



SAUSALITO MARIN CITY SCHOOL DISTRICT

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

Sausalito Marin City School District
Agenda for the Regular Meeting of the Board of Trustees
Bayside/Martin Luther King School
200 Phillips Drive, Marin City, CA 94965

Tuesday, February 11, 2014

- 5:30 p.m. Open Session – Bayside/Martin Luther King School Conference Room
5:31 p.m. Closed Session – Bayside/Martin Luther King School Conference Room
6:00 p.m. Open Session – Bayside/Martin Luther King School Library

I. OPEN SESSION – Call to Order

II. CLOSED SESSION – AGENDA

1. With respect to every item of business to be discussed pursuant to GC Section 54957:
Public Employees – Maintenance & Operations Director

OPEN SESSION AGENDA

- III. OPEN SESSION -** Depending upon completion of Closed Session items, the Governing Board intends to convene in open Session at 6:00 p.m. to conduct the remainder of the meeting, reserving the right to return to Closed Session at any time.

PLEDGE OF ALLEGIANCE

1. AGENDA REORGANIZATION/APPROVAL

Are there any requests from the Board to move any agenda item to a different location?

**RECESS SMCSO BOARD OF TRUSTEES REGULAR MEETING FOR THE
SAUSALITO SCHOOL DISTRICT FINANCING CORPORATION BOARD OF
DIRECTORS MEETING, 6:30 PM**

2. BOARD COMMUNICATIONS

Board of Trustees Reports - Board Members may make brief announcements or briefly report on their own activities as they may relate to school business.

3. CORRESPONDENCE

- 3.01** School Activity Calendars, Schedules and Events

4. REPORTS

- 4.01** SMCTA Report

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

- 4.02 CSEA Report
- 4.03 Superintendent's Report – Steve Van Zant
 - Ball Field
 - Collective Input
 - Student Transfers
- 4.04 Principal's Report – Daniel Norbutas
- 4.05 Willow Creek Academy
- 4.06 School Counseling Services – Julie Auslander

5. ORAL COMMUNICATIONS

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board. The Board is asking that members of the public wishing to speak, fill out a form located on the counter/table, stating their name and address; the agenda item; and the topic to be discussed. BB 9323.

The Governing Board is prohibited from taking any action on any item raised in this section unless the item is specifically agendaized. The members of the Governing Board may ask a question for clarification, provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting on any matter or take action directing staff to place a matter of business on a future agenda. Governing Board members may make brief announcements or briefly report on his/her own activities as they relate to school business.

State open meeting laws allow members of the public to lodge public criticism of District policies, procedures, programs, or services. However, those same laws include specific provisions designed to protect the liberty and reputational interests of public employees by providing for the non-public hearing of complaints or charges against employees of the District. Under these laws, it is the employee subject to complaints or charges who is provided the right to choose whether those complaints or charges will be heard in open or closed session. It is therefore the desire of the Sausalito Marin City School District that complaints against an employee be put in writing, and that when the Board hears complaints or charges against an employee it do so in closed session unless the employee requests an open session. Consistent with the law and the opinion of the State Attorney General's Office, please submit any complaints against an employee in writing, to the administration, in accordance with the district's complaint procedure. This procedure is designed to allow the District to address complaints against employees while at the same time respecting their legitimate privacy rights and expectations.

6. GENERAL FUNCTIONS

- 6.01 Consent agenda: *6.02, *6.03, *6.04, *8.01, *9.02, *10.01
- *6.02 Approval of Amended Board Minutes of November 21, 2013 and December 11, 2013. Approval of Board Minutes of January 14, 2014
- *6.03 Approval of the Publication of the 2012/2013 School Accountability Report Cards (SARC) <http://sausalitomarincity.schoolwisepress.com/home>
- *6.04 Approval of the Extended Day Enrichment Contract for 2013-2014 with the Marin City Community Services District
- 6.05 Approval of the Memorandum of Understanding with Marin Housing Authority-Action
- 6.06 Election of California School Board Association Delegate for 2014 - Action

7. PUPIL SERVICES

8. PERSONNEL

- *8.01 Personnel Action Report

9. FINANCIAL & BUSINESS

- 9.01 Report on the Governor's 2014-2015 Budget Proposal
- *9.02 Payment of Warrants – Batches 26-30

10. CURRICULUM AND INSTRUCTION

- *10.01 Field Trip

11. POLICY DEVELOPMENT

- 11.01 Board Bylaw (BB) 9000 – Role of the Board – Action
- 11.02 Board Bylaw (BB) 9005 – Governance Standards – Action

- 11.03 Board Bylaw (BB) 9010 – Public Statements – Action
- 11.04 Board Bylaw (BB) 9130 – Board Committees – Action
- 11.05 Board Bylaw (BB) 9100 – Organization – First Read
- 11.06 Board Bylaw (BB) 9110 – Terms of Office – First Read
- 11.07 Board Bylaw (BB) 9011 – Disclosure of Confidential Information – First Read
- 11.08 Board Bylaw (BB) 9012 – Board Member Electronic Communication – First Read
- 11.09 Board Bylaw (BB) 9121 – President – First Read
- 11.10 Board Bylaw (BB) 9122 – Secretary – First Read
- 11.11 Board Bylaw (BB) 9123 – Clerk – First Read
- 11.12 Board Bylaw (BB) 9124 – Attorney – First Read

12. BOARD REQUESTS

13. FUTURE MEETING

The next Regular Meeting of the Board of Trustees will be on Tuesday, March 11, 2014, in the Bayside/Martin Luther King School Library

14. ADJOURNMENT

*Consent Agenda Items

In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at the District Office of the Sausalito Marin City School District, 200 Phillips Drive, Marin City, California, or at the scheduled meeting. Board agenda back-up materials may also be accessed online at www.smcsd.org. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Administrative Assistant to the Superintendent at 415-332-3109

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's governing board, please contact the office of the District Superintendent at 415-332-3190. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
November 21, 2013**

ATTENDANCE

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

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

CLOSED SESSION

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

RECONVENE TO OPEN SESSION

Open session reconvened at 6:04p.m.

Report Out from Closed Session

Trustee Zeigler announced that no reportable action was taken in closed session.

Pledge of Allegiance

Trustee Barrow led the Pledge of Allegiance.

BOARD COMMUNICATIONS

Trustee Thornton said that the Rotary Club received 16 proposals for its mini grants to teachers in the District. Grantees will be selected in the next few weeks.

Trustee Newmeyer thanked Forrest Corson, Daniel Norbutas and Royce Conner for their help in submitting a grant proposal to the Marin County Bicycle Coalition for bike racks.

Superintendent's Report – Steve Van Zant

Speaking of the District's Pre K to 3 Initiative, Superintendent Van Zant said that although we are making a lot of progress in preparing our youngest students for Kindergarten, we still have some ways to go. All of the staff members involved in the project will be getting together as a group to establish policies and procedures which will put us on the right path to achieve our readiness goals.

Principal's Report – Daniel Norbutas

Principal Norbutas said that the school had its first K-8 Halloween Parade last week. All staff members were in formalwear costumes, the theme for this year. We also celebrated our second Family Fun Night; our topic was Healthy Bodies Healthy Brains, with our Eco Top chefs preparing their celebrated chili and cornbread.

Mr. Norbutas told the Board that Common Core Standards - aligned report cards will be issued this trimester. He concluded by inviting everyone to attend the Whole School Assembly being held every Friday.

Willow Creek Academy

Head of School Royce Conner said that the school's first trimester just ended. We have concluded a very successful book fair which added many volumes to our library, he said. The schools administration hopes to have its charter renewal letter completed by December 16.

Proposed Field Trip Report – Jan McDougal

Math teacher Jan McDougal said that the school plans to set up an organization called Growth Circles in order to raise funds for extracurricular activities. Because this is a costly and time consuming procedure, she asked that the district accept funds raised for field trips and other activities on behalf of the school. She said that the purpose of Growth Circles would be to provide our students with life skills and opportunities for social and emotional growth that they need in addition to their “book learning” in order to succeed.

She described the three-day field trip at the Alliance Redwoods in Occidental at the start of the school year, where students learned about team-building and cooperation. The second field trip to build on these skills will take place at the Sierra Club Hostel near Sugar Bowl in January. In the spring, the school hopes to organize a 5-day trip to Washington DC to reinforce the history curriculum, and finally, the big goal will be to raise enough money to send three 8th graders to Oxford or Cambridge for a 4- week summer program before entering high school. Ms. McDougal said that the school needs to raise an additional \$11,000 to fund the spring field trip to Washington.

No action was taken on this proposal.

Marin Promise Partnership

Trustee Barrow explained that the non-profit Marin Promise organization would like to form a partnership with the District to emphasize that both are working on Kindergarten Readiness, increasing graduation rates, and having students who are well prepared to enter secondary school and college.

Newmeyer/Thornton/All to accept the partnership with Marin Promise.

Willow Creek Academy Proposition 39 Request

Superintendent Van Zant said that he would like to formally inform the Board that the district has received Willow Creek Academy’s Proposition 39 request and will be responding in a timely manner.

Construction Update

Maintenance and Facilities director Forrest Corson said that non-fruiting olive and myrtle trees have been planted on campus. The artificial turf order has been placed and should be in before the Winter Recess. We have passed several inspections conducted by the State and we are now close to the end of the construction project.

Trustee Thornton said that we need a marquee at the school site. Mr. Corson said that we plan to have it in the budget for next year.

Budget update

Business Manager Paula Rigney gave a report on the budget, showing trends in public funding of school districts in the last seven years. She said that she is working revisions to complete the first interim budget.

Memorandum of Understanding with Larkspur Corte Madera School District

Shared Services Agreement for:

1. Administrative Student Placement

Newmeyer/Barrow/ All to approve the shared services agreement for Administrative Student Placement, amending the amount to \$20,000

2. Technology Services/Professional Development

Newmeyer/Van Alst/ All to approve the shared services agreement for technology services

3. Director of Special Education

Newmeyer/Van Alst/ All to approve the shared services agreement for the director of Special Education

Memorandum of Understanding with Marin Head Start – Hiring a Parent Liaison as part of the PreK-3 Initiative

The Board heard that the parent liaison would be hired by Marin Head Start, paid for through the Pre K-3 Grant, and work under the direction of school site administration.

Thornton/Newmeyer/ All to approve the hiring of a parent liaison as part of the PreK-3 Initiative

Lease Agreement with Community Action Marin - use of school facilities for the preschool program

The Board was told that the preschool program would be housed in the portables.

Barrow/Newmeyer/ All to approve the lease agreement with Community Action Marin

Contract with County of Marin for Coordination of the district-wide Nutrition Education Obesity Prevention Program

This is a program funded through a grant awarded to the District by the County of Marin.

Newmeyer/Van Alst/ All to approve the contract with the County of Marin

Change of Format in the Fund 40 Unaudited Actuals for 2012-2013

Board members were notified that this change in format has taken place.

Change Orders

Change Order – MLK Electrical #1

Change Order – MLK Modular #2

Change Order – MLK Civil Improvement #1

Superintendent Van Zant said that these change orders were originally brought before the Board in October, when a decision was deferred until trustees could study them further. Trustee Newmeyer explained that the Facilities Committee went over these orders with Todd Lee of Greystone West. The Division of the State Architect, which oversees school construction projects, objected to several pieces of the project that dealt with heat sensors; there were issues regarding plaster, and a few other sundry matters that could not be foreseen. Once these change orders amounting to \$57,000 are approved, the project is essentially done. Trustee Ziegler said that he saw the change orders as reasonable on the whole; a few items were missed by the architect, but given the scope of the project and the aim of opening the school on time, the change orders are acceptable.

Trustee Van Alst asked why the change orders came in so late. Trustee Newmeyer said that there are delays because Greystone West must negotiate with contractors for a final cost before bringing the change order to the Board.

Trustee Newmeyer said that originally the final cost of the construction project was estimated to be \$3.5 million. This included \$460,000 that was set aside for contingencies, including \$30,000 for the demolition of the annex. As of today, we have spent roughly \$3.8 million, so we are over our budget by \$300,000. In 2013, we **the district administration** set aside \$200,000 in deferred maintenance to pay for some of this. If the demolition of the annex does not take place that is another \$70,000 that we have not spent. If the Office of Public School Construction comes through with the funds for the Annex demolition, we will be able to replenish our deferred maintenance fund several times over.

Trustee Barrow said that this is a lot of ifs. He objected to everything happening after the fact and asked that a new process be put in place so that the Board can make decisions before work is done and not after. Trustee Newmeyer said that some of the problems came about because of the expanded scope of the project, which occurred without Board discussion.

Newmeyer/Thornton/ All to approve all three change orders

CONSNENT AGENDA

Minutes of Board Meetings, October 15, October 24, November 13, 2013

Field trips

Payment of warrants Batches 20-23

Thornton/Van Alst/All - Roll Call Ayes 5, 0Noes 0 to approve the above consent agenda items.

POLICY DEVELOPMENT

Board Policy and Exhibit 0210 - Philosophy, Goals, Objectives and Comprehensive Plans: Equity – Third Reading

Board Policy and Administrative Regulations 0460 – Local Control And Accountability Plan – First Read

Board Policy 3110 – Business and Non-instructional Operations-Transfer of Funds-First Read

Board Policy and Administrative Regulations 0500 – Accountability – first Read

These policies were brought to the board for their review.

ADJOURNMENT

Thornton/Newmeyer/All to adjourn the meeting at 7:40 p.m.

Signature/Date

Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
December 11, 2013**

ATTENDANCE

Board Members Present: William Ziegler, Caroline Van Alst, Thomas Newmeyer, Joshua Barrow
Participating via conference call: Shirley Thornton Ed. D.
Superintendent: Steve Van Zant

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

The agenda order was changed to allow Willow Creek Academy to present its interim budget at the start of the meeting.

Newmeyer/Van Alst/All to approve the change in the agenda order.

CLOSED SESSION

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

RECONVENE TO OPEN SESSION

Open session reconvened at 6:10 p.m.

Report Out from Closed Session

Trustee Zeigler announced that the board took the following actions in closed session:

The Board voted to deny the request to extend science teacher Natasha Griffin's leave of absence to January 2015.

The Board voted to approve a leave of absence of one day a week from January 9, 2014 to May 15, 2015 for Edgar Furlong.

The board approved a suspended expulsion for student # 4142410650 for the rest of the 2013-2014 school year.

PLEDGE OF ALLEGIANCE

Trustee Newmeyer led the Pledge of Allegiance.

ELECTION OF BOARD OFFICERS

Election of Board President

Newmeyer/Van Alst /All to reelect William Ziegler as president for another year

Election of Board Vice President

Van Alst/Newmeyer/All to reelect Joshua Barrow as vice president

Election of Board Clerk

Newmeyer/Barrow/All to re-elect Caroline Van Alst as clerk

Appointment of Board Secretary, Steve Van Zant

Newmeyer/Barrow/All to elect Steve Van Zant as secretary of the Board of Trustees

Designation of Governing Board Meeting Dates for Calendar Year 2014

The board agreed to change the date of its regularly scheduled meetings to the second Tuesday of each month.

Newmeyer/Van Alst/All to approve the Board Meeting Calendar

Newmeyer/Van Alst/All to adjourn the Organizational Meeting at 6:30 pm

OPEN SESSION – Regular Board Meeting reconvened at 6:31 p.m.

Superintendent's Report

Superintendent Van Zant said that he is working hard on the Pre K-3 program. In his conversations with the community about the school, he is finding that the overall response to the culture that we are trying to build is positive.

Principal's Report

PreK-3 Grant

Principal Daniel Norbutas said this grant is funded by the Marin Community Foundation and is intended to strengthen Kindergarten readiness for children in several Marin County districts. He thanked Don Jen of MCF for coming to the meeting and for his continued support. Mr. Norbutas said that the overarching vision for the school connects all the work that teachers and administrators do to improve school climate, emphasize high quality teaching, alignment, family engagement and extended learning. This vision unifies all of our work across all grants, and our work as a school, he said. Some of the elements of our work are data-driven instruction, breaking down the walls between classrooms to allow for teacher collaboration, formal and informal assessment tools, positive behavior and self regulation practices for students, and conflict resolution strategies including restorative justice. Our goal is that if you walk into any of our classrooms, you will see all of these practices in play, he said.

The PreK-3 grant facilitator, Glenna Coleman, has coordinated with after-school providers at Manzanita, the Boys and Girls Club, Bridge the Gap and Reading Partners so that practices are consistent from place to place as a child moves from class to an after-school program or from class to class.

Assistant Principal Tenisha Tate said that in an effort to increase parental engagement, the district has expanded the services that it provides to families. We now have a school counselor, a community specialist from the county, and a parent liaison to give parents the support that they need. We also have a designated parent center at the school and organize monthly family fun nights to enhance community participation. Our goal is to have all 150 families volunteer for at least one hour during the year. Every other Thursday, we have an informal coffee and chat meeting with parents to discuss various subjects like bedtime routine or discipline. Last time, ten percent of parents attended.

Trustee Zeigler asked about the monitoring of the grant. Principal Norbutas said that facilitators Jan Derby and Glenna Coleman make sure that we are on the right track and that the school reports yearly to the Marin Community Foundation.

Transforming Schools Grant

Principal Norbutas said that this grant is aimed at the middle school and has three main elements:

1. Collaborative learning groups

2. Community-based learning - children going out into the community to learn
3. Growth Circles - pushing students out of their comfort zone

Trustee Newmeyer asked if we are doing the necessary work so that we can still reach our goals when the grant ends. Principal Norbutas said that we are in some areas, but need to redouble our efforts in others. The long-term plan is to build in a set of procedures so that we can continue the conversation we still need to have regarding improving the culture of our middle school.

Academic Performance Index

Principal Norbutas said that this is the last year for STAR testing, which will be replaced by the Smarter Balance Assessment. Bayside's API dropped 82 points and MLK's rose 32 points. He emphasized that we like to look at individual student growth rather than district-wide scores.

ORAL COMMUNICATIONS

Science Teacher Denise Suto said that the Eco Top Chef team worked during the Thanksgiving break to make a gingerbread house which is on display at the Driver's market in Sausalito. She also shared that the students greatly enjoy using the donated microscopes.

Consent agenda

Roll Call Newmeyer/Van Alst /All to approve the following items:

Payment of Warrants – Batches 24-25
Student Expulsion
Leave Request – Certificated
Leave Request - Classified

Agreement with Indoor Environmental Services

Superintendent Van Zant said that this company will perform an audit of our facilities to suggest efficiencies and cost savings in energy.

Barrow/Van Alst/All to approve the agreement with Indoor Environmental Services

Marin Community Foundation – Transforming Schools Grant Agreement

Thornton/ Newmeyer /All to approve the Transforming Schools Grant Agreement with the Marin Community Foundation

Agreement with Dannis, Woliver and Kelly

Superintendent Van Zant said that he has had positive experiences with this law firm in the past and would like to use their services for the district.

Newmeyer /Barrow/ All to approve the agreement with Dannis, Woliver and Kelly

Construction Update

Facilities Director Forrest Corson said that the artificial turf is set arrive and will be finished by end of the week. Landscaping around the school is complete and the basketball court is ready. Bike racks have been ordered and will be installed very soon, he added.

Budget Update – District First Interim Budget

Business Manager Paula Rigney gave a report on the district first interim budget. This is a snapshot of our fiscal situation from July first to October 31, and we should expect changes from the first to the second interim budget. We are certifying a positive budget to the Marin County Office of Education, she said.

Trustee Barrow said that in looking at the numbers, he saw that revenues were up by about \$140,000 from budget adoption, in addition to another \$100,000 because the in lieu payments were less than anticipated. Even with \$150,000 in increased expenditures, we should be \$100,000 ahead, but the budget shows that we are \$50,000 behind.

Paula Rigney said that despite cutting the budget in non-personnel line items, the district ended up spending much more in salaries than anticipated because the new hires came in with degrees and additional training that put them much higher on the salary schedule.

Trustee Newmeyer said the question remains how the budget comes in at \$100,000 more than the board approved.

Superintendent Van Zant said that we have to tighten up how we work and do better in the future.

Van Alst/ Barrow/ All to accept the First Interim Budget

Willow Creek Academy – First Interim Budget

Clark Warden gave a report on WCA first interim budget, showing a deficit of \$38,123. He said that he hopes to bring it into balance by the second interim and that Superintendent Van Zant will work with the charter school on efficiencies and savings.

Newmeyer/Van Alst/All to accept the Willow Creek Academy First Interim Budget

CURRICULUM AND INSTRUCTION

Student Field Trips

The Board discussed the upcoming field trip that will take middle schoolers to the Tahoe area. Trustee Barrow asked why the field trip is taking place during the week rather than on the weekend. Principal Norbutas said that the school would like to reinforce team building and going beyond one's comfort zone in places outside the school environment.

Thornton/Barrow/All to approve the January 2014 field trip

POLICY DEVELOPMENT

Barrow /Van Alst/ All to approve the following board policies:

Board Policy 0210 – Equity

Board Policy and Administrative Regulation 0460 – Local Control and Accountability Plan

Board Policy 0500 – Accountability

Board Policy 3110 – Business and Non-instructional Operations-Transfer of Funds

The following board policies were brought before the Board for a First Read:

Board Policy and Administrative Regulation 1230 – Community Relations -School Connected Organizations

Board Policy and Administrative Regulation 1240 - Community Relations – Volunteer Assistance

Board Policy and Administrative Regulation 1260 - Community Relations – Educational Foundations

Board Policy and Administrative Regulation 3100- Business and Non-instructional Operations – Budget

Board Policy and Administrative Regulation 3312 - Business and Non-instructional Operations -
Educational Travel Program Contracts

FUTURE MEETING

The next Regular Meeting of the Board of Trustees will be on Tuesday, January 14, 2013, in the
Bayside/Martin Luther King School Library

ADJOURNMENT

Thornton/Newmeyer/All to adjourn the meeting at 8:45 p.m.

Signature/Date

Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
January 14, 2014**

ATTENDANCE

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

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

CLOSED SESSION

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

RECONVENE TO OPEN SESSION

Open session reconvened at 6:10 p.m.

Report Out from Closed Session

Trustee Zeigler announced that no reportable action was taken in closed session.

PLEDGE OF ALLEGIANCE

Trustee Thornton led the Pledge of Allegiance.

The agenda order was approved.

BOARD COMMUNICATIONS

Trustee Newmeyer said that together with his children, he went to see the gingerbread house made by Bayside/MLK students at Driver's Market in Sausalito. Everyone felt that the display was "pretty cool", he said.

Trustee Thornton said that the Rotary Club received 16 applications for the mini grants for Bayside/MLK and Willow Creek Academy teachers. All were impressed by the quality of the applications; the results will be announced very soon. She also mentioned the Fantastic Friday assembly and said that PE teacher Andrew Anstead is doing a wonderful job at the assembly and it is great to watch the high energy interactions between students and teachers.

Superintendent's Report – Steve Van Zant

Superintendent Van Zant said had a meeting with the teachers last week - the first formal meeting since he came on board in August - to explain his philosophy and outlook. He also had a meeting with the administration at Willow Creek Academy regarding the Memorandum of Understanding with the District. We should have a good idea of where we will be financially in the coming fiscal year, he said.

Principal's Report – Daniel Norbutas

Principal Norbutas shared some information regarding school culture and student proficiency. He said that we had our first basketball games of the season yesterday; both boys and girls fielded a team and did very well. A schedule will be published soon so that everyone can come out and support us. Assistant Principal Tenisha Tate looked at the school's attendance and referrals numbers. The attendance figure so far this year is 94.6 percent, a two percent increase from last year. At this point in

the school year, referrals are down by an impressive 73 percent. This indicates that the school is moving in the right direction and we invite everyone to come and see us in action, he said.

Trustee Thornton said that the Marin Housing Authority no longer has the “stick” of possible eviction to use in cases of truancy, but the Marin County Board of Supervisors has indicated that it is willing to bring this provision back if necessary.

On the student proficiency front, our teachers just completed a round of Guided Language Acquisition Design (GLAD) training at the Marin County Office of Education and are working to incorporate Common Core Standards with GLAD strategies in the classroom. We are fielding two teams in the county Mathletes competition for 7th and 8th graders. Mr. Norbutas then gave everyone a Mathletes problem to solve; trustee Barrow passed the test with flying colors.

Mr. Norbutas reported that we have all the funds we need for the Washington trip in the Spring. The trip to the Tahoe area went very well; there was some snow despite the warm weather.

Willow Creek Academy Report

Head of School Royce Conner said that he appreciated being part of panel that interviewed the Maintenance Director candidates. He said that Willow Creek Academy has submitted its charter renewal paperwork and is hoping to be on the District’s agenda for the February 11 meeting. Finally, he thanked Forrest Corson and said that he would be missed at Willow Creek.

Trustee Thornton asked if the Board would be receiving a report on Willow Creek’s academic progress. Mr. Conner said that he would be happy to give any information upon request.

ORAL COMMUNICATIONS

School secretary Julius Holtzclaw said that we are having a great year at the school. Experiences like the trip to the Tahoe area are invaluable for our students and thank you for providing them, he said.

CONSTRUCTION UPDATE

Outgoing Director of Maintenance and Operations Forrest Corson said that he felt lucky to have worked in this school district. He said that the construction at 200 Phillips Drive is all but done: the kids love the playground and the Christmas tree feature. Over the winter break, custodians trimmed hedges at the WCA parking lot and the PA system is scheduled to go in shortly.

Trustee Ziegler thanked Mr. Corson for his hard work, especially this past summer with the Bayside move. We are losing a good person and we wish you the best of luck, he said.

ELECTION OF MARIN COUNTY SCHOOL BOARD ASSOCIATION REPRESENTATIVE

The board chose trustee Barrow to be the District’s representative to the Marin County School Board Association.

Roll Call Newmeyer/ Thornton/ All to approve the election.

CONSENT AGENDA

Roll call Newmeyer/ Thornton/ All to approve the following consent agenda items:

1. 2013-2014 Audit Contract
2. Bid Threshold Annual Adjustment
3. Interschola Service Agreement
4. Annual Adjustment to Liability Limit of Parent or Guardian
5. Payment of Warrants – Batches 26-30
6. Instructional Minutes and Bell Schedules for the 2013-2014 School Year
7. Williams Quarterly Report

Board Minutes of November 21, 2013 and December 11, 2013

Trustee Barrow said that he would like to see more detail in the minutes of the December 11 meeting regarding the budget and changes in salaries and step and column adjustments.

Trustee Van Alst said that she wanted the section discussing change orders in the minutes of November 21 to clarify that the “we” mentioned in the third paragraph refers to district administration and not the Board.

Superintendent Van Zant said that he would look at the requested changes and bring the amended minutes back to the next meeting.

FINANCIAL & BUSINESS

2012-2013 District Audit Report

Mr. Habbas Nasser of Stephen Roatch Accountancy reported on the district audit as of June 30, 2013.

Roll Call Van Alst/Newmeyer 5 ayes, 0 Noes, to approve and accept the District audit report for 2012-2013

2012-13 Willow Creek Academy Audit Report

Mr. Clark Warden gave a report of the Willow Creek Academy’s 2012-2013 budget audit.

Roll Call Newmeyer/Van Alst 5 ayes, 0 Noes, to accept the Willow Creek Academy audit report.

POLICY DEVELOPMENT

Superintendent Van Zant said that he was bringing these policies to the Board’s attention because he wants everyone, especially new board members, to have a deeper understanding of policies that address school/community relations. The last policy on the agenda discusses the new budget regulations related to the Local Control Funding Formula.

Roll Call Thornton/Van Alst/All to approve the following policies and regulations:

Board Policy and Administrative Regulation 1230 – Community Relations -School Connected Organizations

Board Policy and Administrative Regulation 1240 - Community Relations – Volunteer Assistance
Board Policy and Administrative Regulation 1260 - Community Relations – Educational Foundations
Board Policy and Administrative Regulation 3312.2 - Business and Non-instructional Operations -
Educational Travel Program Contracts
Board Policy (BP) & Administrative Regulation (AR) 3100– Budget

The following board bylaws were brought to the Board for a first read:

Board Bylaw (BB) 9000 – Role of the Board
Board Bylaw (BB) 9005 – Governance Standards
Board Bylaw (BB) 9010 – Public Statements
Board Bylaw (BB) 9130 – Board Committees

FUTURE ITEMS

Trustee Van Alst said that on occasion, board members have requests for information from district administration. She suggested that these be memorialized in a separate section in the minutes.
Superintendent Van Zant said this could be done going forward.
Trustee Barrow said that we should continue our discussion of the MLK /Marin City Community Services District Coalition on Community School Planning and find out where we are on the subject.

Trustees Thornton and Newmeyer said that they would like to see reports on students counts and detailed information on student transfers between Bayside/MLK and Willow Creek Academy.

ADJOURNMENT

Thornton/van Alst/All to adjourn the meeting at 7:12 p.m.

Signature/Date

Title

Sausalito Marin City School District

Agenda Item: 6.03

Date: February 11, 2014

Correspondence

Consent Agenda

Reports

General Functions

Pupil Services

Personnel Services

Financial & Business Procedures

Curriculum and Instruction

Policy Development

Item Requires Board Action:

Item is for Information Only:

Item: 2012/2013 School Accountability Report Cards

Background:

The California Department of Education requires that school districts annually complete a School Accountability Report Card (SARC), approved for publication by the district's Governing Board, for each of their district's schools. School districts are required to publicize the reports, and notify parents and guardians of students that a copy will be provided upon request. The complete SARCs have been posted on the District website, www.smcsd.org.

Fiscal Impact:

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Sausalito Marin City School District

Agenda Item: 6.04

Date: February 11, 2014

- Correspondence
 - Reports
 - General Functions
 - Pupil Services
 - Personnel Services
 - Financial & Business Procedures
 - Curriculum and Instruction
 - Policy Development
- Consent Agenda

Item Requires Board Action: **Item is for Information Only:**

Item: Marin City Community Services District Extended Day Enrichment Contract 2013-2014

Background:

MCCSD provides extended day enrichment programs for the Sausalito Marin City School District students as agreed upon by both parties.

Fiscal Impact:

This agreement is in the amount of \$10,000 and is funded through the Transforming School Grant.

Recommendation:

This item is brought before the board for approval.

Prepared for: Steve Van Zant

Prepared by: P. Rigney

MEMORANDUM OF UNDERSTANDING (MOU)
Between
Marin City Community Services District and Sausalito / Marin City School District for
Implementation of After-School Youth Recreation and Enrichment Activities

This Memorandum of Understanding (MOU) is made and entered into this 1st day of February, 2014 between the Marin City Community Services District (hereinafter referred to as MCCSD) and the Sausalito / Marin City School District (hereinafter referred to as SMCS D) concerning the development and implementation of youth recreation and enrichment programs for youth through the Extended Day Program.

I. PURPOSE

Consistent with a mutual commitment to provide comprehensive, high quality programs and activities for youth in Marin City and Sausalito, this MOU establishes MCCSD as an after-school recreation and enrichment provider for Martin Luther King, Jr. Academy students through the Extended Day Program. The programs and services listed herein supplement existing ASES programs offered through the Boys and Girls Club.

II. TERM

The term of this MOU shall be effective September 1, 2013 and continuing through June 30, 2014. The MOU may be further amended by mutual written consent of both parties. Either party can terminate this agreement at any time, without cost, upon giving at least thirty (90) days prior written notice thereof to the other. This MOU may be terminated immediately if funding becomes unavailable.

III. FUNDING

MCCSD shall receive funds from SMCS D in an amount of \$10000 for the implementation of the recreation and enrichment portion of the Extend Day Program. MCCSD shall submit an invoice for funds. Specific activities and budget are included in Attachment A.

IV. LIAISON AND SUPERVISION

MCCSD's representative for matters relating to this Agreement shall be its General Manager; SMCS D's representative shall be its Superintendent.

Marin City Community Services District
630 Drake Avenue
Marin City, CA 94965
Tel 415-332-1441

Sausalito / Marin City School District
200 Phillip Drive
Marin City, CA 94965
Tel 415-332-3190

V. MCCSD RESPONSIBILITIES

MCCSD agrees to:

- Develop and implement recreation and enrichment programs to K-8th graders attending SMCS D schools between 3:00PM and 6:00PM, Monday through Friday.
- Complete and submit weekly attendance sheets to SMCS D.

- Attend SMCSD after-school program provider meetings.
- Share critical information with SMCSD and other service providers as appropriate.
- Ensure all staff, sub-contractors, and volunteers undergo and pass background and criminal screening.

VI. SMCSD RESPONSIBILITIES

SMCSD agrees to:

- Provide oversight of the program.
- Promote the program to youth and families.
- Provide required data collection forms associated with this program.

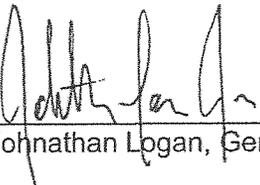
VII. RISK MANAGEMENT

MCCSD and SMCSD agree to provide evidence of required insurance.

In witness hereof, MCCSD and SMCSD have executed this Agreement on February 1, 2014 in Marin City, County of Marin, State of California.

Marin City Community Services District

Sausalito / Marin City School District

By: 
Johnathan Logan, General Manager

By: _____
Steven Van Zant, Superintendent

Attachment A

After School Supplemental Program Budget

Activity	Amount	Description
Flag FB Practice (2 coaches@ \$15/hr x 2hrs x 8)	480	9/10, 9/12, 9/17, 9/19, 9/24, 9/26, 10/10, 10/14
Flag FB Games (2 coaches@ \$15/hr x 3hrs x 5)	450	9/24, 10/8, 10/15, 10/16, 10/17
Flag FB Tavel	150	3 Games @ \$50 per game
BB Practice (2 coaches@ \$15/hr x 2hrs x 12)	720	11/4, 11/5, 11/6, 11/7, 11/11, 11/12, 11/13, 11/14, 11/18, 11/19, 11/20, 11/21
BB Games (2 coaches@ \$15/hr x 2hrs x 32)	1920	32 Games (Exact # of Games TBD)
BB Tavel	800	16 Games (Exact # of Away Games TBD) @ \$50
SB Practice (2 coaches@ \$15/hr x 2hrs x 18)	1080	9 wks x 2 Days = 18 Practices (March and April)
SB Games (2 coaches@ \$15/hr x 2hrs x 24)	1440	12 Games (12U) + 12 Games (10 U)=24 Games
SB Tavel	600	12 away games (1/2 of total games) @ \$50
Cooking Class	2160	4hrs/week @ \$15 x 36weeks
Cooking Class Supplies e.g. food, plates	3600	36 weeks @ \$100 per
Urban Art	1800	4hrs/week @ \$25 x 18weeks
Total	15200	
Discount	(5200)	
Total Contract Amount	10000	

Sausalito Marin City School District

Agenda Item: 6.05

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action: **Item is for Information Only:**

Item: Memorandum of Understanding – Marin Housing Authority

Background:

The Marin Housing Authority (MHA) has been working closely with Tenisha Tate to create ways to work with our schools in the area of student attendance.

As we are all aware, poor student attendance is one of the strongest predictors of students dropping out of high school. This MOU creates a partnership between MHA and SMCS D to decrease chronic student absenteeism.

Fiscal Impact:

Undetermined

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

**Memorandum of Understanding
Marin Housing Authority and Sausalito Marin City School District**

Marin Housing Authority, MHA, a key stakeholder in the educational processes impacting our children has established a School Attendance Pilot Program. * This Pilot Program is designed:

“... to assure that residents of public housing receive support for their children to be successful academically, facilitate community involvement and improvement in living conditions, and enhance educational attainment and self sufficiency of young people in order to make a positive difference for themselves, their families and their public housing complexes.”

On October 22, 2013, The Marin County Board of Supervisors/Housing Commissioners approved the MHA’s School Attendance Pilot Program. This Memorandum of Understanding (MOU) will govern MHA’s partnership with the Sausalito Marin City School District (SMCSD) in implementing MHA’s School Attendance Pilot Program.

Services to be provided to families:

- Guide MHA residents through MHA’s self-sufficiency programs.
- Notify families of school activities and encourage their attendance and participation.
- Inform parents about community programs that will assist families in reducing absenteeism
- Provide and or support alternative educational programs, behavioral programs, and school based mentoring.
- Assist families to understand the consequences of a child’s absence from school
- Assist families to understand the consequences that can be imposed by the School Attendance Review Team (SART) and the School Attendance Review Board (SARB).
- Provide incentives and recognition awards to support student and familial progress and success.

Services to be provided on the school site, or at MHA

- Participation in key parent engagement/education activities offered by the school
- Participation in and development of Celebration activities recognizing student and/or parental success
- Participation in meetings with local public school representatives, public housing residents and MHA staff to assist in implementing the program.

School/Agency Collaboration and Information Sharing

- SMCSD will timely notify MHA of all school activities and events that parents or other family members should attend, and/or be involved with. MHA will provide timely notices to its residents with school age children of each of these events and encourage their attendance and participation. This notification to MHA will not substitute or replace SMCSD's standard notice to parents about school events.
- SMCSD will notify MHA if it is having any difficulty reaching a parent regarding the well being of a child who resides with MHA.
- MHA as stakeholder will participate in regular team meetings addressing the attendance of students who reside at MHA.
- SMCSD will provide information regarding the school attendance, and where appropriate, the academic performance of MHA residents for purposes of MHA's provision of incentives, services, and support to its residents.
- SMCSD will alert MHA residents by letter with a copy to MHA if there is a child in the household who is, or is close to becoming a truant.
- MHA, as a community stakeholder, will participate in SART AND SARB hearing's involving a resident of MHA. SMCSC will notify MHA of SART and SARB hearings involving a MHA resident.

Sausalito Marin City School District

Agenda Item: 6.06

Date: February 11, 2014

Correspondence

Consent Agenda

Reports

General Functions

Pupil Services

Personnel Services

Financial & Business Procedures

Curriculum and Instruction

Policy Development

Item Requires Board Action:

Item is for Information Only:

Item: 2014 CSBA Delegate Assembly Election

Background:

The California School Boards Association (CSBA) asks that our board select (vote for) one delegate from the attached slate to represent us at CSBA's delegate assembly

Fiscal Impact:

Recommendation:

none

Prepared for: S. Van Zant

Prepared by: S. Van Zant

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **MONDAY, MARCH 17, 2014**. Only **ONE** Ballot per Board. Be sure to mark your vote "X" in the box.
A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2014 DELEGATE ASSEMBLY BALLOT
SUBREGION 3-D
(Marin County)

Number of vacancies: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning April 1, 2014 – March 31, 2016

**denotes incumbent*

Linda M. Jackson (San Rafael City Schools)*

Ann Sutro (Ross SD)

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District COE Name

Date of Board Action

Region 3 – Cindi Clinton, Director (Novato USD)
8 Delegates (8 elected)

Below is a list of all the current Delegates from this Region.

Subregion A

Ronald Abler (Forestville Union ESD), term expires 2015
Ed Gilardi (Cotati-Rohnert Park USD), term expires 2014

Subregion B

Indira Lopez (Calistoga Joint USD), term expires 2015

Subregion C

David McCallum (Vacaville USD), term expires 2015
Raymond V. Mommsen (Vallejo City USD), term expires 2015
Patricia Shamansky (Fairfield-Suisun USD), term expires 2014

Subregion D

Linda M. Jackson (San Rafael City Schools), term expires 2014

County Delegate

Kathleen Willbanks (Sonoma COE), term expires 2015

Counties

Sonoma (Subregion A)
Napa (Subregion B)
Solano (Subregion C)
Marin (Subregion D)

2014 Delegate Assembly Candidate Biographical Sketch Form



DUE: Tuesday, January 7, 2014 (U.S.P.S.)

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this **required one page** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state “see résumé” and please do not re-type this form. Any additional page(s) exceeding this **one page** candidate form will **not** be accepted. It is the candidate’s responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

Name: Ann Sutro

CSBA Region: Region 3 Sub-region D (Marin County)

District or COE: Ross School District

Years on board: 2 years of 2012-2016 term

Contact Number: 415-342-3168

E-mail: asutro@rossschool.k12.ca.us

Are you a continuing Delegate? Yes No

CSBA’s Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

Curriculum: With the adoption of Common Core replacing previous California State Standards, there is an historic opportunity for districts to improve curriculums. The days of an “inch-deep, mile-wide” race though content and “teaching-to-the-test” are behind us. Local boards have a unique opportunity to empower teachers by partnering with them to adopt curricula that allows for flexible pacing and mastery of skills by learners.

Special Education: With the loss of categorical funding, it is morally necessary for local boards to ensure that *outcomes* for special education students become the focus. Previously money had to be spent in certain ways and as long as it was spent that way, districts could claim “compliance” with dollars and minutes rather than outcomes. With the rise in autism and specific learning disabilities such as dyslexia and dyscalculia there has been a corresponding discovery of effective, peer-reviewed curricula that deliver genuine results for disabled learners. Districts must use these and should be rewarded for progress achieved for individual disabled learners.

Finances: The local control funding formula has simplified funding in California. In the past, too much time and too many human resources were required to simply understand and comply with complicated financial red tape. Boards should welcome and support this simplicity and redirect focus on funding issues to education.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA’s Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

I served on our school Site Council as a parent member and chairperson. We recreated and administered a parent and teacher satisfaction survey and published one hundred percent of the results because we believed in transparency and that shared ownership of data would lead to positive change. It did. As the board liaison to our Foundation, I continue to see the tremendous value of parent involvement to the health of a local school community. The creation of nationalized “once size fits all”, top-down educational mandates under NCLB and Race to the Top undermined the professional autonomy of teachers and the sense of community “ownership” of local schools. The time is ripe for a return to local control.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I just want my kids to get a good education. To be honest, it’s that simple. I have no career interest in education. School board members are paid little to nothing for our service. While this causes us to come to the table with little power, it also gives us a unique moral high ground as the only non-career or financially motivated players in the increasingly all too business-like sector of education. For California to regain its former stature as a premier educator of our over six million school aged kids, the greatest hope may well lie in the over one thousand local school boards governing their education. CSBA is uniquely situated to lead the charge to empower local school boards as they advocate for and expect nothing less than a good education for their own district’s children. I would be honored to participate as a delegate in this organization for that reason.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

1/7/14

2014 Delegate Assembly Candidate Biographical Sketch Form



DUE: Tuesday, January 7, 2014 (U.S.P.S.)

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this **required one page** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this **one page** candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

Name: <u>Linda M. Jackson</u>	CSBA Region: <u>3 D</u>
District or COE: <u>D</u>	Years on board: <u>7</u>
Contact Number: <u>415-488-3721</u>	E-mail: <u>ljackson@srcs.org</u>

Are you a continuing Delegate? Yes No If yes, how long have you served as a Delegate? 4

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

For the next two years, my priorities are:

- 1) Successful implementation of the Common Core State Standards, together with appropriate effective State evaluation/testing, which are essential to the Association's goal to support student achievement.
- 2) Continual and reasonable phasing in of the Local Control Funding Formula and restoration of past funding to achieve State funding for education, which is related to CSBA's goal of fair funding.
- 3) Effective development of homegrown Local Control Action Plans is crucial to continued independence of Marin's school district from State mandates and categorical funding limitations. These programs are related to CSBA's pillars of student achievement and effective governance.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

Local district and county office activities include serving as President of the Marin County Schools Boards Association (2011-13). We developed events to meet the educational interests of the 19 school districts in Marin. As Past President of MCSBA (2013-15), I am helping plan events to continue trustee professional development. I attend JLAC meetings to share CSBA activities at the statewide level. I am part of MCOE's Effectiveness and Efficiency effort to promote resource sharing, a project that set a framework to encourage local efforts to share services and that resulted in changes in the Golden Bell program to recognize successful joint programs and projects.

At San Rafael Schools, I am board liaison to the District English Learner Advisory Committee and the City/School Districts Committee. In addition, I'm on the board of 10,000 Degrees, a 10,000 Degrees mentor to high school low-income and first generation seniors applying to college, and a volunteer at Canal Alliance.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

CSBA has transformed in the past few years into a powerful advocate for public education and for equity in education. In 2010-12 I served on the CSBA Legislative Committee, where I learned how thoroughly CSBA staff track and advocate on legislation. In 2012-13 I was on the Nominating Committee, which vets the applicants for CSBA's offices of President and Vice President. My goal is to keep trustees in Marin aware of critical education issues and initiatives at the State level.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Linda M. Jackson 1/6/2014

Sausalito Marin City School District
 Personnel Action Report
 2013/2014-2

Date of Board Meeting: February 11, 2014

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

Classified

Certificated

Confidential

Resigned	Forrest Corson	Director of Maintenance and Operations	1.0	D.O.	02/01/2014

Administrative

--	--	--	--	--	--

Sausalito Marin City School District

Agenda Item: 9.01

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Item Requires Board Action: Item is for Information Only:

Item: Report on the Governor’s 2014-2015 Budget Proposal

Background:

The Governor is constitutionally required to announce his proposed State Budget for the following fiscal year no later than January 10th of each year.

The Governor proposed budget includes some of the following key points:

- Estimated increase in Proposition 98 spending to \$61.6 billion in 2014-15, \$6.3 billion above the 2013-14 budget level
 - Additional Proposition 98 funding will be used to fully retire K-12 education and community college deferrals
- “Rainy Day Fund”, Governor wants to deposit funds and is proposing through an amendment to strengthen the fund to better prepare for future decreases in state revenues and long-term state liabilities.
- Proposal of \$4.5 billion additional funding allocated toward LCFF. Department of Finance staff estimates that the additional funding proposed in the Budget will eliminate more than 28% of the remaining GAP funding.
 - Legislation to create a continuous appropriation for LCFF funding, to ensure that it “implemented on schedule” (by 2020-2021).
- Cost-of-living adjustment (COLA) is .86% for categorical programs outside the LCFF , including Special Education, Child Nutrition, American Indian Education Centers, and the American Indian Early Childhood Education Program.

There are many other proposals contained in the Governor’s Budget which are provided in the attached summary by School Services of California and the Marin County Office of Education. Analysis and review of the Governor’s budget proposal is ongoing by many of the state and district fiscal advisory groups as they attempt to make a quantifiable explanation of this proposed budget.

Fiscal Impact:

The financial impact of the proposed 2013-2014 budget is yet to be determined.

Recommendation:

This item is brought before the board for approval.

Prepared for: Steve Van Zant

Prepared by: P. Rigney

[Home](#)[About SSC](#)[Services & Products](#)[Workshops & Registration](#)[Tools & Resources](#)[Contact Us](#)[MySSC](#)[Client Login](#)
Welcome back
[Logout](#)
[Change Password](#)[Fiscal Reports](#) | [Current Reports](#) | [Video Reports](#) | [Search Reports](#) | [View Archive](#) | [Printable Version](#) | [Email](#)

The FISCAL REPORT an informational update

Copyright © 2014 School Services of California, Inc.

Volume 34

For Publication Date: January 10, 2014

No. 1

Governor's Budget Summary Provides a Preview of Key Proposals for 2014-15

The 2014-15 State Budget plan became public ahead of schedule, leaked out to a watchful Capitol community on the evening of January 8, 2014, and leading Governor Jerry Brown to move up his scheduled January 10 Budget press conference by one day, now set for tomorrow, January 9, 2014.

The Budget Summary points to a state economic outlook showing a slow but consistently growing economic recovery. Recently, less uncertainty at the federal level has resulted in a positive impact on consumer and producer confidence, and unemployment both in the state and nationally continues to drop while job creation and housing prices are improving. The improving economy results in healthy projected 2014-15 state General Fund revenue growth, and, for education, an estimated increase in Proposition 98 spending to \$61.6 billion in 2014-15, \$6.3 billion above the 2013-14 budgeted level.

Deferrals

In addition, Proposition 98 revenues are estimated to rise, respectively, by \$1.8 billion and \$1.5 billion above 2012-13 and 2013-14 budgeted funding. The additional revenues from the past and current year Proposition 98 increases are available for one-time purposes, and are used along with a portion of the 2014-15 increase to fully retire remaining K-12 education and community college deferrals at a cost of \$6.1 billion. If adopted by the Legislature, retirement of the remaining deferrals will improve school district cash flow and free other local resources that have otherwise been used in past years to subsidize state "borrowing" from schools through the deferral process.

Rainy Day Fund

And Governor Brown has a plan to avoid using deferrals again if current funding levels decline during the next revenue downturn; seeking to avoid a continuation of the boom and bust cycle of state revenues and budgeting, he is proposing a constitutional amendment that would mandate that a portion of state revenue growth that exceeds a minimum level, especially from taxes on volatile capital gains, be dedicated to a special reserve fund. While making the first deposit to the constitutionally established state "rainy day" fund since 2007, he also is proposing through the amendment to strengthen that fund to better prepare for future decreases in state revenues and the demands of long-term state liabilities.

As part of that proposal, a share of revenue growth diverted to reserves would also accrue to a Proposition 98 reserve, to be used to smooth out the year-to-year fluctuations in the K-14 minimum guarantee.

School Facilities

Governor Brown throws water on the idea of introducing a 2014 facilities bond, by proposing to continue a dialogue on the future of school facilities funding, including consideration of "what role, if any, the state should play in the future of school facilities funding." The proposal, however, does invest nearly \$400 million in facilities, including dedicating \$188.1 million to the Emergency Repair Program and repurposing \$211 million of School Facility Program bond authority from specialized programs to core new construction and modernization needs.

Local Control Funding Formula

Aside from retiring all remaining education funding deferrals, the single largest Proposition 98 expenditure continues implementation of the Local Control Funding Formula (LCFF). The Budget proposes \$4.5 billion of additional funding allocated through the LCFF, an average increase of 10.9% and \$755 per pupil. The LCFF is designed to distribute additional funds to all school districts over time, but with particular emphasis on improving the level of support for English learners, foster youth, and students in poverty. As a result, individual school districts may receive substantially more or less than the average increase, but Department of Finance staff estimate that the additional funding proposed in the Budget will eliminate more than 28% of the remaining gap between the 2013-14 funding level and the LCFF funding target for each school district.

The average target base grant across all grade levels, including Career Technical Education and Class-Size Reduction adjustments, is estimated to be \$7,829 per ADA, and school districts will receive a supplemental grant equal to 20% of the base

grants for eligible students, and an additional 50% concentration grant for eligible students exceeding 55% of a school district's enrollment.

Other Proposals

In addition, the Governor's Budget will include:

- \$363 million for energy efficiency project grants from Proposition 39
- A cost-of-living adjustment (COLA) is 0.86% for categorical programs outside the LCFF, including Special Education, Child Nutrition, American Indian Education Centers, and the American Indian Early Childhood Education Program
- Estimated statewide average daily attendance (ADA) that is flat in 2013-14, and declines by 7,000 ADA in 2014-15

In addition to the spending proposals, Governor Brown makes several other policy proposals, including:

- Legislation to create a continuous appropriation for LCFF funding, to ensure that it is "implemented on schedule"
- Legislation to streamline and expand instructional opportunities available through nonclassroom based independent study

Absent from the proposal is any mention of expanding Transitional Kindergarten, as has been introduced by legislative Democrats. Governor Brown also does not propose additional funding for the implementation of the Common Core State Standards.

The California State Teachers' Retirement System

The Governor's Budget notes that California State Teachers' Retirement System (CalSTRS) faces a growing unfunded liability of \$80.4 billion and may exhaust its assets within 30 years. Stabilizing the system could cost more than \$4.5 billion. While not proposing a solution as part of this budget, Governor Brown is committing his administration to working with stakeholders on a "plan of shared responsibility" to achieve a fully funded system within 30 years, which will be included in the 2015-16 Budget proposal.

The CalSTRS budget summary closes with the following statement:

"A new funding strategy should phase-in contribution increases for employees, employers, and the state to allow parties to prepare for cost increases. Because retirement benefits are part of total compensation costs, school districts and community colleges should anticipate absorbing much of any new CalSTRS funding requirement. The state's long-term role as a direct contributor to the plan should be evaluated."

More to Come . . .

This very broad extract of Governor Brown's 2014-15 State Budget Proposal is provided to keep you informed. We will provide a more detailed analysis of Governor Brown's 2014-15 proposals for K-12 education after the formal release of the Budget on Thursday, January 9.

—SSC Staff

posted 01/08/2014

MARIN COUNT OFFICE OF EDUCATION

Governor Introduces 2014-15 Budget – School Funding a Top Priority

Governor Brown unveiled his 2014-15 Budget Proposal a day early thanks to the budget document being leaked to reporters. In his press briefing today, the Governor reflected upon “lessons learned” from recent budgets that committed one-time or temporary revenue to permanent spending obligations. The Governor recounted the painful cuts in programs that were required when these “revenue spikes” disappeared to underscore his commitment to fiscal discipline and the elimination of debt in the proposals made public today. The Governor focused on several critical themes which are outlined below. These include the need to be careful with how one-time funding is used, prioritizing the implementation of the Local Control Funding Formula with the increase in funding and buying down the state’s debt.

Use of One-Time Funds - The Governor acknowledges that extraordinary 2013 stock market gains have produced very large increases in capital gain tax revenue for the state’s general fund (GF) impacting three budget years: 2012-13, 2013-14, and 2014-15. These one-time income tax revenues are, for the most part, producing \$9.7 billion in higher revenue for K-14 schools over these three budget years. Accordingly, the Governor is proposing to eliminate the \$6.4 billion in K-14 inter-year deferrals that remain on the state's books--by the end of 2014-15.

Deferral Buydown & Increased LCFF Funding - The one-time spike in GF revenue and additional deferral buydown expenditures in 2012-13 and 2013-14 also allows the Governor to significantly increase Local Control Funding Formula (LCFF) gap funding in 2014-15 (from 16% to 28%) for K-12 school districts and county offices.

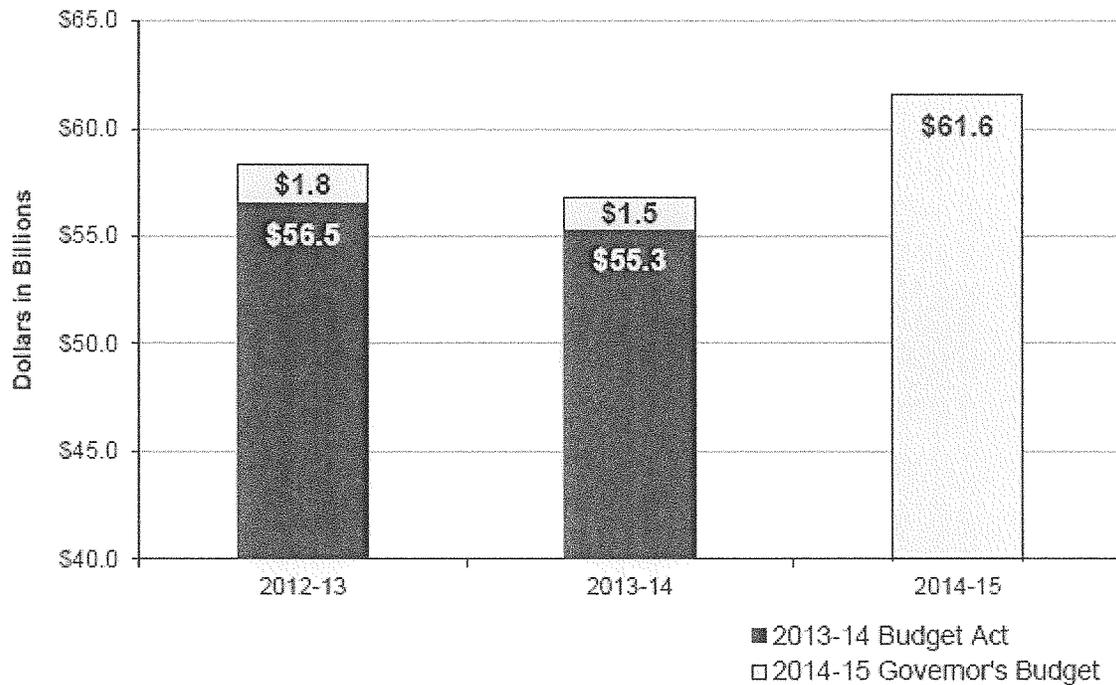
Rainy Day Fund & Prop 98 Reserve - The Governor also uses the state’s reliance on a very progressive income tax system, the volatility of capital gain revenue and the soon-to-expire Proposition 30 tax revenue to justify a new constitutional amendment proposal to strengthen the existing Rainy Day Fund (ACA 4 enacted in 2010). A key component of the proposal involves creating a Proposition 98 reserve, whereby spikes in K-14 funding, produced in years when capital gains revenue exceeds 6.5% of total general fund revenue, would instead be saved for future years of decline. Governor Brown argues that this would prevent education cuts in recession years when the state would otherwise be unable to meet Proposition 98 obligations.. The Governor also asserts that the creation of this “Proposition 98 reserve” would require no changes to the guaranteed level of funding dedicated to schools under Proposition 98 in any year.

Key Education Budget Elements

Under the Governor’s budget, K-14 education (Proposition 98) spending levels are increased by \$9.7 billion over three years: 2012-13, 2013-14 and 2014-15. Increases in 2012-13 (\$1.8 billion) and 2013-14 (\$1.5 billion) are used exclusively to buydown inter-year deferrals.

The 2014-15 K-14 (P 98) spending level is now projected to be \$61.6 billion, a \$4.8 billion increase over the adjusted 2013-14 level of \$56.8 billion (see figure K12-01 from the Governor’s Budget Summary).

Figure K12-01
Major Changes to Proposition 98 Guarantee Levels



Consistent with the his commitment to fiscal discipline and the LCFF, the Governor is proposing to use most all of these additional funds in 2014-15 to eliminate all inter-year deferrals (using \$3.1 billion of the one-time deferral buydown increases from prior years) and provide school districts, county offices and charter schools additional LCFF gap funding (approximately \$4.5 billion). The Governor’s proposed spending level is approximately \$600 million lower than the Legislative Analyst’s estimate from last November, reflecting the Department of Finance’s more conservative revenue projections.

Key Budget Adjustments

The Governor’s use of these new resources in K-12 education for 2014-15 is as follows:

K-12 Deferrals – The budget provides an increase of more than \$2.2 billion Proposition 98 General Fund in 2014-15, when combined with the \$3.3 billion Proposition 98 General Fund provided from 2012-13 and 2013-14 funds, to eliminate all remaining outstanding deferral debt for K-12. The budget allocates another \$235.6 million to reduce community college inter-year deferrals.

School District LCFF - Additional growth of approximately \$4.5 billion in Proposition 98 General Fund for school districts and charter schools in 2014-15 which is an increase of 10.9 percent.

County Office of Education LCFF - An increase of \$25.9 million Proposition 98 General Fund for county offices of education in 2014-15.

Charter Schools - An increase of \$74.3 million Proposition 98 General Fund to support projected charter school ADA growth.

Special Education - A decrease of \$2.2 million Proposition 98 General Fund to reflect a decline in Special Education ADA.

Cost of Living Adjustment Increases - The Budget provides \$33.3 million to support an 0.86 percent cost of living adjustment for categorical programs that remain outside of the new student funding formula, including Special Education, Child Nutrition, American Indian Education Centers, and the American Indian Early Childhood Education Program. Cost of living adjustments for school districts and county offices of education are provided within the increases for school district and county office of education Local Control Funding Formula implementation noted above.

Emergency Repair Program - An increase of \$188.1 million in one-time Proposition 98 General Fund resources for the Emergency Repair Program.

Local Property Tax Adjustments - An increase of \$287.1 million Proposition 98 General Fund for the school district and county office of education local control funding formulas in 2013-14 as a result of lower offsetting property tax revenues. There is also a decrease of \$529.7 million in Proposition 98 General Fund for school districts and county offices of education in 2014-15 as a result of increased offsetting local property tax revenues.

Average Daily Attendance - A decrease of \$214.5 million in 2013-14 for the school district and county office of education local control funding formulas as a result of a decrease in projected ADA from the 2013 Budget Act. A decrease of \$42.9 million in 2014-15 for school districts and county offices of education as a result of projected decline in ADA for 2014-15.

Key Programmatic Changes in the Budget

Increased Instructional Flexibility - The Governor's budget indicates a desire to address the current problems with independent study. The primary non-classroom based instructional method available to local educational agencies is through the use of non-classroom based independent study. Under current law, students work independently according to a written agreement and under the general supervision of a teacher. Funding for average daily attendance in these courses is calculated on a "time value of student work," which requires each teacher to individually calculate a classroom time equivalent value for every activity assigned to a student engaged in independent study. The budget document argues that the requirements that schools must meet to provide and receive funding for this type of instruction are administratively burdensome, requiring teachers to spend time on paperwork instead of providing instruction. The budget goes on to argue that in some cases, these requirements may provide a disincentive to schools contemplating the use of these types of courses. This is also the case for districts seeking to expand online educational programs because under current attendance accounting requirements online can only be provided via an independent study format. In 2013, SB 714 (Block) was introduced to establish a separate attendance accounting option for online courses as a means of addressing the burdensome issues outlined here.

To address the deficiencies in the existing independent study process and provide schools with additional instructional flexibility, the Budget proposes legislation to both streamline and expand the instructional opportunities available through this process.

This mode of learning has the potential to solve problems that are not easily addressed in traditional classroom-based settings and may help fill instructional gaps, while stabilizing or increasing the attendance of students who may have otherwise dropped out or transferred to other private instructional providers to accelerate their educational progress.

This legislation would require schools offering instruction through this new streamlined process shall provide every student with a high quality education, and must ensure that independent study courses meet the following requirements:

- Are of the same rigor and educational quality as their classroom-based equivalent courses;
- Maintain the same number of total educational minutes as their classroom-based equivalent courses;
- Provide adequate teacher and student interaction, including at least one meeting per week to verify the student is working toward successful course completion;
- Maintain classroom-based equivalent pupil-to-teacher ratios unless a new alternative ration is collectively bargained;
- Do not result in the local educational agency claiming more than one total unit of ADA per year for each student enrolled in independent study.

School Facilities The budget outlines a plan to address the state’s K-12 school facilities funding shortage – but at no point does the document support a 2014 statewide school bond. While the administration understands that there is overall statewide facilities needs and that facilities projects are an economic driver of the economy, they remain reticent about accruing additional bond debt. Approving a 2014 school bond that is significantly smaller in size than prior bonds may prove to be the most prudent approach.

The budget outlines the recent history of facilities funding and makes the case that this bond funding has been very costly and established significant state debt. The budget states that since 1998, voters have approved approximately \$35 billion in statewide general obligation bonds to construct or renovate public school classrooms used by the state’s roughly six million K-12 students. These bonds cost the General Fund approximately \$2.4 billion in debt service annually. In addition to general obligation bonds, school districts may use developer fees, local bonds, certificates of participation, and Mello Roos bonds to construct additional classrooms or renovate existing classrooms. There is currently no bond authority remaining in the core school facilities new construction and modernization programs.

As part of the 2014 Five Year Infrastructure Plan, the Administration proposes to continue a dialogue on the future of school facilities funding, including consideration of what role, if any, the state should play in the future of school facilities funding. This infrastructure discussion should also include the growing debt service costs associated with the state’s increased reliance on debt financing.

The Administration is proposing that any future program be easy to understand and provide school districts appropriate local control and fiscal incentives. The budget document argues that the following problems are inherent in the current program and must be addressed:

Fragmentation - The current program is overly complex and reflects an evolution of assigning over ten different specialized state agencies fragmented oversight responsibility. The result is a structure that is cumbersome and costly for the state and local school districts.

Link Facilities to Other Cost Decisions - The current program does not compel districts to consider facilities funding within the context of other educational costs and priorities. For example, districts can generate and retain state facility program eligibility based on outdated or inconsistent enrollment projections. This often results in financial incentives for districts to build new schools to accommodate what is actually modest and absorbable enrollment growth. These incentives are exacerbated by the fact that general obligation bond debt is funded outside of Proposition 98.

Rethink First-Come First-Serve - The current program allocates funding on a first come, first served basis resulting in a substantial competitive advantage for large school districts with dedicated personnel to manage facilities programs.

Establish Local Control - The current program does not provide adequate local control for districts designing school facilities plans. Program eligibility is largely based on standardized facility definitions and classroom loading standards. As a result, districts are discouraged from utilizing modern educational delivery methods.

Any future program should be designed to provide districts with the tools and resources to address their core facility gaps, but should also avoid an unsustainable reliance on state debt issuance that characterizes the current school facilities program. While the state examines the future of its role in school facilities, the Budget also includes the following proposals totaling an investment in school facilities of nearly \$400 million:

- Transfer \$211 million of remaining School Facility Program bond authority from the specialized programs to the core new construction (\$105.5 million) and modernization (\$105.5 million) programs to continue construction of new classrooms and modernization of existing classrooms for districts that have been awaiting funding. Approximately \$163 million, \$3 million, \$35 million, and \$10 million of general obligation bond authority currently remains in the Seismic Mitigation, Career Technical Education, High Performance Incentive Grant, and Overcrowding Relief Grant programs, respectively.
- Dedicate \$188.1 million of one-time Proposition 98 General Fund to the Emergency Repair Program to provide grants or reimbursement to local educational agencies for the cost of repairing or replacing building systems that pose a health and safety threat to students and staff at eligible school sites. Schools previously identified by the California Department of Education as ranked in deciles one, two, or three based on the 2006 Academic Performance Index are eligible for funding.

Adult Education - The 2013-14 Budget established a controversial maintenance of effort requirement on adult education funding as a way to “hold the current programs in place” while local community colleges and adult programs worked cooperatively on planning for ways to improve services for adult learners. To this end, the 2013 Budget Act provided \$25 million

Proposition 98 General Fund for two-year planning and implementation grants to regional consortia of community college districts and K - 12 districts.

Adult education consortia plans are to be completed by early 2015, and the budget indicates that the Administration intends to make an investment in the 2015 - 16 Budget for adult education, including adult education provided in county jails, through a single restricted categorical program. The Administration will continue to work jointly with the State Department of Education and the California Community Colleges Chancellor's Office to complete the adult education consortia plans, while working with the Legislature to ensure that any legislation pertaining to adult education aligns with and supports the planning process currently underway, and provides consistent guidance to the K-12 and community college districts.

Additionally, \$15.1 million Proposition 98 General Fund Reversion for the Adults in Correctional Facilities program, and required K-12 districts to maintain the 2012-13 level of adult education and career technical education programs in 2013-14 and 2014-15.

Common Core Implementation & Student Assessment - The 2013 Budget Act provided \$1.25 billion in one-time Proposition 98 General Fund to support the implementation of the Common Core state standards. Funding was provided to support necessary investments in professional development, instructional materials, and technology. The 2014-15 budget does not increase this funding level. Instead, the budget does propose an increase of \$46.5 million in Proposition 98 General Fund to implement Chapter 489, Statutes of 2013 (AB 484), which established a revised student assessment system aligned to the new state standards. Beginning with the administration of English language arts and mathematics assessments developed by the Smarter Balanced Assessment Consortium, additional assessments will be included and developed using computer based testing, whenever feasible, to assess the full breadth and depth of the curriculum.

Energy Efficiency Investments - Proposition 39, The California Clean Energy Jobs Act, was approved in 2012 and increases state corporate tax revenues. For 2013-14 through 2017-18, the measure requires half of the increased revenues, up to \$550 million per year, to be used to support energy efficiency. The California Energy Commission recently approved a set of regulations controlling the implementation of this funding stream. The \$363 million in the budget is a decrease of \$80 million over the amount provided in 2013-14. It appears that this is the result of the calculations done by the Franchise Tax Board on the revenue generated by Prop 39. This will be a topic of scrutiny during the upcoming budget subcommittee process. Finally, the budget eliminates the Energy Conservation and Assistance Act which is a loan program that allows districts to leverage larger amounts of funding in order to complete projects.

The Budget proposes to allocate the \$363 million of energy efficiency funds available in 2014-15 as follows:

- \$316 million and \$39 million to K-12 school and community college districts, respectively, for energy efficiency project grants.
- \$5 million to the California Conservation Corps for continued technical assistance to K-12 school districts.
- \$3 million to the Workforce Investment Board for continued implementation of the Job-training program.

While the Budget does not propose funding for additional revolving loans under the Energy Conservation Assistance Act (which was provided \$28 million in 2013-14), this program will continue to be considered for future funding.

Pension Reform

While acknowledging the state's historic commitment to the California State Teachers' Retirement System (CalSTRS) system, the Governor's budget acknowledges CalSTRS faces a growing \$80.4 billion unfunded liability and will be unable to meet its obligations in 30 years. Moreover, the Governor points out that CalSTRS estimates that fully funding the system could cost more than \$4.5 billion a year—"overwhelming other education priorities as well as other policy initiatives".

The Governor laments that while CalPERS (and retirement systems) have the authority to charge employers more money to make up their funding gaps, school district and teacher contributions to CalSTRS can be changed only by the Legislature. Because CalSTRS cannot act on its own, the Governor's budget proposes that he will begin working with the Legislature, school districts, teachers, and the pension system on a plan of shared responsibility to achieve a fully funded, sustainable teachers' pension system within 30 years. It is expected that this plan will be adopted as part of the 2015-16 Budget.

The Governor concludes by saying: *"A new funding strategy should phase in contribution increases for employees, employers, and the state to allow parties to prepare for cost increases. Because retirement benefits are part of total compensation costs, school districts and community colleges should anticipate absorbing much of any new CalSTRS funding requirement. The state's long-term role as a direct contributor to the plan should be evaluated."*

What Happens Now

The Governor's Budget and, more specifically, his commitment to fiscal restraint and resistance to new policy priorities from the Legislature will face both policy and budget committee scrutiny in the coming months.

Legislative Democrats have already made it clear that they intend to implement universal transitional kindergarten/preschool for all 4 year-olds at a cost in excess of \$1 billion in 2014. Additional common core funding is another high priority among many Democrats up for election this November. No additional Common Core funding was provided by the governor in this budget. These will be significant battle ground issues. Additionally, there will no doubt be a great deal of discussion around the actually LCFF statutory language. A number of technical fixes will be necessary. The question is how extensive these changes become and whether key policy components of the LCFF are debated yet again.

Governor Brown has made it clear that after enactment of his LCFF reforms, his commitment is to resist new programmatic spending obligations until state debt (both to schools and elsewhere) is eliminated. As this is an election year for the Governor as well, he will no doubt run on his accomplishments to date related to these priorities. It is unlikely that the Governor will be open to much movement and the enactment of universal preschool, in particular, is likely to face considerable resistance from the administration.

Without question, the Governor's budget is the most promising for public schools in the last decade. The Governor has now packaged increases in general purpose funding with expanded local flexibility and the elimination of inter-year deferral reductions to craft a budget that most school leaders will appreciate.

Given the voters strong expression of support for public education through the passage of Proposition 30 in November 2012 and the health of our economy, it is hard to imagine the Legislature reducing overall K-12 spending in this budget. Absent significant general fund revenue deterioration in the first quarter of 2014, school leaders can expect the overall spending levels proposed by the Governor to be approved by the Legislature. No matter what changes the Legislature makes to this budget prior to its enactment this summer, California schools will be in a much improved position to better serve their students in the fall of 2014.

Sausalito Marin City School District

Payment of Warrants

2/11, 2014

Attached warrants include:

Batch 31 Fund 01 in the amount of \$31,371.37

Batch 31 Fund 05 in the amount of \$181,011.00

Batch 31 Fund 13 in the amount of \$596.81

Batch 31 Fund 40 in the amount of \$5,754.83

Batch 32 Fund 01 in the amount of \$10,888.20

Batch 32 Fund 13 in the amount of \$2,188.09

Batch 33 Fund 01 in the amount of \$2,421.99

Batch 34 Fund 01 in the amount of \$45,186.01

Batch 34 Fund 13 in the amount of \$450.56

Batch 34 Fund 14 in the amount of \$1,353.75

Prepared by Vida Moattar

Sausalito Marin City School District Business Office

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0031 GENERAL FUND
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20043045	070358/	AT&T												
		PO-140003	1.	01-0000-0-5970.00-0000-7200-700-000-000									12/13	171.84
													WARRANT TOTAL	\$171.84
20043046	000006/	BAY CITIES REFUSE INC												
		PO-140025	1.	01-0000-0-5550.00-0000-8200-000-000-000									1/14	643.80
													WARRANT TOTAL	\$643.80
20043047	001811/	STATE OF CALIFORNIA												
		PV-140315		01-0000-0-5821.00-0000-7200-725-000-000									12/13 Invoice 10879	64.00
													WARRANT TOTAL	\$64.00
20043048	001664/	COSTCO MEMBERSHIP												
		PV-140311		01-0000-0-5300.00-0000-2700-700-000-000									Membership dues	110.00
													WARRANT TOTAL	\$110.00
20043049	070722/	CYPRESS SCHOOL												
		PO-140063	1.	01-6500-0-5833.00-5750-1185-700-000-000									122313, 122513	6,872.75
													WARRANT TOTAL	\$6,872.75
20043050	070263/	FEDEX												
		PV-140316		01-0000-0-5960.00-0000-2700-700-000-000									2-523-61979	24.80
													WARRANT TOTAL	\$24.80
20043051	070823/	MAKING A DIFFERENCE CONSULTING												
		PO-140125	1.	01-9472-0-5849.00-1110-1010-100-000-111									225	2,038.13
			1.	01-9472-0-5849.00-1110-1010-100-000-111									226	2,059.79
			1.	01-9472-0-5849.00-1110-1010-100-000-111									226-1	2,227.87
													WARRANT TOTAL	\$6,325.79
20043052	070470/	MARIN RESOURCE RECOVERY CENTER												
		PO-140037	1.	01-0000-0-5550.00-0000-8200-000-000-000									12/13	304.00
													WARRANT TOTAL	\$304.00
20043053	070447/	MAXIM HEALTHCARE SERVICES												
		PO-140026	1.	01-6500-0-5835.00-5770-1182-700-000-000									2116260084	2,325.38

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0031 GENERAL FUND
 FUND : 01 GENERAL FUND

VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
WARRANT TOTAL					\$2,325.38
20043054	070107/	VIDA MOATTAR			
	PV-140314	01-0000-0-4300.00-0000-7200-725-000-000		Lamp for board meetings	23.97
WARRANT TOTAL					\$23.97
20043055	000548/	MOLLIE STONE'S			
	PV-140312	01-0000-0-4300.00-0000-7110-725-000-000	100536		92.71
WARRANT TOTAL					\$92.71
20043056	001953/	SPECTRUM CENTER			
	PO-140062	1. 01-6500-0-5833.00-5750-1185-700-000-000		106499	5,130.67
WARRANT TOTAL					\$5,130.67
20043057	070828/	WORLD STRIDES			
	PV-140320	01-9474-0-5819.00-1110-1010-101-000-000		DC Trip	2,000.00
		01-9479-0-5819.00-1110-1010-101-000-000		DC Trip	7,281.66
WARRANT TOTAL					\$9,281.66
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS:	13	TOTAL AMOUNT OF WARRANTS:	\$31,371.37*

APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 01/17/2014

01/16/14 PAGE 34

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0031 GENERAL FUND
FUND : 05 WILLOW CREEK ACADEMY

INT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DEPOSIT TYPE DESCRIPTION	ACCOUNT NUM	AMOUNT
20043058	002172/	WILLOW CREEK ACADEMY														
		PV-140317												13-14 Apportionments		181,011.00
														WARRANT TOTAL		\$181,011.00
*** FUND	TOTALS ***						TOTAL NUMBER OF WARRANTS:	1						TOTAL AMOUNT OF WARRANTS:		\$181,011.00*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0031 GENERAL FUND
FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20043059	070811/	BARON BAKING LLC													
		PV-140321	13	5310	0	5840	00	0000	3700	100	000	000		24-0114	17.85
			13	5310	0	5840	00	0000	3700	101	000	000		24-0114	17.85
														WARRANT TOTAL	\$35.70
20043060	070817/	FOWLER BROTHERS													
		PV-140323	13	5310	0	5840	00	0000	3700	100	000	000		152023	51.56
			13	5310	0	5840	00	0000	3700	101	000	000		152023	51.55
														WARRANT TOTAL	\$103.11
20043061	070799/	VERITABLE VEGETABLE INC.													
		PV-140322	13	5310	0	5840	00	0000	3700	100	000	000		879258	229.00
			13	5310	0	5840	00	0000	3700	101	000	000		879258	229.00
														WARRANT TOTAL	\$458.00
*** FUND	TOTALS ***													TOTAL NUMBER OF WARRANTS:	3
														TOTAL AMOUNT OF WARRANTS:	\$596.81*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0031 GENERAL FUND
 FUND : 40 SPECIAL RESERVE-CAP OUTLAY #1

AMOUNT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20043062	070741/	GREYSTONE WEST COMPANY				
		PV-140313	40-0000-0-6281.00-0000-8500-700-000-000		2013-008	1,159.58
		PV-140319	40-0000-0-6281.00-0000-8500-700-000-000		876312	2,500.00
		WARRANT TOTAL				\$3,659.58
20043063	070701/	QUATTROCCHI KWOK				
		PV-140318	40-0000-0-6210.00-0000-8500-700-000-000		13642, 13657	2,095.25
		WARRANT TOTAL				\$2,095.25
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 2		TOTAL AMOUNT OF WARRANTS:		\$5,754.83*
*** BATCH	TOTALS ***	TOTAL NUMBER OF WARRANTS: 19		TOTAL AMOUNT OF WARRANTS:		\$218,734.01*
*** DISTRICT	TOTALS ***	TOTAL NUMBER OF WARRANTS: 19		TOTAL AMOUNT OF WARRANTS:		\$218,734.01*

Printed: 01/17/2014 09:57:43

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0032 GENERAL FUND
 FUND : 01 GENERAL FUND

NT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20043740	070329/	AT&T CALNET 2				
		PO-140001 1.	01-0000-0-5970.00-0000-2700-700-000-000		1/14	509.29
			WARRANT TOTAL			\$509.29
20043741	070730/	MAHEALANI BERNES				
		PV-140325	01-9472-0-5840.00-1110-2495-100-000-000		Alignment Workshop	90.00
			WARRANT TOTAL			\$90.00
20043742	070784/	PALOMA COLLIER				
		PO-140136 1.	01-9471-0-5800.00-1110-1010-700-000-000		1/14	2,000.00
			WARRANT TOTAL			\$2,000.00
20043743	070569/	FORREST CORSON				
		PV-140331	01-8150-0-4300.00-0000-8100-735-000-000		Tire for Trailer	238.69
			WARRANT TOTAL			\$238.69
20043744	002270/	FISHMAN SUPPLY CO.				
		PO-140035 1.	01-0000-0-4300.00-0000-8211-735-000-000		936722	898.25
			WARRANT TOTAL			\$898.25
20043745	070731/	ESSIE HARDY				
		PV-140326	01-9472-0-5840.00-1110-2495-100-000-000		Alignment Workshop	90.00
			WARRANT TOTAL			\$90.00
20043746	070831/	ANA LUISA HERNANDEZ				
		PV-140328	01-9472-0-5840.00-1110-2495-100-000-000		Alignment Workshop	90.00
			WARRANT TOTAL			\$90.00
20043747	070829/	BETTY HILL				
		PV-140324	01-9472-0-5840.00-1110-2495-100-000-000		Alignment Workshop	90.00
			WARRANT TOTAL			\$90.00
20043748	070573/	MCMASTER CARR				
		PO-140132 1.	01-8150-0-4300.00-0000-8100-735-000-000		70861083	228.80
			WARRANT TOTAL			\$228.80
20043749	001927/	MILL VALLEY SERVICES				
		PO-140135 1.	01-0000-0-4300.00-0000-7150-725-000-000		81202	59.27

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0032 GENERAL FUND
 FUND : 01 GENERAL FUND

NT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL						\$59.27
20043750	000058/	P G & E CO				
		PO-140000 1.	01-0000-0-5510.00-0000-8200-000-000-000		Due 2/3/14	2,688.90
WARRANT TOTAL						\$2,688.90
20043751	070832/	MAURINE PHILLIPS				
		PV-140329	01-9472-0-5840.00-1110-2495-100-000-000		Alignment Workshop	90.00
WARRANT TOTAL						\$90.00
20043752	070830/	DYEANN REEVES				
		PV-140327	01-9472-0-5840.00-1110-2495-100-000-000		Alignment Workshop	90.00
WARRANT TOTAL						\$90.00
20043753	070833/	MARY SHEKELL-FASHIMPAUR				
		PV-140330	01-9472-0-5840.00-1110-2495-100-000-000		Alignment Workshop	90.00
WARRANT TOTAL						\$90.00
20043754	070406/	SILYCO				
		PO-140021 1.	01-0000-0-5849.00-0000-2420-700-000-000		DEC2013	3,600.00
WARRANT TOTAL						\$3,600.00
20043755	070834/	DAMIEL TRAMMELL				
		PV-140332	01-0000-0-5300.00-1130-4200-700-000-000		Basketball referee services	35.00
WARRANT TOTAL						\$35.00
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 16		TOTAL AMOUNT OF WARRANTS:		\$10,888.20*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0032 GENERAL FUND
 FUND : 13 CAFETERIA FUND

NT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20043756	070811/	BARON BAKING LLC				
		PV-140337	13-5310-0-5840.00-0000-3700-100-000-000		15-0426	11.60
			13-5310-0-5840.00-0000-3700-101-000-000		15-0426	11.60
			WARRANT TOTAL			\$23.20
20043757	000105/	CLOVER-STORNETTA FARMS				
		PV-140335	13-5310-0-5840.00-0000-3700-100-000-000		7583473	54.45
			13-5310-0-5840.00-0000-3700-101-000-000		7583473	54.45
			WARRANT TOTAL			\$108.90
20043758	070813/	HDP ENTERPRISES INC.				
		PV-140339	13-5310-0-5840.00-0000-3700-100-000-000		841580	63.18
			13-5310-0-5840.00-0000-3700-101-000-000		841580	63.17
			WARRANT TOTAL			\$126.35
20043759	070815/	MARIN CHEESE COMPANY				
		PV-140334	13-5310-0-5840.00-0000-3700-100-000-000		440673	71.86
			13-5310-0-5840.00-0000-3700-101-000-000		440673	71.86
			WARRANT TOTAL			\$143.72
20043760	070792/	TEENS TURNING GREEN				
		PV-140333	13-5310-0-5840.00-0000-3700-100-000-000		Farmer's Market Purchases	206.00
			13-5310-0-5840.00-0000-3700-101-000-000		Farmer's Market Purchases	206.00
			WARRANT TOTAL			\$412.00
20043761	070816/	UNFI				
		PV-140338	13-5310-0-5840.00-0000-3700-100-000-000		17582205-003	430.71
			13-5310-0-5840.00-0000-3700-101-000-000		17582205-003	430.71
			WARRANT TOTAL			\$861.42
20043762	070799/	VERITABLE VEGETABLE INC.				
		PV-140336	13-5310-0-5840.00-0000-3700-100-000-000		880677, 881274	256.25
			13-5310-0-5840.00-0000-3700-101-000-000		880677, 881274	256.25

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0032 GENERAL FUND
 FUND : 13 CAFETERIA FUND

NT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		

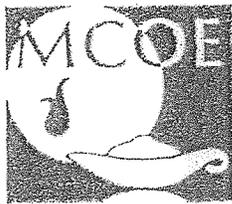
WARRANT TOTAL						\$512.50
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 7	TOTAL AMOUNT OF WARRANTS:		\$2,188.09*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS: 23	TOTAL AMOUNT OF WARRANTS:		\$13,076.29*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS: 23	TOTAL AMOUNT OF WARRANTS:		\$13,076.29*

Printed: 01/24/2014 08:23:34

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0033 GENERAL FUND
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20044228	070694/	JULIE AUSLANDER				
	PV-140341		01-9472-0-4300.00-0000-2495-100-000-000	Laminator pouches		43.07
			WARRANT TOTAL			\$43.07
20044229	070711/	BRIGHT PATH THERAPISTS				
	PO-140106	1.	01-6500-0-5835.00-5770-1182-700-000-000	1519-24		1,245.00
			WARRANT TOTAL			\$1,245.00
20044230	070835/	MICHAEL COLEMAN				
	PV-140342		01-0000-0-5300.00-1130-4200-700-000-000	Flag Football Referee		35.00
			WARRANT TOTAL			\$35.00
20044231	070758/	MELISA WILLIAMS				
	PO-140124	1.	01-9471-0-5800.00-1110-1010-700-000-000	Food purchase		56.42
		1.	01-9471-0-5800.00-1110-1010-700-000-000	Jan. 2014		1,042.50
			WARRANT TOTAL			\$1,098.92
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 4	TOTAL AMOUNT OF WARRANTS:		\$2,421.99*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS: 4	TOTAL AMOUNT OF WARRANTS:		\$2,421.99*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS: 4	TOTAL AMOUNT OF WARRANTS:		\$2,421.99*

Printed: 01/29/2014 13:18:06



MARIN COUNTY
OFFICE OF EDUCATION

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

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

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

VENDOR PAYMENT CERTIFICATION

Date 1/28/14

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 \$ 46,990.32.

FUND NUMBER	BATCH NUMBER	AMOUNT
<u>01</u>	<u>34</u>	<u>45,186.01</u>
<u>13</u>	<u>34</u>	<u>450.56</u>
<u>14</u>	<u>34</u>	<u>1,353.75</u>

Authorized Signature Paula Rigney

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0034 GENERAL FUND
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL						\$2,790.00
20044623	070836/	SUSAN MARTIN				
		PV-140344	01-3010-0-5240.00-1110-1010-700-000-000		ACSA Conf. Jan. 2014	498.57
WARRANT TOTAL						\$498.57
20044624	070447/	MAXIM HEALTHCARE SERVICES				
		PO-140026	1. 01-6500-0-5835.00-5770-1182-700-000-000		2158330084	2,438.00
WARRANT TOTAL						\$2,438.00
20044625	070655/	JAN MCDUGAL				
		PV-140348	01-9479-0-4300.00-1110-1010-101-000-000		T-Shirts, Field Trip	323.21
WARRANT TOTAL						\$323.21
20044626	070777/	MICHAEL PAUL COMPANY INC.				
		PO-140079	1. 01-8150-0-5600.00-0000-8110-735-000-000		1705	3,168.00
WARRANT TOTAL						\$3,168.00
20044627	000015/	MSIA DENTAL				
		PV-140353	01-0000-0-9520.00-0000-0000-000-000-000		2/14	4,002.93
WARRANT TOTAL						\$4,002.93
20044628	000117/	MSIA VISION				
		PV-140352	01-0000-0-9520.00-0000-0000-000-000-000		2/14	374.88
			01-0000-0-9521.00-0000-0000-000-000-000		2/14	23.58
WARRANT TOTAL						\$398.46
20044629	000058/	P G & E CO				
		PO-140000	1. 01-0000-0-5510.00-0000-8200-000-000-000		Due 2/10/14	4,127.71
WARRANT TOTAL						\$4,127.71
20044630	070709/	KARLI PIERCE				
		PV-140346	01-3010-0-4300.00-1110-1010-700-000-000		Class cooking	72.10
WARRANT TOTAL						\$72.10
20044631	070384/	FLORA SANCHEZ				
		PV-140345	01-0000-0-5230.00-0000-2700-700-000-000		12/12 Mileage	5.83

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0034 GENERAL FUND
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL						\$5.83
20044632	001206/	SHELL OIL CO.				
		PV-140349	01-0000-0-4301.00-0000-8110-735-000-000		1/14	229.33
WARRANT TOTAL						\$229.33
20044633	070200/	STANDARD INSURANCE COMPANY CB				
		PV-140354	01-0000-0-9520.00-0000-0000-000-000-000		5000	175.45
			01-0000-0-9520.00-0000-0000-000-000-000		5001	487.82
WARRANT TOTAL						\$663.27
20044634	070719/	KAYLA ZEISLER				
		PV-140347	01-9479-0-4300.00-1110-1010-101-000-000		Book purchase	73.71
WARRANT TOTAL						\$73.71
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 21		TOTAL AMOUNT OF WARRANTS:	\$45,186.01*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0034 GENERAL FUND
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20044635	070811/	BARON BAKING LLC				
		PV-140357	13-5310-0-5840.00-0000-3700-100-000-000		24-0116	17.85
			13-5310-0-5840.00-0000-3700-101-000-000		24-0116	17.85
			WARRANT TOTAL			\$35.70
20044636	000105/	CLOVER-STORNETTA FARMS				
		PV-140356	13-5310-0-5840.00-0000-3700-100-000-000		7588191, 7570748	124.41
			13-5310-0-5840.00-0000-3700-101-000-000		7588191, 7570748	124.40
			WARRANT TOTAL			\$248.81
20044637	070799/	VERITABLE VEGETABLE INC.				
		PV-140358	13-5310-0-5840.00-0000-3700-100-000-000		882476, 882755	83.02
			13-5310-0-5840.00-0000-3700-101-000-000		882476, 882755	83.03
			WARRANT TOTAL			\$166.05
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 3		TOTAL AMOUNT OF WARRANTS:	\$450.56*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0034 GENERAL FUND
 FUND : 14 DEFERRED MAINTENANCE FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20044638	070789/	SCHOOL FACILITY CONSULTANTS				
	PV-140351		14-0000-0-5800.00-0000-8110-735-000-000	7025		1,353.75
			WARRANT TOTAL			\$1,353.75
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 1		TOTAL AMOUNT OF WARRANTS:	\$1,353.75*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS: 25		TOTAL AMOUNT OF WARRANTS:	\$46,990.32*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS: 25		TOTAL AMOUNT OF WARRANTS:	\$46,990.32*

Printed: 01/31/2014 13:13:04

Field Trip

Dates: April 12-16, 2014
Destination: Washington D.C
Teacher: Ms. Zeisler
Grade: 8th grade
Standards Supported: SS 8.3 Students understand the foundation of the American Political system/citizenship
Funding: TSG/ Donations
Cost: \$ 16,080

SAUSALITO MARIN CITY SCHOOL DISTRICT

FIELD TRIP REQUEST

Please complete and submit to Principal at least ONE MONTH before field trip date.

1. Every student must have a permission slip signed by a parent/guardian. School rules and safety instructions must be reviewed.
2. If there is a cost connected to this trip, site must provide an invoice to the Business Office for payment prior to date of trip.
3. If lunches are provided, the classroom teacher is responsible for notifying the District Office of confirmed number of lunches needed AND for completion of form to indicate names of all children eating lunch (minimum TWO weeks prior to trip).

Request Date: 12/6/13 Destination: Washington, D.C.

Destination Address: _____

Name & Title of Person Offering Program: World Strides

Standard Supported (in detail): SS.8.3 Students understand the foundation of the American political system and the way in which citizens participate in it

Teacher(s): Kayla Zeisler

Grade(s): 8 # of Children: 8 # of Adults: 1 Reservation Made: yes

Trip Date: Apr 12-16, 2014 Alternate Date/Return Date: April 16, 2014 # of Days: 5

Departure Time: TBA Pick Up @ F.T. Site: N/A Lunches Needed

Transportation: School Bus Private Car Walking Public Transportation airplane
 charter bus

Funding Source: District Other Coding: _____

Expenses (itemized): see attached - TSG - Donations

For District Office Use

Verification of Fund Availability: Business Manager: Aigney H11014

Disposition

Approved Denied Date: 12.17.13 School Principal: [Signature]

Approved Denied Date: _____ Superintendent: _____

Approved Denied Date: _____ Board of Trustees: _____

12/1

	Trip Expense		Funding Sources				
	Qty.	Unit Cost	Total Cost	TSG	Rotary Grants	MCCSD (Marin Co. Community Svc. Grant)	Individual Donations*
Per student cost (World Strides all-inclusive trip)	10 8	X 1980	19800 15,840				
Teacher stipend	1	1800	1800				
Student Airporter transfers	20	10	200				
Teacher Airporter transfer	2	20	40				
1-week Washington D.C. trip for 14 8th graders			21,840 17,880	10,019 7,900	300		11,521 8,180
			16,080				

Per student cost (World Strides all-inclusive trip)
 Teacher stipend
 Student Airporter transfers
 Teacher Airporter transfer
 1-week Washington D.C. trip for 14 8th graders

*Net of fundraising fees

To: Parents and Students
 From: Kayla Zeisler
 Regarding our educational program to Washington, D.C.
 Registration Deadline: 11/13/2013

Dear Parents and Students,

I am excited to announce that I will lead a group of 8th Grade trip students on a WorldStrides DiscoverNow! Program to Washington, D.C., where students will learn about history and government firsthand. This program is a **once-in-a-lifetime opportunity** to experience the transformative power of learning in our global classroom.

I have chosen to travel with WorldStrides, an accredited student travel organization, because of their exceptional service, their nearly 50 years of experience, their safety record, and their preventive measures that ensure **learning in a safe and fun environment**. I will chaperone the program with other teachers as needed, and throughout the program our group will be guided by a WorldStrides-certified Course Leader. **This trip will enrich the learning experience of students, however, it is not a school activity or a school sponsored trip. We will not be attending as representatives or employees of the school.**

Please review the details about our program below and the **sample itinerary** on the back of this letter. To learn more about WorldStrides, take a look at the enclosed brochure and visit www.worldstridesdiscovernow.org where you'll find information about the company, photos and videos, a list of frequently asked questions, and more.

Our Washington, D.C. program promises to be an **inspiring experience** that will stay with participants throughout their lives. I hope that you will join us in this fun and educational bonding experience in our nation's capital. You can register right away by using the registration form attached at the bottom of this letter or by visiting www.worldstridesdiscovernow.org and registering online. You can contact me at school at (415) 332-3573. **There will be a trip information meeting to discuss this wonderful opportunity on October 23, 2013 at 6:00 PM at the school.**

Kayla Zeisler
 (Program Leader)

PROGRAM INFORMATION

DETAILS:	Trip ID#: 100270 Destinations: Washington, D.C. / side trips: Jamestown, VA and Williamsburg, VA Departing: Saturday April 12, 2014 Returning: Wednesday April 16, 2014
REGISTRATION:	Registration Due: 11/13/2013 Deposit Amount: \$99 (of which \$99 is non-refundable) Register: <ul style="list-style-type: none"> • Online at www.worldstridesdiscovernow.org (use the Trip ID# listed above to register) or • By phone - call WorldStrides Customer Service Department at 800-468-5899 or • By mail - use the registration form below
WorldStrides:	Web Site: www.worldstridesdiscovernow.org / Customer Service Phone: 800-468-5899 / Fax: 434-982-8748
HIGHLIGHTS:	Bonding with classmates and lifelong memories are only part of the fun awaiting us on this program. Explore historic landmarks you've only read about in books or seen on TV, such as the U.S. Capitol, the Washington Monument, and the Lincoln Memorial. Honor our country's heritage by visiting some of the nation's most remarkable sites and memorials, including Arlington National Cemetery and the WWII, Jefferson, two Jima, Korean, Vietnam Veterans, and MLK memorials.
INCLUSIONS:	<ul style="list-style-type: none"> • Round-trip airfare • Sightseeing transportation • Course Leader • Quality hotel accommodations • Night chaperones in hotel • All meals • All admissions fees • Evening activities • Accident/health insurance • Field journals • Online educational resources • 24-hour emergency support
PRICING AND PAYMENT INFORMATION:	Prices are based on 15 full-paying participants and include a \$99 deposit (of which \$99 is non-refundable). Student: \$1,980 quad occupancy. Adult: \$2,277 double occupancy. Payments: Pay-in-full within 30 days of registration or spread out your balance in regular partial payments (installment plan is established by WorldStrides, based on your registration date, and the balance must be paid in full by 01/27/2014). Full Refund Program: An additional \$199 covers cancellation (see Terms and Conditions at www.worldstridesdiscovernow.org/tripterms). It is recommended that you enroll in this valuable program by checking the appropriate box and signing the line on the registration form.

**Washington, D.C., and Williamsburg, VA
Sample Itinerary**

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
<p>Group arrives in Washington, D.C., and is met by a WorldStrides representative.</p> <p>Dinner</p> <p>Group proceeds by bus to Williamsburg, VA</p> <p>Evening Program*: Example: "Storyteller" - Experience 18th-century African American stories while participating in a dynamic performance with costumed interpreters</p> <p><i>*Evening programs may vary</i></p> <p>Hotel check-in</p>	<p>Breakfast Hotel check-out</p> <p>Jamestown Settlement Visit the site of the earliest English-speaking permanent settlement in the New World and Virginia's first state capital</p> <ul style="list-style-type: none"> ▪ Full-scale replica of a colonial fort ▪ Board re-creations of the three ships that carried the first settlers to Virginia: the Susan Constant, Discovery, and Godspeed ▪ Investigate a Powhatan Indian Village <p>Lunch</p> <p>Colonial Williamsburg (Study visit) Experience different aspects of colonial life and meet with people of the past such as the wigmaker, blacksmith, tinsmith, or apothecary, participate in reenactments and learn about life at every level of society in 18th-century Virginia</p> <p>Dinner</p> <p>Group returns by bus to Washington, D.C.</p> <p>Hotel check-in</p>	<p>Breakfast</p> <p>Alexandria One of America's oldest and most historic cities</p> <p>Mount Vernon George Washington's home, plantation, and Education Center - showcasing life during colonial times, 18th-century treasures, and our first President as a farmer and businessman</p> <p>Washington Monument (picture stop) World's tallest stone monument honoring our nation's first president</p> <p>Lunch</p> <p>Smithsonian Institution The world's largest museum complex</p> <ul style="list-style-type: none"> ▪ National Air and Space Museum ▪ Natural History Museum ▪ National Gallery of Art ▪ National Museum of American History <p>Dinner</p> <p>Jefferson Memorial Dedicated to our third President</p> <p>WWII Memorial Honors the 16 million who served and 400,000 who died, in the U.S. Armed Forces during WWII, and all who supported the war effort from home</p> <p>Kennedy Center</p> <p>Return to hotel</p>	<p>Breakfast</p> <p>Arlington National Cemetery America's most famous military cemetery</p> <ul style="list-style-type: none"> ▪ Changing of the Guard ▪ Tomb of the Unknown Soldier ▪ Kennedy Gravesites ▪ Space Shuttle Challenger Memorial <p>Iwo Jima Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal</p> <p>Lunch</p> <p>Capitol Hill Grounds Tour</p> <ul style="list-style-type: none"> ▪ Capitol Visitor Center (tour by appointment) - education center welcomes visitors to the place where Congress meets to decide law ▪ Supreme Court - our nation's highest court (picture stop) ▪ Library of Congress - world's largest library (picture stop) <p>National Archives Home of the original Constitution, Bill of Rights, and Declaration of Independence</p> <p>Dinner</p> <p>Vietnam Veterans Memorial Monument to over 58,000 men and women killed or missing in Vietnam</p> <p>Korean Memorial Dedicated to all those who fought in defense of South Korea</p> <p>Return to hotel</p>	<p>Breakfast Hotel check-out</p> <p>White House (picture stop) Home of the U.S. President</p> <p>Ford's Theatre and Petersen House (appointment required) Where President Lincoln was shot and then later died</p> <p>Lincoln Memorial A tribute to President Abraham Lincoln and the nation he fought to preserve during the Civil War</p> <p>Lunch</p> <p>FDR Memorial Memorial not only to President Franklin D. Roosevelt, but also to the era he represents</p> <p>MLK Memorial D.C.'s newest memorial dedicated to the famous civil rights activist</p> <p>Dinner</p> <p>Group departs Washington, D.C., for home.</p> <p><i>Note: Travel time from different parts of the country may modify this itinerary.</i></p>

REGISTER ONLINE

MAKE A PAYMENT

LEARN MORE!

Who We Are

Students

Parents

Teachers

Contact Us



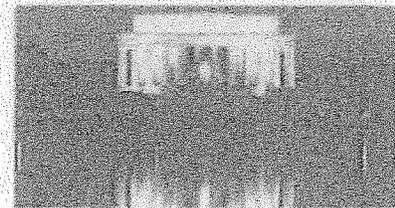
Travel Terms and Conditions

Illinois State History programs

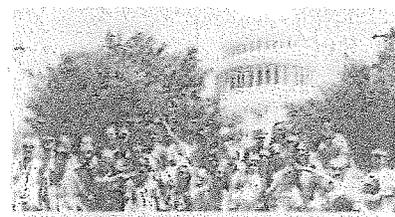
Términos y condiciones de viaje (español)

THIS INFORMATION IS IMPORTANT. PLEASE READ IT CAREFULLY.

Responsibility Clause: Lakeland Tours, LLC d/b/a WorldStrides, its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns (collectively, "WorldStrides") does not own, operate or control any person or entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, airline, vessel or other transportation companies, guides or



Explore Our Programs



Want to Lead a

WorldStrides reserves the right to make audio and visual records of any of its trips and participant agrees that WorldStrides may use any such records for promotional and/or commercial purposes, as well as approves of such uses by third parties whom WorldStrides may engage without any remuneration to participant. Participant assigns to WorldStrides all rights, titles, and interest in or to any and all media related to a WorldStrides trip without any remuneration to participant, including photographs provided directly to WorldStrides or through websites in which his or her name or likeness may or may not appear.

WorldStrides reserves the right to decline to accept or retain any person as a member of any trip. In the event a member is expelled from a trip, no refund of any kind will be made. These terms and conditions can be changed only by a writing signed by an officer of WorldStrides.

Participants understand that they are solely responsible for their pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations and any other medical care and treatment.

Schools, colleges, and universities hold varying policies regarding a student's eligibility to earn or redeem course credit from other accredited institutions. Students should consult their school guidance counselors and/or school policy handbooks to determine their eligibility.

Arbitration: Any dispute concerning this contract, the Terms & Conditions and/or rules and regulations concerning the trip, the literature arising out of or relating to the trip and/or arising out of or relating to the trip itself including, but not limited to, any events and circumstances occurring during the trip, shall be resolved solely and exclusively by binding arbitration in Charlottesville, Virginia pursuant to the then existent commercial rules of the American Arbitration Association. In any such arbitration, the substantive (but not procedural) law of the Commonwealth of Virginia shall apply. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or

registered two to a room and WorldStrides charges an additional 15% of base trip price. If WorldStrides is unable to accommodate adults in a double room because of group configuration and/or hotel availability, adults are then required to pay a 30% single-room supplement of base trip price. Upon all parties' approval and subject to availability, adults may share a triple room for an additional charge of 10% of base trip price. There is no surcharge (0%) for quad occupancy of a room by adults (for Florida science programs only, a 5% charge applies for adults sharing a quad room).

Payment Plan: If you register directly with WorldStrides, you will have three payment options: (1) pay in full (2) make regularly scheduled installment payments under an installment plan established by WorldStrides or (3) establish automatic payments to be charged to your checking account at a US banking institution via WorldStrides EZPay program. If you choose to follow the installment payment plan, WorldStrides charges a \$6 non-refundable handling fee on each installment payment following your registration, except the initial deposit and the final payment. There are NO HANDLING FEES associated with payments made through the EZPay program.

Reservations are not transferable at any time. Frequent flyer miles are not available to participants. All programs must be paid in full by the final payment deadline as stated on your trip information letter. Your program space is not guaranteed if you do not adhere to the terms of the required payment plan(s).

Late Registration, Late Payment, and Fees: WorldStrides charges a late registration charge, equal to the greater of 10% of the base tour price or \$30, for registrations received after the final payment deadline. If you register prior to the final payment deadline as stated on your trip information letter but your account is not paid in full by that date, WorldStrides charges a \$60 late payment fee. The fee for any late payments made after any scheduled installment date is \$15. No personal checks or business checks will be accepted after the final payment deadline. There is a \$35 service charge on returned checks, declined credit cards or declined e-check. A

travel with their group, opportunities for additional educational and professional development, the ability to provide scholarships for needy and deserving students, and/or through salary or stipends. Annual price increases may be limited by multiple-year commitments.

Young Travelers: Parent/guardian agrees that WorldStrides can use participant email and/or cell phone contact information in the context of this program. (For science programs only: Registration for children under the age of 12 is subject to individual review by WorldStrides. The decision to allow participation in a trip is at the sole discretion of WorldStrides).

Travel Documentation: Every participant must have the required documentation necessary to participate in the trip prior to the date of departure, including date of birth and necessary identification that fully matches the name provided to WorldStrides for inclusion on travel documentation and airline tickets, and must meet any other applicable compliance requirements issued by the Transportation Security Administration or related agencies. WorldStrides provides online and customer service means for keeping the program participant's information current and it is the participant's sole responsibility to assure that this information is fully up to date no later than 60 days prior to the group's departure date. If changes occur after that date, the participant must contact customer service and additional change fees might apply. Visit the Transportation Security Administration website at www.tsa.gov for more information.

In the case of international travel, including Costa Rica and programs originating in Mexico, the participant is additionally and solely responsible for obtaining a passport or visa in order to travel. Passports must be valid for at least six months after your return date. It is the responsibility of the participant to check and fully comply with the requirements for travel between the United States and the countries that you will be traveling to or through. Visit the Department of State at www.travel.state.gov for more information.

If a participant is unable to travel due to the lack of a proper identification, passport or visa, or necessary inoculations, the

\$1,000 to \$1,199 FRP fee is \$129	
Trip price is \$150 to \$299 FRP fee is \$29	Trip price is
\$1,200 to \$1,399 FRP fee is \$139	
Trip price is \$300 to \$499 FRP fee is \$69	Trip price is
\$1,400 to \$1,599 FRP fee is \$159	
Trip price is \$500 to \$599 FRP fee is \$89	Trip price is
\$1,600 to \$1,799 FRP fee is \$179	
Trip price is \$600 to \$799 FRP fee is \$99	Trip price is
\$1,800 to \$1,999 FRP fee is \$199	
Trip price is \$800 to \$999 FRP fee is \$109	Trip price is
\$2,000 or above FRP fee is \$219	

All payments, inclusive of the FRP program fee, if elected, are due as of the final payment due date for your program. If, as of that date, the additional amount for the FRP program has not been received in full, your FRP election will be canceled. In the event that the trip is canceled as a result of or following acts of force majeure, including, without limitation, acts of God, war (whether declared or not), terrorism, or civil unrest, or in the event of WorldStrides' bankruptcy, insolvency, or cessation of business the Full Refund Program will not make refunds and the below stated Standard Cancellation Policy will apply.

Standard Cancellation Policy: This policy applies to participants who choose not to be enrolled in the Full Refund Program. Within seven calendar days following receipt of your registration confirmation or initial payment invoice (whichever is received first), you may cancel your WorldStrides program and receive a full refund. Beyond the seven day grace period, if you, the Program Leader, school, or school administration cancel, WorldStrides will retain 25% of the base trip price* (minimum charge of \$120 if base trip price is \$400 or more) if your cancellation letter is postmarked more than 75 days prior to the group's departure, 50% of the base trip price* if your cancellation letter is postmarked 45 to 74 days prior to group's departure, or 100% of the base trip price* if your cancellation letter is postmarked 44 days or less prior to group's departure.

For Costa Rica program participants and travelers from Mexico, the following schedule applies: For cancellations occurring within seven days following receipt of registration

Upon cancellation of the transportation or travel services, where you, the customer, are not at fault and have not canceled in violation of the terms and conditions, if any, of the contract for transportation or travel services, all sums paid to WorldStrides for services not received by you will be promptly refunded by WorldStrides to you unless you otherwise advise WorldStrides in writing. Registration as a seller of travel does not constitute approval by the state of California.

WorldStrides' principal office is located in Charlottesville, VA. This transaction is not covered by the California Travel Consumer Restitution Fund. You are not eligible to file a claim against that Fund in the event of WorldStrides' default. (For Washington State residents only) If transportation or other services are canceled by WorldStrides, all sums paid to WorldStrides for services not performed in accordance with the contract between WorldStrides and the consumer will be refunded within 30 days of receiving funds from the supplier with whom the services were arranged, or if the funds were not sent to the supplier, the funds shall be returned within 14 days after cancellation by WorldStrides to the consumer unless the consumer requests WorldStrides apply the money to another travel product and/or date.

USTOA Membership Means You're Protected:

WorldStrides, as an Active Member of USTOA, is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides' customers in the unlikely event of WorldStrides' bankruptcy, insolvency, or cessation of business. Further, you should understand that the \$1 million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to information@ustoa.com or by visiting their website at www.ustoa.com.

Seller of Travel Numbers:

California Seller of Travel Registration No: 2041618-20
Lakeland Tours, LLC DBA: WorldStrides is registered with the

Sausalito Marin City School District

Agenda Item: 11.01

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action: **Item is for Information Only:**

Item: Board Bylaw (BB) 9000 – Role of the Board

Background:

Last month, this item was brought forward as a first read. This month the board is asked to approve this Board Bylaw regarding the Role of the Board.

Fiscal Impact:

Undetermined

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

BB 9000 Board Bylaws

Role Of The Board

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

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

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement
2. Establishing an effective and efficient organizational structure for the district by:
 - a. Employing the Superintendent and setting policy for hiring of other personnel
 - b. Overseeing the development and adoption of policies
 - c. Establishing academic expectations and adopting the curriculum and instructional materials
 - d. Establishing budget priorities and adopting the budget
 - e. Providing safe, adequate facilities that support the district's instructional program
 - f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
3. Providing support to the Superintendent and staff as they carry out the Board's direction by:
 - a. Establishing and adhering to standards of responsible governance
 - b. Making decisions and providing resources that support district priorities and goals
 - c. Upholding Board policies
 - d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons
4. Ensuring accountability to the public for the performance of the district's schools by:
 - a. Evaluating the Superintendent and setting policy for the evaluation of other personnel
 - b. Monitoring and evaluating the effectiveness of policies
 - c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements
 - d. Monitoring student achievement and program effectiveness and requiring program changes as necessary
 - e. Monitoring and adjusting district finances
 - f. Monitoring the collective bargaining process
5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels

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

Sausalito Marin City School District

Agenda Item: 11.02

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action: **Item is for Information Only:**

Item: Board Bylaw (BB) 9005 – Governance Standards

Background:

Last month, this item was brought forward as a first read. This month the board is asked to approve this Board Bylaw regarding Governance Standards.

Fiscal Impact:

Undetermined

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Governance Standards

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

Sausalito Marin City School District

Agenda Item: 11.03

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action: **Item is for Information Only:**

Item: Board Bylaw (BB) 9010 – Public Statements

Background:

Last month, this item was brought forward as a first read. This month the board is asked to approve this Board Bylaw regarding Public Statements.

Fiscal Impact:

Undetermined

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Public Statements

The Governing Board recognizes the responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

Sausalito Marin City School District

Agenda Item: 11.04

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action: **Item is for Information Only:**

Item: Board Bylaw (BB) 9130 – Board Committees

Background:

Last month, this item was brought forward as a first read. This month the board is asked to approve this Board Bylaw regarding Board Committees.

Fiscal Impact:

Undetermined

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Board Committees

The Governing Board may establish a committee whenever it determines that such a committee would benefit the district by providing diverse viewpoints, specialized knowledge or expertise, or increased efficiency. Such committees may be subcommittees of the Board or committees that include members of the community, staff, or other stakeholder groups.

Upon establishing a committee, the Board shall clearly define the committee's purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the Board and/or the Superintendent or designee. Unless specifically authorized by the Board to act on its behalf, the committee shall act in an advisory capacity.

Except for subcommittees of the Board, committee members shall, as appropriate, be recommended by the Superintendent or designee and appointed by the Board president, subject to Board approval.

The Superintendent or designee shall provide committee members with information and assistance necessary for the fulfillment of the committee's charges, and may serve as a non-voting advisor to the committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and agencies.

Any committee not required by law may be dissolved when its duties or term has been completed or whenever the Board deems necessary.

Committee Meetings

Note: Unless otherwise exempted by law, Government Code 54952 provides that open meeting laws (the Brown Act) apply to any commission, committee, board, or other legislative body created by formal action of the Board, regardless of whether that body is permanent or temporary, decision making or advisory; also see BP/AR 1220 - Citizen Advisory Committees. These requirements include posting a meeting notice or agenda at least 72 hours before a regular meeting or 24 hours before a special meeting pursuant to Government Code 54954.2 and 54956; see BB 9320 - Meetings and Notices.

Note: In Frazer v. Dixon Unified School District, the court held that the adoption of a Board policy that required the appointment of a curriculum committee to advise the Superintendent, and in turn the Board, was a committee created by "formal Board action" within the meaning of Government Code 54952. Therefore, the committee's meetings were subject to the Brown Act.

Unless otherwise exempted by law, Board-created committees shall provide public notice of their meetings and conduct meetings in accordance with Government Code 54950-54963 (the Brown Act).

However, Board subcommittees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees. Standing committees of the Board, irrespective of membership, are those that have a continuing subject matter jurisdiction or a meeting schedule established by action of the Board. (Government Code 54952)

Note: In 79 Ops.Cal.Atty.Gen. 69 (1996), the Attorney General has clarified that open meeting laws apply if the

standing committee has the responsibility of providing advice at the Board's request on budgets, audits, contracts, and personnel matters.

Standing committees with a continuing subject matter jurisdiction include, but are not limited to, those responsible for providing advice on budgets, audits, Board policy, contracts, and personnel matters at the Board's request.

Note: Pursuant to Government Code 54952.2, the Brown Act is not violated if Board members who are not members of a standing committee attend the committee meeting only as "observers." In 81 Ops.Cal.Atty.Gen. 156 (1998), the Attorney General clarified that those Board members attending the meeting as "observers" may not ask questions or make statements at the meeting and that they must sit in the areas designated for members of the public.

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

Whenever any advisory or standing committee, including a committee not otherwise subject to the Brown Act, posts a meeting agenda at least 72 hours in advance of the meeting, that meeting shall be considered as a regular meeting of the Board for purposes of the Brown Act and therefore must be held within district boundaries unless otherwise authorized by law. (Government Code 54954)

Note: In 80 Ops.Cal.Atty.Gen. 308 (1997), the Attorney General determined that sessions of a district liaison council that was formed by the board to interview candidates for district superintendent and to make a recommendation to the board were not required to be open to the public. The Attorney General concluded that, because a legislative body is authorized under Government Code 54957 to hold closed sessions during a regular or special meeting to consider the appointment or employment of a public employee (see BB 9321 - Closed Session Purposes and Agendas), that authority also extends to committees that are delegated by the legislative body to perform related duties. The following paragraph reflects this opinion.

Committees may meet in a closed session during a regular or special meeting only for those purposes specifically authorized by law for closed sessions held by the Board.

Sausalito Marin City School District

Agenda Item: 11.05

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action:

Item is for Information Only:

Item: Board Bylaw (BB) 9100 - Organization

Background:

As part of an on-going effort to review our policies, we will begin with Board Bylaws. In addition, this topic was a source of inquiry by the board at the December meeting. Therefore, presented for review:

First read for Board Bylaw (BB) 9100 concerning the organization

Fiscal Impact:

Undetermined

Recommendation:

First Read

Prepared for: S. Van Zant

Prepared by: S. Van Zant

BB 9100 Board Bylaws

Organization

Annual Organizational Meeting

The Governing Board shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members.
2. Appoint a secretary to the Board.
3. Authorize signatures.
4. Develop a schedule of regular meetings for the year.
5. Develop a Board calendar for the year.
6. Designate Board representatives.

Election of Officers

The Board shall each year elect its entire slate of officers.

Sausalito Marin City School District

Agenda Item: 11.06

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action: **Item is for Information Only:**

Item: Board Bylaw (BB) 9110 – Terms of Office

Background:

As part of an on-going effort to review our policies, we will begin with Board Bylaws. In addition, this topic was a source of inquiry by the board at the December meeting. Therefore, presented for review:

First read for Board Bylaw (BB) 9110 concerning terms of office

Fiscal Impact:

Undetermined

Recommendation:

First Read

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Terms of Office

The Governing Board shall consist of five members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each odd-numbered year.

The term of office for members elected in regular elections shall be four years, commencing on the first Friday in December next succeeding their election. (Education Code 5017)

Board member terms expire four years after their initial election on the first Friday in December following the election of new members. (Education Code 5000)

A member whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified by taking the oath of office. (Government Code 1302, 1360; Education Code 5017)

Sausalito Marin City School District

Agenda Item: 11.07

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action: **Item is for Information Only:**

Item: Board Bylaw (BB) 9011 – Disclosure of Confidential Information

Background:

As part of an on-going effort to review our policies, we will begin with Board Bylaws. In addition, this topic was a source of inquiry by the board at the December meeting. Therefore, presented for review:

First read for Board Bylaw (BB) 9011 concerning The Disclosure of Confidential Information.

Fiscal Impact:

Undetermined

Recommendation:

First Read

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Disclosure Of Confidential/Privileged Information

The Governing Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law.

Disclosure of Closed Session Information

A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure. (Government Code 54963)

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963)

The Board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or Board policy, when the person is: (Government Code 54963)

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

Other Disclosures

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member. (Government Code 1098)

Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities. (Government Code 1098)

Sausalito Marin City School District

Agenda Item: 11.08

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action:

Item is for Information Only:

Item: Board Bylaw (BB) 9012 – Board Member Electronic Communications

Background:

As part of an on-going effort to review our policies, we will begin with Board Bylaws. In addition, this topic was a source of inquiry by the board at the December meeting. Therefore, presented for review:

First read for Board Bylaw (BB) 9012 concerning Board Member Electronic Communication

Fiscal Impact:

Undetermined

Recommendation:

First Read

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Board Member Electronic Communications

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the press shall be forwarded to the designated district spokesperson.

In order to minimize the risk of improper disclosure, Board members shall avoid reference to confidential information and information acquired during closed session.

Board members may use electronic communications to discuss matters other than district business with each other, regardless of the number of members participating in the discussion.

Like other writings concerning district business, a Board member's electronic communication may be subject to disclosure under the California Public Records Act.

Sausalito Marin City School District

Agenda Item: 11.09

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action: **Item is for Information Only:**

Item: Board Bylaw (BB) 9121- Role of the President

Background:

As part of an on-going effort to review our policies, we will begin with Board Bylaws. In addition, this topic was a source of inquiry by the board at the December meeting. Therefore, presented for review:

First read for Board Bylaw (BB) 9121 concerning the role of the President

Fiscal Impact:

Undetermined

Recommendation:

First Read

Prepared for: S. Van Zant

Prepared by: S. Van Zant

President

The Governing Board shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

The president shall preside at all Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on issues of parliamentary procedure
8. Put motions to a vote, and state clearly the results of the vote
9. Be responsible for the orderly conduct of all Board meetings

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board
2. Consulting with the Superintendent or designee on the preparation of the Board's agendas
3. Working with the Superintendent to ensure that Board members have necessary materials and information
4. Subject to Board approval, appointing and dissolving all committees
5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law
6. Representing the district as governance spokesperson, in conjunction with the Superintendent

The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the clerk shall perform the president's duties.

Sausalito Marin City School District

Agenda Item: 11.10

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action:

Item is for Information Only:

Item: Board Bylaw (BB) 9122- Secretary

Background:

As part of an on-going effort to review our policies, we will begin with Board Bylaws. In addition, this topic was a source of inquiry by the board at the December meeting. Therefore, presented for review:

First read for Board Bylaw (BB) 9122 concerning the role of the Secretary

Fiscal Impact:

Undetermined

Recommendation:

First Read

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Secretary

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda
2. Record, distribute and maintain the Board minutes
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board

Sausalito Marin City School District

Agenda Item: 11.11

Date: February 11, 2014

- Correspondence
- Reports
- General Functions
- Pupil Services
- Personnel Services
- Financial & Business Procedures
- Curriculum and Instruction
- Policy Development

Consent Agenda

Item Requires Board Action:

Item is for Information Only:

Item: Board Bylaw (BB) 9123 – Clerk

Background:

As part of an on-going effort to review our policies, we will begin with Board Bylaws. In addition, this topic was a source of inquiry by the board at the December meeting. Therefore, presented for review:

First read for Board Bylaw (BB) 9123 concerning the role of the Clerk

Fiscal Impact:

Undetermined

Recommendation:

First Read

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Clerk

The Governing Board shall elect a clerk from its own membership at the annual organizational meeting. (Education Code 35143)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president
5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board

Sausalito Marin City School District

Agenda Item: 11.12

Date: February 11, 2014

Correspondence
 Reports
 General Functions
 Pupil Services
 Personnel Services
 Financial & Business Procedures
 Curriculum and Instruction
 Policy Development

Consent Agenda

Item Requires Board Action:

Item is for Information Only:

Item: Board Bylaw (BB) 9124 - Attorney

Background:

As part of an on-going effort to review our policies, we will begin with Board Bylaws. In addition, this topic was a source of inquiry by the board at the December meeting. Therefore, presented for review:

First read for Board Bylaw (BB) 9124 concerning the role of our attorney

Fiscal Impact:

Undetermined

Recommendation:

First Read

Prepared for: S. Van Zant

Prepared by: S. Van Zant

BB 9124 Board Bylaws

Attorney

The Governing Board recognizes the complex legal environment in which districts operate and desires reliable, high-quality legal advice at reasonable rates. In order to meet the district's legal needs, the Board may contract with county counsel, attorneys in private practice, or appoint legal counsel as a district employee or independent contractor. The Board also supports pursuing collaborative legal efforts with other agencies and districts as appropriate.

Duties of Legal Counsel

The district's legal counsel may: (Education Code 35041.5)

1. Render legal advice to the Board and the Superintendent or designee
2. Serve the Board and the Superintendent or designee in the preparation and conduct of district litigation and administrative proceedings
3. Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures
4. Perform other administrative duties as assigned by the Board and Superintendent or designee

Retaining Legal Counsel

The Board and Superintendent shall annually evaluate the performance of the firm and/or attorneys providing legal services in such areas as efficiency and adequacy of advice; results obtained for the district; reasonableness of fees; and responsiveness to and interactions with the Board, administration, and community. Upon a successful evaluation, the Board may renew the agreement with legal counsel without initiating an RFP.

The Board may also contract for temporary, specialized legal services without initiating an RFP when a majority of the Board determines that the unique demands of a particular issue or emergency situation so requires.

Contacting Legal Counsel

At his/her discretion, the Board president or Superintendent may confer with district legal counsel subject to any limits or parameters established by the Board. In addition, the Superintendent or Board president may contact district legal counsel to provide the Board with legal information or advice when so directed by a majority of the Board.

Individual Board members other than the Board president may not seek advice from district legal counsel on matters of district business unless so authorized by a majority of the Board.