



SAUSALITO MARIN CITY SCHOOL DISTRICT

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

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

Tuesday, March 28, 2017

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

- 1. OPEN SESSION – Call to Order**
- 2. CLOSED SESSION – AGENDA**

2.01 With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957: **Public Employment – Superintendent’s Evaluation**

3. RECONVENE TO 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.

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

8. REPORTS
8.01 Presentation by Mr. David Schnee – Center for Community Life Project 15 minutes

9. DISCUSSION ITEMS
9.01 Discussion of the 2016-2017 Budget and Multi-Year Projections 25 minutes
9.02 Consideration of School Bond Measure 10 minutes

10. CONSENT AGENDA – All items are approved by a single action. Board members may remove an item from the consent agenda for separate discussion. 15 minutes

10.01 Approval of Special Education Testing Services Provided by Audrey Bethke
10.02 School Closures

Entire board packet on www.smcsd.org/School Board/Meeting Agendas and Minutes

11. ACTION ITEMS

Approximately 30 minutes

11.01 Items Removed from the Consent Agenda: Any item removed from the Consent Agenda may be discussed and acted upon individually.

11.02 Consider Creation of a District Budget Advisory Committee

11.03 Approval of Dissolution of the Instructional Outcomes Committee

11.04 Approval of the Revised 2016-2017 Calendar of Board of Trustees Meeting Dates

12. FUTURE MEETINGS

12.01 The next Regular Meeting of the Board of Trustees will be on Tuesday, March 14, 2017, in the Bayside/Martin Luther King School Multi-Purpose Room

13. FUTURE TOPICS

14. ADJOURNMENT

Sausalito Marin City School District

Agenda Item: 9.01

Date: February 28, 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: Discussion of the 2016-2017 Budget and Multi-Year Projections

Background: The district's current budget includes a structural deficit that extends into the future. Structural deficits occur when ongoing expenditures exceed ongoing revenues. The Board requested administration to bring back a recommendation to reduce the ongoing deficit projected for 2017-18 and beyond.

Due to the district's structural deficit and declining reserves, the Marin County Office of Education has "qualified" the district's budget and is requiring the district to submit a plan by the mid-March that identifies how the district will bring its expenditure budget into alignment with its revenues over time.

Past practice for the Sausalito Marin City School District maintained reserve levels at 10% (twice the state's minimum). The attached **Budget Estimate MYP** shows a projected reserve level of 9.10% for 2018-19, which includes yet-to-be negotiated amounts owed from WCA.

The State of California requires minimum reserve levels for the Sausalito Marin City School District at 5% or \$294,393. The Marin County Office of Education assesses district budgets according to past practices, board policies, if any, and state required minimums, among other financial and non-financial factors.

As a starting point, district administration has identified initial areas that least affect the education programs of Bayside Martin Luther King Junior Academy students. As a possible starting point, the budget items below demonstrate potential areas to explore:

- Renegotiation of the MOU between the District and Willow Creek Academy - Unknown
- Deferred Maintenance General Fund Transfer of Revenue - \$50,000
- Food Service General Fund Contribution - \$47,000
- Others Items as Determined during this board item discussion.

Recommendation: Discussion Only

Attachments:

- Budget Estimate MYP
- Draft Negative Basic Aid Excess Calculation
- Budget Revisions since June 2016
- Draft Proposal for Administrative Staffing Structure 2017-2018

SAUSALITO MARIN CITY SCHOOL DISTRICT
 Multi Year Projections (MYP)
 Proposed Budget Changes to be Included in the 2nd Interim Report 16-17
 Board Meeting: February 28, 2017

	2016/17 Budget Revision #1			2017/18 MYP Year 2			2018/19 MYP Year 3		
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
REVENUE									
1 LCFF Sources (State Aide, EPA, & Property Taxes)	\$ 6,694,854	\$ -	\$ 6,694,854	6,885,836	-	6,885,836	7,102,604	-	7,102,604
2 Charter School In-Lieu to Willow Creek Academy	\$ (2,734,161)	\$ -	\$ (2,734,161)	(2,970,275)	-	(2,970,275)	(2,977,000)	-	(2,977,000)
3 Transfer Out to Deferred Maintenance	\$ (16,750)	\$ -	\$ (16,750)	(50,000)	-	(50,000)	(50,000)	-	(50,000)
4 Basic Aid Supplemental Funding	\$ 408,741	\$ -	\$ 408,741	408,741	-	408,741	408,741	-	408,741
5 Federal Revenues	\$ 1,860	\$ 341,169	\$ 343,029	1,860	341,169	343,029	1,860	341,169	343,029
6 State Revenues - Other	\$ 53,010	\$ 153,220	\$ 206,230	27,256	153,472	180,728	27,256	154,031	181,287
6 Local Revenues	\$ 324,357	\$ 335,030	\$ 659,387	254,357	333,695	588,052	254,357	246,262	500,619
6a DRAFT Basic Aid Negative Excess Est. Portion Reimbursed by Willow Creek Academy**	\$ 196,419	\$ -	\$ 196,419	165,044	-	165,044	61,069	-	61,069
6b 2% Excess Property Taxes in 14-15 & 15-16 owed to Willow Creek Academy	\$ (248,013)	\$ -	\$ (248,013)	-	-	-	-	-	-
7 TOTAL PROJECTED REVENUE	\$ 4,680,318	\$ 829,418	\$ 5,509,736	4,722,819	828,336	5,551,155	4,828,887	741,462	5,570,349
EXPENSES									
8 Certificated Salaries	\$ 1,082,461	\$ 493,394	\$ 1,575,855	1,134,842	503,062	1,637,904	1,156,285	502,923	1,659,208
8a Certificated Administrative Staffing Restructure	\$ -	\$ -	\$ -	(76,749)	-	(76,749)	(60,972)	-	(60,972)
9 Classified Salaries	\$ 446,365	\$ 438,508	\$ 884,873	549,584	427,628	977,212	555,269	434,042	989,311
10 Employee Benefits	\$ 563,777	\$ 297,923	\$ 861,700	636,800	314,195	950,995	690,223	337,952	1,028,175
10b SOTA 4% Increase 16-17 and CSEA 3% Increase in 16-17 & 2% Increase in 17-18	\$ 118,174	\$ -	\$ 118,174	137,716	-	137,716	142,358	-	142,358
11 Books and Supplies	\$ 97,857	\$ 31,243	\$ 129,100	85,896	22,583	108,479	86,869	19,413	106,282
12 Services, Other Operating Expenses	\$ 1,199,331	\$ 438,466	\$ 1,637,797	788,449	450,957	1,239,406	817,831	379,916	1,197,748
13 Capital Outlay	\$ 6,129	\$ -	\$ 6,129	-	-	-	-	-	-
14 Other Outgo	\$ 33,125	\$ 437,130	\$ 470,255	33,125	442,796	475,921	33,125	448,547	481,672
15 Direct Support/Indirect Costs	\$ 21,585	\$ -	\$ 21,585	(21,298)	21,298	-	(21,298)	18,194	(3,104)
16 Indirect Costs	\$ (21,298)	\$ 21,298	\$ -	21,585	-	21,585	21,585	-	21,585
17 TOTAL EXPENDITURES	\$ 3,547,506	\$ 2,157,961	\$ 5,705,468	3,289,950	2,182,519	5,472,470	3,421,276	2,140,987	5,562,263
18 REVENUE LESS EXPENSES	\$ 1,132,812	\$ (1,328,543)	\$ (195,733)	1,432,868	(1,354,184)	78,684	1,407,611	(1,399,526)	8,085
OTHER FINANCING SOURCES									
19 Contributions to Restricted Programs	\$ (1,301,154)	\$ 1,301,154	\$ -	(1,346,833)	1,346,833	-	(1,399,525)	1,399,525	-
20 Transfers Out to Other Funds	\$ (300,565)	\$ -	\$ (300,565)	(300,565)	-	(300,565)	(300,565)	-	(300,565)
21 TOTAL OTHER SOURCES/USES	\$ (1,601,719)	\$ 1,301,154	\$ (300,565)	(1,647,398)	1,346,833	(300,565)	(1,700,090)	1,399,525	(300,565)
22 NET INCREASE/DECREASE	\$ (468,907)	\$ (27,389)	\$ (496,298)	(214,530)	(7,351)	(221,881)	(292,479)	-	(292,480)
FUND BALANCE, RESERVES									
23 Beginning Fund Balance	\$ 1,659,577	\$ 231,369	\$ 1,890,945	1,157,420	203,980	1,361,400	942,890	196,629	1,139,519
25 Audit Adjustments	\$ (33,250)	\$ -	\$ (33,250)	-	-	-	-	-	-
26 TOTAL BEGINNING FUND BALANCE	\$ 1,626,327	\$ 231,369	\$ 1,857,695	1,157,420	203,980	1,361,400	942,890	196,629	1,139,519
27 TOTAL ENDING FUND BALANCE	\$ 1,157,420	\$ 203,980	\$ 1,361,400	942,890	196,629	1,139,519	650,411	196,629	847,041
COMPONENTS OF FUND BALANCE									
28 Restricted	\$ -	\$ 203,980	\$ 203,980	0	196,629	196,629	0	196,629	196,629
29 Revolving Cash	\$ 1,000	\$ -	\$ 1,000	1,000	-	1,000	1,000	-	1,000
30 STRS On-Behalf Reserve	\$ -	\$ -	\$ -	-	-	-	-	-	-
31 Reserve for Economic Uncertainty - 5%	\$ 294,393	\$ -	\$ 294,393	285,603	-	285,603	289,072	-	289,072
32 Fund 01 Unassigned Amount	\$ 862,027	\$ -	\$ 862,027	\$ 656,287	\$ -	\$ 656,287	\$ 360,339	\$ -	\$ 360,339
33 Fund 17 Unassigned Amount	\$ 173,000	\$ -	\$ 173,000	\$ 173,000	\$ -	\$ 173,000	\$ 173,000	\$ -	\$ 173,000
33 TOTAL UNDESIGNATED/UNASSIGNED AMOUNT	\$ 1,035,027	\$ -	\$ 1,035,027	\$ 829,287	\$ -	\$ 829,287	\$ 533,339	\$ -	\$ 533,339

34 Unassigned Reserve Percent 17.23% 14.36% 9.10%

35 Unassigned Reserve Percent Increase from Prior MYP: 5.37%

36 Dollar Increase in Total Undesignated Reserve from Prior MYP: \$ 312,240

37 **Please refer to full disclaimer on the attached Basic Aid Negative Excess Calculation dated February 28, 2017.

Sausalito Marin City School District (SMCSD)
 Basic Aid Negative Excess Calculation
 per MOU with Willow Creek Academy
 February 28, 2017
 All Years of First Interim MYP

****DRAFT****

		2016-2017 <u>Estimates</u>	2017-2018 <u>Estimates</u>	2018-2019 <u>Estimates</u>
Total District Revenue	\$	5,578,079	\$ 5,436,111	\$ 5,559,280
Less Bayside/MLK LCFF Revenue	\$	(2,059,101)	\$ (2,082,269)	\$ (2,101,117)
Less Restricted Funding Grant Revenues	\$	<u>(497,270)</u>	<u>\$ (471,516)</u>	<u>\$ (384,316)</u>
	\$	(2,556,371)	\$ (2,553,785)	\$ (2,485,433)
Total District Revenue per MOU	\$	3,021,708	\$ 2,882,326	\$ 3,073,847
Less Special Education Expense	\$	(1,383,550)	\$ (1,418,246)	\$ (1,457,151)
Less District Overhead	\$	(1,328,258)	\$ (1,098,258)	\$ (1,103,258)
Less Facilities and Capital Expenses	\$	<u>(586,547)</u>	<u>\$ (598,278)</u>	<u>\$ (599,451)</u>
Total Shared Program Expenses	\$	(3,298,355)	\$ (3,114,782)	\$ (3,159,860)
Total Basic Aid Excess	\$	(276,647)	\$ (232,456)	\$ (86,013)
<u>posed Share of the Basic Aid Negative Excess:</u>				
WCA Enrollment - 400 Students	71% \$	(196,419)	\$ (165,044)	\$ (61,069)
SMCSD Enrollment - 160 Students	29% \$	<u>(80,228)</u>	<u>\$ (67,412)</u>	<u>\$ (24,944)</u>
	\$	(276,647)	\$ (232,456)	\$ (86,013)

Sausalito Marin City School District
 Draft Proposal for Administrative Staffing
 2017/2018 and 2018/2019
 Proposed Cost Estimates
 Revised February 28, 2017

2016-2017				
	<u>Salary</u>	<u>Benefits</u>	<u>H & W</u>	<u>Total</u>
Superintendent	\$ 189,556	\$ 30,553	\$ 15,836	\$ 235,944
Principal	\$ 128,000	\$ 22,731	\$ 15,836	\$ 166,567
Assistant Principal	\$ 54,766	\$ 7,623	\$ 1,204	\$ 63,593
	\$ 372,322	\$ 60,907	\$ 32,876	\$ 466,104

2017-2018				
	<u>Salary</u>	<u>Benefits</u>	<u>H & W</u>	<u>Total</u>
Superintendent	\$ 205,000	\$ 36,834	\$ 16,628	\$ 258,462
Dean of Students - 0.50 FTE	\$ 50,393	\$ 9,055	\$ 8,314	\$ 67,762
PBIS Teacher Specialist (New Non Admn)	\$ 46,468	\$ 8,349	\$ 8,314	\$ 63,131
	\$ 301,861	\$ 54,238	\$ 33,256	\$ 389,355

Estimated Reduction in Expense from Prior Year \$ (76,749)

2018-2019				
	<u>Salary</u>	<u>Benefits</u>	<u>H & W</u>	<u>Total</u>
Superintendent	\$ 210,000	\$ 41,618	\$ 17,459	\$ 269,077
Dean of Students - 0.50 FTE	\$ 50,393	\$ 9,987	\$ 8,730	\$ 69,109
PBIS Teacher Specialist (New Non Admn)	\$ 50,135	\$ 8,081	\$ 8,730	\$ 66,945
	\$ 310,528	\$ 59,685	\$ 34,919	\$ 405,132

Estimated Decrease in Expense from Prior Year \$ (60,972)

Sausalito Marin City School District

Agenda Item:

Date: December 13, 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 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 and Approval of the 2016-2017 Budget Revisions #1 (Revised from 11/15/16) for the General Fund and the Deferred Maintenance Fund

Background: The District is required to revise its budget at regular intervals as information becomes available. Budget Revision #1 represents material changes that have been made to the budget and reflect the most accurate information available at this time.

Fiscal Impact:

- Total decrease of the General Fund balance of (\$241,904) due to the proposed revisions.
- No change in the Deferred Maintenance fund balanced due to the proposed revisions.

Recommendation: Approve

Attachments:

- Summary of Proposed Changes

SAUSALITO MARIN CITY SCHOOL DISTRICT
General Fund Budget Revision #1 (Version 2)
First Interim Reporting Period
2016-2017

\$ 3,943,943

Updated for Board Meeting: 12/13/2016
Page 1

	June 2016 Adopted Budget	1st Interim Revised Budget	Revisions 10/31/2016	
REVENUE				
LCFF Sources (State Aide, EPA, & Property Taxes)	\$ 6,669,673	\$ 6,694,854	\$ 25,181	1
Charter School In-Lieu to Willow Creek Academy	\$(2,745,068)	\$ (2,734,161)	\$ 10,907	2
Transfer Out to Deferred Maintenance	\$ -	\$ (16,750)	\$ (16,750)	3
Basic Aid Supplemental Funding	\$ 408,741	\$ 408,741	\$ -	
Federal Revenues	\$ 354,504	\$ 343,029	\$ (11,475)	4
State Revenues - Other	\$ 189,730	\$ 206,230	\$ 16,500	5
Local Revenues	\$ 660,784	\$ 659,387	\$ (1,397)	6
TOTAL PROJECTED REVENUE	\$ 5,538,364	\$ 5,561,330	\$ 22,966	7
EXPENSES				
Certificated Salaries	\$ 1,527,237	\$ 1,575,855	\$ 48,618	8
Classified Salaries	\$ 872,554	\$ 884,873	\$ 12,319	9
Employee Benefits	\$ 861,867	\$ 861,700	\$ (167)	10
Books and Supplies	\$ 112,047	\$ 129,100	\$ 17,053	11
Services, Other Operating Expenses	\$ 1,350,290	\$ 1,637,797	\$ 287,507	12
Capital Outlay	\$ -	\$ 6,129	\$ 6,129	13
Other Outgo	\$ 470,255	\$ 470,255	\$ -	
Direct Support/Indirect Costs	\$ 21,585	\$ 21,585	\$ -	
Indirect Costs	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ 5,215,835	\$ 5,587,294	\$ 371,459	14
REVENUE LESS EXPENSES	\$ 322,528	\$ (25,965)	\$ (348,494)	
OTHER FINANCING SOURCES				
Contributions to Restricted Programs	\$ -	\$ -	\$ -	
Transfers Out to Other Funds	\$ (350,565)	\$ (300,565)	\$ 50,000	15
TOTAL OTHER SOURCES/USES	\$ (350,565)	\$ (300,565)	\$ 50,000	
NET INCREASE/DECREASE	\$ (28,037)	\$ (326,530)	\$ (298,494)	
FUND BALANCE, RESERVES				
Beginning Fund Balance	\$ 1,383,641	\$ 1,890,945	\$ 507,305	16
Audit Adjustments	\$ -	\$ (33,250)	\$ (33,250)	17
TOTAL BEGINNING FUND BALANCE	\$ 1,383,641	\$ 1,857,695	\$ 474,055	
Ending Fund Balance	\$ 1,355,604	\$ 1,531,167	\$ 175,564	
COMPONENTS OF FUND BALANCE				
Restricted	\$ 1,982	\$ 204,980	\$ 202,998	
Revolving Cash	\$ -	\$ -	\$ -	
STRS On-Behalf Reserve	\$ 79,923	\$ -	\$ (79,923)	18
Reserve for Economic Uncertainty - 5%	\$ -	\$ 294,393	\$ 294,393	19
Undesignated/Undistributed Amount	\$ 1,273,699	\$ 1,031,794	\$ (241,904)	20

General Fund 01
Budget Revision #1
December 13, 2016
Page 2

REVENUE

1	Decrease State Aid due to 2015-2016 Admn-Teacher Ratio Penalty	\$	(37,708)
	Increase Education Protection Account	\$	1,085
	Increase Property Taxes based on 11/29/16 Estimates from MCOE	\$	<u>61,804</u>
	Total Increase in LCFF Revenue	\$	25,181
2	Decrease WCA In-Lieu based on WCA's current enrollment projections.	\$	10,907
3	Reflect Transfer Out to Deferred Maintenance per Changes in Accounting Procedures. Amount designated to Deferred Maintenance Reduced due to Audit Adj. Original amount (\$50,000) reduced to (\$16,750).	\$	<u>(16,750)</u>
4	Decrease Title I Funding due to Change in Reported Student Demographics	\$	(11,475)
5	Increase Mandated Costs One-Time Dollars	\$	16,500
6	Direct Service Revenue Decreased	\$	(2,232)
	Increase Bayside/MLK Donations	\$	<u>835</u>
		\$	(1,397)
7	Total Decrease in General Fund Revenues	\$	22,966

EXPENSES

Certificated Staff

8	Added .50 FTE Math and .40 FTE Science Teachers	\$	87,785
	Adjusted Assistant Principal Salary to Actual	\$	777
	Adjusted Budget for Superintendent Salary based on Partial Year	\$	(5,444)
	Decrease Misc. Positions Budgeted for Administrative Mentoring	\$	(24,500)
	Move Tutoring Specialist from Certificated to Classified Coding (Correction in Coding Only)	\$	<u>(10,000)</u>
	Total Increase in Certificated Staff Expense	\$	48,618

Classified Staff

9	Increase Special Education Paraeducator Support and Pre K-3 Grant funded Paraeducator	\$	40,669
	Decrease Instructional Extra Duty Pay, Classified Substitutes, and Overtime	\$	(900)
	Move Tutoring Specialist from Certificated to Classified Coding (Correction in Coding Only)	\$	10,000
	Decrease: Move Partial Business Manager Expense to Contract Services	\$	(73,333)
	Adjust Student Supervision Budget to Actual (Originally Budgeted for Half of the Expense)	\$	17,349
	Decrease Budget for Business Support Staff	\$	(1,940)
	Increase Extra and Overtime Expense for Custodial/Maintenance Staff (Based on Actuals to Date)	\$	18,000
		\$	<u>2,474</u>
	Total Increase in Classified Staff Expense	\$	12,319

Employee Benefits

10	Increase Mandatory Benefits based on Salary Changes	\$	29,895
	Decrease Health and Welfare Benefits based on Current Employees	\$	<u>(30,062)</u>
	Total Decrease in Employee Benefits Expense	\$	(167)

Supplies

11	Decrease Textbook Budget	\$	(823)
	Increase District Administrative/Board Supplies	\$	6,300
	Increase Maintenance Supplies	\$	1,000
	Increase Instructional Supplies	\$	<u>9,753</u>
	Total Increase in Supplies and Materials Expense	\$	17,053

General Fund 01
Budget Revision #1
December 13, 2016
Page 3

Operations

12	Decrease Staff Development (Unassigned Expenses)	\$	(12,854)
	Decrease Estimate for District Office Rental	\$	(55,000)
	Increase Legal Services	\$	240,000
	Increase Legal Services for Special Education	\$	30,000
	Increase Contracted Business Services	\$	175,361
	Increase Field Trips	\$	10,000
	Decrease Special Education Non Public Schools Expense	\$	<u>(100,000)</u>
	Total Increase in Operating Expenses	\$	287,507

Equipment

13	Increase Mera Radio Equipment Expense	\$	6,129
14	Total Increase in General Fund Expenditures	\$	371,459

Transfers Out

15	Reduce Transfer Out to Deferred Maintenance per Changes in Accounting Procedures	\$	50,000
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Beginning/Ending Balances

16	Beginning Balance Increased per the Unaudited Actuals Report in Sept. 2016	\$	507,305
17	Audit Adjustments Correct payment from Deferred Maintenance to General Fund Unrestricted	\$	(33,250)
18	Removed STRS On-Behalf Set Aside	\$	(79,923)
19	Economic Reserve for Uncertainty added, (not Included in the SACS Adopted Budget)	\$	294,393
20	Total Decrease in Fund Balance	\$	(241,904)

Contributions to Restricted Programs

	June 2016 Adopted Budget	1st Interim Revised Budget	Revisions
Routine Restricted Maintenance	\$ 255,697	\$ 281,065	\$ 25,368
Special Education	\$ 1,042,829	\$ 990,089	\$ (52,740)
Garden Program	\$ 20,000	\$ 20,000	\$ -
Field Trips	\$ -	\$ 10,000	\$ 10,000
Total Unrestricted General Fund Contributions	\$ 1,318,526	\$ 1,301,154	\$ (17,372)

SAUSALITO MARIN CITY SCHOOL DISTRICT
Deferred Maintenance Budget Revision #1
First Interim Reporting Period
2016-2017

Updated for Board Meeting: 12/13/2016

	June 2016 Adopted Budget	1st Interim Revised Budget	BR #1 VS Adopted
REVENUE			
LCFF Sources (from General Fund)	\$ -	\$ 16,750	\$ 16,750
Interest LCFF Sources (from General Fund)	\$ 1,570	\$ 1,500	\$ (70)
TOTAL PROJECTED REVENUE	\$ 1,570	\$ 18,251	\$ 16,680
EXPENSES			
Books and Supplies	\$ 1,570	\$ 1,570	\$ -
Services, Other Operating Expenses	\$ 30,000	\$ 25,296	\$ (4,704)
Capital Outlay	\$ 20,000	\$ 87,930	\$ 67,930
TOTAL EXPENDITURES	\$ 51,570	\$ 114,796	\$ 63,226
REVENUE LESS EXPENSES	\$ (50,000)	\$ (96,545)	\$ (46,546)
Contributions from General Fund	\$ 50,000	\$ -	\$ (50,000)
NET INCREASE/DECREASE	\$ -	\$ (96,545)	\$ (96,546)
FUND BALANCE, RESERVES			
Beginning Fund Balance	\$ -	\$ 63,296	\$ 63,296
Audit Adjustments	\$ -	\$ 33,250	\$ 33,250
TOTAL BEGINNING FUND BALANCE	\$ -	\$ 96,546	\$ 96,546
Ending Fund Balance	\$ -	\$ -	\$ -

Detail of Changes

REVENUE

1 Reflect Transfer In to Deferred Maintenance per Changes in Accounting Procedures. Amount designated to Deferred Maintenance Reduced due to Audit Adj. Original amount (\$50,000) reduced to (\$16,750)	\$ 16,750
2 Slight Decrease to Estimated Interest Income	\$ (70)
3 Total Change in Revenue	\$ 16,680

EXPENSES

4 Decrease Repairs Budget	\$ (4,704)
5 Increase Repairs/Improvements to WCA Site in 2015-2016 (WCA to be Reimbursed \$87,930)	\$ 67,930
6 Total Change in Expenses	\$ 63,226

BEGINNING FUND BALANCE

8 Actual Fund Balance as Reported in the Unaudited Actuals in September 2016.	\$ 63,296
9 Audit Adjustment. Payment made in Fund 14 in Error in 15-16.	\$ 33,250
10 Total Change in Beginning Fund Balance	\$ 96,546
11 No Change in Fund Balance	\$ -

Agenda Item: 10.01

Date: February 28, 2017

- Correspondence
 - Reports
 - General Functions
 - Pupil Services
 - Personnel Services
 - Financial & Business Procedures
 - Curriculum and Instruction
 - Policy Development
 - Public Hearings
- Consent Agenda

Item Requires Board Action: Item is for Information Only:

Item: Review and Approve Special Education Testing Services Provided by Dr. Audrey Bethke in the Amount of \$5,000.

Background: On occasion, it is necessary to engage additional experts to provide services to Special Education students as required in their Individual Education Plan (IEP).

Fiscal Impact: Total Special Education expense - \$5,000

Recommendation: Approve

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the "Agreement") is made and entered on February 14, 2017 by and between Sausalito Marin City School District (the "District") and Dr. **Audrey Bethke** ("Contractor") (collectively referred to as the "Parties").

The Parties agree as follows:

1. **SERVICES:** The District shall engage Contractor to provide the following services:

- **Independent Education Evaluation (IEE) for [REDACTED] [REDACTED] which includes one (1) hour of school observation.**
- **Attend a one (1) hour IEP meeting for student tested.**

Contractor will determine the method, details, and means of performing the Services;

2. **TERM:** Contractor shall provide services to the District pursuant to this Agreement for a term beginning on **February 14, 2017** and ending upon completion of the **evaluation** (the "Agreement Term").

3. **COMPENSATION:** For services provided, the District will pay Contractor **\$5,000**. **Payment: The District will pay \$4,750 (95%) of the total invoice upon completion of the testing and school observation. The remaining \$250 (5%) will be paid upon attendance at the student's IEP meeting.**

4. **EXPENSES:** No additional expenses covered by District as specified in 1. Services.

5. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and **not** an employee of the District, and, unless otherwise stated in this Agreement, is not entitled to any of the benefits normally provided to the employees of the District.

6. **CONFIDENTIALITY:** Contractor acknowledges that he/she may have access to the District's confidential and proprietary information. Such confidential information may include, without limitation: i) business and financial information, ii) business methods and practices, iii) technologies and technological strategies, iv) marketing strategies and v) other such information as the District may designate as confidential ("Confidential Information"). Contractor agrees to not disclose to any other person (unless required by law) or use for personal gain any Confidential Information at any time during or after the Agreement Term, unless the District grants express, written consent of such a disclosure. In addition, Contractor will use his/her best efforts to prevent any such disclosure. Confidential information will not include information that is in the public domain, unless such information falls into public domain through Contractor's unauthorized actions.

7. OTHER RULES AND POLICIES: Contractor agrees to abide by any other rules, policies and procedures as communicated by the District.

8. TERMINATION: This Agreement may be terminated early for the following reasons:

- **By the District**

- (i) If Contractor fails to perform his/her duties or materially breaches any obligation in the Agreement, and the failure or breach is not corrected within five days of receiving written notice from the District; or

- (ii) If Contractor is unable to provide the services in this Agreement due to illness, death or disability.

- **By the Contractor**

- (i) If the District materially breaches any obligation in the Agreement and such breach is not corrected within five days of receiving written notice from the Contractor; or

- (ii) If the District files for bankruptcy.

9. RETURN OF PROPERTY: Upon termination of services, Contractor will promptly return to the District all drawings, documents and other tangible manifestations of Confidential Information (and all copies and reproductions thereof). In addition, Contractor will return any other property belonging to the District including without limitation: equipment, curriculum, computers, office supplies, money and documents.

The raw data from the IEE testing, however, will remain in Dr. Audrey Bethke's possession. The IEE assessment report is owned/distributed by the student's guardian, as they hold the privilege to that information.

10. CONTINUING OBLIGATIONS: Notwithstanding the termination of this Agreement for any reason, the provisions of paragraph 6 of this Agreement will continue in full force and effect following such termination.

11. BINDING EFFECT: The covenants and conditions contained in the Agreement shall apply to and bind the Parties and the heirs, legal representatives, successors and permitted assigns of the Parties.

12. CUMULATIVE RIGHTS: The Parties' rights under this Agreement are cumulative, and shall not be construed as exclusive of each other unless otherwise required by law.

13. WAIVER: The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

14. SEVERABILITY: If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

15. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both the District and Contractor.

16. NOTICE: Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

The District:
Sausalito Marin City School District
200 Phillips Dr.
Sausalito, CA 94965

Contractor:
Dr. Audrey Bethke

Either party may change such addresses from time to time by providing notice as set forth above.

17. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of California.

[The remainder of this page intentionally left blank.]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first written above.

THE DISTRICT:

(Signature)

Will McCoy, Superintendent
Sausalito Marin City School District
200 Phillips Drive, Sausalito CA 94965

CONTRACTOR:

(Signature)

Dr. Audrey Bethke
319 West Portal Avenue
San Francisco, CA 94127
Phone: 415-218-9437
Email: abethkepsych@yahoo.com

Sausalito Marin City School District

Agenda Item: 10.02

Date: February 28, 2017

- Correspondence
 - Reports
 - General Functions
 - Pupil Services
 - Personnel Services
 - Financial & Business Procedures
 - Curriculum and Instruction
 - Policy Development
 - Public Hearings
- Consent Agenda

Item Requires Board Action: Item is for Information Only:

Item: Review and Consider Approval of Request for Allowance of Attendance because of Emergency Conditions that caused School Closures on February 7 and 9, 2017 at Bayside Martin Luther King Junior Academy.

Background: Due to severe weather conditions, Bayside Marin Luther King Junior Academy was closed on February 7 and 9, 2017.

The District can request the California Department of Education to approve attendance for closure days due to the conditions described in Education Code 41422.

Fiscal Impact: Funding generated on Average Daily Attendance (ADA) will not be lost.

Recommendation: Approve

Attachments: Review and Consider Approval of Request for Allowance of Attendance Form

**REQUEST FOR ALLOWANCE OF ATTENDANCE
BECAUSE OF EMERGENCY CONDITIONS
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name: Sausalito Marin City School District
School District (or Charter School) Address: 200 Phillips Drive, Sausalito, CA 94965
County-District Code: 21-654740
County Name: Marin

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

SCHOOL CLOSURE

Nature of Emergency (describe):

Severe weather conditions that included heavy rains, flooding, and power outages.

Name of School(s):
(if request covers all schools, write "all schools")

Bayside Martin Luther King Junior Academy

School Code(s):
21654746024889

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):

February 7 and 9, 2017.

because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

AFFIDAVIT OF GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the Sausalito Marin City school district, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

<u>Joshua Barrow, President</u>	_____
<u>Ida Green, Vice President</u>	_____
<u>Debra Turner, Clerk</u>	_____
<u>Thomas , Member</u>	_____
<u>Caroline Van Alst, Member</u>	_____
_____	_____
_____	_____

Printed Names

Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 28 day of February, 2017.

Signature, Title _____
of Marin County, California

Contact/Individual responsible for preparing this form:

Name: Amy Prescott Title: Interim Chief Business Official
Phone: 415-332-3190 Fax : 415-332-9643 E-mail: cbo@smcsd.org

AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools _____

Date: _____

Subscribed and sworn (or affirmed) before me, this 28 day of February, 2017.

Signature, Title _____
of Marin County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____
Phone: _____ Fax : _____ E-mail: _____

Sausalito Marin City School District

Agenda Item: 11.02

Date: February 28, 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: Creation of a District Budget Advisory Committee

Background: The district's current budget includes a structural deficit that extends into the future. Structural deficits occur when ongoing expenditures exceed ongoing revenues. The Board requested administration to bring back a recommendation to reduce the ongoing deficit projected for 2017-18 and beyond.

Due to the district's structural deficit and declining reserves, the Marin County Office of Education has "qualified" the district's budget and is requiring the district to submit a plan by the mid-March that identifies how the district will bring its expenditure budget into alignment with its revenues over time.

In response to the board and county office's request, district administration recommends the creation of a Budget Committee to advise the Board of Trustees on the creation of a multi-year plan that addresses and makes recommendations to correct the existing structural deficit. This work will serve to guide the district in preparation of the 2017-2018 Adopted Budget and Local Control Accountability Plan (LCAP). The goal and expectation of the committee's work will be to develop a sustainable budget aligned with the district's LCAP, and that maintains adequate reserves for 2017-2018 and beyond.

Recommendation: Action Item to Create Budget Advisory Committee

Attachments:

Committee Makeup and Timeline for Recommendations to the Board

Sausalito Marin City School District – February 28, 2017
2017-18 Budget Advisory Committee

Membership: 1-2 Trustees
Superintendent
Chief Business Official
MCOE
1-2 Staff/Union Member
1-2 Parent/Community Member
CCEE

Advisor: PLAN Director

Purpose: Lead by the district administration and supported by PLAN, the BAC will provide the Board with budget solutions related to the fiscal health of the district. The information provided to the Board will include areas of fiscal distress and recommendations for alleviating fiscal distress. This BAC will work in tandem with the LCAP Parent Advisory Committee (PAC) in order to incorporate budget considerations with the Budget approval and LCAP approval process. The process for working in tandem with the PAC will be developed over the next few weeks and will be included with the first update/report to the board on March 14th.

Goal: To provide a recommendation to the Sausalito Marin City School District that supports a sustainable and LCAP aligned budget for years 2017-2018 and beyond as determined by the Board of Trustees and the Marin County Office of Education.

Timeline:

Week of February 28 - Selection/Assignment of Committee Members

Week of March 6 - Initial Budgetary Review

Week of March 13 - Analysis of budgetary encroachment items

March 14th – Update/Report to Board of Trustees

Week of March 27 - Analysis of staffing and benefits costs

March 28th – Update/Report to Board of Trustees

Week of April 3 - Analysis of contractual agreements

Week of April 10 - Development of Budgetary Advisory Report to the Board

April 11th – Update/Report to Board of Trustees

April 25th - Present recommendation to Board of Trustees

Work Product: The Budget Advisory Committee shall provide a presentation to the Board of Education at the second April Board Meeting. This will include a summary of process, areas of concern, possible fiscal remedies, and a set of recommendations.

**Sausalito Marin City School District
Board of Trustees Meeting Dates
2016 - 2017**

The board will meet on the second Tuesday of each month except as noted

June 21* (LCAP and Budget Adoption)

July 12 (optional)

August 9

September 13

October 11

November 8

December 13 (Organizational Meeting)

January 10

February 14

February 28

March 14

March 28

April 11

April 25

May 16

May 30* (LCAP and Budget Hearings)

June 6

June 20* (LCAP and Budget Adoption)

* NOTE: The Board will meet on the 5th Tuesday in May and the 3rd Tuesday in June due to the LCAP/Budget Process