



SAUSALITO MARIN CITY SCHOOL DISTRICT

Board of Trustees:
William Ziegler, President
Joshua Barrow, Vice President
Caroline Van Alst, Clerk
Shirley Thornton, Ed. D.
Thomas Newmeyer

Superintendent: Valerie Pitts, Ed.D.

BOARD OF TRUSTEES

Regular Board Meeting of April 18, 2013
200 Phillips Drive, Marin City

5:00 p.m. – Closed Session

6:00 p.m. – Open Session

AGENDA

- I. **CALL MEETING TO ORDER** (Board President)
- II. **APPROVAL OF AGENDA ORDER**
- III. **PUBLIC COMMENTS ON CLOSED SESSION AGENDA**
- IV. **RECESS TO CLOSED SESSION TO CONSIDER AND/OR TAKE ACTION UPON ANY OF THE FOLLOWING ITEM(S)**
 - A. With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54956.8: **Lease Agreements and Service Contracts**
 - B. With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957: **Personnel**
- V. **RECONVENE TO OPEN SESSION**
 1. Announcement of Reportable Action Taken in Closed Session
 2. Pledge of Allegiance
 - A. **PERSONS WISHING TO ADDRESS THE BOARD ON ITEMS NOT ON THE AGENDA**
 - B. **COMMUNICATIONS**
 3. Trustee Reports/Correspondence Addressed to the Board
 4. Superintendent's Report
 - School Administrators' Reports
 - C. **ENSURE THAT ALL STUDENTS WITHIN SMCS D REACH HIGH LEVELS OF ACHIEVEMENT**
 5. Discussion: Community Schools Presentation/ Comprehensive Educational Program Update

Entire board packet on www.smcsd.org/School Board/Meeting Agendas and Minutes

D. MAINTAIN SOUND FISCAL DISCIPLINE AND OPERATIONS

- 6. Discussion: Business and Budget Updates

E. STRATEGIC PRIORITIES

- 7. Discussion: Facilities/Construction Update

F. GOVERNANCE

- 8. Discussion: Board Strategic Planning

G. CONSENT CALENDAR

The purpose of the Consent Calendar is to group items which may be approved routinely. A Board Member or member of the audience may request removal of an item for discussion. A Roll Call Vote should be taken to include all Resolutions.

- 9. Minutes of the regular board meeting of February 28, 2013
- 10. Minutes of the regular board meeting of March 14, 2013
- 11. Minutes of the special board meeting of March 23, 2013
- 12. Minutes of the Finance Committee meeting of April 4, 2013
- 13. Payment of Warrants – 2012/13 – 41 - 44
- 14. Board Policy/Administrative Regulation 1312.3, Uniform Complaint Procedures
- 15. Board Policy/Administrative Regulations 6145, Extracurricular & Co-Curricular Activities
- 16. Field Trip Report
- 17. Quarterly Report: Williams Act
- 18. Willow Creek Academy Proposition 39 Request/District Response

H. FUTURE BOARD AGENDA ITEMS

- Recognitions
- Assessment Reports (Writing/Study Island)
- Marin & SFUSD Re: Interdistrict Attendance Agreements
- Board Self Assessment
- District Health Services Overview
- Instructional Minutes/Bell Schedule
- School Site Survey Results
- First Draft – General Fund Budget
- First Draft – WCA Budget
- Year End After School Program Report
- Grade Level Report

I. FUTURE BOARD MEETING DATES

May 21	Originally scheduled for May 23 (Golden Bell Education Evening)
June 13	TBD
June 27	TBD

J. UPCOMING DATES

April 25	Facilities Committee Meeting, 5:00 p.m.
April 30	After School Providers Meeting, tentative
April 30	A Team Meeting, tentative
May 7	Finance Committee Meeting, 5:00 p.m.

Entire board packet on www.smcsd.org/School Board/Meeting Agendas and Minutes

VI. ADJOURNMENT

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board Meetings shall be adjourned at 10:00 p.m. unless extended to a specific time determined by a majority of the Board.

The Board of Trustees welcomes participation by the public. A person wishing to speak on any item on or off the agenda will be granted up to 3 minutes. The Board will limit the public comment period on any single item to 20 minutes. Members of the public are invited to submit comments in writing. An opportunity is provided for the public to address the Board on items not appearing on the agenda. However, in compliance with Board policy and the Brown Act, the Board is not permitted to discuss or take action on non-agenda items. Estimated times are approximate; actual times may vary. Members of the public who are interested in particular agenda items may wish to arrive early. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request accommodations at least 48 hours in advance of the meeting by contacting the Superintendent's Office at 415-332-3190. Any documents related to an agenda item for open session of a regular board meeting and distributed less than 72 hours before the meeting may be inspected at the District Office, 200 Phillips Drive, Sausalito, CA 94965.

Sausalito Marin City School District
Office of the Superintendent

Date: April 18, 2013
To: Board of Trustees
From: Valerie Pitts, Superintendent
Re: Discussion: Community Schools Presentation/
Comprehensive Educational Program Update

Background

Community Schools are defined by the Coalition for Community Schools as both **a place** and **a set of partnerships** between the school and other community resources. Its integrated focus on academics, services, supports and opportunities leads to **improved student learning, stronger families and healthier communities.**

A community school is not a program or just a place – it is a strategy.

Since the inception of the Healthy Start movement and funding in California in the mid 1990's, schools have experienced the value of working collaboratively with county agencies and community based organization to provide support to families and children in predominantly low income and mixed race school districts. Funding for Healthy Start programs helped with starting school-based programs.

Analysis

While there is currently no funding from the California Department of Education, there is a groundswell of support among organizations like United Way, the Marin Community Foundation, Marin Promise and Marin Health and Human Services for the development of strong community school models. The Marin City Community Services District is also poised to help support and develop a working model for Bayside/ MLK in Marin City. Much discussion has occurred (and site visits to other schools in the Bay Area) over the past two years. A community school model adds to and supports a comprehensive educational program.

Assistant Principal /Coordinator, Tenisha Tate, has worked with Marin Children and Family Services to identify and support a social services worker to be located at the Bayside/MLK school site.

The superintendent will make a presentation on the components of a community school model.

Financial Impact

None at this time. The district may allocate office resources

Legal Implications

The district should develop MOU's with services providers as service is expanded in collaboration with the district.

Recommendation

This item is brought before the board for review and discussion purposes.

Backup attached: Yes _____ No X

Sausalito Marin City School District
Office of the Superintendent

Date: April 18, 2013
To: Board of Trustees
From: Valerie Pitts, Superintendent, and Paula Rigney, Business Manager
Re: Discussion: Budget Development 2013-2014

Background

District activities related to budget development are outlined in the Budget Development Calendar approved by the Board.

School Districts in California are required to adopt their annual budgets in accordance with the statutory timelines established by Education Code (EC) Section 42127, which requires that on or before July 1st of each fiscal year, the governing board holds a public hearing on the budget for the subsequent fiscal year; the board must file the adopted budget of the district with the County Superintendent of Schools. Currently the District is preparing for the 2013-2014 budget. The District's budget will reflect the priorities, goals and objectives which were developed by the Superintendent and the board in its Strategic Plan:

- Provide safe, healthy, positive learning environments
- Ensure that all students within SMCS D reach a high level of achievement
- Maintain sound fiscal discipline and operations
- Attract, retain and inspire highly qualified staff
- Engage the community by building strong, constructive relationships with students, parents and local groups

Analysis

Budget Development for the coming fiscal year begins when the Governor announces his proposed State Budget in January. The Governor has proposed a budget plan for 2013-2014. There are proposals contained in the Governor's Budget and many details that need to be worked out. Analysis and review of the Governor's budget proposal is ongoing by many of the state and district fiscal advisory groups as they attempt to make a quantifiable explanation of this proposed budget and begin the process of advising school district on how to prepare their budget development for 2013-2014.

The district's 2013-2014 budget is aligned to meet the goals and objectives that will address student and community needs. As always, the District is dedicated to providing wise use of taxpayers' dollars and meeting its financial commitments.

Currently the 2013-2014 Budget includes the following:

- 14 FTE Certificated: 9 self-contained, .Music/Art/Spanish/PE, Sped, Counselor
- 2.0 FTE: Site Administration
- 11.43 FTE: 10.0 FTE: Paraprofessionals, 1.0 FTE School Site Secretary, .43 FTE Cafeteria
- 1.4 FTE: Custodial (per the CASBO formula)
- On-going funds for professional development for staff
- Decrease in books and supplies from 2012-2013 (onetime expenses and elimination in services no longer needed).
- Decrease in services and operating expenditures from 2012-2013 (onetime expenses/carry over/eliminations in services no longer needed/reductions in costs associated with grants); some of the shift of responsibility to site administration
- Slight increase in other outgoing by 8% for possible increases in special education excess costs from County Office of Education, Non-Public School and Non-Public Agency costs .

Financial Impact

The financial impact of the various components of the 2013-2014 budget plan will be determined as the budget is developed.

Legal Implications

None

Recommendation

This item is for information and discussion purposes.

Backup attached: Yes ____ No (A presentation will be made at the board meeting.)

Sausalito Marin City School District
Office of the Superintendent

Date: April 18, 2013
To: Board of Trustees
From: Valerie Pitts, Superintendent
Re: Discussion: Facilities/Construction Update

Background

In January, 2013 Trustees approved schematic design for a combined Bayside/MLK Academy Pre-K-8 school.

Greystone West Construction Management and Quattrochi Kwok Architects are working on the project. A pre-construction services contract was awarded to the lowest bidder JLC Modular. Subsequently, the full services contract has been awarded to JLC Modular. JLC is a well-reputed firm with several successful projects in Marin County.

Analysis

Debra McGuire (QKA) completed Bayside/MLK Pre-K-8 design drawings with input from staff, preschool partners and trustees. Modular plans have been approved by DSA. Site work plans are still in process at DSA. Greystone West is working with JLC Modular and QKA on some value engineering to assure costs remain under 3.5 million.

Greystone West is also working with the district to close several small projects completed on the campus at Bayside/WCA some years ago but never successfully closed with DSA. Those issues should not impact the timing or project at MLK.

Greystone West is also pursuing possible eligibility under AB 300 (seismic upgrades) for the old MLK annex.

Financial Impact

A 3.5 million Certificate of Participation is funding the project.

Legal Implications

All appropriate codes and legal requirements for school construction apply.

Recommendation

This item is brought before the board for review and discussion.

Backup attached: Yes _____ No X



SAUSALITO MARIN CITY SCHOOL DISTRICT

1895 - 2013

Superintendent: Valerie Pitts, Ed.D.
Board of Trustees: Joshua Barrow, Thomas Newmeyer, Shirley Thornton, Ed.D.,
Caroline Van Alst and William J. Ziegler (President)

NOTICE OF AWARD

To: JL Modular, Inc.

Project Description: Martin Luther King, Junior Academy New Classrooms
Project; Construction Services

The District has considered the proposal submitted by you for the above described work in response to its Notice Inviting Proposals, dated November 13, 2012. You are hereby notified that your proposal has been accepted in the amount of:

One Million Two Hundred Fifteen Thousand (\$1,215,000.00) for Construction Services.

You are required by the Information for Contractors to execute the Agreement and furnish the required certificates of insurance within ten (10) days from the date of receipt of this Notice.

If you fail to execute the Agreement and to furnish the certificated of information within ten (10) days from the date of receipt of this Notice, District will be entitled to consider all your rights arising out of its acceptance of your proposal as abandoned and as a forfeiture of your Proposal Security Bond. The District will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the District.

Dated this 9th day of April, 2013.

By

Digitally signed by Valerie Pitts
DN: cn=Valerie Pitts, o=Sausalito Marin City SD,
ou=SMCSD, email=vpitts@marin.k12.ca.us, c=US
Date: 2013.04.08 12:37:28 -0700

Valerie Pitts
Superintendent

Receipt of this above Notice of Award is hereby acknowledged by:

_____, this is the Eight (8)

day of April, 2013.

By _____

Title _____

200 Phillips Drive, Marin City, CA 94965 ~ Phone (415) 332-3190 ~ Fax (415) 332-9643
www.smcasd.org

Sausalito Marin City School District
Office of the Superintendent

Date: April 18, 2013
To: Board of Trustees
From: Valerie Pitts, Superintendent
Re: Discussion: Board Strategic Planning

Background

Bi-annually the district should engage in a process to re-set the district's vision, mission, goals and strategic priorities. Doing so helps keep the district focused on student achievement and the continuous improvement of the educational programs we provide. Staff, parents and the community are part of the input process.

Trustees revised the vision, mission and strategic priorities in fall 2011 after completing a needs assessment planning process with FSG group. The mission, vision, strategic priorities and basic goals from 2011 are attached.

Analysis

Trustees have generated substantive issues related to short and long planning for the district.

Academic goals are addressed annually by the school sites in the Single Plan for Student Achievement. In addition, the district has revised the Local Education Agency Plan (LEAP) per program improvement requirements. The site administration also creates detailed plans per the Marin Community Foundation grants for Pre-K to 3, VAPA and the Transforming Schools Grant. Site administration is currently working on detailed plans for transitioning Bayside to MLK for the combined program next fall.

The Comprehensive Educational Program envisioned by the Action Team is also attached. This document describes the philosophy and program characteristics that are necessary for the success of the Bayside/MLK community's students. It can serve as an additional guide in assisting planning for a community Pre-K-8 school. It was inclusively developed by school and community.

Financial Impact

None at this time.

Legal Implications

There are no legal requirements for strategic planning. Board bylaws indicate a board's responsibility for setting the vision and goals for the district.

Recommendation

The Superintendent will make a presentation a lead a discussion of next steps in strategic planning. This item is brought before the board for review and discussion.

Backup attached: Yes No

Sausalito Marin City School District

Board Approved January 26, 2012

Vision

Our Vision is to provide each child a world class college preparatory curriculum that integrates communication, collaboration, creativity, inquiry and problem-solving skills and builds character through fostering strong relationships of mutual trust and respect.

Mission

The mission of the SMCS D is to academically and socially prepare students for success at each grade level and in high school on the path to college and career in a safe, healthy and culturally responsive learning environment. We provide a rigorous and challenging academic program with highly qualified educators in collaboration with parents and community partners. We will hold our learning community accountable for our progress.

Core Values

We believe in the potential of each student. Families, community partners and educators embrace and support our public schools.

Diversity is an Asset

Our success depends on the diverse backgrounds, knowledge, skills, creativity, dedication and motivation of students, staff, parents and community members.

Social Responsibility

We model good citizenship, ethical behavior and sensitivity to others, and promote each child's success as a member of the global society. We value diversity and integration and believe it enriches the educational program and ensures social and academic success.

Agility, Adaptability and Tenacity

We promote strategic thinking, innovation, flexibility and agility in response to changing requirements. We invest in personal learning through focused professional development for staff. We stick to it. We build resiliency.

Student Centered Education

In order to ensure our students meet their fullest potential, we provide a comprehensive, standards-based, differentiated curriculum and opportunities for every student to be successful and engaged. We believe ongoing assessment of student learning informs our instructional practices.

Core Values, continued

Focus on Results

We will promote systemic thinking, articulated processes for continuous improvement and use of data to monitor progress.

Equity

Each student has an individualized path to learning, college and careers and the right to access their own educational opportunities. Students get what they need to be successful.

Components of a Comprehensive Educational Program

Consistent with the District's Vision and Mission Statement, the components of a comprehensive educational program include:

- Robust, Viable, Guaranteed Curriculum and Offerings
- Foreign Language Offering
- Parents' Compact or Parent Coalition On-site
- Follow Through and Accountability
- Services at or Near the School Site
- Integrated Systems
- Counseling and Social Skills Programs
- Organized Sports (Bring schools together for teams to get more kids)
- Arts/Enrichment
- Community Service Opportunities
- Diversity/Integration

**Sausalito Marin City School District
Strategic Priorities and Goals 2011/2012**

Provide safe, healthy, positive learning environments

- Implement HKS Survey grades 5 and 7.
- Implement No Bully program.
- Implement Aeries discipline tracking.
- Implement positive behavior management systems district wide.
- Review, implement and monitor wellness policies.
- Explore working with National Equity Project.

Ensure that all students within SMCS D reach high levels of achievement

- Improve in academic achievement +30 points on CST/API at each grade level.
- Implement quarterly benchmark assessments cycles of improvement (PDSA) and report scores.
- Purchase and implement accelerated intervention curriculum and tools for student learning.
- Implement Aeries parent and student portals.
- Provide instructional and leadership coaching for teachers and administrators.
- Convene Re-Design Committee and develop action plan.

Maintain sound fiscal discipline and operations

- Convene Finance Committee.
- Analyze budget; complete long range forecast; align spending with goals (programs/students).
- Consider Fiscal Crisis and Management Assistance Team (FCMAT) Health Risk Indicator goals.
- Revise and implement business processes – position control, payroll, budget reporting.

Attract, retain and inspire highly qualified staff

- Provide rigorous evaluations and support for continuous improvement for all staff.
- Provide timely evaluation; require goal setting, progress reporting and self-reflection.
- Provide leadership opportunities for staff.
- Ensure accountability for each and every job function; focus on student achievement.

Engage the community by building strong, constructive relationships with students, parents and local groups

- Facilitate ongoing collaboration with after school service providers and focus on alignment with a common goal - student achievement.
- Engage community advocates in regular meetings with the Superintendent and Board of Trustees.
- Prepare and communicate schedule(s) of parent education events, outreach meetings, open houses and volunteers.
- Implement Connect Ed communication and provide access to computers for parents.

Sausalito Marin City School District
Action Team Recommendations for a Comprehensive Educational Program

Action Team Description

The Sausalito Marin City School District Action Team is comprised of members from the local Marin City community, including parents, agencies and community-based organizations, SMCS D staff, learning environment consultants, and Trustees. The A Team met from February 2012-October, 2012 using a facilitated process to reach consensus on the components of a comprehensive educational program that will meet the current and future needs of the children and families served by the SMCS D school district.

Action Team Purpose

The initial purpose of the Action Team has been to provide a recommendation to the school district on how we can ensure that Sausalito Marin City School District students receive the highest quality comprehensive education, including social-emotional development, and that the program can be effectively implemented. The school design and curriculum needs to work for the students we have now, even if enrollment does not increase or change.

Comprehensive Educational Program Vision

We are creating a culturally responsive Comprehensive Educational Program to achieve the following key outcomes and experiences:

Student Success

We educate all students to become self-directed, academically successful, happy, social and ready to achieve their personal best.

Clear Definition of Quality

Our high quality, culturally responsive, comprehensive education will produce/create a life-long learner who is a confident, critical-thinking, civic-minded, contributing member of their community, prepared to successfully navigate personal and career life-choices.

Parent Partnership

We create a welcoming environment that joins parents, students, and teachers in a partnership that promotes a high quality, meaningful education. Staff, parents, students and community build strong relationships and work shoulder-to-shoulder to create a positive, inclusive climate.

Community Partnerships

Community, school, and parents develop a shared vision and assume mutual responsibility for ensuring that students have a love of learning and enriching experiences that lead to future success. Partners will engage in on-going collaborative planning and assessment of programs to ensure maximum effectiveness.

Necessary Resources, Services and Implementation

Our world class community school sees our children holistically (academic, social and emotional), is guided by clear measures of success, and ensures sustainable resources for an integrated services model that prepares students to be global citizens.

Draft

Sausalito Marin City Guiding Principles for Design

The Sausalito Marin City School District is committed to providing a rigorous and challenging academic program for all children in a safe environment that values diversity. We commit to a climate of mutual respect. The guiding principles below will help provide design direction as SMCS D makes important educational, architectural and community decisions. To support the Comprehensive Educational Program, we will design facilities that provide:

Community Partnerships

- Partnerships with community resources expand opportunities for students.
- Integrated academics, health and social services, youth and community development, and civic engagement, lead to improved student learning, stronger families and healthier communities.
- We share space with partners and design for a variety of uses.

Zones of Opportunity and Positivity

- Hubs of activity, our schools are attractive and inviting learning environments that are safe, nurturing, and positive.
- Safely navigable, functional, and environmentally-designed campuses welcome students, parents, seniors and community.
- Equitable, inclusive and culturally representative schools communicate *high expectations for all* via visual cues, strong relationships, rich interconnections, and team follow-through.
- Our entire community is considered one campus that offers a range of choices to students.
- We involve students in the development of our program and building designs.

Authentic and Culturally Relevant Curriculum, Training and Assessment

- Diverse staff, parents and community members foster a love for life-long learning.
- Curriculum, teaching methods, training and learning environments honor and support the diversity of the student body.
- High-interest curriculum actively engages students.
- Good nutrition, social-emotional health, movement, indoor-outdoor connections, and hands-on learning help students thrive.
- Students “show what they know” in an environment that supports performance assessment and project-based learning.

Vibrant Learning

- Learning is alive!
- Interaction with nature helps students make rich discoveries and learn to embrace and cultivate the beauty that surrounds us.
- Global connections are made daily, technology is used as a tool, and artistic creation is fostered.
- Enrichment activities and core learning are integrated into program and place.
- Intellectually rich environments are culturally-focused, approachable and fun.
- With courage and respect, we pursue learning fearlessly.

Flexibility, Adaptability and Collaborative Team-Building

- Varied and flexible spaces allow for a variety of teaching and learning styles.
- Collaboration is fostered and innovative technologies serve as resources.
- Attention is paid to colors, shapes, textures, and furniture to support various learning styles.

Draft

- A friendly, transparent and inclusive environment can convert, adapt, and evolve to changing needs.
- Multi-use designs allow everyone to work together as a team.
- Integrity is prized.

Problem Statements: *The statements below reflect a series of Action Team discussions over time about the challenges in our educational community.*

Disparities in student experiences and outcomes for African American, Latino and low-income students compared to other students in Marin County. The Comprehensive Educational Program needs to address the following:

- Students, school staff and community do not always hold high expectations for students.
- Students need all staff to feel a total belief in, commitment to and responsibility for their success.
- Students need to experience a more culturally inclusive learning environment, including curriculum that emphasizes students' own history and culture (African-American, Latino and other traditionally under-represented cultures) and culturally competent teachers and staff who reflect the demographics of the community.
- Students are impacted by high staff turnover of teachers and administrators.
- Students experience stress and unmet needs due to poverty, life circumstances, environment, and institutionalized racism and classism.
- Students do not get enough positive messages about education and learning from Parents, School and Community.
- Students have fewer experiences and opportunities in the world outside of Marin City, compared with students in other school districts in Marin County.

Negative impact of racially segregated / mono-cultural district. The Comprehensive Educational Program needs to address the following:

- The ways that creating a single school in Marin City could create an insular culture for children.
- Those practices, policies and interventions that can make students feel criminalized.
- The perception by some students, families and community members that racial segregation is intentional in Marin City and Marin County.
- A commitment by the board and district leadership to support the long term development and equitable resources needed for the success of the school.

Student social-emotional needs and negative school climate. The Comprehensive Educational Program needs to address the following:

- A definition of social emotional development that recognizes the multiple ways that perceptions (including self-perceptions) and assumptions about students, parents, school and Marin City impact the social emotional development of students.
- An approach to student behavior by understanding the root causes of the behavior and recognizing that students are not their behaviors.
- A shared understanding and approach for the different levels of students' social emotional needs.
- The under-identification of students' social-emotional needs.

Low parent partnership. The Comprehensive Educational Program needs to address the following:

- Engaging parents through one-on-one interactions with the school.

Draft

- Building school/community/parent partnerships that support parent empowerment.
- Engaging parents with positive messages about the value of education.
- Working with parents to create clear expectations of the role of students and parents in school and the community.
- Supporting parents through opportunities for education and support systems.

Comprehensive Educational Program Recommendations

All students' teachers must have the belief & commitment in students' abilities to learn and thrive. The Action Team recommends the following to address the problems identified and work towards our vision:

Rigorous Curriculum

Core curriculum should be enhanced through:

- Applied learning: hands-on projects, using skills in "real life" problems, and inquiry
- Arts, music, drama, and world languages
- Cultural learning
- Teaching social skills, character development, exploring values, and developing cooperative learning skills
- Economics and finance (life skills in math, banking, saving)
- Field learning, field trips and travel, e.g.:
 - Camping grants to Yosemite, Olympic, Headlands & Walker Creek
 - MOAD
 - Mosaic Camp
- Year-round learning
- Block sessions and group work
- Partnering with local colleges and universities, e.g.:
 - U.C. Berkeley, Stanford, Dominican, CSU's, Historically Black Colleges and Universities, and local community colleges
- Inter-District Opportunities

Integrated System /Health and Human Services/Community-Based Organizations and Partnerships

- Comprehensive physical health and wellness support
- Therapy: individual and group; self-esteem & problem solving skills
- Social workers, counseling, social skills, including media literacy (develop discrimination and critical thinking skills), work with existing community-based organizations
- Case management plan shared with all staff (assigned to students)
- Parenting engagement strategies and education opportunities
 - District should establish relationships with parents and provide opportunities for building trust
 - College & GED support
- Substance abuse education/support group
- Explore a Community Schools Model for Marin City

Extended Learning

- Mentoring, with a multi-year commitment

Draft

- Student leadership training
 - Instill self esteem to break negative peer pressure
- Art, music and other enrichment that fosters self-esteem, cultural awareness, connects to academics
- Ethnic studies
- Support for parents and guardians
- Tutoring for children, youth and adults

Draft

September 26, 2012

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ROLE OF THE BOARD

The Board of Trustees has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

The Board shall work with the Superintendent to fulfill its major responsibilities, which include:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)

2. Establishing an effective and efficient organizational structure for the district by:

- a. Employing the Superintendent and setting policy for hiring of other personnel

(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 2121 - Superintendent's Contract)
(cf. 4000 - Concepts and Roles)
(cf. 4111 - Recruitment and Selection)
(cf. 4211 - Recruitment and Selection)
(cf. 4311 - Recruitment and Selection)

- b. Overseeing the development and adoption of policies

(cf. 9310 - Board Policies)

- c. Establishing academic expectations and adopting the curriculum and instructional materials

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

- d. Establishing budget priorities and adopting the budget

(cf. 3000 - Concepts and Roles)
(cf. 3100 - Budget)
(cf. 3312 - Contracts)

ROLE OF THE BOARD (continued)

- e. Providing safe, adequate facilities that support the district's instructional program

(cf. 3517 - Facilities Inspection)
(cf. 7110 - Facilities Master Plan)
(cf. 7150 - Site Selection and Development)
(cf. 7210 - Facilities Financing)

- f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)

- 3. Providing support to the Superintendent and staff as they carry out the Board's direction by:

- a. Establishing and adhering to standards of responsible governance

(cf. 9005 - Governance Standards)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9200 - Limits of Board Member Authority)
(cf. 9270 - Conflict of Interest)

- b. Making decisions and providing resources that support district priorities and goals
- c. Upholding Board policies
- d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons

(cf. 9240 - Board Development)
(cf. 9400 - Board Self-Evaluation)

- 4. Ensuring accountability to the public for the performance of the district's schools by:

- a. Evaluating the Superintendent and setting policy for the evaluation of other personnel

(cf. 2140- Evaluation of the Superintendent)
(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

- b. Monitoring and evaluating the effectiveness of policies

ROLE OF THE BOARD (continued)

- c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4117.3 - Personnel Reduction)
(cf. 4117.4 - Dismissal)
(cf. 4144/4244/4344 - Complaints)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 5119 - Students Expelled from Other Districts)
(cf. 5125.3 - Challenging Student Records)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

- d. Monitoring student achievement and program effectiveness and requiring program changes as necessary

(cf. 0500 - Accountability)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
(cf. 6190 - Evaluation of the Instructional Program)

- e. Monitoring and adjusting district finances

(cf. 3460 - Financial Reports and Accountability)

- f. Monitoring the collective bargaining process

- 5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels

(cf. 0510 - School Accountability Report Card)
(cf. 1020 - Youth Services)
(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 1160 - Political Processes)
(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

ROLE OF THE BOARD (continued)

(cf. 1700 - Relations between Private Industry and the Schools)
(cf. 9010 - Public Statements)

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

Legal Reference:

EDUCATION CODE

5304 *Duties of governing board (re school district elections)*
12400-12405 *Authority to participate in federal programs*
17565-17592 *Board duties re property maintenance and control*
33319.5 *Implementation of authority of local agencies*
35000 *District name*
35010 *Control of district; prescription and enforcement of rules*
35020-35046 *Officers and agents*
35100-35351 *Governing boards, especially:*
35160-35185 *Powers and duties*
35291 *Rules*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance
Professional Governance Standards, November 2000
School Board Leadership: The Role and Function of California's School Boards, 1996
NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS
The Key Work of School Boards, 2000

WEB SITES

CSBA: <http://www.csba.org>
CSBA Governance Institute: <http://www.csba.org/gi>
National School Boards Association: <http://www.nsba.org>

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
February 28, 2013**

ATTENDANCE

Board Members Present: William Ziegler, Caroline Van Alst, Shirley Thornton, Ed. D.,
and Joshua Barrow
Superintendent: Valerie Pitts, Ed. D.
Board Member Absent: Thomas Newmeyer

The meeting was called to order at 5:30 p.m.

The agenda order was approved.

PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO CLOSED SESSION

There was no public comment.

CLOSED SESSION

The Board and Superintendent convened closed session at 5:31 p.m.

RECONVENE TO OPEN SESSION

Open session reconvened at 6:45p.m.

Report Out from Closed Session

President William Ziegler announced the following reportable actions taken in closed session:

M/s/c – Van Alst/Barrow Roll Call 3 ayes, 1 no (Thornton) and 1 absent, to adopt a Resolution of Non-reelection and authorize the District Superintendent or her designee to notify the probationary employees listed that they will not be reelected for the 2013-14 school year.

M/s/c – Van Alst/Barrow Roll Call 3 ayes, 1 no (Thornton) and 1 absent, to adopt a Resolution of Non-reelection and authorize the District Superintendent or her designee to notify the employees listed on Attachment "A", that they will not be reelected for the 2013-14 school year.

M/s/c – Van Alst/Barrow Roll Call 3 ayes, 1 no (Thornton) and 1 absent, to adopt a Resolution of Non-reelection of Administrative employees

Pledge of Allegiance

Trustee Shirley Thornton led the Pledge of Allegiance.

PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO OPEN SESSION

There was no public comment.

Trustee Reports

Trustee Thornton reported that she has been attending a lot of meetings with the sheriff's office, the housing authority and other local agencies as we prepare for the start of the new school year to ensure that we have one of the best school openings possible. She added that we should think about having a true coming home for our kids where they feel good and valued. Trustee Van Alst said that she had toured Bayside school with principal Newton and appreciated the time and attention she was given.

Superintendent's Report

Superintendent Pitts praised all the staff for putting together an exciting celebration of Black History Month at the MLK Jr. Academy. She said that all the teachers, students and staff members did a wonderful job; there was great turnout and good food. She had meeting with staff regarding the transition from Bayside and also met with Johnathan Logan of the Community Services District and Noah Jackson at First Base Foundation regarding the field. She will give a more comprehensive update later.

School Site Administrator Report

Principal Newton showed a video of 4th graders playing Lift Up Your Voice and Sing, known as the African-American anthem. She praised their dedication and said that they practice at lunch and recess and are engaged and enthused about learning a musical instrument. The next concert will be towards the end of the year. She added that next year we will have more students and more instruments.

Principal Norbutas said that the Black History Month celebration was a great night. Principal Newton and Trellis Condra, the school secretary at MLK deserve lots of credit, as well as the First Missionary Baptist Church which brought in a lot of food for the participants.

Principal Norbutas spoke about a new culture at the middle school, with the emphasis on good behavior. After visiting several schools in Seattle, Santa Monica and Oakland, the administration at MLK has embarked on a new incentive-based system which is now in its fifth week. The focus is summed up in the phrase "Be Prepared, Work Hard, Be Kind", seen all over the campus. Using a web-based program called Class Dojo, students get immediate feedback on their iPads for coming to school prepared and with their homework done, for being kind and helpful to their peers and for working hard. Help each other. Students track how well they are doing in each category. If you are on time, wear your uniform, and have done your homework, you get Dojo points. At the end of day, you total your points and get rewarded with everything from being allowed to wear jeans on Fridays to going bowling. Those who score low attend Saturday School, where from 8 to noon, we do math, social studies and other school work, filling some gaps. Mr. Norbutas praised the program, saying that students are getting real-time feedback and working towards goals that are of interest to them. The long-term goal is for them to internalize making the right decisions, but for now we are using external incentives. The program is going well so far.

Superintendent Pitts said that she would be willing to volunteer on a Friday and offer a prize to add to the incentive kit. She thanked Principal Norbutas and Assistant Principal Tenisha Tate for their hard work.

Facilities Update

Superintendent Pitts said that she had met with the architects a couple of time in the past month to make sure that we have all the resources we need at MLK, including a library and a family center. We should aim to use the available space more efficiently. Plans will be going to the DSA by April or May. This year, our summer programs, including the Hannah Project, will be offered at Bayside. Aim High is considering a location at Tam High and using WCA as a backup. We are still considering options for the MLK summer school, Summer Bridge and transportation. Marilyn Mackel, a community member, said that she does feel that the facilities being planned for MLK will be comparable to the services and amenities currently available at Bayside.

ENSURE THAT ALL STUDENTS WITHIN SMCS D REACH HIGH LEVELS OF ACHIEVEMENT

Smarter Balanced Assessments (D)

Superintendent Pitts said that she is putting a presentation regarding the State's new testing method, called Smarter Balanced Assessment, online so that everyone can see what the new test coming in 2015 will be about. Every spring, kids are tested through STAR, Standardized Testing and Reporting. The main component of STAR, the

California Standards Test (CST) is going away after next year and being replaced with Smarter Assessments, which will be online. There will be no more paper and pencil tests. This is tied to the common core standards, which we adopted at a previous board meeting. As long as kids are familiar with technology, they will be better prepared. The new test will no longer test second graders, which is a positive change. Teachers are learning about this right now. She encouraged the board to go to smarterbalance.org and experience what they kids will experience in 2015. She warned that initially, as the benchmarks are rest, there will be a drop in scores. Kentucky, which went to new tests last year, has already gone through the process. It's all about the future and problem solving. We were not selected for the pilot program this year because we are too small a district. Stay tuned!

MAINTAIN SOUND FISCAL DISCIPLINE AND OPERATIONS

Budget Update (D)

Paula Rigney gave an update of the budget. She said the County Office of Education has put out some talking points regarding local control formula funding which has been posted on our website. She pointed out the highlights within the talking points. As of now, the local control formula funding is a proposal by the Governor, and historically no budget proposal by the Governor has been fully implemented. We have been advised by MCOE not to use it for our second interim budget report. She presented a brief presentation also on our website of revenues vs. expenditures for the last 5 years. She also mentioned that our special education excess costs are currently increasing because district enrollment is increasing. Currently the local control formula funding is not clear as to who is responsible for charter school base revenue calculations when the funds are coming from a basic aid school district. There is a question as to who will fund categorical revenues for charter schools that are within a basic aid district.

ATTRACT, RETAIN AND INSPIRE HIGHLY QUALIFIED STAFF

Resolution #680: Reduction of Classified Services for the 2013-14 School Year (A)

Superintendent Pitts said that layoffs are due to lack of work, but we can still offer a strong program. Staff who are laid off are placed on a 39-month list and they will be the first to be brought back in case we can do. With the unknowns in the budget, this is a layoff I would recommend right now, she added. Trustee Thornton asked if the children are going to be penalized with fewer services for moving to the MLK building. Superintendent Pitts said that although staffing will look different, we will not lose quality programs. Trustee Thornton said that we have lost students because classroom behavior is not what the parents expect so they pull their kids out. We have to ensure a vibrant program that makes people want to have their kids there. Our teachers need help and if we have not addressed the issue this year, how will we address it next year? Superintendent Pitts said that we have to use our resources in a way that makes sense, given the realities of economies of scale. It's tough to know the answers. Trustee Barrow said that when it comes to classrooms, paraprofessionals are the most sensitive issue. Perhaps we will have the ability to bring back some of these people and make the numbers work. Members of the public expressed both appreciation for the hard work of Bayside and MLK staff and concern about a reduction in force given the needs of the students. Principal Newton expressed similar concerns.

M/s/c - Roll Call Van Alst /Zeigler 3 Ayes 1 No (Thornton) 1 absent to adopt Resolution #680

GOVERNANCE

Strategic Planning Process (D)

Superintendent Pitts said that there are many long-range planning issues which will be discussed at the March 23 Board Workshop.

Membership and Purpose of Committees (D)

Superintendent Pitts recommended that the Board get clarification on the purpose of committees and postpone committee meetings until we get a legal opinion on notice requirements. Presently, there is some confusion about types of committees and whether they are advisory to the board or can recommend actions. Board members agreed that it would be advisable to get a legal opinion on this matter.

Draft District Calendar: 2013-2014 School Year (D/A)

The Board discussed the proposed school opening on September 9 and decided to defer action to the March 14 Board Meeting.

BP/AR 1312.3 Uniform Complaint Procedure Update – First Reading (D)

BP/AR 3260 Fees and Charges (D)

The Board reviewed these policies and will take action at the next meeting.

CONSENT AGENDA

M/s/c - Roll Call Zeigler/Thornton Ayes 5 Noes 0 to approve the following consent agenda items:

Approval of the minutes of the regular meeting of January 24, 2013

Approval of Payments of Warrants

Approval of Field Trip Report

Approve 2013/2014 Board Meeting/Planning Calendar

FUTURE BOARD AGENDA ITEMS

Special Education Program Report

Annual Policy Review: Extracurricular, Co-Curricular

Approve Annual Board Agenda Planning Calendar

Strategic Priorities Planning

Grade Level or Program Report

Review/Selection of Auditor for Annual Audit

Budget Development

Policies Update

Facilities Update

Future Board Meeting Dates

March 14, 2013

March 23, 2013 Board Workshop

April 25, 2013

May 23, 2013 Subject to change due to conflict with Golden Bell Education Evening

June 27, 2013

Future Charter School Board Meeting Dates

Meetings are open to the public and generally held on the school campus, 33 Buchanan Street, Sausalito. With the exception of the December meeting, meetings are held on the 3rd Wednesday of the month at 6:30 p.m.

ADJOURNMENT

Thornton/Van Alst/All to adjourn at 8:40 p.m.

Upcoming Dates and Important Events

April 8-12	Spring Recess
May 15	Bayside Open House
May 22	MLK Open House

Signature/Date

Title

Upcoming Dates and Important Events

Please visit the District website www.smcsd.org

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
March 14, 2013**

ATTENDANCE

Board Members Present: William Ziegler, Caroline Van Alst, Shirley Thornton, Ed. D.,
Thomas Newmeyer, Joshua Barrow
Superintendent: Valerie Pitts, Ed. D.

The meeting was called to order at 5:00 p.m.

The agenda order was approved.

PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO CLOSED SESSION

There was no public comment.

CLOSED SESSION

The Board and Superintendent convened closed session at 5:01 p.m.

RECONVENE TO OPEN SESSION

Open session reconvened at 6:20 p.m.

Report Out from Closed Session

President William Ziegler announced that there was no reportable action from closed session.

Pledge of Allegiance

Trustee Thomas Newmeyer led the Pledge of Allegiance.

PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO OPEN SESSION

Fran Nelson, the district librarian, spoke about the benefits of community schools and a new plan in Connecticut which charges community schools to make a coordinated effort to provide wraparound services during non- school hours to improve academic achievement. Schools would partner with medical, dental and mental care providers, as well as providers of academic enrichment and early childhood education. That is exactly what we need in this community, she said. We should reach out to groups that are currently providing these services in our community to make sure that our children receive every possible advantage and to facilitate learning.

Denise Suto, the science teacher at MLK, asked the board to leverage their network and ask for financial donations so that students can have access to more and better science equipment, field trips. Donors Choose is another option for teachers to ask for specific items needed; donors then select which items they would like to donate, www.donorchoose.org.

Stan Behr, a resident, urged the board to consider whether it wants to continue with another one-year contract for the superintendent next year or enter into a long-term contract.

Trustees' Reports

Trustee Newmeyer said that he had talked with John Logan of Marin City Community Services District about community schools and found him to be extremely interested in working with the school district. If he would welcome the cooperation, he added.

Trustee Thornton is continuing her meetings with everyone in the community in order to ensure a grand homecoming for our students at the start of the new school year.

Trustee Barrow attended a meeting in Santa Rosa where the city has a collective impact initiative. As part of that initiative, they recently launched their Cradle to Career program focused on education and wraparound services. Sonoma County has put money into the program and is providing the backbone staff. Marin Promise, a local organization, is doing a soft launch of a similar program for this county. Mr. Barrow hopes that the district can participate in the program.

Trustee Van Alst attended two workshops for new board members presented by CSBA. She gained knowledge regarding school governance and finance. Other board members and attending superintendents provided perspectives on day-to-day operations of schools and best practices.

Trustee Zeigler has been invited to attend a fundraiser for Bridge the Gap, the college prep program in our district.

Superintendent's Report

International Baccalaureate Project Update

Principal Norbutas said that the district is submitting a letter of intent to participate in the International Baccalaureate Primary Years program. Two members of staff have attended training on the written curriculum in Detroit. During the summer, some staff members will work to develop trans-disciplinary units in line with the IB program.

Marin Community Foundation Strategic Initiative Achievement Gap Update

Teachers are working on coordinating the district's Strategic Initiative with the International Baccalaureate program. Principal Norbutas said that the MCF grant is enabling the district to make good progress.

School Site Administrator's Report

Willow Creek Academy Head of School Carol Cooper reported that WCA celebrated Dr. Seuss's birthday on March 2. The school also celebrated Global Youth Service Day. Current plans include the building of an outdoor classroom by the creek.

Strategic Priorities

MAINTAIN SOUND FISCAL DISCIPLINE AND OPERATIONS

Selection of Auditor for Annual Audit

Business Manager Paula Rigney stated that the district would like to continue working with the current auditor for next year, the last year of their three-year contract. The Board had no objection to the fulfillment of the 2012-2013 portion of the current three-year contract.

Approval of District Second Interim Budget Report

Paula Rigney reported that the district has received a positive certification for the second interim report. She showed slides illustrating the budget, a decrease in the federal allocation and a slight increase in revenue from property taxes. Board members asked for several points of clarification regarding the projections for the next two years, which the business manager provided.

M/s/c – Van Alst/Barrow/All to approve the District Second Interim Budget Report with a positive certification

The Board took a short break at 7:35 p.m. and reconvened at 7:38 p.m.

Approval of WCA Second Interim Budget Report

Clark Warden, WCA Treasurer, gave a report on the second interim budget.

M/s/c – Van Alst/Barrow/All to approve the WCA Second Interim Budget Report with a positive certification

Facilities/Construction Update

Superintendent Pitts said the district will be ready to open Bayside/MLK Pre-K-8 by late August. Principal Norbutas and Forrest Corson showed slides of current plans for the MLK building. These include changing the location of the school entrance, moving the learning center downstairs to accommodate younger students, and expanding the district's partnership with the health services agency across the street.

M/s/c - Zeigler/Newmeyer/All to move the discussion of committees out of the assigned order in the agenda

WCA Prop 39 Request/District Response

Superintendent Pitts asked that action on this item be postponed until after a committee discussion. Phil Kerr, WCA board member, said that WCA wants stability to deal with growth in its student population and the appointment of a new Head of School. The charter school submitted a facilities request to meet the requirement of its educational program and to provide a safe and contiguous space for its students. He asked the board to accept the WCA Prop 39 request as submitted. Superintendent Pitts said that the board has not had the opportunity to talk as a group about the request. A meeting could be held next week when the impact of any decision on custodial and special education needs would also be discussed. Sue Krenek, a WCA parent, said that contiguous classrooms are very important to the teachers, especially those who are team teaching. Students have received tremendous benefits from this approach and the facilities request has taken this into account so that classes are grouped in proximity to each other. Trustee Thornton asked if there is another use for the requested space that would generate more funds for the district. Superintendent Pitts replied that there

has been interest in leasing some of the Bayside rooms. Trustee Newmeyer said that the board should put together all information it needs before next Saturday and take appropriate action at that time.

M/s/c - Zeigler/Newmeyer/All to continue this item to the special meeting of March 23rd

GOVERNANCE

2013/2014 Board Agenda Planning Calendar and Board Meeting Dates Calendar

M/s/c – Newmeyer/ Thornton/All to approve the 2013/2014 Board Agenda Planning Calendar and the Board Meeting Dates Calendar

District Committees

Superintendent Pitts asked the board to consider how they wish to handle the Brown Act noticing of committees. Trustee Zeigler said that there is a need to have standing committees such as Finance and Facilities. Trustee Barrow said that the Communications Committee should also be noticed. Trustee Thornton suggested that there be an Oversight Committee to look at all the elements that go into making the school opening successful.

M/s/c – Newmeyer/Ziegler/All to reorganize the Communications , Facilities and Finance Committees as Brown Act Committees and all others as ad hoc committees

2013/2014 District Calendar

M/s/c – Barrow/Thornton/All to approve the 2013/2014 District Calendar with a school start date of August 28, 2013.

Annual Policy Review of Board Policy/Administrative Regulation 6145 – Extracurricular and Cocurricular Activities

The Board conducted a first reading of the policy and administrative regulations.

CONSENT AGENDA

M/s/c - Roll Call - Zeigler/Barrow Ayes 5 Noes 0 to approve the following consent agenda items:

- Local Educational Agency Program Improvement Plan Addendum
- Approval of Payments of Warrants

FUTURE BOARD AGENDA ITEMS

Business and Budget Updates
Field Trip Report
Personnel Action Report
Policy Review
Enrollment and Staffing Projections
First Draft – General Fund Budget
First Draft – WCA Budget

Quarterly Receivables Report
Resolution - Staff Appreciation
P2 Enrollment Report
Quarterly Report: Williams Act
Grade Level or Program Report
Tennessee Glen Agreement
Tennessee Woods Agreement
Mill Valley School District/SMCSD Attendance Agreement
Recognition: Golden Bell Recipients
Community Schools

Future Board Meeting Dates

April 25 (later rescheduled to April 18, 2013)
May 23

Future Charter School Board Meeting Dates

Meetings are open to the public and generally held on the school campus, 33 Buchanan Street, Sausalito. With the exception of the December meeting, meetings are held on the 3rd Wednesday of the month at 6:30 p.m.

ADJOURNMENT

Thornton/Newmeyer/All to adjourn at 9:45 p.m.

Signature/Date

Title

Upcoming Dates and Important Events

April 8-12	Spring Recess
May 15	Bayside Open House
May 22	MLK Open House

Upcoming Dates and Important Events

Please visit the District website www.smcsd.org

**SAUSALITO MARIN CITY SCHOOL DISTRICT
SPECIAL BOARD MEETING MINUTES
Strategic Planning
March 23, 2013**

ATTENDANCE

Board Members Present: William Ziegler, Caroline Van Alst, Shirley Thornton, Ed. D.,
Thomas Newmeyer, Joshua Barrow
Superintendent: Valerie Pitts, Ed. D.

The meeting was called to order at 9:00 a.m.

The agenda order was approved.

PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO CLOSED SESSION

There was no public comment.

CLOSED SESSION

The Board and Superintendent convened closed session at 9:02 a.m.

RECONVENE TO OPEN SESSION

Open session reconvened at 10:33 a.m.

Report Out from Closed Session

President William Ziegler announced that no reportable action was taken in closed session.

Pledge of Allegiance

Trustee Shirley Thornton led the Pledge of Allegiance.

PERSONS WISHING TO ADDRESS THE BOARD ON ITEMS NOT ON THE AGENDA

Anita Fowler, a member of staff, spoke about the importance of transparency and community inclusion in the district's decision making process. Mary DeMund, a Sausalito resident, spoke about the dangers of racial isolation and shared an article on integration from Stanford University. Fran Nelson, a member of staff, asked the board to consider whether there has been enough discussion about alternative uses for the K-Pod classrooms at Bayside. Phil Kerr, a Willow Creek Academy board member, said that the charter school's priority is to serve in-district students and that we must change the current culture of negativity and work to support both schools in the areas of marketing and public relations so that we send out a positive message.

STRATEGIC PRIORITIES

Willow Creek Academy Proposition 39 Request/District Response

The board discussed the WCA request for facilities for the 2013-14 school year. The charter school’s “Option 1”, which asks for rooms 1, 2, 3, 4, 6, 7 and 11 and to retain rooms 5, 5a/b, 8, 10, 21 and 29, was amended so that:

1. The District retains one full-size classroom as a learning center, and
2. The District recaptures 33 Buchanan Street, allowing WCA to use the current Bayside offices for Administrators (contingent on WCA review of the Bayside offices/Admin 1 space).

Trustees agreed to table discussion of the pro-rata share charge or 3% oversight fee for facilitates currently paid by WCA until the upcoming meeting on finance and budget.

M/s/c – Newmeyer/Barrow/All to approve the WCA facilities request as outlined

GOVERNANCE

Governance Team - Long Range Planning

The Board decided to postpone discussion of this item and asked the superintendent to solicit input from individual board members for presentation at a later board meeting.

ADJOURNMENT

The meeting was adjourned at 12:30 p.m.

Signature/Date

Title

Upcoming Dates and Important Events

Please visit the District website www.smcsd.org

**SAUSALITO MARIN CITY SCHOOL DISTRICT
FINANCE COMMITTEE MEETING MINUTES
April 4, 2013**

ATTENDANCE

Board Members Present: Caroline Van Alst, Joshua Barrow, Shirley Thornton, Ed. D.,
Superintendent: Valerie Pitts, Ed. D.

The meeting was called to order at 5:00 p.m.

Review of Second Interim Budget and Multi-Year Projection Assumptions

The committee reviewed the documents presented to the board at the second interim. No new information is available from the state regarding revenues.

Review 2013-2014 Budget Development - Object Codes 4000-5000 Program Estimates

Estimates for these object codes were reviewed. Trustees requested more detail for the next meeting. Superintendent Pitts and Business Manager Rigney will perform a line-by-line analysis of this portion of the budget and develop some expenditure scenarios for zero-based budgeting, to show the impact of a range of choices in the distributions of funds.

Review Multi-Year Projection Options

Multi-Year Projection options that include various Willow Creek Academy supplemental amounts were reviewed; board members agreed that these numbers will be subject to change. Trustees decided that more specific information on object code expenditures would prove helpful in analyzing the overall budget.

Next Meeting Date: May 7, 2013, 5:00 p.m.

ADJOURNMENT

Meeting adjourned at 6:45 p.m.

Signature/Date

Title

Sausalito Marin City School District

Payment of Warrants

4/18, 2013

Attached warrants include:

Batch 41 Fund 01 in the amount of \$9,042.31

Batch 41 Fund 14 in the amount of \$1,653.00

Batch 41 Fund 40 in the amount of \$31,693.10

Batch 42 Fund 01 in the amount of \$32,159.29

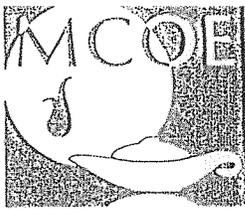
Batch 43 Fund 01 in the amount of \$144,105.40

Batch 44 Fund 01 in the amount of \$191,958.48

Batch 44 Fund 13 in the amount of \$12,958.14

Prepared by Vida Moattar

Sausalito Marin City School District Business Office



MARIN COUNTY

OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925
 SAN RAFAEL, CA 94913-4925
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MARY JANE BURKE
 MARIN COUNTY
 SUPERINTENDENT OF SCHOOLS

(415) 472-4110
 FAX (415) 491-6625

VENDOR PAYMENT CERTIFICATION

Date 3/13/13

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 \$ 55,888.41.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>41</u>	<u>9,042.31</u>
<u>14</u>	<u>41</u>	<u>1,653.00</u>
<u>40</u>	<u>41</u>	<u>31,693.10</u>

Authorized Signature Paula Bignuzzi

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0041 GENERAL FUND
 FUND : 01 GENERAL FUND

V	NT	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
20012390		001196/	BARBARA ALMQUIST				
			PV-130337	01-6500-0-5835.00-5770-1182-700-000-000		R. Gomez	680.00
				WARRANT TOTAL			\$680.00
20012391		070358/	AT&T				
			PO-130003	1. 01-0000-0-5970.00-0000-7200-700-000-000		2/13	155.50
				WARRANT TOTAL			\$155.50
20012392		070329/	AT&T CALNET 2				
			PO-130001	1. 01-0000-0-5970.00-0000-2700-700-000-000		2/13	519.93
				WARRANT TOTAL			\$519.93
20012393		070711/	BRIGHT PATH THERAPISTS				
			PO-130135	1. 01-6500-0-5835.00-5770-1182-700-000-000		777	90.00
				WARRANT TOTAL			\$90.00
20012394		070672/	ARACELI CASTANEDA				
			PO-130115	1. 01-6500-0-5840.00-5770-7120-700-000-000		2/13	450.00
			PO-130116	1. 01-6500-0-5840.00-5770-7120-700-000-000		2/13 Mileage	17.04
			PV-130327	01-6500-0-5840.00-5770-7120-700-000-000		2/13 Mileage	69.07
				WARRANT TOTAL			\$536.11
20012395		070751/	ANNALISA CHASAN				
			PV-130338	01-0000-0-4300.00-1110-1010-101-000-000		Art Prof. Development	39.24
				WARRANT TOTAL			\$39.24
20012396		001803/	DOTTO GLASS INC.				
			PO-130218	1. 01-8150-0-5600.00-0000-8110-735-000-000		218201	390.00
			PV-130328	01-8150-0-5600.00-0000-8110-735-000-000		218201	203.00
				WARRANT TOTAL			\$593.00
20012397		070741/	GREYSTONE WEST COMPANY				
			PV-130331	01-0000-0-4300.00-0000-8211-735-000-000		2013-001, Boxes from Lowe's	214.18
				WARRANT TOTAL			\$214.18
20012398		070725/	ALICIA KEPLER				
			PO-130178	1. 01-9479-0-5849.00-0000-2100-101-000-000		2/13	334.10

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0041 GENERAL FUND
 FUND : 01 GENERAL FUND

LN	NT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	DEPOSIT TYPE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT		
WARRANT TOTAL																	\$334.10		
20012399		070712/	LEARN IT THERAPY SERVICES																
			PO-130136	1.	01-	6500-	0-	5800.	00-	5770-	1190-	700-	000-	000		LIS110090	2,960.00		
WARRANT TOTAL																	\$2,960.00		
20012400		000580/	MARIN COUNTY SHERIFF DEPART.																
			PV-130336		01-	0000-	0-	5821.	00-	0000-	7200-	725-	000-	000		13379-80	20.00		
WARRANT TOTAL																	\$20.00		
20012401		070470/	MARIN RESOURCE RECOVERY CENTER																
			PO-130123	1.	01-	0000-	0-	5550.	00-	0000-	8200-	000-	000-	000		2/13	490.50		
WARRANT TOTAL																	\$490.50		
20012402		070326/	MARIN SANITARY SERVICE																
			PV-130334		01-	0000-	0-	5550.	00-	0000-	8200-	000-	000-	000		42210	210.00		
WARRANT TOTAL																	\$210.00		
20012403		070447/	MAXIM HEALTHCARE SERVICES																
			PO-130076	1.	01-	6500-	0-	5835.	00-	5770-	1182-	700-	000-	000		1406120084	1,484.00		
WARRANT TOTAL																	\$1,484.00		
26.	04	000058/	P G & E CO																
			PV-130335		01-	7230-	0-	4301.	00-	0000-	3600-	700-	000-	000		3085089005	289.92		
WARRANT TOTAL																	\$289.92		
20012405		070677/	LYDIA TUVESON																
			PO-130077	1.	01-	6500-	0-	5835.	00-	5770-	1182-	700-	000-	000		07LT2012-13	162.00		
WARRANT TOTAL																	\$162.00		
20012406		070193/	WEST CAL TRACTOR																
			PO-130214	1.	01-	8150-	0-	5600.	00-	0000-	8110-	735-	000-	000		P42199	263.83		
WARRANT TOTAL																	\$263.83		
***	FUND	TOTALS	***													TOTAL NUMBER OF WARRANTS:	17	TOTAL AMOUNT OF WARRANTS:	\$9,042.31*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0041 GENERAL FUND

FUND : 14 DEFERRED MAINTENANCE FUND

LN	NT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	DEPOSIT TYPE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20012407		002732/	DIV. OF THE STATE ARCHITECT														
			PV-130333		14-0000-0-6200.00-0000-8500-735-000-000											DSA App. 01-103531	500.00
																WARRANT TOTAL	\$500.00
20012408		070750/	NORBAY CONSULTING														
			PV-130330		14-0000-0-6200.00-0000-8500-735-000-000											4724	1,153.00
																WARRANT TOTAL	\$1,153.00
*** FUND		TOTALS ***			TOTAL NUMBER OF WARRANTS:				2	TOTAL AMOUNT OF WARRANTS:				\$1,653.00*			

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0041 GENERAL FUND
 FUND : 40 SPECIAL RESERVE~CAP OUTLAY #1

INVT	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		
20012409	070741/	GREYSTONE WEST COMPANY				
		PV-130332	40-0000-0-6281.00-0000-8500-700-000-000	876302		13,500.00
			WARRANT TOTAL			\$13,500.00
20012410	070701/	QUATTROCCHI KWOK				
		PV-130329	40-0000-0-6210.00-0000-8500-700-000-000	12781-2		31,693.10
			WARRANT TOTAL			\$31,693.10
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 2	TOTAL AMOUNT OF WARRANTS:		\$45,193.10*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS: 21	TOTAL AMOUNT OF WARRANTS:		\$55,888.41*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS: 21	TOTAL AMOUNT OF WARRANTS:		\$55,888.41*

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0042 GENERAL FUND
 FUND : 01 GENERAL FUND

WARRANT	NT	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	
20013223		070329/	AT&T CALNET 2				
			PO-130001	1. 01-0000-0-5970.00-0000-2700-700-000-000		3/13	545.47
				WARRANT TOTAL			\$545.47
20013224		070550/	KELLY BROWNING				
			PO-130129	1. 01-9471-0-5800.00-1110-1010-700-000-000		4/13	240.00
				WARRANT TOTAL			\$240.00
20013225		001811/	STATE OF CALIFORNIA				
			PV-130339	01-0000-0-5821.00-0000-7200-725-000-000		958226	96.00
				WARRANT TOTAL			\$96.00
20013226		070690/	AMELIA CORBETT GREEN				
			PO-130130	1. 01-9471-0-5840.00-1110-1010-700-000-000		4/13	1,505.45
				WARRANT TOTAL			\$1,505.45
20013227		070722/	CYPRESS SCHOOL				
			PO-130172	1. 01-6500-0-5833.00-5750-1185-700-000-000		22313 R. Gomez	3,192.00
				1. 01-6500-0-5833.00-5750-1185-700-000-000		23513 N. Gomez	3,574.50
				WARRANT TOTAL			\$6,766.50
20013228		070721/	FAGEN FRIEDMAN FULLFROST				
			PO-130173	1. 01-0000-0-5829.00-0000-7100-000-000-000		29543-1/2	4,895.87
				WARRANT TOTAL			\$4,895.87
20013229		000506/	LOZANO SMITH LLP				
			PO-130073	1. 01-0000-0-5829.00-0000-7100-000-000-000		1360-3	2,783.36
				WARRANT TOTAL			\$2,783.36
20013230		070164/	MARIN CITY COMMUNITY SERVICES				
			PO-130203	1. 01-6010-0-5840.00-1110-1010-101-000-000		2/13	3,540.00
				WARRANT TOTAL			\$3,540.00
20013231		001927/	MILL VALLEY SERVICES				
			PO-130223	1. 01-0000-0-4300.00-0000-8211-735-000-000		78961I	67.35
			PO-130225	1. 01-9479-0-4300.00-1110-1010-101-000-000		78967I	700.01

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0042 GENERAL FUND
 FUND : 01 GENERAL FUND

LN	INT	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							\$767.36
20013232		070448/	JONNETTE NEWTON				
			PV-130340	01-9472-0-4300.00-1110-1010-100-000-000		Family Events	290.00
WARRANT TOTAL							\$290.00
20013233		000056/	PBI				
			PO-130008	2. 01-0000-0-5960.00-0000-7200-725-000-000		1-3/13	535.38
WARRANT TOTAL							\$535.38
20013234		001953/	SPECTRUM CENTER				
			PO-130075	1. 01-6500-0-5833.00-5750-1185-700-000-000		99284	775.17
				1. 01-6500-0-5833.00-5750-1185-700-000-000		99285	5,520.73
WARRANT TOTAL							\$6,295.90
20013235		002834/	TIMELY TRANSPORTATION				
			PO-130024	1. 01-7230-0-5840.00-1110-3600-700-000-000		4/13	3,898.00
WARRANT TOTAL							\$3,898.00
*** FUND TOTALS ***				TOTAL NUMBER OF WARRANTS:	13	TOTAL AMOUNT OF WARRANTS:	\$32,159.29*
*** BATCH TOTALS ***				TOTAL NUMBER OF WARRANTS:	13	TOTAL AMOUNT OF WARRANTS:	\$32,159.29*
*** DISTRICT TOTALS ***				TOTAL NUMBER OF WARRANTS:	13	TOTAL AMOUNT OF WARRANTS:	\$32,159.29*

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0043 GENERAL FUND
 FUND : 01 GENERAL FUND

LN	INT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	DEPOSIT TYPE LN FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20014309		000192/	AT&T				
			PO-130002	1. 01-0000-0-5970.00-0000-2700-000-000-000		3/13	1,036.04
				WARRANT TOTAL			\$1,036.04
20014310		002392/	JENNIFER BANKS				
			PV-130351	01-3010-0-5240.00-1110-1010-700-000-000		IB Training Travel Costs	230.32
				WARRANT TOTAL			\$230.32
20014311		070726/	BANTABA DANCE ENSEMBLE				
			PO-130186	1. 01-9476-0-5849.00-1451-1010-700-000-000		2-3/13	500.00
				WARRANT TOTAL			\$500.00
20014312		070716/	BAY AREA SPEECH WORKS				
			PO-130156	1. 01-6500-0-5800.00-5770-1190-700-000-000		1730	3,999.00
				WARRANT TOTAL			\$3,999.00
20014313		002711/	CSBA C/O WESTAMERICA BANK				
			PO-130219	1. 01-0000-0-4300.00-0000-7200-725-000-000		C028730	96.93
				WARRANT TOTAL			\$96.93
20014314		001807/	EMPLOYMENT DEVELOPMENT DEPT.				
			PV-130346	01-0000-0-9515.00-0000-0000-000-000-000		942-4117-1 LEC 10-12/12	1,229.24
				WARRANT TOTAL			\$1,229.24
20014315		002270/	FISHMAN SUPPLY CO.				
			PO-130166	1. 01-0000-0-4300.00-0000-8211-735-000-000		904669	398.45
				WARRANT TOTAL			\$398.45
20014316		000023/	GOODMAN BUILDING SUPPLY CO.				
			PO-130207	1. 01-8150-0-4300.00-0000-8100-735-000-000		Due 4/11/13	62.80
				WARRANT TOTAL			\$62.80
20014317		070685/	JOHN GRIFFIN				
			PV-130354	01-9479-0-4300.00-1110-1010-101-000-000		Reimb. bridge toll	6.00
				WARRANT TOTAL			\$6.00
20014318		070749/	GROTH MUSIC				
			PO-130222	1. 01-9476-0-4300.00-1454-1010-100-000-000		2034465	112.76

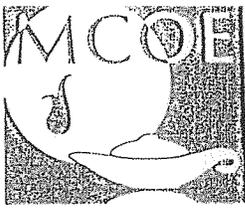
DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0043 GENERAL FUND
 FUND : 01 GENERAL FUND

WT	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						\$112.76
20014319	000039/	KAISER FOUNDATION				
		PV-130344	01-0000-0-9520.00-0000-0000-000-000-000		16734-0001	4,474.41
			01-0000-0-9520.00-0000-0000-000-000-000		578-0002	13,651.49
			01-0000-0-9520.00-0000-0000-000-000-000		16734-0002	944.13
WARRANT TOTAL						\$19,070.03
20014320	070736/	CHERYL KOLTES				
		PO-130195	1. 01-7230-0-5840.00-0000-3600-700-000-000		3/13	140.00
WARRANT TOTAL						\$140.00
20014321	070624/	LARKSPUR CORTE MADERA SCHOOL				
		PV-130348	01-0000-0-4300.00-0000-7200-725-000-000		38	512.25
WARRANT TOTAL						\$512.25
20014322	070753/	BENSON LEE				
		PV-130349	01-8150-0-5600.00-0000-8110-735-000-000		Notice of Exemption Filing	345.00
WARRANT TOTAL						\$345.00
20014323	000045/	MARIN COUNTY OFFICE OF EDUC				
		PV-130347	01-9001-0-7142.00-5001-9200-700-000-000		131009	111,978.43
WARRANT TOTAL						\$111,978.43
20014324	001927/	MILL VALLEY SERVICES				
		PO-130225	1. 01-9479-0-4300.00-1110-1010-101-000-000		78974I	33.87
WARRANT TOTAL						\$33.87
20014325	000548/	MOLLIE STONE'S				
		PV-130355	01-0000-0-4300.00-0000-7110-725-000-000		96371	41.57
WARRANT TOTAL						\$41.57
20014326	001206/	SHELL OIL CO.				
		PV-130345	01-0000-0-4301.00-0000-8110-735-000-000		3/13	229.00
WARRANT TOTAL						\$229.00
20014327	002545/	SONITROL				
		PV-130350	01-8150-0-5600.00-0000-8110-735-000-000		W92813	324.00

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0043 GENERAL FUND
 FUND : 01 GENERAL FUND

INT	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						\$324.00
20014328	070200/	STANDARD INSURANCE COMPANY CB				
	PV-130343		01-0000-0-9520.00-0000-0000-000-000-000	503140-5001		353.30
			01-0000-0-9520.00-0000-0000-000-000-000	503140-5000		107.16
WARRANT TOTAL						\$460.46
20014329	070053/	LYNDA STOREK				
	PV-130341		01-0000-0-8699.00-0000-0000-000-000-000	State deated check 11/10/11		1,024.92
WARRANT TOTAL						\$1,024.92
20014330	070522/	TENISHA TATE				
	PV-130352		01-3010-0-5240.00-1110-1010-700-000-000	Reimb. Smash Visit Airfare		137.00
WARRANT TOTAL						\$137.00
20014331	070703/	WOODWIND & BRASSWIND				
	PO-130221	1.	01-9476-0-4400.00-1454-1010-100-000-000	16603447		2,137.33
WARRANT TOTAL						\$2,137.33
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 23	TOTAL AMOUNT OF WARRANTS:		\$144,105.40*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS: 23	TOTAL AMOUNT OF WARRANTS:		\$144,105.40*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS: 23	TOTAL AMOUNT OF WARRANTS:		\$144,105.40*

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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 4/4/13

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 \$ 204,916.62.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>44</u>	<u>191,958.48</u>
<u>13</u>	<u>44</u>	<u>12,958.14</u>

Authorized Signature *Paula Rigney*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0044 GENERAL FUND
 FUND : 01 GENERAL FUND

WT	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
20014727	002765/	ALADDINS AUTOMOTIVE				
		PO-130147	1. 01-7230-0-5600.00-0000-3600-700-000-000		Bus Service	2,094.44
			WARRANT TOTAL			\$2,094.44
20014728	000609/	AMERICAN EXPRESS				
		PV-130359	01-0000-0-4300.00-0000-7200-725-000-000		Phone-DO	383.96
			01-3010-0-5240.00-1110-1010-700-000-000		Detroit Marriott- IB Training	427.80
			WARRANT TOTAL			\$811.76
20014729	000006/	BAY CITIES REFUSE INC				
		PO-130128	1. 01-0000-0-5550.00-0000-8200-000-000-000		4/13	643.80
			WARRANT TOTAL			\$643.80
20014730	070513/	BOYS AND GIRLS CLUB				
		PO-130122	1. 01-6010-0-5840.00-1110-1010-700-000-000		SMCSD 4-2013	11,250.00
			WARRANT TOTAL			\$11,250.00
20014731	070132/	CAPITAL ONE COMMERCIAL				
		PV-130367	01-9479-0-4300.00-1110-1010-101-000-000		Meeting supplies	230.45
			WARRANT TOTAL			\$230.45
20014732	070693/	DANIELLE DENTON				
		PV-130362	01-0000-0-4300.00-1110-1010-101-000-000		Art Classroom supplies	43.89
			WARRANT TOTAL			\$43.89
20014733	002547/	DISCOVERY OFFICE SYSTEMS				
		PO-130026	1. 01-0000-0-5605.00-0000-7200-725-000-000		3/13	74.00
			2. 01-0000-0-5605.00-1110-1010-100-000-000		3/13	106.17
			3. 01-0000-0-5605.00-1110-1010-101-000-000		3/13	78.06
			WARRANT TOTAL			\$258.23
20014734	002345/	EMPIRE ELEVATOR CO INC				
		PO-130012	1. 01-8150-0-5600.00-0000-8110-735-000-000		78880	118.98
			WARRANT TOTAL			\$118.98
20014735	001807/	EMPLOYMENT DEVELOPMENT DEPT.				
		PV-130358	01-0000-0-9515.00-0000-0000-000-000-000		UI Q1, 2013-94241171	7,619.22

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0044 GENERAL FUND
 FUND : 01 GENERAL FUND

I	WT	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							\$7,619.22
20014736	000045/		MARIN COUNTY OFFICE OF EDUC				
			PO-130069	1. 01-0000-0-5840.00-0000-7705-700-000-000		131016	1,964.81
				WARRANT TOTAL			\$1,964.81
20014737	000580/		MARIN COUNTY SHERIFF DEPART.				
			PV-130364	01-0000-0-5821.00-0000-7200-725-000-000		13512	60.00
				WARRANT TOTAL			\$60.00
20014738	070501/		MARIN HEAD START				
			PO-130152	1. 01-9472-0-5840.00-1110-1010-100-000-000		50212, 50245	26,844.46
				WARRANT TOTAL			\$26,844.46
20014739	070107/		VIDA MOATTAR				
			PV-130365	01-0000-0-4300.00-0000-7110-725-000-000		Reimb.	6.70
				WARRANT TOTAL			\$6.70
20014740	000015/		MSIA DENTAL				
			PV-130360	01-0000-0-9520.00-0000-0000-000-000-000		4/13	4,197.94
				WARRANT TOTAL			\$4,197.94
20	41	000117/	MSIA VISION				
			PV-130361	01-0000-0-9520.00-0000-0000-000-000-000		4/13	421.44
				WARRANT TOTAL			\$421.44
20014742	000058/		P G & E CO				
			PO-130000	1. 01-0000-0-5510.00-0000-8200-000-000-000		Due 4/8/13	7,600.56
				WARRANT TOTAL			\$7,600.56
20014743	070384/		FLORA SANCHEZ				
			PV-130366	01-6286-0-5230.00-1110-1010-700-000-000		3/13 Mileage	3.61
				WARRANT TOTAL			\$3.61
20014744	001513/		SCHOOL SERVICES OF CALIFORNIA				
			PV-130356	01-0000-0-5210.00-0000-7300-725-000-000		W072957	350.00
				WARRANT TOTAL			\$350.00

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0044 GENERAL FUND
 FUND : 01 GENERAL FUND

1	WT	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
20014745	000078/		WATERSTREET CO				
			PV-130357	01-8150-0-4300.00-0000-8100-735-000-000		Maintenance supplies	15.19
				WARRANT TOTAL			\$15.19
20014746	002172/		WILLOW CREEK ACADEMY				
			PV-130363	01-0000-0-8096.00-0000-9200-103-000-000		Balance of 3/13	3,472.00
				01-0000-0-8096.00-0000-9200-103-000-000		4/13	123,951.00
				WARRANT TOTAL			\$127,423.00
*** FUND	TOTALS ***			TOTAL NUMBER OF WARRANTS: 20		TOTAL AMOUNT OF WARRANTS:	\$191,958.48*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0044 GENERAL FUND
 FUND : 13 CAFETERIA FUND

LN	NT	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

20014747		000609/	AMERICAN EXPRESS				
			PV-130359	2.		13-5310-0-5840.00-0000-3700-100-000-000	School lunch 2/28/13
							30.00
							WARRANT TOTAL
							\$30.00
20014748		070649/	REVOLUTION FOODS				
			PO-130031	2.		13-5310-0-5840.00-0000-3700-100-000-000	75864
							8,046.76
				3.		13-5310-0-5840.00-0000-3700-101-000-000	75864
							4,881.38
							WARRANT TOTAL
							\$12,928.14
*** FUND TOTALS ***						TOTAL NUMBER OF WARRANTS: 2	TOTAL AMOUNT OF WARRANTS: \$12,958.14*
*** BATCH TOTALS ***						TOTAL NUMBER OF WARRANTS: 22	TOTAL AMOUNT OF WARRANTS: \$204,916.62*
*** DISTRICT TOTALS ***						TOTAL NUMBER OF WARRANTS: 22	TOTAL AMOUNT OF WARRANTS: \$204,916.62*

Printed: 04/05/2013 11:13:47

UNIFORM COMPLAINT PROCEDURES

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

UNIFORM COMPLAINT PROCEDURES (continued)

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)*Legal Reference:*EDUCATION CODE*200-262.4 Prohibition of discrimination**8200-8498 Child care and development programs**8500-8538 Adult basic education**18100-18203 School libraries**32289 School safety plan, uniform complaint procedures**35186 Williams uniform complaint procedures**37254 Intensive instruction and services for students who have not passed exit exam**41500-41513 Categorical education block grants**48985 Notices in language other than English**49010-49013 Student fees**49060-49079 Student records**49490-49590 Child nutrition programs**52160-52178 Bilingual education programs**52300-52490 Career technical education**52500-52616.24 Adult schools**52800-52870 School-based program coordination**54000-54028 Economic impact aid programs**54100-54145 Miller-Unruh Basic Reading Act**54400-54425 Compensatory education programs**54440-54445 Migrant education**54460-54529 Compensatory education programs**56000-56867 Special education programs**59000-59300 Special schools and centers**64000-64001 Consolidated application process*GOVERNMENT CODE*11135 Nondiscrimination in programs or activities funded by state**12900-12996 Fair Employment and Housing Act*PENAL CODE*422.55 Hate crime; definition**422.6 Interference with constitutional right or privilege*CODE OF REGULATIONS, TITLE 5*3080 Application of section**4600-4687 Uniform complaint procedures**4900-4965 Nondiscrimination in elementary and secondary education programs*UNITED STATES CODE, TITLE 20*6301-6577 Title I basic programs**6601-6777 Title II preparing and recruiting high quality teachers and principals**6801-6871 Title III language instruction for limited English proficient and immigrant students**7101-7184 Safe and Drug-Free Schools and Communities Act**7201-7283g Title V promoting informed parental choice and innovative programs**7301-7372 Title V rural and low-income school programs**Management Resources: (see next page)*

UNIFORM COMPLAINT PROCEDURES (continued)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Business Manager

200 Phillips Drive, Sausalito, CA 94965

415-332-3190

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.
 - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
 - f. Copies of the district's uniform complaint procedures are available free of charge.

UNIFORM COMPLAINT PROCEDURES (continued)

Procedures

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

UNIFORM COMPLAINT PROCEDURES (continued)

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

UNIFORM COMPLAINT PROCEDURES (continued)

OPTION 2:

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

UNIFORM COMPLAINT PROCEDURES (continued)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49013; 5 CCR 4632)

The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

UNIFORM COMPLAINT PROCEDURES (continued)

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when the district has not taken action within 60 calendar days of the date the complaint was filed with the district. (5 CCR 4650)

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

The Board of Trustees recognizes that extracurricular and cocurricular activities enrich the educational and social development ~~and experiences~~ of students. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

No extracurricular or cocurricular program or activity shall be provided or conducted separately, *on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or deferral law, nor shall any* ~~and no district~~ student's participation in extracurricular and cocurricular activities shall be required or refused, ~~based on the student's sex, gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.~~ *on those bases. Requirements-Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be* ~~are~~ essential to the success of the activity. (5 CCR 4925)

Any complaint *alleging unlawful discrimination in* ~~regarding~~ the district's extracurricular *or* ~~and~~ cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

~~No student shall be prohibited from participating in extracurricular and cocurricular activities related to the educational program because of inability to pay fees associated with the activity.~~

Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades ~~7-12~~ *5 through 8* must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale *in all enrolled classes*
2. Maintenance of minimum progress toward meeting ~~high~~ *middle* school graduation requirements

The Superintendent or designee may grant ineligible students a probationary period of not more than one grading period. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education 35160.5)

Any decision regarding the eligibility of any child in foster care or a child of *an active duty* military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued) BP 6145(b)

Any decision regarding the eligibility of any child in foster care or a child of an *active duty* military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and/or cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

Annual Policy Review

The Board shall annually review this policy and implementing regulations.

Policy adopted: February 11, 2010
Policy reviewed: March 14, 2013

SAUSALITO MARIN CITY SCHOOL DISTRICT
Sausalito, California

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

Definitions

Extracurricular activities are those programs that have all of the following characteristics: (Education Code 35160.5)

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom in the selection, planning or control of the program.
4. The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (Education Code 35160.5)

Cocurricular activities are programs that may be associated with the curriculum in a regular classroom. (Education Code 35160.5)

An activity is not an extracurricular or cocurricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

Eligibility Requirements

The grade point average used to determine eligibility shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)

When a student becomes ineligible to participate in the upcoming school year, or when he/she is subject to probation, the principal or designee shall provide written notice to the student and his/her parents/guardians. The principal shall also consult with the student's teacher(s) in deciding on a program of remediation to improve the student's academic progress.

Regulation approved: February 11, 2010 **SAUSALITO MARIN CITY SCHOOL DISTRICT**
Regulation reviewed: March 14, 2013 Sausalito, California

Field Trips

Dates: March 12, 2013
Destination: San Jose Middle School
Teacher: Ms. McDougal
Grade: 6th- 8th
Standards Supported: 7RP3 Problem Solving
Funding: Field Trip Fund
Cost: \$ 0.00

Dates: April 1, 2013
Destination: Sausalito City Hall ~ Historical Society
Teacher: Mr. Scullion
Grade: 3rd
Standards Supported: 3.3: Historical and Community Resources
Funding:
Cost: \$0.00

Dates: April 16, 2013
Destination: Marin Theatre Company
Teacher: Ms. Suto, Ms. Ziesler, Ms. McDougal
Grade: 7th- 8th
Standards Supported: Visual and Performing Arts
Funding: Grant
Cost: \$500.00

Dates: April 22, 2013
Destination: District/Regional Track Meet
Teacher: Mr. Fusilier
Grade: Middle School
Standards Supported: Physical Education
Funding: Field Trip Fund
Cost: \$200.00

Dates: April 25, 2013
Destination: Phoenix Lake – Marin Municipal Water District
Teacher: Mr. Scullion, Ms. Hammons
Grade: 3rd – 4th
Standards Supported: Life Science
Funding: Field Trip Fund
Cost: \$500.00

Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on Williams Uniform Complaints
 [Education Code § 35186(d)]

District:
Sausalito Marin City School District

Person completing this form: Valerie Pitts Title: Superintendent

Quarterly Report Submission Date: July 2012
 October 2012
 January 2013
 April 2013
 (check one)

Date for information to be reported publicly at governing board meeting April 18, 2013

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

Valerie Pitts
 Print Name of District Superintendent

 Signature of District Superintendent

April 18, 2013
 Date



SAUSALITO MARIN CITY SCHOOL DISTRICT

1895 - 2013

Superintendent:
Board of Trustees:

Valerie Pitts, Ed.D.
Joshua Barrow, Thomas Newmeyer, Shirley Thornton, Ed.D.,
Caroline Van Alst and William J. Ziegler (President)

Orlando Lobo
President
Willow Creek Academy Charter School
33 Buchanan Dr.
Sausalito, CA 94965

April 18, 2013

Re: Final Letter Regarding Facilities to Be Allocated Under Prop 39/
Willow Creek Academy Charter School

Dear Mr. Lobo:

This constitutes the final letter in response to the October 26, 2012 request for facilities you submitted to Sausalito Marin City School District (“District”) on behalf of the Willow Creek Academy (WCA) Charter School (“Charter School”) for the 2013-2014 school year. The District and WCA mutually agreed to extend the April 1 response timeline in order to determine appropriate rooms and offices.

Section 11969.9, subdivision (f) of Title 5 of the California Code of Regulations requires a school district, in response to a request for facilities, to prepare in writing a preliminary proposal regarding the space to be allocated to the Charter School and/or to which the Charter School is to be provided access. The District has accordingly prepared this preliminary proposal in accordance with applicable regulations. (Cal. Code Regs., tit. 5, § 11969.1 et seq.; “Prop 39 Regulations”.)

Projections of In-District Classroom ADA on Which Proposal Is Based

The Prop 39 Regulations require the District to set forth the projections of in-District classroom average daily attendance (“ADA”) on which the District’s preliminary proposal is based. The District has determined that the ADA projections set forth in the Charter School’s October 26, 2012 letter are reasonable. Therefore, this offer is based on the 250.8 units of in-District classroom ADA that Charter School has projected for 2013-2014. The district and charter agree that an additional five self-contained classrooms at the campus of Bayside Elementary be provided to accommodate Charter enrollment growth, contingent on actual enrollment. Please see the attached facilities map for a complete description of Charter designated facilities on the Bayside campus.

The District also provides other program space to the Charter: administrative offices, art and music rooms, and a multi-purpose room. The district will retain Room 10 as the Learning Center to serve students with IEPs according to their individual needs.

Specific Location of the Space

For the 2013-2014 school year, the District will locate Charter School at the site it currently occupies in the 2012-2013 school year. Specifically, the District will make available to Charter School the facilities at the District’s Bayside Elementary School site located at 630 Nevada St. Sausalito, CA.

200 Phillips Drive, Marin City, CA 94965 ~ Phone (415) 332-3190 ~ Fax (415) 332-9643
www.smcasd.org

All Conditions Pertaining to the Space

The use and occupation of the facilities by the Charter School is conditioned upon the execution of the current Facilities Use Agreement. The District and Charter should review the Facilities Use Agreement pertaining to custodial and maintenance fees.

Projected Pro Rata Share Amount

The District will work with WCA to agree on a pro-rata share for facilities or the 3% oversight fee.

Comparison Group Schools Used in Developing Preliminary Proposal

The Prop 39 Regulations require that the District’s preliminary proposal list the schools in the “comparison group”, a term that is defined by section 11969.3, subdivision (a)(2), of the Prop 39 Regulations. Because the District does not operate K-8 schools like the Charter School, it has determined that, for purposes of the Charter School’s facilities request, Bayside Elementary School comprises the K-4 comparison group and that Martin Luther King Academy Middle School comprises the 5-8 middle school comparison group. The combined Bayside/MLK campuses will be afforded similar facilities (if enrollment does not exceed capacity.)

Description of Differences Between Preliminary Proposal and Charter School’s Facilities Request

For the 2013-2014 school year, the District will provide the Charter School with the same facilities at the same site it occupies in the current 2012-2013 school year plus five additional self-contained classrooms. Charter School’s February 27, 2013 letter requested continued use of the same facilities it is currently occupying at the Bayside Campus plus five additional classrooms. In a subsequent memo between the Charter School president and the District superintendent, the Charter president proposed certain specific classrooms be made available contingent on the closing of Bayside Elementary School. The District has determined the appropriate classrooms to be Rooms: K-Pod 1, 2, 3 (4 for afterschool program), Tree House 6 & 7 and Garden Building Room 11. The district will occupy Room 10 for Special Education. Additionally Admin 1 will be provided to WCA and the District will re-capture 33 Buchanan Drive. Portable A, Room 13, Room 21, Treehouse Room 8 will be District rooms as will Rooms 5, 5A and 5B. If Bayside Elementary does not move, WCA will occupy Treehouse 8, 9, Garden 10, 11 and Admin. 2 (33 Buchanan Dr.)

Conclusion

We look forward to continuing our relationship with WCA regarding its facilities needs. Please feel free to contact me with any questions.

Sincerely,

Valerie Pitts, Ed.D.
Superintendent