# SAUSALITO MARIN CITY SCHOOL DISTRICT BOARD OF TRUSTEES REGULAR MEETING AGENDA

#### **BOARD OF TRUSTEES**

Thomas Newmeyer, President; Mark Trotter, Vice President; Karen Benjamin, Clerk; Shirley Thornton, Ed.D.; William J. Ziegler **SUPERINTENDENT** Valerie Pitts, Ed.D.

# September 27, 2012 6:00 PM Meeting Location: 200 Phillips Drive, Marin City

Discussion (D); Action (A)

#### CALL TO ORDER 6:00 PM

- 1. APPROVAL OF AGENDA ORDER (A)
- 2. PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO CLOSED SESSION (D)
- 3. RECESS TO CLOSED SESSION TO CONSIDER AND/OR TAKE ACTION UPON ANY OF THE FOLLOWING ITEM(S) (D/A)
  - A. With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957: Discipline/Dismissal/Release Classified

#### **RECONVENE TO OPEN SESSION 6:30 PM**

- 4. Announcement of Reportable Action Taken in Closed Session
- 5. Pledge of Allegiance

## PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO OPEN SESSION (D)

The Sausalito Marin City School Board of Trustees welcomes and values public input and participation. School board meetings are meetings of the Board of Trustees held in public and as such, public input is structured to ensure efficiency and respect for meeting protocols. Public input rules are posted at meetings.

Entire board packet on <u>www.smcsd.org</u> under School Board

#### REPORTS

## 6. Trustee Reports (D)

Members of the school board will report on activities and information they wish to share. The Board may request that items be agendized and researched for presentation at future meetings.

## 7. Superintendent's Report

A. School Site Administrator Reports (D)

## SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS 7:15 PM

 Public Hearing on Sufficiency of Textbooks and Instructional Materials 2012/2013 School Year (D)(5 minutes unless public comment requires longer)

In order to comply with Education Code (EC 60119), a public hearing must be held to take public input as to whether each pupil in the District, has sufficient textbooks or instructional materials, in specified subjects that are aligned to the academic content standards and consistent with the contents and cycles of the curriculum frameworks adopted by the State Board.

9. Action on Sufficiency of Textbooks and Instructional Materials for the 2012/2013 School Year
 (A) The Board will consider Resolution #672, Sufficiency of Textbooks and Instructional Materials.

## ATTRACT, RETAIN AND INSPIRE HIGHLY QUALIFIED STAFF

## 10. Professional Development Report (D)

## FACILITIES

11. Facilities Needs (D/A)

## PROVIDE SAFE, HEALTHY, POSITIVE LEARNING ENVIRONMENTS

## 12. Anti-Bullying Policies (D)

- A. Board Policy 5131 Conduct
- B. Board Policy/Administrative Regulation 5145.7 Sexual Harassment

## MAINTAIN SOUND FISCAL DISCIPLINE AND OPERATIONS

13. Business Update (D)

Entire board packet on www.smcsd.org under School Board

#### 14. Declaration to Exception to Class Size Maximum (A)

#### **GOVERNANCE/PLANNING**

#### 15. Board Vacancy (D/A)

#### CONSENT AGENDA

The purpose of the Consent Agenda is to group items which may be approved routinely. A board member or a member of the audience may request removal of an item for discussion. (A-Roll Call)

- 16. Approval of the minutes of the regular meeting of August 23, 2012
- 17. Approval of the minutes of the special meeting of September 13, 2012
- 18. Approval of Payments of Warrants
- 19. Approval of Personnel Action Report
- 20. Certification of the 2012/2013 Operations Application, K-3 Class Size Reduction Program (CSR). As a condition of applying for and receiving funds under the Kindergarten and Grades One through Three Class Size Reduction (K-3 CSR) Program, commencing with California Education Code Section 52120, the Governing Board certifies the 2012/-2013 K-3 CSR application.

#### ADJOURNMENT

#### FUTURE BOARD AGENDA ITEMS

CBEDS/Enrollment Report Curriculum: Adoption Report Professional Services Contracts Budget Revisions – First Interim Quarterly Report: Williams Act Single Plans for Student Achievement Grade Level or Program Report Board Self-Assessment

#### SAVE THE DATES

#### **Future District Meeting Dates**

All meetings are held at the District Office, 200 Phillips Drive, Marin City at 7:00 p.m. unless otherwise noted. \*The first meeting date of each month will be allocated to additional special meetings on facilities issues, special meetings, community forum, etc. as needed. The only or second meeting date of each month will be allocated to regular board meetings.

October 11*	
October 25	
November 15	Third Thursday; one November meeting due to Holidays

Entire board packet on www.smcsd.org under School Board

December 6*	First Thursday due to Holidays
December 13	Second Thursday due to Holidays

#### 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 3<sup>rd</sup> Wednesday of the month at 6:30 p.m.

#### **Upcoming Dates and Important Events**

Please visit the District website <a href="http://www.smcsd.org">www.smcsd.org</a>

#### Sausalito Marin City School District Board Meeting Procedures

Agendas are posted at the District Office and at Martin Luther King, Jr. Academy, both located at 200 Phillips Drive, Marin City. An agenda is also posted at Bayside Elementary School, 630 Nevada Street, Sausalito. Agendas are posted at least 72 hours in advance of a regular board meeting. All board meetings are conducted according to Education Code 35145.5 and District Board Policy 9320.

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

Office of the Superintendent

Date:	September 27, 2012
To:	Board of Trustees
From:	Valerie Pitts, Superintendent
Re:	Action: Sufficiency of Textbooks and Instructional Materials

#### **Background**

Education Code Section 60119 requires local agencies receiving instructional material funds from any state source to hold a public hearing on the sufficiency of textbooks or instructional materials. In order to be eligible to receive instructional materials funds, the local board is required to hold an annual public hearing before the end of the eighth week from the first day pupils attend school for that year and adopt a resolution stating whether each pupil in the District has sufficient textbooks or instructional materials in specified subjects that are aligned to the academic content standards and consistent with the content and cycles of the curriculum frameworks adopted by the state board.

The governing board requirement to certify compliance with all regulations regarding Instructional Materials per E.C. 60422(a) and California Code of Regulations Title 5, Section 9531(a), is suspended for the 2008-09 to the 2012-13 fiscal years, inclusive (E.C. 60422.1). This suspension regarding the timelines for adoption and purchase of instructional materials does not relieve school districts of the obligation to hold a public hearing to determine the sufficiency of instructional materials.

Governing boards that have met the requirements of E.C. 60119 certifying compliance with the Instructional Materials Funding Realignment Program (IMFRP) requirements may spend 100% of any remaining IMFRP funds from that year's allocation for other approved purposes.

Following the public hearing the Board will adopt a resolution certifying its findings.

## **Financial Impact**

The District total apportionment for the K-8 on-going State Instructional Materials for the fiscal year 2012/13 is estimated to be \$14,893. A portion of these funds are used to provide textbooks for increased enrollment. The balance of the funds is flexed under the provisions noted above.

#### Legal Implications

A hearing and Resolution are required to receive Instructional Materials funds per EC 60119.

#### **Recommendation**

The Superintendent recommends the Board of Trustees, having held a public hearing, adopt by roll call vote Resolution #672 certifying the sufficiency of textbooks or instructional materials.

Backup attached: Yes \_\_\_\_\_X \_\_\_ No\_\_\_\_\_

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

## Sufficiency of Textbooks or Instructional Materials Resolution # 672

Whereas, the Governing Board of the Sausalito Marin City School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 27, 2012, at 7:15 p.m. o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

**Whereas**, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Sausalito Marin City School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, between the 2008-09 through the 2012-13 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Sausalito Marin City School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Whereas, sufficient textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

Mathematics Bayside Elementary: Houghton-Mifflin: California Math, Grades K-5, District Adopted 2007, 6 Year Cycle Martin Luther King, Jr. Academy: Holt: Pre-Algebra: Courses 1 and 2, Grades 6-8; Holt: Algebra 1, Grade 8, District Adopted 2007, 6 Year Cycle Science

Bayside Elementary: Delta Education: FOSS, Grades K-5, District Adopted 2006, 6 Year Cycle Martin Luther King, Jr. Academy: Delta Education: CPO, Grades 6-8, District Adopted 2006, 6 Year Cycle

## History-Social Science

Bayside Elementary: Scott Foresman: History Social Science for California, Grades K-5, Adopted 2005, 6 Year Cycle

Martin Luther King, Jr. Academy: TCI: History Alive, Grades 6-8, Adopted 2005, 6 Year Cycle

English/Language Arts, including the English language development component of an adopted program Bayside Elementary: SRA/McGraw-Hill: Open Court, Grades K-5, Adopted 2002, 6 Year Cycle Deferred

Martin Luther King, Jr. Academy: Holt McDougal: Language of Literature, Grade 6, Holt McDougal: Bridges to Literature Grade 6 Level 1 and, Houghton Mifflin: Language of Literature, Grades 7-8, Adopted 2002, 6 Year Cycle Deferred

Whereas, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

**Therefore**, it is resolved that for the 2012/2013 school year, the Sausalito Marin City School District has provided each student with sufficient textbooks or instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

**PASSED AND ADOPTED THIS** 27th day of September, 2012 at a meeting, by the following vote:

AYES:	NOES:	ABSENT:

Attest:

Secretary

President

SAUSALITO MARIN CITY SCHOOL DISTRICT (E 6161.1)

February 17, 2011

Office of the Superintendent

Date:	September 27, 2012
To:	Board of Trustees
From:	Valerie Pitts, Superintendent, and Daniel Norbutas, Chief Academic Officer/Principal
Re:	Discussion: Professional Development Report

## **Background**

The Sausalito Marin City teaching staff engages in professional development throughout the school year. Prior to the start of the school year, there is an all-day training. There are two additional staff development days during the year in September and November. Additionally, the staff meets weekly for professional development during staff meetings. These meetings bring the teachers from both sites together to work on the areas of focus for the year. Every other meeting is an extended session, and teachers meet for two hours.

## <u>Analysis</u>

This year's professional development is focused on two key areas:

## Student Achievement

Our goal is to increase student achievement through:

- Implementation of engaging curriculum through International Baccalaureate curriculum, implementation of Inquiry-Based instruction built around Common Core standards, integration of art and the integration of technology
- Providing emotional, social and academic support for students who need it
- Creation of individual learning plans for all students based on performance and assessment data.

## School Culture

Our goal is to establish healthy and respectful learning environments through:

- Implementation of Restorative Justice classroom and school-wide practices
- Enhancement of culturally responsive classrooms through our work with the National Equity Project
- Increased parent engagement, involvement and communication
- Full-staff training on first aid procedures.

At the August 20 Staff Development Day, staff spent the morning working on technology integration, discussing garden integration opportunities and follow up regarding IB work on learner profiles. In the afternoon the teachers were joined by classified staff to begin our work with Restorative Practices.

Weekly staff meetings have addressed technology training, art integration, counseling support services and STAR test results. Technology and art integration will continue to occur once a month throughout the year. Upcoming meetings will be focused on setting department and

grade level goals for the Single Plan for Student Achievement and creating Individualized Learning Plans for all students.

At the September 14 Staff Development Day, teachers and classified staff continued their work with Restorative Practices. Staff practiced restorative circles and discussed implementation in their classrooms.

The plan for the November 1 Staff Development Day is art and technology integration, along with continued work on International Baccalaureate.

## Financial Impact

The Staff Development Days are included in the work-year calendars for all certificated staff. Wednesday staff meetings are part of the work day for certificated staff.

Legal Implications None.

<u>Recommendation</u> This item is brought before the board for review and discussion.

Backup attached: Yes \_\_\_\_\_ No\_\_\_X\_\_\_\_

## Sausalito Marin City School District Office of the Superintendent

Date: September 27, 2012

To: Board of Trustees

From: Valerie Pitts, Superintendent

Re: Discussion: Facilities Needs

#### **Background**

The governance team has been studying issues related to the comprehensive educational program and facilities since 2010-11. Trustees have approved professional development for teachers to improve the instructional programs to ensure access to quality, rigor and culturally relevant curriculum (International Baccalaureate). In addition, they have received presentations from administration on the value of a well-articulated K-8 school, given the enrollment between Bayside and MLK. A facilities needs analysis was conducted last spring. A K-8 program would require enough classrooms to house 9 grade levels, enrichment, intervention, and special education programs. This could be accomplished with 12 classrooms. There are currently 10 classrooms in use at Bayside (including 3 shared WCA spaces and the library) and 7 classrooms (including one portable and the library) at MLK.

#### <u>Analysis</u>

Twelve classrooms are needed to house a K-8 small school. This number is based on one classroom per grade level, a resource room, arts room and library. If MLK housed the K-8 program, an additional 6 classrooms would be needed. The annex would be removed due to age. Some of the portables could be moved and used. The field needs some renovation and a small primary playground and landscaping need to be added to complete a K-8 campus at MLK.

The district is currently working on a per diem basis with QKA (architects) and Architects of Achievement exploring the options for a K-8 campus at MLK. Additionally, the A team has been working on their recommendation for the comprehensive educational program.

Todd Lee of Greystone West will attend the meeting to review cost estimates for modular classroom. Forrest Corson will review deferred maintenance needs.

#### Financial Impact

Modular classrooms (non-portable) could be erected within 6 months of DSA approved plans. The cost of 6 additional classrooms at MLK would be approximately 2.9 million. A range of estimates for field renovation varies from 50K-1.8 million. Additional playground equipment for a primary playground would cost approximately \$200,000. Total range of cost to the district for building out MLK is approximately 3.5-4mil without complete field renovation.

The district could choose to create a K-8 model at MLK. A loan or Certificate of Participation could be explored and is possible given low interest rates. The savings created from consolidating Bayside and MLK would is approximately \$450,000 per year.

#### **Recommendation**

This item is brought before Trustees for further discussion and/or to provide the Superintendent with further direction in pursuing a sustainable K-8 school model for Bayside and MLK.

Backup attached: Yes \_\_\_\_\_ No\_\_\_X\_\_\_

Office of the Superintendent

Date:	September 27, 2012
To:	Board of Trustees
From:	Valerie Pitts, Superintendent
Re:	Discussion: Anti-Bullying Policies

## Background

In order to be compliant with new anti-bullying legislation, a number of board policies must be updated. Toward this end, on September 13, 2012, the Board approved Board Policy 5131.2 Bullying and Board Policy 5145.3 Nondiscrimination/Harassment.

## <u>Analysis</u>

In addition to the above, the board will conduct first readings to:

- Board Policy 5131 Conduct Policy update; last updated February 11, 2010
- Board Policy/Administrative Regulation 5145.7 Sexual Harassment New Policy

## Legal Implications

The district must be compliant with new legislation.

<u>Recommendation</u> These items are brought before the board for review and discussion.

Backup attached: Yes \_\_\_\_X\_\_\_ No\_\_\_\_\_

## Students

## CONDUCT

The Board of Trustees Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on or using district transportation.

(cf. 0450 - Comprehensive Safety Plan) (cf. 5112.5 - Open/Closed Campus) (cf. 5131.1 - Bus Conduct) (cf. 5137 - Positive School Climate) (cf. 6145.2 - Athletic Competition)

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats

(cf. 0450 - Comprehensive Safety Plan) (cf. 5131.7 - Weapons and Dangerous Instruments) (cf. 5142 - Safety)

## 2. Conduct that disrupts the orderly classroom or school environment

- (cf. 5131.4 Student Disturbances)
- 23. Discrimination, Hharassment, intimidation or bullying of students or staff, including sexual harassment, hate-motivated behavior, such as bullying, including cyberbullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm or emotional suffering, in accordance with the section entitled "Bullying/Cyberbullying" below substantial disruption

"Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another

person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

(cf. 5131.2 - Bullying) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment) (cf. 5145.9 - Hate-Motivated Behavior

3. Conduct that disrupts the orderly classroom or school environment

(cf. 5131.4 - Student Disturbances)

4. Willful defiance of staff's authority

54. Damage to or theft of property belonging to students, staff, or the district

(cf. 3515.4 - Recovery for Property Loss or Damage) (cf. 5131.5 - Vandalism and Graffiti)

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language

(cf. 5145.2 - Freedom of Speech/Expression)

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

(cf. 5131.6 - Alcohol and Other Drugs) (cf. 5131.62 - Tobacco) (cf. 5131.63 - Steroids)

85. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose. for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee

6. Use of profane, vulgar, or abusive language

#### (cf. 5145.2 - Freedom of Speech/Expression)

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

**107**. Plagiarism or dishonesty in school work or on tests

(cf. 5131.9 - Academic Honesty) (cf. 6162.54 - Test Integrity/Test Preparation) (cf. 6162.6 - Use of Copyrighted Materials)

118. Inappropriate attire

(cf. 5132 - Dress and Grooming)

**129**. Tardiness or unexcused absence from school

(cf. 5113 - Absences and Excuses) (cf. 5113.1 – Chronic Absence and Truancy)

130. Failure to remain on school premises in accordance with school rules

(cf. 5112.5 - Open/Closed Campus)

11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drug in violation of school rules

(cf. 5131.6 – Alcohol and Other Drugs) (cf. 5131.62 – Tobacco) (cf. 5131.63 – Steroids)

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

(cf. 5145.12 - Search and Seizure)

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

- (cf. 1020 Youth Services)
- (cf. 1400 Relations Between Other Governmental Agencies and the Schools)
- (cf. 5020 Parent Rights and Responsibilities)
- (cf. 5127 Graduation Ceremonies and Activities)
- (cf. 5138 Conflict Resolution/Peer Mediation)
- (cf. 5144 Discipline)
- (cf. 5144.1 Suspension and Expulsion/Due Process)
- (cf. 5144.2 Suspension and Expulsion/Due Process (Students with Disabilities))
- (cf. 6020 Parent Involvement)
- (cf. 6145 Extracurricular and Cocurricular Activities)
- (cf. 6159.4 Behavioral Interventions for Special Education Students)
- (cf. 6164.2 Guidance/Counseling Services)
- (cf. 6164.5 Student Success Teams)
- (cf. 6184 Continuation Education)
- (cf. 6185 Community Day School)

Students also may be subject to discipline for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts the educational program of the district or any other district in accordance with law, Board policy, or administrative regulation. in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

## Possession/Use of Cellular Phones and Other Mobile Communications Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health related purposes. (Education Code 48901.5)

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day.

In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

#### (cf. 5145.12 - Search and Seizure)

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to or from a school-related activity.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

## **Bullying/Cyberbullying**

The Board desires to prevent bullying by establishing a positive, collaborative school climate and elear rules for student conduct.

(cf. 5137 - Positive School Climate) (cf. 5138 - Conflict Resolution/Peer Mediation) (cf. 6164.2 - Guidance/Counseling Services)

The district may provide students instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying. This instruction may involve parents/guardians, staff, and community members.

(cf. 1220 - Citizen Advisory Committees) (cf. 6163.4 - Student Use of Technology)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians and students also may be provided with similar information.

(cf. 4131 – Staff Development) (cf. 4231 – Staff Development) (cf. 4331 – Staff Development) (cf. 5136 – Gangs)

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes for students to submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute eyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying using district-owned equipment, on school premises, or off campus in a manner that impacts a school activity or school attendance shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Legal Reference: EDUCATION CODE 200-262.4 Prohibition of discrimination 32261 Bullying 32280-32289 Comprehensive safety plan 35181 Governing board policy on responsibilities of students- authority to set policy on responsibilities of students 35291-35291.5 Rules 44807 Duty concerning conduct of students 48900-48925 Suspension or and expulsion 48908 Duties of students 51512 Prohibition use of against electronic listening or recording device in classroom without permission CIVIL CODE 1714.1 Liability of parents and guardians for willful misconduct of minor PENAL CODE 288.2 Harmful matter with intent to seduce 313 Harmful matter 417.25-417.27 Laser scope or laser pointer 647 Use of camera or other instrument to invade person's privacy; misdemeanor 647.7 Use of camera or other instrument to invade person's privacy; punishment 653.2 Electronic communication devices, threats to safety VEHICLE CODE 23123-23124 Use of cellular phones provisional license holders Prohibitions against use of electronic devices while driving CODE OF REGULATIONS, TITLE 5 300-307 Duties of pupils students UNITED STATES CODE, TITLE 42 2000h-2000h6 Title IX, 1972 Education Act Amendments UNITED STATES CODE, TITLE 47 254 Universal service discounts (e-rate) COURT DECISIONS J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094 LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981 Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088 Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675 New Jersey v. T.L.O., (1985) 469 U.S. 325 Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503 Management Resources: CSBA PUBLICATIONS Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010 Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007 CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS Bullying at School, 2003 NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS Digital Discipline: Off Campus Student Conduct, the First Amendment and Web Sites, School Law in Review, 2001 NATIONAL SCHOOL SAFETY CENTER PUBLICATIONS Set Straight on Bullies, 1989 U.S. DEPARTMENT OF EDUCATION PUBLICATIONS Preventing Bullying: A Manual for Schools and Communities, 1998

WEB SITES

CSBA: http://www.csba.org California Coalition for Children's Internet Safety: http://www.cybersafety.ca.gov California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss Center for Safe and Responsible Internet Use: http://csriu.org and http://cyberbully.org National School Boards Association: http://www.nsba.org National School Safety Center: http://www.schoolsafety.us NetSmartz: http://www.netsmartz.org U.S. Department of Education: http://www.ed.gov

Policy adopted:

## SAUSALITO MARIN CITY SCHOOL DISTRICT Sausalito, California

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

#### Instruction/Information

The Superintendent or designee shall ensure that all district students receive ageappropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment

3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained

4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

5.Information about the rights of students and parents/guardians to file a criminal complaint, as applicable.

## **Complaint Process**

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

**Disciplinary Actions** 

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

(5 CCR 4964) (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

Legal Reference: EDUCATION CODE 200-262.4 Prohibition of discrimination on the basis of sex 48900 Grounds for suspension or expulsion 48900.2 Additional grounds for suspension or expulsion; sexual harassment 48904 Liability of parent/guardian for willful student misconduct 48980 Notice at beginning of term CIVIL CODE 51.9 Liability for sexual harassment; business, service and professional relationships 1714.1 Liability of parents/guardians for willful misconduct of minor GOVERNMENT CODE 12950.1 Sexual harassment training CODE OF REGULATIONS, TITLE 5 4600-4687 Uniform complaint procedures 4900-4965 Nondiscrimination in elementary and secondary education programs

BP 5145.7 (c)

## SEXUAL HARASSMENT

2000d-2000d-7 Title VI, Civil Rights Act of 1964 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended CODE OF FEDERAL REGULATIONS, TITLE 34 106.1-106.71 Nondiscrimination on the basis of sex in education programs COURT DECISIONS Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567 Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130 Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736 Davis v. Monroe County Board of Education, (1999) 526 U.S. 629 Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274 Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473 Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources: CSBA PUBLICATIONS Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011 Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010 OFFICE FOR CIVIL RIGHTS PUBLICATIONS Dear Colleague Letter: Sexual Violence, April 4, 2011 Sexual Harassment: It's Not Academic, September 2008 Revised Sexual Harassment Guidance, January 2001 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

## SAUSALITO MARIN CITY SCHOOL DISTRICT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.

2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.

3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions

3. Graphic verbal comments about an individual's body or overly personal conversation

4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature

5. Spreading sexual rumors

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class

7. Massaging, grabbing, fondling, stroking, or brushing the body

8. Touching an individual's body or clothes in a sexual way

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex

10. Displaying sexually suggestive objects

11. Sexual assault, sexual battery, or sexual coercion.

School-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy - BP 5145.3, shall be handled in accordance with the following procedure:

1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator for Nondiscrimination/Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint.

In any case of sexual harassment involving the Coordinator/Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.

2. Initiation of Investigation: The Coordinator/Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

If the Coordinator/Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

3. Initial Interview with Student: When a student or parent/guardian has complained or provided information about sexual harassment, the Coordinator/Principal shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the

incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.

4. Investigation Process: The Coordinator/Principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

The Coordinator/Principal shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Coordinator/Principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Coordinator/Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

#### (cf. 5141.4 - Child Abuse Prevention and Reporting)

5. Interim Measures: The Coordinator/Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.

6. Optional Mediation: In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Coordinator/Principal may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

#### (cf. 5138 - Conflict Resolution)

7. Factors in Reaching a Determination: In reaching a decision about the complaint, the Coordinator/Principal may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident

d. Evidence of any past instances of harassment by the alleged harasser

e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Coordinator/Principal may take into consideration:

a. How the misconduct affected one or more students' education

b. The type, frequency, and duration of the misconduct

c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them

d. The number of persons engaged in the harassing conduct and at whom the harassment was directed

e. The size of the school, location of the incidents, and context in which they occurred

f. Other incidents at the school involving different students

8. Written Report on Findings and Follow-Up: No more than 30 days after receiving the complaint, the Coordinator/Principal shall conclude the investigation and prepare a written a report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator/Principal shall notify the student who complained and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or designee.

In addition, the Coordinator/Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Coordinator/Principal shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

## Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond

(cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community

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

5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

Policy adopted:

# SAUSALITO MARIN CITY SCHOOL DISTRICT

--- Office of the Superintendent

Date:	September 27, 2012
To:	Board of Trustees
From:	Valerie Pitts, Superintendent and Paula Rigney, Business Manager
Re:	Discussion: Business and Budget Update

## **Background**

The budget development and monitoring process is on-going throughout the fiscal year. Once the "books are closed" and unaudited actuals are approved, the adopted budget revenue and expenditure assumptions are reviewed and revised accordingly. In addition, any new information regarding the adopted State Budget Act and subsequent trailer bills that materially affect a district's budget need to be reflected in timely budget revisions.

## <u>Analysis</u>

The 2011-2012 fiscal year is closed and the ending fund balances have been rolled into the beginning fund balances for the 2012-2013 fiscal year. Expenditures in restricted programs and/or designated programs, need to be updated to reflect carryover balances from the prior year. Other assumptions such as expenditures related to actual staffing costs, board designated reserves, and new information received since the adoption of the State Budget Act are being reviewed by the Superintendent and Business Manager and a more detailed report of the findings and recommended revisions will be reviewed during the board meeting.

## **Financial Impact**

The effects of the Ending Fund Balance, potential mid-year cuts, and other updates will be reflected in a revised Multi-Year Projection (MYP) to be presented at the meeting

## **Recommendation**

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

Backup attached: Yes \_\_\_\_\_ No\_\_\_X\_\_\_

Office of the Superintendent

Date:	September 27, 2012
To:	Board of Trustees
From:	Valerie Pitts, Superintendent
Re:	Action - Declaration: Declaration to Exception to Class Size Maximum

## Background

Small school districts may qualify to receive Class Size Reduction funding for classes with an average of up to 22 pupils. In order to qualify, a district must have only one school that serves kindergarten and grades one through three; there can be no more than two classes per participating grade level.

## <u>Analysis</u>

Current K – 3 class sizes are: Kindergarten – 17 students; Grade 1 – 16 students; Grade 2 – 11 students and Grade 3 – 15 students

## Legal

The school district's governing board must make a statement or public declaration that all possible alternatives to averaging have been exhausted and the district is unable to achieve the 20:1 ratio in a way that is educationally acceptable.

## **Recommendation**

The Superintendent recommends the board make the following declaration:

"The Sausalito Marin City School District Board of Trustees declares that all possible alternatives to class size averaging have been exhausted and the district is unable to achieve the 20:1 in a way that is educationally acceptable."

Backup attached: Yes \_\_\_\_\_ No \_\_X\_\_\_

Office of the Superintendent

Date:	September 27, 2012
To:	Board of Trustees
From:	Valerie Pitts, Superintendent
Re:	Discussion: Board Vacancy – Process to Appoint Trustee

Background

There are specific deadlines for the appointment of a Trustee to fill a vacancy on the board. Within sixty days from receipt of a resignation letter by the Marin County Superintendent of Schools, Mary Jane Burke, the Board must make a provisional appointment. A provisional appointment is followed by a 30 day period for public response to the appointment.

Per the Marin County Registrar of Voters Office, SMCSD elections are held in even numbered years. If a resignation letter is received by County Superintendent Burke less than 130 days prior to an election, the appointee will fill out the full term; if more than 130 days, appointee will hold office until the next election (even year) and then run as an appointed incumbent for either a short term (to fill out the balance of the term they were appointed to fill) or for a four year term to fill another position. [Ed Code sections 5090 – 5092]

## Analysis

The District will take steps in a timely manner to comply with the deadline. A draft Timeline is attached. When the date of receipt is known, dates will added to complete the entries.

Financial Impact None

## Legal Implications

The appointment process must be conducted in Open Session of the current Board of Trustees. Candidates must be interviewed during a public meeting. Trustees deliberate and vote in Open Session.

## Recommendation

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

Backup attached: Yes \_\_\_\_X \_\_\_ No\_\_\_\_\_

## Sausalito Marin City School District Board Appointment 2012

## Timeline - DRAFT

## Deadlines:

Per Marin County Registrar of Voters Office, SMCSD elections are held in even numbered years. If a resignation letter is received by County Superintendent Burke less than 130 days prior to an election, the appointee will fill out the full term; if more than 130 days, appointee will hold office until the next election (even year) and then run as an appointed incumbent for either a short term (to fill out the balance of the term they were appointed to fill) or for a four year term to fill another position. [Ed Code sections 5090 – 5092]

60 days from receipt of resignation letter by CountySuperintendent Burke to make provisional appointment11/22/12		11/22/12
Member Writes to County Superintendent CC to Board of Trustees & Registrar of Voters		09/24/12
County Superintendent Receipt of Resignation		09/24/12
Effective Date of Resignation		09/24/12
Board Receipt of Resignation		09/24/12
Board Action to Accept Resignation/ Action to Appoint		09/27/12
Publicize Board Vacancy IJ		09/28/12
Marin Scope (Wed for next week) Parent Communication Posting in 3 Public Places District Website	Wk of	
Application Deadline		
Must be received by close of business, 4:30 pm		10/17/12
Verify Voter Registrations		10/18/12
Review of Applications		

Interview/Appoint Special Meeting Special (Interviews) 5:30 pm Regular (Appoint) 7:00 pm	10/25/12
<ul> <li>Publicize Board Appointment</li> <li>(30 days from appt for public response)</li> <li>IJ</li> <li>Posting in 3 Public Places</li> <li>District Website</li> </ul>	10/26/12
Thank You Letters to Candidates	10/26/12
Notify Registrar of Voters and MCOE 10/26/1	
Set Up New Board Member	10/26/12
Last Date for Public Response to Appointment	11/24/12

## SAUSALITO MARIN CITY SCHOOL DISTRICT BOARD MEETING MINUTES August 23, 2012

#### ATTENDANCE

Board Members Present:	Thomas Newmeyer, William Ziegler and Shirley Thornton, Ed. D.
Superintendent:	Valerie Pitts, Ed. D.
Board Members Absent:	Mark Trotter and Karen Benjamin

President Thomas Newmeyer called the meeting to order at 6:00 p.m.

M/s/c Thornton/Ziegler/all to approve the agenda order

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 6:01 p.m.

**RECONVENE TO OPEN SESSION** Open session reconvened at 7:00 p.m.

## **Report Out from Closed Session** President Newmeyer announced that there was no reportable action taken in closed session.

## Pledge of Allegiance

Trustee Thornton led the Pledge of Allegiance.

## PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO OPEN SESSION

There was no public comment.

## REPORTS

#### **Trustee Reports**

- Trustee Thornton reported that the first day of school went exceptionally well; she thanked Principal Norbutas, Principal Newton and Assistant Principal Tate for a smooth beginning and for their visible presence as students arrived and throughout the day.
- Trustee Ziegler thanked Daniel Norbutas for joining SMCSD and encouraged the audience to keep attending board meetings.
- President Newmeyer noted a great fundraising effort by Willow Creek Academy under way.

## Superintendent's Report

Superintendent Valerie Pitts reported that there were numerous people on hand to welcome students for the first day of school. New teachers will be introduced at a September 13 special board meeting.

#### **School Site Administrator Reports**

Daniel Norbutas, Chief Academic Officer and Martin Luther King, Jr. Academy Principal, thanked board members for the opportunity to work at SMCSD. He reported on teaching staff attendance at International Baccalaureate (IB) training during the summer and their current focus on IB learner profiles. Mr. Norbutas also gave an overview of curriculum and culture discussions held during the first 2012/2013 staff development day. Both certificated and classified staff participated.

Jonnette Newton, Bayside Elementary Principal, reported on a great beginning; teachers are excited and prepared as a result of much advance planning. The response from dads who signed up to participate at school with their sons/daughters was overwhelming. A leadership retreat for parents is scheduled this Saturday at Bridge the Gap Marin City. Ms. Newton thanked the board for their support.

Carol Cooper, Willow Creek Academy Head of School, shared that enthusiasm is high two days into the new school year. The WCA board and staff have begun discussions of an Annual Fund with parents. WCA's 2012/2013 fundraising goal is \$300,000.

# ENSURE THAT ALL STUDENTS WITHIN SMCSD REACH HIGH LEVELS OF ACHIEVEMENT Extended School Year Report

Superintendent Pitts reported that students in grades 5-7, who attended four weeks of district summer school, all achieved their goals. Data has been requested from every summer program provider and will be presented at a future meeting.

## Board Statement on Equity, Resolution #662 and Rubric – Third Reading

Superintendent Pitts presented a revised equity statement and rubric.

Trustee Thornton suggested a brochure to the community and posting on the district website when the documents are finalized and approved by the board.

Trustee Ziegler, noting that the rubric includes extensive standards, asked how the district would follow up. Superintendent Pitts will link the standards to district goals and report progress on a regular basis. President Newmeyer thought the language that states that the district "will provide additional and differentiated resources to support the success of its students" might be too broadly worded. He asked for accountability; he asked that Trustee Trotter's suggestion from a prior meeting as it related to Willow Creek Academy be incorporated.

Superintendent Pitts accepted accountability for Bayside and MLK, saying "We already do this – we are going to focus on closing the achievement gap by doing all those things." However, Superintendent Pitts clarified that it is different with WCA even though WCA has the same responsibilities.

Trustee Ziegler thought that equity of funds to close the achievement gap might become an issue between the district and WCA.

Trustee Thornton responded that the district is responsible for Bayside and MLK; WCA is raising its own funds.

Superintendent Pitts noted that MOU discussions with WCA will soon begin.

Trustee Ziegler, noting that WCA has requested supplemental funds from the district, asked "Would we not give WCA money if they also have an achievement gap?"

Trustee Thornton responded, "It's not our job to do this for WCA." She again asked for a legal opinion of what the district board's role/responsibility is to the schools of the district, in particular to the charter school. Dr. Thornton added, "WCA has its own board and its own house."

Superintendent Pitts recommended that the WCA board should weigh in on this topic.

Trustee Ziegler agreed that both boards must meet on a collaborative basis.

No action was taken. The next step is for the district board to hold a discussion with the WCA board.

## MAINTAIN SOUND FISCAL DISCIPLINE AND OPERATIONS

## Budget Update

Superintendent Pitts reviewed slides prepared by School Services of California for the 2012 School Finance and Management Conference, which included:

- Themes
- Effects of the Recession Are Still With Us
- Cuts to Education Are Likely to Continue
- Losses to Education Continue to be Deep
- Managing Educational Agencies Will Continue to be Difficult
- California's Education Spending
- General Fund Revenues
- Risks to the State Budget
- Major Changes from the May Revision to the Final State Budget
- Funding Per ADA Actual vs. Statutory Level
- Prop 30 The Schools & Local Public Protection Act of 2012
- Prop 38 Our Children, Our Future
- What Happens if They Both Pass?
- Prop 98 The Promise
- Prop 98 The Picture Today
- Governor's Tax Initiative
- The Future of Proposition 98
- Special Education
- Special Education Pending Issues
- Mandate Reform
- School Facilities Issues Surplus Property and Charter Schools
- Basic Aid
- Basic Aid Our Advice (School Services of CA)
- Ending Fund Balance Example
- Multiyear projections Our Advice (School Services of CA)
- November 2012 Election
- And Finally... (Some encouraging words).
# FACILITIES

# Maintenance, Operations and Transportation Report

Forrest Corson, Director of Maintenance, Operations and Transportation, gave a power point presentation which showed:

- Deep cleaning in the classrooms and minor maintenance repairs
- A new dump trailer to save money on debris removal; staff works hard at recycling/renewing
- Special projects
- Assistance to teachers for room setup and/or for program setup
- Sustainable landscaping due to limited manpower to maintain
- Robin's Nest Preschool opening at the former site of the district office
- Staff trainings.

Mr. Corson concluded a look at his department's busy summer by noting the first day of transportation today – all good- some students came to school with their dads for the Million Father March. Board members commended Mr. Corson and his staff for making the campus look great.

# ATTRACT, RETAIN AND INSPIRE HIGHLY QUALIFIED STAFF

# **Declaration of Need for Fully Qualified Educators**

M/s/c Ziegler/Thornton/all to approve the Declaration of Need for Fully Qualified Educators

# Enrollment and Staffing Report

Paula Rigney, Business Manager, reported that the total enrollment (Bayside plus Martin Luther King, Jr. Academy) was 128 students on the opening day of school, August 23. Staffing has been increased where lacking.

# PROVIDE SAFE, HEALTHY, POSITIVE LEARNING ENVIRONMENTS

# Sausalito Marin City School District Response to the 2011/2012 Marin County Civil Grand Jury Report "Restorative Justice: its Time Has Come in Marin County"

Superintendent Pitts reviewed a proposed district response to the Marin County Civil Grand Jury Report "Restorative Justice: its Time Has Come in Marin County". There was no public comment.

# M/s/c Ziegler/Thornton/all to approve the response as written

Superintendent Pitts reviewed for first reading:

- Board Policy 5131.2 Bullying (New Policy)
- Board Policy 5145.3 Nondiscrimination/Harassment (Policy Update)

A second reading and board action will be agendized for the September 27, 2012 board meeting.

### GOVERNANCE/PLANNING

### Informational Session – Tax Initiative: Propositions 30 and 38

Superintendent Pitts reviewed slides from a power point presentation titled, "Public Education Funding: How Did We Get Here and Where Are We Headed?" prepared by Schools Services of California and the League of Women Voters, which addressed:

- The Munger/PTA Initiative
- The Governor's Initiative
- Education Funding Initiatives
- A Detailed Comparison of the Two Major Initiatives
- Comparison of the Initiatives
- What if They Both Pass?
- Weighted Student Formula
- Weighted Student Formula January Proposal
- Weighted Student Formula Changes

These slides were in addition to slides reviewed under the budget update.

### Board Bylaw 9270 Conflict of Interest Code

Superintendent Pitts reviewed for first reading: Board Bylaw 9270 Conflict of Interest Code (Policy Update). Second reading/board action will be agendized for the September 27, 2012 board meeting.

### CONSENT AGENDA

**M/s/c Roll Call Thornton/Ziegler/ Ayes 3 Noes 0** to remove Resolution #669 - Tax Anticipation for discussion and approve the remaining consent agenda as follows:

- Minutes of the regular meeting of May 24, 2012 special meeting of May 31, 2012, regular meeting of June 14, 2012, special meeting of June 21, 2012 and regular meeting of June 28, 2012
- Payments of Warrants
- Consolidated Application Part 1
- Personnel Action Report
- Quarterly Report: Williams Act.

# Resolution #669 - Tax Anticipation (TAN)

Paula Rigney, Business Manager, explained the resolution and responded to board questions.

# M/s/c Roll Call Ziegler/Thornton Ayes 3 Noes 0 to approve Resolution #669 - Tax Anticipation (TAN)

Trustee Ziegler requested more information be provided to the board about non-routine and large payments occasionally noted on the list of Payment of Warrants. Superintendent Pitts welcomed board members' questions at any time; she also offered to bring grant budgets to the board so they see what the grantor sees. Contract information is already scheduled for the September 27 agenda.

# ADJOURNMENT

### Thornton/Ziegler/all to adjourn at 8:40 p.m.

### FUTURE BOARD AGENDA ITEMS

Staff Development Report STAR Assessment/CST/Multiple Measures Report Annual Arts Grant Report Instructional Materials Resolution Sunshine Negotiations Honoring Tenured Teachers Business Update

### SAVE THE DATES

### **Future District Meeting Dates**

All meetings are held at the District Office, 200 Phillips Drive, Marin City at 7:00 p.m. unless otherwise noted. \*The first meeting date of each month will be allocated to additional special meetings on facilities issues, special meetings, community forum, etc. as needed. The only or second meeting date of each month will be allocated to regular board meetings.

September 13*		
September 27		
October 11*		
October 25		
November 15	Third Thursday;	one November meeting due to Holidays
December 6*	First Thursday	due to Holidays
December 13	Second Thursday	v due to Holidays

### **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 3<sup>rd</sup> Wednesday of the month at 6:30 p.m.

### **Upcoming Dates and Important Events**

Please visit the District website www.smcsd.org

# SAUSALITO MARIN CITY SCHOOL DISTRICT SPECIAL BOARD MEETING MINUTES September 13, 2012

### ATTENDANCE

Board Members Present:	Thomas Newmeyer, William Ziegler,
	Mark Trotter, Shirley Thornton, Ed. D.
Superintendent:	Valerie Pitts, Ed. D.
Board Members Absent:	Karen Benjamin

President Thomas Newmeyer called the meeting to order at 6:00 p.m.

M/s/c Thornton/Newmeyer/all to approve the agenda order

PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO CLOSED SESSION

There was no public comment.

### **CLOSED SESSION**

The Board and Superintendent went into closed session at 6:01 p.m.

### **RECONVENE TO OPEN SESSION**

Open session was reconvened at 6:46 p.m.

President Newmeyer announced that there was no reportable action taken during closed session.

Trustee Thornton led the Pledge of Allegiance.

### PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO OPEN SESSION

Carolyn Van Alst, Willow Creek parent, announced a fundraiser by the WCA Foundation to benefit student scholarships for the K-4 after school enrichment program. A piano concert featuring Joseph Stillwell will be held at the Christ Episcopal Church in Sausalito on September 20, 2012 at 7:30 p.m. Tickets are \$40.

### REPORTS

### Trustee Reports

Trustee Thornton reported on her attendance at Back to School Night. She also reported that today Superintendent Pitts spoke to members of Rotary Club of Sausalito about what is happening in the school district; she was well received.

Trustee Mark Trotter announced that tonight would be his last board meeting. He and his family have decided to make the Tahoe area their permanent home. Trustee Trotter shared that serving on the board has been a pleasure and that he finds it hard to leave. Superintendent Pitts and each board member thanked Mark and his entire family for their commitment to the Sausalito Marin City School District for many years. We wish them the very best!

# Superintendent's Report

Superintendent Pitts welcomed new certificated staff and Principals Newton and Norbutas introduced: Denise Suto, Julie Auslander, Kayla Zeisler, Karli Pierce, Cari Trevor and Joseph Fusilier. Danielle Denton and Jenny Fung, who could not attend, were also acknowledged. Certificates were issued to each staff member, good toward classroom supplies. It was also announced that in addition to serving as Bayside's Principal, Jonnette Newton will serve as music teacher in 2012/2013.

# MAINTAIN SOUND FISCAL DISCIPLINE AND OPERATIONS

# District Unaudited Actuals and GANN Resolution #669

Business Manager Paula Rigney gave a PowerPoint presentation titled Unaudited Actuals Financial Reporting 2011/2012, which included information on:

- General Fund "Actual" 2011/2012 Year End Totals
- 2011/2012 General Fund Revenue Summary \$5,844,443.61
- 2011/2012 General Fund Expenditure Summary \$5,475,247.89
- 2011/2012 Willow Creek Academy Contribution
- Other Funds "Actual" 2011/2012 Year End Totals
- Ending Fund Balances All Funds = \$1,458,397.25

Ms. Rigney also reviewed a SMCSD Financial Dashboard and responded to Board questions.

M/s/c – Roll Call Ziegler/Newmeyer Ayes 4 Noes 0 (Benjamin absent) to approve the District Unaudited Actuals and GANN Resolution #669

# Willow Creek Academy Unaudited Actuals

Treasurer Clark Warden reviewed the overview commentary included in their submittal and the board packet.

M/s/c Ziegler/Thornton/all to accept the Willow Creek Academy Unaudited Actuals

# ATTRACT, RETAIN AND INSPIRE HIGHLY QUALIFIED STAFF

### **Employment of Joseph Fusilier on a Provisional Internship Permit**

Superintendent Pitts reported that it is standard practice to notify the board of any teacher working on their credential while also working in the district. The district wishes to employ Joseph Fusilier as a Physical Education teacher on a Provisional Internship Permit.

**M/s/c Trotter/Thornton/all** to approve the employment of Joseph Fusilier on a Provisional Internship Permit

# FACILITIES

# Facilities Needs

Superintendent Pitts reviewed that, as part of a formal, facilities needs analysis performed last year for both campuses, the classroom needs to create a K-8 model school at MLK, with costs which are still considered relevant, were included. She reviewed the K-8 Model Needs list.

Superintendent Pitts reviewed prioritized voting on needs and wants performed last year with the top two items for MLK being to remove what today is known as the MLK Annex, to build 6-7 classrooms and to improve the site to be aesthetically pleasing through additional landscape and, if the school is to become a K-8, to include a playground.

The formal facilities needs analysis also included deferred maintenance which is a district responsibility. Forrest Corson presented projects from the Five Year Deferred Maintenance Plan and projects he would like to see completed in 2012/2013 and into summer 2013/2014.

Three options were reviewed pertaining to the MLK Field Restoration.

Superintendent Pitts suggested that in lieu of a bond, these projects (estimated at 3-5 million dollars) could be financed by a Certificate of Participation (COP) or combination of COP and approaching Marin Community Foundation regarding its facilities program. A COP would be funded by cost savings from reducing two school sites to one and from cost savings possible through other budget categories such as contracts and supplies.

Superintendent Pitts asked for direction from the board, emphasizing that if a decision is made to pursue a K-8 model at MLK and implement it by fall 2013/2014, the board must take action now. She added that having worked with many to arrive at this point, all are waiting ; she would like to avoid incurring additional costs; is this something we want to do? More services are going to begin to cost more.

Trotter/Thornton to approve going forward.

# Discussion

Jeff Knowles, WCA board member: Mr Knowles stated he was uncertain about the future of a bond; he expressed concern that 5 million dollars is a lot of money and the Bayside campus should be included in plans to spend that amount, for 1) to accommodate WCA growth and 2) deferred maintenance. The plan just described is for Marin City, including the MLK athletic field. Mr. Knowles also believes that the plan sounds expensive and that the district should look at the work WCA did on the portables for less money – all DSA approved. He suggested "a full airing" before decisions are made.

Trustee Thornton: Trustee Thornton responded to Mr. Knowles that there is a difference between WCA portables and modular structures being discussed for MLK; to bring MLK down to portables would be an insult; students would be leaving Bayside which is a beautiful campus.

Trustee Ziegler requested more time to review; he would like more detail.

President Newmeyer clarified that the board was not looking to move on 5 million dollars at this meeting but to give Superintendent Pitts direction; the Facilities Committee needs to meet; there is much to move through but not much time to prepare for the 2013/2014 school year; the board must move quickly.

Trustee Ziegler stated he was not prepared to act on the motion made and suggested his availability to work on the plan for the next meeting in two weeks or slightly longer.

President Newmeyer asked Superintendent Pitts how long they might defer a decision; she replied, a few weeks.

Trustee Trotter responded that DSA alone will need six months; the district does not have a few months for more review/discussion; the board has been talking about this for almost two years; he commended Superintendent Pitts for coming up with this plan in lieu of a bond; we have identified the need. In recent history, the district has spent five million dollars on the Bayside campus, which would be left behind for the benefit of WCA; they would get a tremendous benefit. The one million dollar portable project for WCA actually cost closer to two million dollars because it included the new drive.

President Newmeyer expressed his appreciation for all the work being done; it is imperative to move forward in the next two weeks; the board will not have a solution that satisfies everyone; it will have to tread down the middle.

Superintendent Pitts shared that the A Team Committee has been working hard to help define the types of programs the district needs for a comprehensive educational program.

Trustee Trotter: Construction overrides academics in focus and time spent; determine program first to drive facilities needs; Superintendent Pitts has been doing this. Mr. Trotter clarified that originally, he was adamantly opposed to a K-8 at MLK for many reasons; Superintendent Pitts convinced him that a K-8 model is a good model; he appreciates the idea of a modular project as a fast track on construction; it all makes a lot of sense. This plan is driven by our desperate need to improve our schools. Mr. Trotter offered to help over the next couple weeks. He thinks this is the best put-together project he has seen.

# Trustee Trotter amended his motion to direct the Superintendent to pursue with all possible haste. It was seconded by Trustee Thornton.

Trustee Ziegler asked for clarification of the motion; he added that he supports it conceptually.

After further discussion, Superintendent Pitts again stated that she was hesitant to do more without knowing what the board wants to do and asked for their direction, which would not necessitate a vote.

# Mr. Trotter rescinded his motion.

Both Trustees Trotter and Thornton reiterated their belief that a K-8 must have a package of acceptable facilities.

Trustee Ziegler requested to see more.

President Newmeyer summarized: the board seems in agreement on a K-8 at MLK, which should include something new, no old facilities. There needs to be a review of costs, WCA growth, and what is freed up if Bayside moves. What space is available at the entire Bayside campus?

Superintendent Pitts will schedule a Facilities Committee meeting.

# CONSENT AGENDA

M/s/c – Roll Call Trotter/Thornton Ayes 4 Noes 0 to approve the following consent agenda items:

- Personnel Action Report
- New Board Policy 5131.2 Bullying
- Updated Board Policy 5145.3 Nondiscrimination/Harassment
- Updated Exhibit 9270 Conflict of Interest Code
- Resolution #671 -To Support Schools & Local Public Safety Protection Act (Proposition 30) and Our Children Our Future: Local Schools and Early Education Investment Act (Proposition 38)

# ADJOURNMENT

M/s/c Trotter/Thornton/all to adjourn the meeting at 8:45 p.m.

Signature/Date

Title

# Sausalito Marin City School District

# **Payment of Warrants**

Attached warrants include:

Batch 09 Fund 01 in the amount of \$25,616.65

Batch 09 Fund 14 in the amount of \$4,166.66

Batch 10 Fund 01 in the amount of \$74,908.45

Batch 11 Fund 01 in the amount of \$147,910.77

Batch 11 Fund 40 in the amount of \$775.00

Batch 12 Fund 01 in the amount of \$157,796.20

Batch 13 Fund 01 in the amount of \$48,262.26

Batch 14 Fund 14 in the amount of \$10,899.69

Prepared by Vida Moattar

Sausalito Marin City School District Business Office



# MARIN COUNTY

# OFFICE OF EDUCAT

1111 LAS GALLINAS AVENUE/P.O. BOX 4925 SAN RAFAEL, CA 94913-4925 marincoe@marin.k12.ca.us

DX 4925 MARY JANE BURKE MARIN COUNTY SUPERINTENDENT OF SCHOOLS VENDOR PAYMENT CERTIFICATION (415) 472-4110 FAX (415) 491-6625

AMOUNT

616.65

66

8/8/12 Date

District Name	Sausalito Marin City	District No.	47

BATCH NUMBER

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of  $\frac{29.783.31}{29.783.31}$ 

FUND NUMBER


<u> </u>	
	( )

Authorized Signature

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Marin County Office of Education Business Form No. 119  $$\rm BUILDING$  THE FUTURE . . . ONE STUDENT AT A TIME

DISTRICT: 47 SAUSA BATCH: 0009 GEN FUND : 01	LITO SCHOOL DISTRIC ERAL FUND GENERAL FUND	FOR WARRANTS DATED 08/10/2012		
	DDR NAME (REMIT) EQ# REFERENCE LN	DEPOSIT TYPE AB FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	BA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
02978957 070067/	APPLE			
	PO-130096 1	01-9479-0-4300.00-1110-1010-101-000-000	9158298843 1,5	500.00

		PO-130096 1. 01-9479-0-4300.00-1110-1010-101-000-000 9158298843	1,500.00
		PO-130097 1. 01-9479-0-4300.00-1110-1010-101-000-000 9158097287	322.92
		PO-130104 1. 01-9472-0-4300.00-0000-2495-100-000-000 4200136036	323.73
		1. 01-9472-0-4300.00-0000-2495-100-000-000 4200002443 WARRANT TOTAL	534.60 \$2,681.25
02978958	070329/	AT&T CALNET 2	
		PO-130001 1. 01-0000-0-5970.00-0000-2700-700-000-000 7/12 WARRANT TOTAL	330.79 \$330.79
02978959	070641/	BLACKBOARD CONNECT INC.	
		PV-130033 01-0000-0-5930.00-0000-2700-700-000-000 1104872 WARRANT TOTAL	567.50 \$567.50
02978960	070308/	CDW-G	
		PO-130023 1. 01-9479-0-4300.00-1110-1010-101-000-000 M981190	1,013.60
		PO-130105 1. 01-9472-0-4300.00-0000-2495-100-000-000 N665663 WARRANT TOTAL	7,121.65 \$8,135.25
02978961	002547/	DISCOVERY OFFICE SYSTEMS	
		PO-130026 1. 01-0000-0-5605.00-0000-7200-725-000-000 7/12 WARRANT TOTAL	153.76 \$153.76
02978962	000025/	HAGEL SUPPLY	
		PO-130099 1. 01-8150-0-4300.00-0000-8100-735-000-000 323647 WARRANT TOTAL	60.00 \$60.00
02978963	070702/	KK MUSIC STORE	
		PO-130103 1. 01-9476-0-4400.00-1454-1010-100-000-000 10142038 WARRANT TOTAL	6,922.65 \$6,922.65
02978964	070700/	MATH SOLUTIONS	
		PO-130046 1. 01-9479-0-4300.00-1110-1010-101-000-000 62998 WARRANT TOTAL	170.90 \$170.90

APY250 H.02.09

### Marin County Office of Education COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 08/10/2012

### BATCH: 0009 GENERAL FUND FUND : 01 GENERAL FUND

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

VNT VENDOR/ADDR REQ#			ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
02978965 001927/	MILL VALLEY SERVICES			
	CM-130000 01-9472-0-4300	.00-1110-1010-100-000-000	77158	34.52-
	PO-130089 1. 01-9479-0-4300	.00-1110-1010-101-000-000	771031	6.05
	PO-130100 1. 01-9472-0-4300	.00-1110-1010-100-000-000	77104	321.15
	PO-130107 2. 01-9472-0-4300	.00-1110-1010-100-000-000	771171	55.32
	2. 01-9472-0-4300	.00-1110-1010-100-000-000 WARRANT TOTAL	771051	309.05 \$657.05
02978966 070406/	SILYCO			
	PO-130032 1. 01-0000-0-5849	.00-0000-2420-700-000-000 WARRANT TOTAL	JULY2012	3,600.00 \$3,600.00
02978967 002680/	STEPHEN ROATCH ACCOUNTANCY			
	CL-120059 01-0000-0-5809	.00-0000-7110-000-000-000 WARRANT TOTAL	Final billing 2010-11 Audit	1,571.00 \$1,571.00
02978968 070525/	US BANCORP EQUIP. FINANCE INC			
	PO-130028 1. 01-0000-0-5605	.00-0000-7200-700-000-000 WARRANT TOTAL	7/12	744.47 \$744.47
02978969 000078/	WATERSTREET CO			
	PV-130032 01-8150-0-4300	.00-0000-8100-735-000-000 WARRANT TOTAL	7/12	22.03 \$22.03
*** FUND	TOTALS *** TOTAL NUMBER	OF WARRANTS: 13	TOTAL AMOUNT OF WARRANTS:	\$25,616.65*

COMM	ounty Office of Educati ERCIAL WARRANT REGISTER WARRANTS DATED 08/10/20	R	08/09/12	PAGE 21
REQ# REFERENCE LN FD RESC Y OBJT SO		ABA NUM ACCOUNT NUM DESCRIPTION		AMOUNT
02978970 070527/ SEQUOIA LANDSCAPE				
	-0000-8500-735-000-000 RRANT TOTAL	3032		4,166.66 \$4,166.66
*** FUND TOTALS *** TOTAL NUMBER OF	WARRANTS: 1	TOTAL AMOUNT OF WARRANTS:		\$4,166.66*
*** BATCH TOTALS *** TOTAL NUMBER OF	WARRANTS: 14	TOTAL AMOUNT OF WARRANTS:		\$29,783.31*
*** DISTRICT TOTALS *** TOTAL NUMBER OF	WARRANTS: 14	TOTAL AMOUNT OF WARRANTS:		\$29,783.31*

Printed: 08/10/2012 10:11:00

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# OFFICE OF EDUCATION

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DX 4925 MARY JANE BURKE MARIN COUNTY SUPERINTENDENT OF SCHOOLS VENDOR PAYMENT CERTIFICATION (415) 472-4110 FAX (415) 491-6625

8/10/12 Date

District Name	Sausalito Marin	City	District No.	47
			510(110(140.	

The Governing Board of the District named hereon hereby authorizes and directs payment

	1 of \$ 74908.45	
FUND NUMBER	BATCH NUMBER	AMOUNT
01	10	74,908.45
-		
· · · ·		
	Authorized Signature	a Ricmen

Marin County Office of Education Business Form No. 119  $$\rm BUILDING$  THE FUTURE . . . ONE STUDENT AT A TIME

)ISTRICT:	47 SAUSALITO SCHOOL DISTRICT	FOR WA
BATCH:	0010 GENERAL FUND	
UND :	01 GENERAL FUND	

hNT	VENDOR/ADDR REQ#	REFERENCE LN FD RESC Y OBJT		ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
)2979251	070358/	AT&T			
		PO-130003 1. 01-0000-0-5970	.00-0000-7200-700-000-000 WARRANT TOTAL	7/12	32.18 \$32.18
)2979252	070513/	BOYS AND GIRLS CLUB			
		PO-130122 1. 01-6010-0-5840	.00-1110-1010-700-000-000 WARRANT TOTAL	SMCSD 8-2012	11,250.00 \$11,250.00
)2979253	070569/	FORREST CORSON			
		PV-130036 01-8150-0-4300	.00-0000-8100-735-000-000 WARRANT TOTAL	Reimb. Truck parts	82.49 \$82.49
)2979254	000523/	FIREMASTER			
		PV-130034 01-8150-0-5600	.00-0000-8110-735-000-000 WARRANT TOTAL	11211	1,305.01 \$1,305.01
)2979255	000151/	LAKESHORE			
		PO-130108 1. 01-9479-0-4300	.00-1110-1010-101-000-000 WARRANT TOTAL	2910920812	356.95 \$356.95
)2979256	000045/	MARIN COUNTY OFFICE OF EDUC			
		CL-120060 01-0000-0-5849	.00-0000-7150-725-000-000 WARRANT TOTAL	121426	55,970.25 \$55,970.25
)2979257	070470/	MARIN RESOURCE RECOVERY CENTER	L .		
		PV-130038 01-0000-0-5550	.00-0000-8200-000-000-000 WARRANT TOTAL	7/12	120.00 \$120.00
32979258	000046/	MCSBA			
		PV-130035 01-0000-0-5300	0.00-0000-7110-725-000-000 WARRANT TOTAL	12-13 membership-Ziegler	75.00 \$75.00
02979259	001927/	MILL VALLEY SERVICES			
		PO-130118 1. 01-9479-0-4300	0.00-1110-1010-101-000-000 WARRANT TOTAL	771361	70.17 \$70.17
02979260	000150/	NATIONAL SCHOOL FORMS			
		PO-130045 1. 01-0000-0-4300	0.00-1110-1010-101-000-000	207665764	168.40

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT BATCH: 0010 GENERAL FUND FUND : 01 GENERAL FUND

#### NT VENDOR/ADDR NAME (REMIT) DEPOSIT TYPE ABA NUM ACCOUNT NUM 1. REQ# REFERENCE LN FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP DESCRIPTION AMOUNT ..... WARRANT TOTAL \$168.40 02979261 001811/ STATE OF CALIFORNIA PV-130037 01-0000-0-5821.00-0000-7200-725-000-000 921811 128.00 WARRANT TOTAL \$128.00 02979262 002680/ STEPHEN ROATCH ACCOUNTANCY PO-130121 1. 01-0000-0-5809.00-0000-7110-000-000-000 11-12 Audit Billing 2 5,350.00 WARRANT TOTAL \$5,350.00 \*\*\* FUND TOTALS \*\*\* TOTAL NUMBER OF WARRANTS: 12 TOTAL AMOUNT OF WARRANTS: \$74,908.45\* \*\*\* BATCH TOTALS \*\*\* TOTAL NUMBER OF WARRANTS: 12 TOTAL AMOUNT OF WARRANTS: \$74,908.45\* \*\*\* DISTRICT TOTALS \*\*\* TOTAL NUMBER OF WARRANTS: 12 TOTAL AMOUNT OF WARRANTS: \$74,908.45\*

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# MARIN COUNTY

# OFFICE OF EDUCATION

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DX 4925 MARY JANE BURKE MARIN COUNTY SUPERINTENDENT OF SCHOOLS VENDOR PAYMENT CERTIFICATION (415) 472-4110 FAX (415) 491-6625

8/22 Date **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 \$ 148, 685, 77.

FUND NUMBER	BATCH NUMBER	AMOUNT
	//	147,910,77 775,00
40	//	775.00
	Authorized Signature	ula Rignay

Marin County Office of Education Business Form No. 119  $$\rm BUILDING$  THE FUTURE . . . ONE STUDENT AT A TIME

	0011 GENERAL	SCHOOL DISTRICT FUND ERAL FUND	FOR WARRANTS DATED 08/24		
i iNT			DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT G		AMOUNT
02980025	070707/	ALBRECHT & CO.			
		PO-130120 1.	01-9479-0-4300.00-1110-1010-101-000-0 WARRANT TOTAL	00 227128	862.01 \$862.01
02980026	070358/	AT&T			
		PO-130003 1.	01-0000-0-5970.00-0000-7200-700-000-0 WARRANT TOTAL	00 8/12	88.95 \$88.95
02980027	070329/	AT&T CALNET 2			
		PO-130001 1.	01-0000-0-5970.00-0000-2700-700-000-0	00 8/12	434.63
		1.	01-0000-0-5970.00-0000-2700-700-000-0 WARRANT TOTAL	00 8/12	28.96 \$463.59
02980028	002749/	CROWN TROPHY			
		PO-130102 1.	01-9472-0-4300.00-1110-1010-100-000-0 WARRANT TOTAL	00 16271	943.09 \$943.09
02980029	000557/	CURRICULUM ASSO	CIATES INC.		
		PO-130051 1.	01-0000-0-4300.00-1110-1010-100-000-0 WARRANT TOTAL	00 90167674	336.98 \$336.98
02. J30	070693/	DANIELLE DENTON			
		PV-130042	01-9476-0-5230.00-1451-1010-700-000-0 WARRANT TOTAL	00 7-8/12 Mileage Reimb.	133.98 \$133.98
02980031	070706/	GREENFIELD LEAR	NING		
		PO-130124 1.	01-6500-0-4307.00-5770-1110-700-000-0 WARRANT TOTAL	00 2761	8,300.00 \$8,300.00
02980032	000029/	HM RECEIVABLES			
		PO-130048 1.	01-1100-0-4300.00-1110-1010-100-000-0 WARRANT TOTAL	00 948609884	2,709.05 \$2,709.05
02980033	000701/	HYDREX PEST CON	TROL		
		PO-130080 1.	01-0000-0-5525.00-0000-8200-000-0 WARRANT TOTAL	00 7/12	415.00 \$415.00

Marin County Office of Education

COMMERCIAL WARRANT REGISTER

08/23/12 PAGE

16

APY250 H.02.09

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT BATCH: 0011 GENERAL FUND FUND : 01 GENERAL FUND

ANT	VENDOR/ADDR REQ#	NAME (REMIT) DEPOSIT T REFERENCE LN FD RESC Y OBJT SO GOAL FU	INC LOC ACT GRP DESCRIPTION	NUM AMOUNT
02980034	070699/	LEGO EDUCATION		
		PO-130064 1. 01-9479-0-4300.00-1110-10 WARRANT TO		4,222.52 \$4,222.52
02980035	001794/	LOUIE'S DELI		
		PV-130040 01-9479-0-4300.00-1110-10 WARRANT TO		649.40 \$649.40
02980036	000506/	LOZANO SMITH		
		PO-130073 1. 01-0000-0-5829.00-0000-71 WARRANT TO		4,734.00 \$4,734.00
02980037	000045/	MARIN COUNTY OFFICE OF EDUC		
		CL-120061 01-9001-0-7142.00-5001-92	200-700-000-000 121486	62,718.55
		CL-120064 01-6500-0-5839.00-5770-12	121526	7,128.83
		CL-120065 01-6500-0-5839.00-5770-12	121447	301.49
		CL-120067 01-0000-0-5840.00-0000-3	120-700-000-000 121509	15,718.29
		CL-120068 01-0000-0-5840.00-0000-3	120-700-000-000 121515	2,475.59
		PO-130071 1. 01-0000-0-5840.00-0000-72 WARRANT TO		4,849.00 \$93,191.75
02980038	000047/	MARIN MUNICIPAL WATER DST		
		PO-130010 1. 01-0000-0-5535.00-0000-82 WARRANT TO		4,067.56 \$4,067.56
02980039	001746/	THE MCGRAW-HILL COMPANIES		n de la constante de
		PO-130049 1. 01-1100-0-4300.00-1110-10 WARRANT TO		1,441.65 \$1,441.65
02980040	001927/	MILL VALLEY SERVICES		
		PO-130100 1. 01-9472-0-4300.00-1110-10	010-100-000-000 77122	321.15
		1. 01-9472-0-4300.00-1110-10 WARRANT TO		642.30 \$963.45

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT BATCH: 0011 GENERAL FUND FUND : 01 GENERAL FUND

ANT	VENDOR/ADDR REQ#	NAME (REMIT) [ REFERENCE LN FD RESC Y OBJT S(		ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
02980041	000548/	MOLLIE STONE'S			
			0-1110-1010-101-000-000 ARRANT TOTAL	93013	35.50 \$35.50
02980042	070281/	SCHOOL OUTFITTERS			
		PO-130111 1. 01-9476-0-4400.00 W/	0-1454-1010-100-000-000 ARRANT TOTAL	1991568	1,262.30 \$1,262.30
02980043	001513/	SCHOOL SERVICES OF CALIFORNIA			
		PO-130036 1. 01-0000-0-5210.00 W/	0-0000-7300-725-000-000 ARRANT TOTAL	W671481	195.00 \$195.00
02980044	070527/	SEQUOIA LANDSCAPE			
		PO-130125 1. 01-8150-0-5600.00 W/	0-0000-8110-735-000-000 ARRANT TOTAL	3043	1,500.00 \$1,500.00
02980045	001953/	SPECTRUM CENTER			
		PO-130075 1. 01-6500-0-5833.00 W	0-5750-1185-700-000-000 ARRANT TOTAL	94712-3	12,621.01 \$12,621.01
02980046	000866/	T & B SPORTS			
		PO-130067 1. 01-9479-0-4300.0 W	0-1110-1010-101-000-000 ARRANT TOTAL	146022	3,580.54 \$3,580.54
02980047	002062/	TRIUMPH LEARNING LLC			
			0-1110-1010-100-000-000 ARRANT TOTAL	896112	1,497.12 \$1,497.12
02980048	070183/	UNIVERSAL PUBLISHING			
			0-1110-1010-100-000-000 ARRANT TOTAL	52217	103.13 \$103.13
02980049	070080/	WATER COMPONENTS & BUILDING			
			0-0000-8100-735-000-000 ARRANT TOTAL	30307867	108.16 \$108.16
02980050	070703/	WOODWIND & BRASSWIND			
		PO-130109 1. 01-9476-0-4400.0	0 - 1454 - 1010 - 100 - 000 - 000	13467008, 13475446	755.92

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT BATCH: 0011 GENERAL FUND FUND : 01 GENERAL FUND

ï	٩NT	VENDOR/ADDR REQ#			DEPOS FD RESC Y OBJT SO GOA	IT TYPE L FUNC L		ABA NUM DESCI	ACCOUNT NUM RIPTION	AMOUNT
			PO-130110	1.	01-9476-0-4400.00-145	4-1010-1	00 - 000 - 000	1349	1272	1,685.87
			PO-130112	1.	01-9476-0-4400.00-145 WARRAN	4-1010-1 T TOTAL	00 - 000 - 000	1346	7011, 13475447, 13530517	1,043.24 \$3,485.03
	*	** FUND T	OTALS ***		TOTAL NUMBER OF WAR	RANTS:	26	TOTAL AMO	JNT OF WARRANTS:	\$147,910.77*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

### Marin County Office of Education COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 08/24/2012

BATCH: 0011 GENER FUND : 40 SI	AL FUND PECIAL RESERVE~CA	P OUTLAY #1			
, ₄NT VENDOR∕ADD REQ:		DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC		ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
02980051 070691/	ARCHITECTS OF	ACHIEVEMENT			
	PO-130027 1	. 40-0000-0-5807.00-0000-8500- WARRANT TOTAL	700 - 000 - 000	07-12-11311	775.00 \$775.00
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS:	1	TOTAL AMOUNT OF WARRANTS:	\$775.00*
*** BATCH	TOTALS ***	TOTAL NUMBER OF WARRANTS:	27	TOTAL AMOUNT OF WARRANTS:	\$148,685.77*
*** DISTRICT	TOTALS ***	TOTAL NUMBER OF WARRANTS:	27	TOTAL AMOUNT OF WARRANTS:	\$148,685.77*
5	~ ~ ~ ~ ~				

Printed: 08/24/2012 09:09:34



MARIN COUNTY OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925 SAN RAFAEL, CA 94913-4925 marincoe@marin.k12.ca.us

DX 4925 MARY JANE BURKE MARIN COUNTY SUPERINTENDENT OF SCHOOLS VENDOR PAYMENT CERTIFICATION (415) 472-4110 FAX (415) 491-6625

8/29/12 Date

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  $\frac{157}{746.20}$ .

FUND NUMBER

BATCH NUMBER

AMOUNT

01	12		157,796.20
			•
	Authorized Signature	Jaula.	Ricmeer
		/	

Marin County Office of Education Business Form No. 119  $$\rm BUILDING\ THE\ FUTURE\ .$  . ONE STUDENT AT A TIME

APY250	H.02.09
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DISTRI	CT:	47 SAUSALITO SCHOOL DISTRICT	
BAT	CH:	0012 GENERAL FUND	
FUND	;	01 GENERAL FUND	

: NT	VENDOR/ADDR REQ#	NAME (REMIT) DEPOSIT TYPE ABA NUM ACCOUNT NUM REFERENCE LN FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP DESCRIPTION	AMOUNT
02980689	002765/	ALADDINS AUTOMOTIVE	
		PV-130043 01-8150-0-5600.00-0000-8110-735-000-000 Bus repair & maintenance WARRANT TOTAL	3,197.68 \$3,197.68
02980690	070067/	APPLE	
		PO-130096 1. 01-9479-0-4300.00-1110-1010-101-000-000 4202383378 WARRANT TOTAL	750.00 \$750.00
02980691	002896/	ARMOR LOCKSMITH	
		PV-130052 01-8150-0-4300.00-0000-8100-735-000-000 10366 WARRANT TOTAL	33.48 \$33.48
02980692	000192/	AT&T	
		PO-130002 1. 01-0000-0-5970.00-0000-2700-000-000-000 8/12 WARRANT TOTAL	1,480.64 \$1,480.64
02980693	070550/	KELLY BROWNING	
		PO-130129 1. 01-9471-0-5800.00-1110-1010-700-000-000 9/12 WARRANT TOTAL	240.00 \$240.00
02980694	000608/	BURKELL PLUMBING	
		PV-130046 01-8150-0-5600.00-0000-8110-735-000-000 26849 WARRANT TOTAL	148.00 \$148.00
02980695	002085/	CAFIS	
		PV-130048 01-0000-0-5300.00-0000-7110-725-000-000 12-13 Dues WARRANT TOTAL	25.00 \$25.00
02980696	070684/	GLENA COLEMAN	
		PV-130056 01-9472-0-4300.00-1110-1010-100-000-000 Supplies Pre K-3 WARRANT TOTAL	65.32 \$65.32
02980697	070690/	AMELIA CORBETT GREEN	
		PO-130130 1. 01-9471-0-5840.00-1110-1010-700-000-000 9/12 WARRANT TOTAL	1,505.50 \$1,505.50
02980698	002705/	EDHELPER.COM	
		PO-130131 1. 01-1100-0-4300.00-1110-1010-000-000 6643525504394	479.76

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT BATCH: 0012 GENERAL FUND FUND : 01 GENERAL FUND

۷.	,NT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD RESC Y OBJT	DEPOSIT TYPE SO GOAL FUNC LOC ACT GRP	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
			2.	01-1100-0-4300	.00-1110-1010-101-000-000 WARRANT TOTAL	6643525504394	479.76 \$959.52
02980	)699	000700/	ELECTRIX				
			PV-130045	01-8150-0-5600	.00-0000-8110-735-000-000 WARRANT TOTAL	17155	568.50 \$568.50
02980	)700	000023/	GOODMAN BUILDIN	G SUPPLY CO.			
			PO-130083 1.	01-8150-0-4300	.00-0000-8100-735-000-000 WARRANT TOTAL	Due 9/11/12	174.29 \$174.29
02980	0701	000029/	HM RECEIVABLES				
			PO-130043 1.	01-0000-0-4300	.00-1110-1010-101-000-000 WARRANT TOTAL	948661975	641.41 \$641.41
02980	0702	070708/	IXL LEARNING				
			PO-130126 1.	01-6500-0-4307	.00-5770-1110-700-000-000 WARRANT TOTAL	S233402	315.00 \$315.00
02980	0703	000045/	MARIN COUNTY OF	FICE OF EDUC			
			PO-130070 1.	01-0000-0-5930	.00-0000-7180-700-000-000 WARRANT TOTAL	130137	1,153.73 \$1,153.73
02980	0704	001927/	MILL VALLEY SER	VICES			
			PO-130039 1.	01-9479-0-4300	.00-1110-1010-101-000-000	770891	12.64
			PO-130100 1.	01-9472-0-4300	.00-1110-1010-100-000-000	77299	321.15
			PO-130127 1.	01-0000-0-4300	.00-0000-7200-725-000-000 WARRANT TOTAL	77350	107.06 \$440.85
02980	0705	070071/	MSIA - PROP. LI	ABILITY			
			PV-130050	01-0000-0-5450	.00-0000-7200-700-000-000 WARRANT TOTAL	MSIA-2013-PL-017	42,028.00 \$42,028.00
02980	0706	000058/	PG&ECO				
			PO-130000 1.	01-0000-0-5510	.00-0000-8200-000-000-000 WARRANT TOTAL	Due 9/10/12	4,943.11 \$4,943.11

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT BATCH: 0012 GENERAL FUND FUND : 01 GENERAL FUND

### NT VENDOR/ADDR NAME (REMIT) DEPOSIT TYPE ABA NUM ACCOUNT NUM ι REQ# REFERENCE LN FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP DESCRIPTION AMOUNT . . . . . . . . 02980707 070709/ KARLI PIERCE PV-130055 01-9479-0-4300.00-1110-1010-101-000-000 Reimb. Flight to IB training 659.18 WARRANT TOTAL \$659.18 VALERIE PITTS 02980708 070645/ PV-130057 01-0000-0-4300.00-0000-7150-725-000-000 112.90 Reimb. Lunch for meetings WARRANT TOTAL \$112.90 02980709 070222/ PROTECTION ONE PO-130004 1. 01-0000-0-5840.00-0000-8300-100-000-000 9/12 68.93 2. 01-0000-0-5840.00-0000-8300-101-000-000 9/12 578.46 3. 01-0000-0-5840.00-0000-8300-103-000-000 9/12 103.29 WARRANT TOTAL \$750.68 02980710 002782/ SCHOOL SPECIALTY EDUCATION PO-130065 1. 01-9479-0-4300.00-1110-1010-101-000-000 308101388876 824.75 WARRANT TOTAL \$824.75 02980711 000614/ JAMES SCULLION PV-130053 01-9472-0-4300.00-1110-1010-100-000-000 Reimb. 29.66 WARRANT TOTAL \$29.66 02980712 001206/ SHELL OIL CO. PV-130049 01-0000-0-4301.00-0000-8110-735-000-000 8/12 201.09 WARRANT TOTAL \$201.09 02980713 070200/ STANDARD INSURANCE COMPANY CB PV-130044 01-0000-0-9520.00-0000-0000-000-000-000 503140-5001 365.30 01-0000-0-9520.00-0000-0000-000-000-000 503140-5000 86.14 WARRANT TOTAL \$451.44 02980714 070522/ TENISHA TATE PV-130051 01-9472-0-4300.00-0000-2495-100-000-000 Reimb. 62.60 WARRANT TOTAL \$62.60 02980715 002834/ TIMELY TRANSPORTATION PO-130024 1. 01-7230-0-5840.00-1110-3600-700-000-000 9/12 3,898.00

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT BATCH: 0012 GENERAL FUND FUND : 01 GENERAL FUND

l n	IT VENDOR/ADDR REQ#		DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC		ABA NUM ACCO DESCRIPTI	UNT NUM ON	AMOUNT
			WARRANT TOTAL	-			\$3,898.00
0298071	.6 070046/	WESTAMERICA BA	NK				
		PV-130054	01-0000-0-7438.00-0000-9100	700-000-176	Loan Paym	ent	2,883.10
			01-0000-0-7439.00-0000-9100 WARRANT TOTAL		Loan Paym	ent	16,515.77 \$19,398.87
0298071	.7 002172/	WILLOW CREEK A	CADEMY				
		PV-130047	01-0000-0-8096.00-0000-9200 WARRANT TOTAL		Aug. 12 i	n lieu	72,737.00 \$72,737.00
	*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS:	29	TOTAL AMOUNT O	F WARRANTS:	\$157,796.20*
	*** BATCH	TOTALS ***	TOTAL NUMBER OF WARRANTS:	29	TOTAL AMOUNT O	F WARRANTS:	\$157,796.20*
	*** DISTRICT	TOTALS ***	TOTAL NUMBER OF WARRANTS:	29	TOTAL AMOUNT O	F WARRANTS:	\$157,796.20*

Printed: 08/31/2012 10:27:46



# MARIN COUNTY OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925 SAN RAFAEL, CA 94913-4925 marincoe@marin.k12.ca.us

DX 4925 MARY JANE BURKE MARIN COUNTY SUPERINTENDENT OF SCHOOLS VENDOR PAYMENT CERTIFICATION (415) 472-4110 FAX (415) 491-6625

9/5/12 Date

District Name	Sausalito Mari	ln City	District No.	47
Biotriotriarito				

The Governing Board of the District named hereon hereby authorizes and directs payment

of vendor payments in the total of  $\frac{48}{26}$ ,  $\frac{162}{26}$ .

FUND NUMBER	BATCH NUMBER	AMOUNT
01		48,262.26
		······································
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		$\wedge$
	Authorized Signature	rila Rigney
		$\mathcal{U}$

Marin County Office of Education Business Form No. 119  $$\rm BUILDING$  THE FUTURE . . . ONE STUDENT AT A TIME

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT BATCH: 0013 GENERAL FUND

BAICH:	0013	GENERAL FUND	
FUND :	01	GENERAL FUND	

kNT	VENDOR/ADDR REQ#		FD RESC Y OBJT	DEPOSIT TYPE SO GOAL FUNC LOC ACT GRP	ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
)2981242	070358/	AT&T				
		PO-130003 1.	01-0000-0-5970.	.00-0000-7200-700-000-000 WARRANT TOTAL	8/12	31.23 \$31.23
)2981243	070329/	AT&T CALNET 2				
		PO-130001 1.	01-0000-0-5970	.00-0000-2700-700-000-000 WARRANT TOTAL	8/12	352.71 \$352.71
)2981244	000006/	BAY CITIES REFL	ISE INC			
		PO-130128 1.	01-0000-0-5550	.00-0000-8200-000-000-000 WARRANT TOTAL	8-9/12	959.25 \$959.25
)2981245	070513/	BOYS AND GIRLS	CLUB			
		PO-130122 1.	01-6010-0-5840	.00-1110-1010-700-000-000 WARRANT TOTAL	SMCSD 9-2012	11,250.00 \$11,250.00
)2981246	002345/	EMPIRE ELEVATOR	R CO INC			
		PO-130012 1.	01-8150-0-5600	.00-0000-8110-735-000-000 WARRANT TOTAL	73404	114.40 \$114.40
)2981247	001509/	PAULA HAMMONS				
		PV-130062	01-0000-0-4300	.00-1110-1010-100-000-000 WARRANT TOTAL	Classroom supplies	10.44 \$10.44
)2981248	000039/	KAISER FOUNDAT	ON			
		PV-130058	01-0000-0-3402	.00-0000-7110-700-000-000	16734-0001	543.43
			01-0000-0-9520	.00-0000-0000-000-000-000	16734-0001	10,198.03
			01-0000-0-9520	.00-0000-0000-000-000-000 WARRANT TOTAL	578-0002	14,971.52 \$25,712.98
02981249	000045/	MARIN COUNTY OF	FICE OF EDUC			
		PV-130063	01-0000-0-5829	.00-0000-7100-000-000-000 WARRANT TOTAL	121568	603.23 \$603.23
02981250	000117/	MARIN SCHOOLS	JPA/VISION			
		PV-130060	01-0000-0-9520	. 00 - 0000 - 0000 - 000 - 000 - 000	9/12	317.04

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT BATCH: 0013 GENERAL FUND FUND : 01 GENERAL FUND

∖ ,NT	REQ#			DEPOSIT TYPE SO GOAL FUNC LOC A	CT GRP	IM ACCOUNT NUM DESCRIPTION	AMOUNT
				WARRANT TOTAL			\$317.04
02981251	070573/	MCMASTER CARR					
		PO-130132 1	01-8150-0-4300	.00-0000-8100-735-0 WARRANT TOTAL	00 - 000	35807002	244.95 \$244.95
02981252	000015/	MSIA DENTAL					
		PV-130059	01-0000-0-9520	.00-0000-0000-000-0 WARRANT TOTAL	00 - 000	9/12	3,931.52 \$3,931.52
02981253	000058/	PG&ECO					
		PO-130000 1	. 01-0000-0-5510	.00-0000-8200-000-0 WARRANT TOTAL	00-000	Due 9/13/12	20.70 \$20.70
02981254	070384/	FLORA SANCHEZ					
		PV-130061	01-0000-0-5230	.00-0000-2700-700-0 WARRANT TOTAL	00-000	Mileage 8/12	4.99 \$4.99
02981255	001517/	SCHOOLS FOR SO	JND FINANCE				
		PV-130064	01-0000-0-5300	.00-0000-7110-725-0 WARRANT TOTAL	00-000	2012-08-153	500.00 \$500.00
02256	070406/	SILYCO					
		PO-130032 1	. 01-0000-0-5849	.00-0000-2420-700-0 WARRANT TOTAL	00-000	AUG2012	3,600.00 \$3,600.00
02981257	000866/	T & B SPORTS					
		PV-130065	01-9479-0-4300	.00-1110-1010-101-0 WARRANT TOTAL	00 - 000	22584	49.41 \$49.41
02981258	070703/	WOODWIND & BRA	SSWIND				
		PO-130110 1	. 01-9476-0-4400	.00-1454-1010-100-0	00 - 000	13731724	32.39
		PO-130112 1	. 01-9476-0-4400	.00-1454-1010-100-0 WARRANT TOTAL	00-000	13731725	527.02 \$559.41
ŕ	*** FUND	TOTALS ***	TOTAL NUMBER	OF WARRANTS: 17	TOTA	L AMOUNT OF WARRANTS:	\$48,262.26*
ł	*** BATCH	TOTALS ***	TOTAL NUMBER	OF WARRANTS: 17	TOTA	L AMOUNT OF WARRANTS:	\$48,262.26*
ŕ	*** DISTRICT	TOTALS ***	TOTAL NUMBER	OF WARRANTS: 17	TOTA	L AMOUNT OF WARRANTS:	\$48,262.26*
Printed:	09/07/2012 08	8:33:06					



# MARIN COUNTY Defice of Education

1111 LAS GALLINAS AVENUE/P.O. BOX 4925 SAN RAFAEL, CA 94913-4925 marincoe@marin.k12.ca.us

DX 4925 MARY JANE BURKE MARIN COUNTY SUPERINTENDENT OF SCHOOLS VENDOR PAYMENT CERTIFICATION (415) 472-4110 FAX (415) 491-6625

Date 9/12/12

District Name	Sausalito Mar	cin City	 District No.	47	

The Governing Board of the District named hereon hereby authorizes and directs payment

of vendor payments in the total of  $\frac{10,899,69}{10,899,69}$ 

FUND NUMBER

BATCH NUMBER

AMOUNT

01	t e.j		10, 899.69
	Authorized Signature	Jaula	Bigney

Marin County Office of Education Business Form No. 119  $$\rm BUILDING$  THE FUTURE . . . ONE STUDENT AT A TIME

4PY250 H	1.02.09	)
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DISTRI	CT:	47 SA	AUSALITO	SCHOOL	DISTRICT
BAT	CH:	0014	GENERAL	FUND	
FUND	:	01	GENE	ERAL FUI	ND

k .NT	REQ#		FD RESC Y OBJT SO GO		ABA NUM ACCOUNT NUM DESCRIPTION	AMOUNT
02982039		AT&T				
		PO-130003 1.	01-0000-0-5970.00-00 WARR4	00-7200-700-000-000 NT TOTAL	9/12	88.95 \$88.95
02982040	070652/	CAMERON COMMUNI	CATIONS			
		PV-130074	01-8150-0-5600.00-00 WARR4	00-8110-735-000-000 NT TOTAL	3626	120.00 \$120.00
02982041	070569/	FORREST CORSON				
		PV-130076	01-8150-0-4300.00-00 WARR4	00-8100-735-000-000 NT TOTAL	Key Blanks	24.51 \$24.51
02982042	070331/	SHAYLA DAVIS				
		PV-130067	01-0000-0-5230.00-00 WARR4	00-2700-700-000-000 NT TOTAL	Mileage 8/12	2.22 \$2.22
02982043	070693/	DANIELLE DENTON				
		PV-130066	01-0000-0-5230.00-00 WARRA	00-2700-700-000-000 NT TOTAL	Mileage - 8/12	29.64 \$29.64
02982044	002547/	DISCOVERY OFFIC	E SYSTEMS			
		PO-130026 1.	01-0000-0-5605.00-00	00-7200-725-000-000	8/12	177.87
		2.	01-0000-0-5605.00-12	10 - 1010 - 100 - 000 - 000	8/12	264.86
		3.	01-0000-0-5605.00-1 WARR/	10-1010-101-000-000 NT TOTAL	8/12	106.12 \$548.85
02982045	070602/	EBS HEALTHCARE				
		PV-130071	01 - 6500 - 0 - 5835 . 00 - 57 WARR/	70-1182-700-000-000 NT TOTAL	221363	3,108.00 \$3,108.00
02982046	002345/	EMPIRE ELEVATOR	CO INC			
		PO-130012 1.	01-8150-0-5600.00-00 WARR/	00-8110-735-000-000 NT TOTAL	73403	343.20 \$343.20
02982047	002158/	JULIUS HOLTZCLA	A			
		PV-130075	01-9472-0-4300.00-12	10 - 1010 - 100 - 000 - 000	Reimb. Supplies	19.65

V

### Marin County Office of Education COMMERCIAL WARRANT REGISTER FOR WARRANTS DATED 09/14/2012

REQ# REFERENCE LN FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP DESCRIPTION

DEPOSIT TYPE ABA NUM ACCOUNT NUM

AMOUNT

744.47

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT BATCH: 0014 GENERAL FUND FUND : 01 GENERAL FUND

NT VENDOR/ADDR NAME (REMIT)

	NLUT	REFERENCE EN TO RESCT OBST SO GOAE TONG EOG ACT GRA DESCRITTION	74100111
		WARRANT TOTAL	\$19.65
02982048	001704/	HOME DEPOT	
		PV-130068 01-8150-0-4300.00-0000-8100-735-000-000 Maintenance purchases WARRANT TOTAL	482.36 \$482.36
02982049	000045/	MARIN COUNTY OFFICE OF EDUC	
		PO-130069 1. 01-0000-0-5840.00-0000-7705-700-000-000 130180	1,785.00
		PV-130069 01-0000-0-5300.00-0000-7110-725-000-000 121598 WARRANT TOTAL	521.00 \$2,306.00
02982050	000580/	MARIN COUNTY SHERIFF DEPART.	
		PV-130073 01-0000-0-5821.00-0000-7200-725-000-000 12682 WARRANT TOTAL	40.00 \$40.00
02982051	070470/	MARIN RESOURCE RECOVERY CENTER	
		PO-130123 1. 01-0000-0-5550.00-0000-8200-000-000-000 8/12 WARRANT TOTAL	794.00 \$794.00
02982052	001927/	MILL VALLEY SERVICES	
		PO-130039 1. 01-9479-0-4300.00-1110-1010-101-000-000 77394I	75.90
		PO-130089 1. 01-9479-0-4300.00-1110-1010-101-000-000 77152I	48.79

		20-120093	WARRANT TOTAL	//1521	\$124.69
02982053	070381/	PEDIATRIC CON	ITRACTING SERVICES		
		PV-130072	01-6500-0-5835.00-5770-1182-700-000-000 WARRANT TOTAL	22439	435.00 \$435.00
02982054	070552/	SLIDE RANCH			
		PV-130070	01-9471-0-5819.00-1110-1010-700-000-000 WARRANT TOTAL	11/13/12 Field Trip	125.00 \$125.00
02982055	002545/	SONITROL			
		PO-130019	1. 01-0000-0-5840.00-0000-8300-101-000-000 WARRANT TOTAL	1217172	1,563.15 \$1,563.15
02982056	070525/	US BANCORP EC	QUIP. FINANCE INC		

PO-130028 1. 01-0000-0-5605.00-0000-7200-700-000-000

8/12

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT BATCH: 0014 GENERAL FUND FUND : 01 GENERAL FUND

#### NT VENDOR/ADDR NAME (REMIT) DEPOSIT TYPE ABA NUM ACCOUNT NUM V REQ# REFERENCE LN FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP DESCRIPTION AMOUNT \_\_\_\_\_ WARRANT TOTAL \$744.47 \*\*\* FUND TOTALS \*\*\* TOTAL AMOUNT OF WARRANTS: \$10,899.69\* TOTAL NUMBER OF WARRANTS: 18 \$10,899.69\* \*\*\* BATCH TOTALS \*\*\* TOTAL AMOUNT OF WARRANTS: TOTAL NUMBER OF WARRANTS: 18 \*\*\* DISTRICT TOTALS \*\*\* TOTAL NUMBER OF WARRANTS: 18 TOTAL AMOUNT OF WARRANTS: \$10,899.69\*

Printed: 09/14/2012 09:48:48

# Sausalito Marin City School District Personnel Action Report 2012/2013-3

Date of Board Meeting: September 27, 2012

Action	Name	Title	FTE	Site	Effective Date
--------	------	-------	-----	------	-------------------

# Classified

# Certificated

Leave	Natasha Griffin	Teacher ~ Science	1.0	MLK	6-21-12

# Confidential

# Administrative

1			
			1
and the second se			

			Cou	unty and	d District	Code		Char	ter Sch	nool (	Code	*	
			2	1	6 5	4 7	4						
County	MARIN												
District	SAUSALITO MARIN CITY SCHO	DOL DISTRICT	Charter Sc	hool*									
			*For use on entity. Do no included in t applications	ot subm their aut	nit a sepa	rate appli	cation f	or chai	rter sch	nools			•
Contact P	Person PAULA RIGNEY		Title BL	ISINE	SS MAI	NAGER							
Address	200 PHILLIPS DRIVE		City, Zip C	ode	MARI	N CITY	9496	5					
Telephon	e (415) 332-3190	Ext. 205	E-mail Add	iress	prigne	ey@smc	sd.or	g					

### Certifications

As a condition of applying for and receiving funds under the Kindergarten and Grades One through Three Class Size Reduction (K-3 CSR) Program, commencing with California *Education Code (EC)* Section 52120, the Governing Board of the above named school district or charter school (applicant) certifies that the statements below are true and accurate, and are evidenced by a Board Resolution or entry in the Board meeting minutes. Please do not submit the Resolution or minutes to the California Department of Education (CDE):

- The number of classes participating in Option One and Option Two is identified and the total number of classes does not exceed the total number of classes identified on the 2008–09 Operations Application. [EC Section 52123(a), 52124.3(b), Title 5 California Code of Regulations Section 15103]
- 2. The pupil counts reported do not include special education pupils enrolled in special day classes full time, pupils enrolled in independent study, or charter school pupils enrolled in a home study program. [EC Section 52123(b)]
- 3. A certificated teacher has been hired by the applicant and is providing direct instructional services to each class participating in the K-3 CSR Program. [EC Section 52123(c)]
- 4. The applicant will provide a staff development program for any teacher who will participate for the first time in the K-3 CSR Program as specified in Certification #3. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils. [EC sections 52123(d), 52127]
- 5. The applicant will collect and maintain data required by the State Superintendent of Public Instruction for evaluation of the K-3 CSR Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent. [EC section 52123(e)]
- 6. Each class participating in the K-3 CSR Program is housed in either a separate, self-contained classroom or the space provided for each participating class for each grade level at that schoolsite is of a square footage per pupil enrolled in each class that is not less than the average square footage per pupil enrolled in those grade levels at that schoolsite in the 1995–96 school year. [*EC* section 52123(f)]
- 7. Priority for reducing class size or claiming reduced funding for classes exceeding 20.44 pupils is in accordance with the following grade level implementation requirements at each schoolsite:
  - If only one grade level is reduced/claimed, the grade level will be 1st grade.
  - If two grade levels are reduced/claimed, the grade levels will be 1st and 2nd grades.
  - If three or four grade levels are reduced/claimed, the grade levels will be 1st and 2nd and then any combination of kindergarten and/or 3rd grade.
- 8. The K-3 CSR Program has been implemented in the current year. A district is considered to have implemented the program even if it claims reduced funding for all eligible classes.
- 9. The applicant will submit final enrollment counts on the Form J-7CSR to the CDE by May 10, 2013.

### Signature

I hereby certify that, to the best of my knowledge, this application is true and correct and is in compliance with state law and regulations of the California Department of Education and the State Board of Education. The Governing Board of the above named school district of charter school has authorized me to sign this application on its behalf.

Signature of District Superintendent or

Charter School Chief Administrative Officer

DR. VALERIE PITTS

**Printed Name** 

September 20, 2012 Date

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2.

3.

	County and District Code2165474	Charter School Code*
County MARIN		
District SAUSALITO MARIN CITY SCHOOL DISTRICT	Charter School* *For use only by charter schools applying ind entity. Do not submit a separate application included in their authorizing entity's 2008–09 applications.	for charter schools that were

# Intended Level of Program Participation in 2012-13

Check the appropriate box below and, as noted, submit the required pages of the Operations Application to the CDE. This information is for planning purposes and to continue the flow of funds. The calculation of final entitlements will be based on actual enrollment data submitted on the Form J-7CSR. For more information, please see the Application Instructions.

- 1. The district/charter school intends to participate in the 2012–13 K-3 CSR Program at the same level (number and size of classes) as reported on the 2011–12 Form J-7CSR. The February 2013 apportionment will therefore be based on the district/charter school's 2011–12 final entitlement. If this box is checked, complete and submit only pages 1 and 2 of this application to the CDE.
  - The district/charter school intends to participate in the 2012–13 K-3 CSR Program at a higher or lower level than what was claimed on the 2011–12 Form J-7CSR (but capped at the number of classes reported on the 2008–09 Operations Application). The February 2013 apportionment will therefore be based on the information reported on page 3 of this application. If this box is checked, complete and submit pages 1 through 3 of this application to the CDE.
  - The district/charter school does not intend to participate in the 2012–13 K-3 CSR Program at either full or reduced funding. If this box is checked, complete and submit only this page of the application to the CDE. A signature below is necessary only if the district/charter school is not participating in the 2012–13 K-3 CSR Program.

Signature of District Superintendent or

Signature of District Superintendent or Charter School Chief Administrative Officer 9/20/2012

Date

VALERIE PITTS, SUPERINTENDENT

Printed Name

Mail the required pages of this application by September 25, 2012 (postmark) to:

Cou	County and District Code						_	Cha	arter	Sch	ool (	Code	э*		
2	1		6	5	4	7	4								

County MARIN

District SAUSALITO MARIN CITY SCHOOL DISTRICT

Charter School\*

\*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008–09 through 2011–12 applications.

Calculation of Provisional Funding for 2012-13 (February 2013 payment)

These calculations are for planning purposes and to continue the flow of funds. The calculation of final entitlements will be based on actual enrollment data submitted on the Form J-7CSR.

	1	2	3	4	5
	Class Size	Number of Classes	Number of Enrolled Pupils	2012–13 Funding Level	Estimated Allocation
Opt	ion One				
а	20.44 pupils or fewer	4	59	\$1,071	\$63,189
b	20.45 to 21.44			95%	\$0
с	21.45 to 22.44			90%	\$0
d	22.45 to 22.94			85%	\$0
е	22.95 to 24.94			80%	\$0
f	24.95 pupils or greater			70%	\$0
g	Subtotal, Option 1	4	59	ala an fair an tha an fair an tha	\$63,189
Opt	ion Two				
h	20.44 pupils or fewer			\$535	\$0
i	20.45 to 21.44			95%	\$0
j	21.45 to 22.44			90%	\$0
k	22.45 to 22.94			85%	\$0
I	22.95 to 24.94			80%	\$0
m	24.95 pupils or greater			70%	\$0
n	Subtotal, Option 2	0	0		\$0
					U
0	Grand Totals* Option 1 + Option 2	4	59		\$63,189

\*The total number of classes reported on the application may not exceed the total number of classes reported on the 2008–09 Operations Application.

# Complete this page only if box 2 on page 2 was checked. Mail the entire 3-page application by September 25, 2012 (postmark) to: