



SAUSALITO MARIN CITY SCHOOL DISTRICT

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

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

Thursday, September 26, 2013

- 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**
- Superintendent's Evaluation/Goals

OPEN SESSION AGENDA

- III. **OPEN SESSION** - Depending upon completion of Closed Session items, the Board of Trustees 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?
Motion _____ Second _____ Vote _____
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 Superintendent's Report – Steve Van Zant
- 4.04 Business Manager's Report – Paula Rigney
- 4.05 Principal's Report – Daniel Norbutas
- 4.06 Willow Creek Academy
- 4.07 Eco Top Chef – Denise Suto

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: *6.03, *10.02

6.02 Response to Grand Jury Report – Emergency Preparedness
Motion_____Second_____Vote_____

*6.03 Minutes of Board Meeting, August 13, 2013
Minutes of Board Meeting, August 23, 2013
Minutes of Board Meeting, September 12, 2013

Motion_____Second_____Vote_____

7. PUPIL SERVICES

8. PERSONNEL

8.01 Personnel Action Report

9. FINANCIAL & BUSINESS

9.01 Memorandum of Understanding between the Sausalito Marin City School District and the California School Employees Association regarding changes to the food service program

Motion_____Second_____Vote_____

9.02 Construction Change Order 1 – Civil Improvement Project /Electrical Scope

Motion_____Second_____Vote_____

9.03 Construction Change Order 2 – New Classrooms – Modular Building Contract

Motion_____Second_____Vote_____

9.04 Construction Change Order 1 – Civil Improvement Project

Motion_____Second_____Vote_____

9.05 Payment of Warrants

Batch 8 Fund 01 in the amount of \$166,724.20

Batch 8 Fund 40 in the amount of \$506,925.48

Batch 9 Fund 01 in the amount of \$48,120.43

Batch 10 Fund 01 in the amount of \$4,103.18

Batch 11 Fund 01 in the amount of \$242,826.68

Batch 11 Fund 13 in the amount of \$187.87

Batch 11 Fund 40 in the amount of \$106,681.10

Batch 12 Fund 01 in the amount of \$217,447.75

Batch 12 Fund 13 in the amount of \$3,954.05

Batch 12 Fund 40 in the amount of \$490,009.17

Batch13 Fund 01 in the amount of \$16,311.29

Batch 13 Fund 40 in the amount of \$245,662.70

10. CURRICULUM AND INSTRUCTION

10.01 Administrative Evaluations

Motion_____Second_____Vote_____

***10.02 Student Field Trips**

10.03 Marin Community Foundation Arts Grant

Motion_____Second_____Vote_____

11. POLICY DEVELOPMENT

11.01 Board Policy 0210 – Philosophy, Goals, Objectives and Comprehensive Plans: Equity - First Read/Information Only

11.02 BP 6153 – Field Trips - First Read/Information Only

11.03 BP 3541.1 – School Related Trips – Transportation by Private Automobile or Private Bus Lines – Action

Motion_____Second_____Vote_____

11.04 BP and AR 0420.4 – Charter Schools – Action

Motion_____Second_____Vote_____

11.05 BP 0420.41 – Charter School Oversight – Action

Motion_____Second_____Vote_____

11.06 BP 0420.42 – Charter School Renewal – **Action**
Motion_____Second_____Vote_____

11.07 BP 0420.43 – Charter School Revocation – **Action**
Motion_____Second_____Vote_____

11.08 BP and AR 3270 – Sale and Disposal of Books, Equipment and
Supplies – **Action**
Motion_____Second_____Vote_____

11.09 BP and AR 3280 – Sale or Lease of District-Owned Real Property – **Action**
Motion_____Second_____Vote_____

12. FUTURE PLANNING/ACTION ITEMS

13. FUTURE MEETING

The next Regular Meeting of the Board of Trustees will be on Thursday,
October 24th, 2013, in the Bayside/Martin Luther King School Conference Room at
5:30 p.m. for Closed Session, and in the at 6:00 p.m. for Open Session
Bayside/Martin Luther King School Library

14. ADJOURNMENT

Motion_____Second_____Vote_____

***Consent Agenda Items**

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

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

Sausalito Marin City School District

Agenda Item: 6.02

Date: September 26, 2013

☐ 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: Response to Grand Jury Report – Emergency Preparedness

Background:

Last year, the Grand Jury issued a report concerning Emergency Preparedness for schools in Marin County. As such we were asked to prepare a response.

The following is a response to that report

Fiscal Impact:

Because most of the items requested were already in place. Approximately \$300 was allocated from last year's budget to complete the process.

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

RESPONSE FROM THE SAUSALITO MARIN CITY SCHOOL DISTRICT BOARD OF TRUSTEES

**TO THE FINDINGS (F) AND RECOMMENDATIONS (R) OF
THE 2012-2013 MARIN COUNTY CIVIL GRAND JURY REPORT**

“Planning for School Emergencies”

FINDINGS

- F1. Most Marin County schools have developed and written School Site Emergency Plans and provided for fire and earthquake drills on an ongoing basis. Provisions for emergency supplies are commonplace as are communication methods for contacting parents in the case of school emergencies.**

Response:

The School District has developed Emergency Plans for each school site. In addition, emergency supplies have been purchased and allocated. Means for contacting parents in case of school emergencies are in place.

- F2. Although most Marin County schools have School Site Emergency Plans, there are no countywide standards, and as a result, emergency preparedness means different things to different schools.**

Response: The School Site Emergency Plans for schools in the Sausalito Marin City School District are based upon the Marin County Schools Model Emergency Plan that was developed by the Marin County Office of Education. Using this template, we have modified plans at the school sites based on input from staff, parents and our local safety agencies. We will update these plans annually in conjunction with Marin Schools Emergency Preparedness Council (MSEPC) updates and modifications provided by local safety agencies.

- F3. Marin County schools do not provide an established and consistent level of training for teachers and other classroom personnel as it pertains to the safety of children under their care.**

Response: Each fall, the school principal will review the school site safety plan with all staff. It is our intent to utilize the Annual Emergency Preparedness Best Practices sheet developed by the MSEPC to insure consistency in training and safety plan implementation. Staff will attend any scheduled countywide trainings as needed.

F4. Marin County Schools do not practice consistent performance evaluation against established standards for comparing performance across schools and for measuring improvement within schools.

Response: While there is no requirement for schools to perform such a comparison, we do receive feedback and suggestions on safety improvement from local safety partners (fire and police departments) who participate in our drills. In addition, we do participate in and/or are aware of countywide disaster drills and obtain feedback from MSEPC.

F5. Marin County Schools do not adequately report their level of emergency preparedness to parents and citizens.

Response: The Sausalito Marin City School District communicates information about school emergency plans and preparedness activities in the following ways:

1. Attend Marin City Emergency Preparedness Council meetings monthly
2. Attend Marin County Emergency Preparedness Council meetings every 2 months
3. Utilize our "Connect Ed" mass notification system (notifies all staff and parents by phone/text message/email) by the Superintendent if warranted
4. Utilize verbal communication with a local radio station, KCBS
5. District provides copies of its Emergency Preparedness manual to the Sausalito Police Department, the Marin County Sheriff's Office, Southern Marin Fire Department and the Marin City Fire Department

F6. Most Marin County schools have appropriate emergency supplies on their campus, but some schools have inadequate supplies or inadequate access to those supplies, and some other schools rely upon Red Cross for all such needs.

Response: Our schools have emergency supplies available. We will review the status of supplies at each site and seek additional support for maintaining adequate provisions as well as examining access to the supplies already in place.

RECOMMENDATIONS

- R1. The Marin County Office of Education take a strong leadership role with the current Marin Schools Emergency Preparedness Council, whose aim in turn should be to manage emergency preparedness activities on a countywide basis.**

Response: The Sausalito Marin City School District will continue to support the leadership being provided by the Marin County Office of Education.

- R2. The Marin School Emergency Preparedness Council create guidelines in the areas of school safety and emergency preparedness. Every school should name a school safety officer who interacts with the Council. The Council should be the decision-making body for all Marin public school safety and emergency preparedness issues.**

Response: While the Sausalito Marin City School District Board of Trustees is the decision-making body for the District, we do take seriously the recommendations of the Marin School Emergency Preparedness Council. We intend for staff to participate in any needed countywide training and to support continuing collaborative efforts to implement the Marin Schools Model Emergency Management Plan.

- R3. The Marin School Emergency Preparedness Council develop countywide performance standards, goals, and testing in the areas of school safety and emergency preparedness.**

Response: We believe that the setting of standards and testing for school safety is best left to experts. We will continue to work with Law Enforcement, Fire Department, Emergency Medical Services, Public Health and others to assist our district in these areas.

- R4. The Marin Schools Preparedness Council report to the citizens of Marin County, on an annual basis, the state of emergency preparedness of all of our districts and schools.**

Response: It is the responsibility of the Board of Trustees to report to the constituents of the Sausalito Marin City School District on the state of emergency preparedness in our schools using the various means listed in **F5**.

- R5. All Marin County schools must, independent of Red Cross or other non-school sources, purchase and maintain appropriate emergency supplies on their campus.**

Response: Given the challenges of maximizing the limited resources available to educate the children in our schools, it is prudent for the Sausalito Marin City School District to explore all resources that might help to provide emergency supplies including our local schools. We agree that no one source should be depended upon to provide adequate emergency supplies.

**SAUSALITO MARIN CITY SCHOOL DISTRICT
SPECIAL BOARD MEETING MINUTES
August 13, 2013**

ATTENDANCE

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

Superintendent: Steve Van Zant

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

The agenda order was approved.

PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO CLOSED SESSION

There was no public comment.

Pledge of Allegiance

Trustee Thomas Newmeyer led the Pledge of Allegiance.

BOARD COMMUNICATIONS

Trustee Caroline Van Alst announced that Willow Creek Academy would be having its Family Orientation Nights on August 23rd and 24th.

Trustee Joshua Barrow said that he and Jonathan Logan of the Marin City Community Services District had received a proposal for a Community School Planning Initiative. The Community Services District plans to secure \$50,000 in grants for this purpose.

Trustee Shirley Thornton said that she and Vice Principal Tenisha Tate had attended a productive meeting with the Housing Authority in which truancy prevention policies were finalized. All principals would like to convey to parents that there will be consequences to truancy, without making them feel that this will be used as a stratagem to threaten their housing placement. She also announced that the first annual Bayside Martin Luther King Jr. Academy Back to School Celebration would take place on August 26 at 3:30 pm at the Golden Gate Village Playground. All community members are invited to attend.

Superintendent's Report

Superintendent Van Zant said that he attended a meeting with the Marin Community Foundation in which he was able to respond to their concerns about the welfare and education of all children in the district. The Foundation understands that we take seriously our obligation to ready our students for high school and beyond, he said.

FACILITIES

Forrest Corson, Director of Maintenance and Facilities, said that the modular buildings will be ready for occupancy on schedule. The portables are also on schedule for timely completion. Board members thanked Mr. Corson for the extraordinary amount of time and effort that he and his staff continue to put in to ready both Willow Creek and Bayside MLK Jr. for the first day of school on August 28.

M/s/c – Thornton/Van Alst Roll Call All ayes, to adopt Resolution 690: Support of Applications for Eligibility Determination, Funding Applications, High Performance Incentive Grant Funding Requests, and Authorization to Sign Applications and Associated Documents.

M/s/c – Newmeyer/Van Alst Roll Call All ayes, to adopt a Resolution 691: Support of Applications Received Beyond Bond Authority.

PERSONNEL SERVICES

M/s/c – Thornton/Newmeyer Roll Call/All ayes, to reinstate three laid- off classified positions.

CONSENT CALENDAR

M/s/c – Ziegler/Newmeyer Roll Call/All ayes to approve Resolution 692, Authorization to Sign on Behalf of the Governing Board

M/s/c –Newmeyer/Van Alst Roll Call/All ayes to approve Resolution 693, Authorization of Tax Anticipation

M/s/c – Thornton/Newmeyer Roll Call/All ayes to approve the 2013-2014 Consolidated Application for Funding.

ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

Signature/Date

Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
August 22, 2013**

ATTENDANCE

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

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

The agenda order was approved.

PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO CLOSED SESSION

There was no public comment.

CLOSED SESSION

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

RECONVENE TO OPEN SESSION

Open session reconvened at 6:00p.m.

Report Out from Closed Session

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

Pledge of Allegiance

Trustee Joshua Barrow led the Pledge of Allegiance.

BOARD COMMUNICATIONS

Trustee Shirley Thornton reported that she had another meeting with Mr. Lewis Jordan, director of the Marin Housing Authority to discuss the position of students residing in public housing. The first Annual Back to School Celebration will be held on August 26 in the Golden Gate Village parking lot. There will be food and music to help parents and kids start off the new school year on a festive note. Trustee Thornton also noted that Superintendent Steve Van Zant accompanied her to a Rotary Club lunch in Sausalito.

Trustee Joshua Barrow said that he attended a training session on Special Education and budgeting procedures at the Marin County Office of Education.

REPORTS

Superintendent's Report

Superintendent Steve Van Zant said that he attended the most recent WCA Board of Trustees meeting. He is looking forward to the Back-to-School Celebration and feels that given the dedication he has seen displayed by Daniel Norbutas, Vice Principal Tenisha Tate and all the teachers and staff at the school, we are assured of starting out from a great place.

Fran Nelson, the school librarian, congratulated the board for choosing an ideal superintendent for the district.

Willow Creek Academy

Head of School Royce Conner reported that the school year at Willow Creek Academy will begin on August 28. He thanked Director of Facilities Forrest Corson for the hard work that he and his staff put in during the school's move into the Bayside buildings at 630 Nevada Street. Many of the teachers are receiving Art Integration training at Dominican University. At this time, enrollment at WCA stands at 343, but this is subject to change as the school year begins. Of this number, 84 are from outside the district. Trustee Newmeyer asked how the school balances its need for additional classes and the number of out-of-district students who are accepted. Mr. Conner said that both reaching out to the community and active recruitment before the school's application and lottery process begins in the fall are crucial in increasing the number of in-district pupils.

Principal's Report

Bayside Martin Luther King Jr. Academy Principal Daniel Norbutas said that many of the school's teachers attended the Art Institute at Dominican University. Staff development days were devoted to common core standards, community building and learning about fairness and status issues for elementary school students. Teachers and staff are looking forward to a field-trip to Occidental for middle-schoolers which will take place on the first day of school and emphasize leadership and problem-solving skills. At the moment, enrollment at Bayside Martin Luther King Jr. Academy stands at 155, with 31 students in Kindergarten.

CONSENT AGENDA

Thornton/Barrow/All to approve the following items on the consent agenda:

Minutes of Board Meeting, July 25, 2013

Approval of Student Field Trip

Warrants – Batches 4 to 7

Construction Update

Director of Facilities Forrest Corson said that both the modular and portable buildings, as well as the play equipment being relocated from 630 Nevada Street will be ready for the first day of school. Additional playground equipment purchased by the district will be in place by October. Trustee Barrow offered to bring in community members to help out in preparing the school building for the first day of school.

Conscious Kitchen

Judy Shils of the non-profit organization Kids Turning Green, who is overseeing the cafeteria program at Bayside Martin Luther King Jr. Academy this year, gave a presentation about the concept of a Conscious Kitchen. With the help of many volunteers, including the head Chef at Cavallo Point in Sausalito and culinary arts students as well as other members of the community, the first ever fresh, local, organic and sustainable cafeteria program is being rolled out at the school. This is a pilot program that many other schools and colleges will be following and hoping to emulate, she said.

POLICY DEVELOPMENT

Superintendent Steve Van Zant asked for a first reading of the following board policies and administrative regulations regarding charter school oversight, and the renewal and revocation of charters, as well as rules governing the disposal of school property:

BP and AR 0420.4 – Charter Schools

BP and E 0420.41 – Charter School Oversight

BP 0420.42 – Charter School Renewal

BP 0420.43 – Charter School Revocation

BP 3270 – Sale and Disposal of Books, Equipment and Supplies

AR 3270 – Sale and Disposal of Books, Equipment and Supplies

BP 3280 – Sale or Lease of District-Owned Real Property

AR 3280 – Sale or Lease of District-Owned Real Property

He said that a reading of these policies would help to clarify any murky issues and provide a framework for an agreement that all sides can agree on. The district has an MOU with Willow Creek Academy, but as the board is aware, there are ongoing differences of opinion, such as with the Supplemental Grant. Ideally, we will have prior discussions before the charter is renewed and eliminate much of the conflict, he said. Both the charter and the MOU are set to be renewed by June 30 next year.

FUTURE MEETING

Superintendent Van Zant explained that holding regular board meetings on the last Thursday of each month is problematic since budgets are due to the County Office of Education on the 15th. He suggested that during the next organizational meeting, the board discuss moving regular board meeting times to a different week.

In the meantime, there will be a special board meeting on September 12, so that the budget can be voted on before going to MCOE on the 15th.

ADJOURNMENT

Thornton/Newmeyer/All to adjourn at 7:30 p.m.

Signature/Date

Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
September 12, 2013**

ATTENDANCE

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

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

The agenda order was approved.

PERSONS WISHING TO ADDRESS THE BOARD PRIOR TO CLOSED SESSION

School secretary Julius Holtzclaw reported that there has been lots of enthusiasm about the start of school. Everyone seems happy and students and staff love the new lunch program, he said.

Pledge of Allegiance

Trustee Joshua Barrow led the Pledge of Allegiance.

BOARD COMMUNICATIONS

Trustee Barrow went to the Marin City Community Services District meeting last week. They are hoping to hear by late October from the Marin Community Foundation regarding the loan for the ball field. He is continuing his dialogue with the Community Services District/Bayside Martin Luther King Jr. Academy Coalition regarding the full-service community school planning proposal and possible funding sources for the project.

Trustee Van Alst reported that Willow Creek Academy had its Back-to-School night on September 10 and that Bayside Martin Luther King Jr. Academy will have its celebration on September 18.

REPORTS

Superintendent's Report

Superintendent Van Zant said that the Conscious Kitchen cafeteria program continues to be a success and that the majority of students are enjoying the food. The Marin Independent Journal reported on the cafeteria's Open House and noted its many positive attributes for the district's children. The district is also talking to the Marin Community Foundation regarding the ball field and should have something to report in the near future.

FINANCIAL & BUSINESS

Approval of Resolution 694: 2012-13 GANN Limit and 2012-2013 Unaudited Actuals

Business Manager Paula Rigney gave a PowerPoint presentation regarding the unaudited 2012-2013 budget figures for the district, showing an ending balance of \$1.514 million. The district's total revenue was about \$7 million, 60% of which came from local property taxes; 15% came from grants awarded by

local foundations, and the rest was a mix of state and federal allocations. \$1.4 million, or 20% of total revenues went to Willow Creek Academy.

Looking forward, she said that she will be budgeting conservatively to ensure that we are not looking at big deficits. Board members said that they are happy to see Ms. Rigney and Mr. Van Zant working well together and grateful to have a clearer picture of the budget.

Roll Call Ziegler/Newmeyer/4 Ayes, 1 Absent, to approve resolution 694: 2012-2013 GANN Limit

Trustee Barrow said that he would like to include a statement of intent that the Board of Trustees wishes to continue to work on this year's budget and to produce a balanced budget to the extent possible.

Roll Call Newmeyer/Van Alst/4 Ayes, 1 Absent, to approve 2012-2013 Unaudited Actuals with the inclusion of the statement from Trustee Barrow.

Approval of Willow Creek Academy's 2012-2013 Unaudited Actuals

Clark Warden of Willow Creek Academy gave a presentation of the charter school's 2012-2013 Unaudited Actuals.

Trustee Barrow move to amend the motion to include the statement that there is a discrepancy in the WCA budget regarding Special Education reimbursements due to the district.

Newmeyer/ Van Alst/4 Ayes, 1 Absent, to approve Willow Creek Academy's 2012-2013 Unaudited Actuals as amended.

FUTURE PLANNING/ACTION ITEMS

Bayside Martin Luther king Jr. Academy Open House, September 18

Board Meeting, September 26

ADJOURNMENT

The meeting was adjourned at 7:20 p.m.

Signature/Date

Title

Sausalito Marin City School District
Personnel Action Report
2013/2014-1

Date of Board Meeting: September 26, 2013

Action	Name	Title	FTE	Site	Effective Date
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Classified

Layoff	Austin, Shamila	Paraprofessional	.75	MLK	06/14/2013
Resigned	Austin, Shamila	Paraprofessional	.75	MLK	08/13/2013
Layoff	Baker, Chaeta	Paraprofessional	.6125	MLK	06/14/2013
Reinstated	Baker, Chaeta	Paraprofessional	.6125	MLK	08/22/2013
Layoff	Castro, Jaime	Custodial/Maintenance	.875	Bayside	06/30/2013
Reinstated	Castro, Jaime	Custodial/Maintenance	.875	Bayside	08/22/2013
Layoff	Condra, Trellis	Secretary	1.0	MLK	06/30/2013
Hired	Condra, Trellis	Paraprofessional	.75	MLK	07/01/2013
Layoff	Davis, Shayla	Paraprofessional	.125	Bayside	06/14/2013
Resigned	Davis, Shayla	Paraprofessional	.125	Bayside	09/01/2012
Layoff	Holtzclaw, Julius	Secretary	6 days per year	Bayside	06/30/2013
Layoff	Berti, Marco	Cafeteria	.4375	Bayside	06/14/2013
Layoff	McNaughton, Jeff	Custodial/Maintenance	1.0	Bayside	06/30/2013
Reinstated	McNaughton, Jeff	Custodial/Maintenance	1.0	Bayside	08/22/2013

Certificated

Retired	Newton, Jonnette	Principal	1.0	Bayside	06/30/2013
Retired	Hammons, Paula	Teacher	1.0	Bayside	06/30/2013

Confidential

Retired	Blazie, Kathleen	Secretary	1.0	D.O.	06/30/2013

Administrative

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Sausalito Marin City School District

Agenda Item: 9.02

Date: September 26, 2013

☐ 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: Change Order No. 1 for the Martin Luther Jr. Academy Civil Improvement Project – Electrical Scope

Background:

This Change Order for the Martin Luther Jr. Academy Civil Improvement Project: Electrical Scope includes additional life safety for existing portable classrooms, additional data connections for existing portable classrooms and additional linear footage for power feeders to be rerouted around the Annex building.

Fiscal Impact:

There is \$3,398 remaining in the change order contingency for the subject project. There is no impact to the individual project budget.

Recommendation:

It is recommended that the Board of Trustees approve Change Order No. 1 for the Martin Luther Jr. Academy Civil Improvement Project – Electrical Scope, in the amount of \$25,702 and authorize the Superintendent to sign said change order.

Backup attached: Yes ☒ No ☐

Prepared for: S. Van Zant

Prepared by: F. Corson



September 20, 2013

Board of Trustees
Sausalito Marin City School District
200 Phillips Drive
Marin City, CA 94965

RE: Change Order #1 Justification: Mike Brown Electric – Martin Luther King Junior Academy Civil Improvements – Electrical Package – Sausalito Marin City School District.

Martin Luther King, Junior Academy Civil Improvements – DSA APP #: 01-113227

Item #1 – Additional Underground Feeders Required to Route Power for Portables around Annex Building (COR 1)

This change is the result of a design revision and an owner request. At the time of bid it was anticipated that the existing Annex Building would be demolished and the underground electrical service for the portable buildings would be routed directly from the new electrical switchgear to the portables. However due to DSA review of the Annex Demolition, the building remained in place during the electrical installation, requiring the feeders for the portables to be routed around the building. The cost for item no. 1 includes the labor, material and equipment required to route the feeders around the existing building. **\$4,624**

Item #2 – Change Main Switchboard from Underground to Overhead Feed (COR 2)

This change is a result of a design revision and a District request. In order to lower PG&E connection fees as well as improve the schedule for permanent power connection for the project, the new PG&E electrical service was changed from an underground service to an overhead service. The cost for item no. 2 includes the additional labor and material cost required to retrofit the main switchboard to an overhead feed. This cost is offset by the reduced PG&E connection fees. **\$3,812**

Item #3 – Chase for Audio Visual (AV) Controller (COR 4)

This change is a result of a design revision. The bid documents required 1 electrical chase for the AV controller in each classroom, however during installation of the AV system it was discovered that two (2) chases were needed per room; one for the AV controller and one for the input panel. The cost for item no. 3 includes the labor and material required to install one additional AV chase per classroom. **\$1,125**

Item #4 – Additional Feeders for Modular Building (COR 5)

This change is the result of a design revision. The bid documents indicated one (1) three phase feeder was needed for the modular building, however the modular building actually required two (2) three phase feeders. The cost for item no. 4 includes the labor, equipment and material needed to provide an additional underground feeder from the main switchboard to the modular building. **\$7,894**

Item #5 – Underground Power and Data to Connect Portables (COR 7)

This change is a result of a District request and a design revision. At the time of bid, the exact configuration of the existing portable buildings was unknown. As a result the power and data conduits and wiring required to connect the two portable clusters was not included in the bid documents. Once the final configuration was determined the contractor was directed to install the underground conduit and wire required to provide power and data to all five portable classrooms. **\$3,835**

Item #6 –Heat Detectors in Mechanical Closets (COR 8)

This change is a result of a jurisdictional request. During the Division of the State Architect (DSA) review of the fire alarm drawings, heat detectors were added to each of the four mechanical closets in the modular building. The cost for item no. 6 includes the labor and material required to furnish, install and test the four added fire alarm devices. **\$1,556**

Item #7 – Fire Alarm Connection to Monitor Post Indicator Valve (PIV) and Tamper Switch for Fire Sprinkler Service (COR 11)

This change is a result of a jurisdictional request. During the Division of the State Architect (DSA) review of the fire sprinkler drawings, DSA added monitoring points for the post indicator valve (PIV) and the Tamper Switch on the double detector check valve. These monitoring devices will notify the fire alarm panel in the event that the fire water was disabled to the building. The cost for item no. 7 includes the labor, equipment and material required to furnish, install and test the two added fire alarm monitoring devices. **\$2,856**

In our capacity as the District's Construction Manager we have completed a review of Change Order #1.

The additional cost of Change Order #1 is: \$ 25,702.

The total Change Orders to date is \$ 25,702.

There is \$ 3,398 remaining in the Change Order Contingency.

Based upon the review of the merit and the compensation, it is our recommendation that you approve this change order. If you have any questions, please do not hesitate to call.

Sincerely,
Greystone West Company

Jason Cave
Project Manager

CHANGE ORDER

Distribution to:

☒ OWNER
☒ ARCHITECT
☒ CONTRACTOR
☒ IOR (copy)
☒ DSA
☐ CM

1247.02E - 0 - 1.8

**CO
001**

PROJECT: **MLK Jr. Academy Electrical Improvements**
 200 Phillips Drive
 Marin City, CA 94965

Change Order No.	ONE (001)
Project No.	1247.02E
Initiation Date:	09/20/2013
Contract For:	Electrical Improvements
Contract Date	07/08/2013
DSA File No.	21-40
DSA App. No.	01-113227
OPSC App. No.	

CONTRACTOR: **Mike Brown Electric**
 561-A Mercantile Drive
 Cotati, Ca 94931

You are directed to make the following changes in this contract: (Refer to Attached Summary)

Reserved for Architect's Stamp

Reserved for DSA Approval Stamp

The original Contract Sum was	\$	291,000
Net change by previous Change Order	\$	0
The Contract Sum prior to this Change Order was	\$	291,000
The Contract Sum will be INCREASED by this Change Order in the amount of	\$	25,702
The new Contract Sum including this Change Order will be	\$	316,702
The Contract Time will be UNCHANGED by this Change Order in the amount of		0 Days
The Date of Completion as of the date of this Change Order:		08/23/2013

Not valid until signed by both the Owner and the Architect.

Signature of the contractor indicates his approval herewith, including any adjustment in the Contract Sum or Contract Time. The compensation (time and cost) set forth in this Change Order comprises the total compensation due the Contractor, all Subcontractors and all Supplies, at all times, for the work or change defined in the Change Order, including all impact on unchanged work. By signing this Change Order the Contractor acknowledges and agrees, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, that the stipulated compensation includes payment for all work contained in the Change Order, plus all payment for the interruption of schedules, extended and unabsorbed overhead costs, delay, disruption, and all impact, ripple impact or cumulative impact on all work under this Contract. The signing of the Change Order indicates that the Change Order constitutes the total equitable adjustment owed the Contractor, all Subcontractor and all Suppliers, at all tiers, as a result of the change. The Contractor, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, agrees to waive all rights, without exception or reservation of any kind whatsoever to file any further claim related to this Change Order. No further claim or request for equitable adjustment of any kind whatsoever shall arise out of or as a result of this change or the impact of this change on the remainder of the work under this Contract.

By execution of this Change Order the Contractor specifically waives, relinquishes, and releases any and all rights under Section 1542 of the California Civil Code which reads as follows:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY EFFECTED HIS SETTLEMENT WITH THE DEBTOR."

ARCHITECT	CONTRACTOR	OWNER
Quattrocchi Kwok Architects	Mike Brown Electric	Sausalito-Marín City School District
636 Fifth Street	561-A Mercantile Drive	200 Phillips Drive
Santa Rosa, CA 95404	Cotati, Ca 94931	Marin City, CA 94965
By:	By:	By:
Date	Date	Date

SUMMARY OF ATTACHMENTS TO:
PROJECT:
MLK Jr. Academy Electrical Improvements

Change Order No. ONE (001)
Project No. 1247.02E
Contract For: Electrical Improvements
DSA App. No. 01-113227

					Calendar Days Added to Contract			
No.	Reference:	Description:	C.O.R. #	Amount	DoC	M1	M2	M3
TOTALS:				\$ 25,702	0	0	0	0
1		Provide and install an additional 40' of underground 4" PVC feeder with (4) #500MCM and (1) #1/0 CU wire to route feeders to portables around the Annex building.	001	\$ 4,624	0	0	0	0
2		Due to PG&E change, provide overhead service in lieu of underground service.	002	\$ 3,812	0	0	0	0
3		Provide additional raceway and (1) additional back box for AV at Teacher's Station. (2) AV boxes are required at Teacher Station. Modular drawings indicate (1) AV box at this location.	004	\$ 1,125	0	0	0	0
4	AR 001	Install new feeder to the modular building as directed in AR 001.	005	\$ 7,894	0	0	0	0
5	RFP 001, AR 003	Install underground conduit as requested in RFP 001. Sheet E-3.3 (Portable electrical work) deleted in Addendum 01. As outlined in AR 003, provide conduit between (3) relocated portables and (2) remaining portables.	007	\$ 3,835	0	0	0	0
6	AR 006	Provide, install, program and test (4) heat detectors; (1) for each Mechanical Room.	008	\$ 1,556	0	0	0	0
7	AR 005	Provide, install and test conduit and devices required to monitor post indicator valve and tamper switch.	011	\$ 2,856	0	0	0	0

END OF SUMMARY

Sausalito Marin City School District

Agenda Item: 9.03

Date: September 26, 2013

☐ 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: Change Order No. 2 for the Martin Luther Jr. Academy New Classrooms:
Modular Building Contract

Background:

This Change Order for the new classrooms includes upgrades for future casework, installation of clock/speaker boxes, life safety upgrade and upgrade for exterior finishes due to time constraints of project.

Fiscal Impact:

There is \$39,491 remaining in the change order contingency for the subject project.
There is no impact to the individual project budget.

Recommendation:

It is recommended that the Board of Trustees approve Change Order No. 2 for the new classrooms: Modular Building Contract, in the amount of \$17,397 and authorize the Superintendent to sign said change order.

Backup attached: Yes ☒ No ☐

Prepared for: S. Van Zant

Prepared by: F. Corson



September 10, 2013

Board of Trustees
Sausalito Marin City School District
200 Phillips Drive
Marin City, CA 94965

RE: Change Order #2 Justification: Jeff Luchetti Modular, Inc. – Martin Luther King, Junior Academy New Classrooms: Modular Building Contract – Sausalito Marin City School District.

Martin Luther King, Junior Academy New Classrooms: Modular Building Project– DSA APP #: 01-113227

Item #1 – Additional Casework in Classrooms (CP#2r3)

This change is the result of an owner request. The District requested an additional base cabinet be added to each of the four classrooms. The cost for item no. 1 includes the labor and material required to furnish and install the additional cabinets. **\$860**

Item #2 – Provide and Install Schedule 40 Steel Downspouts (CP#5R1)

This change is a result of a design revision. The bid documents included sheet metal downspouts from the gutters to the underground storm drain system. As the majority of the downspouts are in high traffic areas, the material was changed from 24 gauge sheet metal to schedule 40 steel pipe which is much more durable over time. The cost for item no. 2 includes the difference in labor and material to change from sheet metal to schedule 40 steel pipe. **\$4,400**

Item #3 – Provide Backing for Future Wall Mounted Casework (CP#7)

This change is a result of a District request. To provide flexibility of the classroom space in the future, the District requested backing be installed in the metal framed walls at various locations in each of the four classrooms to accommodate the installation of additional casework in the future. The cost for item no. 3 includes the labor and material required to install the additional backing. **\$1,400**

Item #4 – Repair Unforeseen Water and Sanitary Sewer Lines at North and West Ends of Building Pad (CP#8)

This change is a result of an unforeseen condition. During excavation for the building pad, an existing 2" water line and 6" sanitary sewer line were damaged. These lines were not indicated on the bid documents or any of the District's asbuilt documents. Additionally, the existing pipes were transite and plastic pipes which could not be picked up by the utility locator prior to the start of excavation. The contractor was directed to repair and re-route the existing piping as necessary to construct the building pad while maintaining service to the occupied areas of campus. The cost for item no. 4 includes the labor and material required to repair and re-route the piping. **\$3,463**

Item #5 – Provide 120 volt Power to Fire Water Flow Switch and Bell (CP#9)

This change is a result of a jurisdictional request. During review of the fire sprinkler drawings, the Division of the State Architect (DSA) required the addition of a flow switch and bell for the fire sprinkler system. The cost for item no. 5 includes the labor and material required to provide a dedicated 120 volt power supply to the flow switch and bell. **\$606**

Item #6 – Provide Conduit and Back boxes for Heat Detectors (CP#11)

This change is a result of a jurisdictional request. During review of the fire alarm drawings included in the site package, increment 1, the Division of the State Architect (DSA) required the addition of sixteen (16) heat detectors throughout the building. As the modular package was bid prior to the site package to maintain the construction schedule, the rough in for the heat detectors was not included in the base contract. The cost for item no. 6 includes the labor and material required to install the conduit and back boxes for the heat detectors. **\$2,049**

Item #7 – Upgrade Exterior Plaster System (CP#12)

This change is a result of a design revision and a District request. In order to accelerate the project schedule and allow the site concrete work around the building to start 2 weeks earlier than anticipated, the exterior plaster system was upgraded from the specified type 1, 2 and 4 which requires 7 days between each of the 3 applications to a system which only requires 1 day between applications. The cost included for item no. 7 includes the additional material cost for the Eisenwall plaster system. **\$2,483**

Item #8 – Provide and Install Recessed Clock and Speaker Back Boxes (CP#13)

This change is a result of a design revision. The base contract did not include clock, speaker and public address systems in each of the four classrooms. At the request of the District, the clock/speakers were added to the modular contractor's scope. The cost for item no. 8 includes the labor and material required to furnish and install the back boxes and conduit for the clock/speakers. **\$1,449**

Item #9 – Provide Conduit and Back boxes for Heat Detectors in Mechanical Closets (CP#11)

This change is a result of a jurisdictional request. Similar to item 6 above, during review of the fire alarm drawings included in the site package, increment 1, the Division of the State Architect (DSA) required the addition of a heat detector in each of the four (4) mechanical closets in the building. As the modular package was bid prior to the site package to maintain the construction schedule, the rough in for the heat detectors was not included in the base contract. The cost for item no. 9 includes the labor and material required to install the conduit and back boxes for the heat detectors in the mechanical closets. **\$687**

In our capacity as the District's Construction Manager we have completed a review of Change Order #2.

The additional cost of Change Order #2 is: \$ 17,397.

The total Change Orders to date is \$ 140,509.

There is \$ 39,491 remaining in the Change Order Contingency.

Based upon the review of the merit and the compensation, it is our recommendation that you approve this change order. If you have any questions, please do not hesitate to call.

Sincerely,
Greystone West Company

Todd Lee
Project Manager

CHANGE ORDER

Distribution to:

☒ OWNER
☒ ARCHITECT
☒ CONTRACTOR
☒ IOR (copy)
☒ DSA
☐ CM

1247.00 - 0 - 1.8

**CO
002**

PROJECT: Martin Luther King Jr. Academy New Classrooms
200 Phillips Drive
Marin City, CA 94965

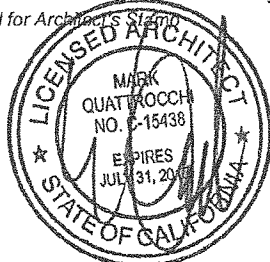
Change Order No.	TWO (002)
Project No.	1247.00
Initiation Date:	08/20/2013
Contract For:	Increment 2
Contract Date	04/23/2013
DSA File No.	21-40
DSA App. No.	01-113227
OPSC App. No.	

CONTRACTOR: Jeff Luchetti Modular, Inc.
70 Stony Point Road, Suite D
Santa Rosa, CA 95401

You are directed to make the following changes in this contract: (Refer to Attached Summary)

Reserved for Architect's Stamp

Reserved for DSA Approval Stamp



The original Contract Sum was	\$	1,215,000
Net change by previous Change Order	\$	123,112
The Contract Sum prior to this Change Order was	\$	1,338,112
The Contract Sum will be INCREASED by this Change Order in the amount of	\$	17,397
The new Contract Sum including this Change Order will be	\$	1,355,509
The Contract Time will be UNCHANGED by this Change Order in the amount of		0 Days
The Date of Completion as of the date of this Change Order:		08/23/2013

Not valid until signed by both the Owner and the Architect.

Signature of the contractor indicates his approval herewith, including any adjustment in the Contract Sum or Contract Time.

The compensation (time and cost) set forth in this Change Order comprises the total compensation due the Contractor, all Subcontractors and all Supplies, at all times, for the work or change defined in the Change Order, including all impact on unchanged work. By signing this Change Order the Contractor acknowledges and agrees, on behalf of themselves, all Subcontractors and all Supplies, at all tiers, that the stipulated compensation includes payment for all work contained in the Change Order, plus all payment for the interruption of schedules, extended and unabsorbed overhead costs, delay, disruption, and all impact, ripple impact or cumulative impact on all work under this Contract. The signing of the Change Order indicates that the Change Order constitutes the total equitable adjustment owed the Contractor, all Subcontractor and all Supplies, at all tiers, as a result of the change. The Contractor, on behalf of themselves, all Subcontractors and all Supplies, at all tiers, agrees to waive all rights, without exception or reservation of any kind whatsoever to file any further claim related to this Change Order. No further claim or request for equitable adjustment of any kind whatsoever shall arise out of or as a result of this change or the impact of this change on the remainder of the work under this Contract.

By execution of this Change Order the Contractor specifically waives, relinquishes, and releases any and all rights under Section 1542 of the California Civil Code which reads as follows:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY EFFECTED HIS SETTLEMENT WITH THE DEBTOR."

ARCHITECT	CONTRACTOR	OWNER
Quattrocchi Kwok Architects 636 Fifth Street Santa Rosa, CA 95401	Jeff Luchetti Modular, Inc. 70 Stony Point Road, Suite D Santa Rosa, CA 95401	Sausalito-Marín City School District 200 Phillips Drive Marín City, CA 94965
By:	By:	By:
Date: 8/20/13	Date: 8/26/13	Date:

SUMMARY OF ATTACHMENTS TO:
 PROJECT:
 Martin Luther King Jr. Academy New Classrooms

Change Order No. TWO (002)
 Project No. 1247.00
 Contract For: Increment 2
 DSA App. No. 01-113227

					Calendar Days Added to Contract				
No.	Reference:	Description:	C.O.R. #	Amount	DoC	M1	M2	M3	
TOTALS:				\$	17,397	0	0	0	0
1		Additional cabinets in each classroom, to include: (3) lower base cabinets, (1) ADA sink without base, and (1) full height storage cabinet. Bid set included (2) lower base cabinets, (1) ADA sink without base, and (1) full height storage cabinet.	002r003	\$ 860	0	0	0	0	
2	AR 001R1	Supply and install 2x3 24 ga. galvanized sheet metal downspouts per AR 001r1.	005R001	\$ 4,400	0	0	0	0	
3		Provide backing for future cabinets in each classroom, per cabinet layout on original contract documents.	007	\$ 1,400	0	0	0	0	
4		Reroute unforeseen existing 2" water line to outside building pad. Repair unforeseen 6" sanitary sewer line.	008	\$ 3,463	0	0	0	0	
5		Provide 120 volt dedicated circuit and connection for fire bell and flow switch for fire sprinkler system. Not originally included in CP 003r1 (DSA-approved CCD 001 - automatic fire sprinkler system).	009	\$ 606	0	0	0	0	
6	RFP 002	Provide and install conduit and back boxes for the (16) heat detectors shown on Site Improvement, Increment 1 Sheet FE 3.1.	011	\$ 2,049	0	0	0	0	
7		Due to scheduling and coordination with civil work, substitute Type I, II & V plaster to Eisenwall Premium.	012	\$ 2,483	0	0	0	0	
8	AR 25	Provide and install recessed clock and speaker backboxes. Layout and rough in at tackwall at locations determined by District.	013	\$ 1,449	0	0	0	0	
9	Electrical AR	Provide and install conduit and back boxes for one (1) heat detector at each Mechanical Room closet per Electrical AR 06.	014	\$ 687	0	0	0	0	

END OF SUMMARY

Sausalito Marin City School District

Agenda Item: 9.04

Date: September 26, 2013

☐ 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: Change Order No. 1 for the Martin Luther Jr. Academy Civil Improvement Project

Background:

This change order for the Martin Luther Jr. Academy Civil Improvement Project includes installation of a future water main, concrete upgrades, and miscellaneous trenching for other contractors.

Fiscal Impact:

There is \$66,643 remaining in the change order contingency for the subject project.
There is no impact to the individual project budget.

Recommendation:

It is recommended that the Board of Trustees approve Change Order No. 1 for the Martin Luther Jr. Academy Civil Improvement Project, in the amount of \$15,905 and authorize the Superintendent to sign said change order.

Backup attached: Yes ☒ No ☐

Prepared for: S. Van Zant

Prepared by: F. Corson



September 17, 2013

Board of Trustees
Sausalito Marin City School District
200 Phillips Drive
Marin City, CA 94965

RE: Change Order #1 Justification: Michael Paul Company – Martin Luther King Junior Academy Civil Improvements – Sausalito Marin City School District.

Martin Luther King, Junior Academy Civil Improvements – DSA APP #: 01-113227

Item #1 – Install Concrete in Lieu of Asphalt Paving South of Rooms 103, 104 and 105 (COR 1)

This change is the result of a design revision and an owner request. In order to provide a more durable finish with better drainage on the south end of the modular building adjacent to rooms 103, 104 and 105, the asphalt paving was changed to a concrete finish. The cost included with item no. 1 includes the difference in labor, material and equipment cost required to install concrete in lieu of the specified asphalt paving. **\$4,337**

Item #2 – Extend and Vent Gas Line for Modular Building (COR 2)

This change is a result of a design revision and a jurisdictional request. Part 1 – Due to conflicts with existing underground utilities, the HVAC unit for rooms 105 and 106 was moved 50' to the south which required the underground 2" gas line installed under this contract to be extended by 50'. Part 2 – During a field visit from the Division of the State Architect (DSA) field engineer, the engineer required the 2" underground gas line running just south of the new concrete to be vented below grade in case of a future leak. The cost for item no. 2 includes the labor and material required to extend the 2" gas line by 50' and vent the entire 200' run of underground pipe adjacent to the concrete. **\$4,478**

Item #3 – Install Schedule 80 Underground Pipe for Future Water Main (COR 3)

This change is a result of a District request. The existing water main for the campus runs directly below the modular building. If this line were to fail below the building in the future there would be no way to access the line. The District requested a new 2" water line be installed prior to concrete placement adjacent to the new building in order to prevent the need to demolish concrete and paving in the future should the existing water main require service. The cost for item no. 3 includes the labor, material and equipment required to install a new 2" domestic water line at the north end of the modular building. **\$2,546**

Item #4 – Install Concrete in Lieu of Asphalt Paving Southeast of Room 106 (COR 4)

This change is the result of a design revision and an owner request. In order to provide a more durable finish with better drainage on the southeast end of the modular building adjacent to room 106, the asphalt paving was changed to a concrete finish. The cost included with item no. 4 includes the difference in labor, material and equipment cost required to install concrete in lieu of the specified asphalt paving. **\$2,689**

Item #5 – Additional Concrete at Reduced Planter Box North of Room 104 (COR 5)

This change is a result of a District request. In order to provide improved pedestrian traffic flow outside room 104, the 18' wide planter box was decreased to 12' wide. The reduction in planter box size required additional concrete at the walkway in this location. The cost included for item no. 5 includes the additional material cost required for the added concrete. **\$413**

Item #6 – Concrete and Asphalt Demolition for Irrigation Work (COR 9)

This change is a result of a back charge to the landscape contractor. The landscape contractor did not have equipment on hand to demolish existing concrete and asphalt needed to install a new irrigation lateral between the new building and garden and requested this work be performed by the civil contractor in order to meet the project schedule. The cost for item no. 6 is an additional cost to the civil contractor and will be deducted from the landscape contract in the next change order to that scope. **\$526**

Item #7 – Install Underground Conduits for Modular Contractor for HVAC Unit at Room 105 and 106 (COR 10)

This change is a result of a back charge to the modular contractor. The modular building contractor did not have equipment on hand to trench, install and backfill two (2) underground conduit runs from the modular building to the HVAC unit for rooms 105 and 106 and requested this work be performed by the civil contractor in order to meet the project schedule. The cost for item no. 7 is an additional cost to the civil contractor and will be deducted from the modular contract in the next change order to that scope. **\$458**

Item #8 – Install Underground Conduits for Modular Contractor for HVAC Unit at Room 103 and 104 (COR 11)

This change is a result of a back charge to the modular contractor. The modular building contractor did not have equipment on hand to trench, install and backfill two (2) underground conduit runs from the modular building to the HVAC unit for rooms 103 and 104 and requested this work be performed by the civil contractor in order to meet the project schedule. The cost for item no. 8 is an additional cost to the civil contractor and will be deducted from the modular contract in the next change order to that scope. **\$458**

In our capacity as the District's Construction Manager we have completed a review of Change Order #1.

The additional cost of Change Order #1 is: \$ 15,905.

The total Change Orders to date is \$ 15,905.

There is \$ 66,343 remaining in the Change Order Contingency.

Based upon the review of the merit and the compensation, it is our recommendation that you approve this change order. If you have any questions, please do not hesitate to call.

Sincerely,
Greystone West Company

Jason Cave
Project Manager

CHANGE ORDER

Distribution to:

- ☒ OWNER
- ☒ ARCHITECT
- ☒ CONTRACTOR
- ☒ IOR (copy)
- ☒ DSA
- ☐ CM

1247.02C - 0 - 1.8

**CO
001**

PROJECT: MLK Jr. Academy Civil Improvements
200 Phillips Drive
Marin City, CA 94965

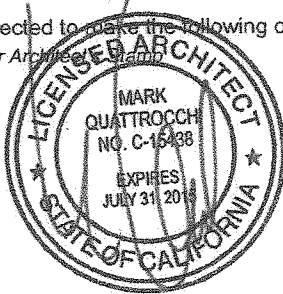
Change Order No.	ONE (001)
Project No.	1247.02C
Initiation Date:	09/17/2013
Contract For:	Civil Improvements
Contract Date	07/08/2013
DSA File No.	21-40
DSA App. No.	01-113227
OPSC App. No.	

CONTRACTOR: Michael Paul Company
1200 Casa Grande Road
Petaluma, CA 94954

You are directed to make the following changes in this contract: (Refer to Attached Summary)

Reserved for Architect Stamp

Reserved for DSA Approval Stamp



The original Contract Sum was	\$	822,480
Net change by previous Change Order	\$	0
The Contract Sum prior to this Change Order was	\$	822,480
The Contract Sum will be INCREASED by this Change Order in the amount of	\$	15,905
The new Contract Sum including this Change Order will be	\$	838,385
The Contract Time will be UNCHANGED by this Change Order in the amount of		0 Days
The Date of Completion as of the date of this Change Order:		08/23/2013


Not valid until signed by both the Owner and the Architect.

Signature of the contractor indicates his approval herewith, including any adjustment in the Contract Sum or Contract Time.

The compensation (time and cost) set forth in this Change Order comprises the total compensation due the Contractor, all Subcontractors and all Suppliers, at all times, for the work or change defined in the Change Order, including all impact on unchanged work. By signing this Change Order the Contractor acknowledges and agrees, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, that the stipulated compensation includes payment for all work contained in the Change Order, plus all payment for the interruption of schedules, extended and unabsorbed overhead costs, delay, disruption, and all impact, ripple impact or cumulative impact on all work under this Contract. The signing of the Change Order indicates that the Change Order constitutes the total equitable adjustment owed the Contractor, all Subcontractor and all Suppliers, at all tiers, as a result of the change. The Contractor, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, agrees to waive all rights, without exception or reservation of any kind whatsoever to file any further claim related to this Change Order. No further claim or request for equitable adjustment of any kind whatsoever shall arise out of or as a result of this change or the impact of this change on the remainder of the work under this Contract.

By execution of this Change Order the Contractor specifically waives, relinquishes, and releases any and all rights under Section 1542 of the California Civil Code which reads as follows:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY EFFECTED HIS SETTLEMENT WITH THE DEBTOR."

ARCHITECT	CONTRACTOR	OWNER
Quattrocchi Kwok Architects 636 Fifth Street Santa Rosa, CA 95404	Michael Paul Company 1200 Casa Grande Road Petaluma, CA 94954	Sausalito-Marín City School District 200 Phillips Drive Marin City, CA 94965
By: 	By:	By:
Date: 9/18/13	Date	Date

SUMMARY OF ATTACHMENTS TO:
PROJECT:
MLK Jr. Academy Civil Improvements

Change Order No. ONE (001)
Project No. 1247.02C
Contract For: Civil Improvements
DSA App. No. 01-113227

					Calendar Days Added to Contract			
No.	Reference:	Description:	C.O.R. #	Amount	DoC	M1	M2	M3
TOTALS:				\$ 15,905	0	0	0	0
1	AR 23	Ref. AR 23: Due to difficulty in compacting AC against modular building at Room 103, 104 and 105, provide concrete in lieu of asphalt concrete.	001	\$ 4,337	0	0	0	0
2	Modular AR 19	Ref. ADD 04 Sheet P2.0 and Modular AR 19: P2.0 shows termination of 2" gas line at west corner of modular building. Extend 2" gas line along south side of building per AR 19. Provide (2) 1" gas POC at Room 104 and 105 between adjacent furnace closets.	002	\$ 4,478	0	0	0	0
3	AR 31	Ref. AR 31: Install 2.5" Schedule 80 for future water main, including three stub outs. Terminate in landscape area at west end, and under asphalt turn-around at south end of modular buildings.	003	\$ 2,546	0	0	0	0
4	AR 23	Ref. AR 23: Due to difficulty in compacting AC against modular building at Room 106 radiused asphalt patio, provide concrete in lieu of asphalt concrete.	004	\$ 2,689	0	0	0	0
5	AR 33	Ref. AR 33: To improve traffic flow outside Room 104 and 105, reduce planter box dimension to 12'-0". Provide concrete paving to replace decreased planting area.	005	\$ 413	0	0	0	0
6		Saw cut and remove existing concrete and AC for irrigation into garden. Backcharged to Landscape Contract.	009	\$ 526	0	0	0	0
7		Excavate and backfill (2) 4" conduits from Room 105 and 106 to HVAC pads. Backcharged to Modular Contract.	010	\$ 458	0	0	0	0
8		Excavate and backfill (2) 4" conduits from Room 103 and 104 to HVAC pads. Backcharged to Modular Contract.	011	\$ 458	0	0	0	0

END OF SUMMARY

Sausalito Marin City School District

Payment of Warrants

9/26, 2013

Attached warrants include:

Batch 8 Fund 01 in the amount of \$166,724.20

Batch 8 Fund 40 in the amount of \$506,925.48

Batch 9 Fund 01 in the amount of \$48,120.43

Batch 10 Fund 01 in the amount of \$4,103.18

Batch 11 Fund 01 in the amount of \$242,826.68

Batch 11 Fund 13 in the amount of \$187.87

Batch 11 Fund 40 in the amount of \$106,681.10

Batch 12 Fund 01 in the amount of \$217,447.75

Batch 12 Fund 13 in the amount of \$3,954.05

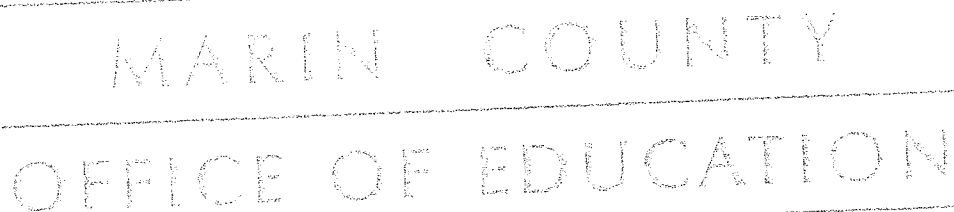
Batch 12 Fund 40 in the amount of \$490,009.17

Batch 13 Fund 01 in the amount of \$16,311.29

Batch 13 Fund 40 in the amount of \$245,662.70

Prepared by Vida Moattar

Sausalito Marin City School District Business Office



MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

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

VENDOR PAYMENT CERTIFICATION

Date 8/21/13

District Name SAUSALITO MARIN CITY

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 673,649.68.

AMOUNT

8

166 724.20

8

506,925.48

Authorized Signature

Paula Rigney

APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/23/2013

08/22/13 PAGE 41

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0008 General Fund
D : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20028382	002765/	ALADDINS AUTOMOTIVE													
		PV-140036		01-7230-0-5600.00-0000-3600-700-000-000										BUS MAINTENANCE	3,896.24
														WARRANT TOTAL	\$3,896.24
20028383	070775/	ALLIANCE REDWOODS CONFERENCE													
		PV-140039		01-9479-0-5819.00-1110-1010-101-000-000										8/28/13 Field Trip	2,025.00
														WARRANT TOTAL	\$2,025.00
20028384	000192/	AT&T													
		PO-140002	1.	01-0000-0-5970.00-0000-2700-000-000-000										234 343 6954 760 3	1,036.28
														WARRANT TOTAL	\$1,036.28
20028385	070329/	AT&T CALNET 2													
		PO-140001	1.	01-0000-0-5970.00-0000-2700-700-000-000										8/13	498.73
														WARRANT TOTAL	\$498.73
20028386	070690/	AMELIA CORBETT GREEN													
		PO-140064	1.	01-9471-0-5840.00-1110-1010-700-000-000										9/13	1,040.00
														WARRANT TOTAL	\$1,040.00
20028387	070722/	CYPRESS SCHOOL													
		PO-140063	1.	01-6500-0-5833.00-5750-1185-700-000-000										72313, 73513	9,876.20
														WARRANT TOTAL	\$9,876.20
20028388	000701/	HYDREX PEST CONTROL													
		PO-140061	1.	01-0000-0-5525.00-0000-8200-000-000-000										8/13	235.00
														WARRANT TOTAL	\$235.00
20028389	000506/	LOZANO SMITH LLP													
		PO-140027	1.	01-0000-0-5829.00-0000-7100-000-000-000										7552-3	2,371.50
														WARRANT TOTAL	\$2,371.50
20028390	000045/	MARIN COUNTY OFFICE OF EDUC													
		CL-130065		01-9001-0-7142.00-5001-9200-700-000-000										131646	69,877.34
		CL-130066		01-0000-0-5840.00-0000-3120-700-000-000										131651	48,630.76
		CL-130067		01-0000-0-5840.00-0000-2420-700-000-000										131537, 131597	1,143.23

APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/23/2013

08/22/13 PAGE 42

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0008 General Fund
JND : 01 GENERAL FUND

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

WARRANT TOTAL															\$119,651.33
20028391	000580/	MARIN COUNTY SHERIFF DEPART.													
		PV-140033		01	0000	0-5821	00	0000	7200	725	000	000	8/13		80.00
													WARRANT TOTAL		\$80.00
20028392	001746/	THE MCGRAW-HILL COMPANIES													
		PO-140039	1.	01	0000	0-4100	00	1110	1010	100	000	000	74955283001		1,919.08
													WARRANT TOTAL		\$1,919.08
20028393	000046/	MCSBA													
		PV-140038		01	0000	0-4300	00	0000	7110	725	000	000	Newmeyer Membership		75.00
													WARRANT TOTAL		\$75.00
20028394	001011/	NOR MAR ENGRAVERS													
		PO-140047	1.	01	0000	0-4300	00	0000	7110	725	000	000	14667		34.88
													WARRANT TOTAL		\$34.88
20028395	070713/	DANIEL NORBUTAS													
		PV-140030		01	3010	0-4300	00	1110	1010	700	000	000	New Teacher Orientation		166.27
													WARRANT TOTAL		\$166.27
20028396	000058/	P G & E CO													
		PO-140000	1.	01	0000	0-5510	00	0000	8200	000	000	000	Due 9/3/13		2,146.54
													WARRANT TOTAL		\$2,146.54
20028397	000056/	PBI													
		PO-140009	1.	01	0000	0-5960	00	0000	2700	700	000	000	Transfer fee		7.65
													WARRANT TOTAL		\$7.65
20028398	002402/	RENAISSANCE LEARNING INC													
		PO-140013	1.	01	1100	0-4300	00	1110	1010	100	000	000	4017806		1,179.50
			2.	01	1100	0-4300	00	1110	1010	101	000	000	4017806		1,179.50
													WARRANT TOTAL		\$2,359.00
20028399	001513/	SCHOOL SERVICES OF CALIFORNIA													
		PV-140032		01	0000	0-5210	00	0000	7300	725	000	000	W075955		195.00

APY250 H.02.09

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 08/23/2013

08/22/13 PAGE 43

IS I 47 SAUSALITO SCHOOL DISTRICT
 BATCH: 0008 General Fund
 : 01 ERAL 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														5.00	
20028400	001517/	SCHOOLS FOR SOUND FINANCE													
	PV-140037		01	0000	0	5300	00	0000	7110	725	000	000	13-14 MEMBERSHIP	1,000.00	
WARRANT TOTAL														\$1,000.00	
20028401	001953/	SPECTRUM CENTER													
	PO-140062	1.	01	6500	0	5833	00	5750	1185	700	000	000	103175	7,623.00	
WARRANT TOTAL														\$7,623.00	
20028402	002680/	STEPHEN ROATCH ACCOUNTANCY													
	PO-140022	1.	01	0000	0	5809	00	0000	7110	000	000	000	12-13 Audit Billing 1	8,800.00	
WARRANT TOTAL														\$8,800.00	
20028403	070782/	SUBDYNAMIC LOCATING SERVICES													
	PV-140035		01	8150	0	5600	00	0000	8110	735	000	000	v5174	987.50	
WARRANT TOTAL														\$987.50	
20028404	070766/	TEACHERS COLLEGE READING AND													
	PV-140034		01	9472	0	5210	00	1110	1010	100	000	000	1007994	700.00	
WARRANT TOTAL														\$700.00	
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 23												TOTAL AMOUNT OF WARRANTS:	\$166,724.20*

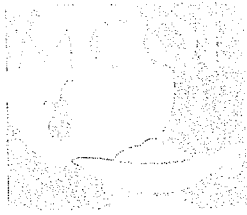
APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/23/2013

08/22/13 PAGE 44

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0008 General Fund
: 40 SPECIAL RESERVE-CAP OUTLAY #1

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT	
20028405	070779/	ANAYA CONSTRUCTION															
		PO-140058	1.	40-0000-0-6240.00-0000-8500-700-000-135										8938		67,800.00	
																\$67,800.00	
																WARRANT TOTAL	
20028406	070770/	JL MODULAR INC.															
		PV-140031		40-0000-0-6240.00-0000-8500-700-000-135										115235		9,125.48	
																\$439,125.48	
																WARRANT TOTAL	
*** FUND	TOTALS ***																TOTAL NUMBER OF WARRANTS: 2
																	TOTAL AMOUNT OF WARRANTS: \$506,925.
*** BATCH TOTALS ***																	TOTAL NUMBER OF WARRANTS: 25
																	TOTAL AMOUNT OF WARRANTS: \$673,649.68*
*** DISTRICT TOTALS ***																	TOTAL NUMBER OF WARRANTS: 25
																	TOTAL AMOUNT OF WARRANTS: \$673,649.68*



MARIN COUNTY
OFFICE OF EDUCATION

1111 LAS CALITAS AVENUE/TC, BOX 4025
SAN RAFAEL, CA 94913-4025
marincoe@marin.k12.ca.us

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4100
(415) 472-4025

VENDOR PAYMENT CERTIFICATION

Date 8/28/13

District Name SAUSALITO MARIN CITY District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 48,120.43.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>9</u>	<u>48,120.43</u>

Authorized Signature

43 of 137

Paula Bigney

APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/30/2013

08/29/13 PAGE 49

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0009 GENERAL FUND

FUND : 01 GENERAL FUND

NT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20029145	070783/	ALEKS CORPORATION				
		PO-140059	1. 01-4035-0-4300.00-1110-1010-700-000-000	24012		3,910.00
			WARRANT TOTAL			\$3,910.00
20029146	002896/	ARMOR LOCKSMITH				
		PV-140046	01-8150-0-4300.00-0000-8100-735-000-000	43610, 43751		485.02
			WARRANT TOTAL			\$485.02
20029147	070768/	KIM DAUS-EDWARDS				
		PV-140044	01-7230-0-5840.00-1110-3600-000-000-000	Mileage 6-7/13 Marindale		189.84
			WARRANT TOTAL			\$189.84
20029148	002547/	DISCOVERY OFFICE SYSTEMS				
		PO-140051	1. 01-0000-0-5605.00-0000-7200-725-000-000	8/13		107.72
			2. 01-0000-0-5605.00-1110-1010-100-000-000	8/13		73.58
			3. 01-0000-0-5605.00-1110-1010-101-000-000	8/13		66.22
			WARRANT TOTAL			\$247.52
20029149	000023/	GOODMAN BUILDING SUPPLY CO.				
		PO-140034	1. 01-8150-0-4300.00-0000-8100-735-000-000	Due 9/11/13		291.86
			WARRANT TOTAL			\$291.86
20029150	070785/	HANNAH PROJECT				
		PV-140045	01-9479-0-5849.00-0000-2100-101-000-000	Academic services		1,641.58
			WARRANT TOTAL			\$1,641.58
20029151	002158/	JULIUS HOLTZCLAW				
		PV-140040	01-0000-0-8699.00-0000-0000-000-000-000	Stale Dated check Re-issue		10.77
			WARRANT TOTAL			\$10.77
20029152	000039/	KAISER FOUNDATION				
		PV-140041	01-0000-0-9520.00-0000-0000-000-000-000	16734-0001		10,270.48
			01-0000-0-9520.00-0000-0000-000-000-000	16734-0001		556.22
			01-0000-0-9520.00-0000-0000-000-000-000	16734-0002		944.13
			01-0000-0-9520.00-0000-0000-000-000-000	578-0002		12,033.97

APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/30/2013

08/29/13 PAGE 50

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0009 GENERAL FUND
FUND : 01 GENERAL FUND

NT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
WARRANT TOTAL						\$23,804.80
20029153	000045/	MARIN COUNTY OFFICE OF EDUC				
	CL-130069		01-6500-0-5800.00-5770-1190-700-000-000	131583		10,521.02
			WARRANT TOTAL			\$10,521.02
20029154	000548/	MOLLIE STONE'S				
	PV-140047		01-0000-0-4300.00-0000-7110-725-000-000	98435		32.42
			WARRANT TOTAL			\$32.42
20029155	000015/	MSIA DENTAL				
	PV-140042		01-0000-0-9520.00-0000-0000-000-000-000	9/13		3,663.62
			WARRANT TOTAL			\$3,663.62
20029156	000117/	MSIA VISION				
	PV-140043		01-0000-0-9520.00-0000-0000-000-000-000	9/13		351.00
			01-0000-0-9521.00-0000-0000-000-000-000	9/13		23.58
			WARRANT TOTAL			\$374.58
20029157	000058/	P G & E CO				
	PO-140000	1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 9/9/13		2,166.84
			WARRANT TOTAL			\$2,166.84
20029158	070222/	PROTECTION ONE				
	PO-140004	1.	01-0000-0-5840.00-0000-8300-100-000-000	9/13		72.38
		2.	01-0000-0-5840.00-0000-8300-101-000-000	9/13		604.89
		3.	01-0000-0-5840.00-0000-8300-103-000-000	9/13		103.29
			WARRANT TOTAL			\$780.56
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 14	TOTAL AMOUNT OF WARRANTS:		\$48,120.43*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS: 14	TOTAL AMOUNT OF WARRANTS:		\$48,120.43*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS: 14	TOTAL AMOUNT OF WARRANTS:		\$48,120.43*

Printed: 08/30/2013 10:33:09

(15) 47-410
 Tel: (15) 4-31-5025

Date 8/30/12

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 4103.18.

AMOUNT

10

4103.18

Paula Rignaz

WY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/04/2013

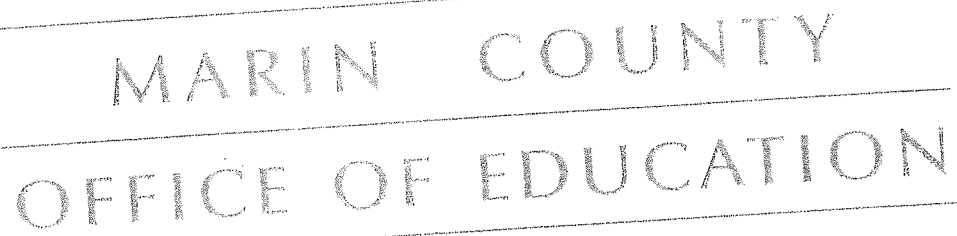
09/03/13 PAGE 17

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0010 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	

20029327		070784/	PALOMA COLLIER													
			PO-140065	1.	01	9471	0	5800	00	1110	1010	700	000	000	8/13	1,568.18
																\$1,568.18
															WARRANT TOTAL	
20029328		070761/	CON E SOLUTIONS													
			PO-140014	1.	01	0000	0	5840	00	0000	7705	700	000	000	8/13	2,535.00
																\$2,535.00
															WARRANT TOTAL	
		*** FUND	TOTALS ***												TOTAL NUMBER OF WARRANTS: 2	TOTAL AMOUNT OF WARRANTS: \$4,103.18*
		*** BATCH	TOTALS ***												TOTAL NUMBER OF WARRANTS: 2	TOTAL AMOUNT OF WARRANTS: \$4,103.18*
		*** DISTRICT	TOTALS ***												TOTAL NUMBER OF WARRANTS: 2	TOTAL AMOUNT OF WARRANTS: \$4,103.18*

Printed: 09/04/2013 09:50:42



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

Date 9/4/13

District No. 47

AMOUNT
$$\underline{242\,826.68}$$

187.87

106,681.10

Paula Rigney

VPY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/06/2013

09/05/13 PAGE 47

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0011 GENERAL FUND

FUND : 01 GENERAL FUND

LN	NT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20029624		000609/	AMERICAN EXPRESS														
			PV-140052			01-0000-0-4300.00-0000-7200-725-000-000										ESL Books	38.51
						01-0000-0-4300.00-0000-7200-725-000-000										Staff lunches	167.00
						01-4035-0-5240.00-1110-1010-700-000-000										Franz Hotel- 7/13 Workshop	1,138.75
						WARRANT TOTAL											\$1,344.26
20029625		070788/	APPLIED MATERIALS &														
			PO-140075	1.		01-8150-0-4300.00-0000-8100-735-000-000										39400	594.00
						WARRANT TOTAL											\$594.00
20029626		002896/	ARMOR LOCKSMITH														
			PV-140051			01-8150-0-4300.00-0000-8100-735-000-000										43752	832.31
						WARRANT TOTAL											\$832.31
20029627		070329/	AT&T CALNET 2														
			PO-140001	1.		01-0000-0-5970.00-0000-2700-700-000-000										9/13	345.42
						WARRANT TOTAL											\$345.42
20029628		000006/	BAY CITIES REFUSE INC														
			PO-140025	1.		01-0000-0-5550.00-0000-8200-000-000-000										9/13	643.80
						WARRANT TOTAL											\$643.80
20029629		070308/	CDW-G														
			PO-140060	1.		01-8150-0-4300.00-0000-8100-735-000-000										FH61700	319.41
						WARRANT TOTAL											\$319.41
20029630		070569/	FORREST CORSON														
			PV-140056			01-8150-0-4300.00-0000-8100-735-000-000										Key Blanks	32.30
						WARRANT TOTAL											\$32.30
20029631		002547/	DISCOVERY OFFICE SYSTEMS														
			PV-140054			01-8150-0-4300.00-0000-8100-735-000-000										Copier relocation	500.00
						WARRANT TOTAL											\$500.00
20029632		000025/	HAGEL SUPPLY														
			PO-140030	1.		01-0000-0-4300.00-0000-8211-735-000-000										332435, 332663	250.00

APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/06/2013

09/05/13 PAGE 48

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0011 GENERAL FUND

FUND : 01 GENERAL FUND

WT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
		PV-140048		01-0000-0-4300.00-0000-8211-735-000-000										332663	69.26
														WARRANT TOTAL	\$319.26
20029633	070624/	LARKSPUR CORTE MADERA SCHOOL													
		PV-140049		01-0000-0-4300.00-0000-7150-725-000-000										3	42.26
														WARRANT TOTAL	\$42.26
20029634	001927/	MILL VALLEY SERVICES													
		PV-140066		01-0000-0-4300.00-0000-7200-725-000-000										595963	118.27
														WARRANT TOTAL	\$118.27
20029635	001206/	SHELL OIL CO.													
		PV-140064		01-0000-0-4301.00-0000-8110-735-000-000										8/13	364.31
														WARRANT TOTAL	\$364.31
20029636	070759/	VERIZON WIRELESS													
		PO-140055	1.	01-0000-0-5970.00-0000-2700-700-000-000										8/13	266.07
														WARRANT TOTAL	\$266.07
20029637	070760/	VS AMERICA													
		PO-140076	1.	01-0000-0-4400.00-1110-1010-101-000-325										VS-5305	18,895.14
														WARRANT TOTAL	\$18,895.14
20029638	070046/	WESTAMERICA BANK													
		PV-140057		01-0000-0-7438.00-0000-9100-700-000-176										Loan payment	2,216.40
				01-0000-0-7439.00-0000-9100-700-000-176										Loan payment	17,182.47
														WARRANT TOTAL	\$19,398.87
20029639	002172/	WILLOW CREEK ACADEMY													
		PV-140065		01-0000-0-7299.00-0000-9200-103-000-000										8/13 in lieu, 9/13 Supp.	112,500.00
				01-0000-0-8096.00-0000-9200-103-000-000										8/13 in lieu, 9/13 Supp.	86,311.00
														WARRANT TOTAL	\$198,811.00
*** FUND	TOTALS ***			TOTAL NUMBER OF WARRANTS:		16		TOTAL AMOUNT OF WARRANTS:							\$242,826.68*

INT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE										ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
20029640	070132/	CAPITAL ONE COMMERCIAL													
		PV-140055												Nutrition	187.87
														WARRANT TOTAL	\$187.87
*** FUND	TOTALS ***						TOTAL NUMBER OF WARRANTS:	1						TOTAL AMOUNT OF WARRANTS:	\$187.87*

APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/06/2013

09/05/13 PAGE 50

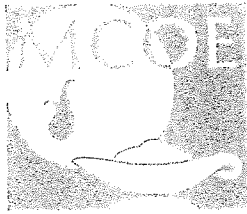
DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0011 GENERAL FUND

FUND : 40 SPECIAL RESERVE-CAP OUTLAY #1

I	NT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20029641		070778/	DFE & ASSOCIATES													
			PV-140060	40-0000-0-6240.00-0000-8500-700-000-135											201363	8,160.00
				WARRANT TOTAL												\$8,160.00
20029642		070741/	GREYSTONE WEST COMPANY													
			PV-140063	40-0000-0-6281.00-0000-8500-700-000-000											2013-004, 876308	24,749.88
				WARRANT TOTAL												\$24,749.88
20029643		070787/	JOHN S. MANCHIP INC.													
			PO-140072	1. 40-0000-0-6240.00-0000-8500-700-000-135											Playground Equip. Relocation	10,200.00
				WARRANT TOTAL												\$10,200.00
20029644		000058/	P G & E CO													
			PV-140059	40-0000-0-6240.00-0000-8500-700-000-135											Contract 1160142	4,408.26
				WARRANT TOTAL												\$4,408.26
20029645		070701/	QUATTROCCHI KWOK													
			PV-140058	40-0000-0-6210.00-0000-8500-700-000-000											13234-5	46,543.61
				WARRANT TOTAL												\$46,543.61
20029646		070729/	RGH CONSULTANTS													
			PV-140062	40-0000-0-6240.00-0000-8500-700-000-135											713029	475.00
				WARRANT TOTAL												\$475.00
20029647		070789/	SCHOOL FACILITY CONSULTANTS													
			PV-140061	40-0000-0-6240.00-0000-8500-700-000-135											6626	2,647.50
				WARRANT TOTAL												\$2,647.50
20029648		002616/	US BANK													
			PV-140053	40-0000-0-7438.00-0000-9100-700-000-000											Lease payment	9,496.85
				WARRANT TOTAL												\$9,496.85
*** FUND		TOTALS ***													TOTAL AMOUNT OF WARRANTS:	\$106,681.10*
*** BATCH		TOTALS ***													TOTAL AMOUNT OF WARRANTS:	\$349,695.65*
*** DISTRICT		TOTALS ***													TOTAL AMOUNT OF WARRANTS:	\$349,695.65*

Printed: 09/06/2013 08:49:07



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 9/11/13

District Name SAUSALITO MARIN CITY District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 711,410.97.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>12</u>	<u>217,447.75</u>
<u>13</u>	<u>12</u>	<u>3954.05</u>
<u>40</u>	<u>12</u>	<u>490,009.17</u>
<u> </u>	<u> </u>	<u> </u>
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Authorized Signature

Paula Rigney

APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/13/2013

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

WT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT	
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION			
20030457	070775/	ALLIANCE REDWOODS CONFERENCE					
		PV-140073	01-9479-0-5819.00-1110-1010-101-000-000	8/28/13 Field Trip		360.00	
			WARRANT TOTAL			\$360.00	
20030458	002896/	ARMOR LOCKSMITH					
		PV-140067	01-8150-0-4300.00-0000-8100-735-000-000	43753		402.13	
			WARRANT TOTAL			\$402.13	
20030459	070358/	AT&T					
		PO-140003	1. 01-0000-0-5970.00-0000-7200-700-000-000	8/13		170.26	
			WARRANT TOTAL			\$170.26	
20030460	070513/	BOYS AND GIRLS CLUB					
		PO-140028	1. 01-6010-0-5840.00-1110-1010-101-000-000	smcsd 9-2013		13,905.00	
			WARRANT TOTAL			\$13,905.00	
20030461	001811/	STATE OF CALIFORNIA					
		PV-140068	01-0000-0-5821.00-0000-7200-725-000-000	8/13		224.00	
			WARRANT TOTAL			\$224.00	
20030462	002705/	EDHELPER.COM					
		PO-140068	1. 01-1100-0-4300.00-1110-1010-100-000-000	7535827954287		539.73	
			2. 01-1100-0-4300.00-1110-1010-101-000-000	7535827954287		539.73	
			WARRANT TOTAL			\$1,079.46	
20030463	000700/	ELECTRIX					
		PO-140080	1. 01-8150-0-5600.00-0000-8110-735-000-000	17740		586.00	
			WARRANT TOTAL			\$586.00	
20030464	002270/	FISHMAN SUPPLY CO.					
		PO-140035	1. 01-0000-0-4300.00-0000-8211-735-000-000	922350		1,491.59	
			1. 01-0000-0-4300.00-0000-8211-735-000-000	923028		280.95	
			WARRANT TOTAL			\$1,772.54	
20030465	070026/	ELLEN FRANZ					
		PV-140078	01-4035-0-4300.00-1110-1010-700-000-000	7/13 Workshop- Boston, MA		410.14	

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

NT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
WARRANT TOTAL						\$410.14
20030466	002081/	MAGIC FLUTE INC.				
	PV-140077	01-9476-0-4400.00-1454-1010-100-000-000	103397			500.00
		WARRANT TOTAL				\$500.00
20030467	001019/	MARIN PUPIL TRANS. AGENCY				
	PV-140079	01-9002-0-7143.00-5001-9200-700-000-000	14-11			15,716.00
		WARRANT TOTAL				\$15,716.00
20030468	070470/	MARIN RESOURCE RECOVERY CENTER				
	PO-140037	1. 01-0000-0-5550.00-0000-8200-000-000-000	8/13			1,019.00
		WARRANT TOTAL				\$1,019.00
20030469	001746/	MCGRAW HILL				
	PO-140039	1. 01-0000-0-4100.00-1110-1010-100-000-000	75800651001			1,498.24
		WARRANT TOTAL				\$1,498.24
20030470	001927/	MILL VALLEY SERVICES				
	PO-140077	1. 01-0000-0-4300.00-0000-7200-725-000-000	80282			244.13
		2. 01-8150-0-4300.00-0000-8100-735-000-000	80282			244.12
		WARRANT TOTAL				\$488.25
20030471	000058/	P G & E CO				
	PO-140000	1. 01-0000-0-5510.00-0000-8200-000-000-000	Due 9/12/13			30.63
		WARRANT TOTAL				\$30.63
20030472	070222/	PROTECTION ONE				
	PO-140004	2. 01-0000-0-5840.00-0000-8300-101-000-000	93007437			544.26
		WARRANT TOTAL				\$544.26
20030473	070406/	SILYCO				
	PO-140021	1. 01-0000-0-5849.00-0000-2420-700-000-000	AUG2013			3,600.00
		WARRANT TOTAL				\$3,600.00
20030474	002545/	SONITROL				
	PO-140015	1. 01-0000-0-5840.00-0000-8300-101-000-000	1235545-IN			1,170.15

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0012 GENERAL FUND

FUND : 01 GENERAL FUND

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

WARRANT TOTAL														\$1,170.15	
20030475	070200/	STANDARD INSURANCE COMPANY CB													
		PV-140070		01	0000	0-9520	00	0000	0000	000	000	000	5000	188.95	
				01	0000	0-9520	00	0000	0000	000	000	000	5001	417.27	
				WARRANT TOTAL										\$606.22	
20030476	070525/	US BANCORP EQUIP. FINANCE INC													
		PO-140052	1.	01	0000	0-5605	00	0000	2700	700	000	000	8/13	744.47	
				WARRANT TOTAL										\$744.47	
20030477	002172/	WILLOW CREEK ACADEMY													
		PV-140069		01	0000	0-8096	00	0000	9200	103	000	000	September 2013 in lieu	172,621.00	
				WARRANT TOTAL										\$172,621.00	
*** FUND	TOTALS ***			TOTAL NUMBER OF WARRANTS: 21										TOTAL AMOUNT OF WARRANTS:	\$217,447.75*

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Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/13/2013

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0012 GENERAL FUND
FUND : 13 CAFETERIA FUND

INVT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE										ABA NUM	ACCOUNT NUM		
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT	
20030478	070794/	NANA MAE'S ORGANIC														
		PV-140080			13-5310-0-5840.00-0000-3700-100-000-000									2 Cases of Apples -MLK lunch	50.00	
					13-5310-0-5840.00-0000-3700-101-000-000									2 Cases of Apples -MLK lunch	50.00	
					WARRANT TOTAL										\$100.00	
20030479	070792/	TEENS TURNING GREEN														
		PV-140081			13-5310-0-5840.00-0000-3700-100-000-000									MLK Cafeteria Reimb.	1,927.03	
					13-5310-0-5840.00-0000-3700-101-000-000									MLK Cafeteria Reimb.	1,927.02	
					WARRANT TOTAL										\$3,854.05	
	*** FUND	TOTALS ***			TOTAL NUMBER OF WARRANTS:						2	TOTAL AMOUNT OF WARRANTS:				\$3,954.05*

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Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/13/2013

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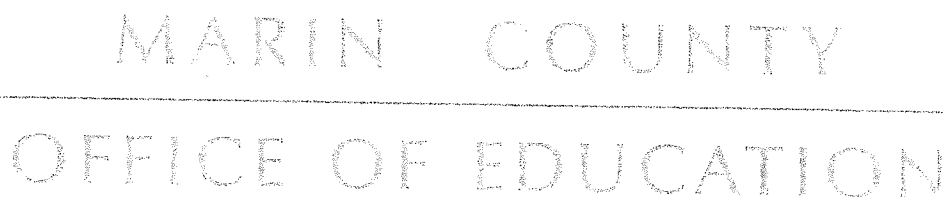
DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0012 GENERAL FUND

FUND : 40 SPECIAL RESERVE~CAP OUTLAY #1

WT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT
20030480	070788/	APPLIED MATERIALS &				
		PV-140072	40-0000-0-6240.00-0000-8500-700-000-135	38884, 39189		10,035.13
			WARRANT TOTAL			\$10,035.13
20030481	070790/	BANK OF AMERICA ESCROW DEPT.				
		CL-130070	40-0000-0-6240.00-0000-8500-100-000-000	115183		3,500.00
		CL-130071	40-0000-0-6240.00-0000-8500-100-000-000	115210		58,249.18
			WARRANT TOTAL			\$61,749.18
20030482	070793/	DOWDLE & SONS MECHANICAL INC.				
		PV-140071	40-0000-0-6240.00-0000-8500-700-000-135	159682		3,261.36
			WARRANT TOTAL			\$3,261.36
20030483	070777/	MICHAEL PAUL COMPANY INC.				
		PV-140075	40-0000-0-6240.00-0000-8500-700-000-135	Application 2		216,524.00
			WARRANT TOTAL			\$216,524.00
20030484	070776/	MIKE BROWN ELECTRIC				
		PO-140083	1. 40-0000-0-6240.00-0000-8500-700-000-135	PCO 13		3,063.00
		PV-140076	40-0000-0-6240.00-0000-8500-700-000-135	Application 2		183,641.53
			WARRANT TOTAL			\$186,704.53
20030485	070701/	QUATTROCCHI KWOK				
		PV-140074	40-0000-0-6210.00-0000-8500-700-000-000	13328		5,777.03
			40-0000-0-6210.00-0000-8500-700-000-000	13329		5,957.94
			WARRANT TOTAL			\$11,734.97
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 6	TOTAL AMOUNT OF WARRANTS:		\$490,009.17*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS: 29	TOTAL AMOUNT OF WARRANTS:		\$711,410.97*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS: 29	TOTAL AMOUNT OF WARRANTS:		\$711,410.97*

Printed: 09/13/2013 08:36:03



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

VENDOR PAYMENT CERTIFICATION

Date 9/18/13

District Name SAUSALITO MARIN CITY District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 261,973.99.

AMOUNT

16,311.29

245 662.70

Authorized Signature

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APY250 H.02.09

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/20/2013

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT
BATCH: 0013 GENERAL FUND
FUND : 01 GENERAL 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
20031175		001613/	ASSOC. OF CALIFORNIA SCHOOL													
			PV-140086		01-9479-0-5300.00-0000-2700-100-000-000										Van Zant 13-14 Dues	1,554.00
															WARRANT TOTAL	\$1,554.00
20031176		070641/	BLACKBOARD CONNECT INC.													
			PV-140087		01-0000-0-5930.00-0000-2700-700-000-000										1137749	550.00
															WARRANT TOTAL	\$550.00
20031177		000608/	BURKELL PLUMBING													
			PV-140084		01-8150-0-5600.00-0000-8110-735-000-000										30711	415.00
															WARRANT TOTAL	\$415.00
20031178		070690/	AMELIA CORBETT GREEN													
			PO-140070	1.	01-9471-0-5840.00-1110-1010-700-000-000										10/13	1,040.00
															WARRANT TOTAL	\$1,040.00
20031179		070722/	CYPRESS SCHOOL													
			PO-140063	1.	01-6500-0-5833.00-5750-1185-700-000-000										82313, 83513	5,025.85
															WARRANT TOTAL	\$5,025.85
20031180		001807/	EMPLOYMENT DEVELOPMENT DEPT.													
			PV-140085		01-0000-0-9515.00-0000-0000-000-000-000										942-4117-1 SEF Local Q2	181.64
															WARRANT TOTAL	\$181.64
20031181		070622/	HANDWRITING WITHOUT TEARS													
			PO-140082	1.	01-9472-0-5210.00-1110-1010-100-000-000										794170-1	305.00
															WARRANT TOTAL	\$305.00
20031182		002345/	KONE INC.													
			PO-140012	1.	01-8150-0-5600.00-0000-8110-735-000-000										221264509	356.94
				1.	01-8150-0-5600.00-0000-8110-735-000-000										221264508	118.98
															WARRANT TOTAL	\$475.92
20031183		070624/	LARKSPUR CORTE MADERA SCHOOL													
			PV-140093		01-6500-0-5840.00-5001-2110-700-000-000										4-5	560.43
															WARRANT TOTAL	\$560.43

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Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/20/2013

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

NT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20031184	070447/	MAXIM HEALTHCARE SERVICES												
		PO-140026	1.	01-6500-0-5835.00-5770-1182-700-000-000									8/13	1,245.50
													WARRANT TOTAL	\$1,245.50
20031185	000056/	PBI												
		PO-140009	1.	01-0000-0-5960.00-0000-2700-700-000-000									6820220-SP13	535.38
													WARRANT TOTAL	\$535.38
20031186	070709/	KARLI PIERCE												
		PV-140090		01-0000-0-4300.00-1110-1010-100-000-000									Classroom supplies	31.42
				01-0000-0-4300.00-1110-1010-101-000-000									Classroom supplies	31.41
													WARRANT TOTAL	\$62.83
20031187	001341/	SONOMA COUNTY OFFICE OF ED.												
		PV-140089		01-0000-0-5829.00-0000-7100-000-000-000									14-00509	451.50
													WARRANT TOTAL	\$451.50
20031188	001953/	SPECTRUM CENTER												
		PO-140062	1.	01-6500-0-5833.00-5750-1185-700-000-000									103807	3,375.90
													WARRANT TOTAL	\$3,375.90
20031189	070522/	TENISHA TATE												
		PV-140091		01-9479-0-4300.00-1110-1010-101-000-000									Uniforms	384.95
													WARRANT TOTAL	\$384.95
20031190	070795/	MARK TONG												
		PV-140083		01-0000-0-4300.00-0000-7200-725-000-000									Phone for DO	73.69
				01-8150-0-4300.00-0000-8100-735-000-000									Phone for DO	73.70
													WARRANT TOTAL	\$147.39
*** FUND	TOTALS ***												TOTAL NUMBER OF WARRANTS: 16	TOTAL AMOUNT OF WARRANTS: \$16,311.29*

APY250 H.02.09

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 09/20/2013

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0013 GENERAL FUND

FUND : 40 SPECIAL RESERVE-CAP OUTLAY #1

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	
20031191		070779/	ANAYA CONSTRUCTION				
			PV-140088	40-0000-0-6240.00-0000-8500-700-000-135	8965		3,680.00
				WARRANT TOTAL			\$3,680.00
20031192		070770/	JL MODULAR INC.				
			PV-140092	40-0000-0-6240.00-0000-8500-700-000-135	115266		240,932.70
				WARRANT TOTAL			\$240,932.70
20031193		070763/	GARY WANEGAR				
			PV-140082	40-0000-0-6240.00-0000-8500-700-000-135		Play Area Grading	1,050.00
				WARRANT TOTAL			\$1,050.00
*** FUND TOTALS ***				TOTAL NUMBER OF WARRANTS:	3	TOTAL AMOUNT OF WARRANTS:	\$245,662.70*
*** BATCH TOTALS ***				TOTAL NUMBER OF WARRANTS:	19	TOTAL AMOUNT OF WARRANTS:	\$261,973.99*
*** DISTRICT TOTALS ***				TOTAL NUMBER OF WARRANTS:	19	TOTAL AMOUNT OF WARRANTS:	\$261,973.99*

Printed: 09/20/2013 09:14:40

Sausalito Marin City School District

Agenda Item: 10.01

Date: September 26, 2013

☐ 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: Administrative Evaluations

Background:

Part of the role of the Superintendent is to ensure that leadership functions are in tune with the needs of the District. Therefore, the Superintendent requests approval of the Administrative Evaluation process.

In that the district is small, the Superintendent will evaluate the follow positions and make recommendations to the board by March 1st of each year regarding the retention of leadership staff:

Principal/Chief Academic Officer

Chief Business Officer

Assistant Principal/Coordinator

Director of Maintenance and Operations

Fiscal Impact:

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Administrative Evaluation

Preamble:

Schools and School Districts are extremely complex organizations. Therefore, achieving and sustaining high quality calls for a wide range of leadership proficiencies. Leaders of quality schools and programs model these proficiencies in every aspect of the school's operation.

Proficient school leaders are instrumental in creating and sustaining a quality school environment that contributes to the desired performance of students and teachers. They are the moral and ethical agents responsible for the welfare and development of students. But, they cannot do the job alone. Teachers, parents and community members also play vital roles in shaping the school's quality and character. The principal and other stakeholders share the responsibility for ensuring that each child receives an equal opportunity for an excellent education.

Purpose:

The purpose of this evaluation tool is to help clarify performance expectations, serve as mirror for self-reflection, a vehicle for professional goal setting, and a basis for development of a personal/professional growth program. It is also a means by which the Superintendent and school/program leader can agree upon targeted areas of improvement or to recognize areas of strength.

The tool will be based on the *California Standards for Educational Leaders (CPSELS)* and will be completed by each school/program leader each year.

CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS (CPSELS)

A school administrator is an educational leader who promotes the success of all students by:

Standard 1

Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

- 1.1 Develop a shared vision
- 1.2 Plan and implement activities around the vision
- 1.3 Allocate resource to support the vision

Standard 2

Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

- 2.1 Develop school culture and ensure equity
- 2.2 Guide the instructional program
- 2.3 Guide professional growth of staff
- 2.4 Create and utilize accountability systems

Standard 3

Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

- 3.1 Ensure a safe school environment
- 3.2 Create an infrastructure to support an effective learning environment
- 3.3 Manage the school learning-support system
- 3.4 Monitor and evaluate the program and staff

Standard 4

Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

- 4.1 Collaborate to incorporate the perspective of families and community members
- 4.2 Establish and manage linkage between the site and the larger community context
- 4.3 Engage and coordinate support from agencies outside the school

Standard 5

Modeling a personal code of ethics and developing professional leadership capacity.

- 5.1 Maintain ethical standards of professionalism
- 5.2 Guide sound courses of action using pertinent, state-of-the-art methods
- 5.3 Model reflective practice and continuous growth
- 5.4 Sustain professional commitment and effort

Standard 6

Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

- 6.1 Engage with the policy environment to support school success
- 6.2 Interact with stakeholders
- 6.3 Incorporate input from the public

Process:

Each school/program leader will meet with the superintendent will hold a pre-evaluation meeting prior to the third week of the school year. At the meeting the Superintendent and school/program leader will choose one standard as the basis for evaluation. While the school/program leader will be expected to work towards attaining excellence in all areas, the mutually selected area will be singled out for intensive reflection and goal setting.

After the pre-evaluation meeting, a follow-up meeting will be scheduled before the conclusion of the sixth week of school in order to finalize the evaluation/professional growth plan for the school/program leader.

In February, a 'status check' meeting will be held to discuss mid-year progress on mutually agreed to goals and make any mid-course directions necessary to achieve success.

Note: Further meetings may be scheduled prior to the February 'status check' meeting, if necessary, to review performance expectations.

By the end of May each year, a final evaluation conference will held to complete a final review of progress and begin the process of developing a focus area for the following year.

Pre-evaluation Tool

Focus Standard:

Reason for Choosing Focus Standard:

To meet the challenges of this choice I plan to....

To meet the challenges of this choice I will need professional development in...

To meet the challenges of this choice I will need the Superintendent to.....

Evaluation Tool

Name:

Focus Standard:

Goals	Baseline Measurement	Activities Planned/Timeline	Staff Development Needed

To be successful in meeting these goals, I expect the Superintendent to:

Final Evaluation:

Name:

Focus Standard:

Goal	Growth	Evidence	Reflection

Final Reflection:

Plans for Next Year:

Note: An addendum may be attached by the Superintendent.

Field Trips

Dates: September 6, 2013; * Recurring
Destination: Cavallopoint – Murracy Circle
Teacher: Ms. Suto
Grade: 6th - 8th Grade
Standards Supported: Science/Nutrition; Investigation & Experimentation
Funding: Fundraising
Cost: \$ 0.00

Dates: September 20, 2013
Destination: Marin City Marsh
Teacher: Ms. Suto
Grade: 6th Grade
Standards Supported: Ecology (Life Science),
Funding: Fundraising
Cost: \$ 0.00

Dates: September 26, 2013
Destination: Yammer.com Headquarters
Teacher: Mrs. McDougal
Grade: 8th Grade
Standards Supported: CCSS.ELA Literacy (8.1d-8.2d)
Funding: TSG
Cost: \$ 140.00

Dates: September 28, 2013
Destination: Dunphy Park, Sausalito
Teacher: Ms. Suto
Grade: 6th – 8th Grade
Standards Supported: Science; Investigation & Experimentation
Funding: Fundraising
Cost: \$ 0.00

Dates: October 4, 2013; * Recurring
Destination: Spaulding Wooden Boat Center
Teacher: Mrs. McDougal and Ms. Suto
Grade: 8th Grade
Standards Supported: Science; Investigation and Experimentation
Funding: District
Cost: \$ 0.00

Dates: October 4, 2013; * Recurring
Destination: Cass Gidley Marina
Teacher: Ms. Suto and Ms. Zeisler
Grade: 6th Grade
Standards Supported: Science; Investigation and Experimentation
Funding: District
Cost: \$ 0.00

Dates: October 4, 2013; * Recurring
Destination: Marin City Marsh, Orchard Trailhead
Teacher: Ms. Suto and Ms. Zeisler
Grade: 7th Grade
Standards Supported: Science; Investigation and Experimentation
Funding: District
Cost: \$ 0.00

Sausalito Marin City School District

Agenda Item: 10.03

Date: September 26, 2013

<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 checked="" type="checkbox"/> Curriculum and Instruction	
<input type="checkbox"/> Policy Development	

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

Item:

Marin Community Foundation Grant Agreement – Fine Arts

Information:

Attached is the agreement associated with the Marin Community Foundation's decision to continue funding our Arts Grant. Under the terms of this agreement the District will:

Engage in a planning process to establish a 3-5 year vision and goals and identify key actions for this year;

Host parent evenings, performances and exhibitions in order to increase parental understanding of the Arts Program, and

Establish professional development goals and expectations for teacher participation in the Arts Program.

The Board will be updated periodically regarding progress towards these goals.

Fiscal Impact:

The District will receive \$78,200 to help us achieve the goals of the grant.

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant



MARIN COMMUNITY FOUNDATION

September 11, 2013

Mr. Steve Van Zant
Superintendent
Sausalito Marin City School District
200 Phillips Dr.
Sausalito, CA 94965-1654

Re: Grant # 2014-00220
Fund: Leonard & Beryl Buck Fund

Dear Mr. Van Zant:

On behalf of the Trustees of the Marin Community Foundation, I am pleased to inform you that the Board has approved a grant in the amount of \$78,200 to Sausalito Marin City School District to support arts programs. The period of this grant is 12 months, from October 1, 2013 through September 30, 2014. The payment schedule for this grant can be found at the end of this letter.

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

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

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

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

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


9. Where grant funds are to be disbursed in more than one installment, the Foundation reserves the right to reduce the amount(s) of or to eliminate any or all as-yet undisbursed installment payment(s) to reflect and adjust for material declines in the Foundation's assets. If the Foundation determines in its sole discretion that such a reduction or elimination of (a) future installment payment(s) is necessary, the Foundation will provide as much notice as is feasible to your organization in advance of the relevant scheduled payment date(s).

The first payment under this grant's schedule will be processed when we receive an emailed copy of the appended agreement letter.

If you have any questions about the implementation of this grant or about Foundation procedures, please feel free to contact Shirin Vakharia, the Program Director responsible for overseeing this grant, or Apryl Rhinehart, Program Associate.

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

Sincerely,



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

TP:axr

Enclosure

Please sign this grant agreement, scan all pages and email the entire document back as an attachment to:

grantagreement@marincf.org

The processing of your grant and issuing of your check will be expedited upon receipt of the entire document.

ACCEPTANCE: On behalf of Sausalito Marin City School District, I hereby accept and agree to the terms of grant #2014-00220 as set forth in this grant agreement.

GRANTEE:

Print Name

Signature

Title

Sausalito Marin City School District
Organization

Allocation & Reporting Requirements

Goal: Arts and culture

Strategy: Reduced disparities in accessing arts

Approach: Fund arts education demonstration effort - \$78,200

Associated Impact Metrics

1. District plans revised and curricula implemented by September 30, 2014.
2. 120 students receiving standards based arts education instruction in the demonstration districts by September 30, 2014.

Measurable Objectives

1. Deepened parent engagement with the Arts Program by September 30, 2014.
2. Developed and refined K-8 sequenced music curriculum by September 30, 2014.
3. Developed and refined K-8 sequenced visual arts curriculum by September 30, 2014.
4. Implemented arts rubrics across grade levels by September 30, 2014.
5. Implemented student self assessments across grade levels by September 30, 2014.
6. Participated in professional development by September 30, 2014.

Target Rationale

Associated Impact Metric 1: District will engage in a planning process in the fall that will include teachers and other key stakeholders. Plan will establish the District's 3-5 year vision and goals and include key actions for the 2013-2014 school year.

Associated Impact Metric 2: Target is based on total enrollment.

Measurable Objective 1: District will host parent evenings, performances and exhibitions in order to increase parent understanding of the arts program.

Measurable Objective 6: District will establish professional development goals and expectations for teacher participation as part of District Arts Plan.

Condition(s)

Due: 04/30/2014

Uploaded revised Site Arts Plan with first report.

Due: 09/30/2014

1. Participated in third party evaluation.
2. Site agrees to collaborate and assist the Project Consultant, Project Technical Assistance Team, and Evaluation Team in administering and evaluating the project.
3. Site agrees to compile and report on all arts-related activities and offerings, whether funded by the Foundation or otherwise (including: student enrollment, expenditures, and other resources).
4. Site agrees to provide a financial accounting of the use of all foundation funds.

Milestone(s)

Due: 04/30/2014 covering 10/01/2013 - 03/31/2014

1. What elements of the Arts Education Program need attention in order to strengthen program quality?
2. What are the key elements of your Arts Education Program that are critical to sustain beyond the grant period? Elements may include but is not limited to professional development, dedicated planning time, personnel, course offerings, frequency of instruction.
3. How will key elements and practices of the District's Arts Education Program be sustained beyond the grant period? Please be specific in your response and include any preliminary budgeting decisions that impact personnel, professional development, or course offerings beyond the fifth year of the project.
4. What else would you like us to know?

Due: 10/31/2014 covering 10/01/2013 - 09/30/2014

1. How has the quality of the District's Arts Education shifted over the course of the five year project? Please address the quality of course offerings, scheduling, personnel, discrete instruction, integration, instructional leadership, and student assessment.
2. What data/information informs your assessment of the quality of the district's arts education?
3. What student assessment practices have been implemented during Year 5?
4. How is student assessment information shared with parents and used to shape instruction or program development?

5. What have been the most significant lessons learned over the course of the Arts Education Demonstration Project?
6. What else would you like us to know?

Report Due Date(s)

First Report Due: 04/30/2014 covering 10/01/2013 - 03/31/2014

Final Report Due: 10/31/2014 covering 10/01/2013 - 09/30/2014

Payment Schedule

September 1, 2013: \$39,100

Fund arts education demonstration effort: \$39,100

March 1, 2014: \$39,100

Fund arts education demonstration effort: \$39,100

Sausalito Marin City School District

Agenda Item: 11.01

Date: September 26, 2013

☐ 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 Policy (BP) & Exhibit (E) 0210 – Philosophy, Goals, Objectives and Comprehensive Plans: Equity

Background:

For the past year, the District has been developing this policy. Tonight, the board is asked to review, as a first read, the following policy

Fiscal Impact:

Undetermined

Recommendation:

First Read Only

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Philosophy, Goals, Objectives and Comprehensive Plans: Equity

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

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

Diversity is an Asset

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

Social Responsibility

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

Agility, Adaptability and Tenacity

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

Student Centered Education

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

Focus on Results

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

Equity

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

In light of this mission and our beliefs, Sausalito Marin City School District's historic, persistent achievement and opportunity gap among its students and other Marin students is unacceptable. While efforts have been made to address the inequities between students, these efforts have been

largely unsuccessful. Closing this achievement gap while raising achievement for students is the top priority of the Board of Education, the Superintendent and all district staff. Race and socioeconomic status must cease to be a predictor of student achievement and success.

In Sausalito Marin City School District, for every year that we have data, students have clearly underperformed other Marin students on state assessments. Other Marin students consistently perform at higher levels of proficiency. These disparities are unacceptable and are directly at odds with our belief that all students can achieve.

The responsibility for disparities among our young people rests with adults, not the children. We are aware that student achievement data from school districts across the country reveal similar patterns, and that complex societal and historical factors contribute to the inequities our students face. Nonetheless, rather than perpetuating disparities, Sausalito Marin City School District must address and overcome this inequity, providing all students with the support and opportunity to succeed.

Sausalito Marin City School District will significantly change its practices in order to achieve and maintain equity in education. Equity focuses on outcomes. Educational equity means raising the achievement of all students while (1) narrowing the gaps between the lowest and highest performing students and (2) eliminating the disproportionality of which student groups occupy the highest and lowest achievement categories. The concept of educational equity goes beyond formal equality – where all students are treated the same – to fostering a barrier-free environment where all students, regardless of their race or socioeconomic circumstances, have the opportunity to benefit equally. Educational equity benefits all students, and our entire community. All students shall graduate from SMCS D and high school ready to succeed in a racially and culturally diverse local, national and global community. To achieve educational equity, Sausalito Marin City School District will provide additional and differentiated resources to support the success of its students. The following equity definitions will be used:

Equity is the approach that consists of using extra and different measures to bring about the condition of same status - the state of equality - specifically, equality in achievement outcomes.

Equity does not mean treating everyone in the same way. It means doing whatever it takes to get everyone to the same place.

In order to achieve equity for our students, the board establishes the following priorities:

- A. The District shall provide every student with equitable access to high quality and culturally relevant instruction, curriculum, support, facilities and other educational resources, even when this means differentiating resources to accomplish this goal.
- B. The District shall create multiple pathways to success in order to meet the needs of our diverse students, and shall actively encourage support and expect high academic achievement for all students.
- C. The District shall recruit, employ, support and retain racially and linguistically diverse and culturally competent administrative, instructional and support personnel, and shall

provide professional development to strengthen employees' knowledge and skills for eliminating disparities in achievement. Additionally, the District shall actively strive to have our teacher and administrator workforce reflect the diversity of our student body.

- D. All staff and students shall be given the opportunity to understand racial identity, and the impact of their own racial identity on themselves and others.
- E. The District shall welcome and empower students and families, including underrepresented families and those whose first language may not be English as essential partners in their student's education, school planning and district decision-making. The District shall create welcoming environments that reflect and support the racial and ethnic diversity of the student population and community. In addition, the District will include other partners who have demonstrated culturally-specific expertise – including government agencies, non-profit organizations, businesses, and the community in general – in meeting our educational outcomes.

The Board will hold the Superintendent and central and school leadership staff accountable for making measurable progress in meeting these priorities. Every Sausalito Marin City School District employee is responsible for the success and achievement of all students. The Board recognizes that these are long term goals that require significant work and resources to implement across all schools. As such, the board directs the Superintendent to develop action plans with clear accountability and metrics that will result in measurable results on a yearly basis towards achieving the above goals. Such action plans shall identify specific staff leads on all key work, and include clear procedures for district schools and staff. The Superintendent will present the Board with a plan to implement priorities and goals within three months of the adoption of this resolution in support of the Equity Statement. A benchmark assessment instrument will be developed and used to measure progress towards these goals and action plans.

Thereafter, the Superintendent will report on progress towards these goals at least twice a year, and will provide the Board with updated action plans each year.

Sausalito Marin City School District

Agenda Item: 11.02

Date: September 26, 2013

☐ 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: Board Policy (BP) & Exhibit (E) 6153 – Field Trips

Background:

This is a first read of the district policy regarding field trips.

Fiscal Impact:

Undetermined

Recommendation:

Information Only

Prepared for: S. Van Zant

Prepared by: S. Van Zant

AR 6153 School Sponsored Trips

Supervision

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

The Superintendent or designee shall ensure that adequate supervision

is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330)

Safety Issues

Note: Pursuant to Education Code 32044, a Board member, Superintendent, principal, teacher, instructor, or school agent who willfully violates the provisions of Education Code 32040-32044, as specified in item #1 below, may be found guilty of a misdemeanor.

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32041)

Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip. (Education Code 32043)

Note: Education Code 35331 requires that the district either provide or make available medical/hospital insurance for students injured while on field trips. For legal requirements regarding insurance, see BP 5143 - Insurance.

2. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)
3. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.
4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.
5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

(cf. 5142 - Safety)

Sausalito Marin City School District

Agenda Item: 11.03

Date: September 26, 2013

☐ 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 Policy (BP) & Exhibit (E) 3541.1 – School Related Trips – Transportation by Private Automobile or Private Bus Lines

Background:

At this time, our Bus has very limited useful life remaining; therefore it will become increasingly necessary for field trips to be arranged through the use of parent or other community member drivers. The following Policy and Exhibit will allow for and establishes the process necessary for this to occur.

Due to the imminent impact on future planning and current operations, staff recommends that the board reviews, deliberates and takes action tonight.

Fiscal Impact:

Undetermined

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

**Business and Non-Instructional Operations
School-Related Trips**

Transportation by School Vehicle

Besides taking students to and from school, school vehicles may provide transportation for field trips and for special activities approved by the Board of Trustees. Such trips may be taken in buses or other school transportation vehicles owned, leased or rented by the district. All vehicles shall meet federal and state standards.

The Superintendent shall maintain procedures to regulate the use of the vehicles for approved school-related activities. Field trips occurring outside of school hours shall be subject to the rules and policies regulating education field trips. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Board, such costs may be charged to the district.

Transportation by Private Automobile or Private Bus Lines

The Superintendent or designee may authorize the transportation of students by private automobile for approved trips and activities, when the vehicle is driven by an adult who has registered with the district for such purposes, by filing a completed School Driver Certification Form. When filing the School Driver Certification Form, all drivers shall be issued the Driver Instruction Form and asked to keep it in their car. All students passengers shall provide permission slips signed by their parents or guardians. Under no circumstances will a student driver be used for school field trips or related activities.

Drivers shall be required to possess a valid California Driver's License and liability insurance of at least \$100,000 per occurrence.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence.

A seat belt must be provided for each passenger.

Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten.

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle. Reimbursement for the use of private transportation may be made from district funds, under certain circumstances.

When using private bus lines, the staff member in charge will check with the highway patrol prior to the hiring of the private bus line to make sure that it is a safe and reputable service provider.

Legal Reference:

EDUCATION CODE

35330-Excursions and Field Trips

39830-School Bus

39835-Use for Community Recreation

39837-Transportation of Pupils to Places of Summer Employment

39860- Transportation of Pupils to Special Activities

Sausalito Marin City School District
School Driver Certification Form

DRIVER (Circle one) Employee Parent Volunteer

Name _____ Date of Birth _____

Address _____ Driver's License # _____

_____ Expiration Date _____

VEHICLE

Name of Owner _____ Year _____

Address _____ Make _____

_____ License Plate # _____

Registration Expires _____ Seating Capacity _____

Number of Seat Belts _____

INSURANCE INFORMATION

Insurance Company _____

Policy Number _____ Policy Expiration Date _____

Liability Limits of Policy _____

The minimum acceptable liability limit for privately-owned vehicles is \$100,000/\$300,00 for Bodily Injury and \$25,000 for Property Damage per occurrence.

Name of Agent _____ Telephone _____

I certify that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damage.

Name _____ Date _____

Copies must be filed with the Business and Maintenance/Operations Departments.

Sausalito Marin City School District

Driver Instruction Form

Instruction for parents who use their personal cars or other vehicles to transport students on field trips, or to and from school events.

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have a valid driver's license and current liability insurance of at least \$100,000 per occurrence. Check for adequacy of your liability insurance. You are liable in the event of illness, accident, injury or death resulting from such use of your vehicle.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment. Motor homes may not be used to transport students. Students are expressly forbidden to ride in the cargo area of pickups or motor trucks, whether or not these areas are enclosed by camper shells or other protective covering.
4. Require each passenger to use a safety belt. The number of occupants may not exceed the number of available seat belts. Pre-school and school age children must be restrained in the rear seat using proper restraints. Front passengers should be as far back as possible from passenger airbags to avoid injury or death.
5. Travel caravan style if more than one vehicle is used for the trip.
6. Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle.
7. Under no circumstances will a student driver be used for school field trips or related activities.
8. The Driver Instruction Form and a copy of the School Driver Certification form (which is to be filled out once per school year, prior to taking the first trip) must be kept in the transporting vehicle during all trips.
9. Attach a photocopy of current proof of insurance with the insurance verification slip that is given to the Transportation Department and school site. Drivers must show proof of insurance each time a trip is taken.

Sausalito Marin City School District

Agenda Item: 11.04

Date: September 26, 2013

☐ 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 Policy (BP) & Administrative Regulation (AR) 0420.4 – Philosophy, Goals, Objectives and Comprehensive Plans: Charter Schools

Background:

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

Fiscal Impact:

Undetermined

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Philosophy, Goals, Objectives and Comprehensive Plans

Charter Schools

The Governing Board believes that charter schools provide one opportunity to implement school-level reform and to support innovations which improve student learning. These schools shall operate under the provisions of their charters, federal laws, specified state laws, and general oversight of the Board.

The Superintendent/Principal or designee may work with charter school petitioners prior to the formal submission of the petition in order to gather information about the proposal and suggest components that would align the petition with the district's vision and goals for student learning. As needed, he/she may work with the petitioners to establish workable plans for technical assistance or contracted services which the district may provide to the proposed charter school.

In determining whether to grant or deny a charter, the Board shall carefully review the proposed charter and any supplementary information, consider public and staff input, and determine whether the charter petition adequately addresses all the provisions required by law. The Board shall not deny a charter school petition unless specific written factual findings are made pursuant to law and administrative regulation.

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school and adjusted as necessary.

The district shall not require any student to attend a charter school and shall not require any district employee to work at a charter school. (Education Code 47605)

The Board shall ensure that any charter granted by the Board contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems, multiple measures for evaluating the educational program, and regular reports to the Board.
(cf. 0500 - Accountability)

The Board shall monitor each charter school to determine whether it makes "adequate yearly progress" as defined by the State Board of Education and federal Title I accountability requirements. If a charter school fails to make adequate yearly progress for two or more consecutive years, the Board shall take action for program improvement in accordance with law, Board policy, and administrative regulations.
(cf. 0520.2 - Title I Program Improvement Schools)

Legal Reference:

EDUCATION CODE

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

41365 Charter school revolving loan fund

42100 Annual statement of receipts and expenditures

42238.51-42238.53 Funding for charter districts

44237 Criminal record summary

44830.1 Certificated employees, conviction of a violent or serious felony

45122.1 Classified employees, conviction of a violent or serious felony

46201 Instructional minutes

47600-47616.7 Charter Schools Act of 1992, as amended

47640-47647 Special education funding for charter schools

47652 Funding of first-year charter schools

48000 Minimum age of admission (kindergarten)

48010 Minimum age of admission (first grade)

48011 Minimum age of admission from kindergarten or other school

51745-51749.3 Independent study

52052 Alternative accountability system

54032 Limited English or low-achieving pupils

56026 Special education

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement, including:

60605 Academic content and performance standards; assessments

60640-60649 Standardized Testing and Reporting Program

60850-60859 High school exit examination

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

54950-54963 The Ralph M. Brown Act

PENAL CODE

667.5 Definition of violent felony

1192.7 Definition of serious felony

CODE OF REGULATIONS, TITLE 5

11700.1-11705 Independent study

11960-11969 Charter schools

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress

6319 Qualifications of teachers and paraprofessionals

7223-7225 Charter schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

300.18 Highly qualified special education teachers

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 166 (2006)

80 Ops.Cal.Atty.Gen. 52 (1997)

78 Ops.Cal.Atty.Gen. 297 (1995)

COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

Management Resources:

CSBA PUBLICATIONS

Charter Schools: A Manual for Governance Teams, rev. 2005

CSBA ADVISORIES

Charter School Facilities and Proposition 39: Legal Implications for School Districts, September 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program, July 2004

The Impact of the New Title I Requirements on Charter Schools, July 2004

WEB SITES

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

California Building Standards Commission: <http://www.bsc.ca.gov>

California Charter Schools Association: <http://www.charterassociation.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

Education Commission of the States: <http://www.ecs.org>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education: <http://www.ed.gov>

Philosophy, Goals, Objectives and Comprehensive Plans

Petition Signatures

To be considered by the Governing Board, a petition for the establishment of a charter school within the district must be signed by one of the following: (Education Code 47605)

1. A number of parents/guardians, equivalent to at least one-half of the number of students that the charter school estimates will enroll in the charter school for its first year of operation
2. A number of teachers, equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

In circulating a petition, the petitioners shall include a prominent statement explaining that a signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

Components of Charter Petition

A charter petition shall include affirmations of the conditions described in Education Code 47605(d) as well as descriptions of all of the following: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "A-G" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. Student outcomes means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program.

3. The method by which student progress in meeting those student outcomes is to be measured.
4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
5. The qualifications to be met by individuals to be employed by the school.
6. The procedures that the school will follow to ensure the health and safety of students and staff. These procedures shall include the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
8. Admission requirements, if applicable.
9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the Board.
10. The procedures by which students can be suspended or expelled.
11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
12. The public school attendance alternatives for students residing within the district who choose not to attend charter schools.
13. A description of the rights of any district employee upon leaving district employment to work in a charter school and of any rights of return to the district after employment at a charter school.
14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.

Education Code 47611.5 further provides that, if the charter does not specify that the charter school shall comply with laws and regulations governing tenure or a merit or civil service system, the scope of representation for that charter school shall also include discipline and dismissal of charter school employees.

15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.

16. The procedures to be used if the charter school closes. The procedures shall ensure a final audit of the charter school to determine the disposition of all assets and liabilities of the school, including plans for disposing of any net assets and for the maintenance and transfer of student records.

According to CSBA's publication *Charter Schools: A Manual for Governance Teams*, some districts request a school calendar, information regarding transportation arrangements, staff development procedures, assurances that the school will provide appropriate services for English language learners and students with disabilities, or any other information that will assist the Board in understanding the proposal. Districts that wish to require additional information in the charter may list those items below.

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

1. The facilities to be used by the school, including where the school intends to locate
2. The manner in which administrative services of the school are to be provided
3. Potential civil liability effects, if any, upon the school and district
4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

Location of Charter School

The Attorney General has opined, in 89 Ops.Cal.Atty.Gen. 166 (2006), that online charter schools are subject to the restrictions and conditions placed upon independent study programs, including the condition that students must reside in the charter school's home county or an adjacent county, and therefore may not receive state funding for the instruction of students who do not reside in the county where the school is chartered or in an adjacent county.

Unless otherwise exempted by law, any charter petition submitted to the Board on or after July 1, 2002, shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

1. The district is notified prior to approval of the petition.
2. The County Superintendent of Schools and Superintendent of Public Instruction (SPI) are notified before the charter school begins operations.

3. The school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish a resource center, meeting space, or other satellite facility located in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in non-classroom based independent study of the charter school.
2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

All charter schools shall be subject to these requirements by June 30, 2005, or upon the expiration of a charter that was in existence on January 1, 2003, whichever is later. Until the later of these dates, any charter school that provided educational services before July 1, 2002, shall be subject to these requirements only for new educational services or school sites it establishes or acquires. (Education Code 47605.1)

Charter Approval/Denial

Within 30 days of receiving a petition to establish a charter school, the Board shall hold a public hearing to determine the level of support for the petition by teachers, other employees of the district, and parents/guardians. (Education Code 47605)

Within 60 days of receiving a petition, or within 90 days with the consent of the petitioners and the Board, the Board shall either grant or deny the request to establish a charter school. (Education Code 47605)

The Board shall grant the charter if doing so is consistent with sound educational practice. A charter shall be denied only if the Board presents written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605)

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required.
4. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).

5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b) listed in "Components of Charter Petition" above.

The Board shall not grant any charter that authorizes the conversion of a private school to a charter school. (Education Code 47602)

The Board shall not approve any charter petition that proposes to serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district. (Education Code 47605)

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll disabled students who reside outside the special education local plan area (SELPA) in which the district participates. (Education Code 47605.7, 47647)

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

In granting charter petitions, the Board shall give preference to schools best able to provide comprehensive learning experiences for academically low-achieving students according to standards established by the California Department of Education (CDE) under Education Code 54032. (Education Code 47605)

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

It shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the charter to the County Superintendent, the CDE, and the State Board of Education (SBE). (Education Code 47605)

Material Revisions

Material revisions to a charter may be made only with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If, after receiving approval of its petition, a charter school proposes to establish operations at one or more additional sites within the district's boundaries, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

Renewals

A charter school seeking renewal of its charter shall submit a written request to the Board at least 120 days before the term of the charter is due to expire.

At least 90 days before the term of the charter is due to expire, the Board shall conduct a public hearing to receive input on whether or not to extend the charter. At least 60 days before the expiration date, the Board shall either grant or deny the request for renewal.

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

In addition, beginning on January 1, 2005, or after a charter school has been in operation for four years, whichever is later, a charter school shall meet at least one of the following criteria prior to receiving a charter renewal: (Education Code 47607)

1. The charter school attains its Academic Performance Index (API) growth target in the prior year or in two of the last three years, or in the aggregate for the prior three years.
2. The charter school ranks in deciles 4-10 on the API in the prior year or in two of the last three years.
3. The charter school ranks in deciles 4-10 on the API for a demographically comparable school in the prior year or in two of the last three years.
4. The Board determines that the academic performance of the charter school is at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend, as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school.

The Board's determination shall be based on documented, clear, and convincing data; student achievement data from the Standardized Testing and Reporting Program, and any other available assessments, for demographically similar student populations in comparison schools; and information submitted by the charter school. The Board shall submit to the SPI copies of supporting documentation and a written summary of the basis for its determination.

A charter renewal may not be granted to a charter school prior to 30 days after the school submits related materials.

5. The charter school qualifies for an alternative accountability system pursuant to Education Code 52052(h).

Each renewal shall be for a period of five years. (Education Code 47607)

Revocations

The Board may revoke a charter whenever it finds, through a showing of substantial evidence, that the charter school has done any of the following: (Education Code 47607)

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter
2. Failed to meet or pursue any of the student outcomes identified in the charter
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
4. Violated any provision of law

Prior to revocation, the Board shall notify the charter school of any violation(s) listed in items #1-4 above and give the school a reasonable opportunity to remedy the violation(s) unless the Board determines, in writing, that the violation(s) constitutes a severe and imminent threat to the health or safety of the students. (Education Code 47607)

If the charter school does not successfully remedy the above violation(s), the Board shall provide the charter school with a written notice of intent to revoke the charter and notice of facts in support of revocation. No later than 30 days after providing the notice of intent to revoke the charter, the Board shall hold a public hearing, in the normal course of business, on the issue of whether evidence exists to revoke the charter. No later than 30 days after the public hearing, unless the Board and the charter school agree to a 30-day extension, the Board shall issue its final decision as to whether or not to revoke the charter. The Board shall not revoke a charter unless the action is supported by written factual findings supported by substantial evidence specific to the charter school. A decision to revoke a charter shall be reported to the County Board of Education and the CDE. (Education Code 47607)

Requirements for Charter Schools

In providing general oversight of a charter school, the Board shall determine whether the school meets the legal requirements applicable to charter schools. Each charter school shall:

1. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
2. Not charge tuition (Education Code 47605)
3. Not discriminate against any student on the basis of ethnicity, national origin, gender, or disability (Education Code 47605)
4. Adhere to all laws establishing minimum age for public school attendance (Education Code 47610)
(cf. 5111 - Admission)

5. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)

6. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

7. Admit all students who wish to attend the school, according to the following criteria and procedures:

a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within this state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

However, if a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, except that preferences shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. In the event of a drawing, the Board shall make reasonable efforts to accommodate the growth of the charter school and shall not take any action to impede the charter school from expanding enrollment to meet student demand. (Education Code 47605)

c. Other admissions preferences may be permitted by the Board on an individual school basis as consistent with law.

8. Require its teachers to hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)

(cf. 4112.2 - Certification)

9. Require its teachers of core academic subjects to satisfy requirements for "highly qualified teachers" as defined by the SBE (20 USC 6319; 34 CFR 300.18)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

10. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)
(cf. 4112.5 /4312.5 - Criminal Record Check)(cf. 4212.5 - Criminal Record Check)
11. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
12. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
13. If applicable, meet federal requirements for qualifications of paraprofessionals working in programs supported by Title I funds (20 USC 6319)
(cf. 4222 - Teacher Aides/Paraprofessionals)
14. Meet all statewide standards and conduct the student assessments required by Education Code 60605 and 60851 and any other statewide standards or student assessments applicable to non-charter public schools (Education Code 47605, 47612.5) (cf. 6011 - Academic Standards)
(cf. 6162.51- Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
15. Offer at least the number of instructional minutes set forth in Education Code 47612.5 for the grade levels provided by the charter school (Education Code 47612.5)
(cf. 6111 - School Calendar)
16. Meet the requirements of Education Code 51745-51749.3 if it provides independent study, except that it may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705) (cf. 6158 - Independent Study)
17. Identify and report to the SPI any portion of its average daily attendance that is generated through non-classroom based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2)
18. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)
19. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
20. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

21. By January 1, 2007, comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)

a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.

b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

22. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding its financial records (Education Code 47604.3)

23. Annually prepare and submit financial reports to the district Board and the County Superintendent in accordance with the following reporting cycle:

a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)

b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)

c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)

d. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)

e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the CDE. (Education Code 47605)

Administrative and Other District Services

The district may charge for the actual costs of supervisory oversight of a charter school not to exceed one percent of the charter school's revenue. If the district is able to provide substantially rent-free facilities to the charter school, the district may charge actual costs up to three percent of the charter school's revenue for supervisory oversight. (Education Code 47613)

The charter school may separately purchase administrative or other services from the district or any other source. (Education Code 47613)

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System and the Public Employees' Retirement System on behalf of the charter school. The charter school may be charged for the actual costs of the reporting services, but shall not be required to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Waivers

If a charter school submits to the district an application for a waiver of any state Education Code provisions, the Board shall hold a public hearing on the waiver request no later than 90 days following receipt of the request. (Education Code 33054)

The Superintendent or designee shall subsequently prepare a summary of the public hearing to be forwarded with the waiver request to the SBE. If the Board recommends against approval of the waiver request, it shall set forth the reasons for its disapproval in written documentation that shall be forwarded to the SBE. (Education Code 33054)

District Oversight

For each charter school under the Board's authority, the Superintendent shall: (Education Code 47604.32, 47604.33)

1. Identify at least one staff member as a contact person for the charter school
2. Visit the charter school at least annually
3. Ensure that the charter school complies with all reports required of charter schools by law
4. Monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the reports listed above in "Requirements for Charter Schools"
5. Provide timely notification to the CDE if a renewal of the charter is granted or denied, the charter is revoked, or the charter school will cease operation for any reason

The Board and the Superintendent or designee may inspect or observe any part of the charter school at any time. (Education Code 47607)

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Sausalito Marin City School District

Agenda Item: 11.05

Date: September 26, 2013

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

☐ Consent Agenda

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

Item: Board Policy (BP) & Exhibit (E) 0420.41 – Philosophy, Goals, Objectives and Comprehensive Plans: Charter School Oversight

Background:

Last month, this item was brought forward as a first read. This month the board is asked to approve the following policy. - Requirements for Charter Schools, this is the Charter Schools responsibilities and not that of the District.

Fiscal Impact:

Undetermined

Recommendation:

approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Philosophy, Goals, Objectives and Comprehensive Plans Charter School Oversight

The Governing Board recognizes its ongoing responsibility to ensure that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.
(cf. 0420.4 - Charter School Authorization)
(cf. 0500 - Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact for each charter school. (Education Code 47604.32)

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually.
(Education Code 47604.32, 47607)

Whenever a charter school operates as or is operated by a nonprofit public benefit corporation as authorized by Education Code 47604, the Superintendent shall recommend and the Board shall appoint a district representative, who may be the district's charter school contact, to serve as a voting or nonvoting member of the corporation's board of directors.

Provision of District Services

The district may charge for the actual costs of supervisory oversight of a charter school not to exceed one percent of the charter school's revenue. If the district is able to provide substantially rent-free facilities to the charter school, the district may charge actual costs up to three percent of the charter school's revenue for supervisory oversight. (Education Code 47613)
(cf. 7160 - Charter School Facilities)

The charter school may separately purchase administrative or other services from the district or any other source. (Education Code 47613)

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The charter school may be charged for the actual costs of the reporting services, but shall not be required to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Waivers

If the charter school wishes to request a general waiver of any state law or regulation, it shall request that the Superintendent or designee submit a general waiver request to the State Board of Education (SBE) on its behalf.

Material Revisions to Charter

Material revisions to a charter may be made only with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to expand operations to one or more additional sites within the district's boundaries, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision.

Monitoring Charter School Performance

The Superintendent or designee shall regularly report to the Board on the charter school's performance, based on the academic and fiscal accountability measures specified in the approved charter.

In providing general oversight of a charter school, the Board and the Superintendent or designee shall determine whether the school complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32.

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33)

The Board shall monitor each charter school to determine whether it is achieving the outcomes for student learning set forth in the charter agreement. In addition, the Board shall determine whether the charter school makes "adequate yearly progress" as defined by the SBE and federal Title I accountability requirements. If a charter school fails to make adequate yearly progress for two or more consecutive years, the Board shall take action for program improvement in accordance with law, Board policy, and administrative regulations.
(cf. 0520.2 - Title I Program Improvement Schools)

Evaluation data for the charter school shall be considered in the Board's determination of the renewal or revocation of a charter.
(cf. 0420.42 - Charter School Renewal)
(cf. 0420.43 - Charter School Revocation)

School Closure

In the event that the Board revokes or denies renewal of a charter or the school closes for any other reason, the Superintendent or designee shall provide assistance, when applicable in accordance with the charter and/or a memorandum of understanding, to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days, if the charter school will cease operation for any reason. Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Legal Reference:

EDUCATION CODE

220 Nondiscrimination

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

35330 Field trips and excursions; student fees

38080-38086 School meals

42100 Annual statement of receipts and expenditures

44237 Criminal record summary

44830.1 Certificated employees, conviction of a violent or serious felony

45122.1 Classified employees, conviction of a violent or serious felony

46201 Instructional minutes

47600-47616.7 Charter Schools Act of 1992

47634.2 Nonclassroom-based instruction

47640-47647 Special education funding for charter schools

48000 Minimum age of admission for kindergarten; transitional kindergarten

48010-48011 Minimum age of admission (first grade)

48907 Students' exercise of free expression; rules and regulations

48950 Student speech and other communication

49061 Student records

49110 Authority of issue work permits

51745-51749.3 Independent study

52052 Alternative accountability system

56026 Special education

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

60850-60859 High school exit examination

CORPORATIONS CODE

5110-6910 Nonprofit public benefit corporations

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

54950-54963 The Ralph M. Brown Act

LABOR CODE

1198.5 Personnel records related to performance and grievance

PENAL CODE

667.5 Definition of violent felony

1192.7 Definition of serious felony

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

11700.1-11705 Independent study

11960-11969 Charter schools

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress

6319 Qualifications of teachers and paraprofessionals

7223-7225 Charter schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

300.18 Highly qualified special education teachers

COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 166 (2006)

80 Ops.Cal.Atty.Gen. 52 (1997)

78 Ops.Cal.Atty.Gen. 297 (1995)

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample Copy of a Memorandum of Understanding

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 11-01, November 9, 2011

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program, July 2004

The Impact of the New Title I Requirements on Charter Schools, July 2004

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

U.S. Department of Education: <http://www.ed.gov>

Requirements for Charter Schools

Charter schools are generally exempt from provisions of the Education Code unless they are expressly included in the law. However, charter schools are subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements including, but not limited to, requirements that each charter school:

1. Comply with the state and federal constitution and applicable federal laws
2. Comply with state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963
3. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
4. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
5. Not charge tuition (Education Code 47605)

Note: Education Code 47605 specifically prohibits a charter school from charging tuition, but does not mention fees or other charges. As clarified in the California Department of Education's (CDE) advisory Pupil Fees, Deposits, and Other Charges, charter schools are subject to the California Constitution and therefore the free school guarantee of the California Constitution, Article IX, Section 5, applies to charter schools. Charter schools may only charge fees authorized by those Education Code sections that have been made explicitly applicable to charter schools. For example, charter schools may charge fees for meals and field trips pursuant to Education Code 35330, 38082, and 38084 because those provisions apply to charter schools. However, charter schools may not charge other fees authorized by law for school districts, except to the extent that any such fees do not relate to an activity that is an integral component of public education.

6. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
7. Adhere to all laws establishing minimum age for public school attendance (Education Code 47610)
8. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)

Note: Education Code 56145 requires charter schools to serve students with disabilities in the same manner as other public schools. Pursuant to Education Code 47646, districts must ensure that each charter school receives an equitable share of state and federal special education funding and/or any necessary special education services provided by the district on behalf of disabled students in the charter school.

Note: If a charter school is operating as a public school of the district for purposes of providing special education, the district retains responsibility and must determine how best to ensure that all special education students receive a free appropriate public education (FAPE). However, the California Office of Administrative Hearings has ruled (Student v. Horizon Instructional Systems Charter School) that a charter school operating as its own local educational agency for purposes of special education, including a charter school offering an independent study program, is solely responsible for providing special education students with FAPE.

9. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)

10. Admit all students who wish to attend the school, according to the following criteria and procedures:

a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within this state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

However, if a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, except that preferences shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)

c. Other admissions preferences may be established on an individual school basis as consistent with law.

11. If the school offers a kindergarten program, offer a transitional kindergarten program to eligible students who do not yet meet the age criterion for entry into kindergarten (Education Code 48000)

12. Require its teachers to hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)

Note: According to U.S. Department of Education (USDOE) nonregulatory guidance, The Impact of the New Title I Requirements on Charter Schools, teachers who teach core academic subjects in charter schools, in addition to meeting state charter school laws regarding teacher qualifications, must meet the requirements for "highly qualified" teachers pursuant to 20 USC 6319; see BP/AR/E 4112.24 - Teacher Qualifications Under the No Child Left Behind Act. 34 CFR 300.18 clarifies that, with regard to special education teachers in a charter school, "highly qualified" means that the teacher meets the certification requirements set forth in the state's charter school law.

13. Require its teachers of core academic subjects to satisfy requirements for "highly qualified teachers" as defined by the State Board of Education (SBE) (20 USC 6319; 34 CFR 300.18)

Note: Education Code 44830.1 and 45122.1 prohibit charter schools from hiring any person who has been convicted of a violent or serious felony as defined in Penal Code 667.5 and 1192.7, unless that person has received a certificate of rehabilitation and a pardon. Schools also may not retain in employment any temporary, substitute, or probationary employee who has been convicted of a violent or serious felony. See AR 4112.5/4312.5 - Criminal Record Check and AR 4212.5 - Criminal Record Check.

14. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)

15. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)

16. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)

Note: According to USDOE nonregulatory guidance, The Impact of the New Title I Requirements on Charter Schools, charter schools that receive Title I funds and have paraprofessionals working in programs supported by Title I funds must comply with requirements of 20 USC 6319 regarding paraprofessional qualifications; see BP/AR/E 4222 - Teacher Aides/Paraprofessionals.

17. If applicable, meet federal requirements for qualifications of paraprofessionals working in programs supported by Title I funds (20 USC 6319)

18. Meet all statewide standards and conduct the student assessments required by Education Code 60605 and 60851 and any other statewide standards or assessments applicable to noncharter public schools (Education Code 47605, 47612.5)

Note: Pursuant to Education Code 47612.5, which specifies the minimum number of instructional minutes that must be offered each fiscal year by grade level, any charter school that fails to meet that requirement will have its state apportionment reduced in proportion to the percentage of instructional minutes that the school fails to offer. Education Code 47612.5 and 47612.6 provide that neither the State Board of Education (SBE) nor the Superintendent of Public Instruction (SPI) may waive the required number of instructional minutes but may waive the fiscal penalties under specified conditions.

19. Offer at least the number of instructional minutes set forth in Education Code 47612.5 for the grade levels provided by the charter school (Education Code 47612.5)

Note: Education Code 47612.5 provides that charter schools offering independent study are subject to Education Code 51745-51749.3. Education Code 51745 requires that no course included among the courses required for graduation may be offered solely through independent study. However, pursuant to 5 CCR 11705, a charter school offering grades 9-12 shall be deemed to be an "alternative school" for purposes of independent study and thus, according to the CDE, would comply with this provision because students in such alternative schools are enrolled voluntarily and, if they wished, could attend any other district high school in which the courses were offered via classroom instruction.

20. Meet the requirements of Education Code 51745-51749.3 if it provides independent study, except that it may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)

Note: Pursuant to Education Code 47634.2 and 5 CCR 11963.2, charter schools offering nonclassroom-based instruction will receive 70 percent of the level of funding to which the charter school would otherwise be entitled, unless the SBE determines that a different percentage is appropriate.

21. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)

22. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)

Note: Education Code 48907 requires charter schools to establish a written "publications code" related to students' rights to freedom of speech and of the press. These written rules and regulations must include reasonable provisions for the time, place, and manner in which free expression may take place within the charter school's jurisdiction.

23. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

24. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)

25. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

26. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)

a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.

b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

27. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding its financial records (Education Code 47604.3)

28. Annually prepare and submit financial reports to the Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:

a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)

b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)

c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)

d. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)

e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the California Department of Education. (Education Code 47605)

Sausalito Marin City School District

Agenda Item: 11.06

Date: September 26, 2013

☐ 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 Policy (BP) 0420.42 – Philosophy, Goals, Objectives and Comprehensive Plans: Charter School Renewal

Background:

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

Fiscal Impact:

Undetermined

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Philosophy, Goals, Objectives and Comprehensive Plans Charter School Renewal

The Governing Board believes that the ongoing operation of a charter school established within the district should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner. (cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.43 - Charter School Revocation)
(cf. 0500 - Accountability)

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

Submission of Renewal Petition

A charter school seeking renewal of its charter is encouraged to submit its petition for renewal to the Board sufficiently early before the term of the charter is due to expire.

The signature requirement applicable to new charter petitions is not applicable to petitions for renewal. (5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b), as listed in item #5 in the section "Criteria for Granting or Denying Renewal" below. (Education Code 47607; 5 CCR 11966.4)

Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. The Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4)

In determining whether to grant a charter renewal, the Board shall consider increases in academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607)

The Board shall deny a renewal petition only if it makes a written factual finding setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

1. The charter school presents an unsound educational program for the students enrolled in the school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
5. The charter school has failed to meet at least one of the following criteria of academic performance:
 - a. Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, both schoolwide and for all numerically significant groups of students served by the charter school as defined in Education Code 52052.
 - b. An API ranking in deciles 4-10 in the prior year or in two of the last three years.
 - c. An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years.
 - d. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school. In determining whether the charter school satisfies this criterion, the Board shall base its decision on:
 - (1) Documented clear and convincing data
 - (2) Student achievement data from assessments, including, but not limited to, the Standardized Testing and Reporting Program, for demographically similar student populations in comparison schools
 - (3) Information submitted by the charter school

Whenever the Board makes a determination based on this criterion, the Superintendent or designee shall submit copies of supporting documentation and a written summary of the basis for the Board's determination to the Superintendent of Public Instruction.
(cf. 6162.51 - Standardized Testing and Reporting Program)

- e. Qualification for an alternative accountability system pursuant to Education Code 52052(h)

Timelines for Board Action

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

If the charter school submits documentation pursuant to item #5d in the section "Criteria for Granting or Denying Renewal" above, the Board shall not grant a renewal until at least 30 days after the submission of such documentation. (Education Code 47607)

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education. (Education Code 47605, 47607.5)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992

52052 Alternative accountability system; definition of numerically significant student subgroup

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools

UNITED STATES CODE, TITLE 20

7223-7225 Charter schools

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2012

WEB SITES

Sausalito Marin City School District

Agenda Item: 11.07

Date: September 26, 2013

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

☐ Consent Agenda

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

Item: Board Policy (BP) & Exhibit (E) 0420.43 – Philosophy, Goals, Objectives and Comprehensive Plans: Charter School Revocation

Background:

Last month, this item was brought forward as a first read. This month the board is asked to approve the following policy. - Requirements for Charter Schools, this is the Charter Schools responsibilities and not that of the District.

Fiscal Impact:

Undetermined

Recommendation:

approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Philosophy, Goals, Objectives and Comprehensive Plans Charter School Revocation

The Governing Board expects any charter school it authorizes to provide a sound educational program that promotes student learning and to carry out its operations in a manner that complies with law and the terms of its charter.

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 0420.42 - Charter School Renewal)

(cf. 0500 - Accountability)

The Board may revoke a charter before the date it is due to expire whenever the Board makes a written factual finding, supported by substantial evidence, that the charter school has done any of the following: (Education Code 47607)

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter
2. Failed to meet or pursue any of the student outcomes identified in the charter
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
4. Violated any provision of law

In determining whether to revoke a charter, the Board shall consider increases in student academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607)

At least 72 hours prior to any Board meeting at which the Board will consider issuing a Notice of Violation, the Board shall provide the charter school with notice and all relevant documents related to the proposed action.

(5 CCR 11968.5.2)

(cf. 9320 - Meetings and Notices)

If the Board takes action to issue a Notice of Violation, it shall deliver the Notice of Violation to the charter school's governing body. The Notice of Violation shall identify: (Education Code 47607; 5 CCR 11965, 11968.5.2)

1. The charter school's alleged violation(s).
2. All evidence relied upon by the Board in determining that the charter school committed the alleged violation(s), including the date and duration of the alleged violation(s). The Notice shall show that each alleged violation is both material and uncured and that it occurred within a

reasonable period of time before the Notice of Violation is issued.

3. The period of time that the Board has concluded is a reasonable period of time for the charter school to remedy or refute the identified violation(s). In identifying this time period, the Board shall consider the amount of time reasonably necessary to remedy each identified violation, which may include the charter school's estimation as to the anticipated remediation time.

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit to the Board a detailed written response and supporting evidence addressing each identified violation, including the refutation, remedial action taken, or proposed remedial action. (5 CCR 11968.5.2)

Within 60 calendar days of the conclusion of the remedy period, the Board shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions: (5 CCR 11968.5.2)

1. Discontinue revocation of the charter and provide timely written notice of such action to the charter school's governing body

2. If there is substantial evidence that the charter school has failed to remedy a violation identified in the Notice of Violation or to refute a violation to the Board's satisfaction, continue revocation of the charter by issuing a Notice of Intent to Revoke to the charter school's governing body

If the Board issues a Notice of Intent to Revoke, it shall hold a public hearing concerning the revocation on the date specified in the notice, which shall be no later than 30 days after providing the notice. Within 30 calendar days after the public hearing, or within 60 calendar days if extended by written mutual agreement of the Board and the charter school, the Board shall issue a final decision to revoke or decline to revoke the charter. (Education Code 47607; 5 CCR 11968.5.2)

If the Board fails to meet the timelines specified above for issuing a Notice of Intent to Revoke or a final decision, the revocation process shall be deemed terminated. (5 CCR 11968.5.2)

Within 10 calendar days of the Board's final decision, the Superintendent or designee shall provide a copy of the final decision to the California Department of Education (CDE) and the County Board of Education. (Education Code 47604.32; 5 CCR 11968.5.2)

Severe and Imminent Threat

The procedures specified above shall not be applicable when the Board determines, in writing, that any violation under Education Code 47607 constitutes a severe and imminent threat to the health or safety of students. In such circumstances, the Board may immediately revoke the school's charter by approving and delivering a Notice of Revocation by Determination of a Severe and Imminent Threat to Pupil Health or Safety to the charter school's governing body, the

County Board, and the CDE. (Education Code 47607; 5 CCR 11968.5.3)

Appeals

In the event that the Board revokes the charter, the charter school may, within 30 days of the Board's final decision, appeal the revocation to the County Board. Either the charter school or the district may subsequently appeal the County Board's decision to the SBE. (Education Code 47607; 5 CCR 11968.5.3-11968.5.5)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992, especially:

47607 Charter renewals and revocations

52052 Numerically significant student subgroup; definition

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools, especially:

11968.5-11968.5.5 Charter revocations

COURT DECISIONS

Today's Fresh Start, Inc. v. Los Angeles County Office of Education, (2011) 197 Cal.App.4th 436

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2012

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

U.S. Department of Education: <http://www.ed.gov>

Sausalito Marin City School District

Agenda Item: 11.08

Date: September 26, 2013

- ☐ 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 Policy (BP) & Administrative Regulation (AR) 3270 – Sale and Disposal of Books, Equipment and Supplies

Background:

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

Fiscal Impact:

Undetermined

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Sale and Disposal of Books Equipment and Supplies

When any district-owned instructional materials, equipment, supplies, or other personal property becomes unusable, obsolete, or no longer needed, the Superintendent or designee shall notify the Governing Board, provide an estimated value, and recommend whether the items be sold or disposed of by one of the methods prescribed in law and administrative regulation. Upon approval by the Board, the Superintendent or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas
2. Are not aligned with the district's academic standards or course of study
3. Contain information rendered inaccurate or incomplete by new research or technologies
4. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
5. Are damaged beyond use or repair

The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

42291.5 Temporary school bus designation

42303 School bus sale to another district

60500-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32 Equipment acquired under a grant or subgrant

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

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

School Services of California, Inc.: <http://www.sscal.com>

Sale and Disposal of Books, Equipment and Supplies

The district may sell surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids.

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee.

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. Notice related to the auction shall be posted or published as described in item #1 above.

3. The district may sell the property without advertising for bids under any of the following conditions:

a. The Governing Board members attending a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value.)

b. The district sells the property to agencies of federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law (40 USC 484 renumbered 40 USC 549) and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling.

c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools.

If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping.

Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made.

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district, in which case all of the proceeds of the sale shall be available to acquire basic instructional materials, supplemental instructional materials, or technology-based materials.

Such materials also may be donated to another district, county free library, or other state institution; a United States public agency or institution; a nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing the general literacy of the people. Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Board that it agrees to make no charge to any persons to whom it gives or lends these materials.

At least 60 days before selling or donating surplus or obsolete instructional materials, the Superintendent or designee shall notify the public of the district's intention to do so through a public service announcement on a local television station, in a local newspaper, or by another means he/she believes will most effectively reach the entities described above. The Board shall also permit representatives of these entities and members of the public to address the Board regarding the distribution of these materials.

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following:

1. Mutilated so as not to be salable and sold for scrap at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the district has given notice to all persons who have filed a request for such notice

Replacement of School Buses

Upon receiving a state apportionment for the replacement of a school bus, the Board may sell the bus that is being replaced to another California school district if the following conditions are met:

1. The other district is replacing a bus that is in service and has not been designated a temporary school bus pursuant to Education Code 42291.5.
2. The bus being replaced by the other district is older than the bus that is being sold by this district.
3. The bus being replaced by the other district is not sold to a third school district.
4. The other district, by Board resolution, holds the state and this district harmless for any liability that may result from the bus that this district is selling.
5. The proceeds from the sale of the bus shall be used by this district for home-to-school

transportation purposes.

6. Before the sale is finalized, the bus being sold is in compliance with all relevant provisions of the Vehicle Code and Title 13 of the California Code of Regulations.

Sausalito Marin City School District

Agenda Item: 11.09

Date: September 26, 2013

☐ 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 Policy (BP) & Administrative Regulation (AR) 3280 – Sale or Lease of District-Owned Real Property

Background:

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

Fiscal Impact

Undetermined

Recommendation:

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

Sale or lease of District-Owned Real Property

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space and the effective delivery of instruction.

Note: Education Code 17455 authorizes the lease, for up to 99 years, or sale of any surplus district real property and personal property located upon that real property. When the district is selling any property or leasing it with an option to purchase, Education Code 17464 and Government Code 54222 list the public entities that have priority and the types of notice that the district must provide such entities before disposing of the property. Under certain circumstances, districts may also need to comply with Education Code 17485-17500 (the Naylor Act), which require the granting of priority to public agencies when disposing of any district property that includes a playground, playing field, or land with an outdoor recreational purpose. Pursuant to Education Code 17458, the district may, under certain conditions, grant priority to licensed child care providers or, pursuant to Education Code 17230, for less than fair market value to public entities for recreational purposes.

Note: When proposing the sale or lease of surplus property, the district must also comply with the California Environmental Quality Act, Public Resources Code 21000-21177.

Upon determination that district property is no longer needed or may not be needed until some future time, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in law, including, but not limited to, Education Code 17230, 17464, 17485-17500, and Government Code 54222.

Note: Prior to the sale or lease of property, Education Code 17388 requires the Governing Board to appoint a district advisory committee to advise the Board regarding the disposition of the property. See the accompanying administrative regulation for details about the membership and duties of this committee. Pursuant to Education Code 17387, this committee is not required for leases or rentals of a district facility to a private school for the purpose of offering summer school. Districts that wish to establish the committee to allow greater opportunity for community input before the Board's decision to sell or lease property has been made should modify the following paragraph accordingly.

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regular, open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered.

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists.

The Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it in accordance with Education Code 17470.

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law.

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477.

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids.

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms

and conditions of the contract.

Use of Proceeds

Note: Education Code 17462 requires the district to use the proceeds derived from the sale or lease of property for capital outlay or maintenance. However, proceeds from the sale or lease with an option to purchase may be deposited in the district's general fund when the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements. Thus, districts may not apply to the state for new construction or modernization funding during that time period unless certain conditions specified in Education Code 17462 are satisfied.

Note: In addition, Education Code 17462 requires that proceeds be used for one-time expenditures and prohibits the use for ongoing expenditures. 2 CCR 1700 defines "ongoing expenditures" as costs paid by a district's general or special fund in support of salaries. However, 2 CCR 1700 creates an exception and authorizes the use of such proceeds, if approved by the SAB, for one-time funding to reduce a district's unfunded liability for other postemployment benefits (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other non-pension benefits for retired employees). For information about prefunding OPEBs and reporting the district's liability for OPEBs, see BP 3100 - Budget and AR 3460 - Financial Reports and Accountability.

The Superintendent or designee shall ensure that proceeds from the sale or lease with an option to purchase of district surplus property are used in accordance with law.

Note: As amended by SB 70 (Ch. 7, Statutes of 2011), Education Code 17463.7 authorizes districts, until January 1, 2014, to use the proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose. Districts that choose to exercise the authority will be ineligible for hardship funding from the SAB for five years after the proceeds are deposited.

Note: Prior to exercising this authority, Education Code 17463.7 requires the Board to adopt a plan for expending the resources and to make specific certifications to the SAB, as specified below. Education Code 17463.7 contains additional requirements applicable

to the sale of property purchased with proceeds from a local general obligation bond or revenue from developer fees.

Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). Prior to exercising this authority, the Board shall certify to the State Allocation Board that:

1. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.
2. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.
3. The real property is not suitable to meet projected school construction needs for the next 10 years.

Prior to exercising this authority, the Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district.

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, especially:

17463.7 Proceeds for general fund purposes

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, September 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, May 2008

WEB SITES

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

California Department of Education, School Facilities Planning Division:
<http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Sale or lease of District-Owned Real Property

The district advisory committee on use or disposition of surplus school buildings or space shall consist of 7-11 members representative of each of the following: (Education Code 17389)

1. The district's ethnic, age group, and socioeconomic composition
2. The business community, such as store owners, managers, or supervisors
3. Landowners or renters, with preference to representatives of neighborhood associations
4. Teachers
5. Administrators
6. Parents/guardians of students
7. Persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to, knowledge of the zoning and other land use restrictions of the cities and counties in which the surplus property is located

This committee shall:

1. Review projected school enrollment and other data to determine the amount of surplus space and real property
2. Establish and circulate throughout the attendance area a priority list for use of surplus space and real property that will be acceptable to the community
3. Hold hearings, with community input, on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes
4. Make a final determination of limits of tolerance of use of space and real property
5. Send the Governing Board a report recommending uses of surplus space and real property

Note: Pursuant to Government Code 54952, open meeting laws (the Brown Act) apply to a committee created by formal action of the Board, regardless of whether that body is permanent or temporary, decision making, or advisory. Thus, because Education Code 17388 specifies that the district advisory committee is appointed by the Board, meetings

of that committee are subject to the Brown Act. See AR 1220 - Citizen Advisory Committees and BB 9130 - Board Committees.

The district advisory committee shall comply with open meeting requirements of the Brown Act. (Government Code 54952)