



**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

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**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, April 8, 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 – Discipline/Dismissal/Release

**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?

**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

**4.02** CSEA Report

**4.03** Director of Maintenance

1. Bike Racks

2. Trees

Entire board packet on [www.smcsd.org/School Board/Meeting Agendas and Minutes](http://www.smcsd.org/School Board/Meeting Agendas and Minutes)

- 4.04 Superintendent's Report
  - 1. Student success Rates
  - 2. Summer Programs
  - 3. Ball Field
  - 4. Multiple Subject Credential Process
- 4.05 Principal's Report
- 4.06 Willow Creek Academy

## 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, \*9.02,\*10.01
- \*6.02 Approval of Minutes of Board Meeting of March 11, 2014. Approval of Minutes of March 11, 2014 District Financing Corporation Meeting
- 6.03 Master Agreement with Cypress School

## 7. PUPIL SERVICES

## 8. PERSONNEL

## 9. FINANCIAL & BUSINESS

- 9.01 Greystone West Change Orders
- \*9.02 Payment of Warrants – Batches 40-43

## 10. CURRICULUM AND INSTRUCTION

- \*10.01 Field Trips
- 10.02 2014-2015 School Calendar - Action

## 11. POLICY DEVELOPMENT

- 11.01 Board Bylaw (BB) 9200 – Limits on Board Authority – Action
- 11.02 Board Bylaw (BB) 9222 – Resignation – Action
- 11.03 Board Bylaw (BB) 9223 - Filling Vacancies – Action
- 11.04 Board Bylaw (BB) 9224 – Oath or Affirmation – Action
- 11.05 Board Bylaw (BB) 9230 – Orientation – First Read
- 11.06 Board Bylaw (BB) 9240 – Board Development – First Read
- 11.07 Board Bylaw (BB) 9250 – Remuneration, Reimbursement & Other Benefits – First Read
- 11.08 Board Bylaw (BB) 9260 – Legal Protection– First Read
- 11.09 Board Bylaw (BB) 9270 – Conflict of Interest – First Read

Entire board packet on [www.smcsd.org/School Board/Meeting Agendas and Minutes](http://www.smcsd.org/School Board/Meeting Agendas and Minutes)

## 12. BOARD REQUESTS

## 13. FUTURE MEETING

The next Regular Meeting of the Board of Trustees will be on Tuesday, May 13, 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](http://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  
March 11, 2014**

**ATTENDANCE**

Board Members Present: William Ziegler, Caroline Van Alst, Thomas Newmeyer, Joshua Barrow  
Shirley Thornton Ed. D.  
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 6:03 p.m.

**Report Out from Closed Session**

Trustee Ziegler announced that the board decided to non-reelect a certificated administrator. No other action was taken in closed session.

**PLEDGE OF ALLEGIANCE**

Trustee Thornton led the Pledge of Allegiance.

The agenda order was changed to move Personnel items 8.02 and 8.03 to be taken up right after Oral Communications.

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

**The regular meeting of the Sausalito Marin City School District Board of Trustees was recessed at 6:10 pm for the Sausalito School District Financing Corporation Board of Directors Meeting.**

**The regular meeting of the Sausalito Marin City School District Board of Trustees was resumed at 6:15 pm.**

**BOARD COMMUNICATIONS**

Trustee Thornton said that she went to see the undefeated Bayside/MLK basketball team win at Ross. The Superintendent at Ross complimented the team on its sportsmanship. It was a great game, she reported.

Trustee Newmeyer said that the California Department of Education will be distributing money for technology to schools as a result of the settlement of a Microsoft lawsuit. It appears that both Bayside/MLK and Willow Creek Academy will be eligible to receive around \$20,000.

**SMCTA Report**

Susan Cassidy said that the teachers' union has not endorsed any statement that may have gone out from the faculty. The union would like clarification on the loss of Spanish and Art positions in the district. If this is a funding issue, why were new teachers hired with the impression that they were on track for a permanent job? If there are to be changes in requirements for faculty, teachers would like to be informed as the change is occurring and they request that due process provisions be observed. She concluded with a personal statement: Our school has been in transition forever, it seems. If there are changes to be made, we would like to have it done as smoothly and as carefully as possible because our children are affected.

## **CSEA**

Julius Holtzclaw said that CSEA is reviewing the preliminary 2014-2015 school calendar and will give a report on the subject at the next board meeting.

## **Superintendent's Report**

Superintendent Van Zant reported that talks with the Marin City Community Services District about the ball field and a facilities use-agreement are moving forward. We will report on the financing issues by next month, he said.

The district is working with summer program providers such as Aim High and the Hannah Project to finalize arrangements for this year and make sure that any shortfalls in funding for these programs are restored from outside sources. Trustee Thornton said that she has spoken with the superintendent at the Tamalpais School District who said she believes summer school is not necessary and that schools should be preparing students adequately during the school year so that they do not fail. Can we get data on our students and what percentages of them are successfully completing the year and how many need to go to alternative schools, she asked. The Superintendent said he would find the information and relay it to the trustees.

Superintendent Van Zant then addressed personnel issues. Replying to a point raised by Susan Cassidy, he said that the tenure-track hiring of two teachers who are now subject to layoff occurred before he was hired. These positions were grant-funded and should not have been permanent. Next year, with the Transforming Schools and Pre K-3 grants ending, \$330K in grant money will be eliminated. Positions relying on that money should have been temporary. Now we are reacting to what happened. We also transitioned from two sites to one, a K-8 school that requires most of its teachers to have multiple-subject credentials so that they can have the flexibility to teach more than one subject and work with students in electives. We will work with our teachers who have single-subject credentials so that they can acquire the necessary skills. Because of the March 15 deadline, we have to notice the teachers two months before the budget is finalized. This is unfortunate, but we have to make clear that our intention is to have our teachers be credentialed in multiple subjects.

Trustee Newmeyer said we have an obligation to give notices 60 days prior to a layoff, but our budget must be done by June and things may look different by then.

Superintendent Van Zant said that we want to work with our single subject teachers, but in case they cannot or will not get the required credentials, we must be adequately prepared and send out these notices now. He continued: There is also the matter of the supplemental payments to Willow Creek Academy; I want to point out that we are working on ending the supplement in two to three years. This personnel issue is not related to the supplement. Reducing the custodial positions by 1.8 FTE, so that WCA takes on its custodial duties in-house, will save the district \$55K. Despite these personnel cuts, we are committed to having one class per grade. We will still have small class size of 13-14 students. As the grants go away, we will have to have a better articulated system in which teachers are able to meet the changing needs of the students as they move to higher grades. We will work on building options in subject areas like foreign languages so that students can choose to fulfill their high school foreign language requirement by their sophomore year. He continued: We are working on having all of our students have access to Wi-Fi and the internet no matter where they are in Marin City – that would be a transforming event not just for our school but for the entire community. We are also working with

Community Action Marin to develop a program for three and four year-olds, so that children come to school ready to learn and we get a head start in closing the achievement gap by getting to the children as early as possible.

### **Principal's Report**

Principal Daniel Norbutas said that he was deeply saddened by the Board's decision to release him from his position. I appreciate the opportunity I was given to work here; I love this school and these teachers, he said.

### **ORAL COMMUNICATIONS**

Math teacher Jan McDougal said: I am the only credentialed math teacher at our school. It's a terrible idea to replace single subject teachers with multiple subject teachers at the middle school level. Only a credentialed math teacher can provide the support that students taking high school level algebra need. I was blindsided by the proposal that was posted on Friday. It was done in such a way that it made it difficult for parents to learn about it in a timely manner. I would be happy to add the multiple subject credential, but it is not possible to obtain that by June 2014. I ask that you change the requirement to June 2015. Do not dilute our students' education.

Frank Gold said that he has been a math teacher and worked with students in this community for 48 years. He added: In 2005 I was hired as a Math coach at MLK. At that time there was no principal at the school; it was a mess. I have been in Jan McDougal's classroom every week for almost the entire school year and I can tell you that you are lucky to have her. She is a strong, credentialed math teacher. In 2005 there was no learning going on at the school. Today there is learning going on. I hired Daniel Norbutas in 1993. He was an outstanding teacher. The way you can tell how good a job a principal is doing is by the tone of the school. The tone at MLK today is completely different from what it has been in the past. I recommend that you invite people in to understand the budget and see if there is a way to avoid making these cuts. Keep the credentialed math teacher. Retain and commend your principal. Involve parents and faculty much more than at present. Work to reestablish trust with your community.

David Wetzel, teacher leader for Math at Tam High School said: I have worked with this district for nine years. I came to MLK to coach students so that they would come to the high school more prepared. We found that the problem was with the structure at this school; when we changed the structure and gave the students the support they needed, they excelled. During the three years that the program was in effect, they did well at Tam and many of them received scholarships to go to college. The Superintendent at the time decided that the program was no longer necessary. Immediately, student performance declined and students were again coming to Tam underprepared. Jan McDougal came to Tam to see why that program had stopped. When she received her credential, we asked her to teach at Tam but she turned us down to come and work here with Marin City students. My professional opinion is that Jan McDougal is the best thing to have happened to this school. The idea of running a math program without a credentialed teacher is absurd.

Curt Gebhard said that he has been a math teacher at Tam for past 13 years. He said: Jan McDougal is among the top teachers in the subject. I have seen a lot of the students who come from this district, and I see a definite uptick in their performance since she has been here.

Marlies Zeisler said that her daughter teaches language arts at MLK. She said: I have been volunteering here and I am impressed with the students and how well the school is run. I feel you are making a huge mistake in insisting on multiple subject credentials. Please don't make this decision lightly.

Denni Brusseau, director of Bridge the Gap which has been serving Marin City for 18 years, said: This Bayside MLK team has transformed the school and prepared it well to be a K-8 campus. I have seen the positive spirit that the school has created in the community. The level of academic proficiency is much higher. Transitions here

have been very frequent, especially at the principal level. I appreciate budget constraints, but are there any alternatives that can preserve the team? Continuity is so critical to the well-being of the students.

Hennessey Knoop, mother of two students at MLK and WCA said that this has been an amazing year at MLK. Ms. McDougal has inspired her daughter to excel in math. I am very upset by your decision to dismantle what this team has created; it is shameful, she said.

Remy Rosenberg, a student at MLK, said that Ms. McDougal and Ms. Zeisler are inspiring teachers. All the teachers really care about us and want us here. It would be tragic to have them leave.

Richard Rosenberg, a parent, said if this is a budget question, why are we keeping a Ferrari in the garage? Perhaps Mr. Van Zant is the greatest, but we can't afford him. As a comparison, the Superintendent of New York City schools receives \$212K in compensation and oversees 75K teachers and over a million students. When you start cutting a certified math teacher, test scores will go down and people will not send their kids here. This school has turned around in the last few years and it is clear why. This action is unfair to the people who have given their lives and passion to the school.

Fourth grader Rachel Gutierrez's mother said we finally have a school that we are proud of. My daughter is so excited about the school. Her test scores were low; she needed help and she has improved so much. Please think about these decisions. This is a community and a family. I feel so blessed that my daughter is in this school. Please do what you can to keep the principal and teachers.

Rocio Novoa said that she is really sad that this proposal was made with such short notice. She said: This indicates a lack of commitment to our children. They are struggling. We have a team that really cares about our children. I transferred my children from WCA to MLK and they are doing a lot better. It's hard to find teachers who really care about our children. Mr. Norbutas really cares. My impression is that you are not thinking about our children.

Veronica Cortez said that she has two children at MLK. She said: You guys are going to ruin what the middle school will be. Mr. Norbutas is a leader in this school. My kindergartener is talking about college. This school is providing the fundamentals that my kids need to fulfill their destiny.

Judy Shills said that she started the Conscious Kitchen program at Bayside MLK this year. I have never seen a school this magical, she said. I worked with Daniel Norbutas from the first. He brings this community together. He is ever present. I am stunned that you have decided to let him go. Think twice. Keep the principal and the two teachers.

Anne Harper said that she was a volunteer at Bayside. She said: Ms. McDougal has devoted her career to the children in the district. The assumption must be that you are trying to starve out MLK and help WCA. You have heard what the community feels about these teachers.

Marilyn Mackel said that given everything she has heard so far, she is very concerned about stability for the children. I have heard a lot about issues that exist, but they can be resolved so that we don't have instability. It takes focus. It takes time and commitment and a willingness to change, she concluded.

Donald Smith, a community member said: 55 years ago I was first grader here and went to high school with a seventh grade education because as a black student, I had attended an inadequate institution. Now I see the same thing going on. I have been coaching in the county for 40 years. In the past three years, I have seen black kids from Tam participating in sports which shows that this school is producing kids who are academically prepared and therefore eligible to participate in sports once they get to high school. I think it's a shame to cut out the teachers who are helping to bring about this change.

Kelly McKinley, parent outreach coordinator at Bayside MLK, said: I was very disappointed to hear about the decision to let Mr. Norbutas go. It's like losing a family member. First they took away Bayside, now the principal. It's loss after loss for this community. Our children matter.

Paul Mawry, pastor of Sausalito Presbyterian Church said: This is a no brainer. The core of education is great teachers. Most crucial is having people who have a lot of strategies to be able to reach each student; that is what is irreplaceable. There have to be other places to pinch and save, rather than take the heart out of the school.

Alma Lucas, a parent, said: I have two children at WCA and one at MLK. I am here tonight because I am very sad. Last year WCA took over Bayside. This year you want to fire an extraordinary principal. When Bayside is growing you want to cut it. Jonnette Newton was an excellent principal and she is gone, this year it is the turn of Mr. Norbutas. Parents at WCA can afford different activities for their children; we cannot. Our kids are working hard in art and math, and you want to take it away from them. This is not justice.

Bettie Hodges, head of Hannah Project, said that she has been very concerned over the last year and a half about what would happen to kids at Bayside and MLK. I applaud all the parents who have come to stand up for them. No matter what happens, there are lessons here for the board and superintendent, and even the teachers. It is important for parents to be involved. I hope that level heads will stop a difficult situation from getting worse. Kids have been damaged in the last few years, it behooves us to work through this in a way to make kids win.

Julie Wheelan, a community member, said she went to school with Jan McDougal, who was one of the smartest people in graduate school. She chose to forego lots of money to work with the children here. I am crying for these children; I ask you to think about the cuts you are making, she said.

Tyra Duffin, a parent, said she was shocked to hear of this. You are making the wrong decision; my daughter loves to go to school here, she said.

In response to queries from the Board, Superintendent Van Zant said this is a preliminary notice of layoff until a final decision is made in May. But we must notify people who could be affected. Trustee Newmeyer said that when the Marin Community Foundation gave the district grants that totaled about \$1 million in 2009, they were clear that these monies would be going away. Trustee Ziegler said that we have a half million dollar hole in our pocket, mainly due to grants that are ending. Trustee Van Alst said there are two separate issues, one is the end of the Arts grant this year, which affects two positions, and the other is the Transforming Schools grant, which is ending next year and affects three positions and the implementation of the multiple subject credential proposition.

Trustee Ziegler said that we were in this spot last June and we voted to make cuts and we did not, so we are in this situation today. I don't think that we can go into June without resolving this issue, he said. I want to see something concrete, because the hole will be deeper next year. Our number one duty is the financial viability of this district. We should have made the cuts last year.

Trustee Barrow said that we have heard fair criticism of our process of engaging parents and community regarding the changes we are proposing. Is there any flexibility regarding the deadline for the multiple-subject credential, he asked. Superintendent Van Zant said that the board can direct him to work with the teachers to get their multiple subject credentials by 2015.

Explaining the two resolutions before the Board, he said that the first addresses the number of potential layoffs and the services affected. The second resolution sets out the tie-breaking criteria should the need arise.

Trustee Ziegler said that he wants to give the teachers an additional year to obtain multiple-subject credentials, but would like to know whether this is feasible, given the budget situation. Superintendent Van Zant said that he could not say whether that is possible today, but that he would be coming to the Board by May with a concrete recommendation.

Trustee Thornton asked: Is it possible for community members to interact with the Marin Community Foundation to let them know what the cut in grants will do to our community? Superintendent Van Zant agreed that this should be done. Trustee Barrow said that we ought to figure out how to communicate better with parents and the community. Trustee Ziegler agreed. He added: we are losing funds and we don't have other sources to carry us. We must cut our budget going forward.

#### **Resolution 696 to Eliminate and/or Reduce the Number of Certificated Employees due to a Reduction of Particular Kinds of Services**

**Roll Call Barrow/Newmeyer/ All, 5 Ayes, 0 Nos, to pass Resolution 696 with the modification that the deadline for teachers getting their multiple-subject credential be changed from June 2014 to June 2015.**

At 8:27 p.m., Trustee Ziegler announced that the Board would take a short break. The meeting resumed at 8:40 p.m.

#### **Resolution 697 – Criteria for Determining Order of Seniority for those Employees with the Same Date of First Paid Service**

Superintendent Van Zant said that if we do have to issue layoff notices on May 15, and there is a seniority tie among the teachers who must be laid off, this resolution will determine the criteria for breaking the tie.

**Roll Call Thornton/ Barrow/ All, 5 Ayes, 0 Nos to pass the above resolution.**

#### **CONSENT AGENDA**

**Roll Call/ Thornton/ Newmeyer/ All, 5 Ayes, 0 Nos to approve the following items:**

Board Minutes of December 11, 2013. Board Minutes of February 11, 2014.

Contract Services Agreement with Marin County Office of Education for School Nurse Services for 2014-2015

Personnel Action Report

Payment of Warrants – Batches 35-39

Field Trip

#### **Sausalito District Teachers Association Sunshine Proposal**

The proposal by the teachers' union to begin negotiations was brought to the Board for its information.

#### **Memorandum of Understanding with Marin Housing Authority-Action**

Mr. Lewis Jordan, director of the Marin Housing Authority, said that this memorandum came about because community members said we need a better outcome for our students, and the better outcome begins with regular attendance. The final agreement is a voluntary process to get kids to school and it is in three parts: How do we get kids to school, how do we identify barriers that parents may have in getting their children to school,

and what kinds of rewards do we want to have in place to encourage the right behaviors. He said: This summer, we held our first ever “Back to School Rally” and we made sure that kids understand that our aim is their education. We are asking you to approve this memorandum that allows voluntary data sharing between the school district and our organization, so that we can properly support those parents and children who have difficulty with attendance and reward those who come to school regularly. It is important to show our kids how important education is. At the last attendance assembly, we had 18 kids in public housing with perfect attendance. Last Christmas Eve, we gave out gift cards and it was exciting to see other kids asking how they could participate. Our vision is to go beyond attendance and talk about grades.

Superintendent Van Zant said that he would like to publicly applaud Mr. Jordan for everything that he does for the children in the community.

**Newmeyer/Barrow/All to approve the above memorandum.**

#### **Master Agreements with Non-Public Schools**

Superintendent Van Zant said these are agreements with non public schools for children with special needs. Eventually, we would like to have the capacity to educate them in our school, so that we do not have to use non-public schools in the future.

Master Agreement with Spectrum Center

**Van Alst/Newmeyer/All to approve the agreement with Spectrum Center**

Master Agreement with Anova School

**Newmeyer/Thornton/All to approve the agreement with Anova School**

#### **2013-2014 Second Interim Budget Report**

Business Manager Paula Rigney gave a Power Point presentation of the budget. She said that the second interim report is a snapshot of the school year finances to the end of January; it will be our benchmark for budget development going forward. She pointed out that the encroachment of special education expenses into general funds is over \$700K for the district. If we had an in-house program to serve all but those in the “severe” category of special education, our costs would decrease by about \$300K, she said. The district has received a positive certification from the Marin County Office of Education; this means that the district’s budget is expected to be sustainable for the next two years.

**Roll call Van Alst/Barrow/All 5 Ayes, 0 Nos to approve the 2013-2014 District Second Interim Budget**

#### **2013-2014 Willow Creek Academy Second Interim Budget Report**

Royce Conner, Willow Creek Academy head of school, gave a report on the charter school budget.

**Newmeyer/ Barrow/ All to accept the 2013-2014 Willow Creek Academy Second Interim Budget Report**

#### **POLICY DEVELOPMENT**

**Thornton/Barrow/All to approve the following board bylaws:**

Board Bylaw (BB) 9100 – Organization

Board Bylaw (BB) 9110 – Terms of Office

Board Bylaw (BB) 9011 – Disclosure of Confidential Information

Board Bylaw (BB) 9012 – Board Member Electronic Communication  
Board Bylaw (BB) 9121 – President  
Board Bylaw (BB) 9122 – Secretary  
Board Bylaw (BB) 9123 – Clerk  
Board Bylaw (BB) 9124 – Attorney

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

Board Bylaw (BB) 9200 – Limits on Board Authority – First Read  
Board Bylaw (BB) 9222 – Resignation – First Read  
Board Bylaw (BB) 9223 - Filling Vacancies – First Read  
Board Bylaw (BB) 9224 – Oath or Affirmation – First Read

**ADJOURNMENT**

**Thornton/Barrow/All to adjourn the meeting at 9:35 p.m.**

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Signature/Date

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Title

**Sausalito School District Financing Corporation**

**BOARD MEETING MINUTES**

**March 11, 2014**

**ATTENDANCE**

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

Superintendent: Steve Van Zant

The meeting was called to order at 6:10 p.m.

The agenda order was approved.

The financing board elected the following to its board of directors:

William Ziegler, President  
Joshua Barrow, Vice President  
Caroline Van Alst, Clerk

**Roll Call Newmeyer/Van Alst 5 Ayes, 0 Nos to elect the above persons to the board of directors.**

**ADJOURNMENT**

**Thornton/Newmeyer/All to adjourn the meeting at 6:15 p.m.**

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Signature/Date

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Title

**Sausalito Marin City School District**

**Agenda Item:** 6.03

**Date:** April 8, 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:** Master Agreement with Cypress School

**Background:**

This agreement with Cypress School- a non-public school - allows the District to place students with needs we are not presently able to meet, into a program designed to meet those needs.

**Fiscal Impact:**

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

2013-2014

**MARIN SPECIAL EDUCATION LOCAL PLAN AREA**

1111 Las Gallinas Avenue, P.O. Box 4925, San Rafael, CA 94913 Phone (415) 499-5850 Fax (415) 491-6621

**NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY  
SERVICES MASTER CONTRACT**

LEA: Sausalito Marin City School District

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDE: Cypress School

***AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS***

**1. MASTER CONTRACT**

This Master Contract is entered into this 1st day of July, 2013 between Sausalito Marin City School District (hereinafter referred to as "LEA") and Cypress School (hereinafter referred to as "CONTRACTOR") for the purpose of providing special education and/or related services to LEA pupils with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 et seq. and Title 5 of the California Code of Regulations section 3000 et seq., AB490 (Chapter 862, Statutes of 2003) and AB1858 (Chapter 914, Statutes of 2004). It is understood that this Master Contract does not commit LEA to pay for special education and/or related services provided to any LEA pupil, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR pursuant to an Individualized Education Plan (hereinafter referred to as "IEP"), Individual Family Service Plan (hereinafter referred to as IFSP) or Rehabilitation Act Section 504 plan.

**SELPA Collaborative:** The LEA is a member of the Bay Area SELPA Collaborative. Nonpublic schools and nonpublic agencies that are geographically located in one of the participating SELPAs agree to participate in this collaborative process to establish a uniform contract for identified services and standards. The established system provides NPA/Ss with an opportunity to have input to the development of the process, contract issues, etc., and a simplified, standard process for rate negotiation with the participating SELPAs. Issues listed on the Rate Schedule portion of this Master Contract may be reviewed on an annual basis upon request of the CONTRACTOR using the established Bay Area SELPA Collaborative system. CONTRACTOR agrees that the rates set forth in this Master Contract will remain unchanged from July 1 through June 30 of the term of contract, with no changes in the services provided, unless changed in a duly executed amendment to this Master Contract signed by both parties. Increases in rates will be considered on an annual basis and remain unchanged for the term of the contract from July 1 through June 30, with no changes in level of service provided without written approval by both parties.

NPA/Ss that are not geographically located in a participating SELPA should negotiate rates with their geographically corresponding SELPA(s). The LEA will contact the corresponding SELPA to verify established rates. Increases in rates will be considered on an annual basis and remain unchanged for the following year from July 1 through June 30, with no changes provided without written approval by both parties.

Any CONTRACTOR not participating as a member of the Bay Area SELPA Collaborative shall individually negotiate rates following local SELPA and/or LEA procedures. Those CONTRACTORs shall notify the SELPA with whom they contract of any proposed rate changes effective July 1 by May 1 of the preceding year.

The Bay Area SELPA Collaborative Chair shall maintain, annually update and disseminate to all LEAs, NPS/As who are members of the Collaborative, a master rate schedule reflecting such NPS/A rates.

Upon CONTRACTOR's acceptance of a pupil referred by the LEA, the LEA shall complete an Individual Services Agreement (hereinafter referred to as "ISA") as specified in the LEA Procedures which shall identify

**2013-2014**

**RATE SCHEDULE**

**62. CONTRACTOR**

Per CDE Certification, total enrollment may not exceed \_\_\_\_.

*RATE SCHEDULE: Special education and/or related service(s) offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract, shall be as follows:*

A. Basic Education Program (NPS only)	Rate	Days-RegYear	Days-ESY	Period
Basic Education Program/Special Education Instruction	\$ 180.30	180	29	Daily
Basic Education Program/Dual Enrollment*	\$ 0.00	180	29	Daily

\*Per Diem rates for LEA pupils whose IEP/ISFPs authorize less than a full instructional day shall be adjusted proportionally. In such cases only, the adjustments in basic rate shall be based on the percentage of a 240-minute instructional day.

B.	Designated Instruction and Service and/or Other Related Services	Rate	Period
1. a.	Transportation	\$ 24.00	Daily
b.	Transportation -- Rate 2 / Admin	\$ 0.00	
2.	Adaptive Physical Education	\$ 0.00	
3. a.	Language/Speech Therapy - Individual	\$ 85.00	Hourly
b.	Language/Speech Therapy - Group	\$ 85.00	Hourly
4. a.	Occupational Therapy - Consult	\$ 85.00	Hourly
b.	Occupational Therapy - Individual	\$ 85.00	Hourly
c.	Occupational Therapy - Group	\$ 85.00	Hourly
5.	Physical Therapy	\$ 0.00	
6. a.	Instructional Assistant (rate 1)	\$ 127.20	Daily
b.	Instructional Assistant (rate 2)	\$ 0.00	
7. a.	Health Care Assistant (rate 1)	\$ 0.00	
b.	Health Care Assistant (rate 2)	\$ 0.00	
8. a.	Sign Language Interpreter - Consult	\$ 0.00	
b.	Sign Language Interpreter (rate 1)	\$ 0.00	
c.	Sign Language Interpreter (rate 2)	\$ 0.00	
9.	Licensed Vocational Nurse	\$ 0.00	
10.	Augmentative Communication	\$ 0.00	
11.	Director	\$ 0.00	
12.	Manager	\$ 0.00	
13.	High Intensity/High Supervision	\$ 0.00	
14. a.	Behavior Intervention Specialist - minimum	\$ 24.00	Hourly
b.	Behavior Intervention Specialist - maximum	\$ 0.00	
15. a.	Psychological Services (rate 1)	\$ 85.00	Hourly
b.	Psychological Services (rate 2)	\$ 0.00	
16.	Room, Board and Mental Health Services	\$ 0.00	

**2013-2014**

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on July 1, 2013 and terminates at 5:00 p.m. on June 30, 2014 unless sooner terminated as provided herein.

<b>CONTRACTOR</b>		<b>SCHOOL DISTRICT / SELPA</b>	
Cypress School		Sausalito Marin City School District	
<i>Laura Brigg</i> 3/18/14		<i>[Signature]</i> 3/12/14	
<i>Signature</i>	<i>Date</i>	<i>Signature</i>	<i>Date</i>
Name and Title of Authorized Representative:		Name and Title of Authorized Representative:	
Laura Brigggin,		Mr. Steve Van Zant, Superintendent	

<b>Notices to CONTRACTOR shall be addressed to:</b>	<b>Notices to LEA shall be addressed to:</b>
<i>Name:</i> Laura Brigggin	<i>Name:</i> Mr. Steve Van Zant
<i>Address:</i> Cypress School 3835 Cypress Drive, Suite 103	<i>Address:</i> Sausalito Marin City School District 200 Phillips Drive
<i>City/State/Zip:</i> Petaluma, CA 94954	<i>City/State/Zip:</i> Sausalito, CA 94965
<i>Phone:</i> 4157209328	<i>Phone:</i> 332-3190

**Sausalito Marin City School District**

**Payment of Warrants**

4/8, 2014

Attached warrants include:

Batch 40 Fund 01 in the amount of \$33,481.41

Batch 40 Fund 13 in the amount of \$1,267.01

Batch 40 Fund 40 in the amount of \$7,845.00

Batch 41 Fund 01 in the amount of \$11,873.65

Batch 41 Fund 13 in the amount of \$930.76

Batch 41 Fund 78 in the amount of \$51,875.00

Batch 42 Fund 01 in the amount of \$41,563.23

Batch 42 Fund 13 in the amount of \$1,746.26

Batch 42 Fund 40 in the amount of \$51,225.10

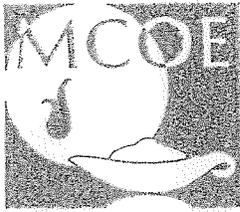
Batch 43 Fund 01 in the amount of \$160,831.15

Batch 43 Fund 13 in the amount of \$1,750.14

Batch 43 Fund 14 in the amount of \$1,747.50

Prepared by Vida Moattar

Sausalito Marin City School District Business Office



MARIN COUNTY  
OFFICE OF EDUCATION

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

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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

**VENDOR PAYMENT CERTIFICATION**

Date 3/12/14

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 \$ 42,593.42.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>40</u>	<u>33,481.41</u>
<u>13</u>	<u>40</u>	<u>1,267.01</u>
<u>40</u>	<u>40</u>	<u>7,845.00</u>

Authorized Signature Paula Bignuz

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0040 GENERAL FUND  
 FUND : 01 GENERAL FUND

INVT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION			
20048991	070797/	ANDREW ANSTEAD				
		PV-140445	01-9479-0-4300.00-1110-1010-101-000-000		Field Trip Mileage 8/13	124.09
			WARRANT TOTAL			\$124.09
20048992	070358/	AT&T				
		PO-140003	1. 01-0000-0-5970.00-0000-7200-700-000-000		2/14	174.55
			WARRANT TOTAL			\$174.55
20048993	070329/	AT&T CALNET 2				
		PO-140001	1. 01-0000-0-5970.00-0000-2700-700-000-000		3/14	350.85
			WARRANT TOTAL			\$350.85
20048994	070513/	BOYS AND GIRLS CLUB				
		PO-140028	1. 01-6010-0-5840.00-1110-1010-101-000-000		SMCSO 03-2014	13,905.00
			WARRANT TOTAL			\$13,905.00
20048995	070711/	BRIGHT PATH THERAPISTS				
		PO-140106	1. 01-6500-0-5835.00-5770-1182-700-000-000		1986	720.00
			1. 01-6500-0-5835.00-5770-1182-700-000-000		1989	1,125.00
			WARRANT TOTAL			\$1,845.00
20048996	001811/	STATE OF CALIFORNIA				
		PV-140435	01-0000-0-5821.00-0000-7200-725-000-000		3/14 Invoice 20909	96.00
			WARRANT TOTAL			\$96.00
20048997	070132/	CAPITAL ONE COMMERCIAL				
		PV-140437	01-0000-0-4300.00-0000-7200-725-000-000		board Meeting Supplies	59.06
			WARRANT TOTAL			\$59.06
20048998	070722/	CYPRESS SCHOOL				
		PO-140063	1. 01-6500-0-5833.00-5750-1185-700-000-000		22314, 23514	6,894.00
			WARRANT TOTAL			\$6,894.00
20048999	070842/	CHARLES HUFF				
		PV-140432	01-0000-0-5300.00-1130-4200-700-000-000		Basketball referee	35.00
			WARRANT TOTAL			\$35.00

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0040 GENERAL FUND  
 FUND : 01 GENERAL FUND

WT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20049000	002345/	KONE INC.				
		PO-140012	1. 01-8150-0-5600.00-0000-8110-735-000-000		221407960	121.94
			1. 01-8150-0-5600.00-0000-8110-735-000-000		221407961	365.76
			WARRANT TOTAL			\$487.70
20049001	001019/	MARIN PUPIL TRANS. AGENCY				
		PV-140434	01-9002-0-7143.00-5001-9200-700-000-000		14-74	3,762.00
			WARRANT TOTAL			\$3,762.00
20049002	070470/	MARIN RESOURCE RECOVERY CENTER				
		PO-140037	1. 01-0000-0-5550.00-0000-8200-000-000-000		2/14	418.00
			WARRANT TOTAL			\$418.00
20049003	000548/	MOLLIE STONE'S				
		PV-140438	01-0000-0-4300.00-0000-7110-725-000-000		101130	66.84
			WARRANT TOTAL			\$66.84
20049004	000058/	P G & E CO				
		PO-140000	1. 01-0000-0-5510.00-0000-8200-000-000-000		Due 3/17/14	21.10
			WARRANT TOTAL			\$21.10
20049005	070222/	PROTECTION ONE				
		PO-140004	2. 01-0000-0-5840.00-0000-8300-101-000-000		96687695	165.00
			WARRANT TOTAL			\$165.00
20049006	070406/	SILYCO				
		PO-140021	1. 01-0000-0-5849.00-0000-2420-700-000-000		FEB2014	3,600.00
			WARRANT TOTAL			\$3,600.00
20049007	002545/	SONITROL				
		PO-140015	1. 01-0000-0-5840.00-0000-8300-101-000-000		1245730	1,170.15
			WARRANT TOTAL			\$1,170.15
20049008	001105/	UCSD				
		PV-140433	01-0000-0-4300.00-1110-1010-101-000-000		MA00754	41.00
			WARRANT TOTAL			\$41.00

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0040 GENERAL FUND  
 FUND : 01 GENERAL FUND

I	NT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT	
																		DEPOSIT TYPE
20049009		070759/	VERIZON WIRELESS															
			PO-140055	1.						01-0000-0-5970.00-0000-2700-700-000-000						2/14		266.07
																		\$266.07
																		WARRANT TOTAL
		*** FUND	TOTALS ***															TOTAL NUMBER OF WARRANTS: 19
																		TOTAL AMOUNT OF WARRANTS: \$33,481.41*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0040 GENERAL FUND  
 FUND : 13 CAFETERIA FUND

INVT	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
20049010	070811/	BARON BAKING LLC				
		PV-140440	13-5310-0-5840.00-0000-3700-100-000-000		24-0122	17.85
			13-5310-0-5840.00-0000-3700-101-000-000		24-0122	17.85
			WARRANT TOTAL			\$35.70
20049011	000105/	CLOVER-STORNETTA FARMS				
		PV-140443	13-5310-0-5840.00-0000-3700-100-000-000		100000746	27.23
			13-5310-0-5840.00-0000-3700-101-000-000		100000746	27.22
			WARRANT TOTAL			\$54.45
20049012	070841/	ECOLAB				
		PV-140444	13-5310-0-5840.00-0000-3700-100-000-000		4442385	41.76
			13-5310-0-5840.00-0000-3700-101-000-000		4442385	41.75
			WARRANT TOTAL			\$83.51
20049013	070816/	UNFI				
		PV-140441	13-5310-0-5840.00-0000-3700-100-000-000		17678404, 17681516, 17685785	388.43
			13-5310-0-5840.00-0000-3700-101-000-000		17678404, 17681516, 17685785	388.42
			WARRANT TOTAL			\$776.85
20049014	070799/	VERITABLE VEGETABLE INC.				
		PV-140442	13-5310-0-5840.00-0000-3700-100-000-000		891425, 890861	158.25
			13-5310-0-5840.00-0000-3700-101-000-000		891425, 890861	158.25
			WARRANT TOTAL			\$316.50
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 5		TOTAL AMOUNT OF WARRANTS:	\$1,267.01*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0040 GENERAL FUND

FUND : 40 SPECIAL RESERVE-CAP OUTLAY #1

LN	INT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT	
20049015		070741/	GREYSTONE WEST COMPANY															
			PV-140439													876402		2,500.00
																		\$2,500.00
																		WARRANT TOTAL
20049016		070701/	QUATTROCCHI KWOK															
			PV-140436													13796-7		5,345.00
																		\$5,345.00
																		WARRANT TOTAL
		*** FUND	TOTALS ***					TOTAL NUMBER OF WARRANTS:	2							TOTAL AMOUNT OF WARRANTS:		\$7,845.00*
		*** BATCH	TOTALS ***					TOTAL NUMBER OF WARRANTS:	26							TOTAL AMOUNT OF WARRANTS:		\$42,593.42*
		*** DISTRICT	TOTALS ***					TOTAL NUMBER OF WARRANTS:	26							TOTAL AMOUNT OF WARRANTS:		\$42,593.42*

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

V	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	
20049746		070374/	ANOVA INC.				
			PO-140142	1. 01-6500-0-5833.00-5750-1185-700-000-000	49309		2,985.00
				WARRANT TOTAL			\$2,985.00
20049747		000045/	MARIN COUNTY OFFICE OF EDUC				
			PO-140143	1. 01-3010-0-5240.00-1110-1010-700-000-000	140790		50.00
			PO-140144	1. 01-9472-0-5210.00-1110-1010-100-000-000	140830		1,250.00
				WARRANT TOTAL			\$1,300.00
20049748		070836/	SUSAN MARTIN				
			PV-140446	01-6500-0-4300.00-5770-1110-700-000-000		Sp. Ed. Books	49.45
				WARRANT TOTAL			\$49.45
20049749		070447/	MAXIM HEALTHCARE SERVICES				
			PO-140026	1. 01-6500-0-5835.00-5770-1182-700-000-000	2267090084		2,438.00
				WARRANT TOTAL			\$2,438.00
20049750		001927/	MILL VALLEY SERVICES				
			PO-140156	1. 01-6500-0-4300.00-5770-1110-700-000-000	81585		86.78
				WARRANT TOTAL			\$86.78
20	51	000150/	NATIONAL SCHOOL FORMS				
			PO-140018	1. 01-0000-0-4300.00-1110-1010-100-000-000	709571062		146.70
				2. 01-0000-0-4300.00-1110-1010-101-000-000	709571062		146.70
				WARRANT TOTAL			\$293.40
20049752		070843/	ALAN ROTHKOP				
			PV-140447	01-8150-0-4300.00-0000-8100-735-000-000		Maintenance Materials	28.92
				WARRANT TOTAL			\$28.92
20049753		001953/	SPECTRUM CENTER				
			PO-140062	1. 01-6500-0-5833.00-5750-1185-700-000-000	107882		4,692.10
				WARRANT TOTAL			\$4,692.10
		*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS:	8	TOTAL AMOUNT OF WARRANTS:	\$11,873.65*

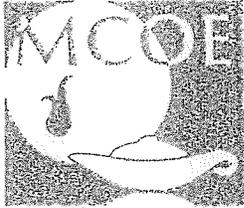
DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0041 GENERAL FUND  
 FUND : 13 CAFETERIA FUND

V	NT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT	
20049754	070811/		BARON BAKING LLC															
			PV-140449													24-0123		17.85
																24-0123		17.85
																WARRANT TOTAL		\$35.70
20049755	000105/		CLOVER-STORNETTA FARMS															
			PV-140452													100005460		27.23
																100005460		27.22
																WARRANT TOTAL		\$54.45
20049756	070817/		FOWLER BROTHERS															
			PV-140450													152752		162.09
																152752		162.09
																WARRANT TOTAL		\$324.18
20049757	070815/		MARIN CHEESE COMPANY															
			PV-140453													443960		114.97
																443960		114.96
																WARRANT TOTAL		\$229.93
20049758	070799/		VERITABLE VEGETABLE INC.															
			PV-140451													892934, 892308		143.25
																892934, 892308		143.25
																WARRANT TOTAL		\$286.50
***	FUND	TOTALS	***					TOTAL NUMBER OF WARRANTS:	5						TOTAL AMOUNT OF WARRANTS:			\$930.76*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0041 GENERAL FUND  
 FUND : 78 PASS-THROUGH ~ REVENUES

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	AMOUNT
20049759	002172/	WILLOW CREEK ACADEMY												
		PV-140448											Princ. App. 2/14, Title I A	51,875.00
													WARRANT TOTAL	\$51,875.00
***	FUND	TOTALS	***			TOTAL NUMBER OF WARRANTS:	1						TOTAL AMOUNT OF WARRANTS:	\$51,875.00*
***	BATCH	TOTALS	***			TOTAL NUMBER OF WARRANTS:	14						TOTAL AMOUNT OF WARRANTS:	\$64,679.41*
***	DISTRICT	TOTALS	***			TOTAL NUMBER OF WARRANTS:	14						TOTAL AMOUNT OF WARRANTS:	\$64,679.41*

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MARIN COUNTY  
OFFICE OF EDUCATION

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MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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

VENDOR PAYMENT CERTIFICATION

Date 3/26/14

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 \$ 94,534.59.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>42</u>	<u>41,563.23</u>
<u>13</u>	<u>42</u>	<u>1,746.26</u>
<u>40</u>	<u>42</u>	<u>51,225.10</u>

Authorized Signature *Paola Rigney*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0042 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	
20050456	070067/	APPLE				
		PO-140149	1. 01-9479-0-4300.00-1110-1010-101-000-000		4274987918	2,127.35
			WARRANT TOTAL			\$2,127.35
20050457	000192/	AT&T				
		PO-140002	1. 01-0000-0-5970.00-0000-2700-000-000-000		234 343 6954 760 3	1,031.04
			WARRANT TOTAL			\$1,031.04
20050458	070329/	AT&T CALNET 2				
		PO-140001	1. 01-0000-0-5970.00-0000-2700-700-000-000		3/14	550.63
			WARRANT TOTAL			\$550.63
20050459	000701/	HYDREX PEST CONTROL				
		PO-140061	1. 01-0000-0-5525.00-0000-8200-000-000-000		2/14	85.00
			WARRANT TOTAL			\$85.00
20050460	000039/	KAISER FOUNDATION				
		PV-140459	01-0000-0-9520.00-0000-0000-000-000-000		16734-0001	5,889.72
			01-0000-0-9520.00-0000-0000-000-000-000		16734-0002	961.65
			01-0000-0-9520.00-0000-0000-000-000-000		578-0002	15,118.64
			WARRANT TOTAL			\$21,970.01
20050461	000045/	MARIN COUNTY OFFICE OF EDUC				
		PV-140461	01-3010-0-5240.00-1110-1010-700-000-000		140847	200.00
			WARRANT TOTAL			\$200.00
20050462	070423/	DARIO MARTINEZ				
		PV-140456	01-8150-0-5600.00-0000-8110-735-000-000		Payment for metal work	120.00
			WARRANT TOTAL			\$120.00
20050463	070447/	MAXIM HEALTHCARE SERVICES				
		PO-140026	1. 01-6500-0-5835.00-5770-1182-700-000-000		2285290084	2,438.00
			WARRANT TOTAL			\$2,438.00
20050464	001927/	MILL VALLEY SERVICES				
		PO-140161	1. 01-0000-0-4300.00-0000-7200-725-000-000		81666	70.04

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0042 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						\$70.04
20050465	070107/	VIDA MOATTAR				
		PV-140455	01-0000-0-5230.00-0000-7300-725-000-000		3/14 Mileage	39.65
WARRANT TOTAL						\$39.65
20050466	000015/	MSIA DENTAL				
		PV-140458	01-0000-0-9520.00-0000-0000-000-000-000		4/14	4,070.82
WARRANT TOTAL						\$4,070.82
20050467	000117/	MSIA VISION				
		PV-140457	01-0000-0-9520.00-0000-0000-000-000-000		4/14	374.88
			01-0000-0-9521.00-0000-0000-000-000-000		4/14	23.58
WARRANT TOTAL						\$398.46
20050468	000058/	P G & E CO				
		PO-140000	1. 01-0000-0-5510.00-0000-8200-000-000-000		Due 4/4/14	7,614.45
WARRANT TOTAL						\$7,614.45
20050469	000056/	PBI				
		PO-140009	2. 01-0000-0-5960.00-0000-7200-725-000-000		7140007-MR14	507.78
WARRANT TOTAL						\$507.78
20050470	070552/	SLIDE RANCH				
		PV-140454	01-9471-0-5819.00-1110-1010-700-000-000		11/13, 2-3/14 4 field trips	340.00
WARRANT TOTAL						\$340.00
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS:	15	TOTAL AMOUNT OF WARRANTS:	\$41,563.23*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0042 GENERAL FUND  
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20050471	070811/	BARON BAKING LLC				
		PV-140464	13-5310-0-5840.00-0000-3700-100-000-000		24-0124	17.85
			13-5310-0-5840.00-0000-3700-101-000-000		24-0124	17.85
			WARRANT TOTAL			\$35.70
20050472	000105/	CLOVER-STORNETTA FARMS				
		PV-140466	13-5310-0-5840.00-0000-3700-100-000-000		100009977	27.23
			13-5310-0-5840.00-0000-3700-101-000-000		100009977	27.22
			WARRANT TOTAL			\$54.45
20050473	070827/	MARIN SUN FARMS				
		PV-140463	13-5310-0-5840.00-0000-3700-100-000-000		76369	32.93
			13-5310-0-5840.00-0000-3700-101-000-000		76369	32.92
			WARRANT TOTAL			\$65.85
20050474	070816/	UNFI				
		PV-140465	13-5310-0-5840.00-0000-3700-100-000-000		17714029-003	566.18
			13-5310-0-5840.00-0000-3700-101-000-000		17714029-003	566.18
			WARRANT TOTAL			\$1,132.36
20050475	070799/	VERITABLE VEGETABLE INC.				
		PV-140467	13-5310-0-5840.00-0000-3700-100-000-000		893785, 894403	228.95
			13-5310-0-5840.00-0000-3700-101-000-000		893785, 894403	228.95
			WARRANT TOTAL			\$457.90
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 5		TOTAL AMOUNT OF WARRANTS:	\$1,746.26*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0042 GENERAL FUND

FUND : 40 SPECIAL RESERVE~CAP OUTLAY #1

LN	NT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT									
		REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
20050476		002616/	US BANK													
			PV-140462						40-0000-0-7438.00-0000-9100-000-000-325						Int.Payment-2012 Construction	51,225.10
															WARRANT TOTAL	\$51,225.10
		*** FUND	TOTALS ***												TOTAL NUMBER OF WARRANTS: 1	TOTAL AMOUNT OF WARRANTS: \$51,225.10*
		*** BATCH	TOTALS ***												TOTAL NUMBER OF WARRANTS: 21	TOTAL AMOUNT OF WARRANTS: \$94,534.59*
		*** DISTRICT	TOTALS ***												TOTAL NUMBER OF WARRANTS: 21	TOTAL AMOUNT OF WARRANTS: \$94,534.59*

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0043 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
20051242	070058/	AMERICAN LIBRARY ASSOCIATION				
		PO-140140	1. 01-3010-0-4300.00-1110-1010-700-000-000		33535881 001	83.00
			WARRANT TOTAL			\$83.00
20051243	002550/	ASSOCIATED VALUATION SERVICES				
		PO-140005	1. 01-0000-0-5849.00-0000-7200-700-000-000		4464	250.12
			WARRANT TOTAL			\$250.12
20051244	000006/	BAY CITIES REFUSE INC				
		PO-140025	1. 01-0000-0-5550.00-0000-8200-000-000-000		4/14	643.80
			WARRANT TOTAL			\$643.80
20051245	070784/	PALOMA COLLIER				
		PO-140136	1. 01-9471-0-5800.00-1110-1010-700-000-000		3/14	2,000.00
		PV-140469	01-9471-0-4300.00-1110-1010-700-000-000		Garden Supplies	201.20
			WARRANT TOTAL			\$2,201.20
20051246	070761/	CON E SOLUTIONS				
		PO-140014	1. 01-0000-0-5840.00-0000-7705-700-000-000		2-3/14	2,250.00
			WARRANT TOTAL			\$2,250.00
20051247	001807/	EMPLOYMENT DEVELOPMENT DEPT.				
		PV-140479	01-0000-0-9515.00-0000-0000-000-000-000		94241171 Q1-2014	353.68
			WARRANT TOTAL			\$353.68
20051248	002601/	FIRST STUDENT INC.				
		PV-140470	01-9473-0-5819.00-1110-1010-100-000-000		10925114	425.00
			WARRANT TOTAL			\$425.00
20051249	000023/	GOODMAN BUILDING SUPPLY CO.				
		PO-140034	1. 01-8150-0-4300.00-0000-8100-735-000-000		Due 4/11/14	110.66
		PV-140468	01-8150-0-4300.00-0000-8100-735-000-000		Due 4/11/14	300.00
			WARRANT TOTAL			\$410.66
20051250	070447/	MAXIM HEALTHCARE SERVICES				
		PO-140026	1. 01-6500-0-5835.00-5770-1182-700-000-000		2302290084	2,438.00

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

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
WARRANT TOTAL						\$2,438.00
20051251	000058/	P G & E CO				
		PO-140000	1. 01-0000-0-5510.00-0000-8200-000-000-000	Due 4/11/14		2,301.25
WARRANT TOTAL						\$2,301.25
20051252	000056/	PBI				
		PO-140157	1. 01-0000-0-4300.00-0000-7200-725-000-000	312472		71.00
WARRANT TOTAL						\$71.00
20051253	070843/	ALAN ROTHKOP				
		PV-140476	01-8150-0-4300.00-0000-8100-735-000-000	Maintenance Materials		39.00
WARRANT TOTAL						\$39.00
20051254	001206/	SHELL OIL CO.				
		PV-140477	01-0000-0-4301.00-0000-8110-735-000-000	3/14		189.95
WARRANT TOTAL						\$189.95
20051255	070200/	STANDARD INSURANCE COMPANY CB				
		PV-140471	01-0000-0-9520.00-0000-0000-000-000-000	5000		201.61
			01-0000-0-9520.00-0000-0000-000-000-000	5001		487.82
WARRANT TOTAL						\$689.43
20051256	070522/	TENISHA TATE				
		PV-140473	01-0000-0-4300.00-1110-1010-101-000-000	Family Night Expenses		114.46
WARRANT TOTAL						\$114.46
20051257	001981/	SHIRLEY THORNTON				
		PV-140472	01-0000-0-5210.00-0000-7110-725-000-000	CAAASA Conference 3/14		620.60
WARRANT TOTAL						\$620.60
20051258	070580/	TRAHAN MECHANICAL				
		PV-140475	01-8150-0-5600.00-0000-8110-735-000-000	15711		95.00
WARRANT TOTAL						\$95.00
20051259	002172/	WILLOW CREEK ACADEMY				
		PV-140474	01-0000-0-8096.00-0000-9200-103-000-000	April 14 in lieu		147,655.00

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

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE										ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
WARRANT TOTAL															\$147,655.00
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 18										TOTAL AMOUNT OF WARRANTS:		\$160,831.15*	

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0043 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
20051260	070811/	BARON BAKING LLC				
		PV-140484	13-5310-0-5840.00-0000-3700-100-000-000		24-0125	17.85
			13-5310-0-5840.00-0000-3700-101-000-000		24-0125	17.85
			WARRANT TOTAL			\$35.70
20051261	000105/	CLOVER-STORNETTA FARMS				
		PV-140481	13-5310-0-5840.00-0000-3700-100-000-000		0100015151, 0100014709	131.08
			13-5310-0-5840.00-0000-3700-101-000-000		0100015151, 0100014709	131.07
			WARRANT TOTAL			\$262.15
20051262	070844/	LA TERCERA				
		PV-140486	13-5310-0-5840.00-0000-3700-100-000-000		601177	12.50
			13-5310-0-5840.00-0000-3700-101-000-000		601177	12.50
			WARRANT TOTAL			\$25.00
20051263	070815/	MARIN CHEESE COMPANY				
		PV-140483	13-5310-0-5840.00-0000-3700-100-000-000		445246	107.45
			13-5310-0-5840.00-0000-3700-101-000-000		445246	107.44
			WARRANT TOTAL			\$214.89
20051264	070827/	MARIN SUN FARMS				
		PV-140482	13-5310-0-5840.00-0000-3700-100-000-000		76773, 76677	87.80
			13-5310-0-5840.00-0000-3700-101-000-000		76773, 76677	87.80
			WARRANT TOTAL			\$175.60
20051265	070816/	UNFI				
		PV-140485	13-5310-0-5840.00-0000-3700-100-000-000		17725157,17728172,12057048CM	363.15
			13-5310-0-5840.00-0000-3700-101-000-000		17725157,17728172,12057048CM	363.15
			WARRANT TOTAL			\$726.30
20051266	070799/	VERITABLE VEGETABLE INC.				
		PV-140480	13-5310-0-5840.00-0000-3700-100-000-000		895268, 895855, 897188(CM)	155.25
			13-5310-0-5840.00-0000-3700-101-000-000		895268, 895855, 897188(CM)	155.25

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0043 GENERAL FUND  
FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE										ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
-----															
WARRANT TOTAL															\$310.50

\*\*\* FUND      TOTALS \*\*\*      TOTAL NUMBER OF WARRANTS:      7      TOTAL AMOUNT OF WARRANTS:      \$1,750.14\*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0043 GENERAL FUND  
 FUND : 14 DEFERRED MAINTENANCE 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
20051267	070789/	SCHOOL FACILITY CONSULTANTS				
		PV-140478	14-0000-0-5800.00-0000-8110-735-000-000		7179	1,747.50
			WARRANT TOTAL			\$1,747.50
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS:	1	TOTAL AMOUNT OF WARRANTS:	\$1,747.50*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS:	26	TOTAL AMOUNT OF WARRANTS:	\$164,328.79*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS:	26	TOTAL AMOUNT OF WARRANTS:	\$164,328.79*

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## Field Trips

**Dates:** March 20, 2014  
**Destination:** Marin County Farm Day  
**Teacher:** Ms. Banks  
**Grade:** K- 1<sup>st</sup>  
**Standards Supported:** Science - Plants and Animals  
**Funding:** Field Trip  
**Cost:** \$ 82.00

**Dates:** March 20, 2014  
**Destination:** Slide Ranch  
**Teacher:** Ms. Suto  
**Grade:** 7<sup>th</sup>  
**Standards Supported:** 7<sup>th</sup> Grade Science Standard  
**Funding:** Garden Program/Field Trip  
**Cost:** \$ 120.00

**Dates:** March 28, 2014  
**Destination:** BioBlitz at Crissy Field  
**Teacher:** Ms. McDougal  
**Grade:** 7<sup>th</sup>  
**Standards Supported:** MS-LS2 Ecosystems; analyze & interpret data to provide evidence for resource  
**Funding:** National Parks Conservancy  
**Cost:** \$ 0.00

**Dates:** April 10, 2014  
**Destination:** Muir Woods  
**Teacher:** Ms. Lieberman, Mr. Haddad  
**Grade:** 2<sup>nd</sup> & 4<sup>th</sup>  
**Standards Supported:** Life Science  
**Funding:** YMCA  
**Cost:** \$ 0.00

**Dates:** April 23, 2014  
**Destination:** Muir Woods  
**Teacher:** Ms. Banks  
**Grade:** K  
**Standards Supported:** Life Science - Habitats  
**Funding:** Wildcare will fund  
**Cost:** \$ 0.00

**Sausalito Marin City School District**

**Agenda Item:** 10.02

**Date:** April 8, 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:** 2014-2015 School Calendar

**Background:**

At time of agenda posting, the calendar was being reviewed by the certificated and classified unions. It will be presented to the Board on the day of the Board meeting.

**Fiscal Impact:**

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

Sausalito Marin City School District

**Agenda Item:** 11.01

**Date:** April 8, 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) 9200 - Limits on Board Member Authority

**Background:**

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

**Fiscal Impact:**

Undetermined

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

**Limits On Authority of Board Member**

The Governing Board recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

The Superintendent or designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act. (Government Code [54952.1](#))

Sausalito Marin City School District

**Agenda Item:** 11.02

**Date:** April 8, 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) 9222 Resignation

**Background:**

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

**Fiscal Impact:**

Undetermined

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

**Resignation**

A Governing Board member who wishes to resign may do so by filing a written resignation with the County Superintendent of Schools. (Education Code 5090)

A copy shall be given to the Board secretary.

The written resignation is effective when filed, except when a deferred effective date is specified in the resignation. (Education Code 5090)

A Board member may not defer the effective date of his/her resignation for more than 60 days after filing. (Education Code 5091)

A written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable upon being filed. (Education Code 5090)

Upon resignation, the Board member may continue to exercise all his/her powers, save that of voting for a successor, until the effective date of resignation. (Education Code 35178)

**Sausalito Marin City School District**

**Agenda Item:** 11.03

**Date:** April 8, 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) 9223 – Filling Vacancies

**Background:**

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

**Fiscal Impact:**

Undetermined

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

## Filling Vacancies

### Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)
6. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
  - a. Upon district business with the approval of the Board
  - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

Note: AB 334 (Ch. 54, Statutes of 2011) amended Government Code 1064 to authorize the Governing Board to extend an out-of-state absence for an unlimited duration when the absence is due to illness or other urgent necessity.

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim

members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)
8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed (Government Code 1770)
10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)
11. The making of an order vacating a Board member's office or declaring the office vacant when the Board member fails to furnish an additional or supplemental bond (Government Code 1770)
12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)
13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

#### Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)
2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)
3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

#### Eligibility

Note: Persons applying or nominated for a Board position must meet the legal qualifications for Board members as detailed in Education Code 35107. Education Code 35107 also provides that a district employee appointed or elected to the Board must resign his/her employment before being sworn in or have his/her employment automatically terminated upon being sworn into office. See BB 9220 - Governing Board Elections.

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

### Provisional Appointments

Note: The Board is authorized to make a provisional appointment to fill a vacancy pursuant to item #2 in the section above entitled "Timelines for Filling a Vacancy." The law does not specify procedures for making provisional appointments for vacancies caused by reasons other than a failure to elect; however, such procedures must comply with the requirements of the Brown Act (Government Code 54950-54963). Secret ballots are prohibited by Government Code 54953.

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

### Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

**Sausalito Marin City School District**

**Agenda Item:** 11.04

**Date:** April 8, 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) 9224 – Oath or Affirmation

**Background:**

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

**Fiscal Impact:**

Undetermined

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

**Oath Or Affirmation**

Prior to entering upon the duties of their office, all Governing Board members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

The oath may be administered and certified by a Board member, secretary or assistant secretary to the Board, Superintendent, deputy or assistant superintendent, principal, or County Superintendent of Schools or any other person authorized in Education Code 60.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

Sausalito Marin City School District

Agenda Item: 11.05

Date: April 8, 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) 9230 – Board Orientation

**Background:**

As part of an on-going effort to review our policies, we will continue with Board Bylaws.

First read for Board Bylaw (BB) 9230 concerning Board Orientation.

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

Prepared for: S. Van Zant

Prepared by: S. Van Zant

## BB 9230 Board Bylaws

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### **Orientation**

#### **Board Candidate Orientation**

The Governing Board desires to provide Board candidates with orientation that will enable them to understand the responsibilities and expectations of Board membership. The Superintendent or designee shall provide all candidates with general information about school programs, district operations, and Board responsibilities. He/she may also provide candidates with information about the election process, including, but not limited to, information about campaign conduct and ballot statement information.

The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates shall have the same access as members of the public to district staff and information.

#### **New Board Member Orientation**

The Board shall convene a meeting to provide an orientation and information to incoming Board members to assist them in understanding the Board's functions, policies, procedures, protocols, and agreed-upon standards of conduct. Incoming Board members shall receive the district's policy manual and other materials related to the district and Board member responsibilities.

Upon their election, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.

The Superintendent may provide incoming Board members with additional background and information regarding the district's vision and goals, operations, and current challenges in areas that include, but are not limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining.

Incoming members are encouraged to attend Board meetings and review agenda materials available to the public in order to become familiar with current issues facing the district. Incoming members also may, at district expense and with approval of the Board, attend workshops and conferences relevant to their individual needs or to the needs of the Board as a whole or the district.

**Sausalito Marin City School District**

**Agenda Item:** 11.06

**Date:** April 8, 2014

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|--|---|
| <input type="checkbox"/> Correspondence                  | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports                         |   |
| <input type="checkbox"/> General Functions               |   |
| <input type="checkbox"/> Pupil Services                  |   |
| <input type="checkbox"/> Personnel Services              |   |
| <input type="checkbox"/> Financial & Business Procedures |   |
| <input type="checkbox"/> Curriculum and Instruction      |   |
| <input checked="" type="checkbox"/> Policy Development   |   |

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

**Item:** Board Bylaw (BB) 9240 – Board Development

**Background:**

As part of an on-going effort to review our policies, we will continue with Board Bylaws.

First read for Board Bylaw (BB) 9240 concerning Board Development.

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

## BB 9240 Board Bylaws

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### **Board Development**

Citizens elected to the Governing Board are entrusted with the responsibility of governing district schools. The Board recognizes that its members need training that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

All Board members may attend conferences for the purpose of Board development. Board business shall not be discussed at conferences.

Board members shall report to the Board, orally or in writing, as soon as possible on the inservice activities they attend.

Funds for Board development shall be budgeted annually for each Board member.

Sausalito Marin City School District

Agenda Item: 11.07

Date: April 8, 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) and Exhibit (E) 9250 – Remuneration, Reimbursement and Other Benefits

**Background:**

As part of an on-going effort to review our policies, we will continue with Board Bylaws.

First read for Board Bylaw (BB) and Exhibit (E) 9270 concerning Remuneration, Reimbursement and Other Benefits.

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

Prepared for: S. Van Zant

Prepared by: S. Van Zant

## BB 9250 Board Bylaws

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### Remuneration, Reimbursement And Other Benefits

#### Compensation

The members of the Governing Board view their Board service as a voluntary contribution to the community and elect not to receive the compensation to which they are entitled pursuant to Education Code 35120.

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

Any member who does not attend all Board meetings during the month is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be compensated for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

Student Board members shall receive no compensation for meetings attended. (Education Code 35012)

Whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting, the Board clerk or a member of the Board shall verbally announce the amount of any additional compensation or stipend that each member will be entitled to receive as a result of convening the simultaneous or serial meeting. (Government Code 54952.3)

#### Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

Board members may use district-issued credit cards while on official district business and consistent with the limits established for district personnel. Personal expenses shall not be charged on a district-issued credit card, even if the Board member intends to subsequently reimburse the district for the personal charges.

### **Health and Welfare Benefits for Current Board Members**

Board members may participate in the health and welfare benefits program provided for district employees.

Health and welfare benefits for Board members shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Board members who elect to participate shall pay the full cost of premiums.

Health and welfare benefits provided to Board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

### **Health and Welfare Benefits for Former Board Members**

Former Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Health and welfare benefits for former Board members shall be no greater than those received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Note: Pursuant to Government Code 53201, a district may pay premiums for health and welfare benefits for former Board members only if all of the following conditions are satisfied: (1) the

district paid for benefits for former Board members before January 1, 1994; (2) the former Board member served in office after January 1, 1981; (3) the former Board member's term began before January 1, 1995; and (4) the former Board member served for 12 or more years. If the district did not pay benefits for former Board members before January 1, 1994, benefits may be provided to former Board members only on a self-pay basis, even if a former member has served in office for the requisite amount of time.

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

**Sausalito Marin City School District**

**Agenda Item:** 11.08

**Date:** April 8, 2014

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|--|---|
| <input type="checkbox"/> Correspondence                  | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports                         |   |
| <input type="checkbox"/> General Functions               |   |
| <input type="checkbox"/> Pupil Services                  |   |
| <input type="checkbox"/> Personnel Services              |   |
| <input type="checkbox"/> Financial & Business Procedures |   |
| <input type="checkbox"/> Curriculum and Instruction      |   |
| <input checked="" type="checkbox"/> Policy Development   |   |

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

**Item:** Board Bylaw (BB) 9260 – Legal Protection

**Background:**

As part of an on-going effort to review our policies, we will continue with Board Bylaws.

First read for Board Bylaw (BB) 9260 concerning Legal Protection.

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

## BB 9260 Board Bylaws

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### Legal Protection

#### Liability Insurance

The Governing Board shall provide insurance necessary to protect Board members and employees while acting within the scope of their office or employment in accordance with Education Code 35208.

#### Protection against Liability

No Board member shall be liable for harm caused by his/her act or omission when acting within the scope of district responsibilities. The act or omission must be in conformity with federal, state and local laws and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 6736)

The protection against liability shall not apply when: (20 USC 6736)

1. The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.
2. The Board member caused harm by operating a motor vehicle.
3. The Board member was not properly licensed, if required, by the State for such activities.
4. The Board member was found by a court to have violated a federal or state civil rights law.
5. The Board member was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court.
7. The misconduct involved a sexual offense for which the Board member has been convicted in a court.

Sausalito Marin City School District

**Agenda Item:** 11.09

**Date:** April 8, 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) and Exhibit (E) 9270 – Conflict of Interest

**Background:**

As part of an on-going effort to review our policies, we will continue with Board Bylaws.

First read for Board Bylaw (BB) and Exhibit (E) 9270 concerning Conflict of Interest.

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

## BB 9270 Board Bylaws

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### **Conflict Of Interest**

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

The Board shall adopt a resolution that specifies the terms of the district's conflict of interest code, the district's designated positions, and the disclosure categories required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body.

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment. (Government Code 87302, 87500)

### **Conflict of Interest under the Political Reform Act**

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person,

obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

### **Additional Requirements for Boards that Manage Public Investments**

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18702.5)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

## **Conflict of Interest under Government Code 1090**

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. (Government Code 1090; *Klistoff v. Superior Court*, (2007) 157 Cal.App. 4th 469)

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

A Board member shall not be considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)

Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

## **Common Law Doctrine Against Conflict of Interest**

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

## **Rule of Necessity or Legally Required Participation**

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708. If a conflict exists under the PRA, the district may still enter into a contract if the rule of

necessity or legally required participation applies. In general, this rule will permit a district to acquire an essential supply or service. The rule also

## **Incompatible Offices and Activities**

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

## **Gifts**

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

## **Honoraria**

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes.