to above. Further, based on our examination, for items not tested, nothing came to our attention to indicate that the Academy had not complied with the laws and regulations of state programs and requirements.

This report is intended solely for the information and use of the Board, management, the Sausalito Marin City Elementary School District, the Marin County Office of Education, the California Department of Education, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.


 VICENTI, LLOYD & STUTZMAN LLP

November 23, 2010

WILLOW CREEK ACADEMY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
June 30, 2010

All audit findings must be identified as one or more of the following eleven categories:

<u>Five Digit Code</u>	<u>Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
41000	CalSTRS
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teachers Salaries
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

There were no findings for the year ended June 30, 2010.

WILLOW CREEK ACADEMY
(A California Non-Profit Public Benefit Corporation)

SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
June 30, 2010

There were no findings for the year ended June 30, 2009.

Willow Creek Academy
Balance Sheet
November 30, 2010

ASSETS

Current Assets		
Cash in US Bank Unrestricted	\$	47,517.31
Cash with Fiscal Agent/Trustee		58,284.35
Employee Receivable		<u>1,838.21</u>
Total Current Assets		107,639.87
Property and Equipment		
Buildings		50,885.00
Accumulated Depr-Buildings		(13,568.00)
Equipment		10,907.90
Accumulated Depr-Equipment		<u>(4,674.00)</u>
Total Property and Equipment		43,550.90
Other Assets		<u> </u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>151,190.77</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
State Unemployment Ins Payable	\$	1,641.77
Worker's Compensation Payable		(2,668.69)
One-sixth Withholding Payable		27,478.80
Valic Retirement Payable		(281.10)
Summer 125 Plan Payable		2,032.83
Short Term Loans		5,000.00
Current Portion-Capital Lease		<u>12,275.20</u>
Total Current Liabilities		45,478.81
Long-Term Liabilities		
Long Term Portion-Capital Leas		<u>3,294.99</u>
Total Long-Term Liabilities		<u>3,294.99</u>
Total Liabilities		48,773.80
Capital		
Beginning Fund Balance		188,707.21
Net Income		<u>(86,290.24)</u>
Total Capital		<u>102,416.97</u>
Total Liabilities & Capital	\$	<u><u>151,190.77</u></u>

Willow Creek Academy
Income Statement
For the Five Months Ending November 30, 2010

	<u>July 1 Budget</u>	<u>1st Interim Revision</u>	<u>Actuals to Date</u>	<u>Remaining Budget</u>	<u>Percent</u>
Revenues					
Revenue Limit Sources	995,664	1,049,737	290,950	758,787	27.72
Federal Revenues	87,403	121,748	37,876	83,872	31.11
Other State Revenues	202,592	239,995	21,878	218,117	9.12
Other Local Revenues	365,945	379,437	103,479	275,958	27.27
Total Revenues	1,651,604	1,790,917	454,183	1,336,734	25.36
Expenses					
<i>Certificated Salaries</i>					
Teacher Salaries	732,736	801,103	251,468	549,635	31.39
Administrator Salaries	163,000	139,000	54,265	84,735	39.04
<i>Total Certificated Salaries</i>	<i>895,736</i>	<i>940,103</i>	<i>305,733</i>	<i>634,370</i>	<i>32.52</i>
<i>Classified Salaries</i>					
Paraeducator Salaries	166,161	115,000	35,815	79,185	31.14
Supervisor Salaries	0	0	0	0	0.00
Office/Technical Salaries	63,779	64,059	28,244	35,815	44.09
<i>Total Classified Salaries</i>	<i>229,940</i>	<i>179,059</i>	<i>64,059</i>	<i>115,000</i>	<i>35.78</i>
<i>Employee Benefits</i>					
OASDI/Medicare	85,712	82,332	27,214	55,118	33.05
Health and Welfare	37,621	42,155	17,769	24,386	42.15
Unemployment Insurance	8,067	8,058	3,641	4,417	45.18
Workers' Compensation	20,500	16,035	5,343	10,692	33.32
Other Benefits	35,000	39,507	12,451	27,056	31.52
<i>Total Employee Benefits</i>	<i>186,900</i>	<i>188,087</i>	<i>66,418</i>	<i>121,669</i>	<i>35.31</i>
<i>Books and Supplies</i>					
Books/Reference	15,000	15,000	12,835	2,165	85.57
Instructional Materials/Suppli	12,500	14,500	8,507	5,993	58.67
Supplies/Stores	12,500	13,100	6,798	6,302	51.89
Non-Capitalized Equipment	10,000	70,000	489	69,511	0.70
Non-Capaltized	0	0	0	0	0.00
Food Service Supplies	89,000	93,000	23,527	69,473	25.30
<i>Total Books and Supplies</i>	<i>139,000</i>	<i>205,600</i>	<i>52,156</i>	<i>153,444</i>	<i>25.37</i>
<i>Services/Operating Expensts</i>					
Travel/Conferences	0	0	0	0	0.00
Dues/Memberships	3,500	3,500	885	2,615	25.29
Insurance	5,000	5,000	2,934	2,066	58.68
Rentals/Leases/Repairs	38,521	42,900	2,458	40,442	5.73
Professional Services	109,901	183,626	38,311	145,315	20.86
Communications	12,300	12,300	803	11,497	6.53
<i>Total Services/Operating Expenses</i>	<i>169,222</i>	<i>247,326</i>	<i>45,391</i>	<i>201,935</i>	<i>18.35</i>

Willow Creek Academy
Income Statement
For the Five Months Ending November 30, 2010

	<u>July 1 Budget</u>	<u>1st Interim Revision</u>	<u>Actuals to Date</u>	<u>Remaining Budget</u>	<u>Percent</u>
<i>Capital Outlay</i>					
Sites/Site Improvements	0	0	0	0	0.00
Capital Equipment	4,950	4,950	0	4,950	0.00
<i>Total Capital Outlay</i>	<i>4,950</i>	<i>4,950</i>	<i>0</i>	<i>4,950</i>	<i>0.00</i>
<i>Other Outgo</i>					
Other Transfers	10,000	10,000	0	10,000	0.00
<i>Total Other Outgo</i>	<i>10,000</i>	<i>10,000</i>	<i>0</i>	<i>10,000</i>	<i>0.00</i>
Total Expenses	1,635,748	1,775,125	533,757	1,241,368	30.07
 Other Sources and Uses					
<i>Other Sources</i>					
Other Sources	0	0	0	0	0.00
Charter School Loans	0	0	0	0	0.00
<i>Total Other Sources</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.00</i>
<i>Other Uses</i>					
Debt Service Interest	(1,159)	(1,159)	(755)	(404)	65.14
Debt Service Principal	(12,275)	(12,275)	(5,962)	(6,313)	48.57
<i>Total Other Uses</i>	<i>(13,434)</i>	<i>(13,434)</i>	<i>(6,717)</i>	<i>(6,717)</i>	<i>50.00</i>
Total Other Sources and Uses	(13,434)	(13,434)	(6,717)	(6,717)	50.00
Net Increase/Decrease in Fund Balance	2,422	2,358	(86,291)	88,649	

Willow Creek Academy

Cash Flow 2009/10																
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Forecast	Forecast	Forecast	Forecast	Forecast
Actuals Through Month of November																
183,630	194,383	136,209	170,982	153,553	105,802	174,136	122,826	83,862	195,001	150,663	105,559	183,630	Total	Budget	Estimated Budget	
A. Beginning Cash																
B. Revenues																
In Lieu Tax Portion - 100%																
State Aid Portion - 0%																
Block Grant - Categorical/Incl EIA																
California Lottery																
CA Primary (K-3) Class Size Reduction																
Child Nutrition School Program																
Other State Revenue																
Federal Revenues																
Federal Revenues/PY Deferred																
Local, Donations, Interest																
Food Service Revenue																
Grant, District																
Grant, Art																
Grant, Music																
Grant, Nutrition																
Grant, Spanish																
Total Revenues																
C. Disbursements																
Certificated																
Classified																
Employee Benefits																
Books and Supplies																
Services & Operational Expenses																
Capital Outlay																
Facilities/Oversight Fees																
SPED Encroachment																
Debt Service Interest Payments																
Total Disbursements																
Adjustments and Prior Year																
Payroll Liabilities																
Payroll Reserve for Summer Pay																
Employee Receivable																
Current Year Receivable/Prepaid Expenses																
Current Year Payable																
Short Term Loans Payable																
Debt Service Principal Payments																
Prior Year Transactions: Accounts Receivable																
Prior Year Transactions: Prepaid Expenses																
Prior Year Transactions: Accounts Payable																
Prior Year Transactions: Deferred Revenue																
Prior Year Transactions: Loans Payable																
Prior Year Transactions: Payroll Liabilities																
Total Adjustments and Prior Year																
Net Change and Ending Cash Balance																
Net Change in Cash Position																
Ending Cash Balance																
Reconciled: USBank																
Cash with Fiscal Agent																
Total All Bank Accounts																

2010-11 Operations Application K-3 Class Size Reduction Program

County and District Code

2	1	6	5	4	7	4
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Charter School Code*

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County Marin

District Sausalito Marin City

Charter School*

*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 or 2009-10 applications.

Contact Person Margaret Bonardi

Title Business Manager

Address 630 Nevada Street

City, Zip Code Sausalito, CA 94965

Telephone 415-332-3190 Ext. 15

E-mail Address mbonardi@marin.k12.ca.us

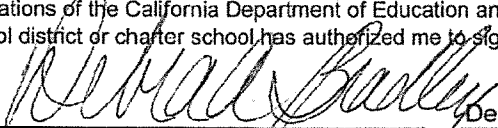
Certifications

As a condition of applying for and receiving funds under the Kindergarten and Grades One through Three Class Size Reduction (K-3 CSR) Program, commencing with California *Education Code (EC)* Section 52120, the Governing Board of the above named school district or charter school (applicant) certifies that the statements below are true and accurate, and are evidenced by a Board Resolution or entry in the Board meeting minutes. Please do not submit the Resolution or minutes to the California Department of Education (CDE):

1. The number of classes participating in Option One and Option Two is identified and the total number of classes does not exceed the total number of classes identified on the 2008-09 Operations Application. [EC Section 52123(a), 52124.3(b), Title 5 *California Code of Regulations* Section 15103]
2. The pupil counts reported do not include special education pupils enrolled in special day classes full time, pupils enrolled in independent study, or charter school pupils enrolled in a home study program. [EC Section 52123(b)]
3. A certificated teacher has been hired by the applicant and is providing direct instructional services to each class participating in the K-3 CSR Program. [EC Section 52123(c)]
4. The applicant will provide a staff development program for any teacher who will participate for the first time in the K-3 CSR Program as specified in Certification #3. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils. [EC sections 52123(d), 52127]
5. The applicant will collect and maintain data required by the State Superintendent of Public Instruction for evaluation of the K-3 CSR Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent. [EC section 52123(e)]
6. Each class participating in the K-3 CSR Program is housed in either a separate, self-contained classroom or the space provided for each participating class for each grade level at that schoolsite is of a square footage per pupil enrolled in each class that is not less than the average square footage per pupil enrolled in those grade levels at that schoolsite in the 1995-96 school year. [EC section 52123(f)]
7. Priority for reducing class size or claiming reduced funding for classes exceeding 20.44 pupils is in accordance with the following grade level implementation requirements at each schoolsite:
 - If only one grade level is reduced/claimed, the grade level will be 1st grade.
 - If two grade levels are reduced/claimed, the grade levels will be 1st and 2nd grades.
 - If three or four grade levels are reduced/claimed, the grade levels will be 1st and 2nd and then any combination of kindergarten and/or 3rd grade.
8. The K-3 CSR Program has been implemented in the current year. A district is considered to have implemented the program even if it claims reduced funding for all eligible classes.
9. The applicant will submit final enrollment counts on the Form J-7CSR to the CDE by May 13, 2011.

Signature

I hereby certify that, to the best of my knowledge, this application is true and correct and is in compliance with state law and regulations of the California Department of Education and the State Board of Education. The Governing Board of the above named school district or charter school has authorized me to sign this application on its behalf.


Signature of District Superintendent or
Charter School Chief Administrative Officer

Debra A. Bradley
Printed Name

01-03-2011
Date

2010-11 Operations Application K-3 Class Size Reduction Program

County and District Code

2	1	6	5	4	7	4
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Charter School Code*

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County Marin

District Sausalito Marin City

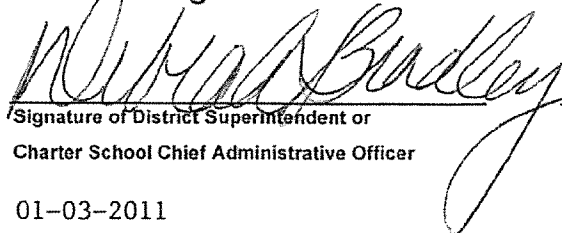
Charter School*

*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 or 2009-10 applications.

Intended Level of Program Participation in 2010-11

Check the appropriate box below and, as noted, submit the required pages of the Operations Application to the CDE. This information is for planning purposes and to continue the flow of funds. The calculation of final entitlements will be based on actual enrollment data submitted on the Form J-7CSR. For more information, please see the Application Instructions.

1. ☐ The district/charter school intends to participate in the 2010-11 K-3 CSR Program at the same level (number and size of classes) as reported on the 2009-10 Form J-7CSR. The February 2011 apportionment will therefore be based on the district/charter school's 2009-10 final entitlement. **If this box is checked, complete and submit only pages 1 and 2 of this application to the CDE.**
2. ☒ The district/charter school intends to participate in the 2010-11 K-3 CSR Program at a higher or lower level than what was claimed on the 2009-10 Form J-7CSR (but capped at the number of classes reported on the 2008-09 Operations Application). The February 2011 apportionment will therefore be based on the information reported on page 3 of this application. **If this box is checked, complete and submit pages 1 through 3 of this application to the CDE.**
3. ☐ The district/charter school does not intend to participate in the 2010-11 K-3 CSR Program at either full or reduced funding. **If this box is checked, complete and submit only this page of the application to the CDE. A signature below is necessary only if the district/charter school is not participating in the 2010-11 K-3 CSR Program.**



Signature of District Superintendent or

Charter School Chief Administrative Officer

DEBRA A. BRADLEY

Printed Name

01-03-2011

Date

Mail the required pages of this application by January 6, 2011 (postmark) to:

Rebecca Lee ~ CDE, School Fiscal Services Division ~ 1430 N Street, Suite 3800 ~ Sacramento, CA 95814

2010-11 Operations Application K-3 Class Size Reduction Program

County and District Code

2	1	6	5	4	7	4
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Charter School Code*

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County Marin

District Sausalito Marin City

Charter School*

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Calculation of Provisional Funding for 2010-11 (February 2011 payment)

These calculations are for planning purposes and to continue the flow of funds. The calculation of final entitlements will be based on actual enrollment data submitted on the Form J-7CSR.

1		2	3	4	5
Class Size		Number of Classes	Number of Enrolled Pupils	2010-11 Funding Level	Estimated Allocation
Option One					
a	20.44 pupils or fewer	1	17	\$1,071	\$18,207
b	20.45 to 21.44	1	21	95%	\$20,349
c	21.45 to 22.44			90%	\$0
d	22.45 to 22.94	1	23	85%	\$18,207
e	22.95 to 24.94	1	23	80%	\$17,136
f	24.95 pupils or greater			70%	\$0
g	Subtotal, Option 1	4	84		\$73,899
Option Two					
h	20.44 pupils or fewer			\$535	\$0
i	20.45 to 21.44			95%	\$0
j	21.45 to 22.44			90%	\$0
k	22.45 to 22.94			85%	\$0
l	22.95 to 24.94			80%	\$0
m	24.95 pupils or greater			70%	\$0
n	Subtotal, Option 2	0	0		\$0
o	Grand Totals* Option 1 + Option 2	4	84		\$73,899

*The total number of classes reported on the application may not exceed the total number of classes reported on the 2008-09 Operations Application.

**Complete this page only if box 2 on page 2 was checked. Mail the entire
3-page application by January 6, 2011 (postmark) to:**

Rebecca Lee ~ CDE, School Fiscal Services Division ~ 1430 N Street, Suite 3800 ~ Sacramento, CA 95814

Sausalito Marin City School District
630 Nevada Street
Sausalito, CA 94965

CONTRACTOR CHANGE ORDER No. 4

McGuire & Hester
9009 Railroad Avenue
Oakland, CA 94603
Attn: Frank Altamura

Contract Work: Bayside/Willowcreek, Safety Project

Date: January 10, 2011
Project No. 65474-9

CHANGE TO CONTRACT

The terms and conditions of the Original Contract for the above work shall govern this change

It is mutually agreed that the Contract between Sausalito Marin City School District and McGuire & Hester dated July 5, 2010 is hereby amended to include all labor, material, equipment and supervision to perform the following:

EWB	Date:	Description:	Amount:
EWB18	01/08/2011	Temporary Fencing thru 2/13/2011	\$ 750.33
EWB	01/10/11	Additional Stripping	500.00
Est	12/17/2010	Corrections to Entry and DI	7,700.00

Total Amount of this Change: **\$ 8,950.33**

Total approved time extension, if any, for this change order: (0) consecutive calendar days. Additional time will be allowed for inclement weather and wet grade conditions.

The date for Substantial Completion shall be November 15, 2010. This was based on the site being available to start on September 27. The completion date will be adjusted for inclement weather, wet grade or subsequent changes.

Notes: The undersigned Contractor approves the foregoing as to the changes in work, if any, and as to the contract specified for each item and as to the extension of time allowed, if any, for completion of the project as stated herein, and agrees to furnish all labor, materials, and service and to perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of claims which have no basis in fact or which Contractor knows are false are made at the sole risk of the Contractor and may be a violation of the False Claims Act, as set forth in Government Code sections 12650 et seq. It is understood that the changes to the Contract Documents set forth herein shall only be effective upon approval by the Governing Board of the District. It is expressly understood that the value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the project or resulting from delay to the project. Any costs, expenses, damages, or time extensions not included herein are deemed waived.

In consideration of the above, your Contract is modified by adding Eight Thousand, Nine Hundred Fifty and 33/100ths Dollars (\$ 8,950.33). This includes the costs of all appropriate taxes, bonding and insurance.

Original Contract Amount this Project	\$ 176,535.00
Previous Authorized Change Order(s) this Project	176,544.69
Revised Contract Sum	353,079.69
Amount of this Change Order	8,950.33
New Contract Amount of this Project (including this Change Order)	\$ 362,030.02

Kindly acknowledge your acceptance of this Change Order by signing in the space provided below. By executing this agreement, each signatory personally represents and warrants that she/he has full authority to bind the party for which she/he is signing.

Sausalito Marin City School District

Name

Title

Date

McGuire & Hester.

Name

Title

Date

Sausalito Marin City School District Minutes

Created: December 14, 2010 at 02:05 PM

Organizational and Regular Meeting

December 07, 2010

Tuesday, 07:00 PM

District Office

630 Nevada Street

Sausalito

Attendees

Karen Benjamin

Thomas Newmeyer

Shirley Thornton

Mark Trotter

William Ziegler

Debra Bradley

non-voting

CALL TO ORDER

Minutes

President, Mark Trotter, called the meeting to order at 6:30 p.m.

CLOSED SESSION

1. Addressing the Board Prior to Closed Session

Persons wishing to address the Board on items on the closed session agenda may do so at this time. (Turn in completed card; 3-minute time limit for presentation.)

Minutes

There was no public comment.

2. With respect to every item of business to be discussed in closed session pursuant to Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Superintendent

Minutes

The Board and Superintendent went immediately into closed session at 6:31 p.m.

OPEN SESSION

1. Report Out from Closed Session

Minutes

President Trotter reported that the Board had nothing to report out of closed session.

2. Pledge of Allegiance

Minutes

Trustee, Bill Ziegler, led the Pledge of Allegiance.

ORGANIZATIONAL MEETING

Minutes

President, Mark Trotter, called the Organizational Meeting to order at 7:00 pm.

Others attending included: Ascha Drake, Ron Greene, Mark Tong, Margaret Bonardi, Clark Warden, Forrest Corson, Karen Brinkman, Jonnette Newton, Carol Cooper, Tenisha Tate, Orlando Lobo, Denni Brusseau of Bridge the Gap, Martin Perlmutter of Multisensory Integrated Learning Institute, Barbara Clifton Zarate of Marin Community Foundation and Kathy Blazei taking minutes.

1. Approval of Organizational Meeting Agenda Order (1/)

Motion made by: Shirley Thornton

Seconded by: Thomas Newmeyer

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

2. Addressing the Board on Items on the Organizational Meeting Agenda

Persons wishing to address the Board on items on the Organizational Meeting Agenda may do so at this time. (Turn in completed card; 3-minute time limit for presentation.)

Minutes

There was no public comment.

3. Election of the Board President (1/)

Minutes

Mark Trotter was nominated for President by Trustee Thornton. Second by Mark Trotter.

Thomas Newmeyer was nominated for President by Trustee Ziegler. Second by Karen Benjamin.

During discussion, Trustees Trotter and Newmeyer each indicated their interest in holding the office of President of the Board. President Trotter called for the vote for Trustee Newmeyer.

M/s c Ziegler/Benjamin/passed by a majority vote (Ziegler,Benjamin and Newmeyer) to elect Thomas Newmeyer President of the Board.

Motion made by: William Ziegler

Seconded by: Karen Benjamin

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	No
Mark Trotter	No
William Ziegler	Yes

4. Election of a Board Vice President (1/)

Minutes

Thornton/Benjamin/all to elect Mark Trotter Vice President.

Motion made by: Shirley Thornton
Seconded by: Karen Benjamin

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

5. Election of a Board Clerk (1)

Minutes

Trotter/Ziegler/all to elect Karen Benjamin Clerk.

Motion made by: Mark Trotter
Seconded by: William Ziegler

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

6. Appointment of the Superintendent as the Secretary of the Board (1)

Minutes

Thornton/Benjamin/all to appoint Superintendent, Dr. Debra A. Bradley, as Secretary.

Motion made by: Shirley Thornton
Seconded by: Karen Benjamin

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

7. Designation of a Representative to Marin County School Boards Association (MCSBA)

(1)

Current Representative: Thomas Newmeyer

Minutes

Ziegler/Trotter/all to designate Thomas Newmeyer to represent the District at the Marin County School Boards Association.

Motion made by: William Ziegler

Seconded by: Mark Trotter

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

8. Approval of the Proposed 2011 Board Meeting Calendar ⁽¹⁷⁾
PROPOSED Board Meeting Dates for Calendar Year 2011

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.

Meeting Date

January 13*	
January 20	
February 10*	
February 17	
March 10*	
March 24	
April 7*	
April 28	
May 12*	
May 26	
June 9	Two meetings in June
June 23	
July 28	One July meeting – summer break
August 11*	
August 25	
September 8*	
September 22	
October 13*	
October 27	
November 17	One November meeting – holidays
December 8*	
December 15	

Minutes

Trotter/Benjamin/all to approve the proposed 2011 Board Meeting Calendar

Motion made by: Mark Trotter

Seconded by: Karen Benjamin

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes

Mark Trotter	Yes
William Ziegler	Yes

9. The Sausalito Marin City School District Board Member's Pledge (D)
Minutes

President Newmeyer read the Board Pledge shared by all Board members.

10. Adjourn Organizational Meeting (V)
Minutes

Thornton/Benjamin/all to adjourn the Organizational Meeting at 6:37 p.m.

Motion made by: Shirley Thornton
Seconded by: Karen Benjamin

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

REGULAR SESSION

Minutes

President Newmeyer called Regular Session to order at 7:44 p.m.

1. Approval of the Regular Meeting Agenda Order (V)
Minutes

Trotter/Benjamin/all to remove Facilities Item #2 and approve the remaining agenda order.

Motion made by: Mark Trotter
Seconded by: Karen Benjamin

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

2. Addressing the Board on Regular Session Items on the Agenda or Items not on the Agenda

Persons wishing to address the Board on Regular Session items on the agenda or items not on the agenda may do so at this time. (Turn in completed card; 3-minute time limit for presentation. Regarding comments on items that are not on the agenda, Board members may listen to your

presentation but are prohibited by the Brown Act from making a response.)

Minutes

There was no public comment.

EDUCATION

1. Marin Community Foundation Arts Demonstration Grant Update (D)

Ms. Ascha Drake, Arts Coordinator, and Ms. Brooke Toczykowski, Art Instructor at Bayside and Willow Creek Academy, will provide an update on the arts program. The presentation will include the new aspects of the program for year two: music, art and continued instruction on the integration of the arts with the core curriculum.

Minutes

Ascha Drake presented; Brooke Toczykowski was unable to attend. Ms. Drake reviewed:

- The evolving process of archiving and learning; Ms. Drake distributed student art books as examples.
- Brooke Toczykowski travels from classroom to classroom to provide art instruction.
- Students are learning to question, engage in making, and to reflect.
- Studio Habits of Mind, developed by Lois Hetland and Project Zero at Harvard University, is being used.
- A monthly arts newsletter is distributed to the community.
- An Art Walk is planned on January 20. Everyone is invited.

Board members were also invited to observe art classes.

Superintendent Bradley introduced new Trustee with the Marin Community Foundation, Barbara Clifton Zarate.

2. Martin Luther King Jr. Academy Transformation Grant (V)

The District submitted the Martin Luther King Jr. Academy Transformation Grant proposal to the Marin Community Foundation under the Foundation's Strategic Initiative - Closing educational achievement gap - Improving low-performing schools.

The grant was approved by the Marin Community Foundation at their December meeting. The Sausalito Marin City School Board of Trustees has been aware of the efforts of the District staff to prepare this document for submission to the Foundation, tonight we are requesting the Board take action to approve the document funded by the Marin Community Foundation.

In the audience are Denni Brusseau, Executive Director of Bridge the Gap and Martin Perlmutter representing the Multisensory Integrated Learning Institute who will speak to their respective program's presence as part of our extended day component.

Minutes

Superintendent Bradley reported that on December 1, 2010, the Marin Community Foundation (MCF) approved the District's grant proposal for the Martin Luther King, Jr. (MLK) Academy Transformation Grant. MCF will fund the grant proposal through this school year; they approve districts with similar grants one year at a time. The Superintendent reintroduced Tenisha Tate, District Social Worker/Outreach Coordinator, and Karen Benjamin, MLK Interim Principal, who are both funded by MCF. Superintendent Bradley next introduced Denni Brusseau and Martin Perlmutter who will work with a portion of the after school program. They, along with the art and music instructors whose schedules have been adjusted, will work to find instructors for the extended day component. In addition to the extended day, MCF will also continue to fund George

Perry & Associates, who are classroom facilitators and work with the Interim Principal. Included in the proposal will be an opportunity for George Perry to talk with the Board about efforts under way in working with professional learning communities, sustaining over time, and to respond to Board questions. Meetings are scheduled to work on the extended day component. Superintendent Bradley noted that also written into the proposal is the opportunity for former students of MLK to return for extended day support, after school, as they move through high school.

Denni Brusseau reported that Bridge the Gap's college prep vision - that every Marin City student will graduate from high school and complete college - has been the focus of their tutoring program. Bridge the Gap supports students academically with their homework and supports students' aspirations for success; their organization looks forward to working with the District. Bridge the Gap also launched its own after school program in 2010. Their organization has just received the FBI Directors Community Leadership Award, one of 56 agencies recognized nationwide.

Martin Perlmutter reported that the goal of his organization, a 10 year old East Bay non-profit, is to create an inquiry based study of science and mathematics, in addition to textbooks. Students will learn tactile or other auditory ways of exploring, interacting and becoming comfortable with content. I pads will be used for teaching programming as part of a method of teaching math and science. Robotics will also be included. Trustee Trotter volunteered for an ad hoc committee to work with MCF on this transformation grant and the groups that will be involved with these programs.

Thornton/Newmeyer/all to create an ad hoc committee with Mark Trotter as Chair, to coordinate with MCF and the extended day program organizations to make this vision come to fruition. Mr. Newmeyer also volunteered for the committee.

Thornton/Benjamin/all to approve the District's proposal for the Martin Luther King, Jr. Academy Transformation Grant.

Motion made by: Shirley Thornton
Seconded by: Karen Benjamin

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

3. Principal's Report - Martin Luther King, Jr. Academy (D)

Minutes

Karen Brinkman, Interim Principal, reported:

- Work with George Perry & Associates Teachers' Coach, Sandy Rogers
- Students reading novels
- Assessment reflections
- The addition of a writing portion on each benchmark assessment

Ms. Brinkman reported that the work is rigorous and exciting; teachers are engaged and growing. Trustee Benjamin would like to hear feedback from the teachers as well.

4. Head of School's Report - Willow Creek Academy (D)

Minutes

WCA Head of School, Carol Cooper addressed the Board with , "Thank you for our driveway!" Ms. Cooper reported that the 8th grade students are learning to direct traffic and help students get out of the car quickly.

5. Principal's Report - Bayside Elementary (D)Minutes

Bayside Principal, Jonnette Newton, reported on:

Student completion of second writing prompt

December 1, Professional Development Day for teachers

- Outcome: Students will have oral rehearsals before writing to get ideas and upgrade the quality of their writing.
- Outcome: Teachers agreed to make writing part of the nightly homework.
- Next Steps: Continue walk throughs by District committee - what evidence to we have that there is standards based learning?
- Next Steps: Feedback based on what we see: Opportunity to review what is/what is not going on.

6. Speaker Event: Understanding Social Networking (D)

The Board of Trustees will sponsor a presentation on December 8, 2010, Understanding Social Networking, with guest speaker Mr. Steve DeWarns, a Police Officer in the San Francisco Bay Area. The event is open to parents and community members of the Sausalito Marin City School District and will be held in the Bayside Elementary School Multipurpose Room, 630 Nevada Street, Sausalito from 6:30 pm to 7:30 pm. See attached flyer for additional information.

Minutes

Superintendent Bradley reminded the Board of the next event in the series of speakers.

7. Aim High/Hannah Project Meeting with District Personnel (D)

A meeting has been scheduled on January 19, 2011 for teachers of Bayside Elementary, Martin Luther King, Jr. Academy and Willow Creek Academy to learn about the summer offerings of these two Marin Community Foundation grantees. A future meeting with parents is being planned.

Minutes

Superintendent Bradley reported that the summer school program providers have an opportunity to share program information with teachers on January 19 at 3:00 p.m.

8. Enrollment Report (D)

Enrollment Report: includes student enrollment at Bayside School, Martin Luther King Jr. Academy and Willow Creek Academy, effective December 3, 2010.

Minutes

Margie Bonardi provided the enrollment count through December 3, 2010:

- Bayside 125
- Martin Luther King, Jr. Academy 45
- Willow Creek Academy 211

Total District Enrollment 381

BUDGET

1. Willow Creek Academy 2010/2011 First Interim Report (V)

The Board will consider acceptance of the First Interim Report for Willow Creek Academy to comply with State regulations.

Minutes

Willow Creek Academy Treasurer, Clark Warden, reviewed the WCA First Interim Report. The report was accepted unanimously by the District Board.

Motion made by: William Ziegler

Seconded by: Thomas Newmeyer

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

2. Willow Creek Academy Financial Report (D)

Minutes

No oral report was made on the financial statements for the months of September and October.

3. Sausalito Marin City School District 2010-11 First Interim Report (V)

Education Code Section 42130 requires all school districts to submit to the governing board of the district, an interim report which covers their financial and budgetary status as of October 31 of each fiscal year. The District is required to submit the interim report to the Governing Board in the State SACS software format.

Minutes

Margie Bonardi reviewed the District First Interim Report, which was unanimously approved by the Board.

Motion made by: William Ziegler

Seconded by: Karen Benjamin

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes

Mark Trotter	Yes
William Ziegler	Yes

4. Impact of Governor's Veto of AB 3632 Funding (D)

On October 15, 2010, the California Department of Education's Special Education Director sent correspondence to special education directors reminding them that under the federal Individuals with Disabilities Education Act (IDEA), if any agency other than an LEA fails to provide or pay for the necessary special education and related services for an eligible student, then the LEA must provide or pay for these services in a timely manner.

Minutes

Margie Bonardi reported on AB3632, the line item veto in the Governor's budget for the mental health mandate. While funds were vetoed, the mandate continues to exist. School districts will now be required to fund it. The District anticipates it will incur an expense of approximately \$6,000 for the 2010/2011 school year.

FACILITIES

1. Director of Maintenance and Operations Report (V)

Minutes

Director of Maintenance and Operations, Forrest Corson's report included:

- Review of maintenance activities during Thanksgiving break
- Pending estimate for security camera at Bayside
- Vendor meeting regarding Bayside/WCA bells and clocks.

Trustee Trotter inquired about the status of an energy retrofit the District undertook several years ago. Margie Bonardi reported that 4 years remain of the contract; so many facilities have changed since the retrofit, it would be difficult to track the original savings projections.

2. Contractor Change Order #3 (V)

Contractor Change Order #3 was for remaining work to close out the Phase I project. It consisted of time tags for labor and materials work, Storm Water Protection Prevention Plan (SWPPP) work, moving cargo boxes, and all the other miscellaneous work. There should be no other additional work from McGuire and Hester.

Minutes

Item removed from the agenda.

CONSENT AGENDA

Minutes

M/s/c - Roll Call Trotter/Newmeyer/ 5 Ayes 0 Noes to approve/accept Consent Agenda Items 1-3.

1. Approval of the Minutes of the Regular Board Meeting of November 18, 2010 (V) (C)

2. Acceptance of the Minutes of the Facilities Committee Meeting of November 30, 2010

(V) (C)

3. Payment of Warrants (V) (C)

Payment of warrants under:

Batch 27 Fund 01 in the amount of \$65,382.68
 Batch 27 Fund 40 in the amount of \$827.00
 Batch 28 Fund 40 in the amount of \$5,500.00
 Batch 29 Fund 01 in the amount of \$139,341.76
 Batch 29 Fund 13 in the amount of \$5,420.50
 Batch 29 Fund 40 in the amount of \$5,005.73
 Batch 30 Fund 01 in the amount of \$31,868.06
 Batch 30 Fund 40 in the amount of \$146,634.19
 Batch 31 Fund 01 in the amount of \$14,508.08
 Batch 31 Fund 40 in the amount of \$33,638.30
 Batch 32 Fund 01 in the amount of \$50.25

ADMINISTRATIVE AND EXTERNALMinutes

M/s/c Trotter/Ziegler/all to appoint persons as indicated for Items 1-9 of the Administrative and External Section.

1. Board Appointment(s) to the Marin County Golden Bell Committee (V)

Current Liaison: Karen Benjamin

Minutes

Karen Benjamin was appointed to the Marin County Golden Bell Committee.

Motion made by: Mark TrotterSeconded by: William ZieglerVotes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

2. Board Appointment(s) to Tamalpais Articulation and Learning K-12 (TALK-12) (V)

Formerly Marin Teaching Network. Current Liaison: Dr. Shirley Thornton

Minutes

Shirley Thornton was appointed to Tamalpais Articulation and Learning K-12 (TALK-12).

Motion made by: Mark TrotterSeconded by: William ZieglerVotes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

3. Board Appointment(s) to the Joint Legislative Action Committee (1/)

Current Liaison: Mark Trotter with William Ziegler as Alternate

Minutes

Mark Trotter was appointed to the Joint Legislative Action Committee.

Motion made by: Mark Trotter

Seconded by: William Ziegler

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

4. Board Appointment(s) of Liaison to Facilities (1/)

Current Liaisons: Mark Trotter and William Ziegler

Minutes

Thomas Newmeyer, Mark Trotter and Bill Ziegler were appointed liaisons to Facilities.

Motion made by: Mark Trotter

Seconded by: William Ziegler

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

5. Board Appointment(s) of Liaison to Budget (1/)

Current Liaison: William Ziegler

Minutes

Bill Ziegler was appointed liaison to Budget.

Motion made by: Mark Trotter

Seconded by: William Ziegler

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

6. Board Appointment(s) of Liaison to Administration (1/)

Current Liaison: Mark Trotter

Minutes

Thomas Newmeyer was appointed liaison to Administration.

Motion made by: Mark Trotter

Seconded by: William Ziegler

Votes

Karen Benjamin	Yes
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Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

7. Board Appointment(s) to Chair Board Committee on Early Childhood Education (1)

Current Co-Chairs: Karen Benjamin and Thomas Newmeyer

Minutes

Karen Benjamin was appointed to Early Childhood Education.

Motion made by: Mark Trotter

Seconded by: William Ziegler

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

8. Board Appointment(s) to Negotiations with Willow Creek Academy for MOU 2011/2012

(1)

Current Liaisons: Dr. Shirley Thornton and William Ziegler

Minutes

Shirley Thornton and Bill Ziegler were appointed to negotiations with Willow Creek Academy for MOU 2011/2012.

Motion made by: Mark Trotter

Seconded by: William Ziegler

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

9. Board Appointment(s) of Liaisons to Parent/Community Outreach (1)

Current Liaisons: Mark Trotter and Karen Benjamin

Minutes

Karen Benjamin and Mark Trotter were appointed liaisons to Parent/Community Outreach.

Motion made by: Mark Trotter

Seconded by: William Ziegler

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	Yes

10. Strategic Visioning Plan (1)

The Board members participated in an interview process for organizations to facilitate a Strategic Visioning Process. The Board of Trustees will discuss the identification of the successful firm. This project will be funded by a grant from the Marin Community Foundation.

Minutes

The Board discussed how to proceed with a District strategic vision plan. Following discussion, the Board resolved as follows:

M/s/c Newmeyer/Trotter In Favor 4, Opposed 1 (Ziegler) to proceed with the process outlined in the November 30, 2010 letter to Don Jen, Program Director, Education, at the Marin Community Foundation.

M/s/c Newmeyer/Benjamin/all to commit as a board to meet with the superintendent in study sessions to work through differences.

Motion made by: Thomas Newmeyer

Seconded by: Mark Trotter

Votes

Karen Benjamin	Yes
Thomas Newmeyer	Yes
Shirley Thornton	Yes
Mark Trotter	Yes
William Ziegler	No

11. Joint Legislative Action Committee (JLAC) Seminar Wednesday, January 12, 2011 in Sacramento, CA (D)

Minutes

Trustees Trotter and Thornton indicated that they will attend the JLAC Seminar.

REPORTS**1. President's Report (D)**Minutes

No report.

2. Board Member Reports (D)Minutes

Trustee Thornton reported that this year's CSBA Annual Conference had been wonderful and very informative.

3. Superintendent's Report (D)Minutes

Superintendent Bradley's report included information on:

A pre K-3 design meeting held on December 1

Superintendents' monthly meetings which include discussion with the Marin Community Foundation on college readiness, pre K-3 and middle school transformation

Differences between elementary and high school approaches to college readiness in Marin County.

SAVE THE DATE

1. 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, 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.

PROPOSED Board meeting Dates for Calendar Year 2011

January 13*
January 20
February 10*
February 17
March 10*
March 24
April 7*
April 28
May 12*
May 26
June 9 Two meetings in June
June 23
July 28 One July meeting – summer break
August 11*
August 25
September 8*
September 22
October 13*
October 27
November 17 One November meeting – holidays
December 8*
December 15

Minutes

The proposed Board Meeting Dates for Calendar Year 2011 was APPROVED at this meeting.

2. Future Charter School Board Meeting Dates

Unless other noticed, all meetings are held at 6:30 PM on the school campus, 630 Nevada Street, Sausalito, CA. All meetings are the 3rd Wednesday of the month.

December 15
January 19
February 16
March 16
April 20
May 18
June 15

3. Upcoming Events and Important Dates

December 8 Speaker Event: Understanding Social Networking, Bayside MPR, 6:30-7:30 pm
December 8 Grades 4 & 5 Student Presentation , Internet Safety, Bayside, 8:30 am
December 8 Grade 6 Student Presentation, CSI Cyberspace Investigation, MLK, 10:00 am
December 8 Grades 7 & 8 Student Presentation, Social Networking, MLK, 11:00 am
December 20-January 2 Winter Recess
December 22 Classified In Lieu Day
December 23 Local Holiday
December 24 Christmas Holiday
December 31 New Years Holiday
January 3 Students Return to School

ADJOURNMENT

Minutes

M/s/c Trotter/Thornton/all to adjourn at 10:08 p.m.

Signature/Date

Title

Sausalito Marin City School District Minutes

Created: January 03, 2011 at 04:25 PM

Special Meeting

December 15, 2010

Wednesday, 09:30 AM

District Office

630 Nevada Street

Sausalito

Attendees

Thomas Newmeyer

Mark Trotter

William Ziegler

Debra Bradley

non-voting

Meeting Minutes

President Thomas Newmeyer participated via teleconference.

CALL TO ORDER

Minutes

Vice President Trotter called the meeting to order at 9:31 a.m.

PUBLIC HEARING AND CONSIDERATION OF GENERAL WAIVER REQUEST-SARC

1. Public Hearing (D)

The Board will conduct a Public Hearing prior to consideration of General Waiver Request GW-1 for a 60-day extension of the School Accountability Report Card (SARC) reporting deadline.

School districts are charged with issuing a SARC for each school in the district, and making the SARC available to parents online or in hard copy by February 1 of each year. Because of budget and staffing reductions, the California Department of Education (CDE) staff are unable to prepopulate SARC templates with much of the data as in years past. This process change will require school districts to take on additional duties related to manually gathering and inputting the data required for the SARC. CDE has determined that school districts may submit a waiver request to extend the reporting deadline from February 1, 2011 to April 1, 2011 to have sufficient time to complete accurate and up-to-date SARCs for parents and community members.

Minutes

The public hearing was opened at 9:32 a.m.. There was no public comment and the public hearing was closed.

2. Board Consideration of General Waiver Request GW-1 (D)

Minutes

M/s/c Ziegler/Newmeyer/all to approve General Waiver Request GW-1 for a 60-day extension of the School Accountability Report Card (SARC) reporting deadline.

Motion made by: William Ziegler

Seconded by: Thomas Newmeyer

Votes

Thomas Newmeyer	Yes
Mark Trotter	Yes
William Ziegler	Yes

ADJOURNMENT

Minutes

M/s/c Ziegler/Trotter/all to adjourn at 9:33 a.m.

Signature/Date

Title

Sausalito Marin City School District Minutes

Created: January 03, 2011 at 04:25 PM

Special Meeting

December 15, 2010

Wednesday, 09:30 AM

District Office
630 Nevada Street
Sausalito

Attendees

Thomas Newmeyer
Mark Trotter
William Ziegler
Debra Bradley

non-voting

Meeting Minutes

President Thomas Newmeyer participated via teleconference.

CALL TO ORDER

Minutes

Vice President Trotter called the meeting to order at 9:31 a.m.

PUBLIC HEARING AND CONSIDERATION OF GENERAL WAIVER REQUEST-SARC

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Minutes

The public hearing was opened at 9:32 a.m.. There was no public comment and the public hearing was closed.

2. Board Consideration of General Waiver Request GW-1 (V)

Minutes

M/s/c Ziegler/Newmeyer/all to approve General Waiver Request GW-1 for a 60-day extension of the School Accountability Report Card (SARC) reporting deadline.

Motion made by: William Ziegler
Seconded by: Thomas Newmeyer

Votes

Thomas Newmeyer	Yes
Mark Trotter	Yes
William Ziegler	Yes

ADJOURNMENT

Minutes

M/s/c Ziegler/Trotter/all to adjourn at 9:33 a.m.

Signature/Date

Title

Sausalito Marin City School District Minutes

Created: January 03, 2011 at 04:25 PM

Special Meeting

December 15, 2010

Wednesday, 05:00 PM

District Office

630 Nevada Street

Sausalito

Attendees

Karen Benjamin

Thomas Newmeyer

Shirley Thornton

Mark Trotter

William Ziegler

Debra Bradley

non-voting

CALL TO ORDER

Minutes

President Newmeyer called the meeting to order at 5:00 p.m.

STUDY SESSION

1. Study Session (P)

The Board will continue the discussion begun November 20, 2010 on Strategic Initiative/Planning.

Minutes

The Board continued the discussion begun November 20, 2010 on Strategic Initiative/Planning.

Trustee Benjamin left at 5:45 p.m.

ADJOURNMENT

Minutes

M/s/c Trotter/Thornton/all to adjourn at 6:40 p.m.

Signature/Date

Title

Sausalito Marin City School District Minutes

Created: January 11, 2011 at 10:59 AM

Special Meeting

January 04, 2011

Tuesday, 03:30 PM

District Office

630 Nevada Street

Sausalito

Attendees

Karen Benjamin

Thomas Newmeyer

Mark Trotter

William Ziegler

Debra Bradley

non-voting

Meeting Minutes

Trustee Benjamin arrived at 4:32 pm.

Trustee Thornton was absent.

CALL TO ORDER

Minutes

The meeting was called to order by President Newmeyer at 3:30 pm.

STUDY SESSION

1. Study Session (V)

The Board will continue the discussion of December 15, 2010 on Strategic Initiative/Planning.

Minutes

Board members continued their discussion on Strategic Initiative/Planning.

The meeting was recessed at 5:24 pm for a second scheduled special Board meeting.

ADJOURNMENT

Minutes

The meeting was not reconvened following the second special Board meeting.

Signature/Date

Title

Sausalito Marin City School District Minutes

Created: January 11, 2011 at 11:06 AM

Special Meeting

January 04, 2011

Tuesday, 04:45 PM

District Office

630 Nevada Street

Sausalito

Attendees

Karen Benjamin

Thomas Newmeyer

Mark Trotter

William Ziegler

Debra Bradley

non-voting

Meeting Minutes

Trustee Thornton was absent.

CALL TO ORDER

Minutes

The meeting was called to order by President Newmeyer at 5:25 pm. The Board and Chief Negotiator, Laura Schulkind, went immediately into closed session.

CLOSED SESSION

1. Addressing the Board Prior to Closed Session (D)

Persons wishing to address the Board on items on the closed session agenda may do so at this time. (Turn in completed card; 3-minute time limit for presentation.)

2. Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Superintendent (D)

Board conference with Chief Negotiator, Laura Schulkind, to discuss timeline and process for Superintendent's evaluation

OPEN SESSION

Minutes

Open session was convened at 6:28 pm.

1. Report Out from Closed Session (I)

Minutes

President Newmeyer reported that the Board had nothing to report out of closed session.

RECONVENE TO STUDY SESSION ON STRATEGIC INITIATIVE/PLANNING

Minutes

There being no further discussion, both the 3:30 pm study session on Strategic Initiative/Planning and the 4:45 closed session meeting were adjourned at 6:30 pm.

Signature/Date

Title

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

**STANDING SUB COMMITTEE OF THE BOARD OF TRUSTEES
ON FACILITIES
MEETING MINUTES**

May 27, 2010

OPEN SESSION: 9:00 AM

MEMBERS PRESENT:

Trustee Mark Trotter

Trustee Bill Ziegler

Debra A. Bradley, Ed.D.

Others Present: Bill Gargan, Margie Bonardi, Orlando Lobo, Phil Kerr and Kathy Blazei taking minutes.

The meeting was called to order at 9:00 a.m.

Call to Order

CA ARCHITECTS

CA Architects

The committee reviewed a proposal for services from CA Architects in the amount of \$7,400, which was distributed by Willow Creek Academy Board Member. Phil Kerr. Mr. Kerr has previous experience with and recommends this contractor. Plans should be in place next week.

Bill Gargan clarified that the former civil engineer was working at a not to exceed \$5,000

Phil Kerr noted that the estimated time to begin construction is June 15.

Mark Trotter and Bill Gargan suggested preparing construction documents, for bid purposes only, contingent on having approved DSA plans.

The Facilities Committee may take action to approve the contract with CA ARCHITECTS, with ratification by the Board at its June 8, 2010 board meeting. If there is DSA approval and a construction bid, the Board will also consider that on June 8; otherwise, the Board will have to schedule a special meeting for approval.

Superintendent Bradley will communicate with CorStone regarding driveway access during construction.

Turnaround Update

Turnaround Update

Bill Gargan gave a status report:

Miller Pacific is going to do some geo tech work.

The District has a new civil (engineer).

The architect needs to submit plans to DSA.

SAUSALITO MARIN CITY SCHOOL DISTRICT FACILITIES SUBCOMMITTEE
THURSDAY, May 27, 2010 - Minutes

2

Willow Creek Academy President, Orlando Lobo, noted that the District is loaning classrooms to WCA; if WCA could be in the portables by Fall, it would minimize disruption.

Portable Location

Phil Kerr recommended completing the project before rains and Thanksgiving holidays.

Superintendent Bradley distributed a map for review. Portable 4, current art room will be eliminated with the arts instructor moving room to room; the after school program office will be temporarily housed in the library loft; all WCA properties remain in place. Room 7 will house Bayside 5th grade; Room 9 will be used for WCA science or as designated by Carol Cooper; Room 10 will be vacated by Bayside to house WCA 2nd kindergarten.

Orlando Lobo reported that WCA will send a letter to WCA parents regarding what is taking place, acknowledging a spirit of cooperation with the District.

Orlando Lobo asked where District physical education equipment will be stored. Superintendent Bradley explained that beginning in the 2010/2011 school year, each teacher will teach PE so equipment will be in the classrooms.

Superintendent Bradley noted the relocation of two containers (behind where portables are currently located) is still being worked out; one is for emergency preparedness; one is shared for after school and for art equipment.

Bill Gargan recommended Forrest Corson, who is contracted to the District for carpentry related to maintenance and repairs, be hired for the tackable surface application to KPod walls.

KPod

Superintendent Bradley reported that the job description language for the position of Director of Maintenance and Operations would be updated, in terms of duration of the contract; and other minor updates, such as reference to two principals rather than one.

Director of Maintenance and Operations

Mark Trotter recommended the job description clearly indicate that this position includes hands-on work because there has never been a time that it did not require both.

Superintendent Bradley will advertise the position following Board approval of the revised job description at the June 8, 2010 Board meeting. The Facilities Committee will participate in the interview process.

Bill Ziegler asked what staff the Director of Maintenance and Operations has. Superintendent Bradley reported that there is the bus driver and 3.5 maintenance positions (1 exclusively on grounds).

Margie Bonardi clarified that, except for the bus driver, all are custodial/maintenance workers and are union members.

SAUSALITO MARIN CITY SCHOOL DISTRICT FACILITIES SUBCOMMITTEE
THURSDAY, May 27, 2010 - Minutes

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The meeting was adjourned at 10: 00 a.m.

ADJOURNMENT

Secretary_____ Date_____

Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on Williams Uniform Complaints
[Education Code § 35186(d)]

District:

Sausalito Marin City School District

Person completing this form: Dr. Debra A. Bradley Title: Superintendent

Quarterly Report Submission Date: ☒ January 2011
☐ April 2011
☐ July 2011
☐ October 2011

Date for information to be reported publicly at governing board meeting January 20, 2011.

Please check the box that applies:

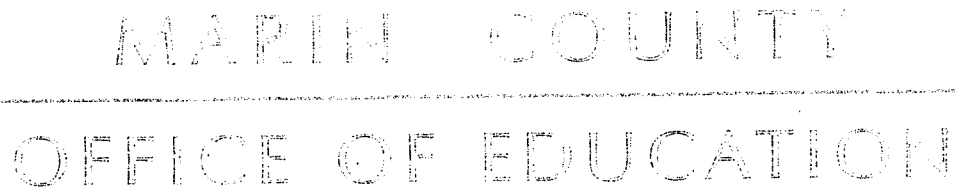
- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0
TOTALS	0	0	0

Dr. Debra A. Bradley
Print Name of District Superintendent

Signature of District Superintendent

Date



(415) 472-4110
FAX (415) 491-6625

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0034 GENERAL FUND
: 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
02917189	001196/	BARBARA ALMQUIST												
		PO-110167	1.	01-6500-0-5835.00-5770-1182-700-000-000									11/10	170.00
				WARRANT TOTAL										\$170.00
02917190	002896/	ARMOR LOCKSMITH												
		PO-110161	1.	01-8150-0-4300.00-0000-8100-735-000-000									9927	28.82
			1.	01-8150-0-4300.00-0000-8100-735-000-000									37526	163.47
		PV-110292		01-8150-0-4300.00-0000-8100-735-000-000									37526	38.00
				WARRANT TOTAL										\$230.29
02917191	002550/	ASSOCIATED VALUATION SERVICES												
		PO-110021	1.	01-0000-0-5849.00-0000-7200-000-000-000									3348	227.91
				WARRANT TOTAL										\$227.91
02917192	000192/	AT&T												
		PO-110006	1.	01-0000-0-5970.00-0000-2700-000-000-000									234 343 6954 760	1,476.59
				WARRANT TOTAL										\$1,476.59
02917193	070358/	AT&T												
		PO-110008	1.	01-0000-0-5970.00-0000-2700-700-000-000									332 3190	31.60
				WARRANT TOTAL										\$31.60
02917194	070329/	AT&T CALNET 2												
		PO-110007	1.	01-0000-0-5970.00-0000-2700-700-000-000									11/10	14.17
				WARRANT TOTAL										\$14.17
02917195	000006/	BAY CITIES REFUSE INC												
		PO-110003	1.	01-0000-0-5550.00-0000-8200-000-000-000									Bayside	1,627.40
			1.	01-0000-0-5550.00-0000-8200-000-000-000									Manzanita	657.80
				WARRANT TOTAL										\$2,285.20
02917196	070010/	DEBRA BRADLEY												
		PV-110305		01-0000-0-4300.00-0000-7150-725-000-000									Reimb.	39.95
				WARRANT TOTAL										\$39.95
02917197	002183/	TRELLIS CONDRA												
		PV-110290		01-0000-0-5230.00-1110-1010-101-000-000									11/10 Mileage	64.68

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0034 GENERAL FUND
: 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
WARRANT TOTAL						\$64.68
02917198	070561/	REBECCA COURTNEY				
		PV-110300	01-9472-0-5240.00-1110-1010-700-000-000	52024, 52007		582.18
WARRANT TOTAL						\$582.18
02917199	002711/	CSBA C/O WESTAMERICA BANK				
		PO-110230	1. 01-0000-0-5210.00-0000-7110-725-000-000	93516		157.00
			1. 01-0000-0-5210.00-0000-7110-725-000-000	93517		98.00
			1. 01-0000-0-5210.00-0000-7110-725-000-000	93519		118.00
WARRANT TOTAL						\$373.00
02917200	002547/	DISCOVERY OFFICE SYSTEMS				
		PV-110289	01-0000-0-5605.00-0000-7200-725-000-000	5SE1037526		167.49
			01-0000-0-5605.00-1110-1010-100-000-000	5SE1037526		186.73
			01-0000-0-5605.00-1110-1010-101-000-000	5SE1037526		60.71
		PV-110308	01-0000-0-5605.00-1110-1010-100-000-000	5SE1037146		58.70
WARRANT TOTAL						\$473.63
02917201	002362/	EDUCATIONAL & PSYCHOLOGICAL				
		PO-110012	1. 01-6500-0-5800.00-5001-2110-700-000-000	12/10		5,117.64
		PV-110286	01-0000-0-5840.00-0000-3130-700-000-000	12/10		2,250.00
WARRANT TOTAL						\$7,367.64
02917202	001807/	EMPLOYMENT DEVELOPMENT DEPT.				
		PV-110303	01-0000-0-3501.00-1110-1010-725-000-000	LEC to 9/30/10 942-4117-1		2,124.00
WARRANT TOTAL						\$2,124.00
02917203	070263/	FEDEX				
		PV-110301	01-0000-0-5960.00-0000-7200-725-000-000	7-291-42014		62.67
WARRANT TOTAL						\$62.67
02917204	002270/	FISHMAN SUPPLY CO.				
		PV-110291	01-0000-0-4300.00-0000-8211-735-000-000	820369, 820430		2,282.74

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0034 GENERAL FUND
: 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE				ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL FUNC LOC ACT GRP	
WARRANT TOTAL									\$2,282.74
02917205	002810/	FRANCHISE TAX BOARD							
		PV-110294		01	-0000-0-5840.00	-0000-8300-000-000-000		Bohlmann, Lee	175.00
		WARRANT TOTAL							\$175.00
02917206	000023/	GOODMAN BUILDING SUPPLY CO.							
		PO-110094	1.	01	-8150-0-4300.00	-0000-8100-735-000-000		Due 12/11/10	135.90
		WARRANT TOTAL							\$135.90
02917207	001611/	HEALTH NET							
		PV-110297		01	-0000-0-9520.00	-0000-0000-000-000-000		12/10	677.26
		WARRANT TOTAL							\$677.26
02917208	070350/	ANCLIFF JOSEPH							
		PV-110288		01	-0000-0-5610.00	-1110-1010-101-000-000		2010-08	700.00
		WARRANT TOTAL							\$700.00
02917209	000039/	KAISER FOUNDATION							
		PV-110298		01	-0000-0-3402.00	-0000-7110-725-000-000		16734-0001	500.54
				01	-0000-0-9520.00	-0000-0000-000-000-000		16734-0001	8,466.22
				01	-0000-0-9520.00	-0000-0000-000-000-000		578-7000	1,479.33
				01	-0000-0-9521.00	-0000-0000-000-000-000		16734-7000	6,736.24
				01	-0000-0-9521.00	-0000-0000-000-000-000		578-0002	7,345.78
		WARRANT TOTAL							\$24,528.11
02917210	000045/	MARIN COUNTY OFFICE OF EDUC							
		PV-110306		01	-0000-0-5940.00	-0000-7180-700-000-000		110436	300.00
		WARRANT TOTAL							\$300.00
02917211	070447/	MAXIM HEALTHCARE SERVICES							
		PO-110173	1.	01	-0000-0-5840.00	-0000-3140-100-000-000		8113125-A84	825.00
			1.	01	-0000-0-5840.00	-0000-3140-100-000-000		8137548-A84	600.00
		PO-110184	1.	01	-6500-0-5835.00	-5770-1182-700-000-000		8113125-A84	1,510.00

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0034 GENERAL FUND
: 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
			1. 01-6500-0-5835.00-5770-1182-700-000-000	8137548-A84		1,431.00
			WARRANT TOTAL			\$4,366.00
02917212	001746/	THE MCGRAW-HILL COMPANIES				
		PO-110227	1. 01-0221-0-4100.00-1110-1010-100-000-000	58028157001		138.86
			WARRANT TOTAL			\$138.86
02917213	001927/	MILL VALLEY SERVICES				
		CM-110004	01-0000-0-4300.00-0000-7200-725-000-000	71227		27.46
		PO-110225	1. 01-0000-0-4300.00-0000-7200-725-000-000	71220		57.51
		PV-110284	01-0000-0-4300.00-0000-7200-725-000-000	580000		285.04
			WARRANT TOTAL			\$315.09
02917214	070107/	VIDA MOATTAR				
		PV-110309	01-0000-0-5230.00-0000-7300-725-000-000	11/10 Mileage		32.60
			WARRANT TOTAL			\$32.60
02917215	001248/	NELSON STAFFING SOLUTIONS				
		PV-110307	01-0000-0-5845.00-0000-2700-700-000-000	5232809		525.00
			WARRANT TOTAL			\$525.00
02917216	002239/	NEXTEL COMMUNICATIONS				
		PO-110009	1. 01-0000-0-5970.00-0000-7200-700-000-000	11/10		387.53
			WARRANT TOTAL			\$387.53
02917217	000058/	P G & E CO				
		PO-110001	1. 01-0000-0-5510.00-0000-8200-000-000-000	Due 12/6/10		166.04
			1. 01-0000-0-5510.00-0000-8200-000-000-000	Due 12/6/10		1,599.35
			1. 01-0000-0-5510.00-0000-8200-000-000-000	Due 12/6/10		46.80
			1. 01-0000-0-5510.00-0000-8200-000-000-000	Due 12/6/10		8.58
			1. 01-0000-0-5510.00-0000-8200-000-000-000	Due 12/6/10		2,849.60
			1. 01-0000-0-5510.00-0000-8200-000-000-000	Due 12/6/10		102.32
			1. 01-0000-0-5510.00-0000-8200-000-000-000	Due 12/6/10		250.38

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0034 GENERAL FUND

: 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
						1.	01-0000-0-5510.00-0000-8200-000-000-000						Due 12/6/10	524.38
						1.	01-0000-0-5510.00-0000-8200-000-000-000						Due 12/6/10	18.48
													WARRANT TOTAL	\$5,565.93
02917218	070381/	PEDIATRIC CONTRACTING SERVICES												
		PV-110295					01-6500-0-5835.00-5770-1182-700-000-000						SAU10101	269.75
													WARRANT TOTAL	\$269.75
02917219	070411/	PERFECT TIMING												
		PV-110302					01-0000-0-5845.00-0000-7150-725-000-000						26828	215.60
													WARRANT TOTAL	\$215.60
02917220	070222/	PROTECTION ONE												
		PO-110015				2.	01-0000-0-5840.00-0000-8300-100-000-000						12/10	62.52
						3.	01-0000-0-5840.00-0000-8300-101-000-000						12/10	572.08
													WARRANT TOTAL	\$634.60
02917221	001458/	SCHOLASTIC BOOK CLUBS												
		PV-110304					01-1100-0-4300.00-1110-1010-100-000-000						1229802531	10.00
													WARRANT TOTAL	\$10.00
02917222	001206/	SHELL OIL CO.												
		PV-110296					01-0000-0-4301.00-0000-8110-700-000-000						11/10	54.54
													WARRANT TOTAL	\$54.54
02917223	070204/	SJCOE												
		PO-110067				1.	01-0000-0-5803.00-0000-7200-700-000-000						27814	300.00
													WARRANT TOTAL	\$300.00
02917224	070200/	STANDARD INSURANCE COMPANY CB												
		PV-110299					01-0000-0-9520.00-0000-0000-000-000-000						12/10	261.58
													WARRANT TOTAL	\$261.58
02917225	070367/	TIME CLOCK INC.												
		PO-110035				1.	01-0000-0-5849.00-0000-7200-000-000-000						PA48339.1	146.81
													WARRANT TOTAL	\$146.81

APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 12/03/2010

12/02/10 PAGE 61

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0034 GENERAL FUND
: 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
02917226	070392/	ROBERT WHITE				
		PV-110287	01-3200-0-5840.00-0000-7705-700-000-000		November 2010	1,120.00
			WARRANT TOTAL			\$1,120.00
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 38		TOTAL AMOUNT OF WARRANTS:	\$58,666.41*

APY250 H.02.09

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 12/03/2010

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0034 GENERAL FUND
 : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
02917227	070213/	PREFERRED MEAL SYSTEMS				
		PV-110310	13-5310-0-5840.00-0000-3700-100-000-000	10458251		1,635.87
			13-5310-0-5840.00-0000-3700-100-000-000	10456580		1,634.06
			13-5310-0-5840.00-0000-3700-101-000-000	10458252		640.55
			13-5310-0-5840.00-0000-3700-101-000-000	10456581		570.80
			13-5310-0-5840.00-0000-3700-700-000-000	10458251		311.11
			13-5310-0-5840.00-0000-3700-700-000-000	10456580		290.97
		WARRANT TOTAL				\$5,083.36
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 1	TOTAL AMOUNT OF WARRANTS:		\$5,083.36*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0034 GENERAL FUND

: 40 SPECIAL RESERVE~CAP OUTLAY #1

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION	AMOUNT	
02917228	070434/	JVL DESIGNS				
		PV-110293	40-0000-0-6170.00-0000-8500-100-000-103	1561		1,009.20
			WARRANT TOTAL			\$1,009.20
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS:	1	TOTAL AMOUNT OF WARRANTS:	\$1,009.20*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS:	40	TOTAL AMOUNT OF WARRANTS:	\$64,758.97*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS:	40	TOTAL AMOUNT OF WARRANTS:	\$64,758.97*



(415) 472-4110
FAX (415) 491-6625

Date 12/8/10

District No. 47

[illegible]

Authorized Signature Margaret Bonner

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0035 GENERAL FUND
: 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
02918046	000609/	AMERICAN EXPRESS				
		PV-110311	01-0000-0-4300.00-0000-7110-725-000-000		Mollie Stone	70.18
			01-0000-0-4300.00-0000-7200-725-000-000		Mollie Stone	53.44
			01-0000-0-4300.00-0000-7200-725-000-000		Mollie Stone	15.97
			01-0000-0-5220.00-0000-7150-725-000-000		Parking-Bradley	30.00
			01-0000-0-5220.00-0000-7150-725-000-000		Restaurants-Bradley	189.89
			01-0000-0-5960.00-0000-7200-725-000-000		Fedex	8.00
			WARRANT TOTAL			\$367.48
02918047	070329/	AT&T CALNET 2				
		PO-110007	1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10	223.75
			1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10	12.92
			1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10	12.98
			1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10	12.92
			1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10	13.91
			WARRANT TOTAL			\$276.48
02918048	070466/	BAY AREA NEWS GROUP				
		PV-110313	01-0000-0-5803.00-0000-7200-700-000-000		Sub Bus Driver Ad	300.00
			WARRANT TOTAL			\$300.00
02918049	070513/	BOYS AND GIRLS CLUB				
		PO-110064	1. 01-6010-0-5840.00-1110-1010-700-000-000		11/10	13,900.00
			WARRANT TOTAL			\$13,900.00
02918050	002259/	CRAIGSLIST				
		PV-110319	01-0000-0-5803.00-0000-7200-700-000-000		19954597	75.00
			WARRANT TOTAL			\$75.00
02918051	002151/	DELL MARKETING L.P.				
		PO-110234	1. 01-0000-0-4300.00-0000-7200-725-000-000		XF4XP9M89	185.28
			WARRANT TOTAL			\$185.28

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0035 GENERAL FUND
FUND: 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
02918052	002270/	FISHMAN SUPPLY CO.													
		PV-110317		01-0000-0-4300.00-0000-8211-735-000-000									819595.1		557.18
				01-0000-0-4300.00-0000-8211-735-000-000									81959		901.19
				WARRANT TOTAL											\$1,458.37
02918053	002534/	HIRERIGHT SOLUTIONS INC.													
		PV-110329		01-0000-0-5803.00-0000-7200-700-000-000									69178-093010		129.00
				WARRANT TOTAL											\$129.00
02918054	070076/	IDEATION GROUP													
		PO-110125	1.	01-0240-0-5840.00-0000-2130-700-000-000									11/10		4,810.00
				WARRANT TOTAL											\$4,810.00
02918055	070565/	INTERNET CHILD SAFETY													
		PV-110312		01-0000-0-5840.00-0000-7200-725-000-000									Internet Academy		1,400.00
				WARRANT TOTAL											\$1,400.00
02918056	070563/	LIFETOUCH													
		PV-110318		01-0000-0-5841.00-0000-2700-700-000-000									MLK pictures 10/29/10		150.00
				WARRANT TOTAL											\$150.00
02918057	001794/	LOUIE'S DELI													
		PV-110325		01-9474-0-4300.00-1110-1010-101-000-000									4059		183.00
				WARRANT TOTAL											\$183.00
02918058	070447/	MAXIM HEALTHCARE SERVICES													
		PO-110173	1.	01-0000-0-5840.00-0000-3140-100-000-000									8167389-A84		750.00
		PO-110184	1.	01-6500-0-5835.00-5770-1182-700-000-000									8167389-A84		503.50
				WARRANT TOTAL											\$1,253.50
02918059	000899/	MICHAEL'S TRANSPORTATION SERV													
		PV-110324		01-0000-0-5840.00-0000-3600-700-000-000									62934, 63055, 63180		7,490.00
				WARRANT TOTAL											\$7,490.00
02918060	001927/	MILL VALLEY SERVICES													
		PO-110232	1.	01-0000-0-4300.00-1110-3140-101-000-000									71433I		155.26

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0035 GENERAL FUND
FUND: 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL															\$155.26
02918061	001248/	NELSON STAFFING SOLUTIONS													
		PV-110314				01-0000-0-5845.00-0000-2700-700-000-000							5231911		229.69
		PV-110320				01-0000-0-5845.00-0000-2700-700-000-000							5233720		840.00
		PV-110322				01-0000-0-5845.00-0000-2700-700-000-000							5233720		840.00
		WARRANT TOTAL													\$1,909.69
02918062	000073/	PEARSON EDUCATION													
		PO-110226	1.			01-0221-0-4100.00-1110-1010-100-000-000							4020169308		641.16
		WARRANT TOTAL													\$641.16
02918063	070411/	PERFECT TIMING													
		PV-110323				01-0000-0-5845.00-0000-7150-725-000-000							26858		431.20
		WARRANT TOTAL													\$431.20
02918064	070523/	PERRY & ASSOCIATES INC.													
		PO-110152	1.			01-7090-0-5840.00-1110-1010-100-000-000							9-11/10		3,400.00
		WARRANT TOTAL													\$3,400.00
02918065	070190/	SANTA CRUZ SAUSALITO REHAB													
		PO-110013	1.			01-6500-0-5800.00-5770-1190-700-000-000							11/10		3,592.00
		WARRANT TOTAL													\$3,592.00
02918066	070564/	SCHOOL GRANT SERVICES LLC													
		PV-110315				01-0000-0-5840.00-0000-7200-725-000-000							11/9/10 services		1,116.23
		WARRANT TOTAL													\$1,116.23
02918067	070406/	SILYCO													
		PO-110024	1.			01-0000-0-5837.00-0000-2420-700-000-000							NOV2010		3,600.00
		WARRANT TOTAL													\$3,600.00
02918068	002545/	SONITROL													
		PO-110088	1.			01-0000-0-5840.00-0000-8300-101-000-000							1178405		819.00
		WARRANT TOTAL													\$819.00
02918069	070492/	SOUND AND SIGNAL													
		PV-110316				01-8150-0-5600.00-0000-8110-735-000-000							23380		106.00

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0035 GENERAL FUND
FUND: 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT
WARRANT TOTAL						\$106.00
02918070	002680/	STEPHEN ROATCH ACCOUNTANCY				
		PO-110025	1. 01-0000-0-5809.00-0000-7110-000-000-000	Billing #3		6,820.00
WARRANT TOTAL						\$6,820.00
02918071	002834/	TIMELY TRANSPORTATION				
		PO-110019	1. 01-7230-0-5840.00-1110-3600-700-000-000	Jan. 11 FOM		1,849.00
			1. 01-7230-0-5840.00-1110-3600-700-000-000	Jan. 11 Mid		1,849.00
WARRANT TOTAL						\$3,698.00
02918072	070494/	BROOKE TOCZYLOWSKI				
		PV-110328	01-9476-0-5240.00-1110-1010-103-000-000	Art Grant Staff Development		52.50
WARRANT TOTAL						\$52.50
02918073	000078/	WATERSTREET CO				
		PO-110156	1. 01-8150-0-4300.00-0000-8100-735-000-000	32590		3.94
WARRANT TOTAL						\$3.94
02918074	002172/	WILLOW CREEK ACADEMY				
		PV-110326	01-0000-0-7299.00-0000-9200-103-000-000	Dec. 2010 payments		90,000.00
			01-0000-0-8096.00-0000-9200-103-000-000	Dec. 2010 payments		68,459.00
		PV-110327	01-9476-0-5240.00-1110-1010-103-000-000	Art Staff Development		285.60
WARRANT TOTAL						\$158,744.60
02918075	000080/	XEROX CORPORATION				
		PO-110101	1. 01-0000-0-5605.00-0000-2700-101-000-000	51923564		161.32
WARRANT TOTAL						\$161.32
02918076	001244/	YOUTH IN ARTS				
		PO-110099	1. 01-9476-0-5840.00-1110-1010-700-000-000	First Installment		28,000.00
WARRANT TOTAL						\$28,000.00
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 31				TOTAL AMOUNT OF WARRANTS: \$245,229.01*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0035 GENERAL FUND
: 13 CAFETERIA FUND

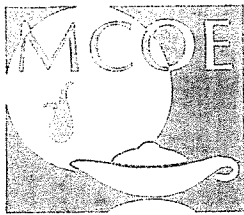
WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
02918077	000105/	CLOVER-STORNETTA FARMS													
		PV-110331		13	-5310	-0	-5849	.00	-0000	-3700	-700	-000	-000	Bayside	374.40
				13	-5310	-0	-5849	.00	-0000	-3700	-700	-000	-000	MLK	155.15
														WARRANT TOTAL	\$529.55
02918078	070213/	PREFERRED MEAL SYSTEMS													
		PV-110332		13	-5310	-0	-5840	.00	-0000	-3700	-100	-000	-000	10462092	1,475.52
				13	-5310	-0	-5840	.00	-0000	-3700	-100	-000	-000	10466324	963.47
				13	-5310	-0	-5840	.00	-0000	-3700	-101	-000	-000	10462093	727.06
				13	-5310	-0	-5840	.00	-0000	-3700	-101	-000	-000	11/1-8/10	476.29
				13	-5310	-0	-5840	.00	-0000	-3700	-700	-000	-000	10462092	340.10
				13	-5310	-0	-5840	.00	-0000	-3700	-700	-000	-000	11/1-8/10	25.19
														WARRANT TOTAL	\$4,007.63
*** FUND	TOTALS ***													TOTAL AMOUNT OF WARRANTS:	\$4,537.18*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0035 GENERAL FUND

F : 40 SPECIAL RESERVE-CAP OUTLAY #1

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
02918079	070434/	JVL DESIGNS				
		PO-110208 1. 40-0000-0-6170.00-0000-8500-100-000-103		#2		14,136.00
		WARRANT TOTAL				\$14,136.00
02918080	070518/	MCGUIRE & HESTER				
		PO-110112 1. 40-0000-0-6240.00-0000-8500-100-000-103		3149/5		99,323.61
		WARRANT TOTAL				\$99,323.61
02918081	070161/	MILLER PACIFIC ENGINEERING				
		PV-110333 40-0000-0-6260.00-0000-8500-100-000-103		11071		388.80
		WARRANT TOTAL				\$388.80
02918082	070408/	PROJECT MANAGEMENT SERVICES				
		PV-110330 40-0000-0-6281.00-0000-8500-103-000-103		7/10		11,500.00
		WARRANT TOTAL				\$11,500.00
02918083	070285/	SMITH EMERY				
		PO-110204 1. 40-0000-0-6260.00-0000-8500-100-000-103		664051-5		1,190.00
		WARRANT TOTAL				\$1,190.00
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 5		TOTAL AMOUNT OF WARRANTS:	\$126,538.41*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS: 38		TOTAL AMOUNT OF WARRANTS:	\$376,304.60*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS: 38		TOTAL AMOUNT OF WARRANTS:	\$376,304.60*



MARIN COUNTY

OFFICE OF EDUCATION

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MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625

VENDOR PAYMENT CERTIFICATION

Date 12/15/10

District Name SAUSALITO MARIN CITY

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 76,330.06.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>36</u>	<u>66,415.36</u>
<u>13</u>	<u>36</u>	<u>4240.70</u>
<u>40</u>	<u>36</u>	<u>2645.00</u>
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Authorized Signature Margaret Mann

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0036 GENERAL FUND

FUND: 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
02919108	002765/	ALADDINS AUTOMOTIVE				
		PV-110339	01-0240-0-5600.00-0000-3600-700-000-000		122103	154.97
			WARRANT TOTAL			\$154.97
02919109	070374/	ANOVA CENTER FOR EDUCATION				
		PO-110185	1. 01-6500-0-5833.00-5750-1185-700-000-000		32480	3,582.00
			WARRANT TOTAL			\$3,582.00
02919110	002896/	ARMOR LOCKSMITH				
		PO-110242	1. 01-8150-0-5600.00-0000-8110-735-000-000		9935	86.26
			WARRANT TOTAL			\$86.26
02919111	070198/	ARROWHEAD				
		PO-110005	1. 01-0000-0-4300.00-0000-7200-725-000-000		12/10	9.80
			2. 01-0000-0-4300.00-1110-1010-100-000-000		12/10	9.80
			3. 01-0000-0-4300.00-1110-1010-101-000-000		12/10	25.99
			WARRANT TOTAL			\$45.59
02919112	070358/	AT&T				
		PO-110008	1. 01-0000-0-5970.00-0000-2700-700-000-000		289 0609	29.73
			1. 01-0000-0-5970.00-0000-2700-700-000-000		332 7803	48.59
			1. 01-0000-0-5970.00-0000-2700-700-000-000		289 0831	29.73
			WARRANT TOTAL			\$108.05
02919113	070329/	AT&T CALNET 2				
		PO-110007	1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10	29.40
			WARRANT TOTAL			\$29.40
02919114	002851/	BANANAS AT LARGE				
		PO-110222	1. 01-9476-0-4300.00-1451-1010-700-000-000		B288694	250.74
			WARRANT TOTAL			\$250.74
02919115	070420/	MARIKA BERGSUND				
		PO-110164	1. 01-9471-0-5800.00-1110-1010-700-000-000		9-11/10	10,500.00
			WARRANT TOTAL			\$10,500.00

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0036 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM		AMOUNT
02919116	002046/	KATHY BLAZEI						
		PV-110348	01-0000-0-4300.00-0000-7110-725-000-000			Reimb.		54.56
			WARRANT TOTAL					\$54.56
02919117	070341/	LEE BOHLMANN						
		PO-110248	1. 01-0000-0-5849.00-0000-7180-725-000-350			Phase 1		3,500.00
			WARRANT TOTAL					\$3,500.00
02919118	000398/	MARGARET BONARDI						
		PV-110347	01-0000-0-4300.00-0000-7110-725-000-000			Reimb.		40.00
			WARRANT TOTAL					\$40.00
02919119	070567/	KAREN BRINKMAN						
		PV-110356	01-0000-0-4300.00-1110-1010-101-000-000			Reimb.		47.06
			WARRANT TOTAL					\$47.06
02919120	070452/	CONSERVATION CORPS NORTH BAY						
		PO-110147	1. 01-9471-0-5840.00-1110-1010-700-000-000			First Payment		8,000.00
			WARRANT TOTAL					\$8,000.00
02919121	070566/	CORSTONE						
		PO-110249	1. 01-0000-0-4400.00-0000-7200-700-000-000			Furniture		5,475.00
			WARRANT TOTAL					\$5,475.00
02919122	070511/	ASCHA DRAKE						
		PO-110078	1. 01-9476-0-5849.00-1451-2150-700-000-000			12/10		3,333.00
			WARRANT TOTAL					\$3,333.00
02919123	070136/	GE MONEY BANK/AMAZON						
		PV-110342	01-6300-0-4300.00-1110-1010-101-000-000			Books-MLK		784.02
			WARRANT TOTAL					\$784.02
02919124	002760/	LAVERNA GRIFFIN						
		PV-110340	01-9473-0-5819.00-1110-1010-100-000-415			12/8/10		121.88
			WARRANT TOTAL					\$121.88
02919125	000047/	MARIN MUNICIPAL WATER DST						
		PO-110002	1. 01-0000-0-5535.00-0000-8200-000-000-000			443958		85.49

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0036 GENERAL FUND

FUND: 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
02919133	000444/	NSBA													
		PV-110353		01-0000-0-5300.00-0000-7110-725-000-000									93002		95.00
				WARRANT TOTAL											\$95.00
02919134	070525/	OFFICE EQUIPMENT FINANCE													
		PV-110337		01-0000-0-5605.00-0000-7200-725-000-000									165395302		214.19
				01-0000-0-5605.00-1110-1010-100-000-000									165395302		316.10
				01-0000-0-5605.00-1110-1010-101-000-000									165395302		214.18
				WARRANT TOTAL											\$744.47
02919135	070264/	DONNA RICHARDSON													
		PV-110344		01-3010-0-5230.00-1110-1010-700-000-000									11/10		264.00
				WARRANT TOTAL											\$264.00
02919136	002363/	SAN FRANCISCO CHRONICLE													
		PV-110343		01-0000-0-5803.00-0000-7200-700-000-000									5570246		370.00
				WARRANT TOTAL											\$370.00
02919137	001953/	SPECTRUM CENTER													
		PO-110127	1.	01-6500-0-5833.00-5750-1185-700-000-000									80789		6,867.88
		PV-110355		01-6500-0-5833.00-5750-1185-700-000-000									80788		3,041.28
				WARRANT TOTAL											\$9,909.16
02919138	001811/	STATE OF CALIFORNIA													
		PV-110341		01-9471-0-5821.00-0000-7200-725-000-000									823454		64.00
				WARRANT TOTAL											\$64.00
02919139	002680/	STEPHEN ROATCH ACCOUNTANCY													
		PO-110025	1.	01-0000-0-5809.00-0000-7110-000-000-000									Billing #1 09-10 Audit		3,900.00
				WARRANT TOTAL											\$3,900.00
02919140	070494/	BROOKE TOCZYLOWSKI													
		PV-110352		01-9476-0-5240.00-1110-1010-103-000-000									Arts Meetings 10/13 & 28/10		52.50
				WARRANT TOTAL											\$52.50
02919141	070562/	ULINE													
		PO-110239	1.	01-9476-0-4300.00-1110-1010-700-000-000									35517603		460.80

APY250 H.02.09

Marin County Office of Education

12/16/10 PAGE 67

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 12/17/2010

BATCH: 0036 GENERAL FUND

FUND: 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		

WARRANT TOTAL						\$460.80
02919142	002172/	WILLOW CREEK ACADEMY				
	PV-110351	01-9476-0-5240.00-1110-1010-103-000-000		Arts Meetings 10/13 & 28/10		279.65
WARRANT TOTAL						\$279.65
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS:	35	TOTAL AMOUNT OF WARRANTS:		\$66,415.36*

APY250 H.02.09

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 12/17/2010

12/16/10 PAGE 68

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0036 GENERAL FUND

FUND: 13 CAFETERIA FUND

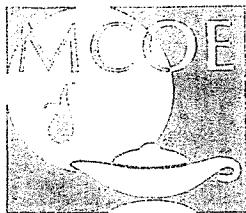
WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
02919143	070213/	PREFERRED MEAL SYSTEMS				
		PV-110346	13-5310-0-5840.00-0000-3700-100-000-000		10469426	1,160.52
			13-5310-0-5840.00-0000-3700-100-000-000		10474814	1,296.30
			13-5310-0-5840.00-0000-3700-100-000-000		10478141	303.98
			13-5310-0-5840.00-0000-3700-101-000-000		10469427	514.64
			13-5310-0-5840.00-0000-3700-101-000-000		10474815	632.62
			13-5310-0-5840.00-0000-3700-700-000-000		10469426	277.10
			13-5310-0-5840.00-0000-3700-700-000-000		10474814	235.54
			WARRANT TOTAL			\$4,420.70
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 1		TOTAL AMOUNT OF WARRANTS:	\$4,420.70*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0036 GENERAL FUND

FUND : 40 SPECIAL RESERVE-CAP OUTLAY #1

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
02919144	000006/	BAY CITIES REFUSE INC												
		PV-110336		40-0000-0-5550.00-0000-8500-100-000-103									Debris Box-Bayside	449.00
													WARRANT TOTAL	\$449.00
02919145	070126/	BRUCE MANSELL												
		PV-110338		40-0000-0-6220.00-0000-8500-100-000-103									10.1-31.2010	2,400.00
													WARRANT TOTAL	\$2,400.00
02919146	070285/	SMITH EMERY												
		PV-110334		40-0000-0-6260.00-0000-8500-100-000-103									664051-6	2,645.00
													WARRANT TOTAL	\$2,645.00
*** FUND	TOTALS ***												TOTAL NUMBER OF WARRANTS: 3	TOTAL AMOUNT OF WARRANTS: \$5,494.00*
*** BATCH	TOTALS ***												TOTAL NUMBER OF WARRANTS: 39	TOTAL AMOUNT OF WARRANTS: \$76,330.06*
*** DISTRICT	TOTALS ***												TOTAL NUMBER OF WARRANTS: 39	TOTAL AMOUNT OF WARRANTS: \$76,330.06*



MARIN COUNTY

OFFICE OF EDUCATION

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VENDOR PAYMENT CERTIFICATION

Date 1/4/11

District Name SAUSALITO MARIN CITY

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 168,257.84.

FUND NUMBER

BATCH NUMBER

AMOUNT

01

37

111,562.95

13

37

3,789.83

40

37

52,905.06

Authorized Signature

Margaret Bonaselli

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0037 GENERAL FUND

FUND: 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
02920106	002896/	ARMOR LOCKSMITH				
		PO-110242 1. 01-8150-0-5600.00-0000-8110-735-000-000		38295		235.96
		WARRANT TOTAL				\$235.96
02920107	001613/	ASSOC. OF CALIFORNIA SCHOOL				
		PO-110254 1. 01-0000-0-5210.00-0000-7150-725-000-000		CI 18538		540.00
		WARRANT TOTAL				\$540.00
02920108	000192/	AT&T				
		PO-110006 1. 01-0000-0-5970.00-0000-2700-000-000-000		234 343 6954 760 3		1,475.00
		WARRANT TOTAL				\$1,475.00
02920109	070358/	AT&T				
		PO-110008 1. 01-0000-0-5970.00-0000-2700-700-000-000		332 3190		40.26
		WARRANT TOTAL				\$40.26
02920110	070329/	AT&T CALNET 2				
		PO-110007 1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		101.38
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		52.18
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		32.71
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		15.14
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		69.35
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		12.92
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		32.71
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		60.58
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		15.52
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		15.46
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		14.21
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		14.20
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		88.02

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0037 GENERAL FUND

FUND: 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		13.90
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		12.91
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		12.94
		1. 01-0000-0-5970.00-0000-2700-700-000-000		12/10		12.91
		WARRANT TOTAL				\$577.04
02920111	000006/	BAY CITIES REFUSE INC				
		PO-110003 1. 01-0000-0-5550.00-0000-8200-000-000-000		Bayside		1,627.40
		1. 01-0000-0-5550.00-0000-8200-000-000-000		Manzanita		670.95
		WARRANT TOTAL				\$2,298.35
02920112	000398/	MARGARET BONARDI				
		PV-110366 01-0000-0-4300.00-0000-7110-725-000-000		Reimb.		56.20
		WARRANT TOTAL				\$56.20
02920113	070010/	DEBRA BRADLEY				
		PV-110362 01-0000-0-5210.00-0000-7150-725-000-000		Reimb.		49.85
		WARRANT TOTAL				\$49.85
02920114	002489/	BUILDING CARE SYSTEMS				
		PV-110386 01-8150-0-5845.00-0000-8210-735-000-000		27317		1,486.25
		WARRANT TOTAL				\$1,486.25
02920115	001960/	COMMITTEE FOR CHILDREN				
		PO-110253 1. 01-1100-0-4300.00-1110-1010-101-000-000		231246		126.26
		WARRANT TOTAL				\$126.26
02920116	070569/	FORREST CORSON				
		PV-110381 01-0000-0-5230.00-0000-8110-735-000-000		Mileage 12/10		38.00
		WARRANT TOTAL				\$38.00
02920117	002259/	CRAIGSLIST				
		PV-110375 01-0000-0-5803.00-0000-7200-700-000-000		2022237		75.00
		WARRANT TOTAL				\$75.00

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0037 GENERAL FUND

: 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
02920118	002547/	DISCOVERY OFFICE SYSTEMS				
		PV-110361	01-0000-0-5605.00-1110-1010-100-000-000	55E1041277		52.16
		PV-110376	01-0000-0-5605.00-0000-7200-725-000-000	55E1041645		395.10
		WARRANT TOTAL				\$447.26
02920119	070511/	ASCHA DRAKE				
		PV-110387	01-9476-0-4300.00-1110-1010-700-000-000	Reimb. Art Walk Cards		165.12
		WARRANT TOTAL				\$165.12
02920120	002362/	EDUCATIONAL & PSYCHOLOGICAL				
		PO-110012	1. 01-6500-0-5800.00-5001-2110-700-000-000	1/11		4,527.15
		PV-110389	01-0000-0-5840.00-0000-3130-700-000-000	1/11		875.00
		WARRANT TOTAL				\$5,402.15
02920121	002854/	FOLLETT LIBRARY RESOURCES				
		PO-110072	1. 01-1100-0-4300.00-1110-1010-101-000-000	885841-6		1,171.82
		WARRANT TOTAL				\$1,171.82
02920122	000023/	GOODMAN BUILDING SUPPLY CO.				
		PO-110094	1. 01-8150-0-4300.00-0000-8100-735-000-000	Due 1/11/11		104.11
		WARRANT TOTAL				\$104.11
02920123	001611/	HEALTH NET				
		PV-110371	01-0000-0-9520.00-0000-0000-000-000-000	1/11		675.85
		WARRANT TOTAL				\$675.85
02920124	070132/	HSBC BUSINESS SOLUTIONS				
		PV-110378	01-0000-0-4300.00-0000-7200-725-000-000	Supplies-DO		23.98
		WARRANT TOTAL				\$23.98
02920125	000701/	HYDREX PEST CONTROL				
		PO-110014	1. 01-0000-0-5525.00-0000-8200-000-000-000	12/10 - 3 sites		340.00
		WARRANT TOTAL				\$340.00
02920126	070076/	IDEATION GROUP				
		PO-110125	1. 01-0240-0-5840.00-0000-2130-700-000-000	12/10		3,835.00

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0037 GENERAL FUND

: 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL															\$3,835.00
02920127	070434/	JVL DESIGNS													
		PV-110359		01	-8150	-0	-5840	.00	-0000	-8111	-735	-000	-000	4th Quarter warranty contract	2,430.00
WARRANT TOTAL															\$2,430.00
02920128	000039/	KAISER FOUNDATION													
		PV-110372		01	-0000	-0	-3402	.00	-0000	-7110	-725	-000	-000	16734-0001	1,001.08
				01	-0000	-0	-9520	.00	-0000	-0000	-000	-000	-000	16734-0001	8,941.74
				01	-0000	-0	-9520	.00	-0000	-0000	-000	-000	-000	578-0002	7,345.78
				01	-0000	-0	-9521	.00	-0000	-0000	-000	-000	-000	16734-7000	1,977.14
				01	-0000	-0	-9521	.00	-0000	-0000	-000	-000	-000	578-7000	493.11
WARRANT TOTAL															\$19,758.85
02920129	070454/	LIEBERT CASSIDY WHITMORE													
		PO-110262	1.	01	-0000	-0	-5829	.00	-0000	-7100	-000	-000	-000	123101, 124387-8, 124040	20,295.60
WARRANT TOTAL															\$20,295.60
30	001794/	LOUIE'S DELI													
		PV-110364		01	-0000	-0	-4300	.00	-0000	-7110	-725	-000	-000	4074	100.00
WARRANT TOTAL															\$100.00
02920131	070501/	MARIN HEAD START													
		PV-110358		01	-9472	-0	-5240	.00	-1110	-1010	-700	-000	-000	GLAD Training	2,200.00
WARRANT TOTAL															\$2,200.00
02920132	000117/	MARIN SCHOOLS JPA/VISION													
		PV-110369		01	-0000	-0	-9520	.00	-0000	-0000	-000	-000	-000	1/11	369.88
WARRANT TOTAL															\$369.88
02920133	070412/	MARINSHIP SELF STORAGE													
		PO-110063	1.	01	-0000	-0	-5840	.00	-0000	-8110	-735	-000	-000	12/10	299.00
WARRANT TOTAL															\$299.00
02920134	070419/	VERONICA MARTINEZ													
		PV-110374		01	-7090	-0	-5849	.00	-0000	-7180	-700	-000	-000	10-12/10-26 hours total	780.00

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0037 GENERAL FUND

FUND: 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL						\$780.00
02920135	070447/	MAXIM HEALTHCARE SERVICES				
		PO-110173	1. 01-0000-0-5840.00-0000-3140-100-000-000		8252130-A84	750.00
			1. 01-0000-0-5840.00-0000-3140-100-000-000		8237884-A84	750.00
			1. 01-0000-0-5840.00-0000-3140-100-000-000		8211515-A84	600.00
		PO-110184	1. 01-6500-0-5835.00-5770-1182-700-000-000		8252130-A84	1,934.50
			1. 01-6500-0-5835.00-5770-1182-700-000-000		8237884-A84	2,040.50
		WARRANT TOTAL				\$6,075.00
02920136	000899/	MICHAEL'S TRANSPORTATION SERV				
		PV-110380	01-0000-0-5840.00-0000-3600-700-000-000		63601, 63579, 63571	4,565.00
		PV-110385	01-0000-0-5840.00-0000-3600-700-000-000		63499	2,675.00
		WARRANT TOTAL				\$7,240.00
02920137	070437/	MOCHA				
		PO-110172	1. 01-9476-0-5840.00-1110-1010-700-000-000		101130M	1,438.00
		WARRANT TOTAL				\$1,438.00
02920138	000548/	MOLLIE STONE'S				
		PV-110365	01-0000-0-4300.00-0000-7110-725-000-000		84456	5.56
		WARRANT TOTAL				\$5.56
02920139	000015/	MSIA DENTAL				
		PV-110370	01-0000-0-9520.00-0000-0000-000-000-000		1/11	3,338.47
		WARRANT TOTAL				\$3,338.47
02920140	001248/	NELSON STAFFING SOLUTIONS				
		PV-110379	01-0000-0-5845.00-0000-2700-700-000-000		5236316	630.00
		PV-110388	01-0000-0-5845.00-0000-2700-700-000-000		5236763	708.75
		WARRANT TOTAL				\$1,338.75
02920141	070448/	JONNETTE NEWTON				
		PV-110367	01-0000-0-4300.00-1110-1010-100-000-000		Reimb.	479.10

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0037 GENERAL FUND

FUND: 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
			01-0000-0-4300.00-1110-1010-100-000-000	Reimb.		391.49
			01-0243-0-4300.00-0000-2495-100-000-000	Reimb.		127.77
			WARRANT TOTAL			\$998.36
02920142	002239/	NEXTEL COMMUNICATIONS				
	PO-110009	1.	01-0000-0-5970.00-0000-7200-700-000-000	12/10		378.41
			WARRANT TOTAL			\$378.41
02920143	000058/	P G & E CO				
	PO-110001	1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 1/3/11		29.97
		1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 1/6/11		786.35
		1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 1/6/11		253.33
		1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 1/6/11		185.06
		1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 1/6/11		20.32
		1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 1/6/11		1,346.22
		1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 1/7/11		2,877.68
		1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 1/7/11		238.92
		1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 1/7/11		11.47
		1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 1/7/11		780.84
		1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 1/7/11		291.31
			WARRANT TOTAL			\$6,821.47
02920144	000056/	PBI				
	PO-110010	1.	01-0000-0-5960.00-0000-7200-725-000-000	6820220-DC10		535.38
			WARRANT TOTAL			\$535.38
02920145	070381/	PEDIATRIC CONTRACTING SERVICES				
	PV-110384		01-6500-0-5835.00-5770-1182-700-000-000	SAU11101		269.75
			WARRANT TOTAL			\$269.75
02920146	070523/	PERRY & ASSOCIATES INC.				
	PO-110113	1.	01-9479-0-5840.00-0000-2100-101-000-000	10-12/10		5,100.00

COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 01/07/2011

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT

WARRANT TOTAL																	
\$5,100.00																	
02920147	070222/	PROTECTION ONE															
		PO-110015	2.	01-0000-0-5840.00-0000-8300-100-000-000											1/11	62.52	
			3.	01-0000-0-5840.00-0000-8300-101-000-000											1/11	572.08	
			1.	01-0000-0-5840.00-0000-8300-725-000-000											1-3/11	142.82	
		WARRANT TOTAL															
		\$777.42															
02920148	070190/	SANTA CRUZ SAUSALITO REHAB															
		PO-110013	1.	01-6500-0-5800.00-5770-1190-700-000-000											12/10	3,592.00	
		WARRANT TOTAL															
		\$3,592.00															
02920149	070568/	KERRY SCOLA															
		PV-110363		01-0026-0-4300.00-0000-3150-000-000-000											Reimb.	18.60	
		WARRANT TOTAL															
		\$18.60															
02920150	001206/	SHELL OIL CO.															
		PV-110368		01-0000-0-4301.00-0000-8110-700-000-000											12/10	16.31	
		WARRANT TOTAL															
		\$16.31															
02920151	070406/	SILYCO															
		PO-110024	1.	01-0000-0-5837.00-0000-2420-700-000-000											DEC2010	3,600.00	
		WARRANT TOTAL															
		\$3,600.00															
02920152	002545/	SONITROL															
		PO-110088	1.	01-0000-0-5840.00-0000-8300-101-000-000											0259782	199.99	
		PO-110252	1.	01-0025-0-6200.00-0000-8500-101-000-000											Deposit	4,014.30	
		WARRANT TOTAL															
		\$4,214.29															
02920153	070200/	STANDARD INSURANCE COMPANY CB															
		PV-110373		01-0000-0-9520.00-0000-0000-000-000-000											1/11	261.58	
		WARRANT TOTAL															
		\$261.58															
02920154	070367/	TIME CLOCK INC.															
		PO-110035	1.	01-0000-0-5849.00-0000-7200-000-000-000											PA48345.1	146.81	
		WARRANT TOTAL															
		\$146.81															

APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 01/07/2011

01/06/11 PAGE 50

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0037 GENERAL FUND

FUND: 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 49	TOTAL AMOUNT OF WARRANTS:		\$111,562.95*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0037 GENERAL FUND

FUND: 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT	
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION			
02920155	070213/	PREFERRED MEAL SYSTEMS					
		CM-110005	13-5310-0-5840.00-0000-3700-101-000-000	10483985		558.75-	
		PV-110382	13-5310-0-5840.00-0000-3700-100-000-000	10478707		1,488.00	
			13-5310-0-5840.00-0000-3700-100-000-000	10481451		1,416.23	
			13-5310-0-5840.00-0000-3700-101-000-000	10478708		574.30	
			13-5310-0-5840.00-0000-3700-101-000-000	10481452		653.41	
			13-5310-0-5840.00-0000-3700-700-000-000	10478707		216.64	
		WARRANT TOTAL				\$3,789.83	
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 1				TOTAL AMOUNT OF WARRANTS: \$3,789.83*	

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0037 GENERAL FUND

FUND: 40 SPECIAL RESERVE~CAP OUTLAY #1

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
02920156	070519/	C+A ARCHITECTS				
		PV-110377	40-0000-0-6210.00-0000-8500-103-000-103	21004.2		22,150.00
			40-0000-0-6210.00-0000-8500-103-000-103	21004.2		1,738.30
			40-0000-0-6210.00-0000-8500-103-000-103	21004.1		2,050.00
			WARRANT TOTAL			\$25,938.30
02920157	070434/	JVL DESIGNS				
		PV-110360	40-0000-0-6170.00-0000-8500-100-000-103	1572		1,773.60
		PV-110383	40-0000-0-6170.00-0000-8500-100-000-103	423		3,707.34
			40-0000-0-6170.00-0000-8500-100-000-103	1568		940.00
			WARRANT TOTAL			\$6,420.94
02920158	070518/	MCGUIRE & HESTER				
		PO-110112 1.	40-0000-0-6240.00-0000-8500-100-000-103	3149/6		545.82
			WARRANT TOTAL			\$545.82
02920159	070408/	PROJECT MANAGEMENT SERVICES				
		PV-110357	40-0000-0-6281.00-0000-8500-103-000-103	8/10		9,250.00
			40-0000-0-6281.00-0000-8500-103-000-103	9/10		10,750.00
			WARRANT TOTAL			\$20,000.00
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 4		TOTAL AMOUNT OF WARRANTS:	\$52,905.06*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS: 54		TOTAL AMOUNT OF WARRANTS:	\$168,257.84*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS: 54		TOTAL AMOUNT OF WARRANTS:	\$168,257.84*

SAUSALITO MARIN CITY SCHOOL DISTRICT
CERTIFICATED SENIORITY LIST
2010-2011

NAME	HIRE DATE	STATUS/ POSITION	CURRENT ASSIGNMENT	LOCATION	CREDENTIALS	FTE	Highly Qualified
1. Scullion, James	09-03-87	Perm	Teacher	Bayside	Multiple Subject Life Learning Handicapped Life Prelim. Adm. Service SDAIE	1.00	YES
2. Mitchell, Oliver	08-30-89	Perm	Teacher	Bayside	Multiple Subject Clear K-12 & Adult 09/01/2015 SDAIE	1.00	YES
3. Hammons, Paula	12-15-93	Perm	Teacher	Bayside	Multiple Subject Clear 12/01/12 CLAD Cert.	1.00	YES
4. Cassidy, Susan	08-23-99	Perm	Teacher	Bayside	Multiple Subject 4/01/2014 CLAD Clear Crosscultural, Language & Academic Dev.	1.00	YES
5. Banks, Jennifer	09-27-01	Perm.	Teacher Kindergarten	Bayside	CLEAR Multiple Subject CLAD 2/1/2015	1.00	YES
6. Franz, Ellen	08-26-02	Perm	Teacher	Bayside	Multiple Subjects 9/1/2015 ELD/SDAIE	1.00	YES
7. Bolduc, Megan	09-02-03	Perm	RSP Case Manager Special Day Class	Bayside	Ed Specialist Clear Level II Mild/Moderate 6/1/2012 CLAD Cert. MA Ed. Admin.	1.00	NA

SAUSALITO MARIN CITY SCHOOL DISTRICT
CERTIFICATED SENIORITY LIST
2009-2010

NAME	HIRE DATE	STATUS/ POSITION	CURRENT ASSIGNMENT	LOCATION	CREDENTIALS	FTE	Highly Qualified
8. Moore, Debra	01-05-04	Perm	Teacher	MLK Academy	Prelim. Ed Specialist Level II 4/1/2015 Single Sub Eng 9/1/2011 CLAD Auth. Masters Curriculum & Instruction	1.00	NA YES
9. Nielsen, Bryan	08-23-06	Perm	Teacher	MLK Academy	Single Sub Math 2013 CLAD Auth. MA Technology	1.00	YES
10. Griffin, Natasha	11-10-06	Perm	Teacher	MLK Academy	Single Sub Science CLAD Auth. 8/1/2013	1.00	YES
11. Rivera, Carmen	8/17/09	Prob	Teacher	MLK Academy	Multiple Subject Clear 8/1/2011 BCLAD	1.00	YES

SAUSALITO MARIN CITY SCHOOL DISTRICT
630 Nevada Street
Sausalito, CA 94965
(415) 332-3190

EXTENDED LEARNING PROGRAM COORDINATOR, .80 FTE

The Position:

The Sausalito Marin City School District is seeking an energetic and innovative person to lead the Extended Learning Program at the Martin Luther King, Jr. Academy, a 6-8 middle school located in Marin City, CA. The Extended Learning Program will operate on Monday, Tuesday, Thursday and Friday from 3:00 to 5:30. The Program Coordinator will be responsible for the supervision and oversight of the Extended Learning staff.

Responsibilities:

- Manage, supervise, and provide support to Extended Learning Program staff
- Facilitate collaboration between MLK teachers and Extended Learning Program staff
- Link standards-based course requirements with Extended Learning Program goals
- Collect, manage, and analyze assessment data used to monitor and document student progress
- Recruit and train volunteers to work with students
- Maintain student attendance records
- Conference with parents, students, MLK teachers, Extended Learning Program staff
- Work with students to maintain appropriate behavior

Requirements:

California Teaching Credential
Demonstrated experience as a Program Manager or Coordinator
California Administrative Services Credential (Preferred)
Familiarity with Data Director or comparable student data base system
Knowledge of middle school and high school curriculum

Salary:

Placement on the salary schedule will be based upon coursework, units, credential(s) and degrees. This is a Categorically Funded position which excludes benefits.

**Resume and Letters of Interest are directed to Dr. Debra Bradley, Superintendent,
Sausalito Marin City School District, 630 Nevada Street, Sausalito, CA 94965**

DRUG AND ALCOHOL-FREE WORKPLACE

The Governing Board believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355; 41 USC 701)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, *on duty* means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise supervising them. *Under the influence* means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

(cf. 4032 - Reasonable Accommodation)

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 701)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 701)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

DRUG AND ALCOHOL-FREE WORKPLACE (continued)

Drug-Free Awareness Program

The Superintendent or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 701)

1. The dangers of drug abuse in the workplace
2. The district's policy of maintaining a drug-free workplace
3. Available drug counseling, rehabilitation, and employee assistance programs

(cf. 4159/4259/4359 - Employee Assistance Programs)

4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace

Legal Reference:

EDUCATION CODE

44011 Controlled substance offense

44425 Conviction of controlled substance offenses as grounds for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

8350-8357 Drug-free workplace

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug Free Schools and Communities Act

UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 Schedule of controlled substances

COURT DECISIONS

Cahoon v. Governing Board of Ventura USD, (2009) 171 Cal.App.4th 381

Ross v. RagingWire Telecommunications, Inc., (2008) 42 Cal.4th 920

Management Resources:

WEB SITES

California Department of Alcohol and Drug Programs: <http://www.adp.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Labor: <http://www.dol.gov>

CHRONIC ABSENCE AND TRUANCY

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall establish a system to accurately track and monitor student attendance, including methods to identify students classified as chronic absentees and truants, as defined in law and administrative regulation.

To encourage school attendance, the Superintendent or designee shall develop strategies that focus on prevention and early intervention of attendance problems. Preventive strategies may include efforts to provide a safe and positive school environment, relevant and engaging learning experiences, and school activities that help develop students' feelings of connectedness with the schools. The Superintendent or designee also may provide incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5126 - Awards for Achievement)

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall work with students and parents/guardians to identify factors contributing to chronic absence and truancy. Based on this needs assessment, he/she shall collaborate with community agencies, including, but not limited to, child welfare services, law enforcement, courts, and/or public health care agencies, to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

(cf. 1020 - Youth Services)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5145.6 - School Health Services)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6158 - Independent Study)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

CHRONIC ABSENCE AND TRUANCY (continued)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6175 - Migrant Education Program)

(cf. 6179 - Supplemental Instruction)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

As required by law, habitually truant students shall be referred to a school attendance review board (SARB), a truancy mediation program operated by the county's district attorney or probation officer, and/or a juvenile court.

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement.

School Attendance Review Board

The Board shall submit nominations to the County Superintendent of Schools for a district representative on the county SARB. (Education Code 48321)

The Board shall appoint members of the district's SARB, who may include, but are not be limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, and school or county health care personnel. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference: (see next page)

CHRONIC ABSENCE AND TRUANCY (continued)

Legal Reference:

EDUCATION CODE

1740 *Employment of personnel to supervise attendance (county superintendent)*

37223 *Weekend classes*

41601 *Reports of average daily attendance*

46000 *Records (attendance)*

46010-46014 *Absences*

46110-46119 *Attendance in kindergarten and elementary schools*

46140-46147 *Attendance in junior high and high schools*

48200-48208 *Children ages 6-18 (compulsory full-time attendance)*

48240-48246 *Supervisors of attendance*

48260-48273 *Truants*

48290-48296 *Failure to comply; complaints against parents*

48320-48325 *School attendance review boards*

48340-48341 *Improvement of student attendance*

48400-48403 *Compulsory continuation education*

49067 *Unexcused absences as cause of failing grade*

60901 *Chronic absence*

GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act*

PENAL CODE

270.1 *Chronic truancy; parent/guardian misdemeanor*

272 *Parent/guardian duty to supervise and control minor child; criminal liability for truancy*

830.1 *Peace officers*

VEHICLE CODE

13202.7 *Driving privileges; minors; suspension or delay for habitual truancy*

WELFARE AND INSTITUTIONS CODE

601-601.4 *Habitually truant minors*

11253.5 *Compulsory school attendance*

CODE OF REGULATIONS, TITLE 5

306 *Explanation of absence*

420-421 *Record of verification of absence due to illness and other causes*

Management Resources:

CSBA PUBLICATIONS

Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, 2009

School Attendance Improvement Handbook, 2000

WEB SITES

CSBA: <http://www.csba.org>

Attendance Counts: <http://www.attendancecounts.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

California Department of Education: <http://www.cde.ca.gov>

INTERDISTRICT ATTENDANCE

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5118 - Open Enrollment Act Transfers)

Interdistrict Attendance Permits

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs.

The Superintendent or designee shall ensure that interdistrict permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication.

The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding within district schools or limited district resources.

Transportation

The district shall not provide transportation outside any school attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside an attendance area to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need.

Limits on Student Transfers out of the District to a School District of Choice

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

INTERDISTRICT ATTENDANCE (continued)

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)

Legal Reference:

EDUCATION CODE

41020 Annual district audits
46600-46611 Interdistrict attendance agreements
48204 Residency requirements for school attendance
48300-48316 Student attendance alternatives, school district of choice program
48350-48361 Open Enrollment Act
48915 Expulsion; particular circumstances
48915.1 Expelled individuals: enrollment in another district
48918 Rules governing expulsion procedures
48980 Notice at beginning of term
52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)
84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>

OPEN ENROLLMENT ACT TRANSFERS

The Governing Board desires to offer enrollment options in order to provide children with opportunities for academic achievement that meet their diverse needs. Such options shall also be provided to children who reside within another district's boundaries in accordance with law, Board policy, and administrative regulation.

Whenever a student is attending a district school on the Open Enrollment List as identified by the Superintendent of Public Instruction, he/she may transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. (Education Code 48354, 48356)

A parent/guardian whose child is attending a district school on the Open Enrollment List and who wishes to have his/her child attend another school within the district shall apply for enrollment using BP/AR 5116.1 - Intradistrict Open Enrollment.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, the Board hereby waives the January 1 deadline in Education Code 48354 for all applications for transfer from nonresident parents/guardians of children attending a school on the Open Enrollment List in another district. Transfer applications shall be submitted between January 4 and February 15 of the preceding school year for which the transfer is requested.

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

The Board may deny a transfer out of or into the district upon a determination by the Board that the transfer would negatively impact a court-ordered or voluntary desegregation plan in accordance with Education Code 48355.

Standards for Rejection of Transfer Applications

Pursuant to Education Code 48356, the Board has adopted the following standards for acceptance and rejection of transfer applications submitted by a parent/guardian of a student attending a school in another district on the Open Enrollment List. The Superintendent or designee shall apply these standards in accordance with Board policy and administrative regulation and shall ensure that the standards are applied uniformly and consistently.

As applicable, the Superintendent or designee may deny a transfer application under any of the following circumstances:

1. Upon a determination that approval of the transfer application would negatively impact the capacity of a program, class, grade level, or school building, including:

OPEN ENROLLMENT ACT TRANSFERS (continued)

- a. The class or grade level exceeding the district's limits pursuant to the state Class Size Reduction Program or the Morgan/Hart Class Size Reduction Program for Grades 9-12
- b. The site, classroom, or program exceeding the maximum student-teacher ratio specified in the district's collective bargaining agreement
- c. The site or classroom exceeding the physical capacity of the facility pursuant to the district's facilities master plan or other facility planning document
- d. The class or grade level exceeding capacity pursuant items #a-#c above in subsequent years as the student advances to other grade levels at the school

(cf. 6151 - Class Size)

(cf. 7110 - Facilities Master Plan)

2. Upon a determination that approval of the transfer application would have an adverse financial impact on the district, including:
 - a. The hiring of additional certificated or classified staff
 - b. The operation of additional classrooms or instructional facilities
 - c. Expenses incurred by the district that would not be covered by the apportionment of funds received from the state resulting in a reduction of the resources available to resident students

Appeal Process for Denials of Transfer Applications

A parent/guardian may appeal the district's denial of a transfer application to the Board by filing a written request of appeal with the Superintendent or designee within 10 days of the receipt of the written notification of denial. In addition, a parent/guardian who believes he/she has been subject to discrimination may file an appeal using the district's Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The Board shall schedule an appeal hearing as soon as practicable at a regular or special meeting of the Board. At the hearing, the parent/guardian shall have the right to present oral or written evidence, rebut district evidence, and question any district witnesses. Unless the parent/guardian requests that the hearing be held in open session, the hearing shall be held in closed session in order to protect the privacy of students in accordance with law.

(cf. 9321 - Closed Session Purposes and Agendas)

OPEN ENROLLMENT ACT TRANSFERS (continued)

The Board shall make its decision by the next regularly scheduled meeting and shall send its decision to all concerned parties. The Board's decision shall be final.

Program Evaluation

The Superintendent or designee shall collect data regarding the number of students who transfer out of the district pursuant to the Open Enrollment Act. He/she also shall collect data regarding the number of students who apply to transfer into the district, the number of requests granted, denied, or withdrawn, and the district schools and programs receiving applications.

When the Superintendent or designee anticipates that a particular school will receive a large number of transfer applications, he/she shall study the enrollment pattern at that school in order to anticipate future resident enrollment at the school and at the district schools into which those students would normally matriculate.

The Superintendent or designee shall regularly report to the Board regarding the implementation of this program.

Legal Reference: (see next page)

OPEN ENROLLMENT ACT TRANSFERS (continued)

Legal Reference:

EDUCATION CODE

200 Prohibition of discrimination

35160.5 District policies, rules, and regulations

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

FAMILY CODE

6500-6552 Caregivers

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

CODE OF REGULATIONS, TITLE 5

4700-4703 Open Enrollment Act

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

ATTORNEY GENERAL OPINIONS

87 *Ops. Cal. Atty. Gen.* 132 (2004)

84 *Ops. Cal. Atty. Gen.* 198 (2001)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

HEALTH EXAMINATIONS

The Governing Board recognizes that periodic health examinations of students may lead to early detection and treatment of conditions that impact learning. Health examinations also may help in determining whether special adaptations of the school program are necessary.

The Superintendent or designee shall verify that students have complied with legal requirements for a comprehensive health screening, an oral health assessment, and immunizations at school entry. In addition, the district shall administer tests for vision, hearing, and scoliosis as required by law.

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.6 - School Health Services)

All students who participate as cheerleaders, song leaders, or athletes in organized competitive sports shall first undergo a medical examination and submit documentation of medical clearance to the district. Upon sustaining an injury or serious illness, a student may be required to have another examination before participating further. This requirement does not apply to participants in occasional play day or field day activities.

(cf. 5143 - Insurance)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ensure that staff employed to examine students exercise proper care of each student and that examination results are kept confidential. Records related to these examinations shall be maintained and released only in accordance with law.

(cf. 5125 - Student Records)

Legal Reference: (see next page)

HEALTH EXAMINATIONS (continued)

Legal Reference:

EDUCATION CODE

44871-44879 *Employment qualifications*

48980 *Parental notifications*

49400-49414.5 *Student health, general powers of school boards*

49422 *Supervision of health and physical development*

49450-49458 *Physical examinations (of students)*

49460-49466 *Development of standardized health assessments*

HEALTH AND SAFETY CODE

120325-120380 *Immunization against communicable diseases*

121475-121520 *Tuberculosis tests for students*

124025-124110 *Child Health and Disability Prevention Program*

CODE OF REGULATIONS, TITLE 5

590-596 *Vision screening*

3027 *Hearing and vision screening for special education*

3028 *Audiological screening*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act*

1232h *Protection of student rights*

Management Resources:

CSBA PUBLICATIONS

Expanding Access to School Health Services: Policy Considerations for Governing Boards, November 2008

Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, November 2008

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Scoliosis Screening in California Public Schools, 2007

A Guide for Vision Testing in California Public Schools, 2005

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Health Services/School Nursing: <http://www.cde.ca.gov/ls/he/hn>

California Department of Education, Type 2 Diabetes Information:

<http://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>

U.S. Department of Education: <http://www.ed.gov>

BP 5141.21(a)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Governing Board recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider, to be functional at school and participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

If a parent/guardian chooses, he/she may administer the medication to his/her child at school or designate another individual who is not a school employee to do so on his/her behalf.

(cf. 1250 - Visitors/Outsiders)

(cf. 6116 - Classroom Interruptions)

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Administration of Medication by School Personnel

Any medication prescribed by an authorized health care provider may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49423; 5 CCR 600)

School nurses and other designated school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event such licensed school personnel are unavailable, the district may contract with a licensed nurse from a public or private agency to administer insulin to the student. However, in an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer an insulin injection to a student.

(cf. 5141.24 - Specialized Health Care Services)

To the extent that the administration of a medication, such as epinephrine auto-injector or glucagon, is authorized by law, the Superintendent or designee shall ensure that unlicensed personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Legal Reference: (see next page)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term
49407 Liability for treatment
49408 Emergency information
49414 Emergency epinephrine auto-injectors
49414.5 Providing school personnel with voluntary emergency training
49422-49427 Employment of medical personnel, especially:
49423 Administration of prescribed medication for student
49423.1 Inhaled asthma medication
49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:
2726 Authority not conferred
2727 Exceptions in general
3501 Definitions

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. O'Connell, (2010) 185 Cal.App.4th 393

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEB SITES

CSBA: <http://www.csba.org>

American Diabetes Association: <http://www.diabetes.org>

California Department of Education, Health Services and School Nursing:

<http://www.cde.ca.gov/ls/he/hn>

National Diabetes Education Program: <http://www.ndep.nih.gov>

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

BP 5141.31(a)

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 6142.8 - Comprehensive Health Education)

Each student enrolling for the first time in a district elementary or secondary school, preschool, or child care and development program shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

Except to the extent otherwise authorized by law, each transfer student shall present evidence of immunization before he/she is admitted to school. Such evidence may include the child's personal immunization record from his/her authorized health care provider or his/her cumulative file from his/her previous school.

The Superintendent or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code 49403)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

44871 *Qualifications of supervisor of health*

46010 *Total days of attendance*

48216 *Immunization*

48853.5 *Immediate enrollment of foster youth*

48980 *Required notification of rights*

49403 *Cooperation in control of communicable disease and immunizations*

49426 *Duties of school nurses*

49701 *Flexibility in enrollment of children of military families*

HEALTH AND SAFETY CODE

IMMUNIZATIONS (continued)

120325-120380 Immunization against communicable disease, especially:
120335 Immunization requirement for admission
120395 Information about meningococcal disease, including recommendation for vaccination
120440 Disclosure of immunization information
CODE OF REGULATIONS, TITLE 5
430 Student records
CODE OF REGULATIONS, TITLE 17
6000-6075 School attendance immunization requirements
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
UNITED STATES CODE, TITLE 42
11432 Immediate enrollment of homeless children
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
California Immunization Handbook for Schools and Child Care Programs, July 2003
Guide to Immunizations Required for School Entry
Guide to the Requirements of the California School Immunization Law for Parents of Children in or Entering School or Child Care
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009
WEB SITES
California Department of Education: <http://www.cde.ca.gov>
California Department of Public Health, Immunization Branch:
<http://www.cdph.ca.gov/programs/immunize>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
U.S. Department of Education: <http://www.ed.gov>

ACADEMIC STANDARDS

The Governing Board shall adopt high standards for student achievement which challenge all students to reach their full potential and specify what students are expected to know and to be able to do at each grade level and in each area of study. These standards shall reflect the knowledge and skills needed for students to be adequately prepared for postsecondary education, employment, and responsible citizenship.

The Superintendent or designee shall provide the Board with recommended standards using a process that involves teachers, school site and district administrators, students, parents/guardians, representatives from business/industry and postsecondary institutions, and/or community members. He/she shall ensure the proper articulation of standards between grade levels and the alignment of the standards with the district's vision and goals, graduation requirements, college entrance requirements, and other desired student outcomes. He/she also shall ensure that the standards are easily understandable and measurable.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

District content standards for English language arts, English language development, mathematics, science, health education, history-social science, physical education, visual and performing arts, world languages, career technical education, and preschool education shall meet or exceed statewide model content standards adopted by the State Board of Education or the State Superintendent of Public Instruction as applicable.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6142.2 - World/Foreign Language Instruction)

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6174 - Education for English Language Learners)

(cf. 6178 - Career Technical Education)

District curriculum, instruction, student assessments, and evaluations of the instructional program shall be aligned with district content standards. In accordance with Education Code 44662, standards of expected student achievement also shall be used in evaluating teacher performance.

(cf. 0500 - Accountability)

(cf. 4115 - Evaluation/Supervision)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

ACADEMIC STANDARDS (continued)

(cf. 6162.5 - Student Assessment)

(cf. 6190 - Evaluation of the Instructional Program)

Teachers and school administrators shall receive ongoing professional development to inform them of changes in the standards and to build their capacity to implement effective standards-based instructional methodologies.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall annually communicate the applicable standards to students and their parents/guardians to inform them of the expectations for student learning at their grade level.

Staff shall continually assess students' progress toward meeting the standards, report each student's progress to the student and his/her parents/guardians, and offer remedial assistance in accordance with Board policy and administrative regulation.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6177 - Summer School)

(cf. 6179 - Supplemental Instruction)

The Superintendent or designee shall ensure that district standards are regularly reviewed and updated as necessary. At a minimum, district standards shall be reviewed whenever applicable statewide standards are revised and in response to changing student needs.

Legal Reference: (see next page)

ACADEMIC STANDARDS (continued)

Legal Reference:

EDUCATION CODE

44662 *Evaluation of certificated employees*

51003 *Statewide academic standards*

60605-60605.9 *Adoption of statewide academically rigorous content and performance standards*

UNITED STATES CODE, TITLE 20

6311 *State academic standards and accountability for Title I, Part A*

Management Resources:

CSBA PUBLICATIONS

Common Core Standards, Fact Sheet, August 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

World Language Content Standards for California Public Schools, Kindergarten Through Grade Twelve, January 2009

California Preschool Learning Foundations, Vol. 1, 2008

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, March 2008

California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005

Physical Education Model Content Standards for California Public Schools, Kindergarten Through Grade Twelve, January 2005

Visual and Performing Arts Content Standards for California Public Schools, Prekindergarten Through Grade Twelve, January 2001

English-Language Development Standards for California Public Schools, Kindergarten Through Grade Twelve, July 1999

History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998

Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998

English-Language Arts Content Standards for California Public Schools, Kindergarten Through Grade Twelve, December 1997

Mathematics Content Standards for California Public Schools, Kindergarten Through Grade Twelve, December 1997

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Common Core State Standards Initiative: <http://www.corestandards.org>

Council of Chief State School Officers: <http://www.ccsso.org>

National Governors Association Center for Best Practices: <http://www.nga.org/center>

U.S. Department of Education: <http://www.ed.gov>

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with state and district content standards and the district's curriculum in order to ensure that they effectively support the district's adopted courses of study.

(cf. 0440 - District Technology Plan)

(cf. 6000 - Concepts and Roles)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6161 - Equipment, Books and Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.5 - Student Assessment)

(cf. 6163.1 - Library Media Centers)

(cf. 9000 - Role of the Board)

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board.

This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members. (Education Code 60002)

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

Individuals who participate in the selection or evaluation of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Textbooks or Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks or instructional materials. (Education Code 60119; 5 CCR 9531)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing and in three public places within the district, the Superintendent or designee shall post a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials in each of the following subjects which are aligned to the state content standards adopted pursuant to Education Code 60605 and consistent with the content and cycles of the state's curriculum frameworks: (Education Code 60119)

1. Mathematics

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program

The Board shall also make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the state curriculum frameworks. The Board shall determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

For the 2008-09 through 2012-13 fiscal years, the Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

EDUCATION CODE

1240 County superintendent, general duties
1240.3 Definition of sufficiency for categorical flexibility
33050-33053 General waiver authority
33126 School accountability report card
35272 Education and athletic materials
42605 Tier 3 categorical flexibility
44805 Enforcement of course of studies; use of textbooks, rules and regulations
49415 Maximum textbook weight
51501 Subject matter reflecting on race, color, etc.
60000-60005 Instructional materials, legislative intent
60010 Definitions
60040-60052 Instructional requirements and materials
60060-60062 Requirements for publishers and manufacturers
60070-60076 Prohibited acts (re instructional materials)
60110-60115 Instructional materials on alcohol and drug education
60119 Public hearing on sufficiency of materials
60200-60206 Elementary school materials
60226 Requirements for publishers and manufacturers
60240-60252 State Instructional Materials Fund
60350-60352 Core reading program instructional materials
60400-60411 High school textbooks
60420-60424 Instructional Materials Funding Realignment Program
60510-60511 Donation for sale of obsolete instructional materials
60605 State content standards
CODE OF REGULATIONS, TITLE 5
9505-9535 Instructional materials, especially:
9531-9532 Instructional Materials Funding Realignment Program

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

1002.90 Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, rev. 2000

STATE BOARD OF EDUCATION POLICIES

01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001

WEB SITES

CSBA: <http://www.csba.org>

Association of American Publishers: <http://www.publishers.org>

California Department of Education: <http://www.cde.ca.gov>

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION

The Governing Board recognizes the need to actively seek out and evaluate district residents from birth to age 21 who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law.

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 6164.41 - Children with Disabilities Enrolled by Their Parents in Private School)

(cf. 6164.6 - Identification and Education Under Section 504)

The Superintendent or designee shall establish a comprehensive system that includes procedures for the identification, screening, referral, and regular and triennial assessment of individuals eligible for special education, as well as procedures for the planning, implementation, and review of the education and related services provided to such individuals. (Education Code 56301)

The district's identification procedures shall include methods for utilizing referrals from parents/guardians, teachers, appropriate professionals, and others, and shall be coordinated with school site procedures for referral of students whose needs cannot be met with modifications to the regular instructional program. (Education Code 56302)

The Superintendent or designee shall notify parents/guardians, in writing, of their rights related to identification, referral, assessment, instructional planning, implementation, and review, including the right to consent to any assessment concerning their child. In addition, the Superintendent or designee shall notify parents/guardians of procedures for initiating a referral for assessment to identify individuals who need special education services. (Education Code 56301)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 4112.23 - Special Education Staff)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.6 - Parental Notifications)

(cf. 6159 - Individualized Education Program)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

Legal Reference: (see next page)

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

Legal Reference:

EDUCATION CODE

44265.5 Professional preparation for teachers of impaired students

56000-56885 Special education programs, especially:

56195.8 Adoption of policies

56300-56304 Identification of individuals with disabilities

56320-56331 Assessment

56333-56338 Eligibility criteria for specific learning disabilities

56340-56347 Instructional planning and individualized education program

56381 Reassessment of students

56425-56432 Early education for individuals with disabilities

56441.11 Eligibility criteria, children ages 3-5

56445 Transition to grade school; reassessment

56500-56509 Procedural safeguards

GOVERNMENT CODE

95000-95029.5 California Early Intervention Services Act

CODE OF REGULATIONS, TITLE 5

3021-3029 Identification, referral and assessment

3030-3031 Eligibility criteria

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1412 State eligibility

1415 Procedural safeguards

CODE OF FEDERAL REGULATIONS, TITLE 34

104.35 Evaluation and placement

104.36 Procedural safeguards

300.1-300.818 Individuals with Disabilities Education Act, especially:

300.301-300.306 Evaluations and reevaluations

COURT DECISIONS

Hood v. Encinitas Union School District, (2007) 486 F.3d 1099

Management Resources:

FEDERAL REGISTER

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845

WEB SITES

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

U.S. Department of Education, Office of Special Education Programs:

<http://www.ed.gov/about/offices/list/osep/osep>

Board Master Calendar 2010/2011

July Monthly Enrollment Report Negotiations Facilities Quarterly Report: Williams Act	August Monthly Enrollment Report Facilities Certification of Constitutionally Protected Prayer (CDE) Staff Assignments Summer School Report	September Monthly Enrollment Report Monthly School Reports Texts & Instructional Materials: Public Hearing & Board Action (by end wk 8 of day 1 attendance) Year End Interventions Report Prior Year Test Results After School Program Year Beginning Opening of School Report Unaudited Actuals: District & WCA GANN Resolution Red Ribbon Week Resolution Great CA Shakeout Resolution Conflict of Interest Resolution E9270 (every 2 yrs; next due 2012)
October Monthly Enrollment Report Monthly School Reports Quarterly Report: Williams Act Student Achievement Awards	November Monthly Enrollment Report Monthly School Reports K-3 Class Size Reduction	December Monthly Enrollment Report Monthly School Reports Organizational Meeting First Interim Reports: District & WCA CSBA Conference Report
January Monthly Enrollment Report Monthly School Reports Annual Meeting Quarterly Report: Williams Act SDTA Seniority List Audits: District & WCA District Bond Financial Audit District Bond Performance Audit	February Monthly Enrollment Report Monthly School Reports WCA Request for Space WCA MOU Consolidated Application Part II	March Monthly Enrollment Report Monthly School Reports Staffing Projections Second Interim Reports: District & WCA Waiver: Bilingual Tester Single Plans for Student Achievement (BA & MLK)
April Monthly Enrollment Report Monthly School Reports Tennessee Woods Tennessee Glen Employee Appreciation Resolution Quarterly Report: Williams Act NSBA Conference Report Waiver: School Site Council (every 2 yrs; next due 2011)	May Monthly Enrollment Report Monthly School Reports Golden Bell winners, retirees, etc BP/AR Revisions Special Education Review GATE Plan	June <u>First Meeting</u> Preliminary Budgets: District & WCA Consolidated Application Part 1 Authorizations to Sign <u>Second Meeting</u> Monthly Enrollment Report Monthly School Reports Public Hearing: District Budget Approve Budgets: District & WCA NCLB LEA Plan Negotiations After School Report Year Ending

RB

After School Education and Safety Program

2011–14 Request for Renewal Applications

California Education Code sections 8482–8484.6

After School Programs Office
California Department of Education
1430 N Street, Suite 6408
Sacramento, CA 95814-5901
916-319-0923
AfterSchool@cde.ca.gov
<http://www.cde.ca.gov/ls/ba>

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AFTER SCHOOL EDUCATION AND SAFETY PROGRAM GRANT RENEWAL PROCESS
Renewal Period Includes Fiscal Years 2011–14
Renewal Cycle B
Timeline

Events	Due Date
Information sent to grantees via e-mail blast regarding the After School Education and Safety (ASES) renewal process	December 30, 2010
ASES Renewal Request Forms received by the California Department of Education (CDE) After School Programs Office (ASPO) and respective Regional Lead (RL)	February 15, 2011
Grant Start Date	July 1, 2011

Reminders:

1. Check the name of the school district superintendent in the local educational agency (LEA) County-District-School (CDS) code database on the California Department of Education (CDE) California School Directory Web page at <http://www.cde.ca.gov/re/sd/index.asp> and update if there are changes.
2. Update the name of the authorized representative for nonLEAs on the CDE After School Support and Information System (ASSIST) Grant Management Web page at <http://www3.cde.ca.gov/ASSIST/>.
3. To make changes to names of LEA and nonLEA contact people for programs and fiscal information, please update in ASSIST.

Mail an original and one copy of this renewal request to:

After School Programs Office
California Department of Education
Request for Renewal
1430 N Street, Suite 6408
Sacramento, CA 95814-5901

Mail one copy of this renewal request to: The Regional Lead*

*Note: The contact list for the RLs, CDE consultants, and analysts is posted on the CDE Regional Technical Assistance Contacts Web page at <http://www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp>.

AFTER SCHOOL EDUCATION AND SAFETY GRANT RENEWAL PROCESS

BACKGROUND

ASES Program grantees were funded for the 2007–10 school years to develop and operate partnerships that provide academic and literacy support, and safe, constructive alternatives for students in grades kindergarten through nine. Programs operate at elementary, middle, and junior high school campuses with large numbers of children and youth, primarily from low-income families. This renewal request provides the opportunity for grantees to apply for renewal for another three-year period (2011–14), consistent with the California *Education Code* (EC) Section 8483.7(a)(1)(A).

A. PURPOSE

To achieve the legislated ASES Program purpose, grantees must address locally identified goals as described in their ASES applications, for the following two components that balance and complement each other and together provide an integrated and age-appropriate before and after school program.

1. Education and Literacy Component

Each program must include an educational and literacy component to provide tutoring and/or homework assistance in one or more of the following areas: language arts, mathematics, history, social science, computer training, or science. This educational component must support the school's core curriculum, state standards, and should be developed in collaboration with school staff and program partners.

2. Educational Enrichment Component

In addition to the educational and literacy component, each program must include an enrichment component, which may include, but need not be limited to: fine arts, recreation, physical fitness, career/technical education, and prevention activities. Such activities might involve the arts, music, sports, recreation, career preparation activities, teen pregnancy, substance abuse prevention services, gang awareness activities, conflict resolution training, community service-learning, and other youth development activities based on student needs and interests.

B. PERFORMANCE MEASURES

Performance measures are reported in the *Statewide Evaluation Data Report*. EC Section 8482.3(f)(10) requires that all grantees submit the following data annually:

- 1. Regular Day Attendance**—School day attendance on an annual basis for each student in the after school program.
- 2. ASES Program Attendance**—The grantee will report actual attendance in the after school program.

3. **Academic Performance:** Pupil Standardized Testing and Reporting (STAR)
Program test scores.

D. RENEWAL OPTIONS

There are two options available to grantees for each currently funded school during this renewal process period. For renewal purposes, please complete the corresponding forms on pages 8–10.

1. **Existing Level:** Renew a currently approved school at the existing funding level.
 - Indicate status **R** (renew) in the first column.
 - Obtain principal's signature for each school on Form A.3.
2. **Cancelling Grant:** Identify which currently approved school(s) will be cancelling funding at this time.
 - Indicate status **C** (cancel) in the first column.
 - Obtain principal's signature for each school on Form A.3.

If a school has been unable to reach its attendance goals during the three-year funding cycle, the CDE may reduce funding based on reported attendance, unless the grantee can prove there are extenuating circumstances that justify maintaining the current higher grant amount.

Grantees should report program changes, such as site changes, when they occur, to the After School Programs Office (ASPO) regional consultant and should not request to substitute sites as part of the renewal process.

E. RENEWAL REQUEST FORM—PREPARATION AND SUBMISSION

ASES Renewal Request Forms must be received by the ASPO at the CDE and the respective RL on or before February 15, 2011. **If forms are submitted incomplete or late, the ASES grant may not be renewed.**

Provide the **original** and **one** copy of the ASES Renewal Request Form to the CDE and **one** copy to the RL. The renewal narrative report is to be submitted on single sided 8 ½ x 11 inch paper. The top, bottom, left, and right margins are to be no less than one inch wide. Use a 12-point Arial font. Reproduce copies on white paper and staple the Renewal Request Form together in the upper left-hand corner. Do not use clips, binders, folders, sleeves, or cover letters.

F. RENEWAL APPROVAL

The CDE reserves the right to fund grantees at a lesser amount due to prior year's actual attendance reports. ASES grant award renewals will be posted on the CDE ASES Funding and Fiscal Management Web page at <http://www.cde.ca.gov/ls/ba/as/fiscal.asp> once award amounts are approved by the CDE.

G. GRANT AWARDS AND PAYMENTS

Under the provisions of EC Section 8483.7(a)(1), schools that establish an ASES Program are eligible to receive a three-year direct grant that shall be awarded in three one-year increments once every three years as a part of the renewal process. Once the CDE approves grant awards for renewal, the grant period will run from July 1, 2011, through June 30, 2014. **Grant payments will be subject to submission of student attendance semiannually and expenditures reported quarterly to the CDE.** Fifteen percent of grant funds may still be budgeted for administrative funds. **Start-up costs will not be allowed for renewal funds.**

Additional fiscal information related to the ASES Program can be found online on the CDE ASES Program Web page at <http://www.cde.ca.gov/ls/ba/as/>.

H. CERTIFIED ASSURANCES

All grantees are required to retain on file a copy of the General Assurances for their records and for audit purposes. Please download the General Assurances on the CDE Funding Forms Web page at <http://www.cde.ca.gov/fq/fo/fm/ff.asp>. Grantees should not submit General Assurances to the CDE. However, in the application, grantees are required to submit signed certified assurances included in this application.

After School Education and Grant Renewal Request Checklist

**RENEWAL REQUEST FORMS MUST BE RECEIVED BY THE AFTER SCHOOL PROGRAMS
OFFICE NO LATER THAN 5:00 p.m., on February 15, 2011**

MAIL OR DELIVER TO: **After School Programs Office
California Department of Education
Renewal Request
1430 N Street, Suite 6408
Sacramento, CA 95814-5901***

COPIES: Provide the CDE with one original After School Education and Safety Program Renewal Request Form with original signatures and one copy. *Provide **one copy** of the Renewal Request Form to the respective RL. (The contact list of RLs, CDE consultants, and analysts is posted on the CDE After School Education and Safety Program Web page at <http://www.cde.ca.gov/ls/ba/as/>.) See Section "E" in the renewal instructions for information on the Renewal Request Form preparation and submission. Since original signatures are required, do not FAX or send the application electronically. Items must be submitted in the following order:

- ___ Form A.1—ASES Renewal Request Form Information
- ___ Program Plan and Updates
- ___ Performance Measures
- ___ Form A.2.a—List of Schools Operating After School Programs
- ___ Form A.2.b—List of Schools Operating Before School Programs
- ___ Form A.3—Signatures and Approvals
- ___ Form B—Certified Assurances
- ___ Form C—Certification and Designation of Public Agency
- ___ Form D—Object of Expenditure Codes
- ___ One copy sent to respective RL

Please staple this Checklist for the Renewal Package as the last page of the request form.

FOR CDE
USE ONLY:

2011

—R2011—

Year

Application #

**After School Education and Safety Program
Renewal Request Form**

Return to: After School Programs Office
California Department of Education
ASES Renewal Request
1430 N Street, Suite 6408
Sacramento, CA 95814-5901

**For Grant Period
July 1, 2011, through
June 30, 2014**

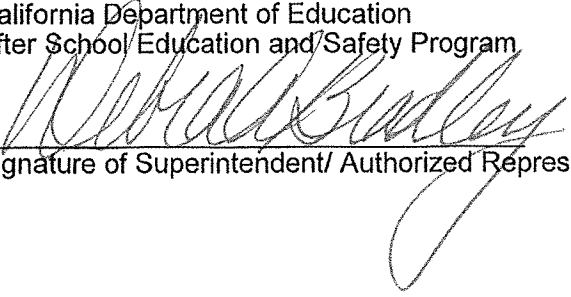
**Must be received by
February 15, 2011**

ASES RENEWAL REQUEST FORM INFORMATION			
Public Agency Name (name of fiscal agent for collaborative) Sausalito Marin City School District		Current Grant ID number: 21-23939-6547-EZ	
County: Marin	Total Amount Requested \$ 139,050	Total Matching Funds \$68,898.34	
Superintendent or Designated Agency Representative: Debra A. Bradley, Ed.D		Grant Contact: Debra A. Bradley, Ed.D	
Agency Name: Sausalito Marin City School District		Agency Name: Sausalito Marin City School District	
Address: 630 Nevada Street		Address: 630 Nevada Street	
City: Sausalito	Zip: 94965	City: Sausalito	Zip: 94965
Phone: 415-332-3190	FAX: 415-332-9643	Phone: 415-332-3190	FAX: 415-332-3190
E-mail: dbradley@marin.k12.ca.us		E-mail: dbradley@marin.k12.ca.us	

Certification: I have reviewed the assurances included on pages 11–13 in the ASES Grant Renewal Instructions and agree as the authorized representative of the Public Agency, and on behalf of the ASES Program Collaborative to fulfill and uphold all current and future legislative requirements for the ASES Program.

California Department of Education
After School Education and Safety Program

Form A.1


Signature of Superintendent/ Authorized Representative

Sausalito Marin City School District
Public Agency Name

PROGRAM PLAN AND UPDATES

Please review and attach your program plan per *Education Code (EC) Section 8482.3(g)(1)(A)* thru (F), and include any updates to the plan.

I. Program Goals and Requirements

- Describe how you assessed the needs of the community, students, parents, and school. (Use data from multiple sources to address the needs such as: California Academic Performance Index (API) score, number of students performing academically below grade level, school and community safety data, attendance and truancy rates, and juvenile crime rates, etc.)

Boys & Girls Clubs of Marin and Southern Sonoma Counties (BGCMSSC) uses the following assessment tools: teacher assessments, parent assessments, student surveys (including Boys & Girls Clubs of America's Outcome Measurement Toolkit), and Boys & Girls Clubs of America's Commitment to Quality Impact Assessment.

- Who was included in the assessment?

Afterschool program students, BGCMSSC staff, Bayside and Willow Creek Academy parents and district faculty.

- Identify and describe the program goals developed from the results of the needs assessment.

To expand our curriculum in academics and enrichment. To further educate staff in behavior guidance and especially working with children with special needs. To build on our collaboration with the regular day teachers and provide a safety net and ladder for those children that we might otherwise lose. To further educate our community on the importance of quality afterschool programs.

- How will you recruit and retain students to achieve and maintain attendance requirements of the program?

To recruit members we offer program fliers to all Bayside and Willow Creek families. We encourage Bayside and Willow Creek teachers and faculty to recommend specific children for the program who are at risk of falling below grade level. To retain members we create a positive, safe place where students want to come. As we help students achieve academically and socially it builds their self esteem and our experience has been that they will want to continue to be successful and continue to receive the support that we are providing. We also provide programming that the students are excited to be a part of, we contact students who have been absent from the program for consecutive days. We encourage teachers to remind their students to attend the Club. We plan special events that include family members on a quarterly basis. (For example, the December Performing Arts show). We are continuously surveying our students, teachers, administrators, and parents in our community to ensure we are meeting the needs of the student in our community.

- How will data be collected on student subgroups to address closing the achievement gap? (Note: *Closing the Achievement Gap Report of Superintendent Jack O'Connell's California P-16 Council* can be found at [Closing the Achievement Gap](#) (Outside Source).

STAR test results, Homework Completion Rates, School Attendance, Afterschool Program Attendance (sign in/out sheets and ETO attendance tracking system), Improvement of Behavior (incident reports)

II. Program Content/Quality

- Describe the educational and literacy element and educational enrichment element of the after school program.

California Department of Education
After School Education and Safety Program

For the academic element of the program BGCMSSC implements the following curriculums: KidzLit, KidzMath, and Science Explorers. All are being delivered using the state standard guidelines for elementary education grades K-8. For the enrichment element of the program BGCMSSC implements Boys & Girls Clubs of America's National Programs including: SMART Kids, SMART Girls, Passport to Manhood, Triple Play, Healthy Habits, Fine Arts, ImageMakers, and DramaMatters (see attached description of BGCA's National Programs).

- Describe how the after school program is aligned with the regular school day.

After school staff work in collaboration with regular day staff by attending meetings with school principals and district personnel. All academic and enrichment elements are tied to state standards. Club staff are also allotted some staff hours in which to observe and help out in classrooms further linking the after school program to the regular school day.

- Describe how the program identifies and selects nutritious snacks.

Our snacks are currently provided by Preferred Foods for the 2011-2012 school year. Preferred Foods follows all of the federal guidelines for healthy snacks.

III. Collaboration and Partnerships

- Describe the collaborative process used to plan, implement and update the after school program.

Boys & Girls Clubs of Marin and Southern Sonoma Counties was chosen by Sausalito Marin City School District as the ASES program provider in the fall of 2010. The change was made at the recommendation of the school board to provide students with a greater variety of academic and enrichment activities after school, as well as a program that had a higher focus on safety and maintaining standards of behavior.

- List and describe the collaborative members, including any specific duties/responsibilities or contributions.
 - I. *Marin Theatre Company: Provides weekly Performing Arts/drama instruction to interested after school participants. This service is provided through a separate funding stream obtained by MTC.*
 - II. *Trips for Kids: Provides weekly bicycle mechanics instruction for interested after school participants.*
 - III. *Rotary Club: Fundraising request made for donations for specific program needs, volunteering, and speaking to youth in our career development programs.*
 - IV. *Reading Partners: Reading Partners pulls out selected students in the after school program for one on one reading intervention. Reading Partners works closely with the Bayside Elementary principal and teaching faculty to select students. The after school program allows for Reading Partners to pull students out during the after school hours rather than during the school day, thus preventing struggling students from missing additional academic instruction.*
 - V. *Bridge the Gap: Bridge the Gap is a local non-profit agency that provides college preparation and tutoring to students three days per week. A number of these students attend Bridge the Gap three days a week and then attend Boys & Girls Club the other two days. Bridge the Gap is viewed as a parallel program with the early release policy and our attendance requirement for after school students.*
- Identify any potential collaboration and partnerships that would be of benefit to the after school program and describe your efforts to include them.
 - I. *Marin Community Foundation.... Possible resource for funding or materials. BGCMSSC CEO has met with program officers. MCF funds other programs within Sausalito Marin City School District.*
 - II. *Sausalito Little League: Potential partnership entails the school district allowing Little League to utilize field space, which would occur during the after school hours. After School would work with Little League to determine a field use schedule which would allow for both programs to benefit.*

California Department of Education
After School Education and Safety Program

III. *Willow Creek Academy after school enrichment: There has been discussion among the Willow Creek Academy Board of Directors to explore parallel enrichment activities after school. These enrichment programs would be open to all students, not just after school students. The Board has sent out an initial survey to parents to identify the interest in such an enrichment program.*

- o List the projected meeting schedule.

There is currently no meeting schedule in place.

IV. Staffing

- o What are the school districts' minimum requirements for an instructional aide?

AA or BA degree or passing test on the district's paraprofessional exam. Prior work experience or the equivalent in job classification.

See attached position descriptions BGCMSSC School Site Program Coordinator.

- o How will staff be recruited and retained?

Staff are recruited through edjoin, SCAN website, Craigslist, referrals. Staff are retained through professional development and training opportunities, both within the agency and utilizing trainings through outside agencies as well. BGCMSSC also has a Staff Morale Committee which plans quarterly events celebrating employees for their work with the students.

- o Provide descriptions of the services provided by sub-contractors, if applicable. An organizational chart is recommended. How will the administrators ensure that all staff who directly supervise pupils meet the minimum requirements of an instructional aide?

Please see the attached copy of the Memorandum of Understanding between BGCMSSC and Sausalito Marin City Schools. BGCMSSC ensures that each employee meets the requirements of an instructional aide upon initial hire. New hires are required to provide copies of their TB tests, IA exam results or college transcripts. All BGCMSSC are fingerprinted through the Department of Justice before they begin working directly with students.

- o What professional development activities will be provided to staff and how will those activities be determined?

All BGCMSSC are required to be CPR and 1st Aid certified. All BGCMSSC employees are required to attend at least 20 hours of professional development/training hours each year (see attached form). BGCMSSC sends employees to SCAN trainings, SCOE trainings, and Cal SAC trainings.

V. Program Administration

- o Describe the system in place to address the fiscal accounting and reporting requirements of the grant.

The fiscal system we use is Reflections QSS maintained by the Marin County Office of Education. We also use the State's system to report expenditures and attendance, ASSIST.

- o Describe the process of obtaining in-kind local matching funds (at least one-third of the total grant amount) for After School Education and Safety (ASES) grants, and list those entities and the value of the contributions.

The contribution amount from the school district is valued at \$57,898.34. This figure includes district administrative services, custodial services, bus service, facilities, snacks. Matching funds from Boys & Girls Club is valued at \$11,000 and include financial contributions for program operations from Marin County Supervisors and the Sausalito Rotary Club.

California Department of Education
After School Education and Safety Program

- Describe how attendance is recorded, including the sign-in and sign-out procedures. Attach the early release (if applicable) and late arrival policies.

Each student is signed in electronically upon their arrival to the after school program, and on a paper based sign in sheet by program staff. The students are signed out (with initial) by their parents or BGCMSSTC staff when they leave. If a child is signed out before 6:00pm, an early release code is entered with the sign out time documenting the reason why the child is leaving before the end of the program. Each child in the program has an early release form on file with the Program Director (please see attached).

- Describe the process and time frames for periodic review of the program plan.

BGCMSSTC Area Director and Program Director will meet three times a year with grant manager to review this program plan. The start, the middle and the end of the school year. The onsite Program Director meets weekly with principals at both Bayside and Willow Creek to discuss the program in a more informal manner.

VI. Outcome Measures and Evaluation

- How will you evaluate the program's effectiveness?

Homework completion, parent surveys, teachers surveys and student surveys.

- What required outcome measure(s) pursuant to EC 8484(a)(2) have been selected to demonstrate program success?

Homework Completion

- Describe the results of the selected outcome measures.

Because Boys & Girls Club is a new program provider with the district, we are using the 2010-2011 school year to obtain a baseline. The after school program staff will keep a checklist of students in the program documenting if a child worked on homework, completed homework, or did not have or did not do homework. Based on the fact that teachers have recommended the after school program to students who have a low rate of homework completion, we believe that the program will be deemed effective.

- What methods will you use to correct or improve the program based on the results of the outcome measures?

We will provide students with additional time and space to complete their homework if they are not finishing it during the after school program. We will also increase our communication with teachers around the homework completion of specific students. We will also increase communication with parents when children are unable to complete homework during the allotted homework time during the after school program.

Name of Grantee/Local Educational Agency (LEA)

LEA Program Administrator (district person with program responsibility)

Name and Title Debra Bradley, Ed.D, Superintendent

Phone E-mail (415) 332-3190 dbradley@marin.k12.ca.us

LEA Fiscal Agent/Administrator

Name and Title Margie Bondardi, Business Manager

California Department of Education
After School Education and Safety Program

Program Administrator for Collaborating Agency (if applicable)

Agency/Community Based Organization (CBO)

Boys & Girls Clubs of Marin and Southern Sonoma Counties

Name and Title Shannon Griffin, Area Director

Phone (707)769-5322 Ext. 17 E-mail sgriffin@petalumabgc.org

Name(s) of After School Program Site(s)

(These may be listed on an additional page.)

Site Name	Projected Daily Attendance
Bayside Elementary	47
Willow Creek Academy	35
Martin Luther King Jr.	0

What target population(s) is (are) served by this program? Students who are at risk or falling below grade level. We also target students that don't have a safe place to go in the after school hours.

What steps are taken to recruit and select students from the target population(s)? We ask school teachers, counselors and principals to recommend students to our program.

PERFORMANCE MEASURES

California EC Section 8484 requires that programs submit one or more of the following measures to demonstrate program effectiveness. Select which measure(s) you will submit for the years 2011–12, 2012–13, and 2013–14.

- ☐ STAR
- ☐ Positive behavioral change
- ☐ Skill development
- ☒ Homework completion

California Department of Education
After School Education and Safety Program

List all currently approved schools, even if not renewing and review the data using the ASSIST. Copy the sites from the ASSIST into an Excel file and key in the status column and current funding amount column to print a hard copy to be included with this package, or you may enter the data in the form on this page.

LIST OF SCHOOLS OPERATING AFTER SCHOOL PROGRAMS				
BASE GRANT				
Status R=Renew C=Cancel	CDS* Code	School Name Please List Schools	Type E=Elementary M=Middle/ Junior High	Funding Amount
R	21654746024889	Bayside	E	\$52,650
R	21654746118491	Willow Creek Academy	E	\$59,400
R	21654746097695	Martin Luther King Jr.	M	\$27,000

SUPPLEMENTAL GRANT				
Status R=Renew C=Cancel	CDS* Code	School Name Please List Schools	Type E=Elementary M=Middle/ Junior High	Funding Amount

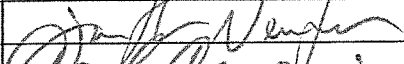


*The County-District-School (CDS) coding system (example: 01 61129 6110729 Smith Elementary) as published in the Web-based California Public School Directory on the CDE Search the California School Directory Web page at <http://www.cde.ca.gov/re/sd/>. This code verifies that the school is a California public school.

List all currently approved schools, even if not renewing.

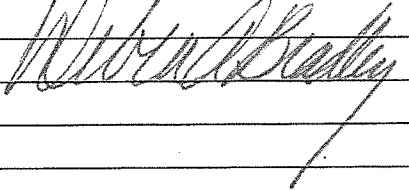
LIST OF SCHOOLS OPERATING BEFORE SCHOOL PROGRAMS			
BASE GRANT			
Status R=Renew C=Cancel	CDS* Code	School Name Please List Schools	Funding Amount
SUPPLEMENTAL GRANT			
Status R=Renew C=Cancel	CDS* Code	School Name Please List Schools	Funding Amount

*The CDS coding system (example: 01 61129 6110729 Smith Elementary) as published in the Web-based California Public School Directory on the CDE Search the California School Directory Web page at <http://www.cde.ca.gov/re/sd/>. This code verifies that the school is a California public school.

School Principal Approval: The principal of each school site involved in the renewal request must sign.

School Name	Printed Name of Principal	Signature of Principal
Bayside Elementary	Jonnette Newton	
Willow Creek Academy	Carol Cooper	
Martin Luther King Jr.	Karen Brinkman	

School District Approval: The superintendent, or designee, at each school district involved in the renewal request must sign.


School District Name	Printed Name of Superintendent	Signature of Superintendent
Sausalito Marin City	Debra Bradley Ed.D	

Certified Assurances

Note: All grantees are required to retain on file a copy of the General Assurances for their records and for audit purposes. Please download the General Assurances on the CDE Funding Forms Web page at <http://www.cde.ca.gov/fq/fo/fm/ff.asp>. Grantees should **not** submit General Assurances to the CDE.

CERTIFIED ASSURANCES	
On behalf of the applicant agency, the Authorized Executive is to sign at the bottom of each page acknowledging understanding of and agreement with each Certified Assurance.	
Program Elements	
1	The program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following subject areas: language arts, mathematics, history and social science, science, and computer training.
2	The program will have an educational enrichment element that may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. Such activities might involve the arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
3	The program will provide a safe physical and emotional environment and opportunities for relationship-building and will promote active student engagement.
4	The program will collaborate and integrate with the regular school day program and other extended learning opportunities.
5	The program will provide a snack that conforms to the nutrition standards in the California <i>Education Code</i> , Part 27, Chapter 9, Article 2.5, commencing with Section 49430.
6	The program will provide opportunities for physical activity.
Program Plan	
7	Partners to this application, as well as school staff, have demonstrated commitment to supporting the program and sharing responsibility for the planning and quality of the program at the designated site(s).
8	The program is planned through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g., city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
9	The program will review Program Plans every three years. This review is to include, but not be limited to, program goals, program content, and outcome measures that the grantee will use for the next three years and, any other information requested by the CDE. New program goals may be selected for the following three years during the grant renewal process.
10	The program acknowledges that the CDE will monitor the Program Plan review as part of its onsite monitoring process.
11	The program will notify the CDE if the program goals or outcome measures are changed.

I acknowledge understanding of and
agreement with Certified Assurances 1-11


(Signature of Authorized Representative)

Certified Assurances

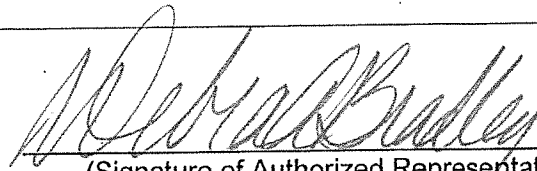
12	The program will maintain a student-to-staff member ratio of no more than 20:1.
13	The program will begin operation immediately upon the end of the regular school day. (Note: A regular school day is any day that students attend and instruction takes place.)
14	The program will operate for a minimum of 15 hours per week.
15	The program will operate until at least 6:00 p.m., on every regular school day.
16	The program will establish a reasonable early release policy for students attending the after school component.
17	Elementary students should participate every day that the after school program operates.
18	Middle/junior high school students should attend a minimum of nine hours and three days per week. (Note: The program must operate on all regular school days.)
19	A flexible attendance schedule for middle/junior high school students may be implemented in order to develop an age-appropriate program. Priority for enrollment will be given to students who attend daily.
20	Every student attending a school operating a program is eligible to participate in the program, subject to program capacity.
21	The program is not required to charge family fees or conduct individual eligibility determination based on need or income.
22	The program will provide all notices, reports, statements, and records to parents or guardians in English and the student's primary language when 15 percent of the students enrolled at the school site speak a single primary language other than English as determined by language census data from the preceding year.
23	The program will establish qualifications for each position so that all staff members directly supervising students meet the minimum qualifications of an instructional aide, pursuant to the policies of the district.
24	Selection of the program site supervisors is subject to the approval of the school site principal.
25	Staff and volunteers will fulfill health screening and fingerprint clearance requirements in current law and in compliance with school district, private school, or agency policy.
26	The program will provide staff training and development.
27	A program may provide a maximum of three staff development days a year during regular program hours using grant funds.
28	If the site is not located on a school campus, safe, supervised transportation must be provided to enrolled students.
29	Programs may be conducted on the grounds of a community park, recreational facility, or other site as approved by the CDE in the grant application process.
30	Offsite programs will be aligned with the educational and literacy components of the program with participating students' regular school programs.
31	Offsite programs will ensure communication among teachers in the regular school program, after school staff and parents of students.
32	Offsite programs will comply with all statutory and regulatory requirements of those conducted on the school site.

I acknowledge understanding of and
agreement with Certified Assurances 12-32

(Signature of Authorized Representative)

Certified Assurances	
33	The program will keep accurate program attendance records and report actual attendance to the CDE twice per fiscal year.
34	The program will report school day attendance rates for participating students.
35	The program will meet all evaluation requirements, including participation in a statewide evaluation process as determined by the CDE and provide all required information on a timely basis.
36	The program will provide information for the statewide independent evaluation.
37	The program will respond to any additional surveys or other methods of data collection that may be required throughout the life of the program.
38	The program will annually provide participating students' regular school day and program attendance and STAR test results.
39	The program will use standardized procedures and collection tools developed by the CDE for evaluation purposes. Locally developed tools or protocols will not be accepted.
Funding Requirements	
40	The program will expend no more than 15 percent of funding on administrative costs, which include indirect costs.
41	The program's indirect costs will be the lesser of: <ul style="list-style-type: none"> • The school district's indirect cost rate, as approved by the CDE for the appropriate fiscal year, or • Five percent of the state program funding received pursuant to this article.
42	The program will expend at least 85 percent on direct services to students.
43	The program will use these funds to supplement, but not supplant, existing funding for after school programs.
44	The program will provide at least 33 percent cash or in-kind local matching funds from the school district, government agencies, community organizations, or the private sector for each dollar expended in grant funds. Not more than 25 percent of the match requirement will be fulfilled by facilities or space usage.
45	The program acknowledges that state categorical funds for remedial education activities are not eligible as matching funds for after school programs.


I acknowledge understanding of and
agreement with Certified Assurances 33-45


(Signature of Authorized Representative)

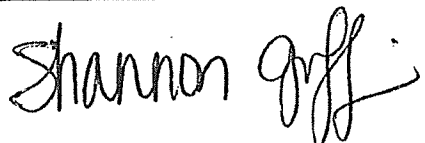
California Education Code citation for each assurance:

1. (EC 8482.3 [c][1])(EC 8482.3 [f][6]) (EC 8483.3 [c][1])
2. (EC 8482.3 [c][2])(EC 8482.3 [f][6]) (EC 8483.3 [c][2])
3. (EC 8483.3 [c][3])
4. (EC 8483.3 [c][5])
5. (EC 8482.3 [d]) (EC 8483.3 [c][8])
6. (EC 8483.3 [c][7])
7. (EC 8483.3 [f][1-3]) (EC 8483.3 [c][6]) (EC 8486)
8. (EC 8482.5 [b])
9. (EC 8482.3 [g][1])
10. (EC 8482.3 [g][2])
11. (EC 8482.3 [g][1])
12. (EC 8483.4)
13. (EC 8483 [a][1])
14. (EC 8483 [a][1])
15. (EC 8483 [a][1])
16. (EC 8483 [a][1])
17. (EC 8483 [a][2])
18. (EC 8483 [a][2])
19. (EC 8483 [a][3])
20. (EC 8482.6)
21. (EC 8482.6)
22. (EC 48985)
23. (EC 8483.4)
24. (EC 8483.4)
25. (EC 8483.4)
26. (EC 8483.3 [c][4])
27. (EC 8483.7[a][1][C])
28. (EC 8482.8 [a]) (EC 8484.6 [a])
29. (EC 8484.6 [a])
30. (EC 8482.8[a]) (EC 8484.6 [a])
31. (EC 8482.8 [a])
32. (EC 8484.6 [b])
33. (EC 8482.3 [f][10][C]) (EC 8484 [a][1][B])
34. (EC 8482.3 [f][10][A]) (EC 8484 [a][1][A])
35. (EC 8482.3 [f][7-8]) (EC 8483.3 [c][11]) (EC 8484 [a])
36. (EC 8482.3 [f][7-8]) (EC 8484 [a])
37. (EC 8482.3 [f][7-8]) (EC 8484 [a][2][E])
38. (EC 8482.3 [f][7-8]) (EC 8482.3 [f][10][B]) (EC 8484 a)
39. (EC 8482.3 [f][7-8]) (EC 8484 [c])
40. (EC 8483.9 [b])
41. (EC 8483.9 [a])
42. (EC 8483.9 [c])
43. (EC 8483.5 [e]) (EC 8483.7 [b])
44. (EC 8483.7 [a][5])
45. (EC 8483.7 [b])

An applicant must designate a public agency or local educational agency partner to act as the fiscal agent. A "public agency" means a county board of supervisors or, where the city is incorporated, has a charter, or a city council. Applicants agree to follow all fiscal report and auditing standards required by the CDE.

Designated Public Agency	Name of Authorized Representative of Public Agency	Signature of Authorized Representative of Public Agency
Sausalito Marin City School District	Debra A. Bradley Superintendent	

Certification: As the authorized representative of the Public Agency, and on behalf of the After School Education and Safety Program Collaborative, I agree to fulfill all of the above agreements and conditions. I further agree to uphold all current and future legislative requirements for the ASES Program.

Signature of Public Agency Representative on behalf of the ASES Program Collaborative	Public Agency Name
	Boys & Girls Clubs of Marin and Southern Sonoma Counties

Object of Expenditure Codes

School districts and county superintendents of schools are required to report expenditures in accordance with the object classification plan in the **California School Accounting Manual**. The use of these object codes will facilitate the preparation of budgets and the various financial reports requested by federal, state, county, and local agencies. The **California School Accounting Manual** is accessible through the CDE California School Accounting Manual Web page at <http://www.cde.ca.gov/fq/ac/sa/documents/csam2008complete.pdf>.

- 1000 Certificated Salaries
 - 1100 Teacher Salaries
 - 1200 School Administrators' Salaries
 - 1300 Supervisors' Salaries
 - 1400 Librarians' Salaries
 - 1500 Guidance, Welfare, and Attendance Salaries
 - 1600 Physical and Mental Health Salaries
 - 1700 Superintendents' Salaries
 - 1800 Other Administrative Salaries
 - 1900 Other Certificated Salaries
- 2000 Classified Salaries
 - 2100 Instructional Aides' Salaries
 - 2200 Administrative Salaries
 - 2300 Clerical Salaries
 - 2400 Maintenance and Operation Salaries
 - 2500 Food Services Salaries
 - 2600 Transportation Salaries
 - 2900 Other Classified Salaries
- 3000 Employee Benefits
 - 3100 State Teachers' Retirement System
 - 3200 Public Employees' Retirement System
 - 3300 Social Security (OASDI)
 - 3400 Health and Welfare
 - 3500 Unemployment Insurance
 - 3600 Workers' Compensation Insurance
- 4000 Books and Supplies
 - 4100 Textbooks
 - 4200 Other Books
 - 4300 Instructional Materials and Supplies
 - 4500 Other Supplies
 - 4600 Pupil Transportation Supplies
 - 4700 Food Service Supplies
- 5000 Services and Other Operating Expenditures
 - 5100 Contracts for Personal Services of Consultants, Lecturers, and Others
 - 5200 Travel and Conference
 - 5300 Dues and Memberships
 - 5400 Insurance
 - 5500 Utilities and Housekeeping Services
 - 5600 Rentals, Leases, and Repairs
 - 5700 Direct Costs-Interfund Services
 - 5800 Other Services and Operating Expenditures

6000 Capital Outlay
6100 Sites and Improvement of Sites
6200 Buildings and Improvement of Buildings
6300 Books and Media for New or Expanded Libraries
6400 Equipment

I reviewed the reporting requirements according to the CDE's object classification plan in the **California School Accounting Manual** on the CDE California School Accounting Manual Web page at (<http://www.cde.ca.gov/fg/ac/sa/documents/csam2008complete.pdf>).

Superintendent/Authorized Representative _____

School District Sausalito Marin City School District

GOLDEN BELL AWARDS
2011 APPLICATION FORM

(a separate application is required for each nomination)

Program Visual Arts Program
District Sausalito Marin City
School Bayside and MLK

"Contact Person" (to schedule a visit)

Name Ascha Drake
Phone Number 917.864.9757
Email superpop42901.com

Level/Category:

- ☒ Elementary
☒ Middle/Junior High
☐ High School
☐ MCOE
☐ Community College

Funded by:

- ☒ Grant Money
☒ District Budget
☐ Parent Club/Community Fund-raising
☐ Foundations
☐ Other _____

Person(s) directly responsible for this program:

Name Ascha Drake Phone 917.864.9757
Signature Ascha Drake Email superpop42901.com
Goal of Program To create a model arts program.

Program in operation since 2008

Total Personnel: Teaching 4 Administrators 8
Support _____ Volunteers 5

Total number of students involved 380 Yearly operating costs \$248,000

Has this program been previously submitted No Date 1/12/2011

Please attach a description of the program (limit 1 page), including clear goal and program overview statements, evidence of meeting student needs, ability to be implemented by other schools or districts (county programs are judged for transferability from county to county) and communication with the community about the program. Be sure to answer this question: Why is this program exemplary?

Note: A description of the program will be included in the Golden Bell Program on May 26, 2011.

THIS APPLICATION HAS BEEN APPROVED BY THE BOARD OF TRUSTEES:

Signed Mary Jane Burke Date 1/20/11
District Superintendent

Return to: Mary Jane Burke
Marin County Superintendent of Schools
P.O. Box 4925, San Rafael, CA 94913

Deadline: March 14, 2011
Fax Number: 415-491-6624

Description of the Sausalito Marin City School District Arts Program

The Visual Arts program in the Sausalito Marin City School District is a multi-layered, unique, partnership. The program is generously supported by the Sausalito Marin School District, and the Marin Community Foundation, in collaboration with personnel from Youth in Arts. The District is committed to creating a model arts program that will serve students for years to come.

Four arts specialists are on site, working with all Elementary and Middle School classes. The specialists are integrating the arts through different materials, processes, and exposure to contemporary artists; using the Studio Habits of Mind as a running thread of investigation and reflection. A Scope and Sequence, based on a "Who Am I?" curriculum (developed through looking at the California Social Studies Standards), is being formed. At the same time, an Arts Integrated curriculum is being created that will be disseminated into other districts. Teachers will be able to utilize the ideas within the curricula, which embody sequential units that have been field tested in different classrooms. The Elementary Visual Arts program is designed around six week cycles, so students see the arts specialist every day for 6 weeks. Through this consistency, the students and classroom teachers are exposed to a rich, dynamic series of projects and explorations that link to all areas of the curricula.

After each cycle, classroom teachers have been interviewed. During the interview sessions, portfolios are viewed, and teachers are given the opportunity to talk about how the arts have impacted their students. It has been recognized that giving students the time to linger and explore encourages confidence and collaboration. Through the arts, teachers have articulated seeing new sides to their students and classes as a whole.

There are also monthly Professional Development sessions with both the Elementary and Middle School teachers. These sessions are devoted to exposing teachers to different pedagogies in the arts, hands-on art making, reflection of best practices, and planning time with the arts specialists. And every two months an Arts Leadership team meets, which is made up of teacher representatives from each grade level.

The Visual Arts program in the Sausalito Marin City School District is exemplary because of the approach. The specialists look closely at the different needs of the students and teachers, and their teaching is tailored to those specifications. Walk into any classroom in the district, and you will see the arts intersecting with social studies, math, language arts, and science. Through the modeling of the arts specialists, the classroom teachers are developing tool kits, which they will continue to draw from to bring in the arts as an extension to their practice. Every month an Arts Newsletter is distributed in the community. Every year an Art Walk takes place in the Bayside School Multi-Purpose room, where the young artists and musicians are celebrated.

**BOARD OF TRUSTEES
OF THE
SAUSALITO MARIN CITY SCHOOL DISTRICT**

**IN SUPPORT OF FULL FUNDING OF COUNTY MENTAL HEALTH SERVICES FOR
STUDENTS WITH DISABILITIES**

RESOLUTION # 630

A RESOLUTION of the Sausalito Marin City School District calling for full funding of county mental health services for children with disabilities.

WHEREAS, if all California children and youth are to reach California's high educational standards that will allow them to succeed in school, work, and life, the state must commit adequate resources to schools and services children require to benefit from their education; and

WHEREAS, studies have shown that appropriate early intervention services and programs at the first sign of academic difficulty have proven to greatly improve a child's chance of success; and

WHEREAS, special education is a federally mandated program and children with disabilities are entitled to a free appropriate public education (FAPE); and

WHEREAS, AB 3632 (Brown) was created in 1984 because mental health services and therapeutic residential services were not available for school-age children, and parents were surrendering them to the foster care system in order for their children to receive treatment and services.

WHEREAS, the State Legislature rightly determined that county mental health agencies have the best expertise to provide necessary mental health services to children with disabilities.

WHEREAS, the Governor vetoed funding from the 2010/2011 State Budget for services provided by county mental health agencies for educationally-necessary AB 3632/1984 mental health services to children with disabilities.


WHEREAS, our state cannot afford to wait for more students to face hardship before taking decisive action;

NOW, THEREFORE, BE IT RESOLVED that the Sausalito Marin City School District Board of Education strongly urges the Governor and the State Legislature to immediately provide full funding for AB 3632/1984 county mental health services to children with disabilities.


THIS RESOLUTION WAS ADOPTED by the Sausalito Marin City School District Board of Education at a public meeting on January 20, 2011.

AYES 5 **NOES** 0 **ABSENT** 0

ATTEST:



President of the Board



Clerk of the Board

2010-11 Operations Application K-3 Class Size Reduction Program

County and District Code

2	1	6	5	4	7	4
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Charter School Code*

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County Marin

District Sausalito Marin City

Charter School*

*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 or 2009-10 applications.

Contact Person Margaret Bonardi

Title Business Manager

Address 630 Nevada Street

City, Zip Code Sausalito, CA 94965

Telephone 415-332-3190 Ext. 15

E-mail Address mbonardi@marin.k12.ca.us

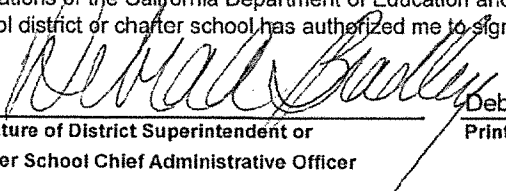
Certifications

As a condition of applying for and receiving funds under the Kindergarten and Grades One through Three Class Size Reduction (K-3 CSR) Program, commencing with California *Education Code* (EC) Section 52120, the Governing Board of the above named school district or charter school (applicant) certifies that the statements below are true and accurate, and are evidenced by a Board Resolution or entry in the Board meeting minutes. Please do not submit the Resolution or minutes to the California Department of Education (CDE):

1. The number of classes participating in Option One and Option Two is identified and the total number of classes does not exceed the total number of classes identified on the 2008-09 Operations Application. [EC Section 52123(a), 52124.3(b), Title 5 *California Code of Regulations* Section 15103]
2. The pupil counts reported do not include special education pupils enrolled in special day classes full time, pupils enrolled in independent study, or charter school pupils enrolled in a home study program. [EC Section 52123(b)]
3. A certificated teacher has been hired by the applicant and is providing direct instructional services to each class participating in the K-3 CSR Program. [EC Section 52123(c)]
4. The applicant will provide a staff development program for any teacher who will participate for the first time in the K-3 CSR Program as specified in Certification #3. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils. [EC sections 52123(d), 52127]
5. The applicant will collect and maintain data required by the State Superintendent of Public Instruction for evaluation of the K-3 CSR Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent. [EC section 52123(e)]
6. Each class participating in the K-3 CSR Program is housed in either a separate, self-contained classroom or the space provided for each participating class for each grade level at that schoolsite is of a square footage per pupil enrolled in each class that is not less than the average square footage per pupil enrolled in those grade levels at that schoolsite in the 1995-96 school year. [EC section 52123(f)]
7. Priority for reducing class size or claiming reduced funding for classes exceeding 20.44 pupils is in accordance with the following grade level implementation requirements at each schoolsite:
 - If only one grade level is reduced/claimed, the grade level will be 1st grade.
 - If two grade levels are reduced/claimed, the grade levels will be 1st and 2nd grades.
 - If three or four grade levels are reduced/claimed, the grade levels will be 1st and 2nd and then any combination of kindergarten and/or 3rd grade.
8. The K-3 CSR Program has been implemented in the current year. A district is considered to have implemented the program even if it claims reduced funding for all eligible classes.
9. The applicant will submit final enrollment counts on the Form J-7CSR to the CDE by May 13, 2011.

Signature

I hereby certify that, to the best of my knowledge, this application is true and correct and is in compliance with state law and regulations of the California Department of Education and the State Board of Education. The Governing Board of the above named school district or charter school has authorized me to sign this application on its behalf.


Signature of District Superintendent or
Charter School Chief Administrative Officer

Debra A. Bradley
Printed Name

01-03-2011
Date

2010-11 Operations Application K-3 Class Size Reduction Program

County and District Code

2	1	6	5	4	7	4
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Charter School Code*

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County Marin

District Sausalito Marin City

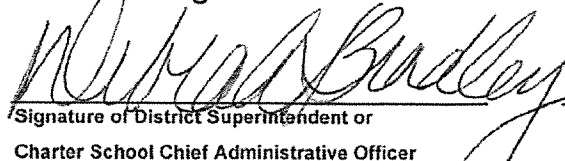
Charter School*

*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 or 2009-10 applications.

Intended Level of Program Participation in 2010-11

Check the appropriate box below and, as noted, submit the required pages of the Operations Application to the CDE. This information is for planning purposes and to continue the flow of funds. The calculation of final entitlements will be based on actual enrollment data submitted on the Form J-7CSR. For more information, please see the Application Instructions.

1. ☐ The district/charter school intends to participate in the 2010-11 K-3 CSR Program at the same level (number and size of classes) as reported on the 2009-10 Form J-7CSR. The February 2011 apportionment will therefore be based on the district/charter school's 2009-10 final entitlement. **If this box is checked, complete and submit only pages 1 and 2 of this application to the CDE.**
2. ☒ The district/charter school intends to participate in the 2010-11 K-3 CSR Program at a higher or lower level than what was claimed on the 2009-10 Form J-7CSR (but capped at the number of classes reported on the 2008-09 Operations Application). The February 2011 apportionment will therefore be based on the information reported on page 3 of this application. **If this box is checked, complete and submit pages 1 through 3 of this application to the CDE.**
3. ☐ The district/charter school does not intend to participate in the 2010-11 K-3 CSR Program at either full or reduced funding. **If this box is checked, complete and submit only this page of the application to the CDE. A signature below is necessary only if the district/charter school is not participating in the 2010-11 K-3 CSR Program.**



Signature of District Superintendent or
Charter School Chief Administrative Officer

DEBRA A. BRADLEY

Printed Name

01-03-2011

Date

Mail the required pages of this application by January 6, 2011 (postmark) to:

Rebecca Lee ~ CDE, School Fiscal Services Division ~ 1430 N Street, Suite 3800 ~ Sacramento, CA 95814

2010-11 Operations Application K-3 Class Size Reduction Program

County and District Code

2	1	6	5	4	7	4
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Charter School Code*

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County Marin

District Sausalito Marin City

Charter School*

*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 or 2009-10 applications.

Calculation of Provisional Funding for 2010-11 (February 2011 payment)

These calculations are for planning purposes and to continue the flow of funds. The calculation of final entitlements will be based on actual enrollment data submitted on the Form J-7CSR.

1		2	3	4	5
Class Size		Number of Classes	Number of Enrolled Pupils	2010-11 Funding Level	Estimated Allocation
Option One					
a	20.44 pupils or fewer	1	17	\$1,071	\$18,207
b	20.45 to 21.44	1	21	95%	\$20,349
c	21.45 to 22.44			90%	\$0
d	22.45 to 22.94	1	23	85%	\$18,207
e	22.95 to 24.94	1	23	80%	\$17,136
f	24.95 pupils or greater			70%	\$0
g	Subtotal, Option 1	4	84		\$73,899
Option Two					
h	20.44 pupils or fewer			\$535	\$0
i	20.45 to 21.44			95%	\$0
j	21.45 to 22.44			90%	\$0
k	22.45 to 22.94			85%	\$0
l	22.95 to 24.94			80%	\$0
m	24.95 pupils or greater			70%	\$0
n	Subtotal, Option 2	0	0		\$0
Grand Totals*					
o	Option 1 + Option 2	4	84		\$73,899

*The total number of classes reported on the application may not exceed the total number of classes reported on the 2008-09 Operations Application.

Complete this page only if box 2 on page 2 was checked. Mail the entire 3-page application by January 6, 2011 (postmark) to:

Rebecca Lee ~ CDE, School Fiscal Services Division ~ 1430 N Street, Suite 3800 ~ Sacramento, CA 95814