



SAUSALITO MARIN CITY SCHOOL DISTRICT

Board of Trustees: Joshua Barrow - President, Ida Green - Vice President, Debra Turner – Clerk, Thomas Newmeyer, Caroline Van Alst
Superintendent: Will McCoy

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

Tuesday, April 25, 2017

6:00 p.m. Open Session – Bayside/Martin Luther King Jr. Multi-Purpose Room

- 1. **OPEN SESSION** – Call to Order
- 2. **CLOSED SESSION** – None
- 3. **RECONVENE TO OPEN SESSION** – N/A
- 4. **PLEDGE OF ALLEGIANCE** 2 minutes
- 5. **AGENDA REORGANIZATION/APPROVAL**
Are there any requests from the Board to move any agenda item to a different location? 2 minutes
- 6. **BOARD COMMUNICATIONS** 10 minutes
- 7. **ORAL COMMUNICATIONS** 30 minutes

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 agenzied. 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 related 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.

- 8. **CORRESPONDENCE** – None
- 9. **DISTRICT REPORTS**
 - 9.01 **Superintendent**
Will McCoy – Budget Advisory Committee 60 minutes

10. **STANDING BOARD COMMITTEE REPORTS** - None
11. **DISCUSSION ITEMS**
 11.01 Presentation Regarding Freedom Schools 25 minutes
12. **CONSENT AGENDA** – None
13. **ACTION ITEMS** - Items Removed from the Consent Agenda: Any item removed from the Consent Agenda may be discussed and acted upon individually
- 13.01 Consider Approval of Contract with Burkell Plumbing to Replace the Water Heater in the Kitchen at Bayside/MLK in the amount of \$6,800 5 minutes
- 13.02 Consider Approval of Contract with Swift Tree Care for Tree Removal on the Willow Creek Campus in the Amount of \$2,400 5 minutes
- 13.03 Consider Approval for Contract with Downing Heating & Air Conditioning, Inc. to Repair Multi-Purpose Room HVAC Unit at Bayside/MLK in the Amount of \$7,617 5 minutes
- 13.04 Consider Approval of HVAC Maintenance Service Agreements with Downing Heating & Air Conditioning, Inc. for the 2017-2018 School Year Totaling \$4,422 5 minutes
- 13.05 Consider Approval to Open a Local Checking Account for the Purposes Clearing Checks and Cash 5 minutes
- 13.06 Review a Request from Marin City Parent and Leadership Academy to Place a Portable Building on District Property and Provide Direction to Administrative Team on Next Steps 10 minutes
- 13.07 Consider Approval to Collect Facility Use Fees from Willow Creek Academy to for Out of District Students Attending Willow Creek beginning in the 2017-2018 School Year. Estimated New Ongoing Revenue - \$142,800 (No Cover Sheet – Refer to Budget Advisory Committee Presentation) 10 minutes
- 13.08 Consider Approval to Create an Additional Combination Class at Bayside/MLK in 2017-2018. Estimated Costs Savings - \$90,000 (No Cover Sheet – Refer to Budget Advisory Committee Presentation) 10 minutes
- 13.09 Consider Approval to Reconfigure Administration Staffing for District and Bayside/MLK beginning in the 2017-2018 School Year. Estimated Cost Savings - \$20,000 (No Cover Sheet, Refer to Budget Advisory Committee Presentation) 10 minutes
- 13.10 Consider Approval to Relocate District Office to the Bayside/MLK School Site in 2017-2018 and Sub-Lease District Office Space at 3030 Bridgeway in Sausalito (No Cover Sheet – Refer to Budget Advisory Committee Presentation) 10 minutes
- 13.11 Consider Approval to Reduced LCFF Funds Moved to the Deferred Maintenance Fund by \$25,000 in 2017-2018 and 2018-2019 (No Cover Sheet – Refer to Budget Advisory Committee Presentation) 10 minutes
14. **PERSONNEL ACTION ITEMS** - None
15. **POLICY DEVELOPMENT** – None
16. **FUTURE MEETINGS**
 16.01 The next Regular Meeting of the Board of Trustees will be on Tuesday, May 16, 2017, in the Bayside/Martin Luther King School Multi-Purpose Room
17. **FUTURE TOPICS**
18. **ADJOURNMENT**

SMCSD Budget Advisory Committee

Findings and Recommendations

Members of the Budget Advisory Committee (BAC)

Will McCoy

Allura MacGillivray-Lehrer

Julius Holtzclaw

Dr. Shirley Thornton

Amy Prescott

Terena Mares

Sonya Hanson

Advisor: Pecolia Manigo

Thank you!

Public Attendees at Meetings

Healthy Bayside MLK and Willow Creek Academy

During the development of the Actionable and Advisory items the BAC recognized the importance for both Bayside MLK and Willow Creek Academy to operate robust and sustainable programs.



Summary of Budget Advisory Committee's Work

Full review of the following components of the budget:

- Basic Budget Components
- Personnel and Benefits Costs
- Contracts and MOUs

Recommendations grouped into the following categories:

- **Actionable**
- **Advisory**
- **Cautionary**

Actionable Recommendation - #1

Over-Allocation of Space Reimbursement Rate*

Options

1. Seek reimbursement from Willow Creek Academy for over-allocation of space based on CDE rate of \$1,700 per student. CCR 11969.8 allows reimbursement between facility allocation and difference of facility use for in-district students.
 - a. **Option to assess fee on 84 out-of-district students attending Willow Creek**
 - b. **Projected Revenue= \$142,800**
2. Incurred cost not addressed in Willow Creek MOU

LCAP Links: Goal #1, Student Achievement; Goal #2, Community School

*Generates additional resources to invest in robust academic programs and the implementation of the Children's Defense Fund / Freedom School model into the school year.

Calculations regarding section of the MOU

1. MOU calls for a 2% Facility Use Fee
 - a. Cost to Willow Creek Academy \$62,000 per year

 2. Current District Costs (Approved MOU)
 - a. Utility Costs \$98,000 per year
 - b. Over-Allocated Space Reimbursement Fee \$143,800 per year
(calculated using out-of-district student counts)
-
- Current Net Loss to the District \$179,800 per year**

Actionable Recommendation - #2

Address Low Enrollment Projections through Combination Classroom(s)

Recommendation:

1. Maintain one combination class

a. No fiscal impact - currently operating one combination class

LCAP Link: Goal #1, Student Achievement; maintains instructional delivery through minimizing combination classes.

Optional Consideration:

2. Additional Combo class with one teacher and one full-time aide

a. Option 2: Projected Savings, 1 FTE certificated = \$90,000

LCAP Link: Goal #1, Student Achievement; increased combination classes may negatively impact instructional delivery

Actionable Recommendation - #3

Move District Office to Bayside/MLK

Options

1. End lease in current offices by September 30, 2017
 - a. Sub-lease the remainder of rental agreement October 2017 through March 2018
 - b. Projected Savings, one-time in 2017-2018 = \$32,000
2. Maintain lease through March 2018
 - a. Added expense; \$32,000 expense not included in the Second Interim Multi-Year Projection

LCAP Link: LCAP Goal #2 Community School

Places support staff on the BMLK campus to better support staff and students to coordinate and connect with community resources.

Actionable Recommendation - #4

Reconfigure Administration of District and BMLK

Options

1. Seek a waiver for Admin/Teacher Ratio Penalty

(State Board of Education waivers possible for one-time anomalies and union support)

Possible Savings = \$37,708 and \$43,812 for penalties owed in 2016-17 and 2017-18

2. Reduce administrators for 2017-18 by 1.5 FTE

Additional 1.0 FTE school climate, non-administrator position (counselor, community coordinator, etc.)

Projected Savings = \$83,000

(\$63,000 savings included with 2nd Interim Multiyear Projection)

LCAP Link: Goal #3, Family and Community Engagement

Increases staff that directly support students, families, and community

Actionable Recommendation - #5

Reduced Deferred Maintenance

Options

1. Reduce contribution by 50% to \$25,000

Projected Savings= \$25,000

Risks: Ignores need for sustained facilities maintenance investment; reduced maintenance investment seen as additional key fiscal indicator of fiscal distress

LCAP Link: Goal #2, Community School

Generates additional resources to invest in robust academic programs and the implementation of the Children's Defense Fund / Freedom School model into the school year.

LCAP Conflict: LCAP Goal #4; School Climate

Potential to jeopardize safe, well-maintained school facilities and State's Basic Service Priority under LCFF.

2. Sustain contribution at \$50,000

Summary of Actionable Items

Item	Possible Savings	Notes
#1 Out of District Student Facility Use Fee	\$142,800	*Calculations are not beneficial to the district
#2 Low Enrollment (Combo Classes)	\$90,000 per combo class	Raises class sizes; creates instructional complexity
#3 Sub-Lease District Office	\$32,000	Contingent upon ability to sub-lease
#4 Administrative Reconfiguration	\$20,000 (\$63,000 included in MYP; \$83,000 Total Savings)	Replaces 1.5 Admin with a Student Support position (counselor, community coordinator, etc.)
#5 Reduce Deferred Maintenance Contribution	\$25,000	Increased budget liability
Total:	\$309,800	

Advisory Recommendations - #1

Stronger Policies, Oversight and Enrollment Management

Options

1. Improved sharing of enrollment information between BMLK and Willow Creek
2. Increase messaging for optimum enrollment to sustain robust programs at BMLK

Projected Savings = None

Focus= improved student focus and outcomes

Advisory Recommendations - #2

Efficiency Practices of Food Program

Options

1. Keep same program but attempt to reduce costs in staffing, purchasing and fee for meals
2. Increase return rate of Free and Reduced Meal Applications
3. Initiate competitive bidding process for FY 18-19

Projected Savings Goal = \$10,000+

Advisory Recommendations - #3

Reconfigure Business Office Duties

Options

1. Contract with Marin County Office of Education for District business management
2. Hire a District Chief Business Official in 2017-2018
3. Combination of Contract with MCOE and district position to support day-to-day business functions (Provides for separation of duties)

Projected Savings= \$20,000-30,000

Advisory Recommendations #4

Demolish and Tear Down Annex

Options

1. Use State Grant to tear down Annex

Projected Savings = \$0

Projected Excess Revenue= \$150,000 toward same site construction of new facility, otherwise return balance to grantee.

Advisory Recommendations - #5

Utilization of Insurance Funds

Options

1. The Budget Advisory Committee does not recommend use of funds to close structural deficit in FY17-18

Offsets 6 ½ years of remaining 26 COP payments

2. Use funds to address facility needs in FY17-18
3. May be viewed as another key fiscal indicator of fiscal distress

Projected Savings = \$0

Projected Revenue= Option 1 reduces facilities funds

Advisory Recommendations - #6

Revise MOU with Willow Creek

Options

1. Special Education Services share of costs - **Projected revenue = \$750K**
2. Utilities Costs- \$98,000
3. Ensure accurate division of contract expenses- Projected savings - \$5,000.
 - a. Technology
 - b. Insurance
 - c. Student Information System
 - d. Food Service Software for Meal Counts and Menu Planning
 - e. Others?

Other Advisory Recommendations

Fundraising and Grants

Charter Oversight Mandated Costs and Reimbursements

Negative Basic Aid Calculation

Use of Reserve Funds for 16-17 and 17-18

Legal Defense Fund Development/ Reduction of Legal Fees

Impact on Students of Advisory Recommendations

Increased Revenue and Services would be possible to address needs of students at Bayside MLK

Focus on investments at Bayside MLK to create healthy, functional school

Increase clarity for SMCSD and Willow Creek on shared costs for contracts, facilities use and enrollment policies

Increased clarity for community on the annual budget revenue for Bayside MLK and expenses link to LCAP Goals and Actions

Summary of Advisory Items

Recommendations	FY17-18	FY18-19
#1 Stronger Policies, Oversight and Enrollment Management	0	0
#2 Efficiency practices of Food Program (Estimated)	10,000	10,000
#3 Reconfigure Administration of District and BMLK	20,000	20,000
#4 Demolish and Tear Down Annex (Estimated)	0	0
#5 Utilization of Insurance Funds	0	0
#6 Revise MOU with Willow Creek to cover costs (Estimated)	868,000	868,000

Cautionary Items

- If Basic Aid Negative Excess amount included in Second Interim Budget is not included with 2017-18 Budget, the budget will be reduced by the following amounts in the Multi Year Projection:

Revenue Projected from Willow Creek at Second Interim:

<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
\$196,419	\$165,044	\$61,069

- Legal fees may be higher than \$75,000 projected in 2017-18 and 2018-19 (Estimated expense could be an additional \$25,000 or more each year)

Multi-Year Projections with Actionable Items

	2016-2017 (2nd Interim)	2017-2018 (Projected)	2018-2019 (Projected)	2019-2020* (Projected)
Revenue (Includes Basic Aid Negative Excess from WCA)	\$5,778,441	\$5,643,793	\$5,671,478	\$5,796,632
Expenses	\$6,459,257	\$5,832,487	\$5,784,403	\$5,860,180
Actionable (Decreases Deficit)	\$0	\$277,800	\$277,800	\$277,800
Net Increase/Decrease	(\$680,817)	\$89,104	\$164,874	\$214,251
Ending Fund Balance	\$ 1,176,879	\$ 1,265,983	\$ 1,430,857	\$1,645,108
Reserve % With Actionable Items Plus Basic Aid Negative Excess	12.77%	17.13%	20.23%	23.62%
Reserve % Without Actionable Items Plus Basic Aid Negative Excess	12.77%	12.05%	10.24%	8.95%
Reserve % Without Actionable Items & Without Basic Aid Negative Excess	9.73%	5.85%	2.93%	1.74%

Potential Consequences without Board Action

1. Structural Deficit remains
2. Unclear MOU and Negative Excess Calculations with Willow Creek Academy render District unable to accurately budget moving forward
3. Absent increased revenues or decreased expenditures, deficit spending continues for 3 budget years beginning with June 2017-18 Budget. Results in reduced reserves below 3% and possible Negative Certification.
4. Inability to invest in Community/Freedom School model

Linking the Budget Development Process to the LCAP

Goal 1 - Student Achievement - Provide all students with a rigorous, creative, and broad curriculum to maximize academic achievement and college/career readiness.

Goal 2 - Community School - Enhance and sustain a community school model that includes partnerships and services for improved and expanded student learning, stronger families and a healthier community.

Goal 3 - Family and Community Engagement - Generate active engagement between parents/families and the school, and connections with the community, to promote learning and success.

Goal 4 - School Climate - Creating a safe, welcoming and respect-for-all school climate

Questions and Public Comments

Thank You

Sausalito Marin City School District

Agenda Item: 13.01

Date: April 25, 2017

- | | | | |
|-------------------------------------|---------------------------------|--------------------------|----------------|
| <input type="checkbox"/> | Correspondence | <input type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Reports | | |
| <input type="checkbox"/> | General Functions | | |
| <input checked="" type="checkbox"/> | Facilities | | |
| <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 | | |
| <input type="checkbox"/> | Public Hearings | | |

Item Requires Board Action: Item is for Information Only:

Item: Consider Approval of Contract with Burkell Plumbing to Replace the Water Heater in the Kitchen at Bayside/MLK in the amount of \$6,800.

Background: The proposal is to remove and replace the 20 gallon water heater in the Bayside/MLK kitchen at with a 40 gallon water heater. The existing water heater does not provide adequate hot water for the cleaning needed when running the breakfast and lunch program for students. It was noted in a Williams Act complaint received by the District in December 2017.

Fiscal Impact: Total of \$6,800 paid from the Deferred Maintenance Fund 14.

Recommendation: Approve

Attachments: Burkell Plumbing Contract

BURKELL PLUMBING, INC.

FIRE PROTECTION
HEATING • COOLING

2000 Bridgeway, P.O. Box 1384, Sausalito, California 94966
Tel. 415-332-3091 Fax 415-332-6461
California License #417360

Contract

Sausalito Marin City School District
630 Nevada Street
Sausalito CA. 94965

JOB SITE Bayside/MLK Academy
200 Philips Drive
Marin City Ca. 94965

Remove and replace 20 gallon water heater in utility closet of kitchen/Cafeteria
Upgraded to a AO Smith DSE 40 Gallon Commercial 3 Phase electric water
Installed on existing water heater shelf
Retrofit to Hot, Cold water lines and mixing valve (all to be insulated)
Install Approved earthquake straps
Install pressure temperature relief valve connected to existing drain line
Price includes cost of electrician to connect new unit to power supply

CONTRACT PRICE _____ **\$6,800.00**

Signed and Accepted _____ **Date** _____

This proposal may be withdrawn by us if not accepted in 30 days.

Section 7018, Business & Professions Code:

“Under the Mechanics Lien Law (California Civil Code, Section 3082, et seq.) any contractor, sub-contractor, laborer, supplier or other person who helps to improve your property but is not paid for his work or supplies, has a right to enforce a claim against your property. This means that after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the sub-contractor, laborer or supplier remains unpaid.”

In the event it becomes necessary to refer this contract to an attorney, you, by signing of this contract, agree to pay reasonable attorney fees and all costs incurred in the collection of the monies due under this contract.

(Document 1)

Sausalito Marin City School District

Agenda Item: 13.02

Date: April 25, 2017

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| <input type="checkbox"/> | Correspondence | <input type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Reports | | |
| <input type="checkbox"/> | General Functions | | |
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| <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 | | |
| <input type="checkbox"/> | Public Hearings | | |

Item Requires Board Action: Item is for Information Only:

Item: Consider Approval of Contract with Swift Tree Care for Tree Removal on the Willow Creek Campus in the Amount of \$2,400.

Background: Currently there are two dead pine trees on the Willow Creek site in need of removal.

Fiscal Impact:

Paid by General Fund: \$2,400

This is not currently in the budget; therefore, it would decrease the General Fund balance by this amount.

Recommendation: Approve

Attachments: Swift Tree Care Contract

Swift Tree Care

P.O. Box 416
Forest Knolls, CA 94933
415-488-0522 PHONE
415-488-1966 FAX

CA Lic # 596473

Proposal

Date	Proposal #
3/30/2017	9926

Name / Address

Sausalito Marin City School District
200 Philips Drive
Marin City, CA 94965
Alan Rothkop
415-332-3190/415-827-5125

P.O. No.

Description	Total
1. Remove 2 dead pines to stump by preschool. Leave wood.	2,400.00
Total	\$2,400.00

Note: The above proposal is based upon Craig Swift's best appraisal of the treatment required to correct the problems cited. Unforeseen conditions may require additional treatment and cost. Swift Tree Care will not be held responsible for any damage to unmarked underground structures. **CUSTOMER WILL BE HELD RESPONSIBLE FOR THE EXTERMINATION COSTS OF STINGING INSECTS.** The cutting, splitting, or hauling of wood will be performed only if specifically stated in the agreement. A PERMIT MAY BE NECESSARY TO CUT TREES ON YOUR PROPERTY. Customer must obtain any required local permits. Customer warrants that all trees upon which work is to be performed are owned by him/her or that authorization for the work has been obtained from the property owner. This is a valid contract agreement when signed or authorized by phone. PAYMENT IS DUE IN FULL ON DAY WORK IS COMPLETED. CONTRACTOR WILL TAKE FULL ADVANTAGE OF CALIFORNIA STATE LIEN

Sausalito Marin City School District

Agenda Item: 13.03

Date: April 25, 2017

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| <input type="checkbox"/> | Correspondence | <input type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Reports | | |
| <input type="checkbox"/> | General Functions | | |
| <input checked="" type="checkbox"/> | Facilities | | |
| <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 | | |
| <input type="checkbox"/> | Public Hearings | | |

Item Requires Board Action: Item is for Information Only:

Item: Consider Approval for Contract with Downing Heating & Air Conditioning, Inc. to Repair Multi-Purpose Room HVAC Unit at Bayside/MLK in the Amount of \$7,617.

Background: The District has replaced the motor in this heating unit three times over the last 8 years. The new proposed heating unit will include a “soft start control” which will start the motor in increments, thus preventing the motor from burning out as in years past.

A claim with the District’s insurance carrier, Keenan, was filed and a total reimbursement for the project was approved in the amount of \$6,585.

Fiscal Impact:

Paid from Deferred Maintenance Fund 14:	\$1,032
Reimbursement from Keenan Insurance:	<u>\$6,585</u>
Total Expense	\$7,617

Recommendation: Approve

Attachments: Downing Heating & Air Conditioning Contract

DOWNING

HEATING & AIR CONDITIONING, INC.
SALES . SERVICE . INSTALLATION

March 27, 2017

Sausalito Marin City School District
200 Phillips Drive
Sausalito, CA 94965

Attention: Allen

Subject: Martin Luther King Middle School

We are pleased to offer the following proposal for the HVAC work for the above referenced project.

I. Scope of Work:

- A. Provide and install a 20-h.p. Baldore motor in Reznor unit that serves the multi-purpose room.
- B. Provide controls and install for VFD operations.

II. Project Exclusions:

- A. Overtime.
- B. Duct pressure testing.
- C. Structural engineering or supports.
- D. Seismic Calculations.
- E. Cutting, patching and painting.
- F. Architectural sheet metal.
- G. Fire protection systems.
- H. Fire and life safety systems.
- I. Repair or warranty of existing equipment.
- J. Remote annunciators for smoke detectors.
- K. Wiring or smoke detectors for smoke/fire dampers.
- L. Carpentry and framing.
- M. Access doors in finished surfaces.
- N. Fire safing and caulking.
- O. Architectural Title 24 calculations

P. Identification, testing, removal or abatement of hazardous materials.

III. Pricing:

A. The price to perform repairs as described above is: \$7,617.00

Prices quoted are firm for no more than 60 days from the date of quotation. Downing Heating & Air Conditioning guarantees our repair for a period of 30 days after completion of the repair. Payment terms are due upon receipt from date of invoice.

We hope this meets with your approval. Please call if you have any questions.

Sincerely,

Scott James | President
C. 415-720-9608
M. 415.485.1011 | F. 415.485.1108
downingheating@sbcglobal.net

TERMS AND CONDITIONS:

1. **Extra Work.** Owners may request the Contractor to perform additional services or additional work. The cost to Owner for extra work or services shall be a mutually agreeable sum determined prior to performing the same, or, if there is no agreement, then the cost to the Owners shall be the added costs to the Contractor plus 10% for overhead and an additional 10% for profit, all payable at the time set forth above for final payment, or upon completion of such extra work, whichever is later.
2. **Workers Compensation and Liability Insurance.** Contractor shall maintain workers compensation and liability insurance as set forth on the Certificate of Insurance furnished to Owners.
3. **All permits are the responsibility of the Owner.** Contractor will provide all drawings and calculations needed to secure permits to owner upon request.
4. **Disputes.** In the event of any dispute or disagreement between the parties, they shall attempt to resolve the same by negotiation or mediation if possible. If not resolved, either party may demand binding Arbitration under the rules of the American Arbitration Association. The Arbitrator(s) shall have the power to award cost, including reasonable attorney's fees, as part of any award.

NOTICES:

Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the Registrar of the Board, whose address is: Contractors State License Board, 3132 Bradshaw Road, Sacramento, CA 95827.

Any contractor, subcontractor, laborer, supplier or other person who helps to improve your property, but is not paid for his/her work or supplies, has a right to claim a lien against your property. To preserve these lien rights, certain claimants such as subcontractors or material suppliers are required to provide you with a document entitled "Preliminary Notice". This Preliminary Notice **is not a lien against your property**. Its purpose is to notify you of persons who might have the right to claim a lien if they are not paid. You may protect yourself by asking for and receiving, from the Contractor, Lien Releases showing that, from the funds paid by you as Owner, Contractor has paid those who might otherwise be entitled to claim a lien.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year set forth above.

Agreed to and Accepted By:

Signature

Name: _____

By agreeing to this proposal, you are authorizing Downing Heating and Air Conditioning Inc. to perform the work as outlined above.

Sausalito Marin City School District

Agenda Item: 13.04

Date: April 25, 2017

- | | | | |
|-------------------------------------|---------------------------------|--------------------------|----------------|
| <input type="checkbox"/> | Correspondence | <input type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Reports | | |
| <input type="checkbox"/> | General Functions | | |
| <input checked="" type="checkbox"/> | Facilities | | |
| <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 | | |
| <input type="checkbox"/> | Public Hearings | | |

Item Requires Board Action:

Item is for Information Only:

Item: Consider Approval of HVAC Maintenance Service Agreements with Downing Heating & Air Conditioning, Inc. for the 2017-2018 School Year in the Totaling \$4,422

Background: The District does not currently have HVAC service agreements for the Bayside/MLK and Willow Creek sites. The purpose of the agreements is to maintain the equipment in good operating condition and to ensure maximum system efficiency. Service reports will be presented to the District after each service call for review and approval.

Fiscal Impact: Paid from the General Fund Routine Restricted Maintenance

Bayside/MLK:	\$1,867
Willow Creek:	<u>\$2,555</u>
Total	\$\$,422

Recommendation: Approve

Attachments: Downing Heating & Air Conditioning, Inc. Maintenance Service Agreement

DOWNING

HEATING & AIR CONDITIONING, INC.

SALES . SERVICE . INSTALLATION

MAINTENANCE AGREEMENT

JOB NAME: Martin Luther King Middle

DATE: March 27, 2017

JOB ADDRESS: 200 Phillips Drive
Marin City, CA 94965

AUTHORIZED CONTACT: Allen

BILLING ADDRESS: 200 Phillips Drive
Marin City, CA 94965

TELEPHONE NO: 415-332-3190
EMAIL:

Downing Heating and Air Conditioning Inc. proposes to provide a planned maintenance program for a period of one year, dated from **July 1st, 2017** through **June 30th, 2018**. Our maintenance and service programs are designed to provide our customers with an on-going professional program that is tailored to provide the specific needs of the equipment and/or systems listed on the attached equipment list, and to reduce the possibility of equipment failure or malfunction

All service activities will be scheduled, administered, monitored, and updated by Downing Heating and Air Conditioning Inc. They will be based on manufacturer's recommendations, equipment location, application, run time, equipment type and our own experience. All Services will be performed by competent service technicians to maintain the equipment in good operating condition and to ensure maximum system efficiency. A complete detailed service report will be presented after each service call for customer's review and approval signature.

We trust that you will find Downing Heating and Air Conditioning Inc. as the single solution to all of your HVAC needs, from design and installation to planned maintenance and equipment replacement. We can provide retrofits and air balancing for those areas that get too hot or too cold. Don't hesitate to give us a call whenever any problem arises.

Downing Heating and Air Conditioning Inc. agrees to make **1** operational maintenance inspections per year of **10- forced air furnaces, 4- split system air conditioners, 5- Bard units and 3- Reznor heating units annually**. Maintenance will be furnished for the contract price of **\$1,867.00** per service payable due upon receipt after each inspection.

Repair work other than regular scheduled services will be performed on a time and material basis, at a labor rate of **\$145.00** per hour from 7:30 a.m. to 4:30 p.m., Monday through Friday. After-hours emergencies will be billed at overtime and double time labor rates. Our service technicians are available 24 hours a day for emergencies. Our truck charge is **\$40.00** per trip. These rates are subject to change. A 10% discount on parts is included.

***ANNUAL MAINTENANCE is valued at \$1,867.00.**

THIS AGREEMENT IS *Customer's Name*
ACCEPTED FOR:

Signature:
Print Name:
Title:

SUBMITTED BY:

**Accepted For: Downing
Heating and Air
Conditioning Inc.**
Signature:

Print Name:

Title: Account Executive

Agreement Coverage

- PLANNED MAINTENANCE**
Covers labor, for scheduled PM inspections as listed below.

Additional Services

Brush clean air cooled condensers
Wash air cooled condensers
Brush clean water cooled condensers
Boiler tubes
Cooling towers
Visual inspection of coils only

- X 24 hour emergency service with a maximum response time of 2 hours
Non-business hours emergency service
24 hour monitoring; regular business hours
See addendum

Parts and Components:

<i>Included in Fixed Price</i>	Yes	No
Belts <u>0</u> per year		X
Filters	X	

Special Services and Conditions:

TERMS AND CONDITIONS

1. Downing Heating and Air Conditioning Inc. will provide maintenance at the listed property to equipment included in the attached Covered Equipment List. Downing Heating and Air Conditioning Inc. will provide agreed upon services to said equipment adhering to the Manufacturer's Specifications and Designs.
 - a. Each scheduled inspection shall cover a thorough check and requires the furnishing of a written report for the following as provided by Downing Heating and Air Conditioning Inc.:
 - Attention given and actual service work performed.
 - Condition of the equipment.
 - Recommendations for repairs or reconditioning work, together with a list of parts and accessories.
 - Itemized proposals covering material, parts, and labor costs.
 - b. Service calls, or work, outside the scope of this agreement, will be billed at the discounted contract rates.
 - c. Customer shall operate the subject equipment per manufacturer's instructions as modified or expanded by Downing Heating and Air Conditioning Inc. and shall promptly notify Downing Heating and Air Conditioning Inc. of any unusual operating conditions of the subject equipment.
 - d. Downing Heating and Air Conditioning Inc. will also not be liable for damages due to the unavailability of repair parts or any other reason such as miss-shipment, or for any loss of business resulting from such causes. Downing Heating and Air Conditioning Inc. shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, theft, corrosion, electrolytic action, floods, lighting, freeze-ups, strikes, lock-outs, differences within trades, riots, explosions, quarantine restrictions, delays in transportation, shortage of vehicles, fuel, or malicious mischief.
 - e. We will not be required to make safety tests, install new attachments or appurtenances, add additional controls, and/or revamp or renovate existing systems with devices of a different design or function to satisfy conditions established by insurance companies, laboratories, governmental agencies, etc. In the event the system is altered, modified, changed or moved, Downing Heating and Air Conditioning Inc. reserves the right to terminate or renegotiate the agreement based on the condition of the system after the changes have been made.
 - f. Downing Heating and Air Conditioning Inc. reserves the right to discontinue this maintenance service agreement at any time, without notice, unless all payments under this contract shall have been made as agreed.
2. Service will be performed between 7:30 a.m. and 4:30 p.m., Monday through Friday, except holidays as recognized by this firm (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and the last working day before Christmas and Christmas).
 - a. Full Service and Limited Service customers are responsible for the difference between the current labor rate and the overtime rate should after hours' emergency service be required.
 - b. All work performed on Holidays will be billed at the current double time rates.
3. During the period covered by this agreement, the customer agrees that only Downing Heating and Air Conditioning Inc. shall service the covered equipment. Downing Heating and Air Conditioning Inc. will not assume responsibility for any other company or person who works on the covered equipment during this agreement, or the cost of any repairs or adjustments that may be necessary.
4. During the fulfillment of this agreement, Downing Heating and Air Conditioning Inc. shall take all reasonable precautions to avoid injury to persons and damage to property.
5. Customer agrees to provide adequate access to all equipment and components in the Covered Equipment List. Any equipment requiring extraordinary means of access shall be provided by the customer, and shall be OSHA approved (i.e.: scaffolding, scissors lifts, extension ladders beyond 20 feet, etc.).
6. Exclusions:
 - a. Moving or relocating the subject equipment.
 - b. Cleaning evaporator coils.
 - c. Repairing and replacing parts on equipment.
7. This agreement shall remain in effect from year to year or until canceled by either party with thirty (30) days written notice. Prices will be subject to change (from year to year) based on the labor scales and material cost increases or decreases. The customer will receive written notification of intended changes, if any, thirty (30) days in advance of the anniversary date of this agreement.

MAINTENANCE SCHEDULE

The following maintenance schedule will be performed on the equipment marked below at industry and/or manufacturers standards.

A. Fans and Blowers

1. Lubricate all moving parts as required.
2. Inspect/adjust belts and pulleys as necessary
3. Record operating volts and amps
4. Inspect fan blade

B. Filters

1. Replace 1 Times/year.

C. Motors

1. Oil and/or grease as necessary
2. Check for overload under full operation
3. Check mounting bolts.

D. Gas Furnaces

1. Inspect burner section
2. Check pilot
3. Check fan limit control
4. Check pilot safety device
5. Inspect electrical connections
6. Check/record gas pressure – annually
7. Inspect/test ignition system
8. Check flame for proper burn
9. Start-up and cycle
10. Check combustion blower
11. Lubricate motors and bearings as required
12. Adjust controls as required

E. Controls (excludes EMS)

1. Check starters, contactors, and relays for pitting or arcing in HVAC units only
2. Check electrical connections in HVAC units only

F. Compressors

1. Visually check for refrigerant and oil leaks
2. Check oil level and pressure
3. Check/record head pressure as Needed.
4. Check/record suction pressure as Needed.
5. Check/record S/A and R/A temp.
6. Record operating volts
7. Record operating amp
8. Check crankcase heater

G. Evaporative Condenser, Cooling Tower

1. Lubricate all motors and pumps and fan bearings
2. Check pump packing
3. Check coil (Scale or dirt)
4. Check spray nozzles
5. Check water and pump strainer. (clean when required)
6. Check float control
7. Check drip pan and drain connections
8. Check drive belts (Align and adjust)
9. Check fan rotation and rotation of fan
10. Check bleeder line (Adjust when required)
11. Adjust automatic controls
12. Drain and flush sump pan

H. Air Cooled Condensers

1. Lubricate all motors and fan bearings
(As required)
2. Check coils (Scale and dirt)
3. Check Freon pressures
4. Check reversing valve operation (on heat-pump systems only)
5. Check for signs of oil leaks
6. Check rotation of fan
7. Adjust automatic controls

I. Fan Coils - (Water, steam or refrigerant)

1. Visually check for leaks
2. Check Humidifier and canister (if applicable)
3. Visually check coil face for dirt accumulation
4. 3. Check pan and drain
6. 4. Check condensate pump (if applicable)

J. Air Compressor

1. Check oil levels
2. Check belts
3. Check pulleys
4. Check dryers
5. Drain Valve

K. Thermostats and time clocks (excludes EMS)

1. Check proper time
2. Check calibration of room temperature

L. Gas Boilers

1. Inspect pilot and main burner flame and firing rate
2. Inspect and operate all controls and gas valve
3. Visually inspect for water leaks
4. Oil pump motor and bearing assembly
5. Disconnect pump from header and check impeller
6. Check impeller bearing
7. Check pump coupler
8. Remove top of heater and inspect heat exchanger for soot and examine venting system (Annually)
9. Remove rear header and inspect for scale deposits * (Annually)
10. Check flow switch paddle (Annually)
11. Clean room air intake openings and flue (Annually)

M. Exhaust and make up air fans

1. Inspect housing
2. Inspect and operate all controls
3. Visually inspect fan wheels
4. Check motors
5. Check bearings and lubricate if necessary
 6. Check motor and drive sheaves
7. Check belts

N. Chillers

1. Quarterly inspection per mfr's recommendations
2. Annual inspection per mfr's recommendations

Equipment Inventory							
Quantity	System Components	Manufacturer	Model	Serial	Rating	Filters	Belts

DOWNING

HEATING & AIR CONDITIONING, INC.

SALES . SERVICE . INSTALLATION

MAINTENANCE AGREEMENT

JOB NAME: Willow Creek School

DATE: March 27, 2017

JOB ADDRESS: 630 Nevada Street
Sausalito, CA 94965

AUTHORIZED CONTACT: Allen

BILLING ADDRESS: 200 Phillips Drive
Marin City, CA 94965

TELEPHONE NO: 415-332-3190
EMAIL:

Downing Heating and Air Conditioning Inc. proposes to provide a planned maintenance program for a period of one year, dated from **July 1st, 2017** through **June 30th, 2018**. Our maintenance and service programs are designed to provide our customers with an on-going professional program that is tailored to provide the specific needs of the equipment and/or systems listed on the attached equipment list, and to reduce the possibility of equipment failure or malfunction

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Downing Heating and Air Conditioning Inc. agrees to make **1** operational maintenance inspections per year of **25- forced air furnaces, 1- server room air conditioner, 1- sterling unit, 5- Bard units and kitchen equipment annually**. Maintenance will be furnished for the contract price of **\$2,555.00** per service payable due upon receipt after each inspection.

Repair work other than regular scheduled services will be performed on a time and material basis, at a labor rate of **\$145.00** per hour from 7:30 a.m. to 4:30 p.m., Monday through Friday. After-hours emergencies will be billed at overtime and double time labor rates. Our service technicians are available 24 hours a day for emergencies. Our truck charge is **\$40.00** per trip. These rates are subject to change. A 10% discount on parts is included.

***ANNUAL MAINTENANCE is valued at \$2,555.00**

**THIS AGREEMENT IS
ACCEPTED FOR:**

Customer's Name

Signature:

Print Name:

Title:

SUBMITTED BY:

**Accepted For: Downing
Heating and Air
Conditioning Inc.
Signature:**

Print Name:

Title: Account Executive

Agreement Coverage

- PLANNED MAINTENANCE**
Covers labor, for scheduled PM inspections as listed below.

Additional Services

Brush clean air cooled condensers
Wash air cooled condensers
Brush clean water cooled condensers
Boiler tubes
Cooling towers
Visual inspection of coils only

- X 24 hour emergency service with a maximum response time of 2 hours
Non-business hours emergency service
24 hour monitoring; regular business hours
See addendum

Parts and Components:

<i>Included in Fixed Price</i>	Yes	No
Belts <u>0</u> per year		X
Filters	X	

Special Services and Conditions:

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 - e. We will not be required to make safety tests, install new attachments or appurtenances, add additional controls, and/or revamp or renovate existing systems with devices of a different design or function to satisfy conditions established by insurance companies, laboratories, governmental agencies, etc. In the event the system is altered, modified, changed or moved, Downing Heating and Air Conditioning Inc. reserves the right to terminate or renegotiate the agreement based on the condition of the system after the changes have been made.
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 - b. Cleaning evaporator coils.
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A. Fans and Blowers

1. Lubricate all moving parts as required.
2. Inspect/adjust belts and pulleys as necessary
3. Record operating volts and amps
4. Inspect fan blade

B. Filters

1. Replace 1 Times/year.

C. Motors

1. Oil and/or grease as necessary
2. Check for overload under full operation
3. Check mounting bolts.

D. Gas Furnaces

1. Inspect burner section
2. Check pilot
3. Check fan limit control
4. Check pilot safety device
5. Inspect electrical connections
6. Check/record gas pressure – annually
7. Inspect/test ignition system
8. Check flame for proper burn
9. Start-up and cycle
10. Check combustion blower
11. Lubricate motors and bearings as required
12. Adjust controls as required

E. Controls (excludes EMS)

1. Check starters, contactors, and relays for pitting or arcing in HVAC units only
2. Check electrical connections in HVAC units only

F. Compressors

1. Visually check for refrigerant and oil leaks
2. Check oil level and pressure
3. Check/record head pressure as Needed.
4. Check/record suction pressure as Needed.
5. Check/record S/A and R/A temp.
6. Record operating volts
7. Record operating amp
8. Check crankcase heater

G. Evaporative Condenser, Cooling Tower

1. Lubricate all motors and pumps and fan bearings
2. Check pump packing
3. Check coil (Scale or dirt)
4. Check spray nozzles
5. Check water and pump strainer. (clean when required)
6. Check float control
7. Check drip pan and drain connections
8. Check drive belts (Align and adjust)
9. Check fan rotation and rotation of fan
10. Check bleeder line (Adjust when required)
11. Adjust automatic controls
12. Drain and flush sump pan

H. Air Cooled Condensers

1. Lubricate all motors and fan bearings
(As required)
2. Check coils (Scale and dirt)
3. Check Freon pressures
4. Check reversing valve operation (on heat-pump systems only)
5. Check for signs of oil leaks
6. Check rotation of fan
7. Adjust automatic controls

I. Fan Coils - (Water, steam or refrigerant)

1. Visually check for leaks
2. Check Humidifier and canister (if applicable)
3. Visually check coil face for dirt accumulation
4. 3. Check pan and drain
6. 4. Check condensate pump (if applicable)

J. Air Compressor

1. Check oil levels
2. Check belts
3. Check pulleys
4. Check dryers
- 5 Drain Valve

K. Thermostats and time clocks (excludes EMS)

1. Check proper time
2. Check calibration of room temperature

L. Gas Boilers

1. Inspect pilot and main burner flame and firing rate
2. Inspect and operate all controls and gas valve
3. Visually inspect for water leaks
4. Oil pump motor and bearing assembly
5. Disconnect pump from header and check impeller
6. Check impeller bearing
7. Check pump coupler
8. Remove top of heater and inspect heat exchanger for soot and examine venting system (Annually)
9. Remove rear header and inspect for scale deposits * (Annually)
10. Check flow switch paddle (Annually)
11. Clean room air intake openings and flue (Annually)

M. Exhaust and make up air fans

1. Inspect housing
2. Inspect and operate all controls
3. Visually inspect fan wheels
4. Check motors
5. Check bearings and lubricate if necessary
 6. Check motor and drive sheaves
7. Check belts

N. Chillers

1. Quarterly inspection per mfr's recommendations
2. Annual inspection per mfr's recommendations

Equipment Inventory							
Quantity	System Components	Manufacturer	Model	Serial	Rating	Filters	Belts

Sausalito Marin City School District

Agenda Item: 13.05

Date: April 25, 2017

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

Item Requires Board Action:

Item is for Information Only:

Item: Consider Approval to Open a Local Checking Account for the Purposes Clearing Checks and Cash.

Background: The District, on occasion, needs to process personal checks and cash generated by fundraisers, donations, etc. These funds would then be forwarded, via a District check, to the County of Marin and deposited into the District's General Fund to the appropriate programs.

District Administration requests that a checking account (two signatures required) be established at the Bank of Marin. The following signatories would be:

William McCoy, Superintendent
Amy Prescott, Interim Chief Business Official

Fiscal Impact: \$3,000 cash will be held in the account so that the account does not incur fees.

Recommendation: Approve

Attachments: None

Sausalito Marin City School District

Agenda Item: 13.06

Date: April 25, 2017

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

Item Requires Board Action:

Item is for Information Only:

Item: Review a Request from the Marin City Parent and Leadership Academy (MCPLA) to Place a Portable Building on District Property and Provide Direction to the Administrative Team on Next Steps

Background: The Marin City Parent & Leadership Academy is a community organization which seeks to offer effective parenting programs to families with children from 0 to 5 years. It would like to place a donated portable building on district property adjacent to the Cornerstone Church's back parking lot. MCPLA would pay for all related expenses.

Fiscal Impact: The fiscal impact is not known at this time.

Expenses may include: Time expended by the Superintendent, the Maintenance Director and the Interim Chief Business Official to see the project through with the Division of the State Architects, perform a site analysis, manage the area during the moving process, etc.

Recommendation: Depending on Board direction, the Superintendent would move to further explore this request.

Attachments: Request received by the District from the Marin City Parent and Leadership Academy (MCPLA) dated April 6, 2017

Marin City Parent and Leadership Academy

The Marin City Parent and Leadership Academy was founded in 2009 through a collaboration with CorStone and A Love that Heals. The Marin City Parent and Leadership Academy (MCPLA) was funded to better equip Marin City Parents with the necessary skills to become highly effective parents.

The MCPLA employs a holistic learning and peer-support program to enable low-income families with children 0-5 years to significantly increase their parenting skills, coping skills and individual and family functioning and overall wellness. The program reduces the likelihood of child abuse, domestic violence, parental depression, anxiety, and isolation.

They say it takes a village to raise a child; we say it takes a village to nurture a parent, as well. From across Marin City, volunteers ranging from counselors, child development programs, Public Housing Authority, legal aid to health experts, and the faith community, have stepped forward to help MCPLA support Marin City's struggling parents. Participants attend weekly sessions; receive home visits through the home visit program, case management, family incentive activities, and crisis intervention as needed. At the end of the block program, participants celebrate with a graduation ceremony.

Sessions take place weekly in the evenings along with Saturday only specialized workshops. Families enjoy a nutritious meal, followed by their parenting sessions led by experienced same gender or gender mixed facilitators. Onsite childcare is provided.

Course content draws from the fields of Positive Psychology, Attitudinal Healing, the STEP (Systematic Training for Effective Parenting) curriculum, and African American Parenting materials. Topics include: child development, good parenting, and self-esteem in early years, communication skills, anger and rage management, cooperation and discipline, tantrum management, stress reduction, self-care skills, advocacy in the school system, and family and community leadership.

Steep in the Family Theory of Social Work, we believe that we can change our communities through strengthening the families that are within them. We have already been successful in doing the aforementioned, but, due to the growing demands of parents, many of which have older children in the family attending Bayside/MLK and Willow Creek Academy, pre-schools and community organizations are asking us to serve more participants and provide additional services, we must have more space. Because we have earned a good reputation for providing quality parenting services, Village Baptist Church, in an effort to see us grow and provide additional critically needed parenting and family services, has graciously donated their portable building to us.

The Marin City Parent and Leadership Academy is asking the Sausalito/Marin City School District, allow us to continue to be able to not only provide quality parenting services but to enrich our services as well. We are asking that the SMCS D, allow us to place our donated portable building on the school districts property to be located on the site where the Step 11 Educational and Vocational Project's portable building was located right next to Drake Ave. and adjacent to Cornerstone Community Church's, back parking lot. The MCPLA will assume all liability, including paying for the moving and re-location expenses of this portable building.

I want to thank you in advance for becoming strong partner with us in our effort to help build stronger and highly effective parents.

Sincerely,

Terrie Green – Director, Marin City Parent and Leadership Academy

April 6, 2017