



## SAUSALITO MARIN CITY SCHOOL DISTRICT

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

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

**Tuesday, May 13, 2014**

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

**I. OPEN SESSION – Call to Order**

**II. CLOSED SESSION – AGENDA**

1. With respect to every item of business to be discussed pursuant to GC Section 54957:  
Public Employees – Discipline/Dismissal/Release

**OPEN SESSION AGENDA**

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

**PLEDGE OF ALLEGIANCE**

**1. AGENDA REORGANIZATION/APPROVAL**

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

**2. BOARD COMMUNICATIONS**

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

**3. CORRESPONDENCE**

- 3.01** School Activity Calendars, Schedules and Events

**4. REPORTS**

- 4.01** SMCTA Report  
**4.02** CSEA Report  
**4.03** Director of Maintenance  
**4.04** Superintendent's Report

- 4.05 Principal's Report
- 4.06 Willow Creek Academy
- 4.07 Physical Education – Andrew Anstead

## 5. ORAL COMMUNICATIONS

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

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

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

## 6. GENERAL FUNCTIONS

- 6.01 Consent agenda: \*6.02, \*6.04, \*9.01,\*10.01
- \*6.02 Approval of Minutes of Board Meeting of April 8, 2014.
- 6.03 Resolution 698, Requesting Election Services by the Marin County Elections Department – Action
- \*6.04 Quarterly Report: Williams Uniform Complaints Act
- 6.05 Agreement with Dannis Woliver Kelley for 2014-2015 legal services - Action
- 6.06 Summer School Facilities Use Requests – Hannah CDF Freedom School and Aim High - Action

## 7. PUPIL SERVICES

## 8. PERSONNEL

- 8.01 Resolution 699 – Non-Reemployment of Certificated Employees - Action

## 9. FINANCIAL & BUSINESS

- \*9.01 Payment of Warrants – Batches 44-47
- 9.02 Resolution 700 – Education Protection Account Expenditure Plan - Action
- 9.03 Change Order #2 - Action
- 9.04 Change Order #3 – Action
- 9.05 Notice of Completion Filings - Action

## 10. CURRICULUM AND INSTRUCTION

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

## 11. POLICY DEVELOPMENT

- 11.01 Board Bylaw (BB) 9230 – Orientation – Action
- 11.02 Board Bylaw (BB) 9240 – Board Development – Action
- 11.03 Board Bylaw (BB) 9250 – Remuneration, Reimbursement & Other Benefits – Action
- 11.04 Board Bylaw (BB) 9260 – Legal Protection – Action

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



- 11.05 Board Bylaw (BB) 9270 – Conflict of Interest – Action
- 11.06 Board Bylaw (BB) 9321 – Closed Session – First Read
- 11.07 Board Policy (BB) 9321.1 – Closed Session – Actions and Reports – First Read
- 11.08 Board Policy (BB) 9322 – Agenda Materials - First Read
- 11.09 Board Policy (BB) 9323 – Meeting Conduct - First Read
- 11.10 Board Policy (BB) 9323.2 – Actions of the Board - First Read
- 11.11 Board Policy (BB) 9324 – Minutes and Recordings - First Read

## **12. BOARD REQUESTS**

## **13. FUTURE MEETING**

The next Regular Meeting of the Board of Trustees will be on Tuesday, June 10, 2014, in the Bayside/Martin Luther King School Library

## **14. ADJOURNMENT**

\*Consent Agenda Items

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

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

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
BOARD MEETING MINUTES  
April 8, 2014**

**ATTENDANCE**

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

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

**CLOSED SESSION**

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

**RECONVENE TO OPEN SESSION**

Open session reconvened at 6:01 p.m.

**Report Out from Closed Session**

Trustee Ziegler announced that no action was taken in closed session.

**PLEDGE OF ALLEGIANCE**

Trustee Thornton led the Pledge of Allegiance.

The agenda order was approved.

**BOARD COMMUNICATIONS**

Trustee Thornton said that she went to the California Association of African American Superintendents and Administrators meeting in Sacramento. Thank you for allowing me to go – this is a useful gathering and not confined to the concerns of African American students, she said. She urged other board members to consider attending this event next year.

Trustees Barrow and Thornton met with managers at the Marin Community Foundation for an update on the agency's grant allocation process and to discuss the possibility of longer term, sustained grants; they expect MCF to reach a decision regarding grants to the district by June 2014. MCF is pleased that we are working with Willow Creek Academy to come up with an equitable way to spend district money, they reported.

Trustees Newmeyer and Ziegler went to a fundraising event for Bridge the Gap and were very impressed with the turnout and enthusiasm of the community.

**CSEA Report**

Julius Holtzclaw said the chapter recently elected new officials and that Jeff McNaughton is now president of the chapter and will represent the classified employees.

**Maintenance Report**

Alan Rothkop, the new director of maintenance and operations, said that during the summer break, two neighbors of Willow Creek Academy will undertake the cutting of some trees in the area at their own cost.

He informed the board that the donated bike racks are being stored for the time being. We received a bid to install them at a cost of \$8500, but I think that we can install them ourselves, he said. Trustee Thornton said she would talk to the Rotary Club and see if they can help out.

#### **Superintendent's Report**

Superintendent Van Zant said all eighth graders are on track to graduate and move onto high school next year. I am talking to the Hannah Project regarding its summer program for our students and I think we have identified a source of funding so that it can go forward. With Aim High, another summer program for our older students, the funding is not yet certain, he said.

We have received a proposed Memorandum of Understanding from the Marin City Community Services District regarding the ball field, he reported.

All three teachers who currently have single-subject credentials but need a multiple- subject one for the middle school environment, have met with the superintendent and laid out a plan to make it happen in the 2015-2016 school year.

Susan Cassidy presented the work of her fifth graders, and showed bridges which the students had built using paper, cardboard and plastic for her class on structures.

#### **Principal's Report**

Principal Daniel Norbutas said a 7<sup>th</sup> grader from Willow Creek Academy transferred to Bayside Martin Luther King Jr. Academy this week. He has met with all 8<sup>th</sup> graders to review the requirement for participating in graduation.

The school hosted a visit from the Tomales School, another school participating in the Marin Community Foundation K-3 grant. They were impressed with our student and teachers, he reported. We are having another family fun night this week with an emphasis on writing.

The Smarter Balance Assessment will take place in May. This first round of testing will not be graded, he said.

#### **ORAL COMMUNICATIONS**

Fran Nelson, the school librarian, said the merger of Bayside and Martin Luther King Jr. Academy has worked out beyond her wildest expectations. She said that the camaraderie among the staff has been great this year, and she would like to see the Spanish and Art program continue with other sources of funding, if the grant for those programs will no longer be available.

Rocio Novoa, a parent, said: I have three children at Bayside MLK. I want to acknowledge the work that Daniel Norbutas is doing for the school. Two years ago I did not want my kids at this school. But I heard good things about MLK and moved them here. I want to thank Ms. McDougal for all her hard work, it means a lot to me. Ms. Franz, you are awesome. I appreciate the time you take to communicate with me about my children. Thank you Julius, the kids really need you. I am a single parent so it's hard for me to make sure that my kids are doing all their work. I appreciate that the staff let me know what is happening with them at school.

Hennessey Knoop, a parent, expressed her support for Principal Norbutas's work. She said that she had reached out to the Marin Community Foundation and encouraged everyone to speak to them about grants to the district.

Alma Lucas, a parent, said I have one student at MLK and two at WCA. I don't like how this process is going. We are not happy with a lot of the things that you did. I want to tell you one word that I learned a long time ago, it is "integrity." Do the right thing, even if nobody is watching. A lot of the kids in Marin City do not have a parent to watch over them; they are outside at 10.30 at night. I saw Mr. Norbutas play with those kids. Now you have decided that you want him out. We are going to see what we can do.

Neil Hammari, a parent, said: I have two children at Bayside MLK. My kids really appreciate Spanish and Art. You have to keep the foreign language option and art classes, because they help students in mathematics.

Three Bayside Martin Luther King Jr. Academy students, Jackie, Remmy and Caroline, spoke as a team. They thanked Ms. McDougal for helping them with algebra and said that Mr. Norbutas had connected with them, unlike principals they had in the past.

#### **CONSENT AGENDA**

##### **Roll Call Thornton/Newmeyer /All to approve the following items:**

Minutes of Board Meeting of March 11, 2014

Minutes of District Financing Corporation Meeting of March 11, 2014

Payment of Warrants – Batches 40-43

##### **Master Agreement with Cypress School**

Superintendent Van Zant said that we have two children who go to this non-public school and it costs us more than \$100K a year. We would like to have a program that allows us to offer these resources in house. Trustee Barrow asked if the district could solicit help from the Marin Community Foundation for support in this area.

##### **Thornton/ Van Alst/ All to approve the Master Agreement with Cypress School**

##### **Field Trips**

Newmeyer/ Barrow/All to approve the field trips on the agenda with the addition of a walking field trip to the Hannah Gallery in Marin City.

#### **POLICY DEVELOPMENT**

##### **Roll Call Van Alst/Barrow /All to approve the following Board Bylaws:**

Board Bylaw (BB) 9200 – Limits on Board Authority

Board Bylaw (BB) 9222 – Resignation

Board Bylaw (BB) 9223 - Filling Vacancies

Board Bylaw (BB) 9224 – Oath or Affirmation

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

Board Bylaw (BB) 9230 – Orientation



Board Bylaw (BB) 9240 – Board Development  
Board Bylaw (BB) 9250 – Remuneration, Reimbursement & Other Benefits  
Board Bylaw (BB) 9260 – Legal Protection  
Board Bylaw (BB) 9270 – Conflict of Interest

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## **BOARD REQUESTS**

Trustee Thornton: Statistics regarding truancy, absentees and transfers. The timeline for letting parents know that their student is in jeopardy of being retained.

Trustee Barrow: next step in developing budget and fundraising.

Trustee Van Alst: enrollment data; how many Kindergarteners are returning next year.

## **ADJOURNMENT**

Thornton/Van Alst /All to adjourn the meeting at 7:20 p.m.

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Signature/Date

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Title

RESOLUTION NO. 698

RESOLUTION OF THE GOVERNING BODY OF THE

Sausalito Marin City School District

PROPOSING AN ELECTION BE HELD IN ITS JURISDICTION;  
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY  
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING  
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT

WHEREAS, it is the determination of said governing body that the Uniform District Election to be held on the 4<sup>th</sup> day of November, 2014, at which election the issue to be presented to the voters shall be:

To elect members to the Board of Directors:

Number of Regular Term Positions (4 year) 3

Number of Short Term Positions (2 year) 0

Payment for the publication of a candidate's statement of qualification is the responsibility of the: candidates

(District or candidate)

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day;
- 2) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

PASSED AND ADOPTED this 13<sup>th</sup> day of May, 2014 by the following vote, to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
PRESIDENT, BOARD OF TRUSTEES

ATTEST: \_\_\_\_\_  
Secretary

**Valenzuela/CAHSEE Lawsuit Settlement**  
**Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186(d)]

District: Sausalito Marin City

Person completing this form: Steve Van Zant Title: Superintendent

Quarterly Report Submission Date:

☐ July 2013  
☐ October 2013  
☐ January 2014  
☒ April 2014

Date for information to be reported publicly at governing board meeting May 13, 2014


Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
CAHSEE Intensive Instruction and Services			
<b>TOTALS</b>			

Steve Van Zant

Print Name of District Superintendent

  
 Signature of District Superintendent

05/13/14

Date

**Sausalito Marin City School District**

**Agenda Item:** 6.05

**Date:** May 13, 2014

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

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

**Item:** Professional Services Agreement with Dannis Woliver Kelley for 2014-2015

**Background:**

This contract continues the District's agreement with the law firm of Dannis Woliver Kelley to provide legal services for the next school year. The rates charged to our District will remain unchanged.

**Fiscal Impact:**

Undetermined

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



## **AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement is made and entered into this 1st day of July, 2014, by and between the Sausalito Marin City School District, hereinafter referred to as District, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney.

In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

District appoints Attorney to represent, advise, and counsel it from July 1, 2014, through and including June 30, 2015, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of Board action approving this Agreement are hereby ratified by said Board approval. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, perform the obligations it has agreed to perform under this Agreement and pay Attorney bills in a timely manner.

Except as hereinafter provided, District agrees to pay Attorney two hundred twenty-five dollars (\$225) to three hundred dollars (\$300) per hour for shareholders, special counsel and of counsel; one hundred eighty-five dollars (\$185) to two hundred twenty-five dollars (\$225) per hour for associates; and one hundred twenty dollars (\$120) to one hundred forty dollars (\$140) per hour for paralegals and law clerks. The hourly rate for Gregory Dannis will be three hundred twenty five dollars (\$325). Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services provided. Substantive communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of one-tenth (.1) of an hour, except for the first such advice in any business day, which is charged in a minimum of three-tenths (.3) of an hour. In the course of travel it may be necessary for Attorney to work for and bill other clients while in transit. If, during the course of representation of District, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, District shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the parties.

Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects or particular scopes of work.

District further agrees to reimburse Attorney for actual and necessary expenses and costs with respect to providing the above services, including support services such as copying costs, express postage, and facsimile transmittals. District agrees that such actual and necessary expenses may vary according to special circumstances necessitated by request of District or emergency conditions which occasionally arise.

District further agrees to pay for major costs and expenses by paying third parties directly including, but not limited to, costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrators' fees, court reporters' fees, jury fees, witness fees, investigation expenses, consultants' fees, and expert witness fees. Upon mutual consent of District and Attorney, Attorney may pay for such costs and expenses and District shall advance costs and expenses to Attorney.

Attorney shall send District a statement for fees and costs incurred every calendar month. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. District shall pay Attorney's statements within thirty (30) days after each statement's date. Upon District office's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request.

It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

Because Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs and other educational entities, conflicts of interest may arise in the course of Attorney's representation. Because Attorney does not represent many private entities or non-school public entities, Attorney will encounter fewer conflicts of interest than the District would encounter with law firms that represent those types of entities. If Attorney becomes aware of any potential or actual conflicts of interest, Attorney will inform the District of the conflict and comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

District or Attorney may terminate this Agreement by giving thirty (30) days written notice of termination to the other party.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

SAUSALITO MARIN CITY SCHOOL DISTRICT

\_\_\_\_\_  
Steve Van Zant  
Superintendent

\_\_\_\_\_  
Date

DANNIS WOLIVER KELLEY

\_\_\_\_\_  
Mark W. Kelley  
Attorney at Law

5/2/2014  
Date

At its public meeting of \_\_\_\_\_, 2014, the Board approved this Agreement and authorized the Board president, Superintendent or Designee to execute this Agreement.

**Sausalito Marin City School District**

**Agenda Item:** 6.06

**Date:** May 13, 2014

☐ Correspondence

☒ Consent Agenda

☐ Reports

☐ General Functions

☐ Pupil Services

☐ Personnel Services

☐ Financial & Business Procedures

☐ Curriculum and Instruction

☐ Policy Development

**Item Requires Board Action:** ☒

**Item is for Information Only:** ☐

**Item:** Facilities Use Agreement with the Hannah CDF Freedom School and Aim High

**Background:**

As in past years, the two non-profit organizations The Hannah Project and Aim High, have requested the use of our facilities so that they can offer summer school options to our students in the elementary and middle school grades. This is a good opportunity for our students to continue their academic work as well as participate in supervised sports activities during the summer months.

**Fiscal Impact:**

Undetermined

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

# Sausalito Marin City School District

200 Phillips Drive, Marin City, CA 94965 District Office-Phone:(415)332-3190 Fax:(415)332-9643

## Application for School Facilities Use

Application Date: May 5, 2014 Facilities Requested: Bayside Elementary School ☐

Name of Applicant: Bettie Hodges Building or Grounds: Multi-Purpose Room ☐

Address of Applicant: 170 Donahue Street Room #: \_\_\_\_\_

Representative Phone #'s: Day 4158879740 Night 4155772901

Date of Use: July 16, 2014 ( Will need Ending Date: September 25, 2014 Estimated Attendance: 50

Hours of Use: 8:00 am - 4:00 E-mail Address: bettie@hannahprograms.org

### Declaration of Applicant:

1. Nature or type of intended use: Summer School ( Hannah CDF Freedom School)
2. Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations or other receipts estimated in the amount of \$ 60,000. If no receipts are anticipated for these activities, Check here ☐
3. Receipts set forth in item 2 will be used for: staff, supplies, field trips, special instructors, parent meetings, books
4. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment or grounds occurring through the occupancy or use of the said building/or grounds by the applicant, normal wear and tear expected.
5. If extra charge "clean up" work is required by the usage, it is agreed upon the using organization will pay for the custodial time even though this charge may not appear on the statement of charges.
6. I hereby certify that I have received and read the rules, regulations, conditions and terms which I and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and the laws of California and to all other rules and regulations of the Board of Education and its authorized agents which may be communicated to the applicant.
7. Cancellations must be made no less than 48 hours prior to the date of use. It is agreed that in the event this permit is not cancelled by the applicant within the specified time frame, no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of the school facilities.
8. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.
9. The undersigned states that to the best of his knowledge the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish to overthrow the government of the United States by force, violence or other unlawful means and that to the best of his/her knowledge it is not a communist action organization required by law to be registered with the Attorney General of the United States.

### HOLD HARMLESS & INDEMNIFICATION AGREEMENT

THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE SAUSALITO MARIN CITY SCHOOL DISTRICT, AGENT AND EMPLOYEES, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE HOWEVER CAUSED, THAT MAY ARISE FROM OR BE ALLEGED TO BE CAUSED BY THE UNDERSIGNED'S USE OF DISTRICT FACILITIES, FURNITURE OR EQUIPMENT. THE UNDERSIGNED FURTHER AGREES TO PROVIDE TO THE DISTRICT, DISTRICT AS ADDITIONAL INSURED.

Bettie Hodges 5 May 2014  
Signature of Representative Date

\_\_\_\_\_  
Signature of Site Administrator Date

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# Sausalito Marin City School District

## STATEMENT OF THE INFORMATION

Exhibit 1330-Version Feb. 11, 2010

The undersigned, as duly authorized representative for The Hannah CDF Freedom School, states that, to the best of his/her knowledge, the school property for of which application is hereby made will not be used for the commission of any crime or act which is prohibited by law.

The undersigned further declares that The Hannah Project Partnershi, the organization on whose behalf he/she is applying for the use of school property upholds and defends the Constitution of the United States and of California.

Signed By Jason Hoge Date 5 May 2014 Organization Name (if applicable) THE - HANNAH PROJECT PARTNERSHIP

### **Board Policy 1330-Use of School Facilities-adopted February 11, 2010**

The Board of Trustees recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

(cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities

2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

#### **Fees**

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. In accordance with Education Code 38134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils. Other groups, including nonprofit groups not organized to promote youth and school activities or for-profit groups that request the use of school facilities under the Civic Center Act, shall be charged at least direct costs.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

**All legal references to this policy available upon request.**

**FAILURE TO COMPLY WITH THE ABOVE MENTIOND TERMS WILL BE CAUSE TO DENY USE.**

### **DISTRICT OFFICE USE ONLY**

1. TERMS-Estimated fee payable with application. Additional fees will be billed within 30 days after the event.

2. PAYMENTS-Payable to the SAUSALITO MARIN CITY SCHOOL DISTRICT

3. INSURANCE- Received: ☐ YES ☐ NO

4. Application Fee \$ \_\_\_\_\_

5. Usage Fee \$ \_\_\_\_\_ Hours/Days of use @ usage rate: \_\_\_\_\_

6. Balance Due \$ \_\_\_\_\_

7. Control # \_\_\_\_\_ Key issued: ☐ YES ☐ NO

Authorization for Custodial Services ☐ YES ☐ NO \$250 cleaning deposit received: ☐ YES ☐ NO

Other services Needed: ☐ YES ☐ NO Describe: \_\_\_\_\_

# Sausalito Marin City School District

200 Phillips Drive, Marin City, CA 94965 District Office-Phone:(415)332-3190 Fax:(415)332-9643

## Application for School Facilities Use

Application Date: 5/1/14 Facilities Requested: MLK/Bayside  
Name of Applicant: Am High for High School Building or Grounds: MLK Classrms, Multi, Yard  
Address of Applicant: 2030 Harrison St. SF CA 94110 Room #: \_\_\_\_\_  
Representative Phone #'s: Day 415 551 2311 Night 415 897 3798  
Date of Use: 6/23/14 Ending Date: 8/1/14 Estimated Attendance: 90  
Hours of Use: 7am to 5pm E-mail Address: mreno@amhigh-os

### Declaration of Applicant:

1. Nature or type of intended use: Tuition-Free Summer School Program
2. Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations or other receipts estimated in the amount of \$ 0. If no receipts are anticipated for these activities, Check here ☒
3. Receipts set forth in item 2 will be used for: \_\_\_\_\_
4. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment or grounds occurring through the occupancy or use of the said building/or grounds by the applicant, normal wear and tear expected.
5. If extra charge "clean up" work is required by the usage, it is agreed upon the using organization will pay for the custodial time even though this charge may not appear on the statement of charges.
6. I hereby certify that I have received and read the rules, regulations, conditions and terms which I and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and the laws of California and to all other rules and regulations of the Board of Education and its authorized agents which may be communicated to the applicant.
7. Cancellations must be made no less than 48 hours prior to the date of use. It is agreed that in the event this permit is not cancelled by the applicant within the specified time frame, no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of the school facilities.
8. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.
9. The undersigned states that to the best of his knowledge the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish to overthrow the government of the United States by force, violence or other unlawful means and that to the best of his/her knowledge it is not a communist action organization required by law to be registered with the Attorney General of the United States.

### HOLD HARMLESS & INDEMNIFICATION AGREEMENT

THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE SAUSALITO MARIN CITY SCHOOL DISTRICT, AGENT AND EMPLOYEES, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE HOWEVER CAUSED, THAT MAY ARISE FROM OR BE ALLEGED TO BE CAUSED BY THE UNDERSIGNED'S USE OF DISTRICT FACILITIES, FURNITURE OR EQUIPMENT. THE UNDERSIGNED FURTHER AGREES TO PROVIDE TO THE DISTRICT, DISTRICT AS ADDITIONAL INSURED.

Signature of Representative

Date

Signature of Site Administrator

Date

# Sausalito Marin City School District

## STATEMENT OF THE INFORMATION

Exhibit 1330-Version Feb. 11, 2010

The undersigned, as duly authorized representative for Arm High for High School, states that, to the best of his/her knowledge, the school property for of which application is hereby made will not be used for the commission of any crime or act which is prohibited by law.

The undersigned further declares that Arm High for High School, the organization on whose behalf he/she is applying for the use of school property upholds and defends the Constitution of the United States and of California.

Signed By Mark R. O.

Date 5/6/14

Organization Name (if applicable) Arm High

### Board Policy 1330-Use of School Facilities-adopted February 11, 2010

The Board of Trustees recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

(cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary (cf. 0450 - Comprehensive School Safety Plan)
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work (cf. 3516 - Emergencies and Disaster Preparedness Plan)

#### Fees

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. In accordance with Education Code 38134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils. Other groups, including nonprofit groups not organized to promote youth and school activities or for-profit groups that request the use of school facilities under the Civic Center Act, shall be charged at least direct costs.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

All legal references to this policy available upon request.

**FAILURE TO COMPLY WITH THE ABOVE MENTIOND TERMS WILL BE CAUSE TO DENY USE.**

### DISTRICT OFFICE USE ONLY

1. TERMS-Estimated fee payable with application. Additional fees will be billed within 30 days after the event.

2. PAYMENTS-Payable to the SAUSALITO MARIN CITY SCHOOL DISTRICT

3. INSURANCE- Received: ☐ YES ☐ NO

4. Application Fee \$ \_\_\_\_\_

5. Usage Fee \$ \_\_\_\_\_ Hours/Days of use @ usage rate: \_\_\_\_\_

6. Balance Due \$ \_\_\_\_\_

7. Control # \_\_\_\_\_

Key issued: ☐ YES ☐ NO

Authorization for Custodial Services ☐ YES ☐ NO

\$250 cleaning deposit received: ☐ YES ☐ NO

Other services Needed: ☐ YES ☐ NO Describe: \_\_\_\_\_

Sausalito Marin City School District School District

**Agenda Item:** 8.01

**Date:** May 13, 2014

\_\_\_\_\_ Correspondence

\_\_\_\_\_ Consent Agenda

\_\_\_\_\_ Reports

\_\_\_\_\_ General Functions

\_\_\_\_\_ Pupil Services

  X   Personnel Services

\_\_\_\_\_ Financial & Business Procedures

\_\_\_\_\_ Curriculum and Instruction

\_\_\_\_\_ Policy Development

**Item Requires Board Action:**   X  

**Item is for Information Only:** \_\_\_\_\_

**Item:** Resolution 699 – Resolution Regarding Non-Reemployment of Certificated Employees

**Background:**

During the March 11, 2014 Board Meeting, the Board adopted Resolution 696 to reduce Certificated staffing by two Full Time Equivalent positions. A preliminary notice was given to the affected employees before March 15, 2014. This resolution will authorize the Superintendent to give a final notice of non-reemployment to the two certificated employees, to become effective on June 30, 2014.

**Fiscal Impact:**

Approximately \$160,000. Other adjustments in staffing in other areas will result in more revenue retention.

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



Sausalito Marin City School District  
County of Marin, State of California

Resolution No. 699  
*Resolution Regarding Non-Reemployment of Certificated Employees*

**WHEREAS**, on March 11, 2014, the Board of Trustees of the Sausalito Marin City School District adopted Resolution No. 696 to decrease certificated staff due to a reduction or elimination in particular kinds of services; and

**WHEREAS**, notice of non-reemployment was given to the affected employees on or before March 15, 2014; and

**WHEREAS**, the affected employees waived their right to a hearing; and

**WHEREAS**, it was determined that two full-time equivalent services of the District be reduced and an equivalent number of certificated staff be non-reemployed for the ensuing 2014-2015 school year.

**NOW, THEREFORE, BE IT RESOLVED** that the employees listed below shall be non-reemployed, or their work year/work day reduced, effective for the 2014-2015 school year. This action shall be effective on June 30, 2014:

Scott Haddad	<u>1.0 FTE</u>
Julia Lieberman	<u>1.0 FTE</u>

**BE IT FURTHER RESOLVED** that the District Superintendent or designee is hereby authorized to give notice on behalf of this Board as required by Education Code §44949 and §44955 to the above-named employees.

**PASSED AND ADOPTED** on May 13, 2014, by the Board of Trustees of the Sausalito Marin City School District, by the following vote, to wit;

Ayes:

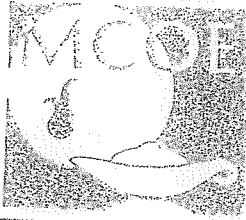
Noes:

Abstain:

I, Steve Van Zant, hereby certify that the foregoing is a true and correct copy of Resolution No. 699 of the Board of Trustees the Sausalito Marin City School District of Marin County adopted by said Board of Trustees at its meeting of May 13, 2014.

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Secretary to the Board



# 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 4/7/14

District Name SAUSALITO MARIN CITY

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 28,238.29.

FUND NUMBER	BATCH NUMBER	AMOUNT
<u>01</u>	<u>44</u>	<u>28,238.29</u>

Authorized Signature

Paula Rigney

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0044 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y	OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20051666	070329/	AT&T CALNET 2				
	PO-140001	1.	01-0000-0-5970.00-0000-2700-700-000-000	4/14		348.80
			WARRANT TOTAL			\$348.80
20051667	070513/	BOYS AND GIRLS CLUB				
	PO-140028	1.	01-6010-0-5840.00-1110-1010-101-000-000	SMCSD 04-2014		7,084.00
		2.	01-9479-0-5840.00-1110-1010-101-000-000	SMCSD 4-2014		6,821.00
			WARRANT TOTAL			\$13,905.00
20051668	070711/	BRIGHT PATH THERAPISTS				
	PO-140106	1.	01-6500-0-5835.00-5770-1182-700-000-000	2156		2,295.00
			WARRANT TOTAL			\$2,295.00
20051669	002043/	CAMBIUM LEARNING INC				
	PO-140074	1.	01-3010-0-5240.00-1110-1010-700-000-000	1174279, 1105696		808.58
			WARRANT TOTAL			\$808.58
20051670	002547/	DISCOVERY OFFICE SYSTEMS				
	PO-140051	1.	01-0000-0-5605.00-0000-7200-725-000-000	3/13		77.09
		2.	01-0000-0-5605.00-1110-1010-100-000-000	3/14		200.00
		3.	01-0000-0-5605.00-1110-1010-101-000-000	3/14		94.78
			WARRANT TOTAL			\$371.87
20051671	070823/	MAKING A DIFFERENCE CONSULTING				
	PO-140125	1.	01-9472-0-5849.00-1110-1010-100-000-111	301		2,197.93
			WARRANT TOTAL			\$2,197.93
20051672	070447/	MAXIM HEALTHCARE SERVICES				
	PO-140026	1.	01-6500-0-5835.00-5770-1182-700-000-000	2318870084		2,517.50
			WARRANT TOTAL			\$2,517.50
20051673	000058/	P G & E CO				
	PO-140000	1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 4/14/14		51.86
			WARRANT TOTAL			\$51.86
20051674	070222/	PROTECTION ONE				
	PO-140004	1.	01-0000-0-5840.00-0000-8300-100-000-000	4/14		72.38

COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 04/09/2014

Printed: 04/09/2014 08:26:28





DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0045 GENERAL FUND

FUND : 01 GENERAL FUND

ANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20053312	070374/	ANOVA INC.													
		PO-140142	1.	01		6500-0-5833.00-5750-1185-700-000-000							49820		4,179.00
						WARRANT TOTAL									\$4,179.00
20053313	000192/	AT&T													
		PO-140002	1.	01		0000-0-5970.00-0000-2700-000-000-000							234 343 6954 760 3		1,034.06
						WARRANT TOTAL									\$1,034.06
20053314	070358/	AT&T													
		PO-140003	1.	01		0000-0-5970.00-0000-7200-700-000-000							3/14		174.24
						WARRANT TOTAL									\$174.24
20053315	070329/	AT&T CALNET 2													
		PO-140001	1.	01		0000-0-5970.00-0000-2700-700-000-000							4/14		488.16
						WARRANT TOTAL									\$488.16
20053316	070849/	SHENAZ AZAM													
		PV-140509		01		9472-0-5840.00-1110-2495-100-000-000							Extra Duty		90.00
						WARRANT TOTAL									\$90.00
20053317	070730/	MAHEALANI BERNES													
		PV-140513		01		9472-0-5840.00-1110-2495-100-000-000							Extra Duty		90.00
						WARRANT TOTAL									\$90.00
20053318	070845/	CAMBRIDGE UNIVERSITY PRESS													
		PO-140163	1.	01		3010-0-4300.00-1110-1010-700-000-000							46854835		169.19
						WARRANT TOTAL									\$169.19
20053319	002004/	SUSAN CASSIDY													
		PV-140489		01		3010-0-5240.00-1110-1010-700-000-000							Workshop - Cassidy & Banks		1,500.00
						WARRANT TOTAL									\$1,500.00
20053320	070308/	CDW-G													
		PO-140162	2.	01		7090-0-4300.00-1110-1010-000-000-111							KX52224, KW77367		23,956.06
			1.	01		7405-0-4300.00-1110-1010-700-000-000							KX52224, KW77367		12,000.00
						WARRANT TOTAL									\$35,956.06

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0045 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y	OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20053321	070722/	CYPRESS SCHOOL				
	PO-140063	1.	01-6500-0-5833.00-5750-1185-700-000-000	32314, 33514		9,558.10
			WARRANT TOTAL			\$9,558.10
20053322	070846/	DERO				
	PV-140490		01-0000-0-4300.00-1420-4100-700-000-000	429		411.45
			WARRANT TOTAL			\$411.45
20053323	000700/	ELECTRIX				
	PO-140112	1.	01-8150-0-5600.00-0000-8110-735-000-000	18024		950.00
			WARRANT TOTAL			\$950.00
20053324	070622/	HANDWRITING WITHOUT TEARS				
	PO-140160	1.	01-0000-0-4300.00-1110-1010-101-000-000	831059-1		138.95
			WARRANT TOTAL			\$138.95
20053325	070731/	ESSIE HARDY				
	PV-140508		01-9472-0-5840.00-1110-2495-100-000-000	Extra Duty		135.00
			WARRANT TOTAL			\$135.00
20053326	070831/	ANA LUISA HERNANDEZ				
	PV-140515		01-9472-0-5840.00-1110-2495-100-000-000	Extra Duty		90.00
			WARRANT TOTAL			\$90.00
20053327	070829/	BETTY HILL				
	PV-140511		01-9472-0-5840.00-1110-2495-100-000-000	Extra Duty		90.00
			WARRANT TOTAL			\$90.00
20053328	000701/	HYDREX PEST CONTROL				
	PO-140061	1.	01-0000-0-5525.00-0000-8200-000-000-000	4/14		385.00
			WARRANT TOTAL			\$385.00
20053329	070847/	IES				
	PV-140500		01-6230-0-5800.00-0000-8110-000-000-000	FEMP 1		15,014.00
			WARRANT TOTAL			\$15,014.00
20053330	000039/	KAISER FOUNDATION				
	PV-140496		01-0000-0-9520.00-0000-0000-000-000-000	16734-0001		6,963.48

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 04/25/2014

BATCH: 0045 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		
			01-0000-0-9520.00-0000-0000-000-000-000	16734-0002		961.65
			01-0000-0-9520.00-0000-0000-000-000-000	578-0002		12,563.22
			WARRANT TOTAL			\$20,488.35
20053331	002345/	KONE INC.				
		PO-140012	1. 01-8150-0-5600.00-0000-8110-735-000-000	221433745		121.94
			WARRANT TOTAL			\$121.94
20053332	000580/	MARIN COUNTY SHERIFF DEPART.				
		PV-140497	01-0000-0-5821.00-0000-7200-725-000-000	14438,14522,14266		80.00
			WARRANT TOTAL			\$80.00
20053333	070501/	MARIN HEAD START				
		PV-140498	01-9472-0-5840.00-0000-2495-100-000-000	60121		6,153.18
			01-9472-0-5840.00-1110-1010-100-000-000	60121		32,704.39
			WARRANT TOTAL			\$38,857.57
20053334	000047/	MARIN MUNICIPAL WATER DST				
		PO-140010	1. 01-0000-0-5535.00-0000-8200-000-000-000	2-4/14		3,043.90
			WARRANT TOTAL			\$3,043.90
20053335	070470/	MARIN RESOURCE RECOVERY CENTER				
		PO-140037	1. 01-0000-0-5550.00-0000-8200-000-000-000	3/14		508.00
			WARRANT TOTAL			\$508.00
20053336	070447/	MAXIM HEALTHCARE SERVICES				
		PO-140026	1. 01-6500-0-5835.00-5770-1182-700-000-000	2335280084		2,531.83
			WARRANT TOTAL			\$2,531.83
20053337	000548/	MOLLIE STONE'S				
		PV-140495	01-0000-0-4300.00-0000-7110-725-000-000	101093		66.48
			WARRANT TOTAL			\$66.48
20053338	000015/	MSIA DENTAL				
		PV-140519	01-0000-0-9520.00-0000-0000-000-000-000	5/14		4,070.82
			WARRANT TOTAL			\$4,070.82

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0045 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20053339	000117/	MSIA VISION													
		PV-140518		01	0000	0	9520	00	0000	0000	000	000		5/14	374.88
				01	0000	0	9521	00	0000	0000	000	000		5/14	23.58
		WARRANT TOTAL													\$398.46
20053340	001726/	NANCY ANN FLOWERS AND GIFTS													
		PV-140494		01	0000	0	4300	00	0000	7200	725	000	000	164452	115.55
		WARRANT TOTAL													\$115.55
20053341	070850/	RUTH NENABER													
		PV-140516		01	9472	0	5840	00	1110	2495	100	000	000	Parent night	45.00
		WARRANT TOTAL													\$45.00
20053342	000058/	P G & E CO													
		PO-140000	1.	01	0000	0	5510	00	0000	8200	000	000	000	Due 5/5/14	2,335.12
		WARRANT TOTAL													\$2,335.12
20053343	070832/	MAURINE PHILLIPS													
		PV-140514		01	9472	0	5840	00	1110	2495	100	000	000	Extra Duty	90.00
		WARRANT TOTAL													\$90.00
20053344	070222/	PROTECTION ONE													
		PO-140004	1.	01	0000	0	5840	00	0000	8300	100	000	000	97260944	75.00
			2.	01	0000	0	5840	00	0000	8300	101	000	000	97372007	142.24
		WARRANT TOTAL													\$217.24
20053345	070830/	DYEANN REEVES													
		PV-140512		01	9472	0	5840	00	1110	2495	100	000	000	Extra Duty	90.00
		WARRANT TOTAL													\$90.00
20053346	070843/	ALAN ROTHKOP													
		PV-140491		01	7090	0	4300	00	1110	1010	000	000	111	Maintenance Materials	257.34
				01	8150	0	4300	00	0000	8100	735	000	000	Maintenance Materials	79.44
		WARRANT TOTAL													\$336.78
20053347	070384/	FLORA SANCHEZ													
		PV-140502		01	4035	0	4300	00	1110	1010	700	000	000	Para educator conference	526.76

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0045 GENERAL FUND  
FUND : 01 GENERAL FUND

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		
WARRANT TOTAL						\$526.76
20053348	070833/	MARY SHEKELL-FASHIMPAUR				
	PV-140510	01-9472-0-5840.00-1110-2495-100-000-000			Extra Duty	90.00
	WARRANT TOTAL					\$90.00
20053349	070848/	SMC				
	PV-140501	01-8150-0-5600.00-0000-8110-735-000-000			602-457S	2,336.60
	WARRANT TOTAL					\$2,336.60
20053350	001341/	SONOMA COUNTY OFFICE OF ED.				
	PO-140134	1. 01-0000-0-5210.00-0000-7300-725-000-000			14-02832	25.00
	PV-140488	01-0000-0-5210.00-0000-7300-725-000-000			14-02792	25.00
	WARRANT TOTAL					\$50.00
20053351	001953/	SPECTRUM CENTER				
	PO-140062	1. 01-6500-0-5833.00-5750-1185-700-000-000			108574	3,398.50
	WARRANT TOTAL					\$3,398.50
20053352	070120/	UNIVERSITY OF OREGON				
	PV-140499	01-8150-0-5600.00-0000-8110-735-000-000			141-02455	110.00
	WARRANT TOTAL					\$110.00
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 41		TOTAL AMOUNT OF WARRANTS:		\$150,362.11*



DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 04/25/2014

BATCH: 0045 GENERAL FUND

FUND : 13 CAFETERIA FUND

NT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20053353	070811/	BARON BAKING LLC												
		PV-140506	13-5310-0-5840.00-0000-3700-100-000-000										24-0126/7	35.70
			13-5310-0-5840.00-0000-3700-101-000-000										24-0126/7	35.70
			WARRANT TOTAL											\$71.40
20053354	000105/	CLOVER-STORNETTA FARMS												
		PV-140507	13-5310-0-5840.00-0000-3700-100-000-000										0100019266, 0100023884	197.22
			13-5310-0-5840.00-0000-3700-101-000-000										0100019266, 0100023884	197.22
			WARRANT TOTAL											\$394.44
20053355	070827/	MARIN SUN FARMS												
		PV-140505	13-5310-0-5840.00-0000-3700-100-000-000										77263, 76963	120.73
			13-5310-0-5840.00-0000-3700-101-000-000										77263, 76963	120.72
			WARRANT TOTAL											\$241.45
20053356	070816/	UNFI												
		PV-140503	13-5310-0-5840.00-0000-3700-100-000-000										17742516-003,12058679CM	256.46
			13-5310-0-5840.00-0000-3700-101-000-000										17742516-003,12058679CM	256.45
			WARRANT TOTAL											\$512.91
20053357	070799/	VERITABLE VEGETABLE INC.												
		PV-140504	13-5310-0-5840.00-0000-3700-100-000-000										896749/8173/7361,886070,885053	406.20
			13-5310-0-5840.00-0000-3700-101-000-000										896749/8173/7361,886070,885053	406.20
			WARRANT TOTAL											\$812.40
*** FUND	TOTALS ***													
			TOTAL NUMBER OF WARRANTS:			5							TOTAL AMOUNT OF WARRANTS:	\$2,032.60*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0045 GENERAL FUND

FUND : 40 SPECIAL RESERVE-CAP OUTLAY #1

ANT	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
20053358	070821/	RON GROSJEAN												
		PO-140115	1.	40-0000-0-6240.00-0000-8500-700-000-135									Grass installation	27,914.25
													WARRANT TOTAL	\$27,914.25
20053359	070851/	MORGAN RIDGE CONSTRUCTION INC.												
		PV-140520		40-0000-0-6240.00-0000-8500-700-000-135									154	1,672.00
													WARRANT TOTAL	\$1,672.00
*** FUND	TOTALS ***												TOTAL NUMBER OF WARRANTS:	2
													TOTAL AMOUNT OF WARRANTS:	\$29,586.25*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

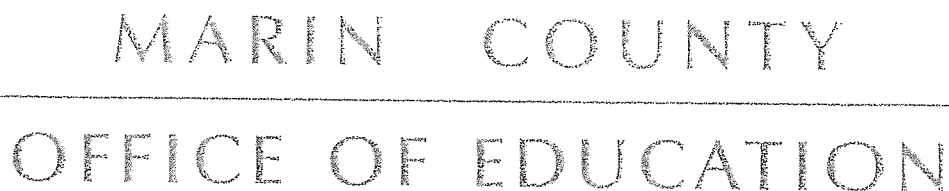
BATCH: 0045 GENERAL FUND

FUND : 78 PASS-THROUGH ~ REVENUES

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	AMOUNT
20053360	002172/	WILLOW CREEK ACADEMY												
		PV-140492				78-0000-0-9620.00-0000-0000-000-000-000							A bulletins 4/14	64,811.94
													WARRANT TOTAL	\$64,811.94

*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS:	1	TOTAL AMOUNT OF WARRANTS:	\$64,811.94*
*** BATCH	TOTALS ***	TOTAL NUMBER OF WARRANTS:	49	TOTAL AMOUNT OF WARRANTS:	\$246,792.90*
*** DISTRICT	TOTALS ***	TOTAL NUMBER OF WARRANTS:	49	TOTAL AMOUNT OF WARRANTS:	\$246,792.90*

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

Date 4/30/14

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 22,915.78.

Authorized Signature

Paula Rigney

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0046 GENERAL FUND  
FUND : 01 GENERAL FUND

W	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	
20054192	070725/		ALICIA ALEXANDER				
			PO-140105	1. 01-9477-0-5840.00-1110-1010-100-000-000		2-4/14	1,938.30
				WARRANT TOTAL			\$1,938.30
20054193	070744/		CAAASA				
			PO-140155	1. 01-0000-0-5210.00-0000-7110-725-000-000		Thornton - 3/14 Conference	475.00
				WARRANT TOTAL			\$475.00
20054194	070784/		PALOMA COLLIER				
			PO-140136	1. 01-9471-0-5800.00-1110-1010-700-000-000		4/14	2,000.00
			PV-140523	01-9471-0-4300.00-1110-1010-700-000-000		Garden Supplies	82.73
				WARRANT TOTAL			\$2,082.73
20054195	002547/		DISCOVERY OFFICE SYSTEMS				
			PO-140051	1. 01-0000-0-5605.00-0000-7200-725-000-000		4/14	40.43
				3. 01-0000-0-5605.00-1110-1010-101-000-000		4/14	97.56
				WARRANT TOTAL			\$137.99
20054196	000023/		GOODMAN BUILDING SUPPLY CO.				
			PV-140525	01-8150-0-4300.00-0000-8100-735-000-000		Due 5/11/14	267.92
				WARRANT TOTAL			\$267.92
20054197	000045/		MARIN COUNTY OFFICE OF EDUC				
			PO-140054	1. 01-0000-0-5940.00-0000-2700-700-000-000		141041	750.00
				WARRANT TOTAL			\$750.00
20054198	070447/		MAXIM HEALTHCARE SERVICES				
			PO-140026	1. 01-6500-0-5835.00-5770-1182-700-000-000		2186180084	1,643.00
				1. 01-6500-0-5835.00-5770-1182-700-000-000		2218590084	2,438.00
			PV-140521	01-6500-0-5835.00-5770-1182-700-000-000		2206200084	609.50
			PV-140522	01-6500-0-5835.00-5770-1182-700-000-000		2367560084	2,380.78
				WARRANT TOTAL			\$7,071.28
20054199	000058/		P G & E CO				
			PO-140000	1. 01-0000-0-5510.00-0000-8200-000-000-000		Due 5/12/14	2,336.38



DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0046 GENERAL FUND

FUND : 01 GENERAL FUND

V	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	AMOUNT	
-----															
WARRANT TOTAL														\$2,336.38	
20054200	002517/	PHONAK LLC													
	PO-140153	1.	01-6500-0-4300.00-5770-1110-700-000-000	5198682090										915.69	
WARRANT TOTAL														\$915.69	
20054201	002538/	KENNETH PRICE													
	PV-140524		01-4035-0-4300.00-1110-1010-700-000-000	Conference expenses - 4/14										491.02	
WARRANT TOTAL														\$491.02	
20054202	070222/	PROTECTION ONE													
	PO-140004	1.	01-0000-0-5840.00-0000-8300-100-000-000	5/14										72.38	
		2.	01-0000-0-5840.00-0000-8300-101-000-000	5/14										631.54	
		3.	01-0000-0-5840.00-0000-8300-103-000-000	5/14										103.29	
WARRANT TOTAL														\$807.21	
20054203	001206/	SHELL OIL CO.													
	PV-140528		01-0000-0-4301.00-0000-8110-735-000-000	4/14										135.02	
WARRANT TOTAL														\$135.02	
20054204	070200/	STANDARD INSURANCE COMPANY CB													
	PV-140526		01-0000-0-9520.00-0000-0000-000-000-000	5000										201.61	
			01-0000-0-9520.00-0000-0000-000-000-000	5001										487.82	
WARRANT TOTAL														\$689.43	
20054205	070758/	MELISA WILLIAMS													
	PO-140124	1.	01-9471-0-5800.00-1110-1010-700-000-000	4/14										105.00	
WARRANT TOTAL														\$105.00	
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 14												TOTAL AMOUNT OF WARRANTS:	\$18,202.97*

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0046 GENERAL FUND  
FUND : 13 CAFETERIA 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	AMOUNT
20054206	070811/	BARON BAKING LLC												
	PV-140533	13-5310-0-5840.00-0000-3700-100-000-000											24-0128	17.85
		13-5310-0-5840.00-0000-3700-101-000-000											24-0128	17.85
		WARRANT TOTAL												
														\$35.70
20054207	000105/	CLOVER-STORNETTA FARMS												
	PV-140534	13-5310-0-5840.00-0000-3700-100-000-000											0100032895, 0100033311	187.23
		13-5310-0-5840.00-0000-3700-101-000-000											0100032895, 0100033311	187.22
		WARRANT TOTAL												
														\$374.45
20054208	070815/	MARIN CHEESE COMPANY												
	PV-140529	13-5310-0-5840.00-0000-3700-100-000-000											446665	92.69
		13-5310-0-5840.00-0000-3700-101-000-000											446665	92.68
		WARRANT TOTAL												
														\$185.37
20054209	070827/	MARIN SUN FARMS												
	PV-140532	13-5310-0-5840.00-0000-3700-100-000-000											77849	86.69
		13-5310-0-5840.00-0000-3700-101-000-000											77849	86.69
		WARRANT TOTAL												
														\$173.38
20054210	070816/	UNFI												
	PV-140530	13-5310-0-5840.00-0000-3700-100-000-000											17768035, 17774154, 17791064	822.21
		13-5310-0-5840.00-0000-3700-101-000-000											17768035, 17774154, 17791064	822.20
		WARRANT TOTAL												
														\$1,644.41
20054211	070799/	VERITABLE VEGETABLE INC.												
	PV-140531	13-5310-0-5840.00-0000-3700-100-000-000											901265	122.25
		13-5310-0-5840.00-0000-3700-101-000-000											901265	122.25
		WARRANT TOTAL												
														\$244.50
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 6												
		TOTAL AMOUNT OF WARRANTS: \$2,657.81*												

APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 05/02/2014

05/01/14 PAGE 4

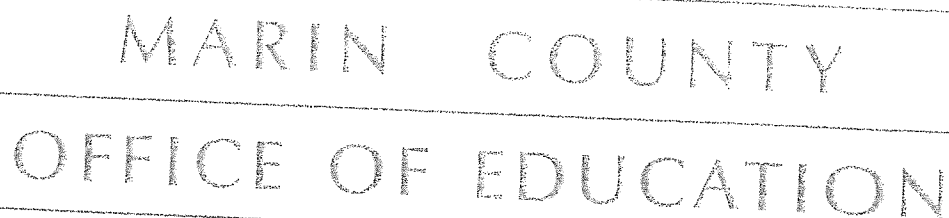
DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0046 GENERAL FUND

FUND : 14 DEFERRED MAINTENANCE FUND

NT	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	
20054212	070789/	SCHOOL FACILITY CONSULTANTS													
	PV-140527	14-0000-0-5800.00-0000-8110-735-000-000												7256	
WARRANT TOTAL														2,055.00	
														\$2,055.00	
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 1												TOTAL AMOUNT OF WARRANTS:	\$2,055.00*
*** BATCH	TOTALS ***	TOTAL NUMBER OF WARRANTS: 21												TOTAL AMOUNT OF WARRANTS:	\$22,915.78*
*** DISTRICT	TOTALS ***	TOTAL NUMBER OF WARRANTS: 21												TOTAL AMOUNT OF WARRANTS:	\$22,915.78*

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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 5/7/14

District Name SAUSALITO MARIN CITY

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 207,750.49.

Authorized Signature

Paula Rigney

APY250 H.02.09

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0047 GENERAL FUND  
FUND : 01 GENERAL FUNDMarin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 05/09/2014

05/08/14 PAGE

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT					
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP
20054992	070329/	AT&T CALNET 2										
		PO-140001	1.	01-0000-0-5970.00-0000-2700-700-000-000								
												4/14
												338.27
												\$338.27
20054993	000006/	BAY CITIES REFUSE INC										
		PO-140025	1.	01-0000-0-5550.00-0000-8200-000-000-000								
												5/14
												643.80
												\$643.80
20054994	070513/	BOYS AND GIRLS CLUB										
		PO-140028	2.	01-9479-0-5840.00-1110-1010-101-000-000								
												SMCSD 05-2014
												13,905.00
												\$13,905.00
20054995	001807/	EMPLOYMENT DEVELOPMENT DEPT.										
		PV-140537		01-0000-0-9515.00-0000-0000-000-000-000								
												942-4117-1 SEF Local Q1-2014
												405.15
												\$405.15
20054996	070026/	ELLEN FRANZ										
		PV-140535		01-9476-0-4300.00-1454-1010-100-000-000								
												Art Supplies
												1,681.05
												\$1,681.05
20054997	000045/	MARIN COUNTY OFFICE OF EDUC										
		PV-140539		01-0000-0-4300.00-1110-1010-101-000-000								
												Diplomas
												12.96
												\$12.96
20054998	070447/	MAXIM HEALTHCARE SERVICES										
		PV-140543		01-6500-0-5835.00-5770-1182-700-000-000								
												2384350084
												2,538.19
												\$2,538.19
20054999	000058/	P G & E CO										
		PO-140000	1.	01-0000-0-5510.00-0000-8200-000-000-000								
												Due 5/16/14
												52.12
												\$52.12
20055000	070843/	ALAN ROTHKOP										
		PV-140540		01-8150-0-4300.00-0000-8100-735-000-000								
												Maintenance Materials
												134.39
												\$134.39
20055001	002545/	SONITROL										
		PO-140158	1.	01-8150-0-5600.00-0000-8110-735-000-000								
												271798
												3,077.48



APY250 H.02.09

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0047 GENERAL FUND  
 FUND : 01 GENERAL FUND

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 05/09/2014

05/08/14 PAGE

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													
20055002	070677/	LYDIA TUVESON											\$3,077.48
		PV-140538				01-6500-0-5835.00-5770-1182-700-000-000							
		WARRANT TOTAL											
													121.50
20055003	070525/	US BANCORP EQUIP. FINANCE INC											\$121.50
		PO-140052				2. 01-0000-0-5605.00-0000-7200-700-000-000							
		WARRANT TOTAL											
													744.47
20055004	070759/	VERIZON WIRELESS											\$744.47
		PO-140055				1. 01-0000-0-5970.00-0000-2700-700-000-000							
		WARRANT TOTAL											
													266.07
20055005	002172/	WILLOW CREEK ACADEMY											\$266.07
		PV-140536				01-0000-0-8096.00-0000-9200-103-000-000							
		WARRANT TOTAL											
													147,655.00
20055006	070719/	KAYLA ZEISLER											\$147,655.00
		PV-140541				01-0000-0-4300.00-1110-1010-101-000-000							
		WARRANT TOTAL											
													26.98
*** FUND	TOTALS ***												\$26.98
TOTAL NUMBER OF WARRANTS: 15													
TOTAL AMOUNT OF WARRANTS:												\$171,602.43*	

APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 05/09/2014

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0047 GENERAL FUND  
FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20055007	070811/	BARON BAKING LLC				
		PV-140547	13-5310-0-5840.00-0000-3700-100-000-000	24-0129		17.85
			13-5310-0-5840.00-0000-3700-101-000-000	24-0129		17.85
			WARRANT TOTAL			\$35.70
20055008	000105/	CLOVER-STORNETTA FARMS				
		PV-140550	13-5310-0-5840.00-0000-3700-100-000-000	0100037823		77.23
			13-5310-0-5840.00-0000-3700-101-000-000	0100037823		77.22
			WARRANT TOTAL			\$154.45
20055009	070813/	HDP ENTERPRISES INC.				
		PV-140545	13-5310-0-5840.00-0000-3700-100-000-000	864266		31.42
			13-5310-0-5840.00-0000-3700-101-000-000	864266		31.41
			WARRANT TOTAL			\$62.83
20055010	070827/	MARIN SUN FARMS				
		PV-140546	13-5310-0-5840.00-0000-3700-100-000-000	11649		32.93
			13-5310-0-5840.00-0000-3700-101-000-000	11649		32.92
			WARRANT TOTAL			\$65.85
20055011	070816/	UNFI				
		PV-140549	13-5310-0-5840.00-0000-3700-100-000-000	17806493-003		244.19
			13-5310-0-5840.00-0000-3700-101-000-000	17806493-003		244.18
			WARRANT TOTAL			\$488.37
20055012	070799/	VERITABLE VEGETABLE INC.				
		PV-140548	13-5310-0-5840.00-0000-3700-100-000-000	902760, 903854		184.50
			13-5310-0-5840.00-0000-3700-101-000-000	902760, 903854		184.50
			WARRANT TOTAL			\$369.00
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 6	TOTAL AMOUNT OF WARRANTS:		\$1,176.20*

APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 05/09/2014

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0047 GENERAL FUND  
FUND : 14 DEFERRED MAINTENANCE FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
20055013	070777/	MICHAEL PAUL COMPANY INC.												
	PV-140542		14-0000-0-5615.00-0000-8500-735-000-000										1739	22,086.06
			14-0000-0-6200.00-0000-8500-735-000-000										1739	4,461.00
			WARRANT TOTAL											\$26,547.06
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS:	1									TOTAL AMOUNT OF WARRANTS:	\$26,547.06*

APY250 H.02.09

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0047 GENERAL FUND

FUND : 40 SPECIAL RESERVE-CAP OUTLAY #1

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 05/09/2014

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WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUN
REQ#	REFERENCE LN	FD RESC Y	OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20055014	070770/	JL MODULAR INC.				
	PV-140544		40-0000-0-6240.00-0000-8500-700-000-135	Change Order #3		4,924.80
			40-0000-0-6240.00-0000-8500-700-000-135	Retention		3,500.00
			WARRANT TOTAL			\$8,424.80
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 1	TOTAL AMOUNT OF WARRANTS:		\$8,424.80*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS: 23	TOTAL AMOUNT OF WARRANTS:		\$207,750.49*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS: 23	TOTAL AMOUNT OF WARRANTS:		\$207,750.49*

Printed: 05/09/2014 09:32:22

## Sausalito Marin City School District

**Agenda Item:** 9.02

**Date:** May 13, 2014

☐ Correspondence

☐ Consent Agenda

☐ Reports

☐ General Functions

☐ Pupil Services

☐ Personnel Services

☒ Financial & Business Procedures

☐ Curriculum and Instruction

☐ Policy Development

**Item Requires Board Action:** ☒

**Item is for Information Only:** ☐

**Item:** Approval of the 2013-2014 Education Protection Account (EPA) Expenditure Plan, Resolution #700

### **Background:**

Proposition 30 was approved by the voters on November 6, 2012. This initiative temporarily increases the state's sales tax rate for all taxpayers and personal income tax rates for upper-income taxpayers. These new revenues are deposited in a newly created account called the Education Protection Account (EPA) to receive and disburse the State General Fund revenues derived from the incremental increases in taxes.

The initiative provides districts, county offices of education, etc. the sole authority to determine how the monies received from the EPA are spent. The governing board of the district shall make the spending determinations with respect to these monies in open session of a public meeting. The only restriction is that the EPA monies received cannot be used for salaries or benefits for administrators or any other administrative cost.

While Proposition 30 did not prescribe a format for districts to report their receipt and expenditure of EPA funds, Marin County Office of Education has prepared a simple template for districts to use to satisfy the initiative's requirement. The attached template reflects the estimated entitlement being applied to current certificated salaries.

### **Fiscal Impact:**

The California Department of Education website recently posted an EPA calculator for districts to use to estimate their proportionate share of these dollars. Our district entitlement share is estimated to be \$29,126 for 2013-14.

### **Recommendation:**

The Superintendent recommends that the Board approve the Education Protection Account expenditure plan for 2013-14 as presented.

**Prepared for:** Steve Van Zant

**Prepared by:** P. Rigney

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**RESOLUTION No. 700**  
**REGARDING THE EDUCATION PROTECTION ACCOUNT**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30<sup>th</sup> of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;



WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Sausalito Marin City School District.

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Sausalito Marin City School District has determined to spend the monies received from the Education Protection Act as attached.

DATED: May 13, 2014.

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

Sausalito Marin City School District  
2013-14 Education Protection Account  
Program by Resource Report  
Expenditures by Function - Detail

Expenditures through: June 30, 2014

For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	29,126.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>29,126.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>		
Instruction	1000-1999	29,126.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>29,126.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>

## Sausalito Marin City School District

**Agenda Item:** 9.03

**Date:** May 13, 2014

<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 checked="" type="checkbox"/> Financial & Business Procedures	
<input type="checkbox"/> Curriculum and Instruction	
<input type="checkbox"/> Policy Development	

**Item Requires Board Action:** ☒

**Item is for Information Only:** ☐

**Item:** Change Order No. 2 for Martin Luther King Jr. Academy Civil Improvement Project

**Background:**

This change order for the Martin Luther King Jr. Academy Civil Improvement Project includes moving/installation of an existing pipe and electrical lines. The change order has been reviewed by the District administration, architect and construction manager for validity and reasonableness.

See attached letter of recommendation from the District's construction management firm, Greystone West.

**Fiscal Impact:**

There is \$28,834 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 Martin Luther Jr. Academy Modular Building Contract, in the amount of \$37,509 and authorize the Superintendent to sign said change order.

Backup attached: Yes ☒ No ☐

**Prepared for:** S. Van Zant

**Prepared by:** A. Rothkop/P. Rigney



March 11, 2014

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

**RE: Change Order #2 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 – Grade Transition between Head Start Playground and Existing Garden (COR 6r2)**

This change is the result of a design oversight. The bid documents did not indicate an elevation change between the new head start playground and existing garden area when in fact the garden area was between 2'-6" and 3'-6" lower than the head start playground. In order provide a gradual transition between the two areas, the 10' wide section was sloped down at a 1:2 slope as recommended by the civil engineer. In order to provide this slope, additional soil was brought in, the existing chain link garden fence had to be demolished and the existing garden shed which included electrical and irrigation connections had to be relocated. The cost for item no. 1 includes the labor, material and equipment required to relocate the items listed above and re-grade the area. **\$16,179**

**Item #2 – AC Paving to District Relocated Play Structure (COR 15)**

This change is a result of a District request. In order to provide a play area for students during construction, the District relocated existing play equipment from the Bayside site to the MLK site north of the project. In order to access this play area during the rainy season, the District requested the site contractor install a paved walkway from the basketball court area to the relocated play equipment. The cost for item no. 2 includes the labor, material and equipment required to place the walkway. **\$4,725**

**Item #3 – Remove Pine Tree Stump and Roots Required for Installation of Post Indicator Valve (PIV) and FDC (Fire Department Connection) (COR 19)**

This change is a result of an unforeseen condition. During installation of the underground piping for the new PIV and FDC it was discovered that an old pine tree stump and root ball was in conflict with the location of the new devices. As there was no way to route the piping and devices to a new location, the contractor was directed



to remove and dispose of the existing stump and root ball. The cost for item no. 3 includes the labor, material and disposal cost required to complete this work. **\$1,074**

**Item #4 – Install New Drain Inlet Box for Storm Drain Connection at Northeast Corner of Site (COR 21)**

This change is a result of an unforeseen condition. The bid documents indicated the new storm drain lines for the project were to connect to an existing drain inlet box located near the fence line between the garden area and baseball field. While excavating in this area a number of electrical conduits for the ball field were discovered running across the lower end of the drain inlet box. Due to the invert of the storm drain line in this location, there was no way to raise the lines to an open area of the drain inlet box. In order to maintain the proper slope of the pipe into the drain inlet, the existing box had to be demolished and replaced with a deeper box in the same location. The cost for item no. 4 includes the labor, material and equipment required to remove and dispose of the existing box, install the new deeper box and reconnect the existing piping to the new box. **\$4,961**

**Item # 5 –Demolish AC Paving required to Install Irrigation Mainline (COR 22)**

This change is a result of a contractor back charge. The bid documents indicated the main line for the irrigation water was to be installed through the drive aisle off Drake Avenue. At the start of the project, the landscape contractor was unable to provide the labor and equipment needed to demolish the AC paving in this area and asked that the work be completed by the civil contractor. The cost for item no. 5 includes the labor and equipment required to demolish the AC paving and will be deducted from the landscape contract in a future change order resulting in a net \$0 change to the District. **\$511**

**Item # 6 – Install Sleeves for Irrigation Water and Control Wire (COR 25)**

This change is a result of a scope change and a back charge to the landscape contractor. In order to meet the project schedule, the sleeves for the irrigation water and control wire below the concrete stairs and new asphalt section near the portables needed to be installed prior to the landscape contractor starting work on site. The landscape contractor was unable to supply the man power and equipment needed at the time and requested the civil contractor complete the work. The cost included for item no. 6 includes the labor, material and equipment required to install the sleeves for the irrigation work and the full amount will be deducted from the landscape contract in the next landscape change order resulting in a net \$0 change to the District. **\$3,129**

**Item # 7 – Place Concrete Slab for District Installed Play Equipment at Head Start Play Area (COR 26)**

This change is the result of a design revision and a District request. The bid documents indicated the play equipment at the head start play area was to be furnished and installed by the District. Prior to installation of this equipment it was discovered that the play equipment was surface mounted equipment rather than the typical poured in place footing type. In order to surface mount this equipment a 4” thick concrete slab would need to be installed below the play surfacing. The District requested this work be completed under this contract as the contractor had the manpower and equipment onsite to complete the work in the most timely and cost effective manner. The cost for item no. 7 includes the labor, material and equipment required to install the 4” thick concrete slab at the head start play area. **\$1,513**

**Item # 8 - Relocate 2 Drain inlets at Head Start Playground (COR 27)**

This change is the result of a design revision. The addition of the concrete pad for the Head Start playground equipment noted in item no. 7 above, required the relocation of 2 storm drain inlets which were shown to be centered in the play surfacing. The addition of the sloped concrete pad required the drain inlets to be moved to



the north side of the play area to provide proper drainage as the north end is now at the low spot for this area. The cost for item no. 8 includes the labor, material and equipment required to relocate the drain inlets. **\$2,009.**

**Item # 9 – Relocate Existing Irrigation Backflow Preventer (COR 29)**

This change is the result of a design revision. The existing irrigation backflow preventer for the garden was shown on the bid documents to remain in place, however due to the reconfiguration of the playground area the backflow preventer would have ended up inside the new play yard creating a hazard. In order to remove the existing backflow from the play yard, the assembly was shifted approximately 10' to the west into the planter area. The cost for item no. 9 includes the labor, equipment and material required to relocate the existing irrigation backflow preventer. **\$1,037**

**Item # 10 – Replace Balance of AC Paving in Circular Drop off Area (COR 38r1)**

This change is the result of a District Request. The bid documents indicated the outside 3' of the AC paving in the circular drop off area was to be replaced with new to conform to the new concrete curbs in this area, however the condition of the remaining AC was very pour and in need of replacement. The District requested the contractor replace all AC paving in the circular drop off area to circumvent the additional cost which would have been required to do this work 1 – 2 years in the future. The cost for item no. 10 includes the labor, material and equipment required to replace the AC paving. **\$7,865**

**Item # 11 – Installation Credit for Deleted Play Equipment (COR 42)**

This change is the result of a District request. One of the District purchased, contractor installed play equipment pieces in the upper grade play area was deleted by the District. The credit included for item no. 11 includes the labor credit for the deleted piece of equipment. **(\$3,352)**

**Item # 12 – Credit to Delete Fence at Church Retaining Wall (COR 43)**

This change is the result of a District request. At the request of the District the fencing indicated to be installed between the modular classroom building and church retaining wall was deleted. The credit included with item no. 12 includes the labor credit for the deleted work only as the material had been ordered prior to the fence being deleted. The material will be turned over to the District for future use. **(\$2,602)**

**Item # 13 – Install ADA Grate on Existing Catch Basin Cover (COR 46)**

This change is the result of an unforeseen condition. At the north end of the basketball courts, there was an existing 24" x 24" storm drain box which did not have an ADA compliant cover. As the new path of travel to the relocated playground when directly over this box, the grate had to be changed to an ADA compliant, bolt down cover. The cost for item no. 13 includes the labor and material required to change the grate. **\$460**

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: \$ 37,509.

The total Change Orders to date is \$ 53,414, which equates to 6.49% of the contract value.

There is \$ 28,834 remaining in the Change Order Contingency. To date, Michael Paul Company has completed 95% of the contract work.

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

1247.02C - 0 - 1.8

**CO  
002**

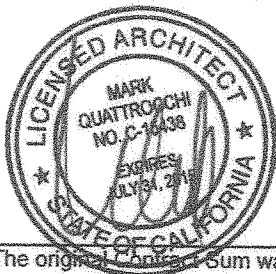
**PROJECT:** MLK Jr. Academy Civil Improvements  
200 Phillips Drive  
Marin City, CA 94965

Change Order No.	TWO (002)
Project No.	1247.02C
Initiation Date:	2/11/2014
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's Stamp



The original Contract Sum was	\$	822,480
Net change by previous Change Order	\$	15,905
The Contract Sum prior to this Change Order was	\$	838,385
The Contract Sum will be INCREASED by this Change Order in the amount of	\$	37,509
The new Contract Sum including this Change Order will be	\$	875,894
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**  
Quattrocchi Kwok Architects  
636 Fifth Street  
Santa Rosa, CA 95404

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

**OWNER**  
Sausalito-Marín City School District  
200 Phillips Drive  
Marin City, CA 94965

By:   
Date: 2/11/14

By:   
Date: 2/13/14

By: \_\_\_\_\_  
Date: \_\_\_\_\_

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

**Change Order No.** TWO (002)  
**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:				\$	37,509	0	0	0
1	RFP 01, AR 36, AR 37r1	Due to grade differential between garden and headstart play yard, provide changes per AR 37r1, AR 36 and RFP 01. Relocate existing 6' x 8' garden shed and demolish 6' x 20' concrete slab; provide new concrete slab for relocated shed. Provide compacted fill at 5:1 slope and DG pathway from entry gate. At entry gate, remove frame and grate from SD Box 509 and replace with checker plate flush cover.	006r002	\$	16,179	0	0	0
2	RFP 002	At District's request, install asphalt pedestrian pathway to the playground area (near the Alternate 1 playground area, not pursued under this contract). Include irrigation sleeves for future irrigation.	015	\$	4,725	0	0	0
3		Remove pine tree stump to allow for installation of PIV and FDC; tree was not shown to be demolished on demo plan.	019	\$	1,074	0	0	0
4	AR 20r1	Unforeseen conflicting utilities in baseball field; demolish existing drop inlet. Cut back existing storm drain lines to allow for installation of new drop inlet box. Extend new storm drain lines, backfill and grade.	021	\$	4,961	0	0	0
5		Demolish concrete and AC for main line irrigation trench. Off haul material at entrance and garden path. Backcharge to Marina's Landscape contract.	022	\$	511	0	0	0
6		Dig and install 100' of 4" sleeve to 4 planters at portables. Install (1) 3" and (1) 1 sleeve" for controller wires. Install 40' of 4" sleeve at stairs. Backcharge to Marina's Landscape contract.	025	\$	3,129	0	0	0
7	ASI 005	Per ASI 005, provide 4" thick slab for playground equipment (#65520-1-1) at Pre-K and Headstart play area (2/L1-8.11); not shown to be surface-mounted.	026	\$	1,513	0	0	0
8	ASI 005	Due to installation of 4" thick concrete slab for playground equipment per ASI 005, relocate 2 storm drains in Preschool/Headstart play area for proper drainage.	027	\$	2,009	0	0	0
9		Excavate and move 1-1/2" irrigation backflow preventor providing service to garden area into landscape area near tree. Shut down after school.	029	\$	1,037	0	0	0
10		Remove 1,210 SF of existing vehicular AC in circular driveway, not shown to be removed. Regrade base rock to new slope and pave with 3.5" AC.	038r001	\$	7,865	0	0	0
11		Credit for labor to install play equipment "Supernova"; deleted by the District.	042	(\$	3,352)	0	0	0
12	ASI 002	Credit for 173' of chain link fence not installed at the church retaining wall, south of the modular building.	043	(\$	2,602)	0	0	0
13	Brelje & Race Punch List	Provide ADA grate for DI, on path of travel, adjacent to basketball court.	046	\$	460	0	0	0

END OF SUMMARY

END OF SUMMARY







COR # 06 + 36 + 37

## MATERIALS

Concrete	1176.12
Base Rock	112.83
Header Boards	<del>781.00</del>
Asphalt S.S. TN	781.66
1/4 galv. Checker Plate	<u>243.57</u>
	2,595.18

## Equipment

10 Skid Steer	82.50	825
28 Mini-EX	82.50	<u>2,310</u>
	Sub.	\$ 3135

## Labor

Foreman	18 hrs. x 90.68	1632.24
Operators	38 hrs. x 79.36	3015.68
Laborer's	57 hrs. x 64.75	<u>3690.75</u>
		Sub 8,338.67
		14,068.85
	15%	<u>2110.32</u>

TOTAL 16,179.17



[illegible]





# COR 021

JOB TITLE: Martin Luther King Jr. Academy  
 CONTRACTOR: Michael Paul Company, Inc.  
 DESCRIPTION OF WORK (CHECK ONE: ☐ EXTRA WORK, ☐ R/W DELAY):  
 Demo existing DI at ballfield. Cut back exist SD lines and dig for new box. Set new and extend 4"x6" SD lines backfill and regrade.

DEWR REPORT NO.:  
 SHEET NO.: 1 OF 1  
 JOB NO.:  
 DATE REPORTED: 9/25/13  
 DATE PERFORMED: 9/16/2013  
 CONTRACTOR'S JOB NO.:  
 CONTRACTOR'S REPORT NO.:

EQUIPMENT *			HOURS	HOURLY RATE	DELAY FACTOR	EXTENDED AMOUNTS	LABOR *			
MODEL	CODE	DESCRIPTION						HOURS	HOURLY RATE	EXTENDED AMOUNTS
	580	Backhoe	8.0	\$92.50	1.00	\$740.00	O.T.			
					1.00		REG. Foreman	12.0	\$90.68	\$1,088.16
					1.00		O.T.			
					1.00		REG. Laborer	8.0	\$64.75	\$518.00
					1.00		O.T.			
					1.00		REG. Laborer	8.0	\$64.75	\$518.00
					1.00		O.T.			
					1.00		REG.			
					1.00		O.T.			
					1.00		REG.			
					1.00		O.T.			
					1.00		REG.			
					1.00		O.T.			
					1.00		REG.			
TOTAL COST OF EQUIPMENT - Regular Hours						\$740.00				

MATERIAL and/or WORK done by specialists **					SUBTOTAL - Overtime Hours		\$0.00
DESCRIPTION	NO. UNITS	UNIT COST		EXT. AMOUNTS	SUBTOTAL - Regular Hours		\$2,124.16
DI box from Old Castle	1.0	\$1,275.30		\$1275.30	LABOR SURCHARGE PERCENT - Overtime Hours		
2 yds 1/2 rock	2.0	\$40.88		\$81.76	LABOR SURCHARGE PERCENT - Regular Hours		
3 bags Rapid Set Mortar	3.0	\$16.35		\$49.05	SUBSISTENCE - Units x Rate		
4" and 6" SDR 35 and fittings	1.0	\$43.60		\$43.60	TRAVEL EXPENSE - Units x Rate		
TOTAL COST OF MATERIALS AND WORK - Regulars Hours				\$1,449.71	OTHER - Units x Rate		
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK				TOTAL COST OF LABOR		A	\$2,124.16
						B	\$2,189.71
* Includes Equipment and Labor of Subcontractors and Owner-Operators as defined in Caltrans, Section 9-1.03A & 9-1.03A(3c).				MARKUP ON LABOR (A)		15.0%	\$318.62
** Section is used to report work by "specialists" as defined by Caltrans, Section 9-1.03B.				MARKUP ON EQUIPMENT, MATERIAL & WORK (B)		15.0%	\$328.46
				TOTAL THIS REPORT			\$4,960.95

\_\_\_\_\_  
 CONTRACTOR'S AUTHORIZED FIELD REPRESENTATIVE

\_\_\_\_\_  
 INSPECTOR

## INSTRUCTIONS TO CONTRACTOR

1. LIST MODEL, CODE & DESCRIPTION OF EQUIPMENT AS IT APPEARS IN THE EQUIPMENT RENTAL RATES BOOKLET PUBLISHED BY CALTRANS.
2. LIST LABOR AS IT APPEARS IN THE GENERAL PREVAILING WAGE BOOKLET PUBLISHED BY DEPARTMENT OF INDUSTRIAL RELATIONS.
3. ATTACH PHOTOCOPIES OF APPLICABLE PREVAILING WAGE AND EQUIPMENT RENTAL SHEETS WITH DEWR FORCES HIGHLIGHTED.
4. LIST OPERATOR ON SAME LINE AS EQUIPMENT.

COR 022

60 of 146



## COR 025

JOB TITLE: Martin Luther King Jr. Academy		DEWR REPORT NO.:	SHEET NO.: 1 OF 1
CONTRACTOR: Michael Paul Company, Inc.		JOB NO.:	
DESCRIPTION OF WORK (CHECK ONE: <input type="checkbox"/> EXTRA WORK <input type="checkbox"/> R/W DELAY):		DATE REPORTED: 9/25/13	DATE PERFORMED: 8/24/2013
Dig and install 100' 4" sleeve to 4 planters at portables. Install 1-3" and 1-1" for controller wires. 40' 4" sleeve at stairs.		CONTRACTOR'S JOB NO.:	
		CONTRACTOR'S REPORT NO.:	

EQUIPMENT *			HOURS	HOURLY RATE	DELAY FACTOR	EXTENDED AMOUNTS	LABOR *			HOURS	HOURLY RATE	EXTENDED AMOUNTS
MODEL	CODE	DESCRIPTION										
					1.00		O.T.			8.0	\$136.02	\$1,088.16
					1.00		REG. Foreman				\$90.68	
					1.00		O.T.			3.5	\$97.13	\$339.96
					1.00		REG. Laborer				\$64.75	
					1.00		O.T.			3.5	\$97.13	\$339.96
					1.00		REG. Laborer				\$64.75	
					1.00		O.T.			3.5	\$97.13	\$339.96
					1.00		REG. Laborer				\$64.75	
					1.00		O.T.			3.5	\$97.13	\$339.96
					1.00		REG. Laborer				\$64.75	
					1.00		O.T.					
					1.00		REG.					
					1.00		O.T.					
					1.00		REG.					

TOTAL COST OF EQUIPMENT - Regular Hours				\$0.00				
MATERIAL and/or WORK done by specialists **					SUBTOTAL - Overtime Hours			\$2,447.98
DESCRIPTION		NO. UNITS	UNIT COST	EXT. AMOUNTS	SUBTOTAL - Regular Hours			\$0.00
150' 4" SDR-35		150.0	\$1.38	\$204.00	LABOR SURCHARGE PERCENT - Overtime Hours			
20' 3" SCH 40		20.0	\$2.02	\$40.40	LABOR SURCHARGE PERCENT - Regular Hours			
10' 1" SCH 40		10.0	\$1.09	\$10.90	SUBSISTENCE - Units x Rate			
1-3" sweep 1-1" sweep		2.0	\$8.72	\$17.44	TRAVEL EXPENSE - Units x Rate			
					OTHER - Units x Rate			
TOTAL COST OF MATERIALS AND WORK - Regulars Hours				\$272.74	TOTAL COST OF LABOR			A \$2,447.98
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK								B \$272.74
* Includes Equipment and Labor of Subcontractors and Owner-Operators as defined in Caltrans, Section 9-1.03A & 9-1.03A(3c). ** Section is used to report work by "specialists" as defined by Caltrans, Section 9-1.03B.				MARKUP ON LABOR (A)			15.0%	\$367.20
				MARKUP ON EQUIPMENT, MATERIAL & WORK (B)			15.0%	\$40.91
				TOTAL THIS REPORT				\$3,128.83

CONTRACTOR'S AUTHORIZED FIELD REPRESENTATIVE

INSPECTOR

## INSTRUCTIONS TO CONTRACTOR

1. LIST MODEL, CODE & DESCRIPTION OF EQUIPMENT AS IT APPEARS IN THE EQUIPMENT RENTAL RATES BOOKLET PUBLISHED BY CALTRANS.
2. LIST LABOR AS IT APPEARS IN THE GENERAL PREVAILING WAGE BOOKLET PUBLISHED BY DEPARTMENT OF INDUSTRIAL RELATIONS.
3. ATTACH PHOTOCOPIES OF APPLICABLE PREVAILING WAGE AND EQUIPMENT RENTAL SHEETS WITH DEWR FORCES HIGHLIGHTED.
4. LIST OPERATOR ON SAME LINE AS EQUIPMENT.

# COR 026

JOB TITLE: Martin Luther King Jr. Academy		DEWR REPORT NO.:	SHEET NO.: 1 OF 1
CONTRACTOR: Michael Paul Company, Inc.		JOB NO.:	
DESCRIPTION OF WORK (CHECK ONE: <input type="checkbox"/> EXTRA WORK, <input type="checkbox"/> R/W DELAY):		DATE REPORTED: 9/25/13	DATE PERFORMED: 10/7/2013
Pour equipment slab at preschool play structure 26x10'3		CONTRACTOR'S JOB NO.:	
		CONTRACTOR'S REPORT NO.:	

EQUIPMENT *			HOURS	HOURLY RATE	DELAY FACTOR	EXTENDED AMOUNTS		LABOR *	HOURS	HOURLY RATE	EXTENDED AMOUNTS
MODEL	CODE	DESCRIPTION									
					1.00		O.T.				
					1.00		REG. Laborer		2.0	\$64.75	\$129.50
					1.00		O.T.				
					1.00		REG. Laborer		2.0	\$64.75	\$129.50
					1.00		O.T.				
					1.00		REG. Laborer		2.0	\$64.75	\$129.50
					1.00		O.T.				
					1.00		REG.				
					1.00		O.T.				
					1.00		REG.				
					1.00		O.T.				
					1.00		REG.				
					1.00		O.T.				
					1.00		REG.				

TOTAL COST OF EQUIPMENT - Regular Hours				\$0.00				
MATERIAL and/or WORK done by specialists **					SUBTOTAL - Overtime Hours			\$0.00
DESCRIPTION	NO. UNITS	UNIT COST		EXT. AMOUNTS	SUBTOTAL - Regular Hours			\$388.50
Concrete, Rich Readmix	1.0	\$927.39		\$927.39	LABOR SURCHARGE PERCENT - Overtime Hours			
					LABOR SURCHARGE PERCENT - Regular Hours			
					SUBSISTENCE - Units x Rate			
					TRAVEL EXPENSE - Units x Rate			
					OTHER - Units x Rate			
TOTAL COST OF MATERIALS AND WORK - Regular Hours				\$927.39	TOTAL COST OF LABOR			A \$388.50
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK								B \$927.39
* Includes Equipment and Labor of Subcontractors and Owner-Operators as defined in Caltrans, Section 9-1.03A & 9-1.03A(3c).					MARKUP ON LABOR (A)			15.0% \$58.28
** Section is used to report work by "specialists" as defined by Caltrans, Section 9-1.03B.					MARKUP ON EQUIPMENT, MATERIAL & WORK (B)			15.0% \$139.11
					TOTAL THIS REPORT			\$1,513.27

CONTRACTOR'S AUTHORIZED FIELD REPRESENTATIVE

INSPECTOR

## INSTRUCTIONS TO CONTRACTOR

1. LIST MODEL CODE & DESCRIPTION OF EQUIPMENT AS IT APPEARS IN THE EQUIPMENT RENTAL RATES BOOKLET PUBLISHED BY CALTRANS.
2. LIST LABOR AS IT APPEARS IN THE GENERAL PREVAILING WAGE BOOKLET PUBLISHED BY DEPARTMENT OF INDUSTRIAL RELATIONS.
3. ATTACH PHOTOCOPIES OF APPLICABLE PREVAILING WAGE AND EQUIPMENT RENTAL SHEETS WITH DEWR FORCES HIGHLIGHTED.
4. LIST OPERATOR ON SAME LINE AS EQUIPMENT.



# COR 027

JOB TITLE: Martin Luther King Jr. Academy  
 CONTRACTOR: Michael Paul Company, Inc.  
 DESCRIPTION OF WORK (CHECK ONE: ☐ EXTRA WORK, ☐ R/W DELAY):  
 Relocate 2 drains in preschool playground to down hill side to make room for support pad. Form concrete pad 26'x10'3 for playstructure.

DEWR REPORT NO.:  
 SHEET NO.: 1 OF 1  
 JOB NO.:  
 DATE REPORTED: 9/25/13  
 DATE PERFORMED: 10/4/2013  
 CONTRACTOR'S JOB NO.:  
 CONTRACTOR'S REPORT NO.:

EQUIPMENT *			HOURS	HOURLY RATE	DELAY FACTOR	EXTENDED AMOUNTS	LABOR *			HOURS	HOURLY RATE	EXTENDED AMOUNTS
MODEL	CODE	DESCRIPTION										
	580	Backhoe	2.0	\$92.50	1.00	\$185.00	O.T.					
							REG.	Laborer		2.0	\$64.75	\$129.50
		Wacker	1 day	95/day	1.00	\$95.00	O.T.					
							REG.	Laborer		4.0	\$64.75	\$259.00
					1.00		O.T.					
							REG.	Laborer		4.0	\$64.75	\$259.00
					1.00		O.T.					
							REG.	Laborer		4.0	\$64.75	\$259.00
					1.00		O.T.					
							REG.	Operator		2.0	\$79.36	\$158.72
					1.00		O.T.					
							REG.	Foreman		1.0	\$90.68	\$90.68
					1.00		O.T.					
							REG.					

TOTAL COST OF EQUIPMENT - Regular Hours

\$280.00

## MATERIAL and/or WORK done by specialists \*\*

DESCRIPTION	NO. UNITS	UNIT COST	EXT. AMOUNTS
Water Components	1.0	\$310.77	\$310.77

TOTAL COST OF MATERIALS AND WORK - Regulars Hours

\$310.77

## TOTAL COST OF EQUIPMENT, MATERIALS AND WORK

\* Includes Equipment and Labor of Subcontractors and Owner-Operators as defined in Caltrans, Section 9-1.03A & 9-1.03A(3c).

\*\* Section is used to report work by "specialists" as defined by Caltrans, Section 9-1.03B.

SUBTOTAL - Overtime Hours	\$0.00
SUBTOTAL - Regular Hours	\$1,155.90
LABOR SURCHARGE PERCENT - Overtime Hours	
LABOR SURCHARGE PERCENT - Regular Hours	
SUBSISTENCE - Units x Rate	
TRAVEL EXPENSE - Units x Rate	
OTHER - Units x Rate	
TOTAL COST OF LABOR	A \$1,155.90
	B \$590.77
MARKUP ON LABOR (A)	15.0% \$173.39
MARKUP ON EQUIPMENT, MATERIAL & WORK (B)	15.0% \$88.62
TOTAL THIS REPORT	\$2,008.67

CONTRACTOR'S AUTHORIZED FIELD REPRESENTATIVE

INSPECTOR

## INSTRUCTIONS TO CONTRACTOR

1. LIST MODEL, CODE & DESCRIPTION OF EQUIPMENT AS IT APPEARS IN THE EQUIPMENT RENTAL RATES BOOKLET PUBLISHED BY CALTRANS.
2. LIST LABOR AS IT APPEARS IN THE GENERAL PREVAILING WAGE BOOKLET PUBLISHED BY DEPARTMENT OF INDUSTRIAL RELATIONS.
3. ATTACH PHOTOCOPIES OF APPLICABLE PREVAILING WAGE AND EQUIPMENT RENTAL SHEETS WITH DEWR FORCES HIGHLIGHTED.
4. LIST OPERATOR ON SAME LINE AS EQUIPMENT.

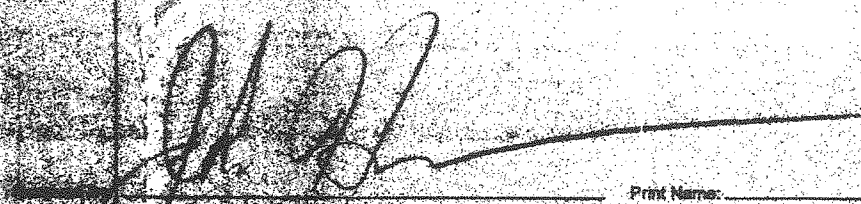


1210 Lakeside  
Petaluma, CA

2% 10th/Net 30

1618

2	SDR35 4" 45"	solv	7.618	7.24*
2	SDR35 4" 90" SHORT	solv	4.218	8.44*
2	SDR35 4" TEE	solv	4.984	9.93*
3	FLEX 4" 90" SNAP		6.412	19.24*
3	FLEX 4"x SDR35 ADAPT		2.163	6.49*
1	GLOVES RUBBER Grey	XL(12)	26.77*	26.77*
300	REBAR 1/2" #4 GRADE 60	ft	9.414	207.00*



Print Name: \_\_\_\_\_

Sub-Total

285.11

Date/Time: \_\_\_\_\_

Shipping

0.00

91

25.66\*

Water Components and Building Supply, Inc. (Water Components) will not accept any product returns for the 120-day 100% money back guarantee within 120 days of sale will be subject to a restocking fee. All invoices not paid within 30 days will bear interest at the rate of 1.5% per month (18% per annum). In the event that Water Components files suit to collect payments owing to it, Water Components shall be entitled to recover all of its attorney's fees and costs of suit.

Total

310.77

THANK YOU



COR 029

JOB TITLE: Martin Luther King Jr. Academy

CONTRACTOR: Michael Paul Company, Inc.

DEWR REPORT NO.:

SHEET NO.: 1 OF 1

DESCRIPTION OF WORK (CHECK ONE): ☐ EXTRA WORK, ☐ RAW DELAY:

DATE REPORTED: 9/25/13

JOB NO.:

DATE PERFORMED: 9/19/2013

Excavate and move 1 1/2 BFP for garden into landscape area at tree. Shut down after school.

CONTRACTOR'S JOB NO.:

CONTRACTOR'S REPORT NO.:

EQUIPMENT *						LABOR *						
MODEL	CODE	DESCRIPTION	HOURS	HOURLY RATE	DELAY FACTOR	EXTENDED AMOUNTS		HOURS	HOURLY RATE	EXTENDED AMOUNTS		
		Bobcat Mini-Ex	1.0	\$82.50	1.00	\$82.50	O.T.	2.5	\$136.02	\$340.05		
							REG. Foreman	2.0	\$90.88	\$181.36		
							O.T.					
							REG. Laborer	1.0	\$64.75	\$64.75		
							O.T.					
							REG.					
							O.T.					
							REG.					
							O.T.					
							REG.					
							O.T.					
							REG.					
							O.T.					
							REG.					
							O.T.					
							REG.					
TOTAL COST OF EQUIPMENT - Regular Hours						\$82.50						
MATERIAL and/or WORK done by specialists **												
DESCRIPTION		NO. UNITS	UNIT COST	EXT. AMOUNTS		SUBTOTAL - Overtime Hours					\$340.05	
Water Components		1.0	\$184.49	\$184.49		SUBTOTAL - Regular Hours					\$246.11	
Shamrock .5 yrd sand		0.5	\$23.55	\$11.78		LABOR SURCHARGE PERCENT - Overtime Hours						
Pace Supply - Brass union		1.0	\$37.07	\$37.07		LABOR SURCHARGE PERCENT - Regular Hours						
						SUBSISTENCE - Units x Rate						
						TRAVEL EXPENSE - Units x Rate						
						OTHER - Units x Rate						
TOTAL COST OF MATERIALS AND WORK - Regular Hours						\$233.34	TOTAL COST OF LABOR				A	\$586.16
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK											B	\$315.84
* Includes Equipment and Labor of Subcontractors and Owner-Operators as defined in Caltrans, Section 9-1.03A & 9-1.03A(3c).						MARKUP ON LABOR (A)					15.0%	\$87.92
** Section is used to report work by "specialists" as defined by Caltrans, Section 9-1.03B.						MARKUP ON EQUIPMENT, MATERIAL & WORK (B)					15.0%	\$47.38
						TOTAL THIS REPORT						\$1,037.29

CONTRACTOR'S AUTHORIZED FIELD REPRESENTATIVE

INSPECTOR

## INSTRUCTIONS TO CONTRACTOR

1. LIST MODEL, CODE & DESCRIPTION OF EQUIPMENT AS IT APPEARS IN THE EQUIPMENT RENTAL RATES BOOKLET PUBLISHED BY CALTRANS.
2. LIST LABOR AS IT APPEARS IN THE GENERAL PREVAILING WAGE BOOKLET PUBLISHED BY DEPARTMENT OF INDUSTRIAL RELATIONS.
3. ATTACH PHOTOCOPIES OF APPLICABLE PREVAILING WAGE AND EQUIPMENT RENTAL SHEETS WITH DEWR FORCES HIGHLIGHTED.
4. LIST OPERATOR ON SAME LINE AS EQUIPMENT.



# COR 038

JOB TITLE: Martin Luther King Jr. Academy		DEWR REPORT NO.:	SHEET NO.: 1 OF 1
CONTRACTOR: Michael Paul Company, Inc.		JOB NO.:	
DESCRIPTION OF WORK (CHECK ONE: <input type="checkbox"/> EXTRA WORK, <input type="checkbox"/> R/W DELAY):		DATE REPORTED: 9/25/13	DATE PERFORMED: 10/28/2013
Remove 1,210 sq ft of existing vehicular AC in circular driveway. Regrade base rock to new slope and pave with 3.5" new AC. 22'x55'		CONTRACTOR'S JOB NO.:	
		CONTRACTOR'S REPORT NO.:	

EQUIPMENT *			HOURS	HOURLY RATE	DELAY FACTOR	EXTENDED AMOUNTS		LABOR *	HOURS	HOURLY RATE	EXTENDED AMOUNTS
MODEL	CODE	DESCRIPTION									
					1.00		O.T.				
					1.00		REG.				
					1.00		O.T.				
					1.00		REG.				
					1.00		O.T.				
					1.00		REG.				
					1.00		O.T.				
					1.00		REG.				
					1.00		O.T.				
					1.00		REG.				
					1.00		O.T.				
					1.00		REG.				
					1.00		O.T.				
					1.00		REG.				

TOTAL COST OF EQUIPMENT - Regular Hours						\$0.00					
MATERIAL and/or WORK done by specialists **							SUBTOTAL - Overtime Hours		\$0.00		
DESCRIPTION		NO. UNITS	UNIT COST		EXT. AMOUNTS		SUBTOTAL - Regular Hours		\$0.00		
		1210.0	\$6.50		\$7865.00		LABOR SURCHARGE PERCENT - Overtime Hours				
							LABOR SURCHARGE PERCENT - Regular Hours				
							SUBSISTENCE - Units x Rate				
							TRAVEL EXPENSE - Units x Rate				
							OTHER - Units x Rate				
TOTAL COST OF MATERIALS AND WORK - Regulars Hours						\$7,865.00	TOTAL COST OF LABOR		A	\$0.00	
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK									B	\$7,865.00	
* Includes Equipment and Labor of Subcontractors and Owner-Operators as defined in Caltrans, Section 9-1.03A & 9-1.03A(3c).							MARKUP ON LABOR (A)		15.0%	\$0.00	
** Section is used to report work by "specialists" as defined by Caltrans, Section 9-1.03B.							MARKUP ON EQUIPMENT, MATERIAL & WORK (B)		0.0%	\$0.00	
							TOTAL THIS REPORT			\$7,865.00	

## INSTRUCTIONS TO CONTRACTOR

1. LIST MODEL, CODE & DESCRIPTION OF EQUIPMENT AS IT APPEARS IN THE EQUIPMENT RENTAL RATES BOOKLET PUBLISHED BY CALTRANS.
2. LIST LABOR AS IT APPEARS IN THE GENERAL PREVAILING WAGE BOOKLET PUBLISHED BY DEPARTMENT OF INDUSTRIAL RELATIONS.
3. ATTACH PHOTOCOPIES OF APPLICABLE PREVAILING WAGE AND EQUIPMENT RENTAL SHEETS WITH DEWR FORCES HIGHLIGHTED.
4. LIST OPERATOR ON SAME LINE AS EQUIPMENT.

CONTRACTOR'S AUTHORIZED FIELD REPRESENTATIVE

INSPECTOR









Community Playgrounds, Inc.  
200 Commercial Street  
Vallejo, CA 94589  
Phone: 415-892-8100  
Fax: 415-892-3132

## PROPOSAL

Job Number: 13299  
Project: MLK Jr Sausalito  
Sausalito CA  
Contact:  
Phone:  
Fax:  
Date: 06-20-2013

Item	Description	Amount
<b>1 Site Furnishings</b>		
1	Installation of DuMor Bench, 3 each, surface mount	534.00
2	Installation of LA Steelcraft Ballwall, 1 each	10,540.00
3	Installation of Basketball posts system w/hoop, net	4,619.00
4	Installation of Tetherball post, 1 each	546.00
	<b>Phase Total:</b>	<b>16,239.00</b>
<b>2 Play Structures</b>		
5	Installation of Draco, 1 each	15,562.00
6	Installation of Supernova, 1 each	3,352.00
7	Installation of Spica 3, 1 each	835.00
8	Installation of Circuit, 1 each	8,054.00
9	Installation of Safari, 1 each	1,420.00
10	Installation of Age Appropriate Signs 2 each	857.00
11	Installation of Rotating Full Deck, 1 each	7,548.00
X 13	Installation of Playbooster 65520-1-1	-8,798.00
	<b>Phase Total:</b>	<b>46,226.00</b>
<b>3 Alternate-Play Area 6th to 8th</b>		
X 12	Installation of Explorer Dome, 1 each	16,978.00
	<b>Phase Total:</b>	<b>16,978.00</b>

### Notes:

1. Prices are INSTALLATION ONLY.
2. Play equipment and site furnishings to be purchased by others and delivered ON-SITE for installation by Community Playgrounds, Inc. Play equipment and site furnishings are identified per description and quantities listed on proposal. Any variation of quantities and/or descriptions of materials or equipment will result in additional charges.
3. Site preparation and finish grades for surfacing are deemed ready and accurate. General Contractor takes full responsibility for finish grades prior to installation of play equipment.
4. Scope of Work: layout per plans and/or manufacturer specs, drilling footings for concrete, assembly of play equipment, installation of play equipment, and pouring of concrete footings. Also, cleanup of contractor-generated debris. Dirt spoils to be left on-site unless otherwise specified. Additional charges will apply for hauloff of spoils if required.
5. Community Playgrounds is not responsible for security of play equipment remaining on-site after leaving jobsite.
6. Prevailing wage rates apply.

*Please call us for Playground Safety Audits and Surface Impact Testing*

Prepared By: David Brown

Initial: \_\_\_\_\_



## CREDIT

## INSTRUCTIONS TO CONTRACTOR

1. LIST MODEL, CODE & DESCRIPTION OF EQUIPMENT AS IT APPEARS IN THE EQUIPMENT RENTAL RATES BOOKLET PUBLISHED BY CALTRANS.
2. LIST LABOR AS IT APPEARS IN THE GENERAL PREVAILING WAGE BOOKLET PUBLISHED BY DEPARTMENT OF INDUSTRIAL RELATIONS.
3. ATTACH PHOTOCOPIES OF APPLICABLE PREVAILING WAGE AND EQUIPMENT RENTAL SHEETS WITH DEWR FORCES HIGHLIGHTED.
4. LIST OPERATOR ON SAME LINE AS EQUIPMENT.



## **AAA FENCE COMPANY, INC.**

2746 SCOTT BLVD, SANTA CLARA, CA 95050  
PHONE (408) 727-5465 FAX (408) 970-8680

TO : Michael Paul Co.

1/20/2014

Attn: Julia Carlyle

Project: MLK JR. Academy

CO # 4

Credit back Labor to Flange Mount 173 LF of 4' Polyolefin Coated Chain Link Fencing, to the School side of the Retaining Wall between the Church and the School. The materials are to be left on site at MLK Jr. Academy. They cannot be returned to the supplier.

Cost Breakdown:	
Labor:	\$ 2,602.00 29 Man Hrs 1- Shop Hr.
Materials	
Total:	\$2,602.00 Credit

Requested by Julia Carlyle of Michael Paul Co. The Church, at this time, does not want the Fencing Mounted to the Wall.

Thank You

AAA Fence Company Inc.



Frank Fisher  
Estimator

Accepted for

Customer by \_\_\_\_\_

Title \_\_\_\_\_

**EXCLUSIONS:** Bond Premium, Waiver of Subrogation on Workers Compensation Insurance, Building Permits, CLEARING-GRUBBING & GRADING, CONCRETE & ASPHALT PATCHING, ELECTRICAL, LANDSCAPE RESTORATION, TRAFFIC CONTROL, ELECTRICAL GROUNDING, DEMO, ENGINEERING, POST POCKETS OR SLEEVES, CORE-DRILLING & SAW CUTTING, REMOVAL OF DIRT SPOILS, PADLOCKS & LOCKING HARDWARE, LIABILITY FOR LOCATING UNDERGROUND UTILITIES, LIABILITY FOR DAMAGES TO UN-LOCATED UNDERGROUND UTILITIES, Surveying, Layout staking.



COR 46												
JOB TITLE: MLK Jr Academy								46 SHEET NO.: 1 OF 1				
CONTRACTOR: Michael Paul Company, Inc.								JOB NO.:				
DESCRIPTION OF WORK (CHECK ONE: X EXTRA WORK, R/W DELAY):							DATE REPORTED:		DATE PERFORMED: 2/4/2014			
ADA grate for DI at basketball court							CONTRACTOR'S JOB NO.:					
							CONTRACTOR'S REPORT NO.:					
EQUIPMENT *			HOURS	HOURLY RATE	DELAY FACTOR	EXTENDED AMOUNTS	LABOR *			HOURS	HOURLY RATE	EXTENDED AMOUNTS
MODEL	CODE	DESCRIPTION					O.T. REG.					
					1.00			Foreman	2.0	\$90.68	\$181.36	
					1.00		O.T. REG.					
					1.00		O.T. REG.					
					1.00		O.T. REG.					
					1.00		O.T. REG.					
					1.00		O.T. REG.					
					1.00		O.T. REG.					
					1.00		O.T. REG.					
					1.00		O.T. REG.					
TOTAL COST OF EQUIPMENT - Regular Hours						\$0.00						
<b>MATERIAL and/or WORK done by specialists **</b>							SUBTOTAL - Overtime Hours			\$0.00		
DESCRIPTION		NO. UNITS	UNIT COST	EXT. AMOUNTS		SUBTOTAL - Regular Hours			\$181.36			
24x27 ADA grate		1.0	\$219.00	\$219.00		LABOR SURCHARGE PERCENT - Overtime Hours						
						LABOR SURCHARGE PERCENT - Regular Hours						
						SUBSISTENCE - Units x Rate						
						TRAVEL EXPENSE - Units x Rate						
						OTHER - Units x Rate						
TOTAL COST OF MATERIALS AND WORK - Regulars Hours				\$219.00		TOTAL COST OF LABOR			A	\$181.36		
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK				>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>					B	\$219.00		
* Includes Equipment and Labor of Subcontractors and Owner-Operators as defined in Caltrans, Section 9-1.03A & 9-1.03A(3c).						MARKUP ON LABOR (A)			15.0%	\$27.20		
** Section is used to report work by "specialists" as defined by Caltrans, Section 9-1.03B.						MARKUP ON EQUIPMENT, MATERIAL & WORK (B)			15.0%	\$32.85		
						TOTAL THIS REPORT				\$460.41		

INSTRUCTIONS TO CONTRACTOR

- LIST MODEL, CODE & DESCRIPTION OF EQUIPMENT AS IT APPEARS IN THE EQUIPMENT RENTAL RATES BOOKLET PUBLISHED BY CALTRANS.
- LIST LABOR AS IT APPEARS IN THE GENERAL PREVAILING WAGE BOOKLET PUBLISHED BY DEPARTMENT OF INDUSTRIAL RELATIONS.
- ATTACH PHOTOCOPIES OF APPLICABLE PREVAILING WAGE AND EQUIPMENT RENTAL SHEETS WITH DEWR FORCES HIGHLIGHTED.
- LIST OPERATOR ON SAME LINE AS EQUIPMENT.

CONTRACTOR'S AUTHORIZED FIELD REPRESENTATIVE

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INSPECTOR



## Sausalito Marin City School District

**Agenda Item:** 9.04

**Date:** May 13, 2014

\_\_\_\_\_ Correspondence

\_\_\_\_\_ Reports

\_\_\_\_\_ General Functions

\_\_\_\_\_ Pupil Services

\_\_\_\_\_ Personnel Services

  X   Financial & Business Procedures

\_\_\_\_\_ Curriculum and Instruction

\_\_\_\_\_ Policy Development

\_\_\_\_\_ Consent Agenda

**Item Requires Board Action:**   X  

**Item is for Information Only:** \_\_\_\_\_

**Item:** Change Order No. 3 for Modular Building Contract

**Background:**

This change order for the Martin Luther King Jr. Academy Modular Project includes moving/installation of a existing pipe and electrical lines.. The change order has been reviewed by the District administration, architect and construction manager for validity and reasonableness.

See attached letter of recommendation from the District's construction management firm, Greystone West.

**Fiscal Impact:**

There is \$34,469 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. 3 for the Martin Luther King Jr. Academy Modular Building Contract, in the amount of \$5,472 and authorize the Superintendent to sign said change order.

Backup attached: Yes   X   No \_\_\_\_\_

**Prepared for:** S. Van Zant

**Prepared by:** A. Rothkop/P. Rigney



March 11, 2014

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

**RE: Final Change Order #3 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 – Credit for Concrete and Asphalt Disposal (CP#10)**

This change is a back charge as a result of contract work performed under another contract. The bid documents required the demolition and removal of the existing concrete and asphalt paving in the location of the new modular building. The modular contractor did not have equipment on hand to perform this work in a cost effective manner and requested the work be completed by the civil contractor on site. The cost to the civil contractor is being deducted from this scope. **(\$1,672)**

**Item #2 – Extend Underground Plumbing to Revised Sink Locations in Classrooms (CP#15)**

This change is the result of an owner request. The location of the sink cabinets in each of the four classrooms was revised to a location requested by the District staff. The cost for item no. 2 includes the labor and material required to extend the underground plumbing to the new sink locations. **\$1,133**

**Item #3 – Provide and Install Recessed Clock and Speaker System (CP#16r1)**

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. 3 includes the labor and material required to furnish and install the clock/speaker system. **\$6,400**

**Item # 4 – Provide Power Outlet for Communications Rack (CP#17)**

This change is the result of a design revision. The bid documents for the modular building did not include a power outlet for the District installed equipment for the communications rack installed in Room 105. In order

to provide the required power for the communications equipment a power outlet was added adjacent to the wall mounted communications cabinet in the classroom. The cost for item no. 4 includes the labor and material required to install the outlet. **\$527**

**Item # 5 - Deduct for Underground Conduits to HVAC Units Installed Under the Civil Contract (COR 18)**

This change is a back charge as a result of contract work performed under another contract. The bid documents included underground electrical conduits from the electrical room in the modular building to the HVAC units for rooms 103, 104, 105 and 106. The modular contractor did not have equipment on hand to perform this work and requested the work be completed by the civil contractor on site. The cost to the civil contractor is being deducted from this scope. **(\$916)**

In our capacity as the District's Construction Manager we have completed a review of Change Order #3.

The additional cost of Change Order #3 is: \$5,472

The total Change Orders to date is \$ 145,981.

There is \$ 34,019 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

1247.00 - 0 - 1.8

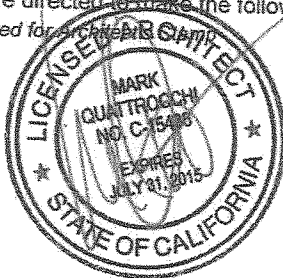
**CO**  
**003**

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

Change Order No.	THREE (003)
Project No.	1247.00
Initiation Date:	2/20/2014
Contract For:	Increment 2
Contract Date:	
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



The original Contract Sum was		
Net change by previous Change Order	\$	1,215,000
The Contract Sum prior to this Change Order was	\$	140,509
The Contract Sum will be INCREASED by this Change Order in the amount of	\$	1,355,509
The new Contract Sum including this Change Order will be	\$	5,472
The Contract Time will be UNCHANGED by this Change Order in the amount of	\$	1,360,981
The Date of Completion as of the date of this Change Order:		0 Days
		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**  
Quattrocchi Kwok Architects  
636 Fifth Street  
Santa Rosa, CA 95404

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

**OWNER**  
Sausalito-Marín City School District  
200 Phillips Drive  
Marin City, CA 94965

By:   
Date: 2/20/14

By:   
Date: 2/20/14

By: \_\_\_\_\_  
Date: \_\_\_\_\_

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

Change Order No.	THREE (003)
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:					\$	5,472	0	0	0	0
1	ASI 003r1	Credit off-haul and disposal of broken asphalt and concrete to be demolished per ASI 003R1.	010	(\$	1,672)	0	0	0	0	
2		Ref. CP 02r3: Relocate underground plumbing due to design change in cabinet and sink location.	015	\$	1,133	0	0	0	0	
3	AR 25	Additional cost to provide and install clock and speakers including wiring per AR 25.	016r001	\$	6,400	0	0	0	0	
4		Provide and install additional outlet for IDF rack.	017	\$	527	0	0	0	0	
5		Excavate, install and backfill (2) 4" conduits from Room 103/104 and 105/106 to HVAC units. Backcharge from Civil Contract COR 10 and COR 11 on Change Order 01.	018	(\$	916)	0	0	0	0	

END OF SUMMARY



70 Stony Point Road, Suite D  
Santa Rosa, CA 95401  
Ph : (707) 527-5788  
Fax: (707) 542-7718  
Contractors License No.835496

**Change Proposal**

To: Holly Powdrell  
Quattrocchi Kwok Architects  
636 Fifth Street  
Santa Rosa, CA 95404  
Ph: (707)576-0829 Fax: (707)576-0295

Number: 010  
Date: 7/17/13  
Job: 3-13-1301 MLK Jr Academy Classroom  
Phone:

Description: Stockpile Broken Asphalt & Concrete Onsite Per ASI #003R1

Reason: Change in Scope

Source: Budget

We are pleased to offer the following specifications and pricing to make the following changes:  
Credit off-haul and disposal of broken asphalt and concrete to be demolished per ASI 003R1.

Description	Labor	Material	Equipment	Subcontract	Other	Price
Northwest General Engineering - Proposal #1				\$-1,672.00		\$-1,672.00
					Subtotal:	\$-1,672.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
					Total:	\$-1,672.00

The schedule will be TBD.

If you have any questions, please contact me at 707-527-5788.

Submitted by: Gavin Barquero  
Jeff Luchetti Construction

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc: Josh Kurczeski (JL Modular, Inc.), Don Morris (JL Modular, Inc.)

1301-010/

CP 010

# **NORTHWEST**

## **GENERAL ENGINEERING**

GRADING ♦ PAVING ♦ UNDERGROUND

LICENSE NO. 781913

June 6, 2013

Jeff Luchetti Construction, Inc  
70 Stony Point Road, Suite D  
Santa Rosa, CA 95401

Attn: Josh Kurczeski

Subject: Martin Luther King Academy  
Job No. MLK-613, Proposal #1

Re: Stockpile Broken Asphalt & Concrete Onsite

Josh,

Per ASI #003r001 dated June 4, 2013 we offer the following: Credit off haul and disposal of broken asphalt and concrete to be demolished. Material to be placed in a stockpile inside the back entrance next to the site adjacent to existing pine trees. There will be no minimum or maximum sized material guaranteed to be placed in the stockpile. Stockpiled material will become the property of the owner. We propose a credit of <\$1,672.00> for said work.

If you have any questions, please contact this office.

Sincerely,

Trevor Stewart  
Project Manager



# Architect Supplemental Instruction

Distribution to: 1247.00-0-1.5

<input checked="" type="checkbox"/>	OWNER	<b>ASI</b> <b>003r001</b>
<input checked="" type="checkbox"/>	ARCHITECT	
<input checked="" type="checkbox"/>	CONTRACTOR	
<input checked="" type="checkbox"/>	INSPECTOR	
<input type="checkbox"/>	CM	

<b>PROJECT:</b> Martin Luther King Jr. Academy New Classro 200 Phillips Drive Marin City, CA 94965	<b>CONTRACTOR:</b> Jeff Luchetti Modular, Inc. 70 Stony Point Road, Suite D Santa Rosa, CA 95401 Josh Kurczeski	<b>A.S.I. No.</b> Date Arch. Project No. Contract For: Contract Date DSA File No. DSA App. No. OPSC App. No.	<b>003r001</b> <b>6/4/2013</b> <b>1247.00</b> <b>Increment 2</b> <b>4/23/2013</b> <b>21-40</b> <b>01-113227</b>
<b>OWNER:</b> Sausalito-Marín City School District 200 Phillips Drive Marin City, CA 94965 Dr. Valerie Pitts	<b>INSPECTOR OF RECORD:</b> Jeff Griffin 1835B State Highway 20 Colusa, CA 95932 Jeff Griffin	<b>Contr. Project No.</b>	<b>3-13-1301</b>

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents with no change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instruction indicates your acknowledgment of these instruction that there will be no change in the Contract Sum or Contract Time.

## DESCRIPTION:

Stockpile asphalt and concrete demolished within the modular building area. Coordinate with Sitework Contractor to determine stockpile area. Sitework Contractor to grind for reuse.

## ATTACHMENTS:

None

## ISSUED:

Quattrocchi Kwok Architects  
636 5th Street  
Santa Rosa, CA 95404  
By Holly Powdrell

Date 6/4/2013



70 Stony Point Road, Suite D  
Santa Rosa, CA 95401  
Ph : (707) 527-5788  
Fax: (707) 542-7718  
Contractors License No.835496

## Change Proposal

To: Holly Powdrell  
Quattrocchi Kwok Architects  
636 Fifth Street  
Santa Rosa, CA 95404  
Ph: (707)576-0829 Fax: (707)576-0295

Number: 015  
Date: 8/22/13  
Job: 3-13-1301 MLK Jr Academy Classroom  
Phone:

**Description:** Relocate Underground Plumbing Due to Cabinet Changes

**Reason:** Change in Scope

**Source:** Budget

We are pleased to offer the following specifications and pricing to make the following changes:  
Costs to relocate underground plumbing due to design change in cabinet locations.

Description	Labor	Material	Equipment	Subcontract	Other	Price
Quantum Mechanical - Email dated 8/15/13				\$1,000.00		\$1,000.00
					Subtotal:	\$1,000.00
Contractors Fee for Labor, Material, Equipment						\$0.00
Contractors Fee on Subcontractors				\$1,000.00	10.00%	\$100.00
Insurance				\$1,100.00	1.47%	\$16.17
Bond				\$1,116.17	1.50%	\$16.74
					Total:	\$1,132.91

The schedule will be TBD.

If you have any questions, please contact me at 707-527-5788.

Submitted by: Gavin Barquero  
Jeff Luchetti Construction

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc: Josh Kurczeski (JL Modular, Inc.), Don Morris (JL Modular, Inc.)

CP 015

1301-017/  
**Josh Kurczeski**

---

**From:** Greg quackenbush [greg\_quantum@att.net]  
**Sent:** Thursday, August 15, 2013 8:53 PM  
**To:** Josh Kurczeski  
**Subject:** Re: MLK Change Order

Josh,

Here is the costs for moving the sinks, and also the cost for buying new sinks.

The cost for moving the sink waste lines under the slab is \$1,000.00.

Greg Quackenbush  
Quantum Mech Inc

---

**From:** Josh Kurczeski <joshk@jlcbuild.com>  
**To:** Greg Quack <greg\_quantum@att.net>  
**Cc:** Don Morris <donm@jlcbuild.com>  
**Sent:** Wednesday, August 14, 2013 11:59 AM  
**Subject:** MLK Change Order

Greg

Please forward change order for the relocated cabinets.  
Thank you

*Josh Kurczeski  
Jeff Luchetti Construction  
70 Stony Point Rd., Suite D  
Santa Rosa, CA 95401  
707-527-5788 Ext. 208  
707-542-7718 fax*

---

**From:** Greg quackenbush [mailto:greg\_quantum@att.net]  
**Sent:** Thursday, September 05, 2013 8:07 AM  
**To:** Josh Kurczeski  
**Subject:** Re: Mlk-ug cHANGE

Josh, here is the breakdown for moving the waste lines under the slab.  
"=

6 hours at 135.00 per hour prevailing prices. = \$810.00

Material needed 30' of cast iron pipe. 8 - 2" husky n/h bands. And 3 -  
2" cast iron 45 for a total of \$190.00

Grand Total of \$1,000.00

**From:** Josh Kurczeski <joshk@jlcbuild.com>  
**To:** Greg Quack <greg\_quantum@att.net>  
**Sent:** Wednesday, September 4, 2013 9:34 AM  
**Subject:** FW: Mlk-ug cHANGE

<<015.pdf>>

Greg

As discussed, please send over today.  
Thank you

Josh Kurczeski  
Jeff Luchetti Construction  
70 Stony Point Rd., Suite D  
Santa Rosa, CA 95401  
707-527-5788 Ext. 208  
707-542-7718 fax

-----Original Message-----

**From:** Josh Kurczeski  
**Sent:** Friday, August 23, 2013 10:10 AM  
**To:** 'Greg Quack'  
**Cc:** Gavin Barquero  
**Subject:** Mlk-ug cHANGE

Greg

Please provide detailed back up for this \$1,000 including labor costs,  
hours, material, etc.  
Thank you





70 Stony Point Road, Suite D  
Santa Rosa, CA 95401  
Ph : (707) 527-5788  
Fax: (707) 542-7718  
Contractors License No.835496

## Change Proposal

To: Holly Powdrell  
Quattrocchi Kwok Architects  
636 Fifth Street  
Santa Rosa, CA 95404  
Ph: (707)576-0829 Fax: (707)576-0295

Number: 016R1  
Date: 8/23/13  
Job: 3-13-1301 MLK Jr Academy Classroom  
Phone:

**Description:** Install Clock & Speakers Per AR 25

**Reason:** Change in Scope

**Source:** Budget # AR 25

We are pleased to offer the following specifications and pricing to make the following changes:

Provide and install clock & speakers including wiring per AR 25.

Description	Labor	Material	Equipment	Subcontract	Other	Price
R. McClure Electric - CO #006				\$5,649.00		\$5,649.00
					Subtotal:	\$5,649.00
		Contractors Fee for Labor, Material, Equipment				\$0.00
		Contractors Fee on Subcontractors		\$5,649.00	10.00%	\$564.90
		Insurance		\$6,213.90	1.47%	\$91.34
		Bond		\$6,305.24	1.50%	\$94.58
					Total:	\$6,399.82

The schedule will be TBD.

If you have any questions, please contact me at 707-527-5788.

Submitted by: Gavin Barquero  
Jeff Luchetti Construction

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc: Josh Kurczeski (JL Modular, Inc.), Don Morris (JL Modular, Inc.)

# R. McClure Electric Inc.

ELECTRICAL CONTRACTORS

August 23, 2013

Jeff Luchetti Construction  
70 Stony Point Road  
Santa Rosa, CA 95401  
707-527-5788

Request for Change Order No. 006  
Attn: Josh Kurezeski

Re: MLK Jr Academy Classrooms  
AR 025, Clocks/Speakers

Josh,

As requested, we are providing pricing per AR 026

1. Provide/install wiring for clocks & speakers.
2. Provide/install (4) speakers
3. Provide/install (4) clocks
4. Final terminations, testing, and programming

At this time we request a change order in the amount of \$5,649.00 for adding the work outlined above.

Remarks:

\* See attached back up

We trust this is acceptable to all concerned and shall look for your advice regarding same as soon as convenient.

Sincerely,

Ed Gugel



# BID SUMMARY

**JOB:** **MLK**

**SUBJECT:** AR 025

ESTIMATED BY: Ed Gugel

DATE: 8/23/13

[illegible]

**Non Productive Labor (A):**

0.00

Subtotals:	3,146.11	16.90
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Non-Productive labor	Hours
Handling Material	
Superintendent	
Traveling Time	
Job Clerk	
Total (A)	0.00

16.90	Hours Labor @	89.94	1,519.99
	Hours Labor @		0.00
	Hours Labor @		0.00
	Labor Cost Total:		1,519.99
	Job Expense (B):		0.00
	Material Cost:		3,146.11
	Subtotal:		4,666.10
10%	Overhead:		466.61
	Subtotal:		5,132.71
5%	Profit:		233.30
	Subtotal:		5,366.01
9%	Sales Tax:		283.15
	Subtotal:		5,649.16
	Bond:		
	Total:		5,649.16

Job Expense	Dollars
Tools, Scissor Lift	
Insurance	
Cutting, Coring	
Telephone	
Trenching/backfill	
Inspection/Permit Fees	
Storage	
Board	
<b>Total (B)</b>	<b>0:00</b>

## Change Proposal

**To:** Holly Powdrell  
 Quattrocchi Kwok Architects  
 636 Fifth Street  
 Santa Rosa, CA 95404  
 Ph: (707)576-0829 Fax: (707)576-0295

**Number:** 017  
**Date:** 10/8/13  
**Job:** 3-13-1301 MLK Jr Academy Classroom  
**Phone:**

**Description:** Additional Outlet @ IDF Rack

**Reason:** Change in Scope

**Source:** Budget

We are pleased to offer the following specifications and pricing to make the following changes:

Additional outlet @ IDF rack per GSW direction.

Description	Labor	Material	Equipment	Subcontract	Other	Price
R. McClure Electric - CO #007.				\$465.00		\$465.00
					Subtotal:	\$465.00
		Contractors Fee for Labor, Material, Equipment				\$0.00
		Contractors Fee on Subcontractors		\$465.00	10.00%	\$46.50
		Insurance		\$511.50	1.47%	\$7.52
		Bond		\$519.02	1.50%	\$7.79
					Total:	\$526.81

The schedule will be TBD.

If you have any questions, please contact me at 707-527-5788.

Submitted by: Gavin Barquero  
 Jeff Luchetti Construction

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Cc: Josh Kurczeski (JL Modular, Inc.)



1301-020/

CP 017

# R. McClure Electric Inc.

ELECTRICAL CONTRACTORS

October 7, 2013

Jeff Luchetti Construction  
70 Stony Point Road  
Santa Rosa, CA 95401  
707-527-5788

Request for Change Order No. 007  
Attn: Josh Kurczeski

Re: MLK Jr Academy Classrooms  
Added power at Communication rack

Josh,

As requested, we are providing pricing to add power at the communication rack

1. Provide/install (1) additional circuit & receptacle at the communication rack.

At this time we request a change order in the amount of \$465.00 for adding the work outlined above.

Remarks:

\* See attached back up

We trust this is acceptable to all concerned and shall look for your advice regarding same as soon as convenient.

Sincerely,

Ed Gugel



Josh Kurczeski

---

From: Jason Cave [jason@greystonewest.com]

Sent: Tuesday, September 10, 2013 1:23 PM

To: Josh Kurczeski

Cc: Ed Gugel

Subject: Re: Outlet for IDF

Please have McClure take care of it. T&M is fine.  
Thanks.

JASON CAVE | GREYSTONE WEST COMPANY  
621 WEST SPAIN STREET, SONOMA, CA 95476  
CELL: 650.477.8512 | MAIN: 707.933.0624 | FAX: 707.996.8390  
jason@greystonewest.com | [www.greystonewest.com](http://www.greystonewest.com)

On Tue, Sep 10, 2013 at 9:44 AM, Josh Kurczeski <joshk@jlcbuild.com> wrote:  
Jason

On the punch, there was a request to install and outlet at the IDF. Did Mike Brown take care of this or do you want to authorize McClure to proceed TnM?

Let me know

*Josh Kurczeski  
JLC Luchetti Construction  
700 Stony Point Rd., Suite D  
Santa Rosa, CA 95401  
707-527-5788 Ext. 208  
707-542-7718 fax*



# CHANGE ORDER REQUEST REVIEW

Distribution to: 1247.00 - 0 - .7  
☒ OWNER  
☒ ARCHITECT  
☒ CONTRACTOR  
☒ INSPECTOR  
☐ CM  
**CORR  
018**

<b>PROJECT:</b> Martin Luther King Jr. Academy New Classroom 200 Phillips Drive Marin City, CA 94965	<b>CONTRACTOR:</b> Jeff Luchetti Modular, Inc. 70 Stony Point Road, Suite D Santa Rosa, CA 95401 Josh Kurczeski	<b>C.O.R.R. No.</b> Date Arch. Project No. Contract For: Contract Date DSA File No. DSA App. No. OPSC App. No. <b>Pending Change Order No</b>	<b>EIGHTEEN (018)</b> 9/17/2013 1247.00 Increment 2 04/23/2013 21-40 01-113227 001-003;
<b>OWNER:</b> Sausalito-Marín City School District 200 Phillips Drive Marin City, CA 94965 Dr. Valerie Pitts	<b>INSPECTOR OF RECORD:</b> Jeff Griffin 1835B State Highway 20 Colusa, CA 95932 Jeff Griffin		

## DESCRIPTION:

Excavate, install and backfill (2) 4" conduits from Room 103/104 and 105/106 to HVAC units.  
Backcharge from Civil Contract COR 10 and COR 11 on Change Order 01.

MODIFICATION To  
CONTRACT SUM: (\$916.00)

CONTINGENCY  
DAYS: 0

MODIFICATION TO  
MILESTONE: #0 @ 0 Days

MODIFICATION To  
CONTRACT TIME: 0

CONSULTING  
ENGINEERING  
REVIEW BY:

Distribution by:  
☒ EMAIL  
☐ FAX  
☐ MAIL  
☐ OVERNIGHT  
☐ HAND

## RECOMMENDATION:

We have reviewed the referenced Change Order Request and find that the pricing is reasonable and customary for the scope of work proposed, and that a modification to the Contract Sum and/or Contract Time as shown above, is appropriate. This Change Order Request will be processed as a Change Order to the Contract and recommended to the Board of Trustees for their approval.

<b>ARCHITECT:</b> Quattrocchi Kwok Architects 636 5th Street Santa Rosa, CA 95404 By: Holly Powdrell Date: 9/17/2013	<b>OWNER:</b> Sausalito-Marín City School District 200 Phillips Drive Marin City, CA 94965 By: Sausalito-Marín City School District Date: 9/17/2013
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## COR 010

JOB TITLE: Martin Luther King Jr. Academy	DEWR REPORT NO.:	SHEET NO.: 1 OF 1
CONTRACTOR: Michael Paul Company, Inc.		JOB NO.:
DESCRIPTION OF WORK (CHECK ONE: _____ EXTRA WORK, _____ R/W DELAY):	DATE REPORTED: 8/30/13	DATE PERFORMED: 7/24/2013
Dig pipe and backfill 2-4" conduits from rooms 105 and 106 to HVAC pads.	CONTRACTOR'S JOB NO.:	
line.	CONTRACTOR'S REPORT NO.:	

EQUIPMENT *			HOURS	HOURLY RATE	DELAY FACTOR	EXTENDED AMOUNTS		LABOR *	HOURS	HOURLY RATE	EXTENDED AMOUNTS
MODEL	CODE	DESCRIPTION									
		Bobcat Mini Ex	1.5	\$82.50	1.00	\$123.75	O.T. REG.	General Foreman	0.5	\$116.75	\$58.38
					1.00		O.T. REG.	Operator	1.5	\$79.36	\$119.04
					1.00		O.T. REG.	Laborer	1.5	\$64.75	\$97.13
					1.00		O.T. REG.				
					1.00		O.T. REG.				
					1.00		O.T. REG.				
					1.00		O.T. REG.				

TOTAL COST OF EQUIPMENT - Regular Hours				\$123.75				
MATERIAL and/or WORK done by specialists **					SUBTOTAL - Overtime Hours			\$0.00
DESCRIPTION	NO. UNITS	UNIT COST		EXT. AMOUNTS	SUBTOTAL - Regular Hours			\$274.54
					LABOR SURCHARGE PERCENT - Overtime Hours			
					LABOR SURCHARGE PERCENT - Regular Hours			
					SUBSISTENCE - Units x Rate			
					TRAVEL EXPENSE - Units x Rate			
					OTHER - Units x Rate			
TOTAL COST OF MATERIALS AND WORK - Regulars Hours				\$0.00	TOTAL COST OF LABOR			A \$274.54
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK				>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>&				

CONTRACTOR'S AUTHORIZED FIELD REPRESENTATIVE

INSPECTOR

## INSTRUCTIONS TO CONTRACTOR

1. LIST MODEL, CODE & DESCRIPTION OF EQUIPMENT AS IT APPEARS IN THE EQUIPMENT RENTAL RATES BOOKLET PUBLISHED BY CALTRANS.
2. LIST LABOR AS IT APPEARS IN THE GENERAL PREVAILING WAGE BOOKLET PUBLISHED BY DEPARTMENT OF INDUSTRIAL RELATIONS.
3. ATTACH PHOTOCOPIES OF APPLICABLE PREVAILING WAGE AND EQUIPMENT RENTAL SHEETS WITH DEWR FORCES HIGHLIGHTED.
4. LIST OPERATOR ON SAME LINE AS EQUIPMENT.







**Sausalito Marin City School District**

**Agenda Item:** 9.05

**Date:** May 13, 2014

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

**Item Requires Board Action:** ☒

**Item is for Information Only:** ☐

**Item:** Filing of the Notices of Completion for the Martin Luther King Jr. Academy New Classroom Project

**Background:**

The District needs to file the Notices of Completion with the County Recorder to officially close the project and begin the 35 day lien period for subcontractors and suppliers. Providing no Stop Notices or Liens are received, retention will be released to the contractors at the close of the 35- day period.

**Fiscal Impact:**

None.

**Recommendation:**

It is recommended that the Board of Trustees approve the Notices of Completion with the County Recorder for the Martin Luther King Jr. Academy New Classroom Building Project.

Backup attached: Yes ☒ No ☐

**Prepared for:** S. Van Zant

**Prepared by:** A. Rothkop/P. Rigney

Recording Requested by  
Owner-School District

When recorded mail or deliver to:  
Director of Maintenance and Operations  
Sausalito-Marín City School District  
200 Phillips Drive, Marin City, CA 94965  
DSA # 01-113227

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NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN BY the Sausalito-Marín City School District, located in the County of Marin, State of California, as follows:

1. That on July 5, 2013 Sausalito-Marín City School District entered into a contract with Mike Brown Electric, Co. for Martin Luther King, Junior Academy New Classroom Project – Electrical Improvements.
2. That the project included the electrical and low voltage installation for 1 Modular Classroom Building; Relocation of 3 Portable Classroom Buildings & associated site electrical work at for Martin Luther King, Junior Academy was substantially completed on February 18, 2014.
3. That the name and address of the political subdivision owner is the Sausalito-Marín City School District, 200 Phillips Drive, Marin City California 94965.
4. That the description of the public work involved is General Construction.

SAUSALITO-MARIN CITY SCHOOL DISTRICT

Dated:

\_\_\_\_\_  
Steve Van Zant - Authorized Agent for the  
Sausalito-Marín City School District

Steve Van Zant, verifies and declares under penalty of perjury,

I am the duly Authorized Agent of the Sausalito-Marín City School District, located in the county of Marin, State of California, referred to in the foregoing notice. I have read the foregoing notice and know the contents thereof, and the same are true of my own knowledge except as to those matters therein stated upon information and belief, and as to those matters, I believe them to be true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Steve Van Zant, Superintendent  
Sausalito-Marín City School District

Pursuant to Governmental Code 27383, Sausalito-Marín City School District is exempt from recording fees for this Notice of Completion

Recording Requested by  
Owner-School District

When recorded mail or deliver to:  
Director of Maintenance and Operations  
Sausalito-Marín City School District  
200 Phillips Drive, Marin City, CA 94965  
DSA # 01-113227

---

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN BY the Sausalito-Marín City School District, located in the County of Marin, State of California, as follows:

1. That on July 15, 2013 Sausalito-Marín City School District entered into a contract with Marina Landscape, Inc. for Martin Luther King, Junior Academy New Classroom Project – Landscape Improvements.
2. That the project included the installation of irrigation, landscape drainage and planting for Martin Luther King Junior Academy Project and was substantially completed on February 28, 2014.
3. That the name and address of the political subdivision owner is the Sausalito-Marín City School District, 200 Phillips Drive, Marin City California 94965.
4. That the description of the public work involved is General Construction.

SAUSALITO-MARIN CITY SCHOOL DISTRICT

Dated:

\_\_\_\_\_  
Steve Van Zant - Authorized Agent for the  
Sausalito-Marín City School District

Steve Van Zant, verifies and declares under penalty of perjury,

I am the duly Authorized Agent of the Sausalito-Marín City School District, located in the county of Marin, State of California, referred to in the foregoing notice. I have read the foregoing notice and know the contents thereof, and the same are true of my own knowledge except as to those matters therein stated upon information and belief, and as to those matters, I believe them to be true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Steve Van Zant, Superintendent  
Sausalito-Marín City School District

Pursuant to Governmental Code 27383, Sausalito-Marín City School District is exempt from recording fees for this Notice of Completion



Recording Requested by  
Owner-School District

When recorded mail or deliver to:  
Director of Maintenance and Operations  
Sausalito-Marín City School District  
200 Phillips Drive, Marin City, CA 94965  
DSA # 01-113227

---

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN BY the Sausalito-Marín City School District, located in the County of Marin, State of California, as follows:

1. That on July 5, 2013 Sausalito-Marín City School District entered into a contract with Michael Paul Co., Inc. for Martin Luther King, Junior Academy New Classroom Project – Site Improvements.
2. That the project included the underground utility installation and site work package for the Martin Luther King Jr. Academy Site Improvements project and was substantially completed on April 8, 2014.
3. That the name and address of the political subdivision owner is the Sausalito-Marín City School District, 200 Phillips Drive, Marin City California 94965.
4. That the description of the public work involved is General Construction.

SAUSALITO-MARIN CITY SCHOOL DISTRICT

Dated:

\_\_\_\_\_  
Steve Van Zant - Authorized Agent for the  
Sausalito-Marín City School District

Steve Van Zant, verifies and declares under penalty of perjury,

I am the duly Authorized Agent of the Sausalito-Marín City School District, located in the county of Marin, State of California, referred to in the foregoing notice. I have read the foregoing notice and know the contents thereof, and the same are true of my own knowledge except as to those matters therein stated upon information and belief, and as to those matters, I believe them to be true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Steve Van Zant, Superintendent  
Sausalito-Marín City School District

Pursuant to Governmental Code 27383, Sausalito-Marín City School District is exempt from recording fees for this Notice of Completion

Recording Requested by  
Owner-School District

When recorded mail or deliver to:  
Director of Maintenance and Operations  
Sausalito-Marín City School District  
200 Phillips Drive, Marin City, CA 94965  
DSA # 01-113227

---

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN BY the Sausalito-Marín City School District, located in the County of Marin, State of California, as follows:

1. That on May 13, 2013 Sausalito-Marín City School District entered into a contract with JL Modular, Inc. for Martin Luther King, Junior Academy New Classroom Project.
2. That the project included the Construction of 1-Modular Classroom Buildings which houses 4 classrooms and 2 restrooms at for Martin Luther King Junior Academy was substantially completed on February 18, 2014.
3. That the name and address of the political subdivision owner is the Sausalito-Marín City School District, 200 Phillips Drive, Marin City California 94965.
4. That the description of the public work involved is General Construction.

SAUSALITO-MARIN CITY SCHOOL DISTRICT

Dated:

\_\_\_\_\_  
Steve Van Zant - Authorized Agent for the  
Sausalito-Marín City School District

Steve Van Zant, verifies and declares under penalty of perjury,

I am the duly Authorized Agent of the Sausalito-Marín City School District, located in the county of Marin, State of California, referred to in the foregoing notice. I have read the foregoing notice and know the contents thereof, and the same are true of my own knowledge except as to those matters therein stated upon information and belief, and as to those matters, I believe them to be true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Steve Van Zant, Superintendent  
Sausalito-Marín City School District

Pursuant to Governmental Code 27383, Sausalito-Marín City School District is exempt from recording fees for this Notice of Completion

## Field Trips

**Dates:** April 30, 2014  
**Destination:** Hannah Gallery ~ Come to the Cotton Club  
**Teacher:** Mr. Anstead, Ms. Zeisler, Ms. McDougal and Ms. Cassidy  
**Grade:** 5<sup>th</sup> – 8<sup>th</sup>  
**Standards Supported:** U.S. History  
**Funding:** Field Trip  
**Cost:** \$ 0.00

**Dates:** June 16, 2014  
**Destination:** McNear's Beach  
**Teacher:** Ms. Banks, Ms. Trevor, Ms. Lieberman, Mr. Scullion and Mr. Haddad  
**Grade:** K – 4<sup>th</sup>  
**Standards Supported:** social  
**Funding:** Field Trip Funds  
**Cost:** \$ 500.00

**Dates:** June 16, 2014  
**Destination:** Rodeo Beach  
**Teacher:** Mr. Anstead, Ms. Zeisler, Ms. McDougal, Ms. Suto and Ms. Cassidy  
**Grade:** 5<sup>th</sup> – 8<sup>th</sup>  
**Standards Supported:** social  
**Funding:** Field Trip  
**Cost:** \$ 500.00



## Sausalito Marin City School District

**Agenda Item:** 10.02

**Date:** May 13, 2014

☐ 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:** District Calendar

### **Background:**

The Board of Trustees annually adopts a District Calendar for the following academic school year. The calendar includes the number of school days, holidays, and staff development days. State law requires that students attend school for 180 days, and the District contract with the teachers' union currently requires 186 total teacher work days.

### **Fiscal Impact:**

Undetermined

### **Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

**Sausalito Marin City  
School District  
School Calendar 2014-2015**

	M	T	W	Th	F	Days		
	4	5	6	7	8			
August	11	12	13	14	15		Aug. 18-22, 2014	Teacher Work Day/Staff Development
	18	19	20	21	22	5	August 25, 2014	First Day of School
	25	26	27	28	29		August 29, 2014	Minimum Day
	1	2	3	4	5		September 1, 2014	Labor Day
	8	9	10	11	12			
Sept.	15	16	17	18	19	21	September 17, 2014	Back to School Night
	22	23	24	25	26			
	29	30						
			1	2	3			
Oct.	6	7	8	9	10			
	13	14	15	16	17	23		
	20	21	22	23	24			
	27	28	29	30	31		October 31, 2014	Minimum Day
	3	4	5	6	7			
Nov.	10	11	12	13	14		November 11, 2014	Veteran's Day
	17	18	19	20	21	14	November 14, 2014	End of First Trimester
	24	25	26	27	28		November 24-28, 2014	Thanksgiving Recess
							November 27 & 28, 2014	Thanksgiving & Local Holiday
	1	2	3	4	5		December 2 & 4, 2014	Parent Teacher/Conferences
Dec.	8	9	10	11	12		December 19, 2014	Minimum Day
	15	16	17	18	19	15	Dec. 24, 26 & 31, 2014	Local Holiday
	22	23	24	25	26		December 25, 2014	Christmas Holiday
	29	30	31				Dec. 22, 2014-Jan. 2, 2015	Winter Recess
				1	2		January 1, 2015	New Year Holiday
Jan.	5	6	7	8	9		January 5, 2015	Students Return to School
	12	13	14	15	16	19		
	19	20	21	22	23		January 19, 2015	Martin Luther King Jr. Day
	26	27	28	29	30			
	2	3	4	5	6		February 16-20, 2015	Mid Winter Break
Feb.	9	10	11	12	13	15	February 20, 2015	Lincoln's Birthday, local holiday
	16	17	18	19	20		February 16, 2015	Presidents' Day
	23	24	25	26	27			
	2	3	4	5	6			
March	9	10	11	12	13		March 6, 2015	End of Second Trimester
	16	17	18	19	20	22		
	23	24	25	26	27		March 17 & 19, 2015	Parent Teacher Conferences
	30	31						
			1	2	3			
April	6	7	8	9	10	17		
	13	14	15	16	17		April 13-17, 2015	Spring Recess
	20	21	22	23	24		April 17, 2015	Classified In-Lieu Day
	27	28	29	30				
					1			
May	4	5	6	7	8	20		
	11	12	13	14	15		May 20, 2015	Open House
	18	19	20	21	22		May 25, 2015	Memorial Day
	25	26	27	28	29			
	1	2	3	4	5		June 11, 2015	End of Third Trimester
June	8	9	10	11	12	9	June 11, 2015	Last School Day for Students Min. Day
	15	16	17	18	19		June 12, 2015	Teacher Work Day
	22	23	24	25	26			
<div> <div>Legal holiday</div> <div>Teacher work day/Staff Dvlp.</div> <div>Minimum day</div> <div>Local holiday</div> </div>							<div> <div>No school on "shaded days"</div> <div>180 Days of Student Attendance</div> <div>186 Total Teacher Work Days/Salary Schedule</div> <div>7 Minimum Days per school site</div> <div>6 Teacher Work Days/Staff Development Day/Contract/Salary Schedule</div> </div>	
Holiday: July 4th, 2015								

Board Approved \_\_\_\_\_

First Draft May 1st, 2014

**Sausalito Marin City School District**

**Agenda Item:** 11.01

**Date:** May 13, 2014

.....  
☐ 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 Bylaw (BB) 9230 – Board Orientation

**Background:**

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

**Fiscal Impact:**

Undetermined

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



## BB 9230 Board Bylaws

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### **Orientation**

#### **Board Candidate Orientation**

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

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

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

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

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

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

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

**Sausalito Marin City School District**

**Agenda Item:** 11.02

**Date:** May 13, 2014

☐ Correspondence

☐ Consent Agenda

☐ Reports

☐ General Functions

☐ Pupil Services

☐ Personnel Services

☐ Financial & Business Procedures

☐ Curriculum and Instruction

☒ Policy Development

**Item Requires Board Action:** ☒

**Item is for Information Only:** ☐

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

**Background:**

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

**Fiscal Impact:**

Undetermined

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

## BB 9240 Board Bylaws

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### **Board Development**

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

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

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

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



**Sausalito Marin City School District**

**Agenda Item:** 11.03

**Date:** May 13, 2014

.....  
☐ 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 Bylaw (BB) and Exhibit (E) 9250 – Remuneration, Reimbursement and Other Benefits

**Background:**

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

**Fiscal Impact:**

Undetermined

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

## BB 9250 Board Bylaws

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### **Remuneration, Reimbursement And Other Benefits**

#### **Compensation**

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

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

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

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

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

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

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

#### **Reimbursement of Expenses**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Note: Pursuant to Government Code 53201, a district may pay premiums for health and welfare benefits for former Board members only if all of the following conditions are satisfied: (1) the district paid for benefits for former Board members before January 1, 1994; (2) the former Board member served in office after January 1, 1981; (3) the former Board member's term began before January 1, 1995; and (4) the former Board member served for 12 or more years. If the district did not pay benefits for former Board members before January 1, 1994, benefits may be provided to former Board members only on a self-pay basis, even if a former member has served in office for the requisite amount of time.

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

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



**Sausalito Marin City School District**

**Agenda Item:** 11.04

**Date:** May 13, 2014

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

☐ Consent Agenda

**Item Requires Board Action:** ☒

**Item is for Information Only:** ☐

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

**Background:**

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

**Fiscal Impact:**

Undetermined

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

### **Legal Protection**

#### **Liability Insurance**

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

#### **Protection against Liability**

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

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

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

**Sausalito Marin City School District**

**Agenda Item:** 11.05

**Date:** May 13, 2014

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

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

**Item:** Board Bylaw (BB) and Exhibit (E) 9270 – Conflict of Interest

**Background:**

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

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

**Fiscal Impact:**

Undetermined

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



## BB 9270 Board Bylaws

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### **Conflict Of Interest**

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

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

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

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

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

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

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

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

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)

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

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

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

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

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

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

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

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

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

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from

entering into the contract. (Government Code 1090; *Klistoff v. Superior Court*, (2007) 157 Cal.App. 4th 469)

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

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

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

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

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

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

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

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

### **Incompatible Offices and Activities**

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



## **Gifts**

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

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

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

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

## **Honoraria**

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

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

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

## Sausalito Marin City School District

**Agenda Item:** 11.06

**Date:** May 13, 2014

☐ Correspondence

☐ Consent Agenda

☐ Reports

☐ General Functions

☐ Pupil Services

☐ Personnel Services

☐ Financial & Business Procedures

☐ Curriculum and Instruction

☒ Policy Development

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BB) 9310 – Board Policies

**Background:**

First read for Board Bylaw concerning Board Policies

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

### **Board Policies**

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements.

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

### **Policy Development and Adoption Process**

The district's policy development process shall include the following basic steps:

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision or goals, educational research or trends, or a change in the superintendency or Board membership. The need may also occur as a result of an incident that has arisen in the district or a recommendation or request from staff or other interested persons.
2. As needed, the Superintendent or designee shall gather fiscal and other data, staff and public input, related district policies, sample policies from other organizations or agencies, and other useful information to fully inform the Board about the issue.
3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, how the proposed policy may affect student learning, community expectations, staff recommendations, fiscal impact, as well as the policy's impact on governance and operational efficiency.
4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.
5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.



The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

## **Board Bylaws**

The Board shall prescribe and enforce rules for its own government consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

## **Administrative Regulations**

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other necessary provisions. The Superintendent or designee also may develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve regulations for the purpose of ensuring conformity with the intent of Board policy.

## **Monitoring and Evaluation**

At the time a policy is adopted, the Board and Superintendent or designee shall determine whether an evaluation of the policy should be scheduled and, if so, shall agree upon a timeline and measures for evaluating the effectiveness of the policy in achieving its purpose.

## **Access to Policies**

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. A public copy of the policy manual shall be maintained at the district central office and at each school site. These copies shall be maintained either electronically or by paper copy.

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communications strategy depending on the issue.

## **Suspension of Policies**

No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

**Sausalito Marin City School District**

**Agenda Item:** 11.07

**Date:** May 13, 2014

☐ Correspondence

☐ Consent Agenda

☐ Reports

☐ General Functions

☐ Pupil Services

☐ Personnel Services

☐ Financial & Business Procedures

☐ Curriculum and Instruction

☒ Policy Development

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BB) 9320 – Meetings and Notices

**Background:**

First read for Board Bylaw concerning Meetings and Notices

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

## BB 9320 Board Bylaws

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### **Meetings and Notices**

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter

jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

### **Regular Meetings**

The Board shall hold one regular meeting each month. Regular meetings shall be held at 6 p.m. on the second Tuesday of each month at the Bayside MLK Jr. Academy library.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make



the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

## **Special Meetings**

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

## **Emergency Meetings**

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

### **Adjourned/Continued Meetings**

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

### **Study Sessions, Retreats, Public Forums, and Discussion Meetings**

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

### **Other Gatherings**

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers relationships.

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

### **Location of Meetings**

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

Meetings shall be held within district boundaries, except to do any of the following:  
(Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district



5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

### **Teleconferencing**

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or

the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

**Sausalito Marin City School District**

**Agenda Item:** 11.08

**Date:** May 13, 2014

☐ Correspondence

☐ Consent Agenda

☐ Reports

☐ General Functions

☐ Pupil Services

☐ Personnel Services

☐ Financial & Business Procedures

☐ Curriculum and Instruction

☒ Policy Development

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BB) 9321 – Closed Session

**Background:**

First read for Board Bylaw concerning Closed Session

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



### **Closed Session Purposes And Agendas**

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold closed sessions only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law. (Government Code 54954.2)

The Board shall disclose in open session the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. After the closed session, the Board shall reconvene in open session before adjourning the meeting, and when applicable, shall disclose any action taken in the closed session, in the manner prescribed by Government Code 54957.1. (Government Code 54957.7)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

A Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

### **Personnel Matters**

The Board may hold a closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

### **Negotiations/Collective Bargaining**

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process
3. Any hearing, meeting, or investigation conducted by a factfinder or arbitrator
4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

The Board may meet in closed session to review the Board's position and/or instruct its designated representative regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. (Government Code 54957.6)

For represented employees, the Board may also meet in closed session regarding any other matter within the statutorily provided scope of representation. (Government Code 54957.6)

Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator or mediator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

## **Matters Related to Students**

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

The Board shall meet in closed session to address any student matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action against a student except expulsion. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. (Education Code 35146, 48912, 49070)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

### **Conference with Real Property Negotiator**

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

### **Pending Litigation**

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding a pending litigation when a discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

1. Litigation to which the district is a "party" has been initiated formally. (Government Code 54956.9(a))
2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(b))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

- a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.



b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs and which must be publicly disclosed before the closed session or specified on the agenda.

c. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

(cf. 3320 - Claims and Actions Against the District)

d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.

e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(c))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

## **Joint Powers Agency Issues**

Note: The following section applies to districts participating in a joint powers agency (JPA) for insurance pooling or in a self-insurance authority.

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

### **Review of Audit Report from Bureau of State Audits**

Upon receipt of a confidential final draft audit report from the Bureau of State Audits, the Board may meet in closed session to discuss its response to that report. After public release of the report from the Bureau of State Audits, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the Bureau of State Audits shall state "Audit by Bureau of State Audits." (Government Code 54954.5)

### **Review of Assessment Instruments**

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

**Sausalito Marin City School District**

**Agenda Item:** 11.09

**Date:** May 13, 2014

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

☐ Consent Agenda

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BB) 9321.1 – Closed Session – Actions and Reports

**Background:**

First read for Board Bylaw concerning Closed Session – Action and Reports

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



### **Closed Session Actions And Reports**

No matters other than those announced in open session shall be acted upon during the closed session. (Government Code 54957.7)

The Board shall reconvene in open session before adjourning and report closed session actions, the votes or abstentions thereon, and other disclosures required by Government Code 54957.1. These disclosures may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing them. (Government Code 54957.7)

### **Personnel Matters**

The Board shall report any personnel action taken and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall identify the title of the position. However, the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

### **Negotiations/Collective Bargaining**

Final action on the proposed compensation of one or more unrepresented employees shall not be taken during the closed session. (Government Code 54957.6)

Approval of an agreement concluding closed session labor negotiations with represented employees shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)

### **Student Matters**

Actions related to student matters shall be taken in open session and shall be a matter of public record. No information shall be released in violation of student privacy rights provided in law. (Education Code 35146, 48918; 20 USC 1232))

OPTION 1: In an expulsion action, the student's name and the cause for expulsion shall be disclosed in open session.

OPTION 2: In an expulsion action, the student's name shall not be disclosed, but the cause for the expulsion shall be disclosed in open session.

### **Real Estate Negotiations**

Approval of an agreement concluding real estate negotiations shall be reported after the agreement is final. If the Board renders the agreement final, it shall report that approval, the votes or abstentions thereon, and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)

## **Pending Litigation**

The Board shall report the following actions related to pending litigation, and the votes or abstentions thereon, at the public meeting during which the closed session is held: (Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.
2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation and if final approval rests with the other party or with the court, the district shall report the fact of approval, the substance of the agreement and the vote and abstentions thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

## **JPA/Self-Insurance Claims**

The Board shall report the disposition of joint powers authority or self-insurance claims and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall include the name of the claimant(s), the name of the agency claimed against, the substance of the claim and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

## **Review of Assessment Instruments**

Note: Education Code 60617 does not specify reporting requirements for closed sessions related to the review of student assessment instruments. The following optional paragraph reflects the purpose the closed session to allow Board members to review the assessments and draw their individual conclusions.

At the public meeting during which the Board holds a closed session to review student assessment instruments, the Board shall confirm that this review was made. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

**Sausalito Marin City School District**

**Agenda Item:** 11.10

**Date:** May 13, 2014

☐ Correspondence

☐ Consent Agenda

☐ Reports

☐ General Functions

☐ Pupil Services

☐ Personnel Services

☐ Financial & Business Procedures

☐ Curriculum and Instruction

☒ Policy Development

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BB) 9322 – Agenda Materials

**Background:**

First read for Board Bylaw concerning Agendas Materials

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



### **Agenda/Meeting Materials**

#### **Agenda Content**

Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall specify that an individual should contact the Superintendent or designee if he/she requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

#### **Agenda Preparation**

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

### **Consent Agenda/Calendar**

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent agenda items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval.

When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)

### **Agenda Dissemination to Board Members**

At least three days before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens, and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

### **Agenda Dissemination to Members of the Public**

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, provided the document is a public record under the Public Records Act. The Superintendent or designee may also post the document on the district's web site in a position and manner

that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1. Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service of each year. (Government Code 54954.1)

**Sausalito Marin City School District**

**Agenda Item:** 11.11

**Date:** May 13, 2014

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

☐ Consent Agenda

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BB) 9323 – Meeting Conduct

**Background:**

First read for Board Bylaw concerning Meeting Conduct

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



# BB 9323 Board Bylaws

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## Meeting Conduct

### Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

### Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

If a Board consists of seven members and not more than two vacancies occur on the Board, the vacant position(s) shall not be counted for purposes of determining how many members of the Board constitute a majority. In addition, if a vacancy exists on the Board, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall be not be counted for purposes of determining the total membership constituting the Board. (Education Code 35165)

### Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5, Government Code 54954.3)

2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)

3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda or nonagenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

6. The Board president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3) In addition, the Board may not prohibit public criticism of district employees.

Whenever a member of the public initiates specific complaints or charges against an employee, the Board president shall inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957. The Board president shall also encourage the complainant to file a complaint using the appropriate district complaint procedure.

The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement.

### **Recording by the Public**

The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph, or tape record open meetings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

**Sausalito Marin City School District**

**Agenda Item:** 11.12

**Date:** May 13, 2014

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

☐ Consent Agenda

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BB) 9323.2 – Actions by the Board

**Background:**

First read for Board Bylaw concerning Actions of the Board

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



## BB 9323.2 Board Bylaws

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### **Actions By The Board**

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

### **Action on Non-Agenda Items**

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

### **Challenging Board Actions**

The school attorney's office or any interested person may file an action in court to stop or prevent the Board's violation or threats of violations of the Brown Act, to determine the applicability of the Brown Act to ongoing or future threatened Board actions, to determine the validity, under California or federal law, of any Board rule or action to penalize any of its members or otherwise discourage the member's expression, or to compel the Board to audio record its closed sessions because of its violation of any applicable Government Code provision. (Government Code 54960)

The school attorney or any interested person may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of law regarding any of the following: (Government Code 54960.1)

## **Open meeting and teleconferencing (Government Code 54953)**

1. Agenda posting (Government Code 54954.2)
2. Closed session item descriptions (Government Code 54954.5)
3. New or increased tax assessments (Government Code 54954.6)
4. Special meetings (Government Code 54956)
5. Emergency meetings (Government Code 54956.5)

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.

In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government Code 54960.1, if the following conditions are met: (Government Code 54960.2)

1. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.
2. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.

**Sausalito Marin City School District**

**Agenda Item:** 11.13

**Date:** May 13, 2014

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

☐ Consent Agenda

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BB) 9324 – Minutes and Recordings

**Background:**

First read for Board Bylaw concerning Minutes and Recordings

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

### **Minutes and Recordings**

The Governing Board recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public. Accurate minutes also help foster public trust that Board actions are occurring in public in accordance with law.

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. At the next meeting, the Board shall approve the minutes as circulated or with necessary amendments.

In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.

The minutes shall include the specific language of each motion, the names of members who made and seconded the motion, and the individual votes of each member, unless the action was unanimous. When a roll call vote is taken, the names and votes of each member shall be listed. Motions or resolutions shall be recorded as having passed or failed. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

The minutes shall record which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

### **Recording or Broadcasting of Meetings**

The district may tape, film, or broadcast any open Board meeting. The Board president shall announce that a recording or broadcasting is being made at the beginning of the meeting and, as practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made during a meeting are public records and, upon request, shall be made available for inspection by members of the public on a district recorder without charge. (Government Code 54953.5)