



**SAUSALITO MARIN CITY SCHOOL DISTRICT**

Board of Trustees:  
Caroline Van Alst, President  
Joshua Barrow, Vice President  
Ida Times, Clerk  
Thomas Newmeyer  
William Ziegler  
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, January 12, 2016**

- 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 in Closed Session pursuant to GC Section 54957: **Personnel – Superintendent**
- 2. With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957: **Personnel – Public Employment – Certificated**
- 3. With respect to every item of business to be discussed in Closed Session pursuant to GC Sections 54957 and 54957.6: **Negotiations - SMCTA**

**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.

- 2.01** Facilities Committee
- 2.02** Finance Committee
- 2.03** Communications Committee
- 2.04** Ad Hoc Education Committee

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

### **3. CORRESPONDENCE**

- 3.01 Open Letter to the Board of Trustees

### **4. REPORTS**

- 4.01 SMCTA
- 4.02 CSEA
- 4.03 Director of Maintenance
- 4.04 Superintendent
- 4.05 Principal
- 4.06 Willow Creek Academy

### **5. ORAL COMMUNICATIONS**

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

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

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

### **6. GENERAL FUNCTIONS**

- 6.01 Consent agenda: \*6.02, \*6.03, \*8.01, \*9.02
- \*6.02 Minutes of the November 10 and December 8, 2015 Board Meetings
- \*6.03 Quarterly Report on Williams Uniform Complaints
- 6.04 Committee Appointments - **Action**

### **7. PUPIL SERVICES**

### **8. PERSONNEL**

- \*8.01 Personnel Action Report – Certificated

### **9. FINANCIAL & BUSINESS**

- 9.01 Willow Creek Academy 2014-15 Audit Report
- \*9.02 Payment of Warrants – Batches 25-27

### **10. CURRICULUM AND INSTRUCTION**

- 10.01 Middle School Language Arts Curriculum Report

### **11. POLICY DEVELOPMENT**

- 11.01 Board Policy 200 - Philosophy, Goals, Objectives and Comprehensive Plans – Goals for the School district - **Action**
- 11.02 Board Policy and Administrative Regulation 3260 – Fees and Charges – **Action**
- 11.03 Board Policy 3280 – Sale or Lease of District–Owned Real Property - **Action**
- 11.04 Administrative Regulation 3460 - Business and Noninstructional Operations - Financial Reports and Accountability – **Action**
- 11.05 Board Policy 3513.3 – Tobacco Free Schools – **Action**

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

11.06 Administrative Regulation 4117.14– Post-Retirement Employment - Action

**12. FUTURE MEETING**

The next Regular Meeting of the Board of Trustees will be on Tuesday, February 9, 2016, in the Bayside/Martin Luther King School Library

**13. 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.*

# OPEN LETTER TO THE BOARD OF TRUSTEES SAUSALITO MARIN CITY SCHOOL DISTRICT

Submitted January 6, 2016

## **BACKGROUND / STATEMENT OF PURPOSE**

*"Saving a Generation"* is a volunteer committee of more than 70 people, including parents, school administrators/staff, education/other non-profit representatives, religious leaders and other committed community stakeholders. We held two community meetings hosted by the Hannah Project in December 2015 to discuss the academic dilemma facing many students (and their families) in our school district. Our hope is that *Saving a Generation* will be a rallying point for engagement, discussion, and action.

The key goals of our meetings are to:

- 1) Provide data, information, and solicit input from key constituent groups – parents, early childhood workers/experts, SMCS and TUHSD school administrators/staff, nonprofit educators, and community members;
- 2) Identify the core issues related to low academic achievement and graduation rates of Marin City students;
- 3) Discuss, formalize, and implement actionable steps to address those issues; and
- 4) Recommend specific policies and practices to local school districts that will lead to greater social and academic success for all students.

Our schools – superintendent, principals, teachers, aides – obviously can't do it alone. There is a large and passionate support community looking to partner with you to improve the school experience and outcomes for our students. The leadership to accomplish this starts at the Board level, and we have constructive ideas to offer toward that end. As the Board discusses contract extensions, the hiring of a new principal and budget adoption, we ask you to seriously consider our offer and adopt policies that meaningfully and deliberately solicit and engage community input in all key district decision-making.

Our sincere hope is that the Sausalito Marin City School District Board of Trustees, along with Superintendent Van Zant, will accept the following comments in the spirit in which they are offered: that is, to collaborate through the sharing of ideas and expertise to turn around the current situation, and to realize the potential of all students in our district, to work together to save this generation, and thereby the generations to follow.

With those goals in mind, we the undersigned respectfully request that you take the following three actions at your monthly meeting to be held on January 12, 2016.

**1) Link the Superintendent’s evaluation to academic performance targets; parent, community, and THUSD engagement and collaboration; and administrative leadership.**

*PREPARER’S NOTE: I scrolled through hundreds of pages in Board Packets dating back to September 8, 2015, the first time I found the Superintendent’s Evaluation listed as an agenda item. However, the evaluation form was not found among the many documents contained in those packets. We assume these points are covered in the evaluation, as they are critical measures of the district’s performance under the Superintendent’s leadership. Gail Henrickson*

**Measure #1: Academic outcomes**

By any measure, students of color are performing poorly in our schools compared to their white counterparts. Leadership begins at the top, and we believe the Superintendent should be held ultimately accountable for academic outcomes. Here’s a snapshot of how our middle school kids are in trouble academically, and the problems are only compounded when they reach high school:

**2015 CAASPP data**

8 <sup>th</sup> grade testing results for proficiency in:	Mill Valley Middle School	MLK Middle School
English/Language Arts	81%	0%
Math	73%	0%

***In high school, our students continue to fall behind, per Tam High data:***

**2014-15 Proficiency Levels, Smarter Balanced Assessment**

Standard met or exceeded in:	All students	African American Students
English / Language Arts	78%	12%
Math	62%	0%

Although Tam High reported “100% graduation rate of black students” in 2014:	# of black students starting as freshmen in 2010	# graduating as seniors in 2014
	21	13

***For too many of our students, being behind in school means staying behind in life.***

## **Measure #2: Parent / family / community, TUHSD engagement**

One theme that echoed throughout our meetings was the essentiality of engaging parents, families and the community at large in the education process. We look to the Superintendent for leadership in creating an environment that fosters such engagement – by communicating effectively with various constituencies, by reaching out to people in ways and with language they can understand, by fostering a welcoming environment where parents and other caregivers can interface with school staff, and by demonstrating sincere interest in the welfare of students and families throughout the district.

Public, community and TUHSD interface and input is an area directly under the Superintendent's control, and we believe he should be measured on the effectiveness (or lack thereof) of his outreach and ability to collaborate to improve student outcomes. There were numerous opportunities and occasions in 2015 for the Superintendent to engage with and be visible/accessible to the community, where his presence would have made a positive difference, including:

- Meeting with *Marin Promise*, a county wide group of superintendents, administrators and community agencies;
- Meeting with community stake holders at the *Saving a Generation* meetings, and actively listening to MCSSD board members who attend these meetings for guidance in decision making.

## **Measure #3: Ensure administrators at Bayside/MLK have a cogent and measurable plan to improve student outcomes and prepare students to succeed in high school**

An essential element of the Board of Trustees' work, along with that of the Superintendent, is to set concrete objectives to measure the success of a school and its leadership. The Superintendent is responsible for managing, coaching and helping align resources to ensure that students are succeeding.

It is understood that it will take the community to change outcomes, but change needs to be led by a principal who knows how to collaborate and leverage parents, community organizations, leaders and resources that are ready and able to lend support. We believe the Superintendent should be held accountable for the effectiveness of school principals, current and future.

**2) DELAY THE EXTENSION OF THE SUPERINTENDENT'S CONTRACT, PENDING COMMUNITY INPUT TO REVISE / AMPLIFY THE PERFORMANCE CRITERIA**

Representatives of the *Saving a Generation* committee request the opportunity to collaborate with the School Board to help define performance criteria. We believe this process can result in significant near-term and longer-term improvement in academic outcomes.

Such suggested criteria would be designed to be actionable, measurable and specific, eg:

- Work with community members to create and disseminate a survey designed to understand why parents/families are not involved;
- Establish standardized communications that reach people with language / benefits they can relate to;
- Designate a schedule of Superintendent-led community meetings at times and places accessible/attractive to the majority of district parents/families;
- Establish academic improvement goals, with various assessment tools to ensure students are improving.

We believe that through such a collaborative process, the Superintendent will gain insight into the richness that the community has to offer, and can judge whether such ideas offer a viable path to success. Our committee stands ready to convene a representative roundtable to work with you on this important initiative.

**3) DELAY THE HIRING OF A PRINCIPAL FOR BAYSIDE/MLK ACADEMY, PENDING INPUT FROM THE COMMUNITY**

The next level of leadership is the school principal. It's our understanding that recruiting / interviewing a new principal for Bayside/MLK Academy is currently underway, and that this is taking place without involvement/input from the community.

The hiring of a principal who can successfully lead a team of teachers, interface and communicate with parents and community partners, and who has the experience needed to work with low income youth as a change agent within the school and community is a key to measuring the Superintendent's success. As with the Superintendent's performance criteria, the *Saving a Generation* committee is confident that this community input can be extremely valuable in selecting a candidate best positioned for success.

Again, the committee stands ready to convene a representative roundtable to work with you on this important initiative, on a time-sensitive schedule that works with your process.

RESPECTFULLY SUBMITTED,

1. Jennifer Adams, Parent
2. Kahaya Adams, Parent/Activist
3. Tenysha Adams, Parent
4. Avossia Agbonkonkon, Student/ Tamalpais High School/ WISE Girls
5. Amber Allen, Teen Council Coordinator
6. Shani Armstead, Mother
7. Melvin Atkins, Concerned Men of Marin City
8. Chaeta Baker, Parent
9. Karen Sage Beale, Community Stakeholder
10. Reggie Berkeley, Grandparent
11. Cornelius Bracy, Community Stakeholder
12. Everett Brandon, Community Stakeholder/MCCSD
13. Dewan A. Burns, Community Stakeholder
14. Tensy Butto, Parent
15. Jennifer Chindo, Community Stakeholder/ Hannah Project
16. Patrice Clark, Parent
17. Leene Coleman, Community Stakeholder
18. George Coleman, Community Stakeholder
19. Meshack Corey, Community Stakeholder/Hannah Project
20. Laura Cox, Community Stakeholder
21. F. T Davis, Community Stakeholder /Uncle
22. Jackie Dedrick, Mother
23. Carl Dedrick, Concerned Men of Marin City
24. Mary Demund, Community Stakeholder
25. Juanita Edwards, Marin City CSD Community connector
26. Stephanie Farin, Parent
27. June Farmer, Parent/Cornerstone COGIC/CX3
28. Alvenia Foster, Parent
29. Tony Frascone, Community Stakeholder/ Director Human Resources
30. Beverly Freeman, Community Stakeholder/Grandparent
31. Domenica Giovannini, CEO & Founder of Maberme Inc

32. Pashia Green, Parent
33. Terrie Green, Community Stakeholder/Grandparent
34. Bridget Harris, Parent
35. Cierra Haynesworth, Student/ Tamalpais High School/WISE GIRLS
36. Gail Hendrickson, Community Stakeholder
37. Rickie L. Hill Sr., Parent
38. Bettie Hodges, Community Stakeholder
39. Leshawn Holcomb, Community Stakeholder
40. Linda Hollingsworth, Community Stakeholder/Aunt
41. Leticia Jones, Parent
42. Chip Larrimore, Community Stakeholder
43. Phillip Logan, Community Stakeholder/Cornerstone COGIC
44. Johnathan Logan, General Manager, MCCSD
45. Marilyn Mackel, Community Stakeholder
46. Hersch Markusfeld, Community Stakeholder
47. Jan McDougal, Growth Circles
48. Steve McDougal, Community Stakeholder
49. Kenneth Mila, Community Stakeholder
50. Rev. J. Margaret Milton, Community Stakeholder/St. Andrew's Church
51. Barbara F. Morgan, Mother
52. Yolanda Morgan, Mother
53. Donald Morgan, Parent
54. Beatrice Morgan, Mother
55. Damian Morgan, Resident
56. Elaini Negussie, Community Stakeholder/Health
57. Fran Nelson, Community Stakeholder
58. Andrea Norwood, Community Stakeholder
59. Dana Perez, Parent
60. Don Pickford, Community Stakeholder/InterCity Fellowship
61. Gloria Porter, Community Stakeholder/InterCity Fellows
62. Kenya Roary, Student/Tamalpais High School
63. Ethel Seiderman, Community Stakeholder

64. Karim Shakur, Student/ Tamalpais High School
65. Terry Shelmire, Community Stakeholder
66. Dora Stover, Community Stakeholder
67. Tanega Striplin, Parent
68. Michael Tabb, MCCDC Board member
69. Delores Talley, Parent/Community Stakeholder
70. Carol Thomas, Grandparent/Activist
71. Leoma Thomas, Grandparent
72. Shirley Thompson, Parent
73. Nels Marcus Thygeson, Community Stakeholder/St. Andrew's Church
74. Sharon Turner, Community Stakeholder
75. Wanya Williams, Student/Tamalpais High School
76. Florence Williams, Community Stakeholder
77. Cynthia Williams, SMS
78. Ruby Wilson, Community Stakeholder
79. Alexis Wise, Parent/Community Stakeholder
80. Alana Woodard, Student/Marin Catholic/WISE Girls

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
BOARD MEETING MINUTES  
November 10, 2015**

**ATTENDANCE**

Board Members Present: Caroline Van Alst, William Ziegler, Thomas Newmeyer, Joshua Barrow, Ida Times

Superintendent: Steve Van Zant

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

**CLOSED SESSION**

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

**RECONVENE TO OPEN SESSION**

Open session reconvened at 6:08 p.m.

**REPORT OUT OF CLOSED SESSION**

Trustee Van Alst announced that no action was taken in closed session.

**PLEDGE OF ALLEGIANCE**

Trustee Van Alst led the Pledge of Allegiance.

**AGENDA ORDER**

The agenda order was approved.

**BOARD COMMUNICATIONS**

Trustee Newmeyer said that Alan Rothkop led a great cleanup day at Willow Creek Academy. It was a very productive day and a lot of progress was made.

**MAINTENANCE REPORT**

Alan Rothkop, the director of maintenance and operations, said the cleanup day at Willow Creek Academy was very successful because the volunteers were well managed by Royce Connor and Tara Seekins.

**SUPERINTENDENT'S REPORT**

Superintendent Van Zant said we are very pleased with the hard work that culminated in the selection of architects for the renovation.

**PRINCIPAL'S REPORT**

Principal Jonnette Newton said Bayside MLK Academy continues to focus on academics. She went on to say: We are very concerned about our middle school students' grades and we are sending a weekly progress report to parents. At the moment, out of 33 students in middle school, only eight have not received an F grade. But we also celebrate students who get A and B grades by taking them out to lunch on Fridays. Together with our teachers, we have set instructional goals that we hope will improve our students' academic progress. I have met with staff at Tamalpais High School to build bridges between our schools. We have made arrangements for two of their language arts teachers to come and meet with our teachers and we look forward to having a math teacher come as well. We aim to build basic proficiencies for the majority of our students who are falling behind in those areas.

Trustee Barrow asked: "Are we knocking on doors, in addition to sending letters to parents of failing students?" Principal Newton said that she does this herself, speaking with parents in their homes about their children. Trustee Barrow suggested that the school should let parents know what is going on in the classroom so that they can reinforce that same lesson at home. Principal Newton agreed.

Trustee Newmeyer asked how many parents attended parent teacher conferences. Principal Newton said that most of the parents come to the conferences.

Trustee Times asked if the district provides mandatory after-school instruction for failing students. Principal Newton said that students are in school until 4:30 p.m., three days a week. Trustee Van Alst asked: "If they are doing homework in school, how come they are failing?" Principal Newton said that the homework club is facilitated by the Boys and Girls Club, so if students claim they don't have homework, their work is left undone. She acknowledged that the school administrators should walk through and supervise the homework hour.

Teacher Ellen Franz gave a presentation on the SIPPS (Systematic Instruction in Phonological Awareness, Phonics, and Sight Words) assessment. This was first introduced last year. Franz told the Board: This year, our students are doing quite well. I will work with the few students who still need help but the majority are now beyond phonics. Classroom teachers will continue the assessment process to test for fluency, comprehension and vocabulary.

#### **Agreement with Fagan Friedman and Fullfrost**

Superintendent Van Zant said that this agreement will allow the district to use the law firm of Fagan Friedman and Fullfrost in matters relating to special education.

#### **Barrow/Newmeyer/All to approve the Agreement with Fagan Friedman and Fullfrost**

#### **Agreement with Cody Anderson Wasney Architects**

Superintendent Van Zant said that the Board had previously selected the firm of Cody Anderson Wasney. Tonight's vote is to give the district permission to go ahead with authorizing planning services in anticipation of the passage of a bond by Sausalito voters.

Trustee Barrow asked what would happen to the planning documents if the bond measure does not pass. Superintendent Van Zant said that in that case, the plans would be shelved for future use. Trustee Barrow asked if it would be possible to have more than one option included in the planning services, so that the district could still proceed with an alternative plan. Trustee Ziegler said that the inclusion of multiple options had not worked in the past. We should bite the bullet and go ahead with this, since we need a plan one way or another, he said. A plan that is clear and easily explained to the public is better than one with several options. There is a risk associated with spending the money in advance on planning services, but a lot of this information is something that we need in any case, he concluded.

#### **Newmeyer/Ziegler/All to approve the agreement with Cody Anderson Wasney Architects for Planning Services**

#### **Resolution 723- Agreement with Plan Member Services for a District 457(b) Plan**

Superintendent Van Zant said that this agreement will allow Plan Member Services to offer financial literacy workshops to our employees. Trustee Ziegler expressed reservations, telling the board that there has been considerable litigation regarding this issue in the recent past.

**Roll Call Barrow/Newmeyer/4 Ayes, 1 Abstain, 0 Nos to approve Resolution 723- Agreement with Plan Member Services for a District 457(b) Plan**

**CONSENT AGENDA**

The Board decided to pull all items from the consent agenda, except for item 9.05.

**Roll Call/Newmeyer/Ziegler/ 5 Ayes, 0 Nos, to approve the following consent agenda item:**

Quarterly Report: Williams Uniform Complaints Act

**Minutes of Board Meetings**

Minutes of the October 13, 2015 Board Meeting, the October 21 and October 27 Special Board Meetings and the October 21, 2015 Facilities Committee Meeting

**Barrow/Ziegler/All to approve the minutes with the notation that Trustee Times was not present at the October 21, 2015 special board meeting.**

**Payment of Warrants – Batches 15-19**

Trustee Ziegler asked about the payment of \$32000 to Hengehold Motors. Superintendent Van Zant explained that we needed a new district truck with a tool box, which can be used to travel between the two school sites for repairs and other duties.

**Ziegler/Newmeyer/All to approve the payment of warrants**

**Field Trips**

Trustee Van Alst asked that this report be expanded to include budget information, telling the board how much has been spent and what remains in each account allocated to field trips, so that teachers can stay informed and choose appropriate trips as the budget allows.

**Ziegler/Times/All to approve the Field Trips**

**Superintendent's Contract**

The board decided to table this item until the next meeting.

**Memorandum of Understanding with Willow Creek Academy**

Jeff Knowles, president of the Willow Creek Academy board of trustees, said everything is going well at the school. We are working hard to improve our facilities. We submitted our Prop 39 request to the district and hope to hear back soon.

Turning to the Memorandum of Understanding, Mr. Knowles said the points outlined in it were originally adopted by the district board over a year ago. What you have before you is a result of careful deliberation about the various points by all stakeholders, he said. The Willow Creek Academy board approved it, subject to small changes in one paragraph which are reflected in the version being submitted tonight.

**Newmeyer/Ziegler/4 Ayes, 1 Abstain, 0 Nos to approve the Memorandum of Understanding with Willow Creek Academy**

**ORAL COMMUNICATIONS**

Mr. Harvey McCrary, a parent of three children at Bayside MLK Academy, said that his children moved from Reed because culturally, they were uncomfortable in that school district. Children and even some adults questioned them about their looks, their income etc. He continued: We got the impression that we should not be there. We were advised to check out this district. We came here and were accepted with open arms. I had

never experienced such a welcome. We visited the classrooms, the art and music rooms. Ms. Franz welcomed us. I know the reputation of this district, but culturally, this is where my children thrive. They fit in. Children need to feel they belong. That is why we want our children to be here. We have not received any verbal communication from anyone about why our children's transfer to this district has been denied. We are trying to purchase property here for the sake of our children.

The children's other parent, Mr. William Sardin said, I have been a nurse and an engaged member of this community for 22 years. I told Ms. Newton that we want our children to thrive. Our youngest child was having discipline issues at Reed, but here it is just the opposite.

The Board thanked both parents for their input.

#### **POLICY DEVELOPMENT**

Board Policy and Administrative Regulation 0420 - Philosophy, Goals, Objectives and Comprehensive Plans – School Plans/Site Councils

**Ziegler/Newmeyer/All to approve Board Policy and Administrative Regulation 0420**

Board Policy 7210 – Facilities Financing

Superintendent Van Zant said that this policy outlines different ways in which the board of trustees may finance the building of new facilities.

**Newmeyer/Ziegler/All to approve Board Policy 7210 - Facilities Financing**

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

Board Policy and Administrative Regulation 0410 - Philosophy, Goals, Objectives and Comprehensive Plans – Nondiscrimination in District Programs and Activities

Board Policy and Administrative Regulation 5145 – Students – Nondiscrimination/Harassment

Administrative Regulation 6145.2 – Instruction

Superintendent Van Zant reminded Principal Newton that for the next meeting, the Board would like to see a report on the middle school curriculum, a report on each grade, the calendar of staff development with a list of instructional goals, and benchmark assessment results.

The Superintendent also agreed with Trustee Barrow that teachers and staff should generate ideas on how to help parents understand what is being taught in each class and how children are being assessed, so that they can more meaningfully help their children and stay engaged with the school.

#### **ADJOURNMENT**

**Times/Barrow/All to adjourn the meeting at 7:40 p.m.**

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Signature/Date

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Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
BOARD MEETING MINUTES  
December 8, 2015**

**ATTENDANCE**

Board Members Present: Caroline Van Alst, William Ziegler, Thomas Newmeyer, Joshua Barrow, Ida Times

Superintendent: Steve Van Zant

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

**CLOSED SESSION**

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

**RECONVENE TO OPEN SESSION**

Open session reconvened at 6:15 p.m.

**REPORT OUT OF CLOSED SESSION**

Trustee Van Alst announced that no action was taken in closed session.

**PLEDGE OF ALLEGIANCE**

Trustee Barrow led the Pledge of Allegiance.

**AGENDA ORDER**

The agenda order was approved.

**Organizational Meeting was called to order at 5:16 p.m.**

**ELECTION OF BOARD OFFICERS**

**Board President**

Trustee Newmeyer said that it has been our practice to have two-year rotations for board positions and this has worked well. He commended trustee Van Alst for the thorough job she has done as president for the past year. Trustee Ziegler said that continuity is an important factor. He added, there is a lot to learn and trustee Van Alst has learned the lessons very quickly.

**Ziegler/Newmeyer/All to elect Caroline Van Alst as board president**

**Board Vice President**

**Times/Newmeyer/All to elect Joshua Barrow as board vice president**

**Board Clerk**

**Times/Ziegler/All to elect Thomas Newmeyer as board clerk**

**Board Secretary**

**Ziegler/Newmeyer/All to appoint Superintendent Van Zant as board secretary**

Trustee Barrow has agreed to continue as the district's representative to the Marin County School Board Association.

**Designation of Governing Board Meeting Dates for Calendar Year 2016**

**Ziegler/Newmeyer/All to approve the Governing Board Meeting Dates for 2016 with the notation that the meeting in November will take place on November 8<sup>th</sup>, 2016 and not November 18<sup>th</sup> as previously published in the board packet.**

**Newmeyer/Times/All to adjourn the Organizational Meeting at 6:19 p.m.**

**The regular board meeting reconvened at 6:20 p.m.**

The Board elected to remove item 8.01, Superintendent's contract, from the agenda.

**Van Alst/Newmeyer/All to remove Superintendent's contract from the agenda.**

#### **BOARD COMMUNICATIONS**

Trustee Barrow said he recently spent some time with Vice Principal Dr. Thornton to get a sense of the academic and social environment at Bayside MLK Jr. Academy. He also went to the Hannah Project meeting on education which was very well attended by educators and parents. There were presentations from Principal Newton on academic performance data as well as from Hannah Project and Tam district staff. Guest speakers spoke on the State mandated Local Control Funding Formula and what its implementation means for community involvement, as well as early childhood education, parental involvement, and effective educational institutions.

Trustee Times, who also attended, said it was a good turnout and people were there because they care about the quality of education in their community.

#### **MAINTENANCE REPORT**

Alan Rothkop, the director of maintenance and operations, said there was a leak in the K-pod bathroom. We have rebuilt the toilets but the leak remains. The next step is to take apart a portion of the wall. We hope to find the source at that point, he told the board.

We should be getting a report on the sewer leak at base of Robin's Nest pre-school at 630 Nevada in the near future. We will forward it to the City of Sausalito.

We should have a list of our property at old district office by next week. Trustee Newmeyer thanked Mr. Rothkop for fixing the old bathrooms at willow Creek Academy.

#### **SUPERINTENDENT'S REPORT**

Superintendent Van Zant thanked Principal Newton and Vice Principal Thornton for their work. Policies and procedures are in place and the campus is running smoothly, he said.

At 6:40 p.m., Trustee Van Alst announced that Mayor Jill Hoffman, the newly elected mayor of Sausalito had joined the board meeting.

#### **PRINCIPAL'S REPORT**

Principal Jonnette Newton handed out information on the assessments being done at k-5 level. She said that the key to student readiness is self regulation. Our students need to come in with some degree of impulse control to get to the level of academic readiness that they need when they leave kindergarten. When our Pre K-3 Initiative began in 2010, 6% of our pre-schoolers had good impulse control. In 2014, that number had gone up to 39%, and 22% of the students were able to negotiate with their peers. We are working with Head Start and the

Learning Center to align our curriculum and ensure that the younger children are well prepared to learn when they enter Kindergarten. For 2015, the Initiative has moved to an assessment which will measure the students at the beginning as well as the end of the year.

Turning to reading and math data for the first and second grades as well as the combined 3<sup>rd</sup>/4th grades class, she said that we still have a few students who are performing below grade level. Trustee Ziegler pointed out that in the combined 3<sup>rd</sup>/4th class, fully half the class seems to be performing below grade level. Principal Newton agreed that more needs to be done. We have intervention, where students are placed in smaller groups, but it will take more funds and special programs to do more, she told the board.

Trustee Van Alst asked when the next assessment will take place. Principal Newton said the next round is slated for March. Librarian Fran Nelson pointed out that in the accelerated reader program, some teachers are not allowing the children to read a book that is not assigned to their exact level. Even if a book is labeled “easy”, a student can learn from it and enjoy the reading experience, she said.

The executive director of the Hannah Project, Betty Hodges, asked about plans to implement the Marin City Reads program. She also asked about the specifics of the district’s plan to improve the students’ reading skills. Does the board have targets that it is monitoring over the next year or two, so that we can all become aware of our goals, she asked. Principal Newton said that she is working with the Superintendent to go beyond current assessment tools and that the Marin City Reads program will probably be included in her plans.

Trustee Barrow said that the format of the Kindergarten Observation Form (KOF) is useful because it shows results for multiple years. We should also show cohorts of students over time with and without special education and English learners so that we can really understand what is happening, he said. Trustee Van Alst suggested that the education committee meet to discuss these issues.

Ms. Hodges asked if it would be possible to look at how Marin City students are performing at Willow Creek Academy vs. Bayside/MLK. Trustee Barrow concurred that the Marin City community has asked for more data about the performance of our students. This is the direction we should take, he said. Trustee Van Alst said that there are likely common challenges at both schools

The next professional development day for our teachers will focus on school culture and climate. We will have a speaker who will talk about resilience and cultural proficiency, as well as building relationships with our kids.

Trustee Ziegler thanked Principal Newton for the objective data on student performance.

#### **WCA REPORT**

Head of School Royce Conner thanked Alan Rothkop for working hard on the WCA facilities. He said: I also attended the Hannah Project meeting and appreciated it very much. We will have our interim budget at the next meeting.

#### **ORAL COMMUNICATIONS**

Gail Henrickson, a community member, gave notes on the Hannah Project meeting to the board. She said that at Tam High School, 78% of all students read at the proficient level, while the specific number for African American students is 12%. At the middle school level, students at Mill Valley schools are 90% proficient; for Bayside/MLK,

the number is 42%. She asked, if teachers and students are evaluated based on this data, should the superintendent also be subject to the same criteria.

Community member Mary Demund said that it would be useful to see the Superintendent's contract.

#### **CONSENT AGENDA**

**Roll Call/Newmeyer/Ziegler/5 Ayes, 0 Nos, to approve the following consent agenda items:**

Minutes of the November 24, 2015 Special Board Meeting

Payment of Warrants – Batches 20-24

#### **2015-2016 First Interim Budget Report**

Chief Business Official Paula Rigney gave a Power Point presentation on the budget. The first interim report reflects all changes to the budget since its adoption in June. Our total revenues are up by about \$280,000. This includes a carryover of \$142K in mandated allocations, as well as a one-time \$95K restricted allocation which must be spent in the current year. It is possible to use some of these funds to reduce expenditures in unrestricted categories and thus lower our overall budget deficit of \$60K, but it is important to be mindful that one-time allocations cannot be counted on to free up funds for ongoing expenditures.

Our special education expenditures remain high at \$1.6 million and represent a 22% encroachment into our unrestricted funds. This year, we have set up a new Special Day class and hired a teacher as well as an aide, so that we can continue to reduce the number of students who must be placed in non-public schools at great expense to the district. Other expenses include salaries at 57% of the budget, operational costs at 22% and supplies at 4%.

Trustee Barrow asked if the board could get a one or two-page summary of district goals with the budget. Trustee Van Alst said that the finance committee could come up with a format. Trustee Newmeyer suggested that district personnel work with the finance committee on the goals and have the main points highlighted in the minutes.

**Barrow/Newmeyer/All to approve the 2015-2016 First Interim Budget Report**

#### **POLICY DEVELOPMENT**

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

Board Policy 200 - Philosophy, Goals, Objectives and Comprehensive Plans – Goals for the School District

Board Policy and Administrative Regulation 3260 – Fees and Charges

Board Policy 3280 – Sale or Lease of District–Owned Real Property

Administrative Regulation 3460 - Business and Noninstructional Operations - Financial Reports and Accountability

Board Policy 3513.3 – Tobacco Free Schools

Administrative Regulation 4117.14– Post-Retirement Employment

#### **ADJOURNMENT**

**Ziegler/Barrow/All to adjourn the meeting at 8:42 p.m.**

---

Signature/Date

---

Title

**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 2015  
 October 2015  
 January 2016  
 April 2016

Date for information to be reported publicly at governing board meeting 1/12/2016

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

1/12/2016  
 Date

**Sausalito Marin City School District**

**Agenda Item:** 6.04

**Date:** January 12, 2016

- |  |   |
|--|---|
| <input type="checkbox"/> Correspondence                  | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports                         |   |
| <input checked="" 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:** Board Committees

**Background:**

The Board has asked for the establishment of the following standing committees:

- Finance
- Facilities
- Communications

In addition, the board has asked for the establishment of the following Ad Hoc committee:

- Education

The board must select two members for each committee.

**Fiscal Impact:**

**Recommendation:**

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

Sausalito Marin City School District  
 Personnel Action Report  
 2015/2016-2

Date of Board Meeting: January 12, 2016

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

**Classified**


**Certificated**

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**Confidential**


**Administrative**

Hired	Melinda Wallace	Associate Superintendent/Principal	1.0	BS/MLK	TBD

**Sausalito Marin City School District**

**Agenda Item:** 9.01

**Date:** January 12, 2016

- 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:** Willow Creek Academy 2014-2015 Audit Report

**Background:**

Attached is Willow Creek Academy's 2014-2015 Audit Report.

**Fiscal Impact:**

None

**Recommendation:**

For your information only

**WILLOW CREEK ACADEMY**

**Independent Auditor's Report  
and Financial Statements  
For the Year Ended  
June 30, 2015**

**WILLOW CREEK ACADEMY**

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Willow Creek Academy  
Sausalito, CA

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Willow Creek Academy (the Academy), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Directors  
Willow Creek Academy

## Opinion

In our opinion, the financial statements referred to on page one present fairly, in all material respects, the financial position of the Academy as of June 30, 2015, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

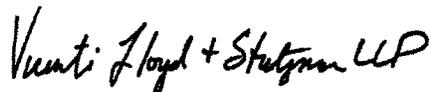
## Other Matters

### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the Academy's financial statements as a whole. The accompanying supplementary schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued a report dated November 6, 2015 on our consideration of the Academy's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Academy's internal control over financial reporting and compliance.



VICENTI, LLOYD & STUTZMAN LLP  
Glendora, CA  
November 6, 2015

**WILLOW CREEK ACADEMY**  
**STATEMENT OF FINANCIAL POSITION**  
**June 30, 2015**

**ASSETS**

**CURRENT ASSETS:**

Cash and cash equivalents	\$ 748,794
Accounts receivable - federal and state	235,946
Accounts receivable - other	2,253
Prepaid expenses and other assets	24,818
Total current assets	1,011,811

**LONG-TERM ASSETS:**

Property, plant and equipment, net	76,141
Total long-term assets	76,141
Total assets	\$ 1,087,952

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES:**

Accounts payable and accrued liabilities	\$ 296,147
Total current liabilities	296,147

**NET ASSETS:**

Unrestricted	791,805
Total net assets	791,805
Total liabilities and net assets	\$ 1,087,952

*The accompanying notes are an integral part of these financial statements.*

**WILLOW CREEK ACADEMY**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended June 30, 2015**

**REVENUES:**

State revenue:	
State aid	\$ 294,939
Other state revenue	199,557
Federal revenue:	
Grants and entitlements	148,594
Local revenue:	
In-lieu property tax revenue	2,119,339
Contributions	334,970
Investment income	141
Other revenue	<u>416,969</u>
Total revenues	<u>3,514,509</u>

**EXPENSES:**

Program services	3,157,338
Management and general	<u>143,081</u>
Total expenses	<u>3,300,419</u>
Change in unrestricted net assets	214,090
Beginning unrestricted net assets	<u>577,715</u>
Ending unrestricted net assets	<u><u>\$ 791,805</u></u>

*The accompanying notes are an integral part of these financial statements.*

**WILLOW CREEK ACADEMY**

**STATEMENT OF CASH FLOWS**

**For the Year Ended June 30, 2015**

**CASH FLOWS from OPERATING ACTIVITIES:**

Change in net assets	\$ 214,090
Adjustments to reconcile change in net assets to net cash flows from operating activities:	
Depreciation	21,211
Change in operating assets:	
Accounts receivable - federal and state	(36,265)
Accounts receivable - other	(1,338)
Prepaid expenses and other assets	(19,591)
Change in operating liabilities:	
Accounts payable and accrued liabilities	<u>71,042</u>
Net cash flows from operating activities	<u>249,149</u>

**CASH FLOWS from INVESTING ACTIVITIES:**

Purchases of property, plant and equipment	<u>(60,335)</u>
Net cash flows from investing activities	<u>(60,335)</u>
Net change in cash and cash equivalents	188,814
Cash and cash equivalents at the beginning of the year	<u>559,980</u>
Cash and cash equivalents at the end of the year	<u>\$ 748,794</u>

*The accompanying notes are an integral part of these financial statements.*

**WILLOW CREEK ACADEMY**

**STATEMENT OF FUNCTIONAL EXPENSES  
For the Year Ended June 30, 2015**

	<b>Program</b>	<b>Management</b>	<b>Total</b>
	<b>Services</b>	<b>and General</b>	<b>Expenses</b>
	<u>          </u>	<u>          </u>	<u>          </u>
Salaries and wages	\$ 2,029,609	\$ 79,950	\$ 2,109,559
Other employee benefits	195,253	9,674	204,927
Payroll taxes	155,906	5,949	161,855
Legal expenses	-	5,050	5,050
Accounting expenses	-	8,620	8,620
Instructional materials	294,019	-	294,019
Other fees for services	412,333	-	412,333
Advertising and promotion expenses	-	1,125	1,125
Office expenses	-	18,556	18,556
Printing and postage expenses	3,549	-	3,549
Occupancy expenses	2,570	-	2,570
Conference and meeting expenses	39,475	-	39,475
Depreciation expense	21,211	-	21,211
Insurance expense	-	14,157	14,157
Other expenses	3,413	-	3,413
	<u>\$ 3,157,338</u>	<u>\$ 143,081</u>	<u>\$ 3,300,419</u>

*The accompanying notes are an integral part of these financial statements.*

## WILLOW CREEK ACADEMY

### NOTES TO THE FINANCIAL STATEMENTS For the Year Ended June 30, 2015

#### **NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Nature of Activities* – Willow Creek Academy (the Academy) is a California non-profit public benefit corporation and is organized to operate a K-8 charter school and is sponsored by Sausalito Marin City School District (the District). The charter was granted on March 2001 by the District.

Willow Creek Academy is funded principally through the State of California public education monies received through the California Department of Education and the District.

The charter may be revoked by the District for material violations of the charter, failure to meet pupil outcomes identified in the charter, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law.

*Cash and Cash Equivalents* – The Academy defines its cash and cash equivalents to include only cash on hand, demand deposits, and liquid investments with original maturities of three months or less.

*Use of Estimates* – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosures. Accordingly, actual results could differ from those estimates.

*Basis of Accounting* – The financial statements have been prepared on the accrual method of accounting and accordingly reflect all significant receivables and liabilities.

*Functional Allocation of Expenses* – Costs of providing the Academy's programs and other activities have been presented in the statement of functional expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit.

*Basis of Presentation* – The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States as prescribed by the Financial Accounting Standards Board.

*Net Asset Classes* – The Academy is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted. Net assets of the Academy are defined as:

- Unrestricted: All resources over which the governing board has discretionary control to use in carrying on the general operations of the Academy.
- Temporarily restricted: These net assets are restricted by donors to be used for specific purposes. The Academy does not currently have any temporarily restricted net assets.
- Permanently restricted: These net assets are permanently restricted by donors and cannot be used by the Academy. The Academy does not currently have any permanently restricted net assets.

## WILLOW CREEK ACADEMY

### NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2015

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Receivables** – Accounts receivable primarily represent amounts due from federal and state governments as of June 30, 2015. Management believes that all receivables are fully collectible, therefore no provisions for uncollectible accounts were recorded.

**Property, Plant and Equipment** – Property, plant and equipment are stated at cost if purchased or at estimated fair market value if donated. Depreciation is provided on a straight-line basis over the estimated useful lives of the asset.

**Property Taxes** – Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and are payable in two installments on or before November 1 and February 1. Unsecured property taxes are not a lien against real property and are payable in one installment on or before August 31. The County bills and collects property taxes for all taxing agencies within the County and distributes these collections to the various agencies. The sponsor agency of the Academy is required by law to provide in-lieu property tax payments on a monthly basis, from August through July. The amount paid per month is based upon an allocation per student, with a specific percentage to be paid each month.

**Compensated Absences** – The Academy does not allow employees to carryover unused vacation. Accordingly, there were no accumulated compensated absence benefits at June 30, 2015.

**Revenue Recognition** – Amounts received from the California Department of Education are recognized as revenue by the Academy based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in unrestricted net assets if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in temporarily restricted net assets.

**Contributions** – All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted to specific use or future periods are reported as temporarily restricted. Restricted contributions that are received and released in the same period are reported as unrestricted revenue. Unconditional promises to give expected to be received in one year or less are recorded at net realizable value. Unconditional promises to give expected to be received in more than one year are recorded at fair market value at the date of the promise. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met.

**Income Taxes** – The Academy is a non-profit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The Academy files informational returns in the U.S. federal jurisdiction, and the state of California. The statute of limitations for federal and California state purposes is generally three and four years, respectively.

**WILLOW CREEK ACADEMY**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2015**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Evaluation of Subsequent Events* – The Academy has evaluated subsequent events through November 6, 2015, the date these financial statements were available to be issued.

**NOTE 2: CONCENTRATION OF CREDIT RISK**

The Academy maintains cash balances held in banks and revolving funds which are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC). At times, cash in these accounts exceeds the insured amounts. The Academy has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on its cash and cash equivalents.

**NOTE 3: PROPERTY, PLANT AND EQUIPMENT**

Property, plant and equipment in the accompanying financial statements is presented net of accumulated depreciation. The Academy capitalizes all expenditures for land, buildings and equipment in excess of \$5,000. Depreciation expense was \$21,211 for the year ended June 30, 2015.

The components of property, plant and equipment as of June 30, 2015 are as follows:

Building	\$ 50,885
Furniture, fixtures, equipment	87,951
Leasehold improvements	3,450
	<u>142,286</u>
Less accumulated depreciation	<u>(66,145)</u>
Property, plant and equipment, net	<u>\$ 76,141</u>

**NOTE 4: EMPLOYEE RETIREMENT**

**Defined Contribution Plan**

The Academy offers an Internal Revenue Code Section 403(b) retirement plan to each of its qualifying employees. Employer and employee contributions are used to purchase annuity contracts for each participant employee. Employer matching contributions are made at the rate equal to 50 percent of the first two percent of elective deferrals for each employee who is eligible for employer contributions. Additionally, the employer may elect to make a discretionary contribution for each qualifying employee for each plan year. The amount of employer contributions used to purchase annuity contracts for the year ended June 30, 2015 was \$56,377.

**WILLOW CREEK ACADEMY**

**NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2015**

**NOTE 5: CONTINGENCIES**

The Academy has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement would not be material.

**SUPPLEMENTARY INFORMATION**

**WILLOW CREEK ACADEMY**  
**LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE**  
**For the Year Ended June 30, 2015**

Willow Creek Academy (the Academy) is a California non-profit public benefit corporation and is organized to operate a K-8 charter school and is sponsored by Sausalito Marin City School District (the District). The charter was granted on March 2001 by the District.

The District granted the charter through June 30, 2019.

The charter school number is 0351.

**WILLOW CREEK ACADEMY**

**LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE (continued)  
For the Year Ended June 30, 2015**

The Board of Directors and the Administrator as of the year ended June 30, 2015 were as follows:

**BOARD OF DIRECTORS**

<b><u>Member</u></b>	<b><u>Office</u></b>	<b><u>Term Expires</u></b>
Jeffrey Knowles	President	2016
Sue Krenek	Vice President	2017
Jim Henry	Secretary	2017
Kurt Weinsheimer	Treasurer	2017
Orlando Lobo	Member	2016
Clark Warden	Member	2016
Phil Kerr	Member	2016
Kerry Headington	Member	2018
Taniesha Broadfoot	Member	2018
Marijke Smit	Member	2018

**ADMINISTRATOR**

Royce Connor                      Head of School

**WILLOW CREEK ACADEMY**  
**SCHEDULE OF INSTRUCTIONAL TIME**  
**For the Year Ended June 30, 2015**

	<b>Instructional Minutes</b>			<b>Instructional Days</b>	<b>Status</b>
	<b>Requirement</b>	<b>Reduced</b>	<b>Actual</b>		
Kindergarten	36,000	34,971	60,030	174	In compliance
Grade 1	50,400	48,960	57,840	174	In compliance
Grade 2	50,400	48,960	58,470	174	In compliance
Grade 3	50,400	48,960	59,340	174	In compliance
Grade 4	54,000	52,457	59,340	174	In compliance
Grade 5	54,000	52,457	59,340	174	In compliance
Grade 6	54,000	52,457	59,340	174	In compliance
Grade 7	54,000	52,457	59,340	174	In compliance
Grade 8	54,000	52,457	59,340	174	In compliance

*See auditor's report and the notes to the supplementary information.*

**WILLOW CREEK ACADEMY**

**SCHEDULE OF AVERAGE DAILY ATTENDANCE  
For the Year Ended June 30, 2015**

	<u>Second Period Report</u>		<u>Annual Report</u>	
	Classroom		Classroom	
	<u>Based</u>	<u>Total</u>	<u>Based</u>	<u>Total</u>
Grades TK / K-3	188.55	188.55	187.74	187.74
Grades 4-6	103.83	103.83	103.52	103.52
Grades 7-8	46.64	46.64	46.30	46.30
ADA Totals	<u>339.02</u>	<u>339.02</u>	<u>337.56</u>	<u>337.56</u>

*See auditor's report and the notes to the supplementary information.*

**WILLOW CREEK ACADEMY**  
**RECONCILIATION OF ANNUAL FINANCIAL REPORT**  
**WITH AUDITED FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2015**

There were no differences between the unrestricted net assets reported on the June 30, 2015 Annual Financial Report and the audited fund balances (net assets).

*See auditor's report and the notes to the supplementary information.*

## **WILLOW CREEK ACADEMY**

### **NOTES TO THE SUPPLEMENTARY INFORMATION For the Year Ended June 30, 2015**

#### **NOTE 1 – PURPOSE OF SCHEDULES**

##### **Schedule of Instructional Time**

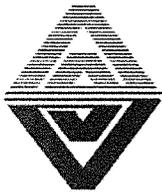
This schedule presents information on the amount of instructional time offered by the Academy and whether the Academy complied with the provisions of the Education Code.

##### **Schedule of Average Daily Attendance**

Average daily attendance is a measurement of the number of pupils attending classes of the Academy. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

##### **Reconciliation of Annual Financial Report with Audited Financial Statements**

This schedule provides the information necessary to reconcile the net assets of the charter schools as reported on the Annual Financial Report form to the audited financial statements.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors  
Willow Creek Academy  
Sausalito, CA

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Willow Creek Academy (the Academy), a nonprofit California public benefit corporation, which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, cash flows and functional expenses for the year then ended, the related notes to the financial statements, and have issued our report thereon dated November 6, 2015.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Academy's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Academy's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Vicenti Floyd + Stutzman LLP*

VICENTI, LLOYD & STUTZMAN LLP  
Glendora, CA  
November 6, 2015

**INDEPENDENT AUDITOR’S REPORT ON STATE COMPLIANCE**

Board of Directors  
 Willow Creek Academy  
 Sausalito, CA

We have audited Willow Creek Academy’s (the Academy) compliance with the types of compliance requirements described in the *2014-2015 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2015. The Academy’s State compliance requirements are identified in the table below.

**Management’s Responsibility**

Management is responsible for the compliance with the State laws and regulations as identified below.

**Auditor’s Responsibility**

Our responsibility is to express an opinion on the Academy’s compliance based on our audit of the types of compliance requirements referred to below. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2014-2015 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the specific areas listed below has occurred. An audit includes examining, on a test basis, evidence about the Academy’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on state compliance. Our audit does not provide a legal determination of the Academy’s compliance.

**Compliance Requirements Tested**

In connection with the audit referred to above, we selected and tested transactions and records to determine the Academy’s compliance with the laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures Performed</u>
School Districts, County Offices of Education, and Charter Schools:	
California Clean Energy Jobs Act	Not applicable
After School Education and Safety Program	Not applicable
Proper Expenditure of Education Protection Account Funds	Yes
Common Core Implementation Funds	Yes

## INDEPENDENT AUDITOR’S REPORT ON STATE COMPLIANCE

<u>Description</u>	<u>Procedures Performed</u>
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-based instructional/independent study	Not applicable
Determination of funding for nonclassroom-based instruction	Not applicable
Annual instructional minutes – classroom based	Yes
Charter School Facility Grant Program	Not applicable

### Opinion on State Compliance

In our opinion, the Academy complied with the laws and regulations of the state programs referred to above in all material respects for the year ended June 30, 2015.

### Purpose of this Report

The purpose of this report on state compliance is solely to describe the results of testing based on the requirements of the *2014-2015 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Accordingly, this report is not suitable for any other purpose.



VICENTI, LLOYD & STUTZMAN LLP  
 Glendora, CA  
 November 6, 2015

**WILLOW CREEK ACADEMY**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended June 30, 2015**

All audit findings must be identified as one or more of the following twelve categories:

<u>Five Digit Code</u>	<u>Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

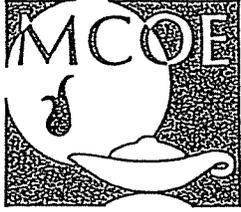
There were no findings and questioned costs related to the basic financial statements or state awards for June 30, 2015.

**WILLOW CREEK ACADEMY**  
**STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS**  
**For the Year Ended June 30, 2015**

There were no findings and questioned costs related to the basic financial statements or state awards for the prior year.

Date	Vendor	Fund 01=General 13=Cafeteria 14=Deferred Maint.	Resource	Object	Amount	Purpose
12/11/2015	AT&T	01-0000-0-5970.00-0000-2700-700-000-000	Unrestricted	Communications	\$ 81.51	Phone billing
12/11/2015	AT&T CALNET 2	01-0000-0-5970.00-0000-2700-700-000-000	Unrestricted	Communications	\$ 334.71	Phone billing
12/11/2015	CAPITAL ONE COMMERCIAL	01-0000-0-5555.00-0000-7200-725-000-000	Unrestricted	Operations	\$ 1,012.45	Holiday Party
12/11/2015	COMCAST	01-0000-0-5555.00-0000-7200-725-000-000	Unrestricted	Operations	\$ 149.02	DO internet
12/11/2015	CON E SOLUTIONS	01-0000-0-5840.00-0000-7705-700-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 1,125.00	CALPAD consultant
12/11/2015	LOUIS EDNEY	01-0000-0-4300.00-1110-1010-101-000-000	Unrestricted	Supplies	\$ 25.00	Ed Materials
12/11/2015	HOME DEPOT	01-8150-0-4300.00-0000-8100-735-000-000	Maintenance	Supplies	\$ 545.16	Maint supplies
12/11/2015	MARIN RESOURCE RECOVERY CENTE	01-0000-0-5550.00-0000-8200-000-000-000	Unrestricted	Operations	\$ 300.00	Recycling
12/11/2015	MARIN SANITARY SERVICE	01-0000-0-5550.00-0000-8200-000-000-000	Unrestricted	Operations	\$ 600.00	Recycling
12/11/2015	MOLLIE STONE'S	01-0000-0-4300.00-0000-7200-725-000-000	Unrestricted	Operations	\$ 120.95	Food for board meeting
12/11/2015	MSIA DENTAL	01-0000-0-9520.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 3,083.21	Benefits
12/11/2015	MSIA VISION	01-0000-0-9520.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 403.20	Benefits
12/11/2015	PAMELA NIETO	01-3310-0-4300.00-5770-1110-700-000-000	Sp. Ed. Grant	Supplies	\$ 224.70	Prof. development
12/11/2015	PEARSON	01-9472-0-4300.00-1110-1010-700-000-111	Pre K-3 Grant	Supplies	\$ 43.86	Books
12/11/2015	PEARSON	01-9479-0-4300.00-1110-1010-700-000-111	Transforming Schools Grant	Supplies	\$ 2,678.61	Books
12/11/2015	SUN IRON WORKS INC	01-8150-0-4300.00-0000-8100-735-000-000	Maintenance	Supplies	\$ 425.00	Repairs
12/11/2015	TRAHAN MECHANICAL	01-8150-0-5600.00-0000-8110-735-000-000	Maintenance	Rentals/Leases/Repairs	\$ 427.50	Repairs
12/11/2015	LYDIA TUVESON	01-6500-0-5835.00-5770-1182-700-000-000	Sp. Ed	Professional/Consulting/Op. Exp	\$ 246.00	1 on 1 therapy
12/11/2015	US BANCORP EQUIP. FINANCE INC	01-0000-0-5605.00-0000-2700-700-000-000	Unrestricted	Rentals/Leases/Repairs	\$ 890.39	Copier lease
12/11/2015	VERIZON WIRELESS	01-0000-0-5970.00-0000-7200-700-000-000	Unrestricted	Communications	\$ 418.30	District wireless
12/11/2015	WILLOW CREEK ACADEMY	01-0000-0-7299.00-0000-9200-103-000-000	Unrestricted	Transfer to Charter School	\$ 16,360.00	supplemental
12/11/2015	WILLOW CREEK ACADEMY	01-0000-0-8096.00-0000-9200-103-000-000	Unrestricted	Transfer to Charter School in lieu	\$ 169,053.00	In lieu
					\$ 198,547.57	
12/11/2015	BIRITE	13-5310-0-4700.00-0000-3700-700-000-000	Nutrition	Food	\$ 383.00	Cafeteria
12/11/2015	CAPAY INC	13-5310-0-4700.00-0000-3700-700-000-000	Nutrition	Food	\$ 272.00	Cafeteria
12/11/2015	CLM GROUP	13-5310-0-4307.00-0000-3700-700-000-000	Nutrition	Supplies	\$ 422.66	Cafeteria software
12/11/2015	MARIN SUN FARMS	13-5310-0-4700.00-0000-3700-700-000-000	Nutrition	Food	\$ 508.70	Cafeteria
12/11/2015	UNFI	13-5310-0-4700.00-0000-3700-700-000-000	Nutrition	Food	\$ 735.39	Cafeteria
12/11/2015	VERITABLE VEGETABLE INC.	13-5310-0-4700.00-0000-3700-700-000-000	Nutrition	Food	\$ 238.00	Cafeteria
					\$ 2,559.75	
12/11/2015	WILLOW CREEK ACADEMY	78-0000-0-9620.00-0000-0000-000-000-000	Pass through Funds		\$ 41,740.00	A Bulletins
					\$ 41,740.00	
12/18/2015	ANOVA INC.	01-6500-0-5833.00-5750-1185-700-000-000	Sp. Ed	Professional/Consulting/Op. Exp	\$ 7,170.00	NPS - 2 students
12/18/2015	CYPRESS SCHOOL	01-6500-0-5833.00-5750-1185-700-000-000	Sp. Ed	Professional/Consulting/Op. Exp	\$ 3,400.38	NPS - 1 student
12/18/2015	LOUIS EDNEY	01-0000-0-4300.00-1110-1010-101-000-000	Unrestricted	Supplies	\$ 54.50	Reimb
12/18/2015	MARIN COUNTY OFFICE OF EDUC	01-1100-0-4300.00-1110-1010-100-000-000	Lottery	Supplies	\$ 375.60	
12/18/2015	MARIN COUNTY OFFICE OF EDUC	01-1100-0-4300.00-1110-1010-101-000-000	Lottery	Supplies	\$ 375.60	
12/18/2015	MARIN MUNICIPAL WATER DST	01-0000-0-5535.00-0000-8200-000-000-000	Unrestricted	Operations	\$ 4,259.34	Water usage
12/18/2015	MCGRAW HILL	01-3010-0-4300.00-1110-1010-700-000-000	Title I NCLB	Supplies	\$ 625.00	Books
12/18/2015	NATIONAL SCHOOL FORMS	01-0000-0-4300.00-1110-1010-100-000-000	Unrestricted	Supplies	\$ 99.40	School supplies
12/18/2015	NATIONAL SCHOOL FORMS	01-0000-0-4300.00-1110-1010-101-000-000	Unrestricted	Supplies	\$ 99.40	School supplies
12/18/2015	PBI	01-0000-0-5960.00-0000-2700-700-000-000	Unrestricted	Rentals/Leases/Repairs	\$ 510.12	Postage meter lease
12/18/2015	ALAN ROTHKOP	01-8150-0-4300.00-0000-8100-735-000-000	Maintenance	Supplies	\$ 130.93	Maint supplies
12/18/2015	SILYCO	01-0000-0-5849.00-0000-2420-700-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 9,600.00	IT services
12/18/2015	SUNNY HILLS SERVICES	01-6500-0-5833.00-5750-1185-700-000-000	Sp. Ed.	Professional/Consulting/Op. Exp	\$ 3,665.00	NPS - 1 student
					\$ 30,365.27	
12/18/2015	ECOLAB	13-5310-0-5840.00-0000-3700-101-000-000	Nutrition	Rentals/Leases/Repairs	\$ 136.25	Cafeteria dishwasher
12/18/2015	VERITABLE VEGETABLE INC.	13-5310-0-4700.00-0000-3700-700-000-000	Nutrition	Food	\$ 541.75	Cafeteria
					\$ 678.00	
01/08/2016	ADVANCED SECURITY SYSTEMS	01-0000-0-5840.00-0000-8300-100-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 195.00	Alarm system
01/08/2016	AMERICAN EXPRESS	01-0000-0-4300.00-0000-7110-725-000-000	Unrestricted	Supplies	\$ 160.05	Holiday Party
01/08/2016	AMERICAN EXPRESS	01-0000-0-4300.00-1110-1010-101-000-000	Unrestricted	Supplies	\$ 82.62	Postage
01/08/2016	AMERICAN EXPRESS	01-0000-0-5555.00-0000-7200-725-000-000	Unrestricted	Operations	\$ 285.69	Holiday Party
01/08/2016	AMERICAN EXPRESS	01-8150-0-5600.00-0000-8110-735-000-000	Maintenance	Professional/Consulting/Op. Exp	\$ 475.00	Leak repair
01/08/2016	AT&T	01-0000-0-5970.00-0000-2700-700-000-000	Unrestricted	Communications	\$ 1,398.21	Phone billing
01/08/2016	AT&T	01-0000-0-5970.00-0000-2700-700-000-000	Unrestricted	Communications	\$ 43.93	Phone billing
01/08/2016	AT&T CALNET 2	01-0000-0-5970.00-0000-2700-700-000-000	Unrestricted	Communications	\$ 1,014.51	Phone billing
01/08/2016	BAY CITIES REFUSE INC	01-0000-0-5550.00-0000-8200-000-000-000	Unrestricted	Operations	\$ 678.25	Refuse collection
01/08/2016	BLACKBOARD CONNECT INC.	01-1100-0-4300.00-1110-1010-000-000-111	Lottery	Supplies	\$ 1,432.00	Mass notification service
01/08/2016	BOYS AND GIRLS CLUB	01-6010-0-5840.00-1110-1010-101-000-000	After School Programs	Professional/Consulting/Op. Exp	\$ 7,965.00	After school program

	Vendor	Fund 01-General 13-Cafeteria 14-Deferred Maint.	Resource	Object	Amount	Purpose
01/08/2016	BRAGG PLUMBING	01-8150-0-5600.00-0000-8110-735-000-000	Maintenance	Rentals/Leases/Repairs	\$ 682.42	Repairs
01/08/2016	BRIGHT PATH THERAPISTS	01-6500-0-5835.00-5770-1182-700-000-000	Sp. Ed	Professional/Consulting/Op. Exp	\$ 3,360.00	Occ therapy
01/08/2016	CAPITAL ONE COMMERCIAL	01-0000-0-4300.00-1110-1010-100-000-000	Unrestricted	Supplies	\$ 177.90	DO supplies
01/08/2016	CAPITAL ONE COMMERCIAL	01-0000-0-4300.00-1110-1010-101-000-000	Unrestricted	Supplies	\$ 177.50	DO supplies
01/08/2016	COMCAST	01-0000-0-5555.00-0000-7200-725-000-000	Unrestricted	Operations	\$ 151.20	DO internet
01/08/2016	DANNIS WOLIVER KELLY	01-0000-0-5829.00-0000-7100-000-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 3,896.50	Legal invoices
01/08/2016	DEPT OF HEALTH CARE SERVICES	01-0026-0-4300.00-1110-1010-000-000-111	Medi-Cal Billing	Supplies	\$ 2,708.51	Refund of nutrition overpayment
01/08/2016	EMPLOYMENT DEVELOPMENT DEPT.	01-0000-0-9515.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 347.72	UI taxes
01/08/2016	GATEWAY LEARNING GROUP	01-6500-0-5835.00-5770-1182-700-000-000	Sp. Ed	Professional/Consulting/Op. Exp	\$ 945.00	Behavior therapy
01/08/2016	GOODMAN BUILDING SUPPLY CO.	01-8150-0-4300.00-0000-8100-735-000-000	Maintenance	Supplies	\$ 329.49	Maint supplies
01/08/2016	KAISER FOUNDATION	01-0000-0-9520.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 11,386.61	Benefits
01/08/2016	KAISER FOUNDATION	01-0000-0-9520.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 8,964.77	Benefits
01/08/2016	KIMOCHIS	01-1100-0-4300.00-1110-1010-000-000-111	Lottery	Supplies	\$ 149.00	Ed Materials
01/08/2016	KONE INC.	01-8150-0-5600.00-0000-8110-735-000-000	Maintenance	Rentals/Leases/Repairs	\$ 125.82	Elevator service
01/08/2016	MARIN COUNTY OFFICE OF EDUC	01-4035-0-4300.00-1110-1010-700-000-000	Title II Improving Teacher Quality	Supplies	\$ 530.00	BTSA services
01/08/2016	MARIN COUNTY SHERIFF DEPART.	01-0000-0-5821.00-0000-7200-725-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 40.00	Fingerprinting
01/08/2016	MCSBA	01-0000-0-4300.00-0000-7110-725-000-000	Unrestricted	Supplies	\$ 35.00	Kickoff event
01/08/2016	VIDA MOATTAR	01-3010-0-4300.00-1110-1010-700-000-000	Title I NCLB	Supplies	\$ 29.95	Ed Materials
01/08/2016	MOLLIE STONE'S	01-0000-0-4300.00-0000-7200-725-000-000	Unrestricted	Supplies	\$ 119.32	Food for board meeting
01/08/2016	MSIA DENTAL	01-0000-0-9520.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 2,397.01	Benefits
01/08/2016	MSIA VISION	01-0000-0-9520.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 341.76	Benefits
01/08/2016	OFFICE DEPOT	01-0000-0-5555.00-0000-7150-725-000-000	Unrestricted	Operations	\$ 94.24	DO supplies
01/08/2016	P G & E CO	01-0000-0-5510.00-0000-8200-000-000-000	Unrestricted	Operations	\$ 2,861.04	Utility billing
01/08/2016	PBI	01-0000-0-5555.00-0000-7150-725-000-000	Unrestricted	Operations	\$ 4,980.75	Replace postage meter - fire
01/08/2016	PROTECTION ONE	01-0000-0-5840.00-0000-8300-100-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 83.60	Fire alarm
01/08/2016	PROTECTION ONE	01-0000-0-5840.00-0000-8300-101-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 696.27	Fire alarm
01/08/2016	PROTECTION ONE	01-0000-0-5840.00-0000-8300-103-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 103.29	Fire alarm
01/08/2016	QUILL CORP.	01-0000-0-5555.00-0000-7200-725-000-000	Unrestricted	Operations	\$ 1,320.00	School supplies
01/08/2016	QUILL CORP.	01-1100-0-4300.00-1110-1010-100-000-000	Lottery	Supplies	\$ 508.46	School supplies
01/08/2016	QUILL CORP.	01-1100-0-4300.00-1110-1010-101-000-000	Lottery	Supplies	\$ 508.10	School supplies
01/08/2016	SEAGATE BRIDGEWAY ASSOCIATES	01-0000-0-5555.00-0000-7150-725-000-000	Unrestricted	Operations	\$ 5,050.00	DO office rent
01/08/2016	SHELL OIL CO.	01-0000-0-4301.00-0000-8110-735-000-000	Unrestricted	Supplies	\$ 243.06	Gas for DO vehicles
01/08/2016	CATHERINE SHEPPARD	01-9471-0-5800.00-1110-1010-700-000-000	Milagro Grant	Professional/Consulting/Op. Exp	\$ 1,963.00	Garden worker
01/08/2016	STANDARD INSURANCE COMPANY CB	01-0000-0-9520.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 156.75	Benefits
01/08/2016	STANDARD INSURANCE COMPANY CB	01-0000-0-9520.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 414.15	Benefits
01/08/2016	T & B SPORTS	01-0000-0-4300.00-1131-1010-101-000-000	Unrestricted	Supplies	\$ 1,016.27	PE supplies
01/08/2016	LYDIA TUVESON	01-6500-0-5835.00-5770-1182-700-000-000	Sp. Ed	Professional/Consulting/Op. Exp	\$ 410.00	1 on 1 therapy
01/08/2016	VERIZON WIRELESS	01-0000-0-5970.00-0000-7200-700-000-000	Unrestricted	Communications	\$ 418.30	DO wireless
01/08/2016	WILLOW CREEK ACADEMY	01-0000-0-8096.00-0000-9200-103-000-000	Unrestricted	Transfers to Charter in lieu	\$ 169,053.00	In lieu
					\$ 240,506.02	
01/08/2016	CAPAY INC	13-5310-0-4700.00-0000-3700-700-000-000	Nutrition	Food	\$ 562.50	Cafeteria
01/08/2016	ECOLAB	13-5310-0-5840.00-0000-3700-101-000-000	Nutrition	Professional/Consulting/Op. Exp	\$ 345.16	Cafeteria
01/08/2016	TURNING GREEN	13-5310-0-4300.00-0000-3700-700-000-000	Nutrition	Supplies	\$ 19.36	Cafeteria
01/08/2016	TURNING GREEN	13-5310-0-4700.00-0000-3700-700-000-000	Nutrition	Food	\$ 900.00	Cafeteria
01/08/2016	TURNING GREEN	13-5310-0-5849.00-0000-3700-700-000-000	Nutrition	Professional/Consulting/Op. Exp	\$ 5,030.00	Cafeteria
					\$ 6,857.02	



# MARIN COUNTY

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## 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 12/10/15

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 \$ 242,847.32.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>25</u>	<u>198,547.57</u>
<u>13</u>	<u>25</u>	<u>2,559.75</u>
<u>78</u>	<u>25</u>	<u>41,740.00</u>

Authorized Signature Paula Rigney

Batch status: A A11

From batch: 0025

To batch: 0025

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: N

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESC Y OBJT SO GOAL	FUNC LOC ACT GRP T9MPS			
070358/00	AT&T						
PO-160003	12/09/2015	11/15	1	01-0000-0-5970.00-0000-2700-700-000-000	NN P	81.51	81.51
			TOTAL PAYMENT AMOUNT		81.51 *		81.51
070329/00	AT&T CALNET 2						
PO-160001	12/09/2015	11/15	1	01-0000-0-5970.00-0000-2700-700-000-000	NN P	334.71	334.71
			TOTAL PAYMENT AMOUNT		334.71 *		334.71
070132/00	CAPITAL ONE COMMERCIAL						
PV-160217	12/09/2015	DO supplies replacement	01-0000-0-5555.00-0000-7200-725-000-000	NN		1,012.45	1,012.45
			TOTAL PAYMENT AMOUNT		1,012.45 *		1,012.45
070368/00	COMCAST						
PV-160221	12/09/2015	DO internet	01-0000-0-5555.00-0000-7200-725-000-000	NN		149.02	149.02
			TOTAL PAYMENT AMOUNT		149.02 *		149.02
070761/00	CON E SOLUTIONS						
PO-160025	12/09/2015	9-11/15	1	01-0000-0-5840.00-0000-7705-700-000-000	NY P	1125.00	1,125.00
			TOTAL PAYMENT AMOUNT		1,125.00 *		1,125.00
002890/00	EDNEY, LOUIS						
PV-160215	12/09/2015	Rewards	01-0000-0-4300.00-1110-1010-101-000-000	NN		25.00	25.00
			TOTAL PAYMENT AMOUNT		25.00 *		25.00
001704/00	HOME DEPOT						
PV-160222	12/09/2015	Mower	01-8150-0-4300.00-0000-8100-735-000-000	NN		545.16	545.16
			TOTAL PAYMENT AMOUNT		545.16 *		545.16
070470/00	MARIN RESOURCE RECOVERY CENTER						
PO-160007	12/09/2015	11/15	1	01-0000-0-5550.00-0000-8200-000-000-000	NN P	300.00	300.00
			TOTAL PAYMENT AMOUNT		300.00 *		300.00

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT SO	ABA num GOAL FUNC LOC ACT	Account num GRP T9MPS	Liq Amt	Net Amount
-----								
070326/00	MARIN	SANITARY SERVICE						
PO-160022	12/09/2015	11/15		1 01-0000-0-5550.00-0000-8200-000-000-000	NN P		600.00	600.00
				TOTAL PAYMENT AMOUNT	600.00 *			600.00
000548/00	MOLLIE	STONE'S						
PV-160235	12/09/2015	108531, 108967		01-0000-0-4300.00-0000-7200-725-000-000	NN			120.95
				TOTAL PAYMENT AMOUNT	120.95 *			120.95
000015/00	MSIA	DENTAL						
PV-160220	12/09/2015	7/15		01-0000-0-9520.00-0000-0000-000-000-000	NN			3,083.21
				TOTAL PAYMENT AMOUNT	3,083.21 *			3,083.21
000117/00	MSIA	VISION						
PV-160219	12/09/2015	7/15		01-0000-0-9520.00-0000-0000-000-000-000	NN			403.20
				TOTAL PAYMENT AMOUNT	403.20 *			403.20
070901/00	NIETO, PAMELA							
PV-160218	12/09/2015	Ed Materials		01-3310-0-4300.00-5770-1110-700-000-000	NN			224.70
				TOTAL PAYMENT AMOUNT	224.70 *			224.70
000073/00	PEARSON							
PO-160077	12/09/2015	78951409		1 01-9472-0-4300.00-1110-1010-700-000-111	NN F		101.21	43.86
PV-160216	12/09/2015	Textbooks		01-9479-0-4300.00-1110-1010-700-000-111	NN			2,678.61
				TOTAL PAYMENT AMOUNT	2,722.47 *			2,722.47
070904/00	SUN IRON	WORKS INC						
PV-160233	12/09/2015	89129 WCA Tables repair		01-8150-0-4300.00-0000-8100-735-000-000	NN			425.00
				TOTAL PAYMENT AMOUNT	425.00 *			425.00

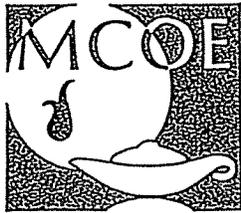
Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num						
Req Reference	Date	Description	FD RESC Y OBJT SO	GOAL FUNC LOC	ACT GRP T9MPS	Liq Amt	Net Amount				
-----											
070580/00	TRAHAN MECHANICAL										
PV-160224	12/09/2015	Furnace repair WCA		01-8150-0-5600.00-0000-8110-735-000-000	NN		427.50				
		TOTAL PAYMENT AMOUNT					427.50	*			427.50
070677/00	TUVESON, LYDIA										
PO-160069	12/09/2015	04LT2015-16		1 01-6500-0-5835.00-5770-1182-700-000-000	NY P	246.00					246.00
		TOTAL PAYMENT AMOUNT					246.00	*			246.00
070525/00	US BANCORP EQUIP. FINANCE INC										
PO-160012	12/09/2015	12/15		1 01-0000-0-5605.00-0000-2700-700-000-000	NN P	890.39					890.39
		TOTAL PAYMENT AMOUNT					890.39	*			890.39
070759/00	VERIZON WIRELESS										
PO-160013	12/09/2015	12/15		1 01-0000-0-5970.00-0000-7200-700-000-000	NN P	418.30					418.30
		TOTAL PAYMENT AMOUNT					418.30	*			418.30
002172/00	WILLOW CREEK ACADEMY										
PV-160225	12/09/2015	Dec. in lieu and supp.		01-0000-0-8096.00-0000-9200-103-000-000	NN						169,053.00
PV-160225	12/09/2015	Dec. in lieu and supp.		01-0000-0-7299.00-0000-9200-103-000-000	NN						16,360.00
		TOTAL PAYMENT AMOUNT					185,413.00	*			185,413.00
		TOTAL FUND PAYMENT					198,547.57	**			198,547.57

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESC Y OBJT SO	GOAL FUNC LOC ACT GRP T9MPS			
-----							
001163/00	BIRITE						
PV-160231	12/09/2015	4817232		13-5310-0-4700.00-0000-3700-700-000-000	NN		383.00
			TOTAL PAYMENT AMOUNT		383.00 *		383.00
070923/00	CAPAY INC						
PV-160230	12/09/2015	61336		13-5310-0-4700.00-0000-3700-700-000-000	NN		272.00
			TOTAL PAYMENT AMOUNT		272.00 *		272.00
070800/00	CLM GROUP						
PV-160232	12/09/2015	28313		13-5310-0-4307.00-0000-3700-700-000-000	NN		422.66
			TOTAL PAYMENT AMOUNT		422.66 *		422.66
070827/00	MARIN SUN FARMS						
PV-160229	12/09/2015	967338		13-5310-0-4700.00-0000-3700-700-000-000	NN		508.70
			TOTAL PAYMENT AMOUNT		508.70 *		508.70
070816/00	UNFI						
PV-160227	12/09/2015	19126089-004		13-5310-0-4700.00-0000-3700-700-000-000	NN		735.39
			TOTAL PAYMENT AMOUNT		735.39 *		735.39
070799/00	VERITABLE VEGETABLE INC.						
PV-160228	12/09/2015	1032046		13-5310-0-4700.00-0000-3700-700-000-000	NN		238.00
			TOTAL PAYMENT AMOUNT		238.00 *		238.00
			TOTAL FUND PAYMENT		2,559.75 **		2,559.75

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT SO	ABA num GOAL FUNC LOC ACT	Account num GRP T9MPS	Liq Amt	Net Amount
002172/00	WILLOW CREEK ACADEMY							
PV-160226	12/09/2015	Nov. A Bulletins		78-0000-0-9620.00-0000-0000-000-000	NN			41,740.00
			TOTAL PAYMENT AMOUNT		41,740.00 *			41,740.00
			TOTAL FUND PAYMENT		41,740.00 **			41,740.00
			TOTAL BATCH PAYMENT		242,847.32 ***	0.00		242,847.32
			TOTAL DISTRICT PAYMENT		242,847.32 ****	0.00		242,847.32
			TOTAL FOR ALL DISTRICTS:		242,847.32 ****	0.00		242,847.32

Number of checks to be printed: 27, not counting voids due to stub overflows.

Printed: 12/11/2015 07:49:23



MARIN COUNTY  
OFFICE OF EDUCATION

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MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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

VENDOR PAYMENT CERTIFICATION

Date 12/16/15

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 \$ 31,043.27.

FUND NUMBER

BATCH NUMBER

AMOUNT

01

26

30,365.27

13

26

678.00

Authorized Signature

*Paula Rigney*

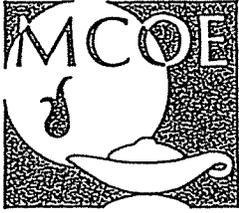
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0026 GENERAL FUND  
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20112926	070374/	ANOVA INC.				
		PO-160073	1. 01-6500-0-5833.00-5750-1185-700-000-000		293965-6	7,170.00
			WARRANT TOTAL			\$7,170.00
20112927	070722/	CYPRESS SCHOOL				
		PO-160071	1. 01-6500-0-5833.00-5750-1185-700-000-000		113515	3,400.38
			WARRANT TOTAL			\$3,400.38
20112928	002890/	LOUIS EDNEY				
		PV-160237	01-0000-0-4300.00-1110-1010-101-000-000		Field trip mileage	54.50
			WARRANT TOTAL			\$54.50
20112929	000045/	MARIN COUNTY OFFICE OF EDUC				
		PO-160029	1. 01-1100-0-4300.00-1110-1010-100-000-000		160470	375.60
			2. 01-1100-0-4300.00-1110-1010-101-000-000		160470	375.60
			WARRANT TOTAL			\$751.20
20112930	000047/	MARIN MUNICIPAL WATER DST				
		PO-160010	1. 01-0000-0-5535.00-0000-8200-000-000-000		10-12/15	4,259.34
			WARRANT TOTAL			\$4,259.34
20112931	001746/	MCGRAW HILL				
		PO-160105	1. 01-3010-0-4300.00-1110-1010-700-000-000		89667637001	625.00
			WARRANT TOTAL			\$625.00
20112932	000150/	NATIONAL SCHOOL FORMS				
		PO-160111	1. 01-0000-0-4300.00-1110-1010-100-000-000		709583065	99.40
			2. 01-0000-0-4300.00-1110-1010-101-000-000		709583065	99.40
			WARRANT TOTAL			\$198.80
20112933	000056/	PBI				
		PO-160015	1. 01-0000-0-5960.00-0000-2700-700-000-000		7140007-DC15	510.12
			WARRANT TOTAL			\$510.12
20112934	070843/	ALAN ROTHKOP				
		PV-160236	01-8150-0-4300.00-0000-8100-735-000-000		Toilets WCA, Van Smog test	130.93

Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 12/18/2015

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0026 GENERAL FUND  
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
-----						
WARRANT TOTAL						\$130.93
20112935	070406/	SILYCO				
		PO-160016	1. 01-0000-0-5849.00-0000-2420-700-000-000		NOV2015	9,600.00
WARRANT TOTAL						\$9,600.00
20112936	070879/	SUNNY HILLS SERVICES				
		PO-160072	1. 01-6500-0-5833.00-5750-1185-700-000-000		11/15 Compton	3,665.00
WARRANT TOTAL						\$3,665.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS: 11		TOTAL AMOUNT OF CHECKS:	\$30,365.27*
			TOTAL ACH GENERATED: 0		TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED: 0		TOTAL AMOUNT OF EFT:	\$ .00*



MARIN COUNTY  
OFFICE OF EDUCATION

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MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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

VENDOR PAYMENT CERTIFICATION

Date 1/6/16

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 \$ 247,363.04.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>27</u>	<u>240,506.02</u>
<u>13</u>	<u>27</u>	<u>6857.02</u>

Authorized Signature Paula Rigney

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0027 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	
20113872	070873/	ADVANCED SECURITY SYSTEMS				
		PO-160023	1. 01-0000-0-5840.00-0000-8300-100-000-000		12/15	195.00
			WARRANT TOTAL			\$195.00
20113873	000609/	AMERICAN EXPRESS				
		PV-160243	01-0000-0-4300.00-0000-7110-725-000-000		Lunch for interviews	160.05
			01-0000-0-4300.00-1110-1010-101-000-000		UPS	82.62
			01-0000-0-5555.00-0000-7200-725-000-000		Holiday gifts	285.69
			01-8150-0-5600.00-0000-8110-735-000-000		Leak Detection	475.00
			WARRANT TOTAL			\$1,003.36
20113874	000192/	AT&T				
		PO-160002	1. 01-0000-0-5970.00-0000-2700-000-000-000		1/16	1,398.21
			WARRANT TOTAL			\$1,398.21
20113875	070358/	AT&T				
		PO-160003	1. 01-0000-0-5970.00-0000-2700-700-000-000		12/15	43.93
			WARRANT TOTAL			\$43.93
20113876	070329/	AT&T CALNET 2				
		PO-160001	1. 01-0000-0-5970.00-0000-2700-700-000-000		12/15	1,014.51
			WARRANT TOTAL			\$1,014.51
20113877	000006/	BAY CITIES REFUSE INC				
		PO-160004	1. 01-0000-0-5550.00-0000-8200-000-000-000		1/16	678.25
			WARRANT TOTAL			\$678.25
20113878	070641/	BLACKBOARD CONNECT INC.				
		PV-160256	01-1100-0-4300.00-1110-1010-000-000-111		1194287	1,432.00
			WARRANT TOTAL			\$1,432.00
20113879	070513/	BOYS AND GIRLS CLUB				
		PO-160019	1. 01-6010-0-5840.00-1110-1010-101-000-000		SMCD 1-2016	7,965.00
			WARRANT TOTAL			\$7,965.00
20113880	070877/	BRAGG PLUMBING				
		PV-160241	01-8150-0-5600.00-0000-8110-735-000-000		121015, 20006423	682.42

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0027 GENERAL FUND  
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL						\$682.42
20113881	070711/	BRIGHT PATH THERAPISTS				
		PO-160068 1. 01-6500-0-5835.00-5770-1182-700-000-000		3985		3,360.00
WARRANT TOTAL						\$3,360.00
20113882	070132/	CAPITAL ONE COMMERCIAL				
		PV-160246 01-0000-0-4300.00-1110-1010-100-000-000			Holiday Party	177.90
		01-0000-0-4300.00-1110-1010-101-000-000			Holiday Party	177.50
WARRANT TOTAL						\$355.40
20113883	070368/	COMCAST				
		PV-160254 01-0000-0-5555.00-0000-7200-725-000-000		1/16		151.20
WARRANT TOTAL						\$151.20
20113884	070594/	DANNIS WOLIVER KELLY				
		PO-160021 1. 01-0000-0-5829.00-0000-7100-000-000-000		186437, 187042		3,896.50
WARRANT TOTAL						\$3,896.50
20113885	070925/	DEPT OF HEALTH CARE SERVICES				
		PV-160257 01-0026-0-4300.00-1110-1010-000-000-111			1073795480-003	2,708.51
WARRANT TOTAL						\$2,708.51
20113886	001807/	EMPLOYMENT DEVELOPMENT DEPT.				
		PV-160240 01-0000-0-9515.00-0000-0000-000-000-000			Q4, 2015 - 94241171	347.72
WARRANT TOTAL						\$347.72
20113887	070876/	GATEWAY LEARNING GROUP				
		PO-160070 1. 01-6500-0-5835.00-5770-1182-700-000-000		16553-4		945.00
WARRANT TOTAL						\$945.00
20113888	000023/	GOODMAN BUILDING SUPPLY CO.				
		PO-160008 1. 01-8150-0-4300.00-0000-8100-735-000-000			Due 1/11/16	329.49
WARRANT TOTAL						\$329.49
20113889	000039/	KAISER FOUNDATION				
		PV-160251 01-0000-0-9520.00-0000-0000-000-000-000		16734-0001		11,386.61

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0027 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	
			01-0000-0-9520.00-0000-0000-000-000-000	578-0002		8,964.77
			WARRANT TOTAL			\$20,351.38
20113890	070898/	KIMOCHIS				
		PV-160259	01-1100-0-4300.00-1110-1010-000-000-111	7870		149.00
			WARRANT TOTAL			\$149.00
20113891	002345/	KONE INC.				
		PO-160006	1. 01-8150-0-5600.00-0000-8110-735-000-000	12/15		125.82
			WARRANT TOTAL			\$125.82
20113892	000045/	MARIN COUNTY OFFICE OF EDUC				
		PV-160258	01-4035-0-4300.00-1110-1010-700-000-000	160485		530.00
			WARRANT TOTAL			\$530.00
20113893	000580/	MARIN COUNTY SHERIFF DEPART.				
		PV-160253	01-0000-0-5821.00-0000-7200-725-000-000	16115		40.00
			WARRANT TOTAL			\$40.00
20113894	000046/	MCSBA				
		PV-160265	01-0000-0-4300.00-0000-7110-725-000-000	Van Alst		35.00
			WARRANT TOTAL			\$35.00
20113895	070107/	VIDA MOATTAR				
		PV-160262	01-3010-0-4300.00-1110-1010-700-000-000	ESL online resource		29.95
			WARRANT TOTAL			\$29.95
20113896	000548/	MOLLIE STONE'S				
		PV-160255	01-0000-0-4300.00-0000-7200-725-000-000	108678, 108681		119.32
			WARRANT TOTAL			\$119.32
20113897	000015/	MSIA DENTAL				
		PV-160249	01-0000-0-9520.00-0000-0000-000-000-000	1/16		2,397.01
			WARRANT TOTAL			\$2,397.01
20113898	000117/	MSIA VISION				
		PV-160250	01-0000-0-9520.00-0000-0000-000-000-000	1/16		341.76

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0027 GENERAL FUND  
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
WARRANT TOTAL						\$341.76
20113899	000016/	OFFICE DEPOT				
		PO-160114	1. 01-0000-0-5555.00-0000-7150-725-000-000		DO supplies	94.24
WARRANT TOTAL						\$94.24
20113900	000058/	P G & E CO				
		PO-160000	1. 01-0000-0-5510.00-0000-8200-000-000-000		12/15	2,861.04
WARRANT TOTAL						\$2,861.04
20113901	000056/	PBI				
		PO-160113	1. 01-0000-0-5555.00-0000-7150-725-000-000		Lease 7140007-001	4,980.75
WARRANT TOTAL						\$4,980.75
20113902	070222/	PROTECTION ONE				
		PO-160005	1. 01-0000-0-5840.00-0000-8300-100-000-000		1/16	83.60
			2. 01-0000-0-5840.00-0000-8300-101-000-000		1/16	696.27
			3. 01-0000-0-5840.00-0000-8300-103-000-000		1/16	103.29
WARRANT TOTAL						\$883.16
20113903	000990/	QUILL CORP.				
		PO-160116	1. 01-0000-0-5555.00-0000-7200-725-000-000		School supplies	1,320.00
			2. 01-1100-0-4300.00-1110-1010-100-000-000		School supplies	508.46
			3. 01-1100-0-4300.00-1110-1010-101-000-000		School supplies	508.10
WARRANT TOTAL						\$2,336.56
20113904	070913/	SEAGATE BRIDGEWAY ASSOCIATES				
		PV-160244	01-0000-0-5555.00-0000-7150-725-000-000		January 2016 244, 325, 330	5,050.00
WARRANT TOTAL						\$5,050.00
20113905	001206/	SHELL OIL CO.				
		PV-160247	01-0000-0-4301.00-0000-8110-735-000-000		12/15	243.06
WARRANT TOTAL						\$243.06
20113906	070910/	CATHERINE SHEPPARD				
		PV-160260	01-9471-0-5800.00-1110-1010-700-000-000		10-12/15	1,963.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0027 GENERAL FUND  
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE							ABA NUM	ACCOUNT NUM	AMOUNT		
	REQ#	REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
-----														
WARRANT TOTAL													\$1,963.00	
20113907	070200/	STANDARD INSURANCE COMPANY CB												
		PV-160248						01-0000-0-9520.00-0000-0000-000-000-000					1/16	156.75
								01-0000-0-9520.00-0000-0000-000-000-000					1/16	414.15
		WARRANT TOTAL											\$570.90	
20113908	000866/	T & B SPORTS												
		PV-160245						01-0000-0-4300.00-1131-1010-101-000-000					19361	1,016.27
		WARRANT TOTAL											\$1,016.27	
20113909	070677/	LYDIA TUVESON												
		PO-160069	1.					01-6500-0-5835.00-5770-1182-700-000-000					05LT2015-16	410.00
		WARRANT TOTAL											\$410.00	
20113910	070759/	VERIZON WIRELESS												
		PO-160013	1.					01-0000-0-5970.00-0000-7200-700-000-000					1/16	418.30
		WARRANT TOTAL											\$418.30	
20113911	002172/	WILLOW CREEK ACADEMY												
		PV-160261						01-0000-0-8096.00-0000-9200-103-000-000					January 2016 in lieu	169,053.00
		WARRANT TOTAL											\$169,053.00	
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:		40		TOTAL AMOUNT OF CHECKS:				\$240,506.02*		
				TOTAL ACH GENERATED:		0		TOTAL AMOUNT OF ACH:				\$.00*		
				TOTAL EFT GENERATED:		0		TOTAL AMOUNT OF EFT:				\$.00*		

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
 BATCH: 0027 GENERAL FUND  
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20113912	070923/	CAPAY INC				
		PV-160263	13-5310-0-4700.00-0000-3700-700-000-000		Produce purchase	562.50
			WARRANT TOTAL			\$562.50
20113913	070841/	ECOLAB				
		PV-160252	13-5310-0-5840.00-0000-3700-101-000-000		428274, 506197	345.16
			WARRANT TOTAL			\$345.16
20113914	070792/	TURNING GREEN				
		PV-160264	13-5310-0-4300.00-0000-3700-700-000-000		1201	19.36
			13-5310-0-4700.00-0000-3700-700-000-000		1201	900.00
			13-5310-0-5849.00-0000-3700-700-000-000		1201	5,030.00
			WARRANT TOTAL			\$5,949.36
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	3	TOTAL AMOUNT OF CHECKS:	\$6,857.02*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
*** BATCH	TOTALS ***		TOTAL NUMBER OF CHECKS:	43	TOTAL AMOUNT OF CHECKS:	\$247,363.04*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF CHECKS:	43	TOTAL AMOUNT OF CHECKS:	\$247,363.04*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*

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## Field Trips

**Dates:** December 18, 2015  
**Destination:** Country Club Bowl  
**Teacher:** Ms. Thornton, Ms. Newton and Mr. Price  
**Grade:** 6<sup>th</sup> – 8<sup>th</sup> Grade  
**Standards Supported:**  
**Funding Source:** Donation  
**Cost:** \$ 0.00

**Dates:** January thru June 2016  
**Destination:** Cavallo Point Lodge  
**Teacher:** Chef Shaun Dayton, Katy Sheppard and Catherine Wolfers  
**Grade:** 6<sup>th</sup> – 8<sup>th</sup>  
**Standards Supported:** Nutrition  
**Funding Source:** Field Trip fund (resource 9473)  
**Cost:** \$ 0.00

**Dates:** February 12, 2016  
**Destination:** Alcatraz Uncovered  
**Teacher:** Mr. Edney and Ms. Cassidy  
**Grade:** 6<sup>th</sup> – 8<sup>th</sup>  
**Standards Supported:** Writing: 1.2, 1.6, Visual Arts: 2.1-2.3 & 2.5-2.6, Social Studies/History 8.3.6  
**Funding Source:** National Parks Grant  
**Cost:** \$ 0.00

**Sausalito Marin City School District**

**Agenda Item:** 11.01

**Date:** January 12, 2016

- 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 200 - Goals for the School District

**Background:**

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

**Fiscal Impact:**

None

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

BP 0200

## **Philosophy, Goals, Objectives and Comprehensive Plans**

### **Goals for the School District**

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities.

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497.5)

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

**Sausalito Marin City School District**

**Agenda Item:** 11.02

**Date:** January 12, 2016

- 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 and Administrative Regulation 3260 - Fees and Charges

**Background:**

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

**Fiscal Impact:**

None

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

**Business and Noninstructional Operations**

**Fees And Charges**

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the district's educational program are made available to them at no cost.

No student shall be required to pay a fee, deposit, or other charge for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socio-economic conditions of district students' families and their ability to pay.

The prohibition against student fees shall not restrict the district from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, the district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student and shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

Whenever district employees, volunteers, students, parents/guardians, or educational or civic organizations participate in such events or activities, the Superintendent or designee shall emphasize that participation in the event or activity is voluntary.

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification required to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

The Superintendent or designee may provide additional information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.

AR 3260

## **Business and Noninstructional Operations**

### **Fees and Charges**

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following:

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)
2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)
4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)
5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)
6. Reimbursement for the direct cost of materials provided by the district to a student for the fabrication of nonperishable personal property the student will take home for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and exemptions are made for indigent and disabled students (Education Code 39807.5)
8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)
9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. Sale or lease of Internet appliances or personal computers for the purpose of providing access to the district's educational computer network, at no more than cost, as long as the district provides network access for families who cannot afford it (Education Code 17453.1)

11. Fees for any community service class in civic, vocational, illiteracy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810, 51815)
12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)
13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)
14. Actual costs of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)
15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)
16. As allowed in law, replacement cost or reimbursement for lost or damaged district books, supplies, or property, or for district property loaned to a student that he/she fails to return (Education Code 19910-19911, 48904)
17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)
18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects or for which high school credit is granted when taken by a person who does not hold a high school diploma or, effective July 1, 2015, classes in English and citizenship (Education Code 39801.5, 52612, 60410)
19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is for severely disabled children and the student is eligible to enroll in it (Education Code 8239, 8250, 8263)
20. After School Education and Safety Programs, as long as no eligible student is denied the ability to participate because of inability to pay the fee (Education Code 8482.6)
21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course.

**Sausalito Marin City School District**

**Agenda Item:** 11.03

**Date:** January 12, 2016

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

**Background:**

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

**Fiscal Impact:**

None

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

BP 3280

## **Business and Noninstructional Operations**

### **Sale or Lease of District-Owned Real Property**

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

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388-17389)

Upon determination that district property is no longer needed, or may not be needed until some future time, the Board shall first submit a report to the local planning agency as to what real property the district intends to offer for sale or lease. Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of district real property, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in applicable law. (Education Code 17230, 17387-17391, 17457.5, 17464, 17485-17500; Government Code 54222, 65402)

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

### **Resolution of Intention to Sell or Lease**

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable

steps to provide notification to the former owners of the property of the district's intent to sell it.

### **Acceptance/Rejection of Bids**

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

### **Use of Proceeds**

The Superintendent or designee shall ensure that the proceeds from the sale, or lease with an option to purchase, of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

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

1. The Board shall submit documents to the SAB certifying that:
  - a. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.
  - b. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.
  - c. The real property is not suitable to meet projected school construction needs for the next 10 years.

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

**Sausalito Marin City School District**

**Agenda Item:** 11.04

**Date:** January 12, 2016

- 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:** Administrative Regulation 3460 - Financial Reports and Accountability

**Background:**

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

**Fiscal Impact:**

None

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

AR 3460

## **Business and Noninstructional Operations**

### **Financial Reports And Accountability**

#### **Interim Reports**

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

#### **Audit Report**

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

When required by federal law, specified records pertaining to the audit of federal funds received and expended by the district shall be transmitted to the federal clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the fiscal year, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (31 USC 7502)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

### **Fund Balance**

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

### **Negative Balance Report**

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its

annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

#### **Non-Voter-Approved Debt Report**

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

#### **Other Postemployment Benefits Report (GASB 45)**

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

#### **Workers' Compensation Claims Report**

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

**Sausalito Marin City School District**

**Agenda Item:** 11.05

**Date:** January 12, 2016

- 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 3513.3 – Tobacco Free Schools

**Background:**

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

**Fiscal Impact:**

None

**Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

BP 3513.3

## **Business and Noninstructional Operations**

### **Tobacco-Free Schools**

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Sausalito Marin City School District

Agenda Item: 11.06

Date: January 12, 2016

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

Item Requires Board Action:  Item is for Information Only:

Item: Administrative Regulations 4117.14 – Post-Retirement Employment

**Background:**

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

**Fiscal Impact:**

None

**Recommendation:**

Approve

Prepared for: S. Van Zant

Prepared by: S. Van Zant

**Personnel**

**Postretirement Employment**

When necessary, the Governing Board may hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform creditable service for the district as an employee, the employee of a third party, or an independent contractor/consultant, provided that all applicable restrictions specified by the California State Teachers' Retirement System (CalSTRS) are met. Applicable CalSTRS restrictions include, but are not limited to, a requirement that a retired member be paid compensation comparable to that for active employees for comparable duties and prohibitions against the hiring of a retired member within 180 days of his/her retirement and for the classified service, except as an aide pursuant to Education Code 45134. Additional restrictions and rules may apply to other employment situations, such as when CalSTRS retired members are employed as employees of third parties, independent contractors, or consultants. The Superintendent or designee should consult legal counsel when dealing with such employment situations. (Education Code 22119.5, 22164.5, 24214, 24214.5)

Any retired member of the defined benefit program of CalSTRS who is hired by the district to perform retired member activities as defined pursuant to Education Code 22164.5 shall be paid at an annualized rate of pay that shall not be below the minimum or exceed the maximum paid to other district employees performing comparable duties. However, such a retired individual shall not make contributions to the CalSTRS retirement fund or accrue service credit based on compensation earned from the retired member activity. (Education Code 24214)

No retired member of the CalSTRS defined benefit program shall be hired by the district for at least 180 calendar days after his/her retirement from service, unless he/she has attained the normal retirement age and qualifies for an exemption to the 180-day waiting period. To seek this exemption, the Board shall, during the open session of a Board meeting, adopt a resolution which shall include the following information and findings: (Education Code 24214.5)

1. A statement expressing the Board's intent to seek an exemption to the 180-day waiting period
2. A description of the nature of the employment of the retiree
3. A finding that the retiree has reached the normal retirement age
4. A finding that the appointment of the retiree is necessary to fill a critically needed position before the 180-day waiting period has passed
5. A finding that the retired individual did not receive additional service credit pursuant to Education Code 22714 or 22715 or any financial inducement to retire. Financial inducement to retire shall include, but is not limited to, cash or any form of compensation or other payment directly or indirectly paid by any public employer to the retired individual before or after his/her retirement, if the individual retires for service on or before a specific date or range of dates established by the public employer on or before the date the inducement is offered

6. A finding that the retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual

The resolution shall not be adopted through the Board's consent agenda. (Education Code 24214.5)

When employing a retired individual who is eligible for exemption from the 180-day waiting period, the Superintendent or designee shall submit all required documentation to substantiate eligibility for the exemption to CalSTRS before the retired member begins performing any retired member activities. The Superintendent or designee may contact

CalSTRS to request information as to whether the retired member qualifies for the exemption after 30 days of submitting the required documentation to CalSTRS. (Education Code 24214.5)

**Postretirement Compensation Limitation, Notice, and Report**

All CalSTRS retirees performing creditable service for the district shall be subject to the applicable CalSTRS earnings limit. Monies earned in excess of the limit may subject the CalSTRS retiree to a reduction in his/her retirement allowance. Compensation subject to the earnings limitation includes, but is not limited to, salary or wages, deferred compensation plans, purchase of an annuity contract, tax-deferred retirement plan or insurance program, and other plans or contributions when the cost is covered by a district. (Education Code 22119.5, 22164.5, 24214)

Whenever the district retains the services of a CalSTRS retiree as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)

1. Advise the retired individual of the postretirement earnings limitation or employment restriction set forth in Education Code 22714, 24214, or 24214.5 or any other applicable law

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

2. Maintain accurate records of the retired individual's compensation and report it monthly to CalSTRS and the individual, regardless of the method of payment or the fund from which the payments are made