

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

**ATTENDANCE**

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

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

**CLOSED SESSION**

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

**RECONVENE TO OPEN SESSION**

Open session reconvened at 6:04p.m.

**Report Out from Closed Session**

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

**Pledge of Allegiance**

Trustee Barrow led the Pledge of Allegiance.

**BOARD COMMUNICATIONS**

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

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

**Superintendent's Report – Steve Van Zant**

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

**Principal's Report – Daniel Norbutas**

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

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

**Willow Creek Academy**

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

### **Proposed Field Trip Report – Jan McDougal**

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

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

No action was taken on this proposal.

### **Marin Promise Partnership**

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

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

### **Willow Creek Academy Proposition 39 Request**

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

### **Construction Update**

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

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

### **Budget update**

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

### **Memorandum of Understanding with Larkspur Corte Madera School District**

Shared Services Agreement for:

1. Administrative Student Placement

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

2. Technology Services/Professional Development

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

3. Director of Special Education

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

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

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

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

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

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

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

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

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

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

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

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

**Change Orders**

Change Order – MLK Electrical #1

Change Order – MLK Modular #2

Change Order – MLK Civil Improvement #1

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

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

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

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

**Newmeyer/Thornton/ All to approve all three change orders**

**CONSENT AGENDA**

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

Field trips

Payment of warrants Batches 20-23

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

**POLICY DEVELOPMENT**

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

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

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


Board Policy and Administrative Regulations 0500 – Accountability – first Read

These policies were brought to the board for their review.

**ADJOURNMENT**

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

 2/11/14  
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Signature/Date

  
\_\_\_\_\_  
Title