



## 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, January 10, 2017**

5:00 p.m. Open Session – Bayside/Martin Luther King Jr. Multi-Purpose Room  
5:01 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

**I. OPEN SESSION – Call to Order**

**II. CLOSED SESSION – AGENDA**

With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54956.9(b): **Conference with Legal Counsel**

**OPEN SESSION AGENDA**

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

**PLEDGE OF ALLEGIANCE**

**1. AGENDA REORGANIZATION/APPROVAL**

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

**2. BOARD COMMUNICATIONS**

15 minutes

**3. 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 agendized. The members of the Governing Board may ask a question for clarification, provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting on any matter or take action directing staff to place a matter of business on a future agenda. Governing Board members may make brief announcements or briefly report on his/her own activities as they relate to school business.

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

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

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4. **REPORTS** 35 minutes
    - 4.01 Parent Advisory Council
    - 4.02 English Learner Advisory Committee/District English Language Advisory Council
    - 4.03 SMCTA
    - 4.04 CSEA
    - 4.05 Director of Maintenance
    - 4.06 Bayside MLK Jr. Academy Principal
    - 4.07 Willow Creek Academy
    - 4.08 Superintendent
  5. **GENERAL FUNCTIONS** 55 minutes
    - 5.01 Consent agenda: \*5.07, \*6.03
    - 5.02 Election of Trustee Representative, Board of Directors of the Marin County School Boards Association - **Action**
    - 5.03 Memorandum of Understanding with the Marin County Free Library for Oversight Services for the Bayside Martin Luther King Jr. Academy Library – **Action**
    - 5.04 Agreement with the County of Marin – Facilities Use – **Action**
    - 5.05 Board Committee Assignments – **Action**
    - 5.06 Parent Leadership Action Network (PLAN) Contract - **Action**
    - \*5.07 Minutes of the November 15 and December 13, 2016 Board Meetings
    - 5.08 Quarterly Report on Williams Uniform Complaints
  6. **FINANCIAL & BUSINESS** 30 minutes
    - 6.01 2015-2016 Audit Report - Sausalito Marin City School District – Stephen Roatch of Stephen Roatch Accountancy Corporation - **Action**
    - 6.02 Tentative Agreements with SMCTA and CSEA Bargaining Units - **Action**
    - \*6.03 Payment of Warrants – Batches 23-25
  7. **POLICY DEVELOPMENT** 15 minutes
    - 7.01 Discussion of Policy Updates by CSBA
  8. **FUTURE MEETINGS**
    - 8.01 The next Regular Meeting of the Board of Trustees will be on Tuesday, February 14, 2017, in the Bayside/Martin Luther King School Library
    - 8.02 Reschedule January 11, 2017 Governance Workshop – new date to be determined
  9. **FUTURE TOPICS**
  10. **ADJOURNMENT**

## Sausalito Marin City School District

Agenda Item: 5.03

Date: January 10, 2017

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

Item Requires Board Action: ☒

Item is for Information Only: ☐

**Item:** Partnership Agreement for Library Oversight between the Sausalito Marin City School District ("District") and the Marin County Free Library ("Library") for the 2016-2017 School Year

**Background:** The District is required under Education Code section 18100 et seq. to provide School Library Services for pupils and teachers of the district by establishing and maintaining a school library. The District's library at Bayside Martin Luther King Junior Academy would benefit from collaboration, coordination and oversight of its operations by the Library professionals. The District and the Library desire to collaborate to promote the development of 21st Century skills in students by entering into an arrangement where the Library, in partnership with the District, provides oversight and guidance.

**Fiscal Impact:**

2016-2017: Two (2) to Four (4) Hours per week of assistance from a Librarian II Specialist, approximately 18 weeks of school from January 11, 2017 through June 30, 2017, not to exceed \$6,000.

2017-2018: Two (2) to Four (4) Hours per week of assistance from a Librarian II Specialist, approximately 37 weeks of school from January 11, 2017 through June 30, 2017, not to exceed \$ 12,600.

2018-2019: Two (2) to Four (4) Hours per week of assistance from a Librarian II Specialist, approximately 37 weeks of school from January 11, 2017 through June 30, 2017, not to exceed \$ 13,230.

**Recommendation:** Approve

**Attachments:** Partnership Agreement

## **PARTNERSHIP AGREEMENT FOR LIBRARY OVERSIGHT FOR THE SAUSALITO SCHOOL DISTRICT**

This Partnership Agreement for Library Oversight ("Agreement") is made between the Sausalito Marin City School District ("District"), a public school district duly organized and validly existing under the laws of the State of California, and Marin County Free Library ("Library"), a county public library, both duly organized and validly existing under the laws of the State of California. District and Library may be referred to as "Parties".

WHEREAS, District is required under Education Code section 18100 et seq. to provide School Library Services for pupils and teachers of the district by establishing and maintaining school libraries; and

WHEREAS, District is desirous of providing quality library services for the students of the District; and

WHEREAS, District's School Libraries would benefit from collaboration, coordination and oversight of their operations by Public Library professionals; and

WHEREAS, Library is a county free library organized and operated by the Board of Supervisors of the County of Marin pursuant to the provisions of Education Code section 19100 et seq. ; and

WHEREAS, Library desires to assist the District in providing School Library Services in support of the educational programs of the District; and;

WHEREAS, the Parties desire to collaborate to promote the development of 21st Century skills in students by entering into an arrangement where the Library, in partnership with the District, provides oversight and guidance to the school libraries of the District.

NOW, THEREFORE, the Parties desire to memorialize their agreement with regard to the use and operations of the School-Community Library.

### **TERMS OF AGREEMENT**

#### **1. PURPOSE OF AGREEMENT.**

(a) The purpose of this Agreement is for District to permit Library to provide oversight of School Library Services to benefit District students and teachers; to

(iii) define and describe the oversight of School Library Services and other programs to be provided during the term of the Agreement by the Parties; and

(iv) outline the respective roles and responsibilities of the Parties with regard to oversight of School Library Services and other collaborative efforts.

2. TERM. The term of this Agreement shall be for three (3) years, commencing as of January 11, 2017 and ending on June 30, 2020.

(a) Renewal. This Agreement may be renewed upon mutual agreement by the Parties for a maximum of one (1) additional three (3)-year term, unless sooner terminated by either Party.



(b) Review. The Parties shall review the Agreement on an ongoing basis as described in Section 5(c)(i).

3. CONSIDERATION. Consideration for Library's guidance and oversight shall be (a) Library providing the oversight of School Library Services for the benefit of the District, and (b) District making a funding contribution to Library ("District Contribution"). In 2016-2017, District shall provide to Library the sum of up to \$5,000, as evidenced by a letter of commitment from District to Library, as a contribution to the costs to provide guidance and oversight of District's School Library Services. The final amount due shall be paid based on Library's final actual cost, and shall not exceed \$6,000. The estimated expense for 2017-2018 is \$12,600 and for 2018-2019 is \$13,230. Estimated costs for oversight of the School Library Services are attached as Exhibit A.

5. DUTIES AND RESPONSIBILITIES.

(a) Library will:

(i) Provide guidance and oversight for the School Libraries and the oversight of School Library Services in support of District's educational programs, as more specifically described in Section 6 hereof.

(ii) Acquire child, young adult, and adult materials, in all formats, for the School-Community Library materials collection.

(iii) Catalogue and process all books and materials for the School-Community Library.

(b) District will:

(i) Equip the library with all necessary furniture, equipment, supplies, computer hardware, software and network infrastructure in a manner and quantity that meets the District's standard of School Libraries for the size and type of services to be offered;

(ii) Reimburse Library for its share of the direct costs associated with Library's use of the Premises, as described in Section 8 hereof.

(iii) Provide circulation support for on-line circulation functions including, but not limited to, overdue notices, bills, and collection agency accounts.

(vi) Operate a facility that meets relevant licensing requirements as well as all other state and local regulations governing libraries.

(c) District and Library, together, will:

(i) Meet annually on or before July 1 of each year during this Agreement to identify and schedule the specific Oversight of School Library Services to be provided for the coming school year in the School. In addition, the parties shall meet at least once each semester to review and evaluate programs, equity in resource allocation, and resolve any problems to ensure that both Parties achieve their goals from the Agreement.

(ii) Annually present a report to each Party's governing board regarding the programs, progress and evaluation of the success and goals of the Agreement.

(iv) Continuously develop cooperative policies and procedures for the selection and acquisition of materials related to support the programs at the School Libraries.

(v) Implement the Oversight of School Library Services as further described in Section 6 hereof.

## 6. OVERSIGHT OF SCHOOL LIBRARY SERVICES

(i) The Parties together shall develop and provide:

(a) "School library services" which include, but are not limited to, the provision, organization, and utilization of materials and related activities supportive of the educational requirements prescribed by law and by the school districts which may include the following:

(1) Library Instruction -Provide instruction to students that will enable them to become proficient users of library resources; and provide in-service training for teachers.

(2) Curriculum Development -Provide information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum; team with classroom teachers to develop units of instruction and activities using library resources in the instructional programs.

(3) Materials Selection -Provide assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials.

(4) Access to Materials and Information Resources -Provide a collection of materials and resources that support the curriculum and are appropriate for user needs. Plan a functional system, procedures, and services for maximum utilization of resources.

(5) Professional Development -Assist teachers, administrators, and other school staff members in becoming knowledgeable and current concerning appropriate uses of library media services, materials and equipment.

(b) Programs to expand learning, student achievement, and assist District students with mastery of 21st century skills (collectively, the "oversight of School Library Services"). Together, the Parties endeavor to link oversight of School Library Services intentionally to District PreK-12 education to expand learning opportunities beyond the school room and the school year.

(ii) District shall provide the following:

(a) Staffing of District school libraries

(b) Facilities to house the School Libraries.

(c) Funding for continued use and improvement of materials and School Library Services provided to district faculty and students,

(iii) Library shall provide oversight of School Library Services, which include the following:

(a) Library Instruction -Provide instruction to students that will enable them to become proficient users of library resources; and provide in service training for teachers.

(b) Curriculum Development -Provide information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum;

team with classroom teachers to develop units of instruction and activities using library resources in the instructional programs.

(c) Materials Selection -Provide assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials.

(d) Access to Materials and Information Resources -Provide a collection of materials and resources that support the curriculum and are appropriate for user needs. Plan a functional system, procedures, and services for maximum utilization of resources.

(e) Professional Development -Assist teachers, administrators, and other school staff members in becoming knowledgeable and current concerning appropriate uses of library media services, materials and equipment.

(f) Issue every District student with a library card to use print and e-resources without barriers like fines, transportation, and access.

(g) Assist with the effort to ensure grade level reading by 3rd graders (all students score proficient or higher on English Language Arts).

(h) Provide Library activities , after school and summer learning/reading programs that support District's learning goals with activities that encourage students to become self-directed learners and provide a focus to:

- o Go beyond basic mastery of skills and/or curriculum to explore and expand one's own learning and opportunities to gain expertise

- o Demonstrate initiative to advance skill levels towards a professional level

- o Demonstrate commitment to learning as a lifelong process

(i) Professionally trained librarians and library assistants to support oversight of School Library Services, including support for student's ability to:

- Access information efficiently (time) and effectively (sources)

- Evaluate information critically and competently

- Use information accurately and creatively for the issue or problem at hand

- Manage the flow of information from a wide variety of sources

- Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information technologies.

Library will assist in planning, organizing, and coordinating School Library Services for the Sausalito School District; and develop and promote utilization of media resources. School Library Services are essential to learning and teaching and must be fully integrated into the curriculum to promote students' achievement of learning goals and development of 21st Century skills. Library will provide comprehensive services related to the organization and management of print, digital, and related information technologies to provide equitable instruction and access by the educational community to information resources that support teaching and learning.

Library shall:

1. Develop, administer, and implement a full library media program, working cooperatively with District.
2. Collaborate with District teachers, administrators, and others to ensure that the full range of information resources, print resources, and digital media is available to promote student college to career readiness.
3. Plan and support staff for kindergarten through twelfth grade to incorporate California Standards, 21st Century skills and technology competencies.
4. Collaborate with District in developing policies and procedures that promote optimum use of School Library resources and services.
5. Prepare annual budget recommendations; monitor and control expenditures; recommend the purchase of supplies, equipment and materials.
6. Promote School Library Services throughout the district such as a web page.
7. Research, preview and evaluate School Library materials in accordance with State curricular frameworks, legislative mandates, cultural priorities and the needs of the district.
8. Coordinate the selection and licensing process of digital resources for schools.
9. Serve as a material resource consultant for curriculum planning and development with teachers and administration.
10. Organize and recommend books to be purchased to be sent to all school libraries.
11. Assure the proper organization and maintenance of library materials; oversee classification and cataloging activities.
12. Maintain current knowledge of School Library resources, curricular requirements and applicable computer and digital technologies.
13. Support the implemented curriculum of District by providing print and digital resources that will expand and enhance student learning beyond the textbook
14. Ensures mastery of model California school library standards for all students.
15. Expand educational outreach to students and their families in the safe and ethical use of information technologies.

16. Understand and use technology for library administration and uses technology in all phases of library management.
17. Implement activities identified in the LCAP that relate to the School Libraries.
18. Provide oversight to all School Libraries including facilities and coordination of library activities.

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

Sausalito Marin City School District

Title: \_\_\_\_\_

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

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

Marin Free Library

Title: \_\_\_\_\_

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

Sausalito Marin City School District

Agenda Item: 5.04

Date: January 10, 2017

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

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

**Item:** Agreement with the County of Marin – Facilities Use

**Background:**

In the event of a disaster, schools serve as potentially critical resources in the County's disaster response. The County of Marin, Department of Health and Human Services would like to update its existing agreements with all of Marin's school districts to utilize appropriate school sites as needed in a disaster response.

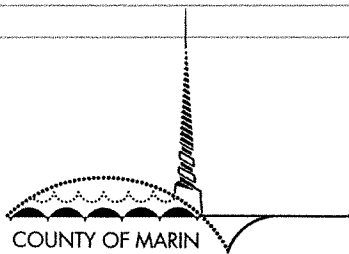
**Fiscal Impact:**

**Recommendation:**

Approve

**Attachments:**

Agreement with the County of Marin – Facilities Use



DEPARTMENT OF  
**HEALTH AND HUMAN SERVICES**

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



Grant Nash Colfax, MD  
DIRECTOR

Matthew Willis, MD, MPH  
PUBLIC HEALTH OFFICER

Lisa M. Santora, MD, MPH  
DEPUTY PUBLIC HEALTH OFFICER

3240 Kerner Boulevard  
San Rafael, CA 94901  
415 473 4163 T  
415 473 2326 F  
415 473 3232 TTY  
[www.marincounty.org/hhs](http://www.marincounty.org/hhs)

**To:** School District Superintendents  
**From:** Lisa Santora, M.D.  
Deputy Public Health Officer  
**Date:** December 20, 2016  
**Re:** AGREEMENT BETWEEN SCHOOL DISTRICTS AND COUNTY OF MARIN

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In the event of a disaster, schools serve as potentially critical resources in the County's disaster response. The County of Marin, Department of Health and Human Services would like to update our existing agreements with all of Marin's school districts to utilize appropriate school sites as needed in a disaster response.

The agreement covers potential uses such as a field treatment site, mass vaccination site or a shelter for the medically fragile (this last item would be in conjunction with the American Red Cross with whom the County of Marin has an established agreement to co-locate such a shelter).

It was decided during the last revision of these agreements that they will no longer be open-ended and will have a five (5) year expiration date. The last agreements were completed in 2012 and will be expiring in 2017. There is no proposed change to the current verbiage of the agreement and they will be valid until 2022. At that time we will again review to see if revisions to the agreement are needed.

Schools would be used for these functions only in the event of a disaster resulting in situations such as:

- Large numbers of sick or injured patients that overwhelm hospital capacities (e.g. large earthquake or a bioterrorism event),
- A requirement for medications or vaccinations to large numbers of people (e.g. disease outbreak or a bioterrorism event), and
- A necessity for a shelter for persons with medical needs (e.g. large earthquake or other event that displaces large numbers of people).

The decision to invoke the agreement and activate a school-based site would be made in the County Emergency Operations Center (EOC) and communicated through the Marin County Office of Education (MCOE) liaison.

The agreement with each district specifies the individual schools along with specific site plans for the facilities to be used at those schools. This format is very similar to the agreement and process that some districts have gone through with the American Red Cross.



Some points to consider:

1. A Bioterrorism Event or natural outbreak (like influenza) requiring mass vaccination or prophylaxis is unlikely, but possible.
2. A natural disaster like an earthquake is more likely and requires the same sorts of facilities to assist victims.
3. Schools are publicly owned and have all the facilities needed to support victims from the surrounding communities: protected floor space, parking, accessible to mass transportation (buses), play fields usable by helicopters, restrooms, refrigeration, PA system, appropriate furniture, etc.
4. Schools are well distributed within population centers and known within the communities that they serve.
5. Use of schools is conducive to more rapidly serving and protecting the populations of the school district in the event of a disaster.
6. Working with emergency management and Public Health provides an additional role for the districts and schools in serving their community and builds long-lasting beneficial relationships between school and district staffs and the emergency response infrastructure of Marin County.

As the school system continues to improve its disaster preparedness capabilities, the benefits of sustaining an agreement such as this one further enhance the school's position in the community as an important disaster response asset.

If you have any questions, please contact Kristen Seatavakin, Public Health Preparedness Program Manager (473-3880). She is also available to attend any board meetings as needed.

Thank you for your consideration of this matter and I look forward to the continuation of this important agreement.

## **Agreement For Facility Use**

This Agreement is made and entered into between the **Sausalito-Marin City School District**, hereinafter referred to as “District” and the **County of Marin**, hereinafter referred to as “County”.

### **Recitals**

COUNTY desires to assure medical care for those injured by a disaster and provide mass chemoprophylaxis/vaccinations to the population if needed.

COUNTY also desires, when it deems necessary, a site to provide medical care to persons injured and/or displaced by a disaster, hereinafter referred to as “medical site”, including, but not limited to, alternate care sites, mass chemoprophylaxis/vaccinations, a shelter for medically fragile persons, or a field treatment site.

District owns and maintains school property which can be used as a medical site and District desires to assist COUNTY in providing medical sites to the public, to the extent of its ability.

Now, therefore, it is mutually agreed between parties as follows:

1. District agrees that, after meeting its emergency responsibilities to its students and staff, it will permit, to the extent of its ability, as determined solely by the District, and upon request of COUNTY, as specified in this Agreement, the use of District facilities identified in Addendum A, for a medical site on a temporary basis.
2. COUNTY and District agree to cooperate in the selection of the facilities that will be listed in Addendum A.
3. District and COUNTY agree to provide, and to periodically update, facility point-of-contact and activation authorization information as detailed in Addendum B.
4. District agrees that it will, prior to releasing facility to COUNTY for use, evaluate the facility and secure valuable property not required for COUNTY activities, to the extent reasonably possible. Should District fail to secure such property, COUNTY may do so District’s behalf.
5. COUNTY agrees that it will exercise reasonable care in the conduct of its activities in such facilities and will, when provided with documented inventory and cost information, replace or reimburse the District the full replacement cost for any foods, supplies, or damage to facilities or equipment arising from the conduct of COUNTY activities.
6. Upon termination of use as a medical site, COUNTY agrees to leave the premises in their original condition.

7. During medical site operations a representative of COUNTY will meet with the designated District representative periodically to evaluate the necessity for the continuation of operations and to resolve any other operational concerns.
8. Should the District request that a medical site be relocated before the end of operations, COUNTY agrees to relocate within 48 hours of the District's request to do so.
9. It is understood that it is the sole responsibility of COUNTY to establish, staff, maintain, and dismantle the operations of the COUNTY's medical site.
10. Notwithstanding any other agreements between them, each party to the Agreement shall indemnify and hold harmless the other party (together with the other party's officers, employees and agents) from and against any and all liability, loss, expense, including reasonable attorney fees, and/or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts of omissions of the indemnifying party, its officers, employees or agents.
11. The term of this Agreement shall commence upon its final execution and shall continue in effect for five years unless terminated with or without cause by either party in writing.

In witness thereof, the parties have caused this Agreement to be executed, said Agreement to become effective and operational upon the fixing of the last signature hereto.

**County of Marin**

**Sausalito-Marin City School District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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

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

**Addendum B**  
**Updated on 1/6/2017**  
**EMERGENCY CONTACT INFORMATION**

In the event that the COUNTY will need to use facilities at the Sausalito-Marin City School District, the notification procedure for the Sausalito-Marin City School District will be through the following contacts:

Initial Contact: Alan Rothkop  
DISTRICT: Sausalito Marin City

- Alan Rothkop, District Facilities Director, [arothkop@smcsd.org](mailto:arothkop@smcsd.org), 415-827-5125
- Will McCoy, Superintendent, [wmccoy@smcsd.org](mailto:wmccoy@smcsd.org), 925-549-7261

Individual Facility Contacts:

Bayside MLK Jr. Academy

- Alan Rothkop, District Facilities Director, [arothkop@smcsd.org](mailto:arothkop@smcsd.org), 415-827-5125
- Will McCoy, Superintendent, [wmccoy@smcsd.org](mailto:wmccoy@smcsd.org), 925-549-7261

Willow Creek Academy

- Tara Seekins, Willow Creek Academy Head of School, [tseekins@willowcreekacademy.org](mailto:tseekins@willowcreekacademy.org), 415-289-0486
- David Logan, Willow Creek Academy Facilities Director, [dlogan@willowcreekacademy.org](mailto:dlogan@willowcreekacademy.org), 707-654-6213

For COUNTY: Department of Health and Human Services  
Public Health Preparedness Program  
1600 Los Gatos Drive  
San Rafael, California 94903  
Telephone: (415) 473-3880  
FAX: (415) 473-2326  
Attn: Kristen Seatavakin  
Public Health Preparedness Program Manager

**Addendum A**  
**FACILITY INFORMATION**  
**Updated on 1/6/2017**

The Sausalito-Marin City School District facilities that may be used by the COUNTY as MEDICAL SITES are:

- Bayside Martin Luther King Jr. Academy, 200 Phillips Drive, Marin City, CA 94965
- Willow Creek Academy, 636 Nevada Street, Sausalito, CA 94965-1654

Sausalito Marin City School District

Agenda Item: 5.06

Date: January 10, 2017

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

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

**Item:** Parent Leadership Action Network (PLAN) Contract

**Background:** At its November 2016 meeting, the Board heard a presentation from the director of PLAN that proposed to assist the district in the development of its Local Control and Accountability Plan and Single Plan for Student Achievement. This month, a contract is brought to the Board for further discussion and approval.

**Fiscal Impact:**  
\$35,000

**Recommendation:** Approve

**Attachments:** PLAN Agreement



## **Consulting Contract Sausalito Marin City School District (SMCSD)**

This Agreement is between Sausalito Marin City School District ("SMCSD" or "Client") and Bay Area Parent Leadership Action Network ("PLAN" or "Consultant").

### **A. Background**

1. **Purpose of Agreement.** The purpose of this agreement is to increase the capacity of all stakeholders in Marin City and Sausalito to develop and monitor its Local Control Accountability Plan (LCAP) and Single Plan for Student Achievement (SPSA) at Bayside MLK. PLAN will support in modeling a comprehensive engagement process that can create a strong, robust structure for community input and stability of Bayside MLK as a thriving school for all students.
2. **Client Background.** Sausalito Marin City School District is preparing to engage in the creation of a LCAP Annual Update for 2017-20. Bayside MLK is preparing to develop its Single Plan for Student Achievement. The district is in need of resource support regarding a leading local expert on training, mentoring and case management.
3. **Consultant Background.** Bay Area Parent Leadership Action Network (PLAN) is an Oakland based organization with over 10 years of experience working with Bay Area districts, schools, organizations and parents to provide leadership development to empower parents to be core partners in their child's education career. PLAN has been instrumental in supporting Bay Area districts with developing stronger family engagement systems within districts and school sites. PLAN was a core organization that advocated for the approval of Local Control Funding Formula (LCFF) in 2013 as an anchor organization of Campaign for Quality Education (CQE). PLAN currently provides parent trainings for Bayside MLK parents and Marin City community members around School Site Council and LCAP Development.

### **B. Consultant Duties and Services**

1. **Period of Performance.** This agreement begins January 11, 2017 and ends June 30, 2017.
2. **Tasks and Deliverables.** The Consultant will complete the following tasks:





- A. Establishment of a functional School Site Council and appropriate committees that can engage community in the development and approval of a Single Plan for Student Achievement by March 2017
  - o Services would include:
    - Administration Capacity Building
    - School Site Council Capacity Building
    - Monitoring School Design Improvements
    - Creating Summaries of School Design Improvements
    - Supporting the Writing of SPSA
  
- B. Establishment of student and family engagement standards for Sausalito Marin City School District and capacity building support to Bayside MLK to develop and implement a family engagement plan to improve communications, leadership development and academic support of families by April 2017
  - o Services would include:
    - Student Engagement in establishing their vision for student engagement in the classroom, school wide and with their community to establish the standards necessary for positive school climate
    - Parent Engagement in establishing their vision for parent engagement in the classroom, school wide and within their community to establish the standards necessary for significant transformation of the school site
  
- C. Establishment of a LCAP Parent Advisory Committee to review overall district progress toward LCFF State Priorities and can engage community in the development of a LCAP Annual Update for approval by the Board of Education by June 28, 2017
  - o Services would include:
    - Organize LCAP Informational Sessions
    - State Priority/District Goal Specific Stakeholder Input Sessions
    - Summary of Engagement Input Sessions
    - Drafting of LCAP Annual Update
    - Production of LCAP Summaries
    - LCAP Presentation for Board and Public Hearing
    - Editing of LCAP Annual Update for Final Approval



### C. Client Agreement

1. **Information Gathering.** The Client will provide financial and program data and communications related to the development of the SMCSO. The Consultant will not have access to confidential human resources files.
2. **Cooperation with Consultant.** The Client will be responsible for providing the Consultant with an orientation on the previous Local Control and Accountability Process, including access to engagement data, board presentations, and relevant memos. The consultant will be responsible for attending meetings, conference calls and/or other engagements that support in their execution of deliverables. The Superintendent and/or designees will work with Consultant to ensure that they are provided adequate information for the Consultant to be effective in deliverables. The Consultant will periodically request feedback on the process and how to ensure that the needs of SMCSO are met in the development of the LCAP.
3. **Compensation:** The Client agrees to compensate Consultant at the flat rate of \$35,000. Client agrees to pay on the following schedule:
  - a) Initial payment of 15% of contract total at \$5,250.
  - b) 1/3 of total contract (\$11,666) upon the completion of each of the described Deliverables A listed under **Tasks and Deliverables** above, no later than March 31, 2017
  - c) 1/3 of total contract (\$11,666) upon completion of the described Deliverables B listed under **Tasks and Deliverables** above, no later than May 15, 2017
  - d) And remaining balance of total contract (\$6,418) upon completion of described Deliverables C, no later than July 15, 2017 listed under **Tasks and Deliverables** above.

Consultant will keep careful track of hours spent on Client business for auditing purposes. Consultant shall be responsible for supplies and equipment for the purposes of fulfilling the terms of this agreement. In addition, Consultant shall be responsible for the mileage, parking, and telephone expenses incurred in the course of providing said services.

### D. Changing the Contract

If the Client or the Consultant wishes to amend the contract, it must be done in writing and signed by both parties as an addendum to this contract.



#### E. Terminating the Contract

Either Client or Consultant may terminate this contract with 30 days advance written notice. The Consultant will provide all products developed and paid for to the Client.

#### F. Confidentiality

The Consultant will not share any information about the Client with any third party, except when necessary to perform the tasks in this agreement and approved in advance by the Client.

#### G. Indemnity and Applicable Law

1. To the furthest extent permitted by California law, each party agrees to indemnify, defend and hold harmless the other party and their agents, representatives, officers, consultants, employees, trustees, and volunteers (the "indemnified parties") against and all demands, losses, liabilities, claims, suits, and actions (the "claims") of any kind, nature, and description, including, but not limited to, personal injury, death, property damage, and consultants' and/or attorneys' fees and costs, directly or indirectly arising out of, connected with, or resulting from the performance of the Agreement or from any activity, work, or thing done, permitted, or suffered by the Contractor in conjunction with this Agreement, except to the extent that the claims are caused by the active negligence or willful misconduct of the indemnified parties.
2. This Agreement shall be governed by and construed in accordance with the laws of California. This Agreement supersedes any prior oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof.

#### H. Records and Ownership of Products

Consultant agrees that any and all products or services developed pursuant to this Agreement shall be the sole and exclusive property of the Client, excepting the use of pre-existing works, materials, publications, video media, Web pages, plans, examples, scripts, and artwork that are the copyrighted property of the Consultant.



I. Independent Contractor

The Consultant's relationship to the Client in the performance of this agreement is that of an independent contractor and not as an agent, employee, or representative of the Client. As an independent contractor, not an employee of the Client, Consultant shall not receive employee benefits. The Consultant will maintain her own office space, and will not be provided a permanent work space at the Client. The Consultant is not expected to work exclusively on business for this Client and may maintain relationships with other businesses. The Consultant shall provide all tools, materials, and equipment necessary to conduct business with the Client.

J. Non-assignment

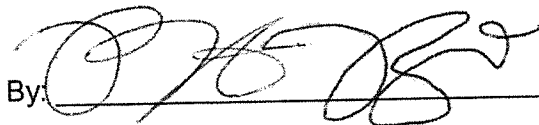
Consultant agrees that this is a personal service contract, and the rights and obligations hereunder may not be assigned or delegated without the prior written consent of the Client.

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

Sausalito Marin City School District

Title:

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

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

Pecolia Manigo

Title: Executive Director, PLAN

Date: January 6, 2017

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
BOARD MEETING MINUTES  
November 15, 2016**

**ATTENDANCE**

Board Members Present: Caroline Van Alst, Thomas Newmeyer, Joshua Barrow, Ida Green

Absent: William Ziegler

Superintendent: Will McCoy

The meeting was called to order at 6:02 p.m.

Trustee Van Alst pointed out that the agenda incorrectly identifies this meeting as special. It is a regular meeting of the Board.

**Pledge of Allegiance**

Trustee Barrow led the pledge of allegiance.

Trustee Van Alst suggested moving the WestEd and Impact Educational Consultants proposals, as well as the and Superintendent's Education Plan, to a workshop so that each entity will have the opportunity to make a presentation to the Board. Superintendent McCoy said he would arrange a workshop, which would be agendized like a regular board meeting and open to the public.

**Van Alst/Newmeyer/1 Absent to move the above items to a workshop meeting at a later date.**

**ORAL COMMUNICATIONS**

Gayle Mills, an educator and Marin resident, said that she had read the Superintendent and Impact Educational Consultants' proposals and found that both emphasized teacher-centered instruction. She asked the Board to consider a plan based on a mastery- based and child centered instruction where children choose their work when they enter the classroom in the morning and have up to three hours to work alone or in a group, with the teacher as a guide and on the side rather than the center of class activities.

Barbara Killey, a volunteer, said that she has a concern about the requested expenditure for more consultants. She asked if there were not direct student needs that were more urgent than whatever the output of the consultants might be. She added that she could not find much of a track record for the Impact Educational Consultants and suggested that \$73K could be better spent for direct classroom needs.

Bettie Hodges, director of Saving a Generation, read from a letter that she had presented to the Board. She said: Earlier this month, a coalition of parents and community activists held a demonstration protesting the SMCSD Board and administration's failure to correct a host of inequities at Bayside MLK Jr. Academy. Prior to the start of school, we had written to the interim superintendent Bob Ferguson, warning of the consequences of starting the school year with so many unresolved issues. We have not received a response to the letter or the demonstration, nor have we been invited to discuss these concerns with the Superintendent. This month's agenda includes proposals by the administration for new contracts with consultants totaling almost \$100K, without any community input or consultation. The proposed contract with WestEd is in part about parent engagement, yet no parents or stakeholders were asked to comment on the proposal. If this is a community school as the district suggests, we insist on being active partners in the transformation of Bayside MLK Jr. Academy. The proposed education

plan, aside from the expensive consultancies, seems scattershot and incomplete, and falls far short of the coherent, cogent and comprehensive approach that we feel would turn the school around.

Ms. Hodges concluded with a list recommendations that included the establishment of an Education Reform Committee to be directed by the California Collaborative for Educational Excellence and the County Office of Education, suspension of the WestEd and Impact Educational Consultants' proposals, and the engagement of PLAN (Parent Leadership Action Network) as the lead organization in the LCAP process.

Marilyn Mackel, a volunteer, said: One of our first concerns is that we do not have transparency. We have yet to see the contract for the superintendent. The hiring of an outside contractor from Los Angeles (Impact Educational Consultants) seems neither efficient nor well thought out. The proposal from this consultant was far from excellent. The Superintendent has chosen not to respond to the demands of the community, except via a letter to the parents, not the community. This is not the way we like to see things going. Direct services must be restored to our students. We need a full-time Licensed Clinical Social Worker at the school. We need a reset of the school year. This can be done, if you commit to the job, she concluded.

#### **PARENT ADVISORY COUNCIL**

Superintendent McCoy noted that Principal Griffin was absent and that Assistant Principal Minor would be giving his report.

Michael Tabb, a volunteer, said: We have a parents' roundtable every Tuesday followed by a meeting of the Marin City Parents Advocating for their Children. We are supporting parents to help develop their skills to be good advocates for their children and we hope that some will serve on the council. Mr. Tabb emphasized the need to hire a parent liaison as soon as possible. Trustee Barrow said we seem to be behind in forming the Parent Advisory Council.

Trustee Van Alst asked that a representative of the Parent Advisory Council be in place and ready to report by the next board meeting. Bettie Hodges said that it is more important to have the Site Council in place, as that is a body which has the authority to weigh in on the LCAP process. Mr. McCoy said he has talked to Principal Griffin about a School Site Council and a report should be ready for this meeting. Turning to the parent liaison question, he said that he sent out an email to a few organizations in the community and requested a reset. Originally the plan was to go to Bay Area Community Resources, an organization outside the community, which is providing this service to eight other districts. Community members were not happy with this and wanted to use someone within the SMCS D community. He said that he reached out to Marin Housing, the Marin City Community Development Agency and Alberta Erickson.

Mr. Tabb said the message to those who are interested in helping us become a better community is that this is about economic empowerment as well. We should not create more dependency by hiring outside agencies.

#### **DIRECTOR OF MAINTENANCE**

Alan Rothkop said that during the Thanksgiving holiday, we will finish the cleanup work at BMLK, as well as strip and seal the floors. The bird abatement system seems to be working at the entrance to the school.



**MR. DAMIAN MORGAN**

Mr. Morgan said he is forming a foundation for Bayside Martin Luther King Jr. Academy to raise money from donations and grants. Our school is well positioned to receive grants from Marin and beyond, he said. He asked if it would be possible to use the school's address as the Foundation's business address. Superintendent McCoy said that he would have to consult legal counsel for the answer. Mr. Morgan said that depending on how much money is raised, his organization may have a small paid staff, but he made clear that he would not receive any funds for himself. We hope to have an MOU that states that any money raised will be solely for BMLK, he told the Board.

Trustee Barrow said that he recalled that a few years ago Dr. Thornton started a foundation. Dr. Thornton clarified that her organization, the Center for Excellence, concentrates on raising money for the arts at BMLK. Trustee Van Alst thanked Mr. Morgan for his efforts and said that at some point, it might be useful to work with the school to figure out which of its programs might be attractive to prospective donors.

**PRINCIPAL**

Assistant Principal Minor said the school has been meeting twice a month with Don Carney and Juanita Edwards to work on Restorative Justice. She continued: We have interviews scheduled for a prospective math teacher on Friday. We received a \$1000 grant from Wells Fargo. Four of our teachers (Edney, Banks, Matto and Thompson) received a \$300 grant from the Rotary Club of Sausalito. The Glass Door organization will be sponsoring some clubs for our students including coding and music clubs. Jennifer Banks, the 1<sup>st</sup> grade teacher, organized a successful poetry recital in her classroom and had a farmer's market yesterday where students sold some of the produce from the garden.

Ms. Minor said that ELAC's report states that good instruction is happening in the elementary grades. The School Site Council met in October and discussed Robert's Rules of Order and the roles of various officers. Trustee Green asked about homework. Ms. Minor said that students who have not completed their class work or homework spend the time after lunch in the multi-purpose room to complete their work. They are supervised by the yard-duty paraprofessionals. Trustee Green also asked why a math teacher is still needed if Ms. Minor was originally hired to teach math. Superintendent McCoy said that it was felt that someone with more experience in the subject was needed. Trustee Barrow asked about Ms. Minor's perspective regarding student behavior. Ms. Minor said that Dr. Griffin has created a matrix so that teachers are sending children to the office when necessary. She explained: We are using the lunch recess as a time for reflection as well as getting Restorative Justice underway and putting the Positive Behavior Intervention System in place. We are also using the school rules that were put together by the previous administration. We are still in the process of aligning these various elements into one coherent school culture. Trustee Green said that she is hearing that even Kindergarteners are being sent to the office for behavior problems. She asked what is being done to get extra help for the teachers so that we can stop these incidents from escalating. LaDonna Jones, a Yard Supervisor, said what our students need is a good education, with the right teachers and the right books. Our children want to learn as much as anyone else, she said. Natasha Burton, a resident, said that the children need consistency and to be able to develop a relationship with teachers. Jhontay Wills, a local resident, compared the district's situation to Flint, Michigan and said that the disparities here are unacceptable.

Trustee Barrow asked if there is inconsistent staffing in any other area besides Math. Superintendent McCoy said the same teachers have been in place in the elementary grades.

Ellen Franz, the former art teacher, said that the biggest challenge is that the administration has been stripping away the staff and replacing them with part-time contractors. She said: Last year I was the art



teacher and I was on campus the whole day. Now we have a teacher who comes in for one day and returns a week later. It is the same for music, PE and science. This is a big problem, because you have taken away the opportunity for our children to form relationships with teachers.

Barbara Killey said: Today the PE and art teachers were not available. Fortunately, Mr. Edney is here to provide consistency for our middle school students. That is the big piece that is missing in the school now. Our offer to pay to have Ellen Franz and Jonnette Newton teach art and music was not accepted because they do not have single subject credentials. The sooner we do something about this instead of hiring consultants, the better it will be for our students.

Beverly Freeman, a resident, said that she feels the Board of Trustees is not doing its job and allows the failures at school to happen. She continued; I am new here and I can see there is a problem. If you are not dedicated to educating all children and giving them a quality education, you should resign. You sat and watched it come to this. Those who have a lot of money decide what happens - those of us who don't have money – who is watching out for us?

Mr. McCrary, a parent, said that he brought his children here for the social aspects of the school. The leadership team that was in place here last year- Ms. Newton, Dr. Thornton, and Ms. Franz - is gone, and there was no official explanation for their departure. The kids miss them. Now, when they visit, the children are happy to reconnect with them. The powers that be did not take into consideration how this change would impact the children. The common sense approach would have been to transition slowly.

Binta Manneh, a parent, said: I am from Ghana and went to one of the poorest schools in the country. Yet, we had many things, such as clubs and extra-curricular activities, that are missing here. I thought that the schools here would be so much better. Yet I have to explain to people back home that my son is in a school without a math teacher. Ghana, despite its poverty, managed to have so many amenities in its schools. I am able to speak English to you because we were taught English as a second language. I can speak six languages. America should do way better. I wish this school would do better, listen to the parents and do something about its problems.

Trustee Barrow said that the Board must figure out how to address the communication gap with the community. He said that he joined the board to fix the district's problems and he is fully aware that there is still a lot of work to do to achieve the goals for our students.

Referring to the letter from Ms. Hodges, Trustee Van Alst asked what steps the district can take to further engage parents. Maybe we need a parent workshop or perhaps more board members should be attending the Tuesday parent meetings, along with the superintendent and principal, she suggested.

Trustee Green said many people feel that the Board has not stepped up to the plate. Over the years, the Board took the advice of administrators to go in directions which have resulted in the current situation. Going forward, we have to spend our money wisely and we have to listen. We must create a space for classified and certificated staff to speak their mind and let the administration know what is happening.

Trustee Van Alst said she will commit to attend more meetings in the community to help her make decisions.

Debra Turner, the incoming Trustee, said the middle school students have had a pretty dismal year so far, despite the heroic efforts of their only teacher. We should plan for a summer school program for them right now, she said.

Trustee Van Alst said that she has read about an after school/summer school grant called 21<sup>st</sup> Century Community Learning Centers Grant which will give between \$50K and \$150K for after school enrichment activities. This might be a good resource for a possible summer school, she said.

Ms. Turner said that she feels that the California Collaborative for Educational Excellence is not getting what it needs to make an impact. Sujie Shin of CCEE said: Our approach is one of listening to make sure the priorities that we choose are those of the community. We were at the school in October and met with the leadership, as well as classified staff and parents. Last Thursday, we met with all the teaching staff. We have been sitting in on the Tuesday parent meetings to get a better idea of the community's priorities, needs and obstacles. You have to focus on building internal capacity, asking where you would like to be in three to five years. We will be happy to give regular updates in the future. We will not come in with a set of findings and recommendations for change. Rather, we will give some collaboratively developed recommendations and break them down into incremental steps.

#### **WILLOW CREEK ACADEMY**

Head of School Tara Seekins said that at the last Parent Council meeting, she gave a presentation on the LCAP and shared the current goals and metrics for the school. She said that WCA is developing individualized math learning plans with the Marin City Math Challenge acting as coach. Fall report cards will be mailed in December, and MAP testing will also begin in December. The school's referral and suspension rate is set to go down by half relative to the same time last year. The Restorative Justice program is in its fourth year. WCA is sharing strategies and lessons learned with BMLK and will continue to do so. Five teachers received the \$300 Rotary grants – Ms. Seekins thanked Dr. Thornton for facilitating the program. Current enrollment is 402.

Trustee Green asked about the availability of scholarships for after school lessons in music and sports. Ms. Seekins said that scholarships are indeed available.

#### **SUPERINTENDENT**

Superintendent McCoy said: I was brought here to improve instructional outcomes for kids. The best work I can do is to listen and ask what if our critics are right? There is at least a nugget of truth in even the angriest of opinions. Beyond the adult noise we hear, the paramount concern should be academic achievement for the children. I believe that the education plan I have proposed is the best approach we can take to improve outcomes for our students, and these will not get better until we have high expectations of both teachers and students. That is my reason for going to Impact Educational Consultants, so that we can offer the best possible one-on-one coaching to our teaching staff. We have good teachers here, but we can all be better.

Trustee Green said the “adult noise” started because the Board went with the recommendations of previous administrators and cut staff and dismantled so many programs. She thanked trustee Van Alst for pulling the proposed consultancies from the agenda and said she welcomes the opportunity to study them further.

A parent said, using the term “adult noise” devalues our input and makes our valid concerns seem irrelevant.

At 8:12 p.m., Trustee Van Alst said that the Board would take a short break. The Board reconvened the meeting at 8:18 p.m.

### **Review of Tennessee Woods, Tennessee Glen and Attendance Agreements**

Superintendent McCoy said that these are ongoing agreements that have been in place since 2000. The agreements before the Board include a provision for renewal every two years. Currently there are 11 students who reside in our district and attend Mill Valley schools. At this time, the Mill Valley School District is not a Basic Aid district, so the attendance agreement is not needed, but would be reinstated as necessary.

### **CONSENT AGENDA**

Trustee Green asked that the minutes and payment of warrants be removed from the Consent Agenda.  
**Barrow/Newmeyer/1 Absent to Remove the Minutes and Payment of Warrants from the Consent Agenda**

**Roll Call Van Alst/Barrow/4 Ayes, 0 Noes, 1 Absent to approve the following consent agenda item:**  
2016-2017 Agreement with Marin County Office of Education – Business Services

### **Minutes of the October 13, October 28 and November 9, 2016 Board Meetings**

Trustee Green said that she was present at the meeting of October 13, 2016 whereas the minutes show her as absent. She asked that the record reflect her presence.

**Newmeyer/Barrow/1 Absent to Approve Minutes of the October 13, October 28 and November 9, 2016 Board Meetings**

### **PERSONNEL ACTION REPORT**

Superintendent McCoy said that a paraprofessional was moved to Bayside MLK Jr. Academy in response to increased need, which necessitated the hiring of an aide for the special education class at Willow Creek.

**Barrow/Newmeyer/1 Absent to approve the Personnel Action Report**

### **Consideration and Approval of Budget Revision #1 for Fiscal Year 2016-2017**

Trustees Van Alst and Newmeyer said that they appreciated the format of the budget presentation and thanked Ms. Prescott for her hard work.

Interim CBO Amy Prescott said that the following adjustments have been included in the 2017-2018 and 2018-2019 portions of the Multi-Year Projections:

1. A 3% projected increase in property taxes.
2. An increase in the in-lieu property taxes paid to Willow Creek Academy due to their anticipated enrollment growth.
3. Slight increase in special education funding.
4. End of the Pre K-3 Grant in June 2018.
5. Reimbursement for the fire at 33 Buchanan for the 2016-2017 fiscal year only.

In expenditures, she outlined the following:

1. Increase math teacher position to 1.0 FTE
2. Reduce .5 FTE certificated administrator
3. Reduce arts and PE contract, to replace with in-house instruction
4. Reduction in estimated special education expenses

5. Reduced legal fees in 17-18 and 18-19
6. Reduced outside contracts, including MCOE, School Services.

Ms. Prescott said that several big items contribute to the current deficit status of the budget. These include the requirement for a 5% economic reserve, which had been omitted from the last budget; the increase in Willow Creek Academy's enrollment since their June report, and the cancellation of planned reductions in teaching staff. Terena Mares said that the Board may choose to vote on individual items in the revised budget rather than the entire document. Trustee Barrow said that he could not approve the budget with a \$600K deficit looming.

Superintendent McCoy said that once the negotiations with certificated staff are finalized, it will be possible to plan the instructional day so that teachers remain with their students throughout the day, with art and PE specialists coming in as needed. This will be a better learning environment for students who will no longer be taught by consultants they see only once a week.

Similarly, as instruction improves, and we emphasize the social and emotional health of our students, it is hoped that the need for special education and non-public school placement will lessen. He said that the district's philosophy is based on the Multi-Tiered System of Supports, which looks at the needs of each student and strives to put together an individualized learning plan that will address the academic as well as social needs of every child.

Turning to the proposed WestEd agreement to assist the district with its LCAP, superintendent McCoy said he did not feel that he could manage the process alone, given his other commitments. Terena Mares of MCOE said that her office would be prepared to pay for \$15K of the cost of hiring WestEd. Trustee Newmeyer said that it would be prudent to push for a \$3.6 million bond solely to retire the current debt service, which costs the district \$300K every year.

Bettie Hodges asked about legal costs that the district is incurring. She asked if mediation could be used to mitigate complaints against the district. She said that if the district accepted the validity of the complaints and showed interest in fixing the issues, it could perhaps move away from a legal fight. We are more interested in seeing you fix the problems, rather than give your rationale for why they exist, she said. Superintendent McCoy said that this is a valid point and that Ms. Hodges had put it very well. But he did not see how the district could do without legal representation as an option. He said: I am trying to cover a lot of pieces myself that would otherwise have to be outsourced, and I am being drawn further and further into the legal challenges and away from our students.

Speaking of the bond issue, Michael Tabb said that we should be mindful of the burden of asking homeowners to pay more in taxes. He asked how the parent liaison position would be funded. Amy Prescott said that money for the parent liaison comes from the Marin Community Foundation, whereas the community school coordinator would be paid by the district - \$30K has been budgeted for this item.

Board members decided to further review the budget revisions at the next board meeting, when the interim budget will be presented. They directed CBO Amy Prescott to continue her work on the budget and bring any additional areas of possible adjustments to the next meeting.

#### **Tentative Agreements with SMCTA and CSEA Bargaining Units**

Trustee Barrow said that he could not approve the agreement as presented, given that the budget review had shown continued deficit spending of approximately \$300K each year, beginning in the current fiscal year. Trustee Van Alst said that significant new expenses, outlined earlier by Ms. Prescott, had occurred since the first presentation of the budget in June 2016. These changes have resulted in higher deficit spending and a significant decrease in the ending fund balance by year 2018-2019. Trustee Newmeyer asked whether the district would have to discuss with Willow Creek Academy the need for sharing the excess shared costs. The Board decided to table action on this item until the next board meeting.

**Van Alst/Newmeyer/1 Absent to table the Tentative Agreements with SMCTA and CSEA Bargaining Units until the next Board Meeting**

#### **Payment of Warrants - Batches 15-18**

Trustee Green asked about the division of the water bill between BMLK and WCA. Alan Rothkop said that the billing is based on the location of the meters. We are also disputing the use of an irrigation meter, which results in higher fees.

**Barrow/Newmeyer /All to Approve the Payment of Warrants, Batches 15-18**

#### **FUTURE MEETING**

The next Regular Meeting of the Board of Trustees will be on Tuesday, December 13, 2016, in the Bayside Martin Luther King School Library

#### **BOARD COMMENTS / CORRESPONDENCE**

Trustees suggested that this item be moved to the top of the agenda, as had been the practice in the past.

#### **ADJOURNMENT**

**Van Alst/Barrow/1 Absent to adjourn at 10:20 p.m.**

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Signature/Date

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Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
BOARD MEETING MINUTES  
December 13, 2016**

**ATTENDANCE**

Board Members Present: Caroline Van Alst, Thomas Newmeyer, Ida Green, Debra Turner

Absent: Joshua Barrow

Superintendent: Will McCoy

The meeting was called to order at 6:16 p.m.

**PLEDGE OF ALLEGIANCE**

Trustee Turner led the pledge of allegiance.

**ELECTION OF BOARD OFFICERS**

**Board President**

Trustee Turner nominated herself for the office of board president. The nomination was not supported.

Trustee Newmeyer nominated Trustee Barrow for president.

**Newmeyer/Van Alst/ 1 Abstain/1 Absent to elect Trustee Barrow as Board President**

**Board Vice President**

Trustee Newmeyer nominated Trustee Green for the office of Board Vice President.

**Newmeyer/Turner/ 1 Absent to elect Trustee Green as Board Vice President**

**Board Clerk**

Trustee Green nominated Trustee Turner for the office of Board Clerk.

**Green/Van Alst/1 Absent to elect Trustee Turner as Board Clerk**

**Appointment of Board Secretary – Will McCoy**

**Newmeyer/Green/1 Absent to appoint Mr. McCoy as Board Secretary**

**Adjournment of Organizational Meeting**

**Newmeyer/Green/1 Absent to adjourn the Organizational Meeting at 6:20 p.m.**

**OPEN SESSION – *Regular Meeting***

The regular meeting convened at 6:22 p.m. In Trustee Barrow's absence, trustee Green presided.

**BOARD COMMUNICATIONS**

Trustee Turner thanked everyone for their trust and hard work. She said that the election outcome indicates that voters want not just a change in faces, but a shift in process. She continued: I look forward to working with the Board to lead the district away from conflict and into responsive communication. I hope that we will adhere to not just the letter of the law but also the spirit of the law, and work to empower every student to live a productive life.



Trustee Green said she attended the California School Board Association conference with Trustee Turner and had the opportunity to share opinions and impressions with other trustees from around the state. She said that she feels energized to share her vision for the district's students with our teachers and staff.

Trustee Newmeyer said that he and Trustee Van Alst also went to the conference and attended a ceremony where Mr. McCoy was honored by State Superintendent Tom Torlakson for his outstanding and innovative work in summer school programs.

### **ORAL COMMUNICATIONS**

Mr. McCrary, a parent, said: As a member of the School Site Council and parent of three children, I am concerned about understaffing in the elementary and middle school grades. We need to ensure that there are enough full time aides in all classrooms to help the students, some of whom are performing below grade level. Staffing is tied to the budget and the MOU with WCA. I would urge trustees to renegotiate the MOU, which is contributing to our children not getting the education they deserve. To attract more parents to the board meetings, you have to meet people where they are culturally. Some stay away because the Board is not receptive to them. If childcare and food were offered and the atmosphere was more relaxed, perhaps there would be more of a bond with the community.

Barbara Sapienza, a resident, said that she is interested in bringing the practice of mindfulness to the district's children. This is being used all over the country to help children be more attentive. Children who get five-minute mindfulness breaks a few times a day are more able to focus and control their emotions. It would be useful to talk about how to establish such a program with our students here, she suggested.

Margaret Badger, a local resident, said: I am here to appreciate the energy that was created in electing a new member to the Board. This has energized both Sausalito and Marin City in a positive way. We can all get fired up to receive the ideas that are all around and have them benefit all students. We need volunteers, music teachers, counselors and a dedicated Board.

Terena Mares of MCOE said: On December 9, we issued a letter to the Board and community in response to the final chapter of the FCMAT report. The letter outlined a nine- point action plan which includes working with the district in a collaborative spirit, recognizing that there are some critical needs here. The plan includes the following:

- Compensatory education for the middle schoolers who have had a very slow start to the year
- Professional development plan for everyone
- Resolution of credentialing misassignments
- Resolution of textbook insufficiency
- A timeline to respond to the FCMAT report
- Outreach to capture all four year olds

Ms. Mares said that she has deep respect for the community and for everyone here. "Hold us accountable" she concluded.



Janeane Moody, a resident, said I am a grandparent of a child at WCA, also a retired teacher. The staffing here is completely inadequate. The hiring of a full-time math teacher is not planned until September 2017. This should be remedied immediately.

Kahaya Adams, a parent of three children at Bayside MLK, said: We formed the Marin City Parents Advocating for Children a few months ago. We are concerned about discipline and the absence of a math teacher. We are not satisfied with the progress that has been made so far. We are hopeful that the administration will soon address our concerns.

Mary Luz Arredondo, a parent, said: I have lived here more than 15 years. My son tried to commit suicide because he was bullied. I advocate for my children directly. My son is now safe and graduated from high school. Stop looking back and look forward. We are in a crisis right now. In the past, our children suffered academically. We have to advocate for future generations. We have the money, resources and heart to address the issues of bullying and academic achievement. We want our children to succeed and go on to high school. I am concerned about my children not being prepared for high school. We need help now.

Mickey Allison, a retired science teacher, said: I am willing to volunteer. I have skills in life science and chemistry. Come up with a coordinated plan for using volunteers from a variety of organizations. It is criminal what has been going on here. Please use us.

## **CORRESPONDENCE**

Willow Creek Academy Request for Prop 39 Facilities

Superintendent McCoy commended the school for the timely and professional submission of the plan. He said that he had no objection to the plan as written.

Julius Holtzclaw said: The facilities request is always in compliance with the law. But a lot of people don't understand what a charter school is and how it operates. The Plan talks about adequate facilities comparable to Bayside MLK. WCA has taken over the Bayside campus in Sausalito. Bayside went from 13 acres to four rooms here without storage or water in the classrooms. WCA has asked for 20 classrooms, offices and rooms for counseling. They ask for a computer lab, we have none. Right now, we don't have a room for discipline. They want two special education rooms. Here we have a total of eight classrooms. We don't have a restorative justice area. Fair is not always equal.

LaDonna Jones said that she agreed with Mr. Holtzclaw. She continued: I want to know why we are paying for what WCA wants. The school that is supposed to be the Board's priority is being pushed aside. I am not happy that board members or the superintendent do not come into my community. Step out, knock on doors, speak to us, we are fed up.

Trustee Van Alst asked if calculations have been done about over-allocation of space based on the prop 39 request and the count of in-district students compared to the reasonably equivalent calculation at Bayside MLK, to determine whether space allocated to out-of-district students is in excess and there

should be a charge for such space. Superintendent McCoy said that calculation has not been done at this point. It would be timely for the Board to look at such calculations as we move forward with the budget discussions in the next few months. The district must respond to the WCA request by February. Trustee Van Alst said it would be good to hear the district's assessment of the space being requested to ensure an equitable allocation of facilities.

## **REPORTS**

### **Principal – Student Recognition**

Principal Griffin invited teacher Dionne Estes to speak about third grader Sheldon Bynum, who was not able to attend the meeting. Ms. Estes praised the way that Sheldon was able to complete a writing assignment by connecting the subject to a previous lesson and using his skills to go beyond what was expected.

Beth Minor honored Mikyla Williams, a 7<sup>th</sup> grader, who wrote about her hopes for the future. Mikyla said in part: "In two years I will be in high school...I will be the valedictorian of my class and make my family proud... I will go to law school and I'll never lose a case...I'll start to sing in public and become very famous. I'll have lots of money and support many causes, such as breast cancer...because I will be willing to share my wealth." Mikyla then received a certificate of achievement from Ms. Minor.

### **Discipline Plan**

Principal Griffin said he is presenting the discipline plan in draft form. He consulted with parent groups and teachers, and is now waiting for feedback from students and classified staff. The goal of the plan is to raise academic achievement and curtail bad behavior, while making sure that staff and students feel supported. We will use punitive measures as well as positive rewards, he said. The plan envisions responsibilities for the administrative staff as well as teachers, parents and students. We expect appropriate behavior throughout the school: no fighting, no cheating, no running, no electronic devices, and adherence to the dress code. Students can talk to counselors in case they are needed to de-escalate events. It would be good to have a full time counselor, he said.

He continued: We recently had a bullying awareness seminar to go over the options that students have when confronted with bullying. Our message is focused on trustworthiness, caring. We give good behavior tickets to students. These go into a jar and names are drawn weekly for a prize.

Trustee Van Alst said as part of the LCAP process, it would be useful to see how this plan improves the suspension and expulsion rates. Principal Griffin said he is working with the CALPADS consultant to build a report that shows the effectiveness of the program.

### **Parent Advisory Council**

Principal Griffin said the group has focused on the absence of a math teacher. Superintendent McCoy said the Tuesday roundtables are well attended. This is not a silent parent community, even if we do not hear that in a formal report, he said.

---

### **English Learner Advisory Committee**

Mary Luz Arredondo said: I want to learn what we can do for our children. We have to have zero tolerance for bullying. I am an advocate for human rights. If I have to go to Sacramento, I will do it. We have accumulated 30 years' worth of problems. Now we must pay attention to them. Please come and engage with our community, parents and students. We don't want to be alone. We should be friendly with each other to show children that color and ethnicity ought not to be barriers. We are concerned about the cafeteria because some of the students don't like the food, which means they stay hungry and cannot learn. We are concerned about the level of education for our students who will not be ready to enter high school. We meet every Tuesday and we invite all of you to come to our meeting.

Trustee Van Alst asked how the Board should track and resolve the concerns that are brought before it. Perhaps we can receive a report on the concerns of the parents, she suggested. Trustee Newmeyer asked if the ELAC meetings have an agenda. Principal Griffin said they do. Trustee Van Alst asked to see the agenda of the meetings at the next board meeting.

### **CSEA**

Julius Holtzclaw said he is currently the union's vice president. He continued: It was concerning to see that the tentative agreement was almost voted down. It is my hope that you will rectify this and approve the agreement. We are ready to go forward with the next step.

Superintendent McCoy said the issue was tabled at the last meeting with the direction to go back and increase our ending balance. He said that he worked with Amy Prescott to bring the budget to a better standing. We believe that the budget before you tonight supports the agreement, he told the Board.

### **Director of Maintenance**

Trustee Van Alst said that the water usage bills seemed to be all over the map, with some usage far exceeding the norm. Alan Rothkop said keeping the fields green uses a lot of water. At some point, we had a leak that was under a driveway and continued for 24 hours before we could stop it. We will look at the usage over several years to see if there is an anomaly somewhere.

### **California Collaborative for Educational Excellence**

Sujie Shin said CCEE has been regularly attending the Tuesday roundtables as well as meetings of Marin City Parents Advocating for Children and other stakeholders. As outlined earlier, CCEE met with parents, staff and teachers as well as students. She continued: We asked about the assets of the community, its goals and its challenges and obstacles. We heard that the community wants academic success for the children. Challenges include discontinuity in leadership, behavior issues, not having adequate number of teachers or classroom materials. Ms. Shin said that the suggested next steps might include having a planning committee comprised of all the stakeholders, including the district, MCOE, BMLK, parents and the community with CCEE as facilitator. This group could then identify 2-3 goals, review data to figure out a focus point and immediate vs. long-term needs, and map out a plan that includes timeframes and roles and responsibilities for the stakeholders.

Trustee Newmeyer asked about metrics. Ms. Shin said this depends on the goals that we choose. Trustee Van Alst said she would like to hear district plans for bringing the middle school up to snuff. Do we need to bring in tutors? We need some out of the box solutions, she said.

### **Willow Creek Academy**

Head of School Tara Seekins said: 6<sup>th</sup> graders gave presentations of their interpretations of Greek myths in the multi-purpose room. Huckleberry Youth Services is conducting our sexual and reproductive health classes. The English Language Learner reclassification rate for the school is .34, exceeding the State target of .22. Teachers will be attending the Marin City Math Challenge. They are in the process of developing individual learning plans for students who need support to study algebra in the ninth grade. The suspension rate has been cut by almost two-thirds relative to this same time last year. Enrollment is 402.

Turning to the budget, Clark Warden said total revenues have increased by \$54K and expenditures have decreased by \$3K with a net fund balance of about \$27K. Projections for the next two years are in line to reflect the normal cost of living adjustments. Enrollment is projected to go to 417 next year.

David Suto, a resident, said: This interim budget has factored in a cost of living increase of 1.1 to 2.4 %, when rents are increasing at a rate of 5%. At some point you will lose teachers because they will not be able to afford to work here. Teacher retention is a key metric of a school's success. Turning to the problem of hiring a math teacher at Bayside MLK, math teachers these days are getting signing bonuses. If you are not offering that, you will not be able to hire a teacher. We don't have enough revenue. We have to cut overhead, find grants, or go for a parcel tax or bond to take the pressure off operational costs. We need a plan to identify what we need to teach our kids. Right now all of our schools are failing. I suggest that you check some reading samples at the middle school and see whether those students are performing at grade level.

Trustee Newmeyer said we must think of a parcel tax or bond to make revenues match up with need. Looking at students by group, the socio-economically disadvantaged students are not doing well at our schools, in Marin County or in California. We must retire the COP debt and get behind something that works for all our students.

### **Superintendent**

Mr. McCoy said that we face multiple challenges:

- Hiring a math teacher – we still do not have a viable candidate
- Compensatory education for students this summer – we are implementing an all-hands-on-deck approach. We are not giving our children what they deserve; I appreciate all those who are stepping up to help out. I am learning about the community and I am listening.
- The Marin Community Foundation is re-evaluating the guidelines for the funding for the parent liaison position. We will wait for their input before proceeding.
- Legal challenges continue. We are working with the Attorney General's office. We are also dealing with a complaint filed with the California Department of Education.

He concluded: I am now in a better position to understand the storm that we face. We have to step up and have good conversations with each other.

At 8:42 p.m., Trustee Green said that the Board would take a short break. The Board reconvened the meeting at 8:57 p.m.

#### **CONSENT AGENDA**

Trustee Van Alst asked to remove the November 15, 2016 minutes from the consent agenda.

**Newmeyer/Van Alst/1 Absent to remove the minutes from the consent agenda.**

**Roll Call /Newmeyer/Van Alst/4 Ayes, 0 Noes, 1 Absent to approve the following consent agenda items:**

- Follett Agreement for Library Services
- Response to Grand Jury Request
- Payment of Warrants – Batches 19-22

#### **Minutes of the November 15, 2016 Board Meeting**

Trustee Van Alst asked that the minutes reflect more of the discussion that took place around the consideration and approval of budget revision #1 and have the minutes brought back at the next meeting.

#### **Approval of Tennessee Woods, Tennessee Glen and Attendance Agreements**

Superintendent McCoy said the Board reviewed these agreements in November and recommended approval.

**Van Alst/Newmeyer/1 Absent to approve the Tennessee Woods, Tennessee Glen and Attendance Agreements**

#### **Review of Parent Leadership Action Network (PLAN) Proposal**

Superintendent McCoy this proposal is more comprehensive than the one presented by WestEd. The contract would come to the Board at the January meeting.

Pecolia Manigo, executive director of PLAN, said that her organization serves families as well as children and works to ensure that all students have access to a good education. She said that she is a parent of three children and has been a School Site Council president for seven years. She continued: We work in several sites in the Oakland school district and we have also supported parents and students in West Contra Costa county and San Jose. I have done education advocacy since middle school to win local control of funding for schools. We run three programs: Parents Ready for School, which prepares parents to navigate the education system. We also have a program called Leaders Engaged for Active Parents. We believe that it is essential to build a structure for family engagement. We want every family to deliver a high level of service for their children. We also do organizing. We work both with the LCAP and the Single Plan for Student Achievement to engage all the stakeholders and to get more clarity about the role of the Board, parents, students, and the community. In January, I can give more details on designing your LCAP and your plan for student achievement. In the beginning of the LCAP process,

there is a strong desire to be too philosophical and less practical. We came across this in Oakland. The LCAP can be simplified and written so that parents can easily read it. The person who has the best experience in a given task, is the one we will bring to teach your stakeholders.

Trustee Green asked if changes are evident in Oakland or San Jose. Ms. Manigo gave the example of a conversation with parents who wanted improvements in reading. PLAN employees recalibrated their work and emphasized reading. Within six weeks, Spanish speaking parents with limited English were able to work on literacy and reading with their children.

Trustee Newmeyer asked if the contract as proposed enough to cover what needs to be done. Ms. Manigo said that this is what we would charge an ally. We are doing it because of our relationship with Bettie Hodges. It is a tremendous opportunity for us, to show that our staff can work in a different environment. We have to be flexible with our plan as we start it. It will take partnership. At your Board meeting in June, we hope that you will have an LCAP that is aligned with your budget.

## **FINANCIAL & BUSINESS**

### **Resolution 740 - Authorization to Sign on behalf of the Governing Board**

**Roll Call /Newmeyer/Van Alst 4 Ayes, 0 Noes, 1 Absent to approve Resolution 740 - Authorization to Sign on behalf of the Governing Board**

### **Approval of Budget Revision #1 for Fiscal Year 2017-2018**

Trustee Van Alst said: Out of an abundance of caution, and in light of recent accusations regarding common law conflicts of interest, and as I am a trustee who has children at the charter school - I would like to recuse myself from this item as well as the next two items on the agenda, Approval of the 2016-2017 First Interim Report and Tentative Agreements with SMCTA and CSEA Bargaining Units. Trustee Newmeyer said that he is in the same position and would like to recuse himself as well.

Superintendent McCoy said that he would ask the Board to use the rule of necessity for these items. He explained that in order to allow the Board to meet statutory deadlines, the two trustees would step out and he would draw the name of one trustee to return to the meeting.

At 9:20 p.m., Superintendent McCoy and trustee Green left the meeting to confer with legal counsel. The meeting reconvened at 9:50 p.m.

Trustee Green said that according to legal counsel, the rule of necessity would not apply to the items Budget Revision #1 for Fiscal Year 2017-2018 and Tentative Agreements with SMCTA and CSEA Bargaining Units, so there will be no Board action on those items at this time. Trustee Van Alst said that she wanted to emphasize that her decision had been brought to the attention of counsel and the Superintendent prior to the meeting and was not a spur-of-the-moment action.

### **Approval of the 2016-2017 First Interim Report**

Trustees Newmeyer and Van Alst stepped out of the meeting. Superintendent McCoy asked an audience member to draw a name and Trustee Newmeyer returned to the meeting.



Amy Prescott said she was bringing a proposed revision to the June budget which must be completed by December 15 of each year. It shows that the district will meet its financial obligations this year and for the next two years and so qualifies for a positive certification. Trustee Newmeyer said that when considering the budget for this year and the next two years, we are looking at a drop of \$940K in ending fund balance, yet are still legally positively certifying our budget. He asked how this is possible. Amy Prescott said that things can change in the next two years. We will have a plan moving forward to make some changes. Terena Mares said that at MCOE, we look at it more holistically. We can change from a positive to qualified certification based on a plethora of assessments. She emphasized the subjective nature of a qualified certification. Amy Prescott continued with the slide presentation of the budget and explained the changes in revenue and expenses in the current year and two subsequent years. She also included items for review in preparation for the Second Interim Report. These items included Basic Aid Excess per the MOU with Willow Creek Academy, other shared expenses with Willow Creek Academy, Special Education, Facilities, Food Service, LCAP, and the Capital Appreciation Bond future payments.

Superintendent McCoy and the Board commended Ms. Prescott for a well presented report.

**Roll Call/Turner/Green/2 Absent to approve the 2016-2017 First Interim Report**

At this point, Trustee Van Alst returned to the meeting.

#### **FUTURE MEETING**

The next Regular Meeting of the Board of Trustees will be on Tuesday, January 10, 2017, in the Bayside Martin Luther King School Library

#### **ADJOURNMENT**

**Newmeyer/Van Alst/ 1 Absent to adjourn at 11:03 p.m.**

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Signature/Date

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Title



## Sausalito Marin City School District

Agenda Item: 5.08

Date: January 10, 2017

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

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

**Item:** Quarterly Report on Williams Uniform Complaints

### **Background:**

The Sausalito Marin City School District ("District") received several Williams Complaint Forms ("Complaints") on or about November 29, 2016. The Complaints each allege a series of deficiencies at Bayside Martin Luther King, Jr. Academy ("Bayside MLK" or "School").

Education Code Section 35186 requires that when the District receives Williams Act Complaints it must summarize the data on the nature and resolution of all complaints on a quarterly basis and report the summary to the county Superintendent of Schools and district Board of Trustees. The District received 8 Williams Act complaint forms in this reporting period—each containing multiple complaints. The District retained Fagen Friedman & Fulfrost LLP ("Counsel") to conduct the required investigation concerning the Complaints and draft the required response concerning the investigation's findings.

According to Counsel, each complaint has been resolved. Counsel's public response shall be available forty-five days from the District's receipt of the Complaints.

### **Fiscal Impact:**

### **Recommendation:**

The Sausalito Marin City School District Superintendent recommends that the Board of Trustees approve the Quarterly Report for January 2017.

### **Attachments:**

Quarterly Report on Williams Uniform Complaints

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

District: Sausalito Marin City School District

Person completing this form: Amy Prescott Title: Interim CBO

Quarterly Report Submission Date: ☐ July 2016  
☐ October 2016  
☒ January 2017  
☐ April 2017

Date for information to be reported publicly at governing board meeting 1/10/2017

Please check the box that applies:

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

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	8	8	0
Teacher Vacancy or Misassignment	8	8	0
Facilities Conditions	7	7	0
CAHSEE Intensive Instruction and Services			
<b>TOTALS</b>	24*	24	0

\*The district actually received only 8 complaint forms, but each form contained multiple complaints.

William McCoy  
Print Name of District Superintendent

\_\_\_\_\_  
Signature of District Superintendent or Designee

1/10/2017  
Date

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Sausalito Marin City School District

Agenda Item: 6.01

Date: January 10, 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:** Sausalito Marin City 2015-2016 Audit Report, Presented by Stephen Roatch of the Stephen Roatch Accountancy Corporation

**Background:** Presented to the Board of Trustees for review and approval is the annual independent audit report as prepared by Stephen Roatch Accountancy Corporation. The audit report was submitted to the State Controller's Office and Marin County Office of Education on December 15, 2016 as required by law. Law also requires that the audit report be reviewed and approved by the Board of Trustees no later than January 31, 2017.

**Recommendation:** Approve

**Attachments:** 2015-2016 Audit Report

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
COUNTY OF MARIN  
SAUSALITO, CALIFORNIA**

**AUDIT REPORT**

**JUNE 30, 2016**

SAUSALITO MARIN CITY SCHOOL DISTRICT

JUNE 30, 2016

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**SAUSALITO MARIN CITY SCHOOL DISTRICT**

**JUNE 30, 2016**

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## FINANCIAL SECTION



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**STEPHEN ROATCH ACCOUNTANCY CORPORATION**  
*Certified Public Accountants*

**INDEPENDENT AUDITOR'S REPORT**

Board of Trustees  
Sausalito Marin City School District  
Sausalito, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Sausalito Marin City School District, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

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

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

**Auditor's Responsibility**

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

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

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

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Sausalito Marin City School District, as of June 30, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 14, the budgetary comparison information on page 59, the schedule of funding progress on page 60, the schedules of the proportionate share of the net pension liability on pages 61 and 62, and the schedules of contributions on pages 63 and 64 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Sausalito Marin City School District's basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information listed in the table of contents is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information listed in the table of contents is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2016 on our consideration of Sausalito Marin City School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Sausalito Marin City School District's internal control over financial reporting and compliance.

*Stephen Roatch Accountancy Corporation*

STEPHEN ROATCH ACCOUNTANCY CORPORATION  
Certified Public Accountants

December 15, 2016

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016  
(PREPARED BY DISTRICT MANAGEMENT)**

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This section of Sausalito Marin City School District's annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2016. Please read it in conjunction with the Independent Auditor's Report presented on pages 1 through 3, and the District's financial statements, which immediately follow this section.

**USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and Statement of Activities, presented on pages 16 and 17, provide information about the activities of the District as a whole and present a longer-term view of the District's finances. The fund financial statements for governmental activities, presented on pages 18 through 24, provide information about how District services were financed in the short-term, and how much remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds. The remaining statement provides financial information about activities for which the District acts solely as an agent for the benefit of those outside the District.

**FINANCIAL HIGHLIGHTS**

- The District's overall financial status declined during fiscal year 2015-16, as total net position decreased 15.6%.
- On the Statement of Activities, total current year expenses exceeded total current year revenues by \$434,696. The decline was directly related to the current year recognition of \$966,088 of depreciation expense, which is a non-cash expense that reflects that the District's capital assets are now one year older and considered less valuable from an accounting standpoint.
- Capital assets, net of depreciation, decreased \$909,209 due to accumulated depreciation growing at a faster rate than acquisitions and construction.
- Total long-term liabilities increased \$299,094 due primarily to the early retirement incentives offered during the year and an increase in the District's proportionate share of the net pension liabilities related to its participation in the CalSTRS and CalPERS pension plans.
- The average daily attendance (ADA) decreased from 142 ADA in fiscal year 2014-15, down to 136 ADA in fiscal year 2015-16, a decrease of 4.2%.
- The District maintains sufficient reserves for a district its size. It meets the state required minimum reserve for economic uncertainty of 5% of total general fund expenditures, transfers out, and other uses (total outgo). During fiscal year 2015-16, General Fund expenditures and other financing uses totaled \$5,527,347. At June 30, 2016, the District has available reserves of \$1,798,516 in the General Fund, which represents a reserve of 32.5%.

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

(PREPARED BY DISTRICT MANAGEMENT)

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**THE FINANCIAL REPORT**

The full annual financial report consists of three separate parts, including the basic financial statements, supplementary information, and Management's Discussion and Analysis. The three sections together provide a comprehensive overview of the District. The basic financial statements are comprised of two kinds of statements that present financial information from different perspectives, government-wide and funds.

- Government-wide financial statements, which comprise the first two statements, provide both short-term and long-term information about the District's overall financial position.
- Individual parts of the District, which are reported as fund financial statements comprise the remaining statements.
  - ❖ Basic services funding is described in the governmental funds statements. These statements include short-term financing and identify the balance remaining for future spending.
  - ❖ Short and long-term financial information about the activities of the District that operate like businesses are provided in the proprietary fund statements.
  - ❖ Financial relationships, for which the District acts as an agent or trustee for the benefit of others to whom the resources belong, are presented in the fiduciary funds statements.

Notes to the financials, which are included in the financial statements, provide more detailed data and explain some of the information in the statements. The required supplementary information provides further explanations and provides additional support for the financial statements. A comparison of the District's budget for the year is included.

**Reporting the District as a Whole**

The District as a whole is reported in the government-wide statements and uses accounting methods similar to those used by companies in the private sector. All of the District's assets and liabilities are included in the Statement of Net Position. The Statement of Activities reports all of the current year's revenues and expenses regardless of when cash is received or paid.

The District's financial health (net position) can be measured by the difference between the District's assets and liabilities.

- Increases or decreases in the net position of the District over time are indicators of whether its financial position is improving or deteriorating, respectively.
- Additional non-financial factors such as the condition of school buildings and other facilities, and changes in the property tax base of the District need to be considered in assessing the overall health of the District.

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016  
(PREPARED BY DISTRICT MANAGEMENT)**

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**THE FINANCIAL REPORT (CONCLUDED)**

**Reporting the District as a Whole (Concluded)**

In the Statement of Net Position and the Statement of Activities, we divide the District into two kinds of activities:

*Governmental Activities:*

The basic services provided by the District, such as regular and special education, administration, and special education transportation are included here, and are primarily financed by property taxes and state formula aid. Non-basic services, such as child nutrition are also included here, but are financed by a combination of local revenues and state and federal programs.

*Business-type Activities:*

The District does not provide any services that should be included in this category.

**Reporting the District's Most Significant Funds**

The District's fund-based financial statements provide detailed information about the District's most significant funds. Some funds are required to be established by State law and bond covenants. However, the District establishes many other funds as needed to control and manage money for specific purposes.

*Governmental Funds:*

The major governmental funds of Sausalito Marin City School District are the General Fund, the Bond Interest and Redemption Fund, the Debt Service Fund and the Capital Projects - Special Reserve Fund. Governmental fund reporting focuses on how money flows into and out of the funds and the balances that remain at the end of the year. A modified accrual basis of accounting measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's operations and services. Governmental fund information helps to determine the level of financial resources available in the near future to finance the District's programs.

*Proprietary Funds:*

Services for which the District charges a fee are generally reported in proprietary funds on a full accrual basis. These include both Enterprise funds and Internal Service funds. Enterprise funds are considered business-type activities and are also reported under a full accrual method. This is the same basis as business-type activities; therefore no reconciling entries are required. Internal service funds are reported with the Governmental Funds. The District has no funds of this type.

*Fiduciary Funds:*

The District is the trustee, or fiduciary, for its student activity fund and acts as a "cash conduit" for Willow Creek Academy. All of the District's fiduciary activities are reported in a separate fiduciary statement. We exclude these activities from the District's other financial statements because the District cannot use these assets to finance their operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.



**SAUSALITO MARIN CITY SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016  
(PREPARED BY DISTRICT MANAGEMENT)**

**FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE**

**GOVERNMENTAL ACTIVITIES**

The District's total net position decreased from \$2,795,062 at June 30, 2015, down to \$2,360,366 at June 30, 2016, a decrease of 15.6%.

<b><u>Comparative Statement of Net Position</u></b>		
	<b>Governmental Activities</b>	
	<b>2015</b>	<b>2016</b>
<b><u>Assets</u></b>		
Deposits and Investments	\$ 3,879,729	\$ 4,092,629
Current Receivables	244,081	852,058
Capital Assets, net	23,220,002	22,310,793
<b>Total Assets</b>	<b>27,343,812</b>	<b>27,255,480</b>
<b><u>Deferred Outflows of Resources</u></b>		
Pension Deferrals	323,034	399,451
Bond Refunding	1,338,433	1,289,014
<b>Total Deferred Outflows of Resources</b>	<b>1,661,467</b>	<b>1,688,465</b>
<b><u>Liabilities</u></b>		
Current	1,302,525	1,421,149
Long-term	24,090,517	24,530,079
<b>Total Liabilities</b>	<b>25,393,042</b>	<b>25,951,228</b>
<b><u>Deferred Inflows of Resources</u></b>		
Pension Deferrals	817,175	632,351
<b><u>Net Position</u></b>		
Net Investment in Capital Assets	3,043,602	2,568,879
Restricted for Capital Projects	592	357,966
Restricted for Debt Service	1,227,848	1,101,437
Restricted for Educational Programs	142,399	231,369
Restricted for Other Purposes	1,778	3,128
Unrestricted (Deficit)	(1,621,157)	(1,902,413)
<b>Total Net Position</b>	<b>\$ 2,795,062</b>	<b>\$ 2,360,366</b>
<i>Table includes financial data of the combined governmental funds.</i>		

The unrestricted deficit balance, presented above, is a result of the District's requirement to record a liability in the financial statements to reflect the District's proportionate share of the net pension liabilities related to its participation in the CalSTRS and CalPERS pension plans.



**SAUSALITO MARIN CITY SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

(PREPARED BY DISTRICT MANAGEMENT)

**FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)**

GOVERNMENTAL ACTIVITIES (CONTINUED)

The District's total current year expenses exceeded total current year revenues by \$434,696.

<b><u>Comparative Statement of Change in Net Position</u></b>		
	Governmental Activities	
	2015	2016
<b><u>Program Revenues</u></b>		
Operating Grants & Contributions	\$ 1,317,684	\$ 1,144,016
Capital Grants & Contributions		356,847
<b><u>General Revenues</u></b>		
Taxes Levied	3,936,875	3,733,723
Federal & State Aid	1,124,989	1,369,240
Interest & Investment Earnings	20,166	18,623
Miscellaneous	250,360	740,982
Total Revenues	6,650,074	7,363,431
<b><u>Expenses</u></b>		
Instruction	3,506,278	3,704,283
Instruction-Related Services	624,844	712,812
Pupil Services	453,694	448,300
General Administration	645,455	791,638
Plant Services	718,793	934,078
Interest on Long-Term Debt	766,964	695,721
Other Expenses	762,399	511,295
Total Expenses	7,478,427	7,798,127
Change in Net Position	(828,353)	(434,696)
Net Position, Beginning	3,623,415	2,795,062
Net Position, Ending	\$ 2,795,062	\$ 2,360,366

*Table includes financial data of the combined governmental funds*

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016  
(PREPARED BY DISTRICT MANAGEMENT)**

**FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)**

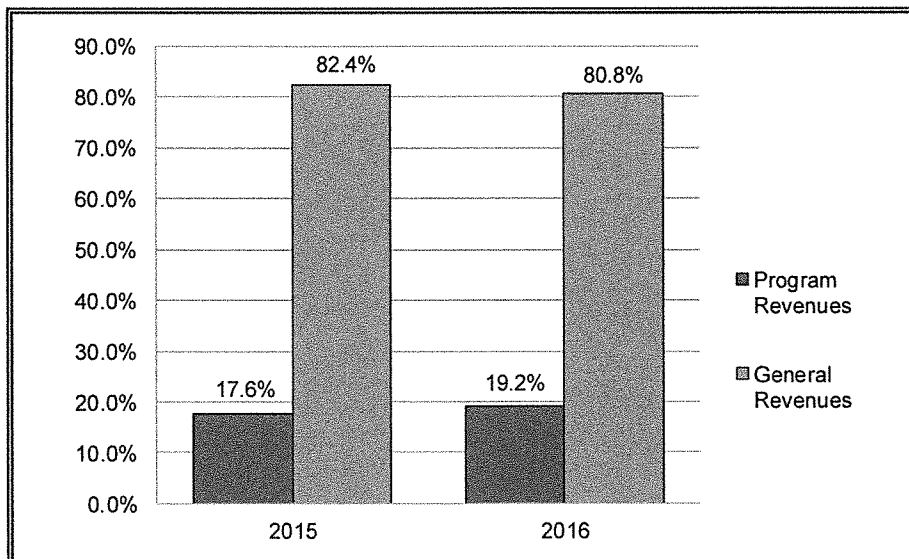
**GOVERNMENTAL ACTIVITIES (CONTINUED)**

**Comparative Schedule of Costs of Services**

	Total Cost of Services		Net Cost of Services	
	2015	2016	2015	2016
Instruction	\$ 3,506,278	\$ 3,704,283	\$ 2,841,778	\$ 2,706,416
Instruction-Related Services	624,844	712,812	537,922	625,142
Pupil Services	453,694	448,300	188,065	285,558
General Administration	645,455	791,638	608,982	766,763
Plant Services	718,793	934,078	666,892	830,526
Interest on Long-Term Debt	766,964	695,721	766,964	695,721
Other Expenses	762,399	511,295	550,140	387,138
Totals	<u>\$ 7,478,427</u>	<u>\$ 7,798,127</u>	<u>\$ 6,160,743</u>	<u>\$ 6,297,264</u>

*Table includes financial data of the combined governmental funds*

The table above presents the cost of major District activities. The table also shows each activity's net cost (total cost less fees generated by the activities and intergovernmental aid provided for specific programs). The \$6,297,264 net cost represents the financial burden that was placed on the District's general revenues for providing the services listed.



In 2015-16, program revenues financed 19.2% of the total cost of providing the services listed above, while the remaining 80.8% was financed by the general revenues of the District.

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016  
(PREPARED BY DISTRICT MANAGEMENT)**

**FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)**

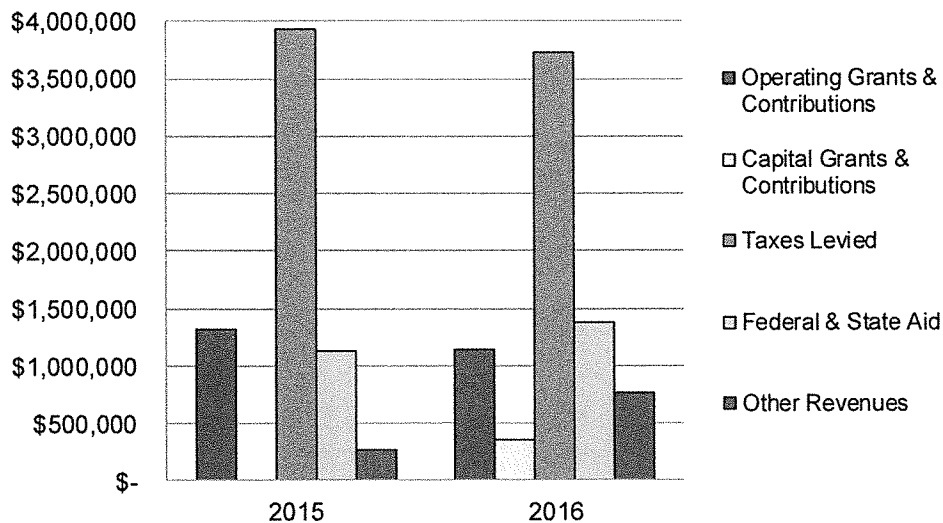
**GOVERNMENTAL ACTIVITIES (CONTINUED)**

**Schedule of Revenues For Governmental Functions**

	FYE 2015 Amount	Percent of Total	FYE 2016 Amount	Percent of Total
<b><u>Program Revenues</u></b>				
Operating Grants & Contributions	\$ 1,317,684	19.81%	\$ 1,144,016	15.54%
Capital Grants & Contributions	0	0.00%	356,847	4.85%
<b><u>General Revenues</u></b>				
Taxes Levied	3,936,875	59.20%	3,733,723	50.71%
Federal & State Aid	1,124,989	16.92%	1,369,240	18.60%
Other Revenues	270,526	4.07%	759,605	10.32%
<b>Total Revenues</b>	<b>\$ 6,650,074</b>	<b>100.00%</b>	<b>\$ 7,363,431</b>	<b>100.00%</b>

*Table includes financial data of the combined governmental funds*

**Comparative Revenues**



**SAUSALITO MARIN CITY SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

(PREPARED BY DISTRICT MANAGEMENT)

**FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)**

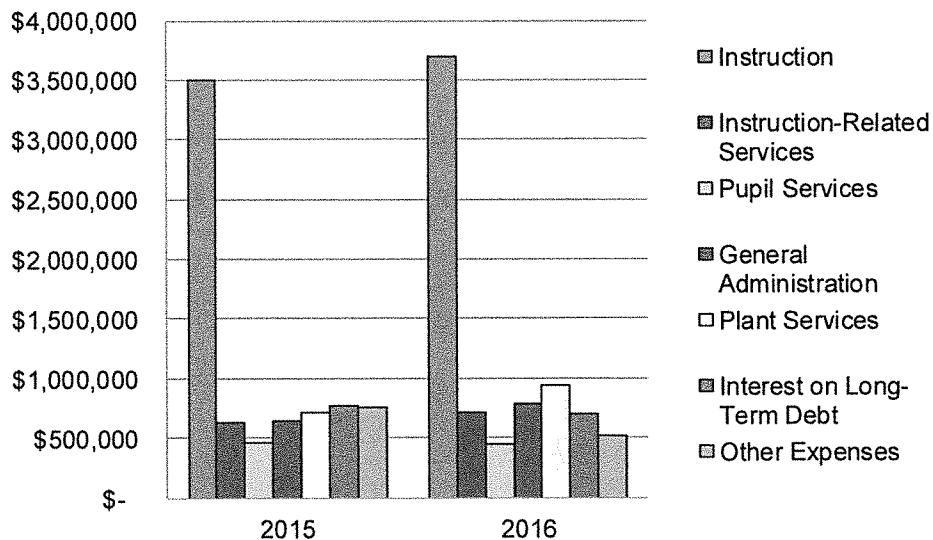
**GOVERNMENTAL ACTIVITIES (CONTINUED)**

**Schedule of Expenses For Governmental Functions**

	FYE 2015 Amount	Percent of Total	FYE 2016 Amount	Percent of Total
<b><u>Expenses</u></b>				
Instruction	\$ 3,506,278	46.89%	\$ 3,704,283	47.50%
Instruction-Related Services	624,844	8.36%	712,812	9.14%
Pupil Services	453,694	6.07%	448,300	5.75%
General Administration	645,455	8.63%	791,638	10.15%
Plant Services	718,793	9.61%	934,078	11.98%
Interest on Long-Term Debt	766,964	10.26%	695,721	8.92%
Other Expenses	762,399	10.19%	511,295	6.56%
<b>Total Expenses</b>	<b>\$ 7,478,427</b>	<b>100.00%</b>	<b>\$ 7,798,127</b>	<b>100.00%</b>

*Table includes financial data of the combined governmental funds*

**Comparative Expenses**



**SAUSALITO MARIN CITY SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016  
(PREPARED BY DISTRICT MANAGEMENT)**

**FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONTINUED)**

**GOVERNMENTAL ACTIVITIES (CONTINUED)**

<b><u>Comparative Schedule of Capital Assets</u></b>		
	<b>Governmental Activities</b>	
	<b>2015</b>	<b>2016</b>
Land	\$ 948,870	\$ 948,870
Sites and Improvements	2,519,365	2,270,855
Buildings and Improvements	27,213,070	26,931,687
Furniture and Equipment	619,190	595,732
Work-in-Progress	0	81,943
Subtotals	31,300,495	30,829,087
Less: Accumulated Depreciation	(8,080,493)	(8,518,294)
Capital Assets, net	<u>\$ 23,220,002</u>	<u>\$ 22,310,793</u>

Capital assets, net of depreciation, decreased \$909,209 due to accumulated depreciation growing at a faster rate than acquisitions and construction.

<b><u>Comparative Schedule of Long-Term Liabilities</u></b>		
	<b>Governmental Activities</b>	
	<b>2015</b>	<b>2016</b>
Compensated Absences	\$ 46,967	\$ 66,048
General Obligation Bonds	16,510,000	16,155,000
Bond Premium	406,195	391,197
Certificates of Participation	3,580,000	3,485,000
Capital Leases	1,018,907	1,000,000
Early Retirement Incentives	0	232,472
Other Post Employment Benefits	33,198	53,231
Net Pension Liabilities	2,990,897	3,502,310
Totals	<u>\$ 24,586,164</u>	<u>\$ 24,885,258</u>

Total long-term liabilities increased \$299,094 due primarily to the early retirement incentives offered during the year and an increase in the District's proportionate share of the net pension liabilities related to its participation in the CalSTRS and CalPERS pension plans.

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016  
(PREPARED BY DISTRICT MANAGEMENT)**

**FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE (CONCLUDED)**

**GOVERNMENTAL ACTIVITIES (CONCLUDED)**

The general obligation bonds are financed by the local taxpayers and represent 65% of the District's total long-term liabilities. The remaining long-term liabilities are primarily financed by the General Fund.

The notes to the financial statements are an integral part of the financial presentation and contain more detailed information as to interest, principal, retirement amounts, and future debt retirement dates.

**FINANCIAL ANALYSIS OF DISTRICT'S FUNDS**

<b><u>Comparative Schedule of Fund Balances</u></b>			
	Fund Balances June 30, 2015	Fund Balances June 30, 2016	Increase (Decrease)
General	\$ 1,860,472	\$ 2,030,885	\$ 170,413
Bond Interest and Redemption	671,041	485,465	(185,576)
Debt Service	794,882	863,636	68,754
Capital Projects - Special Reserve	136,023	289,486	153,463
Deferred Maintenance	90,950	96,546	5,596
Cafeteria	778	2,128	1,350
Corporation Debt Service	32	25	(7)
Building	247	247	0
County School Facilities	592	357,966	357,374
Corporation Acquisition	22	22	0
Totals	<u>\$ 3,555,039</u>	<u>\$ 4,126,406</u>	<u>\$ 571,367</u>

The fund balance of the General Fund increased \$170,413 due primarily to an increase in basic aid supplemental revenue and the receipt of one-time state funds for outstanding mandate claims. The \$357,374 increase in fund balance in the County School Facilities Fund is due to the receipt of \$356,742 of state facilities apportionments for the seismic rehabilitation project that were unspent at June 30, 2016. The combined fund balances of all other District governmental funds increased \$43,580.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The District's budget is prepared in accordance with California law and is based on the modified accrual basis of accounting. Over the course of the year, the District revises its budget based on updated financial information. The original budget, approved at the end of June for July 1, is based on May Revise figures and updated 45 days after the State approves its final budget. In addition, the District revises its budget at First and Second Interim to reflect the most current financial information available at that point in time. The original and final budget for fiscal year 2015-16 is presented alongside the actual results on page 59.

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016  
(PREPARED BY DISTRICT MANAGEMENT)**

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**ECONOMIC FACTORS BEARING ON THE DISTRICT'S FUTURE**

Employer contribution rates for CalSTRS and CalPERS will continue to increase on an annual basis for the foreseeable future. In addition, the economy has finished its seventh year of expansion, lasting two years longer than the average recovery. The Governor and Department of Finance continue to urge the Legislation and local governments, including local education agencies, to plan for the next recession.

Accordingly, the District's budget should continue to be managed with a great degree of conservatism over the next few years. The District has an excellent track record in meeting this challenge in what has proven to be a cycle of lean years and prosperous years for education finances.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, parents, investors, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions regarding this report or need additional financial information, contact the District Office, Sausalito Marin City School District, 200 Phillips Drive, Marin City, California 94965.



BASIC FINANCIAL STATEMENTS

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2016**

	<b>Governmental Activities</b>
<b><u>Assets</u></b>	
Deposits and Investments (Note 2)	\$ 4,092,629
Receivables (Note 3)	852,058
Capital Assets (Note 5)	
Land	948,870
Sites and Improvements	2,270,855
Buildings and Improvements	26,931,687
Furniture and Equipment	595,732
Work-in-Progress	81,943
Less: Accumulated Depreciation	(8,518,294)
Total Assets	<u>27,255,480</u>
<b><u>Deferred Outflows of Resources</u></b>	
Pension Deferrals (Note 11)	399,451
Bond Refunding (Note 1H)	1,289,014
Total Deferred Outflows of Resources	<u>1,688,465</u>
<b><u>Liabilities</u></b>	
Accounts Payable and Other Current Liabilities	818,281
Accrued Interest Payable	247,689
Long-Term Liabilities:	
<i>Portion Due or Payable Within One Year:</i>	
Compensated Absences (Note 1H)	66,048
General Obligation Bonds	130,000
Bond Premium	14,998
Certificates of Participation	95,000
Early Retirement Incentives	49,133
<i>Portion Due or Payable After One Year:</i>	
General Obligation Bonds (Note 6)	16,025,000
Bond Premium (Note 1H, Note 6)	376,199
Certificates of Participation (Note 7)	3,390,000
Capital Lease (Note 8)	1,000,000
Early Retirement Incentives (Note 9)	183,339
Other Post Employment Benefits (Note 10)	53,231
Net Pension Liabilities (Note 11)	3,502,310
Total Liabilities	<u>25,951,228</u>
<b><u>Deferred Inflows of Resources</u></b>	
Pension Deferrals (Note 11)	<u>632,351</u>
<b><u>Net Position</u></b>	
Net Investment in Capital Assets	2,568,879
Restricted:	
For Capital Projects	357,966
For Debt Service	1,101,437
For Educational Programs	231,369
For Other Purposes	3,128
Unrestricted (Deficit)	(1,902,413)
Total Net Position	<u><u>\$ 2,360,366</u></u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**STATEMENT OF ACTIVITIES**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Functions	Expenses	Program Revenues			Net (Expense)
		Charges for	Operating	Capital	Revenue and
		Services	Grants	Grants	Changes in
			and	and	Net Position
			Contributions	Contributions	
					Governmental
					Activities
<b><u>Governmental Activities</u></b>					
Instruction	\$ 3,704,283		\$ 641,020	\$ 356,847	\$ (2,706,416)
Instruction-Related Services:					
Supervision of Instruction	63,963		9,037		(54,926)
Instructional Library and Technology	119,982				(119,982)
School Site Administration	528,867		78,633		(450,234)
Pupil Services:					
Home-to-School Transportation	2,612				(2,612)
Food Services	145,430		82,179		(63,251)
Other Pupil Services	300,258		80,563		(219,695)
General Administration:					
Data Processing Services	6,535				(6,535)
Other General Administration	785,103		24,875		(760,228)
Plant Services	934,078		103,552		(830,526)
Ancillary Services	813				(813)
Community Services	3,000				(3,000)
Interest on Long-Term Debt	695,721				(695,721)
Other Outgo	507,482		124,157		(383,325)
Total Governmental Activities	\$ 7,798,127	\$ 0	\$ 1,144,016	\$ 356,847	(6,297,264)
<b><u>General Revenues</u></b>					
Taxes Levied for General Purposes					3,028,707
Taxes Levied for Debt Service					704,749
Taxes Levied for Specific Purposes					267
Federal and State Aid - Unrestricted					1,369,240
Interest and Investment Earnings					18,623
Miscellaneous					740,982
Total General Revenues					5,862,568
Change in Net Position					(434,696)
Net Position - July 1, 2015					2,795,062
Net Position - June 30, 2016					\$ 2,360,366

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

SAUSALITO MARIN CITY SCHOOL DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2016

	<u>General</u>	<u>Bond Interest and Redemption</u>
<b><u>Assets</u></b>		
Deposits and Investments (Note 2)	\$ 2,230,635	\$ 485,465
Receivables (Note 3)	334,745	
Due from Other Funds (Note 4)	30,672	
Total Assets	<u>\$ 2,596,052</u>	<u>\$ 485,465</u>
<b><u>Liabilities and Fund Balances</u></b>		
Liabilities:		
Accounts Payable	\$ 532,424	
Due to Other Funds (Note 4)	32,743	
Total Liabilities	<u>565,167</u>	
Fund Balances: (Note 13)		
Nonspendable	1,000	
Restricted	231,369	\$ 485,465
Assigned		
Unassigned	1,798,516	
Total Fund Balances	<u>2,030,885</u>	<u>485,465</u>
Total Liabilities and Fund Balances	<u>\$ 2,596,052</u>	<u>\$ 485,465</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

<b>Debt Service</b>	<b>Capital Projects - Special Reserve</b>	<b>Non-Major Governmental Funds</b>	<b>Total Governmental Funds</b>
\$ 863,636	\$ 71,360 501,716	\$ 441,533 15,597 32,743	\$ 4,092,629 852,058 63,415
<u>\$ 863,636</u>	<u>\$ 573,076</u>	<u>\$ 489,873</u>	<u>\$ 5,008,102</u>
	\$ 283,590	\$ 2,267 30,672	\$ 818,281 63,415
	<u>283,590</u>	<u>32,939</u>	<u>881,696</u>
\$ 863,636	289,486	40 360,348 96,546	1,040 1,940,818 386,032 1,798,516
<u>863,636</u>	<u>289,486</u>	<u>456,934</u>	<u>4,126,406</u>
<u>\$ 863,636</u>	<u>\$ 573,076</u>	<u>\$ 489,873</u>	<u>\$ 5,008,102</u>



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2016**

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<b>Total Fund Balances - Governmental Funds</b>	<b>\$ 4,126,406</b>
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Amounts reported for governmental activities in the statement of net position are different from amounts reported in governmental funds due to the following:

Capital assets: In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation.

Capital Assets	\$ 30,829,087	
Accumulated Depreciation	(8,518,294)	
Net		22,310,793

Deferred outflows and inflows of resources relating to pensions: In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported:

Deferred outflows of resources relating to pensions		399,451
Deferred inflows of resources relating to pensions		(632,351)

Unamortized costs: In governmental funds, the gain or loss from debt refunding activities is recognized in the period they are incurred. In the government-wide statements, the gain or loss is deferred and amortized as interest over the life of the new or refunded debt, whichever period is shorter. The deferred amount from refunding, reported as deferred outflows of resources, are:

1,289,014

Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities are:

Compensated Absences	\$ 66,048	
General Obligation Bonds	16,155,000	
Bond Premium	391,197	
Certificates of Participation	3,485,000	
Capital Lease	1,000,000	
Early Retirement Incentives	232,472	
Other Post Employment Benefits	53,231	
Net Pension Liabilities	3,502,310	
Total		(24,885,258)

Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statement of activities, it is recognized in the period that it is incurred. The additional liability for unmatured interest owed at the end of the period was:

(247,689)

**Total Net Position - Governmental Activities**

**\$ 2,360,366**

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**SAUSALITO MARIN CITY SCHOOL DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

	<u>General</u>	<u>Bond Interest and Redemption</u>
<b><u>Revenues</u></b>		
LCFF Sources:		
State Apportionment / Transfers	\$ 1,211,092	
Local Taxes	3,028,707	
Total LCFF Sources	4,239,799	
Federal Revenue	343,918	
State Revenue	498,502	\$ 2,956
Local Revenue	615,541	715,945
Total Revenues	5,697,760	718,901
<b><u>Expenditures</u></b>		
Current:		
Instruction	2,432,133	
Supervision of Instruction	59,106	
Instructional Library and Technology	115,200	
School Site Administration	478,023	
Home-To-School Transportation	35	
Food Services		
Other Pupil Services	265,627	
Data Processing Services	6,535	
Other General Administration	755,871	
Plant Services	565,197	
Facilities Acquisition and Construction	1,500	
Ancillary Services	813	
Community Services	3,000	
Other Outgo	507,482	
Debt Service:		
Principal Retirement	18,907	355,000
Interest and Issuance Costs	572	549,477
Total Expenditures	5,210,001	904,477
Excess of Revenues Over (Under) Expenditures	487,759	(185,576)
<b><u>Other Financing Sources (Uses)</u></b>		
Operating Transfers In		
Operating Transfers Out	(317,346)	
Total Other Financing Sources (Uses)	(317,346)	0
Net Change in Fund Balances	170,413	(185,576)
Fund Balances - July 1, 2015	1,860,472	671,041
Fund Balances - June 30, 2016	\$ 2,030,885	\$ 485,465

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

<u>Debt Service</u>	<u>Capital Projects - Special Reserve</u>	<u>Non-Major Governmental Funds</u>	<u>Total Governmental Funds</u>
		\$ 50,000	\$ 1,261,092
			3,028,707
		50,000	4,289,799
		77,685	421,603
		361,230	862,688
\$ 12,987	\$ 501,900	774	1,847,147
12,987	501,900	489,689	7,421,237
			2,432,133
			59,106
			115,200
			478,023
			35
		145,430	145,430
			265,627
			6,535
			755,871
	265,317	21,090	851,604
	83,443	23,443	108,386
			813
			3,000
			507,482
		95,000	468,907
		101,669	651,718
0	348,760	386,632	6,849,870
12,987	153,140	103,057	571,367
55,767	252,745 (252,422)	261,256	569,768 (569,768)
55,767	323	261,256	0
68,754	153,463	364,313	571,367
794,882	136,023	92,621	3,555,039
\$ 863,636	\$ 289,486	\$ 456,934	\$ 4,126,406

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**Net Change in Fund Balances - Governmental Funds**

\$ 571,367

Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds due to the following:

Capital outlay: In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is:

Capital Outlay Expenditures	\$ 114,685	
Depreciation Expense	(966,088)	
Net		(851,403)

Gain or loss on disposal of capital assets: In governmental funds, the entire proceeds from the disposal of capital assets are reported as revenue. In the statement of activities, only the resulting gain or loss is reported. The difference between the proceeds from the disposal of capital assets and the resulting loss is:

(57,806)

Debt service: In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Expenditures for repayment of the principal portion of long-term debt were:

468,907

Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from the prior period, was:

(9,582)

Compensated absences and early retirement incentives: In governmental funds, compensated absences and early retirement incentives are measured by the amounts paid during the period. In the statement of activities, compensated absences and early retirement incentives are measured by the amounts earned. The difference between amounts paid and amounts earned were:

(251,553)

Post employment benefits other than pensions (OPEB): In governmental funds, OPEB costs are recognized when employer contributions are made. In the statement of activities, OPEB costs are recognized on the accrual basis. This year, the difference between OPEB costs and actual employer contributions was:

(20,033)

Pensions: In governmental funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual basis pension costs and actual employer contributions was:

(250,172)

Amortization of debt issue premium or discount or deferred gain or loss from debt refunding: In governmental funds, if debt is issued at a premium or discount, the premium or discount is recognized as Other Financing Sources or Other Financing Uses in the period it is incurred. In the government-wide statements, the premium or discount, plus any deferred gain or loss from debt refunding, is amortized as interest over the life of the debt. The net amortization for the period is:

(34,421)

**Change in Net Position of Governmental Activities**

\$ (434,696)

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

SAUSALITO MARIN CITY SCHOOL DISTRICT  
STATEMENT OF NET POSITION  
FIDUCIARY FUNDS  
JUNE 30, 2016

	Agency Funds		
	Student Body Funds	Willow Creek Academy	Total Fiduciary Funds
<b><u>Assets</u></b>			
Deposits and Investments (Note 2)	\$ 1,119	\$ 21,913	\$ 23,032
Total Assets	1,119	21,913	23,032
<b><u>Liabilities</u></b>			
Due to Student Groups	1,119		1,119
Due to Willow Creek Academy		21,913	21,913
Total Liabilities	1,119	21,913	23,032
<b><u>Net Position</u></b>			
Total Net Position	\$ 0	\$ 0	\$ 0

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE STATEMENTS

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES**

**A. Financial Reporting Entity**

The Sausalito Marin City School District (the "District") is a public educational agency operating under the applicable laws and regulations of the State of California. It is governed by a five member Board of Trustees elected by registered voters of the District, which comprises an area in Marin County. The District serves students in kindergarten through grade eight.

The District accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

The financial reporting entity consists of the following:

- The primary government
- Organizations for which the primary government is financially accountable
- Other organizations for which the primary government may determine, through exercise of management's professional judgment, that the inclusion of an organization that does not meet the financial accountability criteria is necessary in order to prevent the reporting entity's financial statements from being misleading. In such instances, the organization should be included as a component unit.

Component Units are legally separate organizations for which elected officials of the primary government (District) are financially accountable. The District is financially accountable for the Sausalito School District Financing Corporation (the "Corporation") and therefore the Corporation meets the reporting entity definition. Accordingly, the financial activities of the Corporation have been included in the financial statements of the District.

The following are those aspects of the relationship between the District and the Corporation that satisfy the financial reporting entity criteria:

- The Board of Directors for the Corporation is appointed by the District's Board.
- The Corporation has no employees or members. The District's Business Manager shall serve as the Chief Financial Officer and the District's Superintendent shall serve as the Chief Executive Officer of the Corporation. These individuals receive no additional compensation for work performed in these capacities.
- The District exercises significant influence over operations of the Corporation as the District will always be the sole lessee of all facilities owned by the Corporation. Any deficits incurred by the Corporation will be reflected in the lease payments of the District. Any surpluses of the Corporation revert to the District at the end of the lease period.
- All major financing arrangements, contracts, and financial transactions of the Corporation must have the consent of the District.
- The property, assets, profits, and net revenues of the Corporation are irrevocably dedicated to the District, subject to the indebtedness of the Corporation.
- The District has assumed a "moral obligation" and potentially a legal obligation for any debt incurred by the Corporation.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**A. Financial Reporting Entity (Concluded)**

For financial presentation purposes, the Corporation's financial activity has been blended, or combined, with the financial data of the District. The financial activity of the Corporation is included in the Corporation Debt Service Fund and Corporation Acquisition Fund, and the certificates of participation issued by the Corporation are reported as a liability in the Statement of Net Position.

The Corporation is a nonprofit, public benefit corporation, incorporated under the laws of the State of California and recorded by the Secretary of State in 1996. The Corporation was formed for the sole purpose of providing financial assistance to the Sausalito Marin City School District by acquiring, constructing, remodeling, rehabilitating, equipping, improving and financing various public facilities, land and equipment and by leasing certain facilities, land and equipment for the use, benefit and enjoyment of the public served by the District.

Governmental Accounting Standards Board Statement No. 39 (GASB 39), *Determining Whether Certain Organizations are Component Units*, provides further guidance, stating that a legally separate organization should be reported as a component unit if specific criteria are met. The District has determined that there are no organizations, for which the District is not financially accountable, which should be reported within its financial reporting entity under GASB 39.

**B. Basis of Presentation**

*Government-wide Financial Statements:*

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the District and its component units. The effect of interfund activity within the governmental activities has been removed from these statements. The primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The government-wide financial statements are prepared using the economic resources measurement focus. This is the same approach used in the preparation of the proprietary fund and fiduciary fund financial statements but differs from the manner in which governmental fund financial statements are prepared. Governmental fund financial statements, therefore, include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The District does not allocate indirect expenses to functions in the statement of activities. Program revenues include charges paid by the recipients of goods or services offered by a program, as well as grants and contributions that are restricted to meeting the operational or capital requirements of a particular program.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Basis of Presentation**

*Government-wide Financial Statements (Concluded):*

Revenues which are not classified as program revenues are presented as general revenues of the District, with certain exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

*Fund Financial Statements:*

Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major governmental fund is presented in a separate column, and all non-major funds are aggregated into one column. Fiduciary funds are reported by fund type.

The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Fiduciary funds are reported using the economic resources measurement focus.

**C. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Fiduciary funds use the accrual basis of accounting.

**Revenues - Exchange and Non-exchange Transactions:**

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. Under the modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, "available" means collectible within the current period or within 45, 60, 90 days after year-end, depending on the revenue source. However, to achieve comparability of reporting among California Districts and so as not to distort normal revenue patterns, with specific respect to reimbursement grants and corrections to state apportionments, the California Department of Education has defined available as collectible within one year.



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**C. Basis of Accounting (Concluded)**

**Revenues - Exchange and Non-exchange Transactions (Concluded):**

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

**Unearned Revenue:**

Unearned revenue arises when assets are received before revenue recognition criteria have been satisfied. Certain grants received before eligibility requirements are met are recorded as unearned revenue. On governmental fund financial statements, receivables associated with non-exchange transactions that will not be collected within the availability period have also been recorded as unearned revenue.

**Expenses/Expenditures:**

On an accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

**D. Fund Accounting**

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity or retained earnings, revenues, and expenditures or expenses, as appropriate. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The District maintains the following governmental fund types:

*General Fund* - The general fund is used to account for and report all financial resources not accounted for and reported in another fund.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**D. Fund Accounting (Concluded)**

Governmental fund types (Concluded):

*Special Revenue Funds* - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted, committed, or assigned to expenditure for specified purposes other than debt service or capital projects. Other resources also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund.

*Debt Service Funds* - Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

*Capital Projects Funds* - Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

The District's funds are organized into major, non-major, and fiduciary funds as follows:

Major Governmental Funds:

*General Fund* is the general operating fund of the District. For financial reporting purposes the financial activities and balances of the Special Revenue - Special Reserve Fund have been combined with the General Fund.

*Bond Interest & Redemption Fund* is used to account for District taxes received and expended to pay bond interest and redeem bond principal and related costs.

*Debt Service Fund* is used to account for payments made to the sinking fund, which is required by the lease purchase agreement that was entered into with California School Board Association Finance Corporation, for purposes of financing capital improvements at the District's two schools.

*Capital Projects - Special Reserve Fund* is used to account for proceeds from real property sales and capital outlays for District property.

Non-major Governmental Funds:

*Deferred Maintenance Fund* is used for the purpose of major repairs or replacement of District property.

*Cafeteria Fund* is used to account for revenues received and expenditures made to operate the District's cafeteria program.

*Corporation Debt Service Fund* is used to account for the payment of interest and redemption of principal on the outstanding certificates of participation issued by the Sausalito Marin City School District Financing Corporation.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**D. Fund Accounting (Concluded)**

Non-major Governmental Funds (Concluded):

*Building Fund* is used to account for acquisition of major governmental facilities financed from bond proceeds.

*County School Facilities Fund* is used to account for state apportionments (Education Code Sections 17009.5 and 17070.10-17076.10).

*Corporation Acquisition Fund* is used to account for proceeds from the sale of certificates of participation that will be used to finance the renovation, construction, and modernization of the District's school facilities.

Fiduciary Funds:

*Agency Funds* are used to account for assets of others for which the District acts as an agent. The District maintains an agency fund for the student body account, which is used to account for the raising and expending of money to promote the general welfare, and educational experience of the student body. In addition, the District maintains an agency fund to account for receipts to be transferred to Willow Creek Academy. The District acts only as a cash conduit for these funds.

**E. Budgets and Budgetary Accounting**

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. By state law, the District's Governing Board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements.

These budgets are revised by the District's Governing Board and Superintendent during the year to give consideration to unanticipated income and expenditures. The original and final revised budget is presented for the General Fund as required supplementary information on page 59.

Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

**F. Use of Estimates**

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

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**G. Encumbrances**

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated at June 30.

**H. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Fund Equity**

**1. Deposits and Investments**

The District is authorized to maintain cash in banks and revolving funds that are insured to \$250,000 by the Federal Depository Insurance Corporation (FDIC).

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The County is authorized to deposit cash and invest excess funds by California *Government Code* Section 53648 et seq. The funds maintained by the County are either secured by the FDIC or are collateralized.

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies; certificates of participation; obligations with first priority security; and collateralized mortgage obligations.

Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost.

**2. Capital Assets**

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend the asset's lives are not capitalized, but are expensed as incurred. Depreciation on all capital assets is computed using a straight-line basis over the estimated useful lives in the following table:

<u>Asset Class</u>	<u>Years</u>
Sites and Improvements	14-36
Buildings and Improvements	10-40
Furniture and Equipment	8-20

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**H. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Fund Equity (Continued)**

**3. Deferred Outflows/Inflows of Resources**

In addition to assets, the District will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the District will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources until that time.

**4. Compensated Absences**

All vacation pay is accrued when incurred in the government-wide financial statements. Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken, since such benefits do not vest, nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

**5. Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the California State Teachers' Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS), and additions to/deductions from the CalSTRS' and CalPERS' fiduciary net position have been determined on the same basis as they are reported by CalSTRS and CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**6. Long-term Liabilities**

In the government-wide financial statements, long-term obligations are reported as liabilities in the Statement of Net Position. Premiums and discounts are deferred and amortized over the life of the obligation, when applicable. Liabilities are reported net of applicable premiums or discounts.

In the fund financial statements, governmental funds recognize premiums and discounts as well as issuance and refunding costs, when the debt is issued. The face amount of the debt issued, premiums, discounts, issuance and refunding costs are reported as other financing sources or uses.



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**H. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Fund Equity (Continued)**

**7. Fund Balance**

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The allowable classifications in the governmental fund financial statements are as follows:

*Nonspendable Fund Balance* consist of funds that are inherently nonspendable, due to their form (e.g. inventories and prepaid amounts), or that are legally or contractually required to be maintained intact.

*Restricted Fund Balance* consists of funds that have limitations on use that are externally enforceable by external parties, constitutional provisions or enabling legislation.

*Committed Fund Balance* consists of funds that are set aside for a specific purpose by the district's highest level of decision making authority, the Governing Board. The Governing Board may commit fund balance by taking formal action, such as majority vote or resolution. The same formal action must be taken by the Governing Board to remove or change limitations placed on the funds.

*Assigned Fund Balance* consists of funds that are set aside with the intent to be used for a specific purpose by the District. The Governing Board has delegated authority to the Superintendent and/or their designee to identify intended uses of assigned funds.

*Unassigned Fund Balance* consists of positive net resources of the General Fund in excess of what can properly be classified in the previous four categories. The Board is committed to maintain a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. The District's minimum fund balance policy requires a Reserve for Economic Uncertainties, consisting of unassigned amounts equal to at least 10% of the General Fund operating expenditures and other financing uses.

The District considers restricted fund balances to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the District considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

**8. Local Control Funding Formula (LCFF)/Property Tax**

The formula for determining the level of funding per student is the "Local Control Funding Formula" (LCFF). District funding under the LCFF is generally provided by a mix of state aid and local property taxes.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONCLUDED)**

**H. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Fund Equity (Concluded)**

**8. Local Control Funding Formula (LCFF)/Property Tax (Concluded)**

The County of Marin is responsible for assessing, collecting and apportioning property taxes to the District. Taxes are levied for each fiscal year on taxable real and personal property in the county. The levy is based on the assessed values as of the preceding January 1, which is also the lien date. Property taxes on the secured roll are due on November 1 and February 1, and taxes become delinquent after December 10 and April 10, respectively. Property taxes on the unsecured roll are due on the lien date (January 1), and become delinquent if unpaid by August 31.

Secured property taxes are recorded as revenue when apportioned, in the fiscal year of the levy. The county apportions secured property tax revenue in accordance with the alternative method of distribution prescribed by Section 4705 of the California *Revenue and Taxation Code*. This alternate method provides for crediting each applicable fund with its total secured taxes upon completion of the secured tax roll, approximately October 1 of each year.

The County Auditor reports the amount of the District's allocated property tax revenue to the California Department of Education. Property taxes are recorded as local LCFF sources by the District. The California Department of Education reduces the District's LCFF entitlement by the District's local property tax revenue. Any balance remaining is paid from the State General Fund, and is known as LCFF State Aid.

Since the amount of property taxes received by the District exceeds the amount of the LCFF transition entitlement, the District is considered to be a "basic aid" school district, and is permitted to keep all of its property tax revenue. In addition, as guaranteed by the California Constitution, the State must apportion \$120 per pupil to the District. However, the categorical aid that the District receives counts toward this requirement.

**NOTE 2 - DEPOSITS AND INVESTMENTS**

**Summary of Deposits and Investments**

Deposits and investments as of June 30, 2016, consist of the following:

	<u>Governmental Activities</u>	<u>Fiduciary Activities</u>
Cash in Bank		\$ 1,119
Cash in Revolving Fund	\$ 1,040	
Cash with Fiscal Agent	863,662	
County Pool Investments	<u>3,227,927</u>	<u>21,913</u>
Total Deposits and Investments	<u>\$ 4,092,629</u>	<u>\$ 23,032</u>

**Cash in Bank**

Cash in bank consists of all cash maintained in the commercial bank account owned by the District, exclusive of amounts held in revolving funds.



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)**

**Cash in Revolving Fund**

Cash in revolving fund consists of all cash maintained in commercial bank accounts that are used as revolving funds.

**Cash with Fiscal Agent**

Cash with Fiscal Agent includes funds of held by US Bank as trustee. The Debt Service Fund has \$863,636 for the future pay-off of a capital lease. The Corporation Debt Service Fund has \$4 for the future payment of interest and redemption of principal for certificates of participation and the Corporation Acquisition Fund has \$22 remaining for the MLK Classroom Construction Project.

**County Pool Investments**

County pool investments consist of District cash held by the Marin County Treasury that is invested in the county investment pool. The fair value of the District's investment in the pool is reported in the financial statements at amounts that are based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio).

**General Authorization**

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedule below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)**

**Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rate will adversely affect the fair value of an investment. Generally, as the length of the maturity of an investment increases, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury that purchases a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

**Segmented Time Distribution**

Information about the sensitivity of the fair value of the District's investment to market interest rate fluctuations is provided by the following schedule that shows the distribution of the District's investment by maturity:

***Governmental Activities:***

<u>Investment Type</u>	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Less Than 1 Year</u>	<u>More Than 1 Year</u>
County Pool Investments	\$ 3,227,927	\$ 3,232,338	\$ 2,699,177	\$ 528,750

***Fiduciary Activities:***

<u>Investment Type</u>	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Less Than 1 Year</u>	<u>More Than 1 Year</u>
County Pool Investments	\$ 21,913	\$ 21,943	\$ 18,324	\$ 3,589

**Credit Risk**

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by the California Government Code, the District's investment policy, or debt agreements, and the actual rating as of the year-end for each investment type.

***Governmental Activities:***

<u>Investment Type</u>	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Rating as of Year End</u>		
			<u>AAA</u>	<u>Aa</u>	<u>Unrated</u>
County Pool Investments	\$ 3,227,927	\$ 3,232,338			\$ 3,227,927

***Fiduciary Activities:***

<u>Investment Type</u>	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Rating as of Year End</u>		
			<u>AAA</u>	<u>Aa</u>	<u>Unrated</u>
County Pool Investments	\$ 21,913	\$ 21,943			\$ 21,913

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**NOTE 2 - DEPOSITS AND INVESTMENTS (CONCLUDED)**

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. However, the District does not hold any investments in any one issuer, at year-end, that represents five percent or more of the total investments held by the District.

Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2016, the District does not have a bank balance that is exposed to custodial credit risk because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the name of the District.

Custodial Credit Risk - Investments

This is the risk that in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. The District does not have a policy limiting the amount of securities that can be held by counterparties. As of June 30, 2016, the District does not have any investments that are held by counterparties.

Derivative Investments

The District does not directly invest in any derivative investments. Information related to the use of derivative investments by the Marin County Treasury was not available.

**NOTE 3 - RECEIVABLES**

Receivables at June 30, 2016 consist of the following:

	General Fund	Capital Projects- Special Reserve Fund	Non-Major Governmental Funds	Totals
Federal Government	\$ 130,123		\$ 14,621	\$ 144,744
State Government	31,553		976	32,529
Local Governments	171,821			171,821
Miscellaneous	1,248	\$ 501,716		502,964
Totals	<u>\$ 334,745</u>	<u>\$ 501,716</u>	<u>\$ 15,597</u>	<u>\$ 852,058</u>

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 4 - INTERFUND ACTIVITIES**

Interfund transactions are reported as either loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables, as appropriate, and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers.

**A. Balances Due From/Due To Other Funds**

Balances due from/due to other funds at June 30, 2016 consisted of the following:

<u>Funds</u>	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General	\$ 30,672	\$ 32,743
Deferred Maintenance	32,743	
Cafeteria		30,672
Totals	<u>\$ 63,415</u>	<u>\$ 63,415</u>

All interfund receivables and payables are scheduled to be paid within one year.

**B. Interfund Transfers**

Interfund transfers consist of operating transfers from funds receiving revenue to funds through which the resources are to be expended.

Interfund transfers for fiscal year 2015-16 were as follows:

<u>Funds</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General		\$ 317,346
Debt Service	\$ 55,767	
Capital Projects - Special Reserve	252,745	252,422
Cafeteria	64,601	
Corporation Debt Service	196,655	
Totals	<u>\$ 569,768</u>	<u>\$ 569,768</u>

Transfer \$55,767 from General Fund to Capital Projects - Special Reserve Fund for capital lease sinking fund payment.

Transfer \$64,601 from General Fund to Cafeteria Fund to support the cafeteria program.

Transfer \$196,978 from General Fund to Capital Projects - Special Reserve Fund for the debt service payment on outstanding 2013 certificates of participation.

Transfer \$196,655 from Capital Projects - Special Reserve Fund to Corporation Debt Service Fund for debt service payment on outstanding 2013 certificates of participation.

Transfer \$55,767 from Capital Projects - Special Reserve Fund to Debt Service Fund for capital lease sinking fund payment.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**NOTE 5 - CAPITAL ASSETS AND DEPRECIATION**

Capital asset activity for the year ended June 30, 2016, is shown below:

	Balances July 1, 2015	Additions	Deletions	Balances June 30, 2016
Land	\$ 948,870			\$ 948,870
Sites and Improvements	2,519,365		\$ 248,510	2,270,855
Buildings and Improvements	27,213,070		281,383	26,931,687
Furniture and Equipment	619,190	\$ 32,742	56,200	595,732
Work-in-Progress	0	81,943		81,943
Totals at Historical Cost	31,300,495	114,685	\$ 586,093	30,829,087
Less Accumulated Depreciation for:				
Sites and Improvements	1,409,467	73,831	219,749	1,263,549
Buildings and Improvements	6,455,800	846,794	274,448	7,028,146
Furniture and Equipment	215,226	45,463	34,090	226,599
Total Accumulated Depreciation	8,080,493	966,088	528,287	8,518,294
Governmental Activities Capital Assets, net	<u>\$ 23,220,002</u>	<u>\$ (851,403)</u>	<u>\$ (57,806)</u>	<u>\$ 22,310,793</u>

Depreciation expense was charged to governmental activities as follows:

Governmental Activities:

Instruction	\$ 875,893
Instructional Library, Media, and Technology	4,782
School Site Administration	4,245
Home-to-School Transportation	2,577
Other General Administration	667
Plant Services	<u>77,924</u>
Total Depreciation Expense	<u>\$ 966,088</u>

**NOTE 6 - GENERAL OBLIGATION BONDS**

The District's outstanding general obligation debt, excluding \$391,197 of unamortized bond premiums, as of June 30, 2016 is as follows:

Date of Issue	Interest Rate %	Maturity Date	Amount of Original Issue	Outstanding July 1, 2015	Issued Current Year	Redeemed Current Year	Outstanding June 30, 2016
2/11/15	2.00-5.00	8/1/42	<u>\$ 16,510,000</u>	<u>\$ 16,510,000</u>	<u>\$ 0</u>	<u>\$ 355,000</u>	<u>\$ 16,155,000</u>

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**NOTE 6 - GENERAL OBLIGATION BONDS (CONCLUDED)**

The annual requirements to amortize the general obligation bonds, as of June 30, 2016, are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2017	\$ 130,000	\$ 559,656	\$ 689,656
2018	150,000	556,856	706,856
2019	175,000	553,606	728,606
2020	200,000	548,856	748,856
2021	220,000	542,557	762,557
2022-2026	1,565,000	2,552,781	4,117,781
2027-2031	2,545,000	2,094,456	4,639,456
2032-2036	3,690,000	1,540,741	5,230,741
2037-2041	5,020,000	853,775	5,873,775
2042-2046	2,460,000	84,207	2,544,207
Totals	<u>\$ 16,155,000</u>	<u>\$ 9,887,491</u>	<u>\$ 26,042,491</u>

**NOTE 7 - CERTIFICATES OF PARTICIPATION**

On February 12, 2012, the Sausalito School District Financing Corporation issued certificates of participation in the principal amount of \$3,675,000 to provide financing for the MLK Jr. Academy Classroom Construction Project. At June 30, 2016, the principal balance outstanding was \$3,485,000.

The annual requirements to amortize the certificates of participation as of June 30, 2016 are as follows:

<u>Year Ended</u> <u>June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2017	\$ 95,000	\$ 100,980	\$ 195,980
2018	95,000	100,125	195,125
2019	95,000	99,080	194,080
2020	95,000	97,845	192,845
2021	100,000	96,330	196,330
2022-2026	520,000	447,970	967,970
2027-2031	590,000	371,267	961,267
2032-2036	700,000	269,736	969,736
2037-2041	825,000	138,529	963,529
2042-2046	370,000	13,125	383,125
Totals	<u>\$ 3,485,000</u>	<u>\$ 1,734,987</u>	<u>\$ 5,219,987</u>

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**NOTE 8 - CAPITAL LEASE**

On December 1, 2002, the District entered into a \$1,000,000 lease agreement to finance the remodel of its existing school facilities and the update of its technology systems. The agreement requires the District to make fifteen (15) annual payments of \$55,766 to a sinking fund maintained by US Bank. The sum of the annual payments plus interest earned on the sinking fund balance are expected to be sufficient to make a single \$1,000,000 lease payment on December 19, 2017 and pay-off the entire lease balance at that time. The lease does not include a prepayment option. The agreement provides for title to pass upon expiration of the lease period.

Future required sinking fund payments as of June 30, 2016 are as follows:

Year Ended June 30	Sinking Fund Payments
2017	\$ 55,766
2018	55,766
Total sinking fund payments remaining	<u>\$ 111,532</u>
Lease payment due December 19, 2017	<u>\$ 1,000,000</u>

At June 30, 2016, the Debt Service Fund has a fund balance of \$863,636. The District will receive no sublease rental revenues nor pay any contingent rentals for the leased assets.

**NOTE 9 - EARLY RETIREMENT INCENTIVES**

In addition to the pension benefits described in Note 11, the District offered an early retirement incentive benefit to eligible employees through the Public Agency Retirement System (PARS) in 2015-16. The incentive was offered to certificated non-management employees as of March 8, 2016, who were at least age fifty-five (55) with five or more years of service with the District or at least age fifty (50) with thirty (30) or more years at the District as of June 30, 2016. Participants receive a monthly benefit over a specified number of years. Three employees accepted the early retirement incentive offer in fiscal year 2015-16.

The District is required to make five annual payments of \$49,778. The liability reported is the present value of future expected cash flows, using a 3.33% discount rate. Future payments are as follows:

Year Ended June 30	Principal	Interest	Total Payments
2017	\$ 49,133	\$ 645	\$ 49,778
2018	43,572	6,206	49,778
2019	45,047	4,731	49,778
2020	46,572	3,206	49,778
2021	48,148	1,630	49,778
Totals	<u>\$ 232,472</u>	<u>\$ 16,418</u>	<u>\$ 248,890</u>



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 10 - OTHER POST EMPLOYMENT BENEFITS**

In addition to the early retirement incentives described in Note 9 and the pension benefits described in Note 11, the District offers other post employment benefits (OPEB) to employees who meet certain criteria. The District records the liability for this benefit in accordance with Governmental Accounting Standards Board Statement No. 45.

Plan Descriptions: The District provides medical coverage to classified employees, with at least 15 years of service in the District who retire before the age of 65 and are at least 55 at the time of retirement. The District also provides medical coverage to certain administrators and confidential and classified management employees who retire before the age of 65 and are at least 55 at the time of retirement. The District subsidized coverage ceases after 24 months or at age 65, whichever occurs first. The District contributes up to the employee only rate towards retiree health premiums up to the District's annual cap, which was \$10,191 at the time of the valuation.

All contracts with District employees will be renegotiated at various times in the future and, thus, costs and benefits are subject to change. Benefits and contribution requirements (both employee and employer) for the OPEB plan are established by various labor agreements.

The District had twenty (20) active employees and one (1) retired employee covered by the OPEB plan as of July 1, 2013, the effective date of the triennial OPEB valuation. For the District, OPEB benefits are administered by District personnel. No separate financial statements are issued.

Funding Policy: The District currently pays for post employment health care benefits on a pay-as-you-go basis, and these financial statements assume that pay-as-you-go funding will continue.

Annual OPEB Cost and Net OPEB Obligation: The following table shows the components of the District's annual OPEB cost for the fiscal year ended June 30, 2016, the amount contributed to the plan, and changes in the District's net OPEB obligation that resulted in a net OPEB obligation of \$53,231 for the year ended June 30, 2016.

Annual required contribution (ARC)	\$ 20,625
Interest on Net OPEB Obligation	1,328
Adjustment to ARC	<u>(1,920)</u>
Annual OPEB cost	20,033
Contributions for the fiscal year	<u>(0)</u>
Increase in Net OPEB Obligation	20,033
Net OPEB Obligation - June 30, 2015	<u>33,198</u>
Net OPEB Obligation - June 30, 2016	<u><u>\$ 53,231</u></u>

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 10 - OTHER POST EMPLOYMENT BENEFITS (CONCLUDED)**

The District's annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation for the last three fiscal years are presented below:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage Contributed</u>	<u>Net OPEB Obligation</u>
June 30, 2016	\$ 20,033	0.0%	\$ 53,231
June 30, 2015	20,397	0.0%	33,198
June 30, 2014	20,625	37.9%	12,801

*Actuarial Methods and Assumptions:* Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing benefit costs between the employer and plan members. The projection of future benefits for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of future events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2013, actuarial valuation, the liabilities were computed using the projected unit credit cost method and the District's unfunded actuarial accrued liability is being amortized on the level dollar basis over an open 30 year amortization period. The actuarial assumptions utilized a 4% discount rate, the expected long-term rate of return on District assets. The valuation assumes an initial medical cost rate of 8%, which grades down to an ultimate rate of 5% by the 4<sup>th</sup> year, and constant 4% cost rate for dental and vision.

The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

**NOTE 11 - RETIREMENT PLANS**

Qualified employees are covered under retirement plans maintained by agencies of the State of California. Certificated employees are eligible to participate under the multiple-employer, cost-sharing defined benefit plan administered by the California State Teachers' Retirement System (CalSTRS) and classified employees are eligible to participate under the multiple-employer, cost-sharing defined benefit plan administered by the California Public Employees' Retirement System (CalPERS).

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**NOTE 11 - RETIREMENT PLANS (CONTINUED)**

The District reported net pension liabilities, deferred outflows of resources, and deferred inflows of resources in the accompanying statement of net position as follows:

<u>Pension Plan</u>	<u>Net Pension Liabilities</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
CalSTRS	\$ 2,330,126	\$ 152,515	\$ 375,834
CalPERS	1,172,184	246,936	256,517
Totals	<u>\$ 3,502,310</u>	<u>\$ 399,451</u>	<u>\$ 632,351</u>

**A. California State Teachers' Retirement System (CalSTRS)**

**Plan Description**

The California State Teachers Retirement System (CalSTRS) provides pension benefits, including disability and survivor benefits, to California full-time and part-time public school teachers and certain other employees of the public school system. The Teachers' Retirement Law (California Education Code Section 22000 et seq.), as enacted and amended by the California Legislature, established the plan and CalSTRS as the administrator. The benefit terms of the plan may be amended through legislation. CalSTRS issues a stand-alone comprehensive annual financial report available to the public that can be found on the CalSTRS website.

**Benefits Provided**

The State Teachers' Retirement Plan (STRP) is a multiple-employer, cost-sharing defined benefit plan. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs and to defray reasonable expenses for administering the STRP. Although CalSTRS is the administrator of the STRP, the State of California is the sponsor of the STRP and obligor of the trust. In addition, the state is both an employer and nonemployer contributing entity of the STRP.

The STRP Defined Benefit Program has two benefit formulas:

- CalSTRS 2% at 60: Members first hired on or before December 31, 2012, to perform services that could be creditable to CalSTRS.
- CalSTRS 2% at 62: Members first hired on or after January 1, 2013, to perform services that could be creditable to CalSTRS.

The Defined Benefit Program provides retirement benefits based on a members' final compensation, age and years of service credit. In addition, the retirement program provides benefits to members upon disability and to survivors/beneficiaries upon the death of eligible members. There are several differences between the two benefit formulas and some of the differences are noted below.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 11 - RETIREMENT PLANS (CONTINUED)**

**A. California State Teachers' Retirement System (CalSTRS) (Continued)**

**Benefits Provided (Concluded)**

**CalSTRS 2% at 60**

CalSTRS 2% at 60 members are eligible for normal retirement at age 60, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0% of final compensation for each year of credited service. Early retirement options are available at age 55 with five years of credited service or as early as age 50 with 30 years of credited service. The age factor for retirements after age 60 increases with each quarter year of age to 2.4% at age 63 or older. Members who have 30 years or more of credited service receive an additional increase of up to 0.2% to the age factor, known as the career factor. The maximum benefit with the career factor is 2.4% of final compensation.

CalSTRS calculates retirement benefits based on one-year final compensation for members who retired on or after January 1, 2001, with 25 or more years of service, or for classroom teachers with less than 25 years of credited service if the employer entered into, extended, renewed, or amended an agreement prior to January 1, 2014, to elect to pay the additional benefit cost for all of its classroom teachers. One year final compensation means a member's highest average annual compensation earnable for 12 consecutive months based on the creditable compensation that a member could earn in a school year while employed on a full-time basis. For members with less than 25 years of credited service, final compensation is the highest average annual compensation earnable for any 36 consecutive months of credited service.

**CalSTRS 2% at 62**

CalSTRS 2% at 62 members are eligible for normal retirement at age 62, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0% of final compensation for each year of credited service. An early retirement option is available at age 55. The age factor for retirement after age 62 increases with each quarter year of age to 2.4% at age 65 or older.

All CalSTRS 2% at 62 members have their final compensation based on their highest average annual compensation earnable for any 36 consecutive months of credited service.

**Contributions**

Required member, employer and state contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The statutory contribution rates and other sources of contributions to the Defined Benefit Program are as follows:

Members: Under CalSTRS 2% at 60, the member contribution rate was 9.20% of applicable member earnings for fiscal year 2015-16. Under CalSTRS 2% at 62, the member contribution rate was 8.56% of applicable member earnings for fiscal year 2015-16. The rate imposed on CalSTRS 2% at 62 members is based on the normal cost of benefits.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
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**NOTE 11 - RETIREMENT PLANS (CONTINUED)**

**A. California State Teachers' Retirement System (CalSTRS) (Continued)**

**Contributions (Concluded)**

**Employers:** Pursuant to Chapter 47, Statutes of 2014 (AB 1469 - Bonta), the employer contribution rate was 10.73% of applicable member earnings for fiscal year 2015-16. The District contributed \$152,515 to the plan for the fiscal year ended June 30, 2016.

**State:** The contribution was 2.017% of the members' creditable earnings from the fiscal year ending in the prior calendar year. Also, as a result of AB 1469 - Bonta, the additional state appropriation required to fully fund the benefits in effect as of 1990 by 2046 is specified in Education Code Section 22955.1(b). The additional state contribution for the fiscal year ended June 30, 2016 was 2.874%. Including a 2.50% contribution for SBMA funding, the total state appropriation to the defined benefit program was 7.391% for the fiscal year ended June 30, 2016.

**District's Proportionate Share of the Net Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

At June 30, 2016, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability associated with the District was as follows:

District's proportionate share of the net pension liability	\$ 2,330,126
State's proportionate share of the net pension liability associated with the District	<u>49,348</u>
Total net pension liability attributed to District	<u><u>\$ 2,379,474</u></u>

The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2014. The District's proportion of the net pension liability was based on a District's share of contributions to the pension plan relative to the contributions of all participating school districts and the State.

The District's proportionate share of the net pension liability as of June 30, 2014 and June 30, 2015 was as follows:

Proportion - June 30, 2014	0.0037%
Proportion - June 30, 2015	<u>0.0035%</u>
Change - Increase (Decrease)	<u><u>-0.0002%</u></u>

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
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**NOTE 11 - RETIREMENT PLANS (CONTINUED)**

**A. California State Teachers' Retirement System (CalSTRS) (Continued)**

**District's Proportionate Share of the Net Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions (Concluded)**

For the fiscal year ended June 30, 2016, the District recognized pension expense of \$354,004, which includes \$123,590 of support provided by the State. At June 30, 2016, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
District contributions subsequent to the measurement date	\$ 152,515	
Differences between expected and actual experience		\$ 38,922
Changes in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions		125,748
Net differences between projected and actual earnings on plan investments		211,164
Totals	<u>\$ 152,515</u>	<u>\$ 375,834</u>

The deferred outflows of resources related to District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30	
2017	\$ (113,131)
2018	(113,131)
2019	(113,131)
2020	18,449
2021	(27,445)
2022	(27,445)

Differences between expected and actual experience, changes in employer's proportion and differences in employer's contributions and employer's proportionate share of contributions are amortized over a closed period equal to the average remaining service life of plan members, which is 7 years as of June 30, 2015. Differences between projected and actual earnings on plan investments are netted and reduced over a closed 5-year period.



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
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**NOTE 11 - RETIREMENT PLANS (CONTINUED)**

**A. California State Teachers' Retirement System (CalSTRS) (Continued)**

**Actuarial Methods and Assumptions**

The total pension liability for the STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2014, and rolling forward the total pension liability to June 30, 2015. The financial reporting actuarial valuation as of June 30, 2014, used the following actuarial methods and assumptions, applied to all prior periods included in the measurement:

Valuation Date	June 30, 2014
Experience Study	July 1, 2006 through June 30, 2010
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return <sup>1</sup>	7.60%
Consumer Price Inflation	3.00%
Wage Growth	3.75%
Post-retirement Benefit	2.00% simple for DB (Annually) Maintain 85% purchasing power level for DB

<sup>1</sup> Net of investment expenses, but gross of administrative expenses. CalSTRS uses a 7.5% assumed investment rate of return for funding purposes, which is net of administrative expenses.

CalSTRS uses custom mortality tables to best fit the patterns of mortality among its members. These custom tables are based on RP2000 series tables adjusted to fit CalSTRS experience. RP2000 series tables are an industry standard set of mortality rates published by the Society of Actuaries. See CalSTRS July 1, 2006 - June 30, 2010 Experience Analysis for more information.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investments expense and inflation) are developed for each major asset class. The best-estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant (Pension Consulting Alliance - PCA) as an input to the process. Based on the model from CalSTRS consulting actuary's (Milliman) investment practice, a best estimate range was determined by assuming the portfolio is re-balanced annually and that annual returns are lognormally distributed and independent from year to year to develop expected percentiles for the long-term distribution of annualized returns. The assumed asset allocation by PCA is based on board policy for target asset allocation in effect February 2, 2012, the date the current experience study was approved by the board.

Best estimates of 10-year geometric real rates of return and the assumed asset allocation for each major asset class used as input to develop the actuarial investment rate of return are summarized in the following table:



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**NOTE 11 - RETIREMENT PLANS (CONTINUED)**

**A. California State Teachers' Retirement System (CalSTRS) (Concluded)**

**Actuarial Methods and Assumptions**

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term* Expected Real Rate of Return</u>
Global Equity	47%	4.50%
Private Equity	12%	6.20%
Real Estate	15%	4.35%
Inflation Sensitive	5%	3.20%
Fixed Income	20%	0.20%
Cash / Liquidity	1%	0.00%
Total	100%	

\* 10-year geometric average

**Discount Rate**

The discount rate used to measure the total pension liability was 7.60%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates in accordance with the rate increases as per AB 1469 - Bonta. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.60%) and assuming that contributions, benefit payments, and administrative expenses occur midyear. Based on those assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following table presents the District's proportionate share of the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.60%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.60%) or one percentage point higher (8.60%) than the current rate:

	<u>Discount Rate 1% Decrease 6.60%</u>	<u>Discount Rate Current Rate 7.60%</u>	<u>Discount Rate 1% Increase 8.60%</u>
District's proportionate share of the net pension liability	\$ 3,518,309	\$ 2,330,126	\$ 1,342,650

**Pension Plan's Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalSTRS financial report.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 11 - RETIREMENT PLANS (CONTINUED)**

**B. California Public Employees' Retirement System (CalPERS)**

*Plan Description, Benefits Provided, and Employees Covered*

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by the CalPERS. All employees who work at least half time or are appointed to a job that will last at least six months and one day are eligible for CalPERS. Benefits vest after five years. Employees are eligible to retire at or after age 50 having attained five years of credited service and are entitled to an annual retirement benefit, payable monthly for life. Employees hired after January 1, 2013 with five years of credit service must be at least age 52 to retire.

The Plan provides retirement, disability, and death benefits, and annual cost-of-living adjustments to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

*Contributions*

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS' annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. Active plan members who entered into the plan prior to January 1, 2013 are required to contribute 7.0% of their salary, and new members entering into the plan on or after January 1, 2013 are required to contribute the higher of 50% of the total normal cost rate for their defined benefit plan or 6.0% of their salary. The District's contractually required contribution rate for the fiscal year ended June 30, 2016 was 11.847% of annual payroll. The District's contribution to CalPERS for the fiscal year ended June 30, 2016 was \$101,073.

*District's Proportionate Share of the Net Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions*

As of June 30, 2016, the District reported a liability of \$1,172,184 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2014 rolled forward to June 30, 2015 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**NOTE 11 - RETIREMENT PLANS (CONTINUED)**

**B. California Public Employees' Retirement System (CalPERS) (Continued)**

*District's Proportionate Share of the Net Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions (Continued)*

The District's proportionate share of the net pension liability as of June 30, 2014 and June 30, 2015 was as follows:

Proportion - June 30, 2014	0.0073%
Proportion - June 30, 2015	<u>0.0080%</u>
Change - Increase (Decrease)	<u><u>0.0007%</u></u>

For the fiscal year ended June 30, 2016, the District recognized pension expense of \$273,346. At June 30, 2016, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
District contributions subsequent to the measurement date	\$ 101,073	
Differences between expected and actual experience	67,569	
Changes of assumptions		\$ 72,642
Changes in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	78,294	163,692
Net differences between projected and actual earnings on plan investments		<u>20,183</u>
Totals	<u><u>\$ 246,936</u></u>	<u><u>\$ 256,517</u></u>

The deferred outflows of resources related to District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended June 30</u>	
2017	\$ (80,210)
2018	(80,210)
2019	1,636
2020	48,130

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 11 - RETIREMENT PLANS (CONTINUED)**

**B. California Public Employees' Retirement System (CalPERS) (Continued)**

*District's Proportionate Share of the Net Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions (Concluded)*

Differences between expected and actual experience, changes in assumptions, and changes in employer's proportion and differences in employer's contributions and employer's proportionate share of contributions are amortized over a closed period equal to the average remaining service life of plan members, which is 4 years as of June 30, 2015. Differences between projected and actual earnings on plan investments are netted and reduced over a closed 5-year period.

*Actuarial Assumptions*

The total pension liability in the June 30, 2014 actuarial valuations were determined using the following actuarial methods and assumptions:

Valuation Date	June 30, 2014
Measurement Date	June 30, 2015
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Discount Rate	7.50%
Consumer Price Inflation	2.75%
Payroll Growth	3.00%
Investment Rate of Return (1)	7.50%
Post Retirement Benefit Increase (2)	

(1) Net of pension plan investment and administrative expenses, includes inflation

(2) Contract COLA up to 2.00% until Purchasing Power Protection Allowance Floor  
on Purchasing Power applies, 2.75% thereafter

Mortality rate table used was developed based on CalPERS specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB.

All other actuarial assumptions used in the June 30, 2014 valuation were based on the results of an actuarial experience study for the period 1997 to 2011, including updates to salary increase, mortality and retirement rates. Further details of the Experience Study can be found on the CalPERS website.

*Discount Rate*

The discount rate used to measure the total pension liability was 7.50%. A projection of the expected benefit payments and contributions was performed to determine if assets would run out. The test revealed the assets would not run out. Therefore the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability for the Schools Pool. The results of the crossover testing for the Schools Pool are presented in a detailed report that can be obtained at CalPERS website.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 11 - RETIREMENT PLANS (CONTINUED)**

**B. California Public Employees' Retirement System (CalPERS) (Continued)**

**Discount Rate (Continued)**

According to Paragraph 30 of Statement 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.50% investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.65%. Using this lower discount rate has resulted in a slightly higher total pension liability and net pension liability. For the Schools Pool, this difference was deemed immaterial.

CalPERS is scheduled to review all actuarial assumptions as part of its regular asset liability management review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2017-18 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as we have changed our methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The following table reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**NOTE 11 - RETIREMENT PLANS (CONCLUDED)**

**B. California Public Employees' Retirement System (CalPERS) (Concluded)**

**Discount Rate (Concluded)**

Asset Class	Current Target Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)
Global Equity	51.0%	5.25%	5.71%
Global Debt Securities	19.0%	0.99%	2.43%
Inflation Assets	6.0%	0.45%	3.36%
Private Equity	10.0%	6.83%	6.95%
Real Estate	10.0%	4.50%	5.13%
Infrastructure and Forestland	2.0%	4.50%	5.09%
Liquidity	2.0%	-0.55%	-1.05%
Total	100%		

(a) An expected inflation of 2.5% used for this period

(b) An expected inflation of 3.0% used for this period

**Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.50%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.50%) or one percentage point higher (8.50%) than the current rate:

	Discount Rate 1% Decrease 6.50%	Discount Rate Current Rate 7.50%	Discount Rate 1% Increase 8.50%
District's proportionate share of the net pension liability	\$ 1,907,828	\$ 1,172,184	\$ 560,448

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial report.

**C. Social Security**

As established by Federal law, all public sector employees who are not members of their employer's existing retirement system (CalSTRS or CalPERS) must be covered by social security or an alternative plan. The District has elected to use Social Security as its alternative plan. Contributions made by the District and participating employees vest immediately. Both the District and participating employees were required to contribute 6.2% of an employee's gross earnings, up to the annual limit.



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**NOTE 12 - LONG-TERM LIABILITIES**

The changes in long-term liabilities for the year ended June 30, 2016, is shown below:

	Balances July 1, 2015	Additions	Deductions	Balances June 30, 2016	Due within One Year
Compensated Absences	\$ 46,967	\$ 19,081		\$ 66,048	\$ 66,048
General Obligation Bonds	16,510,000		\$ 355,000	16,155,000	130,000
Bond Premium	406,195		14,998	391,197	14,998
Certificates of Participation	3,580,000		95,000	3,485,000	95,000
Capital Leases	1,018,907		18,907	1,000,000	
Early Retirement Incentives	0	232,472		232,472	49,133
Other Post Employment Benefits	33,198	20,033		53,231	
Net Pension Liabilities	2,990,897	511,413		3,502,310	
<b>Totals</b>	<b>\$ 24,586,164</b>	<b>\$ 782,999</b>	<b>\$ 483,905</b>	<b>\$ 24,885,258</b>	<b>\$ 355,179</b>

The general obligation bonds are obligations of the Bond Interest and Redemption Fund, which is financed primarily by property taxes collections. All other long-term liabilities will be financed primarily by the General Fund.

**NOTE 13 - FUND BALANCES**

The District's fund balances at June 30, 2016 consisted of the following:

	General Fund	Bond Interest & Redemption Fund	Debt Service Fund	Capital Projects - Special Reserve Fund	Non-Major Governmental Funds	Totals
<b>Nonspendable:</b>						
Revolving Cash	\$ 1,000				\$ 40	\$ 1,040
Total Nonspendable	1,000				40	1,040
<b>Restricted:</b>						
Categorical Programs	231,369				2,088	233,457
Debt Service		\$ 485,465	\$ 863,636		25	1,349,126
Capital Projects					358,235	358,235
Total Restricted	231,369	485,465	863,636		360,348	1,940,818
<b>Assigned:</b>						
Deferred Maintenance					96,546	96,546
Other Assignments				\$ 289,486		289,486
Total Assigned	0	0	0	289,486	96,546	386,032
<b>Unassigned:</b>						
Reserve for Economic Uncertainties	554,410					554,410
Remaining Unassigned Balances	1,244,106					1,244,106
Total Unassigned	1,798,516	0	0	0	0	1,798,516
<b>Total Fund Balances</b>	<b>\$ 2,030,885</b>	<b>\$ 485,465</b>	<b>\$ 863,636</b>	<b>\$ 289,486</b>	<b>\$ 456,934</b>	<b>\$ 4,126,406</b>



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 14 - ON-BEHALF PAYMENTS MADE BY THE STATE OF CALIFORNIA**

The District was the recipient of on-behalf payments made by the State of California to the State Teachers' Retirement System (CalSTRS) for K-12 Education. This payment consists of state general fund contributions to CalSTRS of \$123,590 (7.12589% of creditable compensation subject to CalSTRS).

**NOTE 15 - RISK MANAGEMENT**

The District is exposed to various risks of loss related to theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year 2015-16, the District participated in one joint powers authority (JPA) for purposes of pooling for risk. There were no significant reductions in coverage during the year. Settlements have not exceeded coverage for each of the past three years.

**NOTE 16 - JOINT VENTURES**

The District participates in two joint ventures under joint powers agreements with Marin School Insurance Authority (MSIA) for workers' compensation and property and liability insurance, and Marin Pupils Transportation Agency (MPTA) for pupil transportation services for special education children. The relationships between the District and the JPAs are such that the JPAs are not component units of the District for financial reporting purposes.

The JPAs arrange for and/or provide coverage or transportation services for its members. The JPAs are governed by a board consisting of a representative from each member district. Each board controls the operations of their JPAs, including selection of management and approval of operating budgets independent of any influence by the member districts beyond their representation on the Board. Each member district pays a premium commensurate with the level of coverage or service requested and shares surpluses and deficits proportionately to their participation in the JPAs. The District is charged by the MPTA based upon actual cost of pupil transportation. The JPAs are audited on an annual basis. Financial information can be obtained by contacting each JPA's management.

**NOTE 17 - CHARTER SCHOOL**

In accordance with Education Code Section 47605, the District approved a charter school agreement with Willow Creek Academy Charter School, which was renewed for an additional five years for the period July 1, 2015 through June 30, 2019.

Under the terms of the agreement, the charter school is responsible for managing, budgeting, and accounting for its activities in accordance with accounting principles generally accepted in the United States of America. Therefore, the financial activities of the charter school are not included in the District's financial reports; however, the financial transactions between the charter school and the District are included.

**NOTE 18 - COMMITMENTS AND CONTINGENCIES**

**A. State and Federal Allowances, Awards and Grants**

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

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 18 - COMMITMENTS AND CONTINGENCIES (CONCLUDED)**

**B. Questioned Costs - Ratio of Administrative Employees to Teachers**

As discussed at **Finding 2016-009** in the Findings and Questioned Costs Section of this report, the District did not comply with the ratio of administrative employees to teacher requirement of Education Code Section 41402. The District will be pursuing a waiver that will hold the District harmless for the noncompliance related to the ratio of administrative employees to teacher requirements. These financial statements do not contain any adjustments related to this noncompliance, since the outcome of the District's attempts to obtain a waiver, cannot reasonably be determined at this time.

**C. Memorandum of Understanding - Willow Creek Academy**

On November 30, 2015, the District's Board of Trustees and the Willow Creek Academy, a Public Benefit Corporation (WCA), executed a memorandum of understanding to address the legal requirements of the business relationship between the District and WCA and to specify the obligations of the District and WCA to the extent required by law. Certain provisions in the agreement stipulate that an equitable allocation of resources between the parties in regards to revenues, costs, and facilities will be made. However, as of December 15, 2016, final calculations for fiscal years 2014-15 and 2015-16 have not been completed. As a result, these financial statements do not contain any accruals related these final allocations between the District and WCA as the final amounts cannot reasonably be determined at this time.

**D. Litigation**

With the exception of the matters described in Note 19, the District is subject to various other legal proceedings and claims. In the opinion of management, the ultimate liability with respect to these actions will not materially affect the financial position or results of operations of the District.

**NOTE 19 - SUBSEQUENT EVENTS**

The District's management has evaluated events or transactions that occurred for possible recognition or disclosure in the financial statements from the balance sheet date through December 15, 2016, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that require disclosure in or adjustment to the current year financial statements, except as noted below.

**Investigations and Complaints**

Subsequent to June 30, 2016, the District has been required to respond to various investigations and complaints. As of the completion of the annual financial and compliance audit of the District, all of these matters remain unresolved. Accordingly, there is no way to determine the results or effects of the investigations and complaints on the District. However, it is anticipated that the legal fees to represent the District in these matters will be significant and will adversely affect the financial position and results of operations of the District going forward.

## REQUIRED SUPPLEMENTARY INFORMATION SECTION

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Favorable (Unfavorable)</u>
<b><u>Revenues</u></b>				
LCFF Sources:				
State Apportionment / Transfers	\$ 1,074,279	\$ 1,204,800	\$ 1,211,092	\$ 6,292
Local Sources	3,008,051	2,980,391	3,028,707	48,316
Total LCFF Sources	4,082,330	4,185,191	4,239,799	54,608
Federal Revenue	346,757	345,349	343,918	(1,431)
Other State Revenue	165,305	371,055	498,502	127,447
Other Local Revenue	580,821	618,693	615,541	(3,152)
Total Revenues	5,175,213	5,520,288	5,697,760	177,472
<b><u>Expenditures</u></b>				
Certificated Salaries	1,542,689	1,602,227	1,567,084	35,143
Classified Salaries	851,447	900,421	878,308	22,113
Employee Benefits	722,889	755,708	822,376	(66,668)
Books and Supplies	110,390	214,711	163,485	51,226
Services and Other				
Operating Expenditures	1,139,422	1,450,584	1,219,044	231,540
Capital Outlay			32,743	(32,743)
Debt Service:				
Principal Retirement	17,874	18,907	18,907	
Interest and Fiscal Charges	2,884	2,678	572	2,106
Other Expenditures	581,033	574,218	507,482	66,736
Total Expenditures	4,968,628	5,519,454	5,210,001	309,453
Excess of Revenues Over Expenditures	206,585	834	487,759	486,925
<b><u>Other Financing (Uses)</u></b>				
Operating Transfers Out	(350,565)	(304,846)	(317,346)	(12,500)
Net Change in Fund Balances	(143,980)	(304,012)	170,413	\$ 474,425
Fund Balances - July 1, 2015	1,860,472	1,860,472	1,860,472	
Fund Balances - June 30, 2016	\$ 1,716,492	\$ 1,556,460	\$ 2,030,885	

SEE NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FUNDING PROGRESS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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<u>Actuarial Valuation Date</u>	<u>Value of Assets</u>	<u>Accrued Liability (AAL)</u>	<u>Unfunded AAL (UAAL)</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>Percentage of Covered Payroll</u>
7/1/13	\$ 0	\$ 107,144	\$ 107,144	0%	\$ 1,145,431	9.35%

SEE NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

**SAUSALITO MARIN CITY SCHOOL DISTRICT**

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - CALSTRS \***

**JUNE 30, 2016**

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<u>Year Ended June 30</u>	<u>District's Proportion of the NPL</u>	<u>District's Proportionate Share of the NPL</u>	<u>State's Proportionate Share of the NPL Associated to District</u>	<u>Total NPL Attributed to District</u>	<u>District's Covered Employee Payroll</u>	<u>District's Proportionate Share of the NPL as a % of Covered Employee Payroll</u>	<u>Plan Fiduciary Net Position As a % of Total Pension Liability</u>
2016	0.0035%	\$ 2,330,126	\$ 49,348	\$ 2,379,474	\$ 1,606,441	145.05%	74.02%
2015	0.0037%	2,162,169	51,188	2,213,357	1,629,127	132.72%	76.52%

\* The amounts presented for each fiscal year were determined based on a measurement date that was one year prior to the year-end date. This is a 10-year schedule, however the information in this schedule is not required to be presented retroactively. Additional years will be added to this schedule as information becomes available until 10 years are presented.

SEE NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

**SAUSALITO MARIN CITY SCHOOL DISTRICT**

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - CALPERS \***

**JUNE 30, 2016**

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<u>Year Ended June 30</u>	<u>District's Proportion of the NPL</u>	<u>District's Proportionate Share of the NPL</u>	<u>District's Covered Employee Payroll</u>	<u>District's Proportionate Share of the NPL as a % of Covered Employee Payroll</u>	<u>Plan Fiduciary Net Position As a % of Total Pension Liability</u>
2016	0.0080%	\$ 1,172,184	\$ 880,401	133.14%	79.43%
2015	0.0073%	828,728	763,206	108.59%	83.38%

\* The amounts presented for each fiscal year were determined based on a measurement date that was one year prior to the year-end date. This is a 10-year schedule, however the information in this schedule is not required to be presented retroactively. Additional years will be added to this schedule as information becomes available until 10 years are presented.

SEE NOTES TO REQUIRED SUPPLEMENTARY INFORMATION



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF CONTRIBUTIONS - CALSTRS \***  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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<u>Year Ended June 30</u>	<u>Actuarially Determined Contributions</u>	<u>Contributions In Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency/ (Excess)</u>	<u>District's Covered Employee Payroll</u>	<u>Contributions As a % of Covered Employee Payroll</u>
2016	\$ 152,515	\$ 152,515	\$ -	\$ 1,421,389	10.73%
2015	139,115	139,115	-	1,566,610	8.88%

\* This is a 10-year schedule, however the information in this schedule is not required to be presented retroactively. Additional years will be added to this schedule as information becomes available until 10 years are presented.

SEE NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF CONTRIBUTIONS - CALPERS \***  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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<u>Year Ended June 30</u>	<u>Actuarially Determined Contributions</u>	<u>Contributions In Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency/ (Excess)</u>	<u>District's Covered Employee Payroll</u>	<u>Contributions As a % of Covered Employee Payroll</u>
2016	\$ 101,073	\$ 101,073	\$ -	\$ 853,153	11.847%
2015	103,996	103,996	-	883,493	11.771%

\* This is a 10-year schedule, however the information in this schedule is not required to be presented retroactively. Additional years will be added to this schedule as information becomes available until 10 years are presented.

SEE NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - PURPOSE OF STATEMENTS AND SCHEDULES**

**A. Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual**

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 34, the District is required to present a Schedule of Revenues, Expenditures, and Changes in Fund Balance budgetary comparison for the General Fund and each Major Special Revenue Fund that has an adopted budget. This schedule presents the original adopted budget, final adopted budget, and the actual revenues and expenditures of each of these funds by object. Excess expenditures over appropriations as of June 30, 2016 were as follows:

<u>General Fund</u>	<u>Excess Expenditures</u>
Employee Benefits	\$ 66,668
Capital Outlay	32,743

The District incurred unanticipated expenditures in excess of appropriations in each of the above expenditure classifications for which the budget was not revised.

**B. Schedule of Funding Progress**

In accordance with Governmental Accounting Standards Board Statement No. 45, the District is required to present a schedule which shows the funding progress of the District's OPEB plan for the most recent valuation and two preceding valuations, as applicable. The information required to be disclosed includes the valuation date, the actuarial value of assets, the actuarial accrued liability, the total unfunded actuarial liability, the actuarial value of assets as a percentage of the actuarial accrued liability (funded ratio), the annual covered payroll and the ratio of the unfunded actuarial liability to annual covered payroll.

**C. Schedule of the Proportionate Share of the Net Pension Liability**

In accordance with Governmental Accounting Standards Board Statement No. 68, the District is required to present separately for each cost-sharing pension plan through which pensions are provided a 10-year schedule presenting certain information. The information required to be presented includes the District's proportion and proportionate share of the collective net pension liability, the portion of the nonemployer contributing entities' total proportionate share of the collective net pension liability associated with the District, if applicable, the District's covered-employee payroll, the District's proportionate share of the collective net pension liability as a percentage of the District's covered-employee payroll, and the pension plan's fiduciary net position as a percentage of the total pension liability.

**D. Schedule of Contributions**

In accordance with Governmental Accounting Standards Board Statement No. 68, the District is required to present separately for each cost-sharing pension plan through which pensions are provided a 10-year schedule presenting certain information. The information required to be presented includes the statutorily or contracted required District contribution, the amount of contributions recognized by the pension plan in relation to the required District contribution, the difference between the required District contribution and the amount recognized by the pension plan, the District's covered-employee payroll, and the amount of contributions recognized by the pension plan in relation of the District as a percentage of the District's covered-employee payroll.



## SUPPLEMENTARY INFORMATION SECTION

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**ORGANIZATION/BOARD OF TRUSTEES/ADMINISTRATION**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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ORGANIZATION

The Sausalito Marin City School District comprises and serves the City of Sausalito, Marin City, and several military installations. There were no changes in the boundaries of the District during the current year. The District currently operates one elementary school serving students in kindergarten through grade eight.

BOARD OF TRUSTEES

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>
Caroline Van Alst	President	December 2016
Joshua Barrow	Vice President	December 2018
Thomas Newmeyer	Clerk	December 2018
Ida Green	Member	December 2018
William Ziegler	Member	December 2016

ADMINISTRATION

Bob Ferguson  
Interim Superintendent

Paula F. Rigney  
Chief Business Official

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
COMBINING BALANCE SHEET  
NON-MAJOR GOVERNMENTAL FUNDS  
JUNE 30, 2016**

	<u>Deferred Maintenance</u>	<u>Cafeteria</u>	<u>Corporation Debt Service</u>
<b><u>Assets</u></b>			
Deposits and Investments	\$ 65,028	\$ 18,245	\$ 25
Receivables		15,597	
Due from Other Funds	32,743		
Total Assets	<u>\$ 97,771</u>	<u>\$ 33,842</u>	<u>\$ 25</u>
<b><u>Liabilities and Fund Balances</u></b>			
Liabilities:			
Accounts Payable	\$ 1,225	\$ 1,042	
Due to Other Funds		30,672	
Total Liabilities	<u>1,225</u>	<u>31,714</u>	
Fund Balances:			
Nonspendable		40	
Restricted		2,088	\$ 25
Assigned	96,546		
Total Fund Balances	<u>96,546</u>	<u>2,128</u>	<u>25</u>
Total Liabilities and Fund Balances	<u>\$ 97,771</u>	<u>\$ 33,842</u>	<u>\$ 25</u>

SEE NOTES TO SUPPLEMENTARY INFORMATION



<b>Building</b>	<b>County School Facilities</b>	<b>Corporation Acquisition</b>	<b>Total Non-Major Governmental Funds</b>
\$ 247	\$ 357,966	\$ 22	\$ 441,533
			15,597
			32,743
<u>\$ 247</u>	<u>\$ 357,966</u>	<u>\$ 22</u>	<u>\$ 489,873</u>
			\$ 2,267
			30,672
			32,939
\$ 247	\$ 357,966	\$ 22	40
			360,348
			96,546
<u>247</u>	<u>357,966</u>	<u>22</u>	<u>456,934</u>
<u>\$ 247</u>	<u>\$ 357,966</u>	<u>\$ 22</u>	<u>\$ 489,873</u>

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES**  
**NON-MAJOR GOVERNMENTAL FUNDS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

	<u>Deferred Maintenance</u>	<u>Cafeteria</u>	<u>Corporation Debt Service</u>
<b><u>Revenues</u></b>			
LCFF Sources:			
State Apportionment / Transfers	\$ 50,000		
Federal Revenue		\$ 77,685	
State Revenue		4,488	
Local Revenue	129	6	\$ 7
Total Revenues	<u>50,129</u>	<u>82,179</u>	<u>7</u>
<b><u>Expenditures</u></b>			
Current:			
Food Services		145,430	
Plant Services	21,090		
Facilities Acquisition and Construction	23,443		
Debt Service:			
Principal Retirement			95,000
Interest and Issuance Costs			101,669
Total Expenditures	<u>44,533</u>	<u>145,430</u>	<u>196,669</u>
Excess of Revenues Over (Under) Expenditures	5,596	(63,251)	(196,662)
<b><u>Other Financing Sources</u></b>			
Operating Transfers In		64,601	196,655
Net Change in Fund Balances	5,596	1,350	(7)
Fund Balances - July 1, 2015	90,950	778	32
Fund Balances - June 30, 2016	<u>\$ 96,546</u>	<u>\$ 2,128</u>	<u>\$ 25</u>

SEE NOTES TO SUPPLEMENTARY INFORMATION

<u>Building</u>	<u>County School Facilities</u>	<u>Corporation Acquisition</u>	<u>Total Non-Major Governmental Funds</u>
			\$ 50,000
			77,685
	\$ 356,742		361,230
	632		774
	<u>357,374</u>		<u>489,689</u>
			145,430
			21,090
			23,443
			95,000
			<u>101,669</u>
	<u>0</u>		<u>386,632</u>
	357,374		103,057
			261,256
\$ 0	<u>357,374</u>	\$ 0	<u>364,313</u>
<u>247</u>	<u>592</u>	<u>22</u>	<u>92,621</u>
<u>\$ 247</u>	<u>\$ 357,966</u>	<u>\$ 22</u>	<u>\$ 456,934</u>

SAUSALITO MARIN CITY SCHOOL DISTRICT

SCHEDULE OF AVERAGE DAILY ATTENDANCE

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

P-2 Report				
	TK / K - 3	4 - 6	7 - 8	Totals
Regular ADA	71.24	42.74	17.96	131.94
Extended Year Special Education		0.15	0.21	0.36
Special Education - Nonpublic	0.74	0.98	1.83	3.55
Totals	<u>71.98</u>	<u>43.87</u>	<u>20.00</u>	<u>135.85</u>
Annual Report				
	TK / K - 3	4 - 6	7 - 8	Totals
Regular ADA	71.65	42.79	17.77	132.21
Extended Year Special Education		0.15	0.21	0.36
Special Education - Nonpublic	0.79	0.98	1.83	3.60
Totals	<u>72.44</u>	<u>43.92</u>	<u>19.81</u>	<u>136.17</u>

SEE NOTES TO SUPPLEMENTARY INFORMATION

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF INSTRUCTIONAL TIME**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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<u>Grade Level</u>	<u>Minutes Required</u>	<u>2015-16 Actual Minutes</u>	<u>Number of Days Traditional Calendar</u>	<u>Number of Days Multitrack Calendar</u>	<u>Status</u>
Kindergarten	36,000	49,120	180	N/A	In Compliance
Grade 1	50,400	59,070	180	N/A	In Compliance
Grade 2	50,400	59,070	180	N/A	In Compliance
Grade 3	50,400	59,070	180	N/A	In Compliance
Grade 4	54,000	59,070	180	N/A	In Compliance
Grade 5	54,000	59,070	180	N/A	In Compliance
Grade 6	54,000	59,070	180	N/A	In Compliance
Grade 7	54,000	59,070	180	N/A	In Compliance
Grade 8	54,000	59,070	180	N/A	In Compliance

SEE NOTES TO SUPPLEMENTARY INFORMATION

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT  
WITH AUDITED FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

	General Fund	Special Revenue - Special Reserve Fund	Capital Projects - Special Reserve Fund	Deferred Maintenance Fund
June 30, 2016 Annual Financial and Budget Report Fund Balances	\$ 1,890,945	\$ 173,190	\$ 271,213	\$ 63,296
Adjustments Increasing/(Decreasing) Fund Balances:				
(Understatement)/Overstatement of				
Contract Services Expenditures	(33,250)			33,250
Overstatement of Capital Outlay Expenditures			18,273	
Reclassifications Increasing/(Decreasing)				
Fund Balances:				
Reclassification of Fund Balances	173,190	(173,190)		
Net Adjustments & Reclassifications	139,940	(173,190)	18,273	33,250
June 30, 2016 Audited Financial Statements Fund Balances	\$ 2,030,885	\$ 0	\$ 289,486	\$ 96,546

Auditor's Comments

The fund balances of the General Fund and Special Revenue - Special Reserve Fund have been combined for financial reporting purposes in accordance with GASB 54.

The audited financial statements of all other funds were in agreement with the Annual Financial and Budget Report for the fiscal year ended

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

	GENERAL FUND			
	(Budget) <sup>(1)</sup>			
	2016-17 <sup>(2)</sup>	2015-16	2014-15	2013-14
Revenues and Other Financial Sources	\$ 5,561,330	\$ 5,697,760	\$ 5,657,200	\$ 5,797,537
Expenditures	5,587,294	5,210,001	5,505,232	5,273,540
Other Uses and Transfers Out	300,565	317,346	295,220	275,938
Total Outgo	5,887,859	5,527,347	5,800,452	5,549,478
Change in Fund Balance	(326,529)	170,413	(143,252)	248,059
Ending Fund Balance	\$ 1,704,356	\$ 2,030,885	\$ 1,860,472	\$ 2,003,724
Available Reserves	\$ 1,499,377	\$ 1,798,516	\$ 1,717,073	\$ 1,840,732
Reserve for Economic Uncertainties <sup>(3)</sup>	\$ 588,786	\$ 554,410	\$ 585,045	\$ 555,431
Available Reserves as a Percentage of Total Outgo	25.5%	32.5%	29.6%	33.2%
Average Daily Attendance at P-2	145	136	142	142
Total Long-Term Liabilities	\$ 24,530,080	\$ 24,885,258	\$ 24,586,164	\$ 24,131,315

(1) Amounts reported for the budget are presented for analytical purposes only and have not been audited.

(2) Amounts have been adjusted to ensure comparability with the current year GASB 54 financial statement presentation.

(3) Reported balances are a component of available reserves.

The fund balance of the General Fund increased \$27,161 over the past two years. The fiscal year 2016-17 budget projects a decrease of \$326,529. For a district this size, the state recommends available reserves of at least 5% of total general fund expenditures, transfers out, and other uses (total outgo).

The District produced operating surpluses of \$170,413 and \$248,059 during fiscal years 2015-16 and 2013-14, respectively, and incurred an operating deficit of \$143,252 during fiscal year 2014-15.

Average daily attendance (ADA) decreased 6 ADA over the past two years. The District anticipates an increase of 9 ADA during fiscal year 2016-17.

Total long-term liabilities increased \$753,943 over the past two years due primarily to the early retirement incentives offered in 2015-16 and the bond premium that was recognized as a result of the issuance of the 2015 refunding general obligation bonds.



SAUSALITO MARIN CITY SCHOOL DISTRICT  
SCHEDULE OF CHARTER SCHOOLS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

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<u>Charter School</u>	<u>District Audit</u>
Willow Creek Academy	Excluded

SEE NOTES TO SUPPLEMENTARY INFORMATION

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**NOTES TO SUPPLEMENTARY INFORMATION**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**NOTE 1 - PURPOSE OF STATEMENTS AND SCHEDULES**

**A. Combining Statements**

Combining statements are presented for purposes of additional analysis, and are not a required part of the District's basic financial statements. These statements present more detailed information about the financial position and financial activities of the District's individual funds.

**B. Schedule of Average Daily Attendance**

Average daily attendance is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

**C. Schedule of Instructional Time**

The District participated in the Longer Day incentive funding program for the current fiscal year, but the District did not meet or exceed its LCFF target funding. This schedule presents information on the instructional days provided and the amount of instructional time offered by the District and whether the District complied with Article 8 (commencing with Section 46200) of Chapter 2 of Part 26 of the Education Code.

**D. Reconciliation of Annual Financial and Budget Report with Audited Financial Statements**

This schedule provides the information necessary to reconcile the fund balances of all funds, as reported in the Annual Financial and Budget Report to the audited financial statements.

**E. Schedule of Financial Trends and Analysis**

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

**F. Schedule of Charter Schools**

This schedule lists all charter schools chartered by the District and identifies whether or not the charter schools were included or excluded from the audit of the District.



OTHER INDEPENDENT AUDITOR'S REPORTS SECTION

**STEPHEN ROATCH ACCOUNTANCY CORPORATION**  
*Certified Public Accountants*

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

Board of Trustees  
Sausalito Marin City School District  
Sausalito, California

**Report on State Compliance**

We have audited Sausalito Marin City School District's compliance with the types of compliance requirements described in the *2015-16 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting* that could have a direct and material effect on each of the District's state programs identified on the following page for the fiscal year ended June 30, 2016.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the District's state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2015-16 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*, prescribed in the *California Code of Regulations*, Title 5, section 19810 and following. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the District's state programs occurred. An audit includes examining, on a test basis, evidence about Sausalito Marin City School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Sausalito Marin City School District's compliance with those requirements.

In connection with the audit referred to above, we selected and tested transactions and records to determine Sausalito Marin City School District's compliance with state laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures Performed</u>
Local Education Agencies Other Than Charter Schools:	
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	Not Applicable
Continuation Education	Not Applicable
Instructional Time	Yes
Instructional Materials	Yes
Ratio of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes
Early Retirement Incentive	Not Applicable
Gann Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	Not Applicable
Middle or Early College High Schools	Not Applicable
K-3 Grade Span Adjustment	Yes
Transportation Maintenance of Effort	Yes
School Districts, County Offices of Education, and Charter Schools:	
Educator Effectiveness	Yes
California Clean Energy Jobs Act	Yes
After School Education and Safety Program	Yes
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable
Immunizations	Not Applicable
Charter Schools:	
Attendance	Not Applicable
Mode of Instruction	Not Applicable
Nonclassroom-Based Instruction/Independent Study	Not Applicable
Determination of Funding for Nonclassroom-Based Instruction	Not Applicable
Annual Instructional Minutes - Classroom Based	Not Applicable
Charter School Facility Grant Program	Not Applicable

Basis for Qualified Opinion on State Compliance

As described in the accompanying Schedule of Findings and Questioned Costs, Sausalito Marin City School District did not comply with the requirements regarding the ratio of administrative employees to teachers as noted in **Finding 2016-009**. Compliance with such requirements is necessary, in our opinion, for the Sausalito Marin City School District to comply with the state laws and regulations referred to above.

Qualified Opinion on State Compliance

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, Sausalito Marin City School District complied, in all material respects, with the types of compliance requirements referred to above for the year ended June 30, 2016.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the *2015-16 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting* and which are described in the accompanying Schedule of Findings and Questioned Costs, as noted in **Finding 2016-010** through **2016-013**. Further, the results of our auditing procedures disclosed instances of noncompliance with other state laws and regulations, which are described in the accompanying Schedule of Findings and Questioned Costs, as noted in **Finding 2016-014**. Our opinion on state compliance on the programs previously identified is not modified with respect to these matters.

The District's responses to the noncompliance findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. The District's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing based on the requirements of the *2015-16 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.

*Stephen Roatch Accountancy Corporation*

STEPHEN ROATCH ACCOUNTANCY CORPORATION  
Certified Public Accountants

December 15, 2016





**STEPHEN ROATCH ACCOUNTANCY CORPORATION**

*Certified Public Accountants*

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

Board of Trustees  
Sausalito Marin City School District  
Sausalito, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Sausalito Marin City School District, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 15, 2016.

**Internal Control Over Financial Reporting**

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs to be a material weakness, as noted in **Finding 2016-001 and 2016-002**.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs to be significant deficiencies, as noted in **Finding 2016-003 through 2016-008**.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, except as noted in **Finding 2016-014**.

District's Responses to Findings

The District's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. The District's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

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

*Stephen Roatch Accountancy Corporation*

STEPHEN ROATCH ACCOUNTANCY CORPORATION  
Certified Public Accountants

December 15, 2016

## FINDINGS AND QUESTIONED COSTS SECTION

SAUSALITO MARIN CITY SCHOOL DISTRICT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

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**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issued:	Unmodified	
Internal control over financial reporting:		
Material weaknesses identified?	<u>  X  </u> Yes	<u>      </u> No
Significant deficiencies identified not considered to be material weaknesses?	<u>  X  </u> Yes	<u>      </u> None reported
Noncompliance material to financial statements noted?	<u>  X  </u> Yes	<u>      </u> No

**State Awards**

Any audit findings required to be reported in accordance with the <i>2015-16 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting</i> ?	<u>  X  </u> Yes	<u>      </u> No
Type of auditor's report issued on compliance for state programs:	Qualified	

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION II - FINANCIAL STATEMENT FINDINGS**

**2016 - 001 / 30000**

**MATERIAL WEAKNESS**

**FINANCIAL REPORTING - UNAUDITED ACTUALS**

<u>Criteria:</u>	1-2. Each year, school districts are responsible for preparing complete and accurate financial information, which is reported to the California Department of Education in the form of the "Unaudited Actuals" Financial Report. Accordingly, school districts should have an effective system of internal control over financial reporting that will ensure that the information contained in the report is free of material misstatements.
<u>Conditions:</u>	<ol style="list-style-type: none"><li>1. A duplicate accounts payable accrual in the amount of \$18,273 was incorrectly recorded in fiscal year 2015-16 and was not cancelled until fiscal year 2016-17.</li><li>2. A payment in the amount of \$33,250, related to pre-election costs associated with placing a bond measure on the November 2016 ballot, was incorrectly recorded in the Deferred Maintenance Fund, instead of the General Fund.</li></ol>
<u>Questioned Costs:</u>	1-2. None. The financial statements have been adjusted to correct the misstatements as reflected on page 74.
<u>Context:</u>	<ol style="list-style-type: none"><li>1. The District's internal control system detected the duplicate year-end accrual however, the District did not record a journal entry to properly adjust the books prior to closing.</li><li>2. The payment was not consistent with the purpose of the Deferred Maintenance Fund.</li></ol>
<u>Effects:</u>	<ol style="list-style-type: none"><li>1. Capital outlay expenditures were overstated in the Capital Projects - Special Reserve Fund in fiscal year 2015-16.</li><li>2. Contract services expenditures were understated in the General Fund and overstated in the Deferred Maintenance Fund, in fiscal year 2015-16.</li></ol>
<u>Causes:</u>	<ol style="list-style-type: none"><li>1. District personnel were unaware that if an accrual cannot be cancelled, a manual journal entry is required to properly adjust the year-end accrual to ensure that expenditures are not misstated.</li><li>2. The account coding of the expenditure was initially miscoded and the District's internal control system did not detect and correct the error.</li></ol>

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)**

**FINANCIAL REPORTING - UNAUDITED ACTUALS (CONCLUDED)**

- Recommendations:**
1. The District should develop a comprehensive financial reporting checklist, which can be used by staff during the year-end closing process, to prevent material misstatements from occurring in the future. District personnel should receive in-service training to understand the significance of year-end cut-off procedures.
  2. The District should establish internal control procedures to ensure that account coding is properly reviewed by appropriate supervisors.

**District Responses:** The District is still determining the reason for the findings noted in this section. The District will be establishing effective internal controls and separation of duties. Regarding these specific findings:

1. The District will provide specific training and provide staff a checklist and written procedures for the year end closing process. This will be in place for the close of the 2016-2017 fiscal year.
2. The District will provide specific training in two areas:
  - a. The District will develop written procedures for properly coding payments and will ensure that all payments processed are reviewed and authorized by a secondary person.
  - b. The District will provide staff with an updated copy of the California School Accounting Manual and provide opportunities to staff to attend trainings in the area of school accounting.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)**

**2016 - 002 / 30000**

**MATERIAL WEAKNESS**

**INFORMATION AND COMMUNICATION**

<u>Criteria:</u>	An effective information and communication system is a key component of a strong internal control structure pursuant to the Committee of Sponsoring Organizations' (COSO) Internal Control - Integrated Framework.
<u>Condition:</u>	The District incurred substantial costs in fiscal year 2015-16 in an effort to place a bond measure on the November 2016 ballot, however the District did not submit the required paperwork to the County Elections Office by the filing deadline. As a result, the bond measure was never placed on the ballot.
<u>Questioned Costs:</u>	The District incurred at least \$33,250 of pre-election costs in fiscal year 2015-16, which were funded by District reserves.
<u>Context:</u>	The Governing Board, Management, employees, and the community spent considerable time and effort creating bond priority lists, in anticipation of the bond measure, which were communicated to the District's facilities consultants to incorporate into the District's Master Plan with their associated costs.
<u>Effect:</u>	It is difficult to determine the total effect since it is unknown whether the bond measure would have passed had it been placed on the November 8, 2016 ballot. However, regardless of what the election results may have been, had the bond measure been successfully placed on the ballot, the District must now determine the best means to provide the funding necessary to make needed upgrades to its aging facilities.
<u>Cause:</u>	There was a breakdown in communication within the District as to who was responsible for filing the required paperwork with the County Elections Office by the deadline.
<u>Recommendation:</u>	The District needs to promote better communication at all levels of the organization to enable the District to properly execute organizational objectives.
<u>District Response:</u>	The District's Administrative team and Board of Trustees will develop a more effective manner in which to better communicate with its employees to ensure that duties and tasks to be performed are clearly outlined. This improved communication will include all levels of the organization.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)**

**2016 - 003 / 30000**

**SIGNIFICANT DEFICIENCY**

**PAYROLL**

<u>Criteria:</u>	Employee timesheets should be signed by employees and their immediate supervisor prior to processing timesheets for payment.
<u>Condition:</u>	Employee timesheets were processed for payment prior to being signed by the employees' supervisor.
<u>Questioned Costs:</u>	None. We determined that the internal control deficiency did not result in any improper payments.
<u>Context:</u>	The condition was noted when testing supplemental payroll for the month of April 2016.
<u>Effect:</u>	It is difficult to determine the validity of the hours claimed for payment on the timesheets, when the timesheets are not signed by the employees' supervisor.
<u>Cause:</u>	The District did not implement the prior year recommendation.
<u>Recommendation:</u>	The District should enforce procedures that require supervisors to sign employee timesheets prior to processing the timesheets for payment.
<u>District Response:</u>	The District will implement payroll procedures that will provide a sound internal control structure. Firm payroll submission deadlines as well as what constitutes a complete employee timesheet submission will be established and employees will be notified in writing of these deadlines and requirements. This is the second year of this finding and there is no evidence that this issue was addressed in 2015-2016. School districts are required to pay employees timely. With that in mind, some timesheets in 2015-2016 were processed prior to the written approval of the appropriate supervisor.



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)**

**2016 - 004 / 30000**

**SIGNIFICANT DEFICIENCY**

**CASH RECEIPTS**

<u>Criteria:</u>	A strong system of internal control over financial reporting requires that deposits be supported by appropriate documentation, which identifies the source of funds, the purpose of the deposit, and the deposit amount.
<u>Condition:</u>	District deposits were not consistently supported by appropriate documentation, which identified the source of funds, the purpose of the deposit, or the deposited amount.
<u>Questioned Costs:</u>	None.
<u>Context:</u>	The condition was noted throughout fiscal year 2015-16. The majority of checks deposited are for local donations, facilities rentals, health and welfare payments, grants and reimbursements.
<u>Effect:</u>	There is no way to determine that deposits have been posted to the general ledger to the correct account, or at the correct amount, if appropriate supporting documentation such as copies of checks or check remittances are not retained to support the deposit.
<u>Cause:</u>	The District scans checks for deposit to the County Treasury using Cash Pro, which allows the user to print the scanned checks for a period of up to three months. District personnel were unaware of the internal control weakness associated with deposits that are not supported by documentation, which identifies the source of funds, the purpose of the deposit, and the deposit amount and as a result did not printout or maintain a copy of the scanned checks or other supporting documentation.
<u>Recommendation:</u>	The District should establish appropriate procedures to ensure that all deposits are adequately supported by appropriate documentation, which identifies the source of funds, the purpose of the deposit, and the deposit amount.
<u>District Response:</u>	The District currently utilizes Cash Pro to deposit checks received by the District. In the prior year, deposits were processed without complete documentation. The District now has put appropriate procedures in place for proper tracking of funds received by the District (via checks). The District still needs to document these new procedures in writing.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)**

**2016 - 005 / 30000**

**SIGNIFICANT DEFICIENCY**

**BANK ACCOUNTS - AUTHORIZED SIGNORS**

<u>Criteria:</u>	A strong system of internal control over financial reporting requires that bank accounts should be reconciled on a monthly basis. In addition, authorized signors on bank accounts should be maintained on a current basis.
<u>Conditions:</u>	The District did not receive bank statements for two commercial bank accounts in fiscal year 2015-16. The authorized signors on the bank accounts have not been properly updated with the bank.
<u>Questioned Costs:</u>	None.
<u>Context:</u>	There has been no District initiated activity in the cafeteria and student body accounts for several years. Based on the most recent bank statements available, the accounts do not have balances that are material to the financial statements.
<u>Effect:</u>	There is no way to determine the balances in the accounts or to correct bank errors if the bank refuses to release information because only authorized signors can request information.
<u>Cause:</u>	The District has experience significant turnover in administrative and business positions in the last five years and as a result, the authorized signors on the bank accounts have not been updated appropriately. Many of the authorized signors on the accounts no longer work for the District.
<u>Recommendation:</u>	The District should determine whether the accounts will be used in the future. If the accounts are no longer needed, the District should close the account(s). If the account(s) will be used in the future, the District should update the authorized signors on the account(s) and ensure that the appropriate employees receive monthly bank statements to properly perform reconciliations of the account balances.
<u>District Response:</u>	The District will closely review all bank accounts held outside of the County of Marin Treasury. Currently, there are bank accounts that are either underutilized or no longer needed. Also, these accounts do not have the current staff listed as signatures on the accounts. These issues will be corrected during the 2016-2017 year. The District will also prepare written procedures to ensure that when District staff changes, proper procedures for updating authorized signatures continue.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)**

**2016 - 006 / 30000**

**SIGNIFICANT DEFICIENCY**

**REVOLVING ACCOUNT**

<u>Criteria:</u>	The check register balance of the revolving account should be reconciled to the bank statement balance on a monthly basis. The check register balance of the revolving account should also be reconciled to the imprest balance each month.
<u>Condition:</u>	During our review of the revolving account, we noted that bank reconciliations were not performed on a monthly basis. In addition, the check register balance was not reconciled to the \$1,000 imprest balance.
<u>Questioned Costs:</u>	None.
<u>Context:</u>	The conditions existed throughout fiscal year 2015-16.
<u>Effect:</u>	The check register may not reflect the actual balance available in the revolving account. As a result, errors or irregularities may occur and not be detected in a timely manner.
<u>Cause:</u>	The District has not established procedures, which require the check register balance of the revolving account to be reconciled to the bank statement balance and the imprest balance on a monthly basis.
<u>Recommendation:</u>	The District should establish procedures that require the check register balance of the revolving account to be reconciled to the bank statement balance and the \$1,000 imprest balance on a monthly basis.
<u>District Response:</u>	The District will properly reconcile the revolving checking account and balance to the approved balance of \$1,000 on a monthly basis. The District will also prepare written procedures to ensure that when District staff changes, proper procedures for timely reconciliation continue.

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)**

**2016 - 007 / 30000**

**SIGNIFICANT DEFICIENCY**

**CLEARING ACCOUNTS RECONCILIATION**

<u>Criteria:</u>	An appropriate system of internal control over financial reporting requires that clearing accounts used to facilitate the payment of items such as health and welfare benefits, taxes, and insurance, should be reconciled on a periodic basis, to ensure that all related liability and expenditure balances are properly reported.
<u>Condition:</u>	The health and welfare clearing accounts were not reconciled on a routine basis and were not reconciled as of June 30, 2016.
<u>Questioned Costs:</u>	None.
<u>Context:</u>	The balances in the health and welfare clearing accounts do not appear to be materially misstated as of June 30, 2016.
<u>Effect:</u>	The District does not have procedures in place to ensure that the health and welfare clearing accounts are functioning as intended, and to confirm that the related liabilities and expenditure balances are properly reported.
<u>Cause:</u>	The District does not have adequate procedures in place to ensure that clearing accounts, used to facilitate the payment of health and welfare benefits, are reconciled on a monthly basis.
<u>Recommendation:</u>	The District should establish appropriate written procedures to ensure that clearing accounts, used to facilitate the payment of health and welfare benefits, are reconciled on a monthly basis and that the reconciliations are retained for audit purposes. Errors detected during the reconciliation process, should be investigated and resolved in a timely manner to ensure that the related liability and expenditure balances are properly reported.
<u>District Response:</u>	The District currently does not have procedures in place to properly reconcile health and welfare clearing accounts. The District will review and develop health and welfare reconciliation procedures specific to the District's needs.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION II - FINANCIAL STATEMENT FINDINGS (CONCLUDED)**

**2016 - 008 / 30000**

**SIGNIFICANT DEFICIENCY**

**CONFLICT OF INTEREST FORMS**

Criteria: A "Statement of Economic Interests" form is required to be submitted to the appropriate agency by April 1<sup>st</sup> of each year. For elected officials assuming office or leaving office, forms should be submitted 30 days after assuming or leaving office, respectively.

Condition: A "Statement of Economic Interests" form (California Form 700) covering the period January 1, 2015 through December 31, 2015 was not available for one Board member as of December 9, 2016.

Questioned Costs: None. This is an administrative comment only.

Context: All other Board members as of June 30, 2016 submitted the required annual California Form 700 for the period covering January 1, 2015 through December 31, 2015.

Effects: There is no way to identify if potential conflicts of interest exist for the one Board member.

Cause: The District has not established procedures to ensure that all Board members complete annual "Statement of Economic Interests" forms.

Recommendations: The Board member who did not have a recent form on file should be instructed to complete the "Statement of Economic Interests" Form (California Form 700) as soon as possible. The District should establish procedures to ensure forms are completed by the required due dates.

District Response: The District will direct the Board member who does not have a current Statement of Economic Interests form to immediately complete and submit the form to the District. The District will establish procedures and timelines that ensure these forms are submitted by all Board members each year.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS**

**2016 - 009 / 40000**

**RATIO OF ADMINISTRATIVE EMPLOYEES TO TEACHERS**

<u>Criteria:</u>	In accordance with Education Code Section 41402, the maximum ratio of administrative employees to each 100 teachers in an elementary school district shall be 9.
<u>Condition:</u>	The District had an actual excess of 0.87 FTE for administrators in fiscal year 2015-16, which rounds up to 1 FTE.
<u>Questioned Costs:</u>	\$37,708. The estimated penalty, in accordance with Education Code Section 41404, was calculated using the California Department of Education's Employee Ratio Worksheet. The District's Total State Revenue was divided by the District's Total Revenue and Other Financing Sources ( $\$1,410,141 / \$5,706,885 = 0.25$ , rounded to two decimals). Total Annual Salaries of Administrators was divided by the Administrator FTE ( $\$362,000 / 2.4 \text{ FTE} = \$150,833$ average administrator salary). The average administrator salary was multiplied by the State Funded Share of Administrator Salary ( $\$150,833 \times 0.25 = \$37,708$ ). Then the penalty was multiplied by the rounded excess administrator FTE ( $\$37,708 \times 1 \text{ FTE} = \$37,708$ ).
<u>Context:</u>	The District received a grant in previous years, which paid for one administrator's salary, however when the grant ended, the District did not adjust their administrative staffing levels accordingly.
<u>Effect:</u>	The District did not comply with the requirements of Education Code Section 41402.
<u>Cause:</u>	The District was not able to adjust their Administrative FTEs during the 2015-16 fiscal year.
<u>Recommendation:</u>	The District should review Administrative and Teacher FTEs to ensure they are in compliance with the requirements of Education Code Section 41402.
<u>District Response:</u>	It is anticipated that the District, in the current year 2016-2017, continues to exceed the allowable maximum ratio of administrators to teachers. For the 2017-2018 school year, the District will review this ratio and make the necessary adjustments in administrative staffing to be in compliance of Education Code 41402.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)**

**2016 - 010 / 10000**

**ATTENDANCE**

<u>Criteria:</u>	In accordance with Education Code Section 46000, attendance in all schools and classes shall be recorded and kept according to regulations prescribed by the State Board of Education.
<u>Condition:</u>	The weekly "Classroom Attendance Report" was not carefully reviewed by the classroom teacher before certifying the report and returning it to the school office.
<u>Questioned Costs:</u>	None. The apportionment adjustment due to this error was only 2 apportionment days, which did not result in material misstatement of average daily attendance (ADA) in either the P-2 or Annual attendance period. (0.02 ADA for P-2 and 0.01 ADA for Annual)
<u>Context:</u>	One student listed on the weekly "Classroom Attendance Report", who generated 2 days of apportionment, was listed with no name, but the teacher did not catch the omission or investigate the matter with the school office.
<u>Effect:</u>	The District overstated ADA reported on the P-2 and Annual Attendance Reports.
<u>Cause:</u>	The District did not implement the prior year recommendation.
<u>Recommendation:</u>	The District should emphasize the importance of reporting accurate attendance information to school personnel and continue to provide in-service training on proper attendance procedures.
<u>District Response:</u>	It will be required that all teachers take daily attendance and ensure that clerical site staff retain and maintain records to substantiate excused student absences in accordance with AR 5113. The District will provide immediate training for site staff regarding their roles and responsibilities in providing accurate student attendance recordkeeping and close monitoring.



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)**

**2016 - 011 / 71000**

**TEACHER MISASSIGNMENT**

<u>Criteria:</u>	Any teacher who is assigned to teach a class in which more than 20 percent of the pupils were English learners should be authorized to instruct limited-English-proficient pupils pursuant to the provisions of Education Code Sections 44253.3, 44253.4 or 44253.10.
<u>Condition:</u>	One teacher was assigned to teach a class made up of more than 20 percent English learners, but was not authorized to instruct limited-English-proficient pupils pursuant to the provisions of Education Code Sections 44253.3, 44253.4 or 44253.10.
<u>Questioned Costs:</u>	None. The teacher held a valid certification document.
<u>Context:</u>	One teacher in our sample appeared to be misassigned to a class with more than 20 percent of pupils classified as English Learners during the 2015-16 fiscal year. The Marin County Office of Education issued a Temporary County Certificate effective May 23, 2016 to bridge the date of the application for an Emergency CLAD.
<u>Effect:</u>	The District did not comply with the requirements of Education Code Sections 44253.3, 44253.4 or 44253.10.
<u>Cause:</u>	The District was unaware the teacher's class had more than 20 percent of pupils classified as English Learners.
<u>Recommendation:</u>	The District should report this as a teacher misassignment in the school's School Accountability Report Card. In the future, the District should establish procedures to ensure that all teachers, assigned to teach a class in which more than 20 percent of the pupils are English learners, are authorized to instruct limited-English-proficient pupils pursuant to the provisions of Education Code Sections 44253.3, 44253.4 or 44253.10.
<u>District Response:</u>	The District will report a teacher misassignment for 2015-2016 on the School Accountability Report Card due to a teacher assigned to a class made up of more than 20 percent of English Learners. The District will establish procedures to ensure all teachers are properly assigned in accordance of Education Code Sections 44253.3, 44253.4 or 44253.10.



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)**

**2016 - 012 / 40000**

**AFTER SCHOOL EDUCATION AND SAFETY PROGRAM**

Criteria: 1-2. In accordance with Education Code Section 8482.3(f)(10), After School Education and Safety Program grantees agree to provide program attendance of participating pupils to the department. Grantees are required to report the days of operation and the students served for each school for the 1<sup>st</sup> and 2<sup>nd</sup> Half of each fiscal year. Ongoing program funding is based on grantees meeting specific attendance goals, therefore grantees should develop and maintain accurate attendance records to support attendance reported to the California Department of Education.

Conditions: The following conditions were noted during our testing at Bayside Martin Luther King Jr. Academy:

1. The number of 3 hour students served that was reported to the California Department of Education (CDE) for the 1<sup>st</sup> Half After School Base attendance report did not agree to the summary worksheets from the contractor who operated the program on behalf of the District.
2. The total 3 hour student days served summarized by the contractor on the summary worksheets did not agree to the supporting sign-in/sign-out sheets on a consistent basis. We traced the monthly totals on the summary worksheets, prepared by the contractor, to the supporting sign-in/sign-out sheets for 22 students in the month of October 2015 and 8 students in the month of March 2016 and noted the following:
  - The attendance for 5 students was correctly summarized
  - The attendance for 5 students was overstated by 1 day on the summary worksheet
  - The attendance for 8 students was understated by 1 day on the summary worksheet
  - The attendance for 10 students was understated by 2 days on the summary worksheet
  - The attendance for 2 students was understated by 3 days on the summary worksheet

Questioned Costs: 1. The number of 3 hour students served for the 1<sup>st</sup> Half After School Base attendance report was understated by 570.

2. For the 30 students tested, we noted accumulation errors for 25 students that resulted in a net understatement of 29 days served. There is no way to reasonably determine the effect of these errors to the remaining population.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)**

**AFTER SCHOOL EDUCATION AND SAFETY PROGRAM (CONCLUDED)**

- Context:**
1. The condition appears to be limited to the 1<sup>st</sup> Half After School Base attendance report.
  2. The condition was noted in October 2015 and March 2016. We performed limited test counts in January 2016 and February 2016 but did not observe similar accumulation errors.
- Effect:**
- 1-2. The District does not appear to have appropriate procedures in place to ensure compliance with the relevant sections of Education Code Sections 8482.3.
- Causes:**
1. The District mistakenly excluded all 216 days generated by students in the month of August 2015 and the contractor revised the totals for December 2015, resulting in an additional 354 days, but the revised total was not included in the 1<sup>st</sup> Half After School Base attendance report.
  2. The contractor did not properly summarize the days reported on the summary worksheets and the District did not have procedures in place to audit or verify the totals reported by the contractor.
- Recommendations:**
1. The District should establish appropriate procedures to ensure that information submitted to the California Department of Education for the ASES program reconciles to supporting site records which are retained for audit purposes.
  2. The District should establish appropriate procedures to review the attendance records that are prepared and maintained by contractor to ensure that the program is operated in accordance with state laws.
- District Responses:**
- 1-2. The District currently does not have procedures in place to review attendance reporting for the After School Education and Safety Program. The District will develop written procedures for the vendor hired to run the ASES program to ensure accurately track student attendance. The District will develop a procedure that requires the vendor to properly train its staff on attendance data collection. The District itself needs to develop procedures for regular auditing of the data prepared by the vendor.

SAUSALITO MARIN CITY SCHOOL DISTRICT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

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**SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)**

2016 - 013 / 40000

**UNDUPLICATED LOCAL CONTROL FUNDING FORMULA PUPIL COUNTS**

- Criteria:** 1-3. Education Code Section 42238.02(b)(2) commencing with the 2013-14 fiscal year requires a school district or charter school to annually submit its enrolled free and reduced-price meal eligibility, foster youth, and English learner pupil-level records for enrolled pupils to the Superintendent using the California Longitudinal Pupil Achievement Data System (CALPADS). Education Code Section 42238.02(b)(3)(B) states that the Controller shall include instructions necessary to enforce paragraph (2) in the audit required by Education Code Section 14502.1 and that the instructions shall include, but are not necessarily limited to, procedures for determining if the English learner, foster youth, and free or reduced-price meal eligible pupil counts are consistent with the school district's or charter school's English learner, foster youth, and free or reduced-price meal eligible pupil records.
- Conditions:**
1. The District did not have appropriate documentation to support the English Learner (EL) eligibility status assigned to one student reported on the CALPADS "1.18 - FRPM/English Learner/Foster Youth - Student List" report as **only** EL eligible as identified under the "ELAS Designation" column.
  2. The District did not have appropriate documentation to support the English Learner eligibility status assigned to two students on the CALPADS "1.18 - FRPM/English Learner/Foster Youth - Student List" report, who had a "No" under the "Direct Certification" column, and were reported eligible in **both** the "NSLP Program" column and the "ELAS Designation" column. One of two students did have appropriate documentation to support their FRPM eligibility status.
  3. The District did not have appropriate documentation to support the free or reduced price meal eligibility status assigned to fourteen (14) students on the CALPADS "1.18 - FRPM/English Learner/Foster Youth - Student List" report, who had a "No" under the "Direct Certification" column, and were reported eligible in **both** the "NSLP Program" column and the "ELAS Designation" column. These 14 students did have appropriate documentation to support their EL eligibility status.
- Questioned Costs:** 1-3. A summary of certified enrollment, unduplicated pupil counts, pupil count adjustments, and audited unduplicated pupil counts is presented for the District's schools, as follows:

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)**

**UNDUPLICATED LOCAL CONTROL FUNDING FORMULA PUPIL COUNTS (CONCLUDED)**

**Questioned Costs**  
**(Concluded):**

	Total Enrollment	Unduplicated Eligible Free/Reduced Meal Counts	EL Funding Eligible	Unduplicated FRPM/EL Eligible Count
Bayside Martin Luther King Jr. NPS School Group	140 4	94 0	50 0	110 0
Certified Pupil Counts	144	94	50	110
Bayside Martin Luther King Jr. NPS School Group		(14)	(3)	(2)
Audit Adjustments	0	(14)	(3)	(2)
Bayside Martin Luther King Jr. NPS School Group	140 4	80 0	47 0	108 0
Audited Pupil Counts	144	80	47	108

- 1-3. The District received funding under the Basic Aid provision and did not receive either supplemental or concentration grant funding in fiscal year 2015-16, therefore there is no fiscal impact.

**Context:** 1-3. We reviewed 100% of the student population where the exceptions were noted.

**Effect:** 1-3. The District overstated the unduplicated pupil counts reported to the California Department of Education for fiscal year 2015-16 based on the District's supporting documentation.

**Causes:** 1-2. The students were not on the District's master English Learner list. Two students had been reclassified, RFEP in fiscal year 2014-15 and one student was entered into the system incorrectly as an English Learner.

3. The District was unable to provide appropriate documentation to support the students' classification as FRPM eligible.

**Recommendations:** 1-3. The District should establish procedures to ensure that all pupils, who are reported as FRPM and/or EL eligible on the CALPADS "1.18 - FRPM/English Learner/Foster Youth - Student List" report and who are not directly certified, have appropriate documentation to support their eligibility status.

**District Response:** 1-3. The District will develop trainings and written procedures to ensure that staff collecting the unduplicated count data understands the importance and necessary steps to accurately collect this data.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)**

**2016 - 014 / 40000 / 50000**

**CAFETERIA OPERATIONS**

- |                          |  |
|--------------------------|--|
| <u>Criteria:</u>         | <ol style="list-style-type: none"><li>1. Districts are required to submit the monthly claims for reimbursement to the state by the applicable submission deadline date specified on the California Department of Education website. Claims submitted after the submission deadline, are not paid unless the District meets certain criteria, circumstances, or conditions that allow the claim to be considered for payment.</li><li>2. Districts should establish appropriate procedures to ensure that all revenue transactions are properly recorded on the general ledger.</li><li>3. All revenue from the sale of nonprogram foods are required to accrue to the nonprofit school food service account in accordance with Section 206 of the Healthy, Hunger-Free Kids Act of 2010.</li></ol> |
| <u>Conditions:</u>       | <ol style="list-style-type: none"><li>1. The August 2015 claim for reimbursement was not transmitted to the California Department of Education prior to the specified submission deadline.</li><li>2. The District did not receive a state reimbursement check from the California Department of Education for the month of October 2015 and as a result, the corresponding revenue was not recorded on the District's general ledger.</li><li>3. The District did not maintain records of the number of meals served to District employees and other non-student individuals in fiscal year 2015-16. In addition, the District did not collect any funds from District employees and other non-student individuals for any meals served in fiscal year 2015-16.</li></ol>                         |
| <u>Questioned Costs:</u> | <ol style="list-style-type: none"><li>1. \$1,411. (The amount of funding the District was eligible to receive based on the meal counts for August 2015.)</li><li>2. \$632 (The October 2015 state reimbursement check that was not received).</li><li>3. Since there is no record of the number of meals or ala carte items served to District employees and other non-student individuals, there is no way to quantify the amount of nonprogram revenue that should have accrued to the school food service account in fiscal year 2015-16.</li></ol>   |

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)**

**CAFETERIA OPERATIONS (CONTINUED)**

- Context:**
1. The condition appears to be limited to the August 2015 claim for reimbursement.
  2. The condition appears to be limited to the October 2015 state reimbursement.
  3. The District partners with a contractor to prepare and serve meals in the food service program. We did not observe program costs and nonprogram costs split out on the contractor's invoices.
- Effects:**
1. The District incurred cost to provide meals to students of the District, during August 2015, but failed to receive reimbursement from the California Department of Education due to the claim being submitted after the specified submission deadline.
  2. The check was not received by the District and could have potentially resulted in loss of funding to the District had the audit not identified the missing reimbursement.
  3. The District was not in compliance with Section 206 of the Healthy, Hunger-Free Kids Act of 2010.
- Causes:**
1. District Office personnel were dealing with the aftermath from a fire on September 6, 2015, which destroyed the District Office.
  2. The District has not established procedures to ensure that all child nutrition reimbursements are received.
  3. The District has not established procedures to track meals or ala carte items served to anyone other than a student registered at the District and has not established procedures to collect funds from those individuals. All meals served are provided free of charged to students enrolled in the District. The District makes annual contributions to the cafeteria program to defray cost overruns incurred by the program from General Fund reserves.
- Recommendations:**
1. The District should review the criteria, circumstances, or conditions, specified on the California Department of Education website, that allow the claim to be considered for payment, and determine if the District may still qualify to receive payment for the late claim.
  2. The District should establish appropriate procedures to ensure that child nutrition reimbursements are received and recorded appropriately on the general ledger. Reimbursements that are not received in a timely manner should be investigated by District personnel.

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

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**SECTION III - STATE AWARD FINDINGS AND QUESTIONED COSTS (CONCLUDED)**

**CAFETERIA OPERATIONS (CONCLUDED)**

**Recommendations**

**(Concluded):**

3. The District should keep track all the number of meals served, ala carte sales made, and any catered meals provided to individuals, other than students of the District, in order to properly track the nonprogram foods served during the year. The District should also establish procedures to enable them to properly collect funds from the sale of nonprogram foods and beverages. The District should complete the USDA's nonprogram food revenue tool or its equivalent to ensure that nonprogram food revenues are at least covering the nonprogram food costs.

**District Responses:**

1. The District will develop a process for timely requesting reimbursements due from the National School Lunch Program so that dollars owed are not lost due to late filings.
2. The District did not properly review the receipt of all funds distributed by the National School Lunch Program, therefore it was unknown that the District did not receive all funds due to this. The District will develop monthly or bimonthly procedures to ensure that the Cafeteria program is receiving all anticipated funding.
3. Currently, adults are served meals through the Cafeteria and pay for these meals directly to the vendor that provides meals to the students. The District will work with the vendor to develop a method of tracking the cost of adult meals so that the vendor can invoice the district separately for the adult meals. The District will also have established a mechanism for the adults to pay the District directly for meals purchases.



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF PRIOR YEAR RECOMMENDATIONS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

<u>Recommendations</u>	<u>Current Status</u>	<u>Explanation If Not Fully Implemented</u>
<b><u>FINANCIAL STATEMENTS</u></b>		
<b>15 - 001 / 30000</b>		
<b><u>PAYROLL</u></b>		
The District should enforce procedures that require supervisor's to sign employee timesheets prior to processing the timesheets for payment.	Not Implemented	Comment Repeated (Finding 2016-003)
<b><u>STATE AWARDS</u></b>		
<b>15 - 002 / 10000</b>		
<b><u>ATTENDANCE</u></b>		
The District should establish appropriate attendance accounting procedures to ensure that enrollment is reconciled to attendance at the end of each school month; employees, who prepare and review attendance calculations, understand how to calculate non-public school ADA; and to ensure the school calendar entered into the computerized system properly reflects the actual number of school days.	Implemented	
The District should submit revised P-2 and Annual attendance reports for fiscal year 2014-15 that reflect the audited ADA.	Implemented	
<b>15 - 003 / 40000</b>		
<b><u>AFTER SCHOOL EDUCATION AND SAFETY PROGRAM</u></b>		
The District should establish appropriate procedures to ensure that information submitted to the California Department of Education for the ASES program reconciles to supporting site records which are retained for audit purposes.	Partially Implemented	Comment Repeated (Finding 2016-011)



**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**SCHEDULE OF PRIOR YEAR RECOMMENDATIONS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

<u>Recommendations</u>	<u>Current Status</u>	<u>Explanation If Not Fully Implemented</u>
<b><u>STATE AWARDS (CONCLUDED)</u></b>		
<b><u>AFTER SCHOOL EDUCATION AND SAFETY PROGRAM (CONCLUDED)</u></b>		
The District should establish appropriate procedures to review the attendance records that are prepared and maintained by the Charter School, to ensure that the program is operated in accordance with state laws.	Implemented	
<b>15 - 004 / 40000</b>		
<b><u>UNDUPLICATED LOCAL CONTROL FUNDING FORMULA PUPIL COUNTS</u></b>		
The District should establish procedures to ensure that all pupils, who are reported as FRPM-eligible on the CALPADS "1.18 - FRPM/English Learner/Foster Youth - Student List" report and who are not directly certified, have an approved FRPM application or alternative income form submitted between July 1 and October 31 of each school year.	Not Implemented	Comment Repeated (Finding 2016-012)
The District should establish procedures to ensure that enrollment counts reported in CalPADS reconcile to their student information system and that the unduplicated pupil counts reported in CalPADS are consistent with the District's eligible pupil records.	Implemented	
<b>15 - 005 / 62000</b>		
<b><u>LOCAL CONTROL ACCOUNTABILITY PLAN</u></b>		
The District should establish appropriate procedures to ensure they maintain supporting documentation showing the District's compliance with Education Code Section 52062(a)(1) in the future.	Implemented	

Sausalito Marin City School District

Agenda Item: 6.02

Date: January 10, 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:** Tentative Agreements with the Sausalito District Teacher Association - Fiscal Year 2016-2017 and the California School Employee Association - Fiscal Years 2016-2017 and 2018-2019.

**Background:** In September and October 2016, the District and bargaining units met and negotiated the attached tentative agreements.

**Fiscal Impact:** Increase in salary and benefits as follows:

<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
\$118,937	\$137,716	\$142,358

**Recommendation:** Approve

**Attachments:**

- SDTA Tentative Agreement
- CSEA Tentative Agreement
- Public Disclosure Document
- Multi Year Projection

# PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

For submission to the governing board and the county superintendent of schools,  
and in accordance with the public disclosure requirements of AB-1200 (Statutes 1991, Chapter 1213)  
as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25).

BARGAINING UNIT: **Sausalito Marin-City** School District  
**SDTA & CSEA Bargaining Units**

☒ Certificated

☒ Classified

## PERIOD OF AGREEMENT

The proposed agreement covers the period beginning on:  
and ending on:

7/1/2016

If this agreement is part of a multi-year contract, indicate ALL fiscal years covered:

Fiscal Years:

Reopeners: Yes or NO ?

*if Yes, What Areas?*

The SDTA Tentative Agreement is 7/1/16 to 6/30/17. the CSEA Tentative Agreement is 7/1/16 to 6/30/18.

To be acted upon by the Governing Board at its meeting on:

1/10/2017

Date of governing board approval of budget revisions

1/10/2017

Budget Revisions to be submitted no later than 45 days after approval:

3/14/2017

Provide a copy of the board-approved budget revisions and board minutes within 45 days.

If the board-approved revisions are different from the proposed budget adjustments  
provide a detailed report upon approval of the district governing board.

## GENERAL

### STATUS OF ALL BARGAINING UNIT AGREEMENTS

	Unit	Status	# FTE Represented
Certificated:	Tentative Agreement	In Process	13.4
Classified:	Tentative Agreement	In Process	
Other:	Non-Represented and Confidential	Not Settled	5.5

### NARRATIVE OF AGREEMENT:

Provide a brief narrative of the proposed changes in compensation and attach a copy of the Tentative Agreement.

The SDTA Tentative Agreement proposes a 4% on schedule increase retroactive to 7/1/16 and to raise the Health and Welfare cap from \$10,191 to \$15,836. The CSEA Tentative Agreement proposes a 3% on-schedule increase retro active to 7/1/16 and an additiional 2% on scheudle increase beginning 7/1/17.

# PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

For submission to the governing board and the county superintendent of schools,  
and in accordance with the public disclosure requirements of AB-1200 (Statutes 1991, Chapter 1213)  
as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25).

**Sausalito Marin-City**

School District

## COMPENSATION PROVISIONS

### SALARIES: PERCENTAGE INCREASE/DECREASE IN SALARIES IN PROPOSED AGREEMENT:

COMPENSATION		Fiscal Impact of Proposed Agreement		
		Current Year	Year 2	Year 3
		2016-2017	2017-2018	2018-2019
1a.	Salary cost before agreement (latest board approved budget and multi-year projection)	\$ 1,750,086	\$ 1,782,059	\$ 1,808,790
1b.	Step & Column Increase (Decrease) included in total salary cost	1.50%	1.50%	1.50%
1c.	Statutory benefits cost before agreement (latest board approved budget)	\$ 328,162 18.75%	\$ 381,269 21.39%	\$ 438,423 24.24%
1d.	CY Health & Welfare Benefits cost before agreement	\$ 121,758	\$ 121,758	\$ 121,758
2.	Step & Column - Increase (Decrease) due to settlement	Cost (=/-)	\$ -	\$ -
		Percent	0.00%	0.00%
3.	Salary Schedule - Increase (Decrease) due to settlement	Cost (=/-)	\$ 63,946	\$ 78,023
		Percent	3.65%	4.38%
4.	Other Compensation - Increase (Decrease) (Stipends, bonuses, retro pay. Etc.)	Cost (=/-)		
		Percent	0.00%	0.00%
		Description		
5.	Other Salary changes - increase (decrease) FTE	Cost (=/-)	\$ -	\$ -
		FTE		
6.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, OASDI, Medicare etc.	Cost (=/-)	\$ 11,991	\$ 16,693
		Percent	3.65%	4.38%
		Description	PERS/STRS Increases	PERS/STRS Increases
7.	Health & Welfare Benefits - Increase (Decrease) (Medical, Dental, Vision, Life Insurance, etc.	Cost (=/-)	\$ 43,000	\$ 43,000
		Percent	35.32%	35.32%
		Description		
8a.	Total Salary - Increase (Decrease) (total Lines 2 - 5)	Cost (=/-)	\$ 63,946	\$ 78,023
		Percent	3.65%	4.38%
8b.	Total Salary Increase including step (lines 1b + 8	5.15%	5.88%	5.92%
8c.	Total Salary after settlement	\$ 1,814,032	\$ 1,860,082	\$ 1,888,764
9a.	Total Compensation - Increase (Decrease) (total Lines 2 - 6)	Cost (=/-)	\$ 118,937	\$ 137,716
		Percent	5.41%	6.03%
9b.	Total compensation after settlement	\$ 2,318,943	\$ 2,422,802	\$ 2,511,329
10.	Total Compensation Cost for AVERAGE Represented Employee - Increase (Decrease)	FTE	-	-
		Pre-Settlement	\$ -	\$ -
		Post Settlement	\$ -	\$ -
		Percent	0.00%	0.00%
11.	Cost of 1% after above compensation (salary and statutory benefits)	\$ 21,542	\$ 22,580	\$ 23,466
12.	Please indicate if Health/Welfare Benefit Capped : (Indicate details such as different caps per health plans or any super composite rates)			
	Health and Welfare is capped at EE +1 of Kaiser Tradiational rate. It is proposed that SDTA increase its cap from \$10,191 to \$15,836.			
	Current Cap:			
	Proposed Cap:			
Average Capped Amount increase per employee		\$ -		0%

## PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

For submission to the governing board and the county superintendent of schools,  
and in accordance with the public disclosure requirements of AB-1200 (Statutes 1991, Chapter 1213)  
as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25).

**Sausalito Marin-City**

School District

### OTHER PROVISIONS (COMPENSATION AND NON-COMPENSATION)

The following are additional compensation and non-compensation provisions contained in the proposed agreement:

*(Please indicate, in detail, the terms of the agreement covered in each section)*

13.	OTHER COMPENSATION: Off-Schedule Stipends, Bonuses, etc. (amounts, staff affected, total cost) None.
14.	CONCESSIONS: Furlough Days, Salary Reductions, etc. (staff affected, total savings) None for CSEA.
15.	NON-COMPENSATION: Class Size Adjustments, Staff Development Days, Teacher Prep Time, etc. Be specific. None for CSEA. The SDTA Tentative Agreement reflects a reduction in teacher prep time that would become effective after the TA is approved.
16.	Please include any additional comments and explanations as necessary to explain the settlement, including. If there will be composite rates, or any other specifics on any compensation changes, include specifics such as amount saved, staff affected, and total cost: None.
17.	What are the specific impacts on instructional and support programs to accommodate the settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations None.
18.	CONTINGENCY AND/OR RESTORATION LANGUAGE: Include specific areas identified for reopeners and specific contingency and/or restoration language. None.

## PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

### Sausalito Marin-CitySchool District

For submission to the governing board and the county superintendent of schools,  
and in accordance with the public disclosure requirements of AB-1200 (Statutes 1991, Chapter 1213)  
as revised by AB 2756 (Statutes of 2004), and G.C. 3547.5 (Statutes of 2004, Chapter 25).

### SOURCE OF FUNDING FOR PROPOSED AGREEMENT

19.	<b>Provide a brief narrative of the funds available in the current year to provide for the costs of this agreement:</b>  <input checked="" type="checkbox"/> General Fund Revenues <input type="checkbox"/> Reduction in _____ <input type="checkbox"/> Special Reserve <input checked="" type="checkbox"/> Other (please explain)																	
	<b>Explanation:</b> The budget expenses will need to be reviewed and potential reduced in subsequents to accommodate the salary and health and welfare increases presented. Fund balance will be significantly reduced over the three year period. The District will continue to maintain the required 5% economic reserve in all three years of the projection.																	
20.	<b>How will the ongoing cost of the proposed agreement be funded in future years?</b>  <input checked="" type="checkbox"/> General Fund Revenues <input type="checkbox"/> Reduction in Expenditures <input type="checkbox"/> Special Reserve <input checked="" type="checkbox"/> Other (please explain)																	
	<b>Explanation:</b> The budget expenses will need to be reviewed and potential reduced in subsequents to accommodate the salary and health and welfare increases presented. Fund balance will be significantly reduced over the three year period. The District will continue to maintain the required 5% economic reserve in all three years of the projection.																	
21.	<b>If multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in future years?</b> Please identify which years this agreement will cover: _____ (Remember to include compounding effects in meeting obligations)																	
	<input checked="" type="checkbox"/> General Fund Revenues <input type="checkbox"/> Reduction in _____ <input type="checkbox"/> Special Reserve <input checked="" type="checkbox"/> Other (please explain)																	
	<b>Assumptions:</b> If no assumptions change over the three year period of the multi year protection, the fund balance in the General Fund and Special Reserve (Fund 17) will be reduced. The District will take appropriate steps to ensure the District remains solvent by making reductions in expenditures in subsequent years or by increasing revenues were possible.																	
22.	<b>What is the impact of the agreement on deficit spending in the current or future year(s)?</b> <b>Explanation:</b> Deficit spending increases in the current year and two subsequent years.																	
23.	<b>State Minimum Reserve Calculation (inclusive of cost of settlement):</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Expenditures and Other Uses:</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">5,706,231.00</td> </tr> <tr> <td>Minimum State Reserve Percentage</td> <td></td> <td style="text-align: right;">4%</td> </tr> <tr> <td>Minimum State Reserve Requirement (\$64,000 minimum)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">228,249.24</td> </tr> </table>			Total Expenditures and Other Uses:	\$	5,706,231.00	Minimum State Reserve Percentage		4%	Minimum State Reserve Requirement (\$64,000 minimum)	\$	228,249.24						
Total Expenditures and Other Uses:	\$	5,706,231.00																
Minimum State Reserve Percentage		4%																
Minimum State Reserve Requirement (\$64,000 minimum)	\$	228,249.24																
24.	<b>Budgeted Unrestricted Reserve (After Impact of Proposed Agreement in Year 3 of the MYP)</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">General Fund - Budgeted Unrestricted Reserve for Economic Uncertainties</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 20%; text-align: right;">289,072</td> </tr> <tr> <td>General Fund - Budgeted Unrestricted Unappropriated Amount</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">47,335</td> </tr> <tr> <td>Special Reserve Fund (17) - Reserve for Economic Uncertainties, Unassigned &amp; Unappropriated</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>Total District Budgeted Unrestricted Reserves</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>336,407</b></td> </tr> <tr> <td>Meets reserve requirement</td> <td></td> <td style="text-align: right;">Met</td> </tr> </table>			General Fund - Budgeted Unrestricted Reserve for Economic Uncertainties	\$	289,072	General Fund - Budgeted Unrestricted Unappropriated Amount	\$	47,335	Special Reserve Fund (17) - Reserve for Economic Uncertainties, Unassigned & Unappropriated	\$	-	<b>Total District Budgeted Unrestricted Reserves</b>	<b>\$</b>	<b>336,407</b>	Meets reserve requirement		Met
General Fund - Budgeted Unrestricted Reserve for Economic Uncertainties	\$	289,072																
General Fund - Budgeted Unrestricted Unappropriated Amount	\$	47,335																
Special Reserve Fund (17) - Reserve for Economic Uncertainties, Unassigned & Unappropriated	\$	-																
<b>Total District Budgeted Unrestricted Reserves</b>	<b>\$</b>	<b>336,407</b>																
Meets reserve requirement		Met																



# PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

## FISCAL IMPACT IN CURRENT YEAR AND TWO SUBSEQUENT YEARS

**Sausalito Marin-CitySchool District**

**General Fund Combined**

### Current Fiscal Year 2016-2017

	(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
	Latest Board- Approved Budget Before Settlement as of: 3/15/2015	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed Bargaining Agreements)	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
P2 ADA= 487				P2 ADA= 487
LCFF ADA=				LCFF ADA=
<b>A. Revenues and Other Financing Sources</b>				
1. LCFF/Revenue Limit Sources	8010-8099	\$ 4,352,684		\$ 4,352,684
2. Federal Revenue	8100-8299	343,029		343,029
3. Other State Revenues	8300-8599	206,230		206,230
4. Other Local Revenues	8600-8799	659,387		659,387
5. Other Financing Sources	8900-8999	(300,565)		(300,565)
6. Total (sum lines A1 thru A5)		5,260,765	-	5,260,765
<b>B. Expenditures and Other Financing Uses</b>				
1. Certificated Salaries	1000-1999	\$ 1,575,855	\$ 45,772	\$ 1,621,627
2. Classified Salaries	2000-2999	884,873	18,174	903,047
3. Employee Benefits	3000-3999	861,700	54,991	916,691
4. Books and Supplies	4000-4999	129,100		129,100
5. Services & Other Operating Expd.	5000-5999	1,637,797		1,637,797
6. Capital Outlay	6000-6999	6,129		6,129
7. Other Outgo (no Indirect)	7100-7299, 7400-7499	470,255		470,255
8. Other Outgo - Indirect	7300-7399	21,585		21,585
9. Other Financing Uses	7600-7699	-		-
10. Other Adjustments				
11. Total (sum lines B1 thru B10)		5,587,294	118,937	5,706,231
<b>C. NET INCREASE (DECREASE) IN FUND</b>				
BALANCE (line A6 minus line B11)		\$ (326,529)	\$ (118,937)	\$ (445,466)
<b>D. FUND BALANCE</b>				
1. Net Beginning Fund Balance	9791-9795	\$ 1,857,695		\$ 1,857,695
2. Ending Fund Balance		\$ 1,531,166	\$ (118,937)	\$ 1,412,229
<b>3. Components of Ending Fund Balance</b>				
a. Nonspendable	9711-9719	\$ 1,000		\$ 1,000
b. Restricted	9740	203,980		203,980
c. Committed	9750,9760			-
d. Assigned	9780			-
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncert.	9789	294,393		294,393
2. Unassigned/Unappropriated	9790	1,031,793	(118,937)	912,856
FUND 17 RESERVES	9789,9790	173,000		
% of State Required Reserves		26.83%	Meets	21.16%

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown in DISCLOSURE tab, #9a, Total Compensation Increase, please explain. Also list any other assumptions used or included in Col. 3:

Column 2	118,937	Disclosure Tab #9a	118,937	Variance	-
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PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT	
FISCAL IMPACT IN CURRENT YEAR AND TWO SUBSEQUENT YEARS	
Sausalito Marin-CitySchool District	General Fund Combined



# PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

## FISCAL IMPACT IN CURRENT YEAR AND TWO SUBSEQUENT YEARS

### Sausalito Marin-CitySchool District

### General Fund Combined

#### First Subsequent Year 2017-2018

		(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
		Latest Board- Approved MYP Before Settlement - as of: 3/15/2015	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Include all adjustments needed to support ongoing costs of agreement)	Projected District MYP After Settlement of Agreement (Cols. 1 + 2 + 3)
		P2 ADA= 487			P2 ADA= 487
		LCFF ADA=			LCFF ADA=
<b>A. Revenues and Other Financing Sources</b>					
1. LCFF/Revenue Limit Sources	8010-8099	\$ 4,274,302			\$ 4,274,302
2. Federal Revenue	8100-8299	343,029			343,029
3. Other State Revenues	8300-8599	180,728			180,728
4. Other Local Revenues	8600-8799	588,052			588,052
5. Other Financing Sources	8900-8999	(300,565)			(300,565)
6. Total (sum lines A1 thru A5)		5,085,546	-	-	5,085,546
<b>B. Expenditures and Other Financing Uses</b>					
1. Certificated Salaries	1000-1999	\$ 1,637,904	\$ 46,913		\$ 1,684,817
2. Classified Salaries	2000-2999	977,212	31,107		1,008,319
3. Employee Benefits	3000-3999	950,995	59,696		1,010,691
4. Books and Supplies	4000-4999	108,479			108,479
5. Services & Other Operating Expd.	5000-5999	1,239,406			1,239,406
6. Capital Outlay	6000-6999	-			-
7. Other Outgo (no Indirect)	7100-7299, 7400-7499	475,921			475,921
8. Other Outgo - Indirect	7300-7399	-			-
9. Other Financing Uses	7600-7699	21,585			21,585
10. Other Adjustments					-
11. Total (sum lines B1 thru B10)		5,411,503	137,716	-	5,549,219
<b>C. NET INCREASE (DECREASE) IN FUND</b>					
BALANCE (line A6 minus line B11)		\$ (325,957)	\$ (137,716)	\$ -	\$ (463,673)
<b>D. FUND BALANCE</b>					
1. Net Beginning Fund Balance	9791-9795	\$ 1,531,166			\$ 1,412,229
2. Ending Fund Balance		\$ 1,205,209	\$ (137,716)	\$ -	\$ 948,556
<b>3. Components of Ending Fund Balance</b>					
a. Nonspendable	9711-9719	\$ 1,000			\$ 1,000
b. Restricted	9740	196,629			196,629
c. Committed	9750,9760				-
d. Assigned	9780				-
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncert.	9789	285,603			285,603
2. Unassigned/Unappropriated	9790	721,977	(256,653)		465,324
FUND 17 RESERVES	9789,9790	173,000			
% of State Required Reserves		21.82%		Meets	13.53%

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown in DISCLOSURE tab, #9a, Total Compensation Increase, please explain. Also list any other assumptions used or included in Col. 3:

Column 2	137,716	Disclosure Tab #9a	137,716	Variance	-
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Assumptions used (LCFF Gap funding, COLA, Other Revenue COLAs, Addl/Reduced staffing, etc):

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT	
FISCAL IMPACT IN CURRENT YEAR AND TWO SUBSEQUENT YEARS	
Sausalito Marin-CitySchool District	General Fund Combined

# PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

## FISCAL IMPACT IN CURRENT YEAR AND TWO SUBSEQUENT YEARS

**Sausalito Marin-CitySchool District**

**General Fund Combined**

### Second Subsequent Year 2018-2019

(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved MYP Before Settlement - as of: 3/15/2015	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Include all adjustments needed to support ongoing costs of agreement)	Projected District MYP After Settlement of Agreement (Cols. 1 + 2 + 3)
P2 ADA= 487			P2 ADA= 487
LCFF ADA=			LCFF ADA=

**A. Revenues and Other Financing Sources**

1. LCFF/Revenue Limit Sources	8010-8099	\$ 4,484,345			\$ 4,484,345
2. Federal Revenue	8100-8299	343,029			343,029
3. Other State Revenues	8300-8599	181,287			181,287
4. Other Local Revenues	8600-8799	500,619			500,619
5. Other Financing Sources	8900-8999	(300,565)			(300,565)
6. Total (sum lines A1 thru A5)		5,208,715	-	-	5,208,715

**B. Expenditures and Other Financing Uses**

1. Certificated Salaries	1000-1999	\$ 1,659,208	\$ 48,089		\$ 1,707,297
2. Classified Salaries	2000-2999	989,311	31,885		1,021,196
3. Employee Benefits	3000-3999	1,028,175	62,384		1,090,559
4. Books and Supplies	4000-4999	106,282			106,282
5. Services & Other Operating Expd.	5000-5999	1,197,748			1,197,748
6. Capital Outlay	6000-6999	-			-
7. Other Outgo (no Indirect)	7100-7299, 7400-7499	481,672			481,672
8. Other Outgo - Indirect	7300-7399	(3,104)			(3,104)
9. Other Financing Uses	7600-7699	21,585			21,585
10. Other Adjustments		-			-
11. Total (sum lines B1 thru B10)		5,480,877	142,358	-	5,623,235

**C. NET INCREASE (DECREASE) IN FUND**

BALANCE (line A6 minus line B11)	\$ (272,162)	\$ (142,358)	\$ -	\$ (414,520)
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**D. FUND BALANCE**

1. Net Beginning Fund Balance	9791-9795	\$ 1,205,209			\$ 948,556
2. Ending Fund Balance		\$ 933,047	\$ (142,358)	\$ -	\$ 534,036
3. Components of Ending Fund Balance					
a. Nonspendable	9711-9719	\$ 1,000			\$ 1,000
b. Restricted	9740	196,629			196,629
c. Committed	9750,9760				-
d. Assigned	9780				-
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncert.	9789	289,072			289,072
2. Unassigned/Unappropriated	9790	446,346	(399,011)	-	47,335
FUND 17 RESERVES	9789,9790	173,000			
% of State Required Reserves		16.57%		Meets	5.98%

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown in DISCLOSURE tab, #9a, Total Compensation Increase, please explain. Also list any other assumptions used or included in Col. 3:

Column 2	142,358	Disclosure Tab #9a	142,358	Variance	-
----------	---------	--------------------	---------	----------	---

Assumptions used (LCFF Gap Funding, COLA, Other Revenue COLAs, Add/Reduced staffing, etc):

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT	
FISCAL IMPACT IN CURRENT YEAR AND TWO SUBSEQUENT YEARS	
Sausalito Marin-CitySchool District	General Fund Combined

## PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

### CERTIFICATION

#### Sausalito Marin-CitySchool District

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB-1200, AB-2756 and GC 3547.5.

*To be signed by the District Superintendent AND Chief Business Official upon submission to the Governing Board and by the Board President upon formal Board action on the proposed agreement.*

Signatures of District Superintendent and Chief Business Official must accompany copy of disclosure sent to the County Superintendent for Review 10 days prior to board meeting ratifying agreement.

**We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.**

\_\_\_\_\_  
*District Superintendent  
(signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chief Business Official  
(signature)*

\_\_\_\_\_  
*Date*

*After public disclosure of the major provisions contained in this document, the Governing Board, at its meeting on Dec 13, 2016, took action to approve the proposed Agreement with the SDTA & CSEA Bargaining Units Bargaining Unit.*

\_\_\_\_\_  
*President, Governing Board  
(signature)*

\_\_\_\_\_  
*Date*

## **TENTATIVE AGREEMENT**

**Between**

**The Sausalito District Teachers Association**

**And**

**The Sausalito-Marin City School District**

### **ARTICLE I AGREEMENT/TERM**

1. No change.
2. No change
3. This Agreement shall remain in full force and effect through June 30, 2016 2019
4. For the 2013-14, 2014-15 and 2015-16 school years the Agreement shall be closed unless benefits premiums increase for 2015-16 by more than two percent (2%). In that event, the parties will re-open negotiations on Article 15, Benefits. 2016-17 school year the Agreement shall be closed; for the 2017-18 and 2018-19 school years Article XIV, Salaries, and Article XV, Certificated Employees' Benefits, and two articles of each parties' choosing will be open for negotiations.

### **ARTICLE VI CONDITIONS OF EMPLOYMENT**

- 1.a. & b. – No change
- c. A daily preparation period of forty (40) minutes will be provided to all Certificated Employees. Certificated Employees working for less than a full contract ~~are not entitled to a preparation period shall be provided~~ preparation time in proportion to their FTE, e.g., .5 FTE receives twenty (20) minutes. Planning and preparation time where assigned shall be used for planning and preparation and conference with pupils, parent, and other teachers or administrators. Two of these preparation periods will be reserved to be used at the Employee's discretion. One shall be part of the Wednesday afternoon early-dismissal schedule after students have been dismissed. For the remainder

of the 2016-17 school year, the second preparation period shall be scheduled on Fridays. Beginning in 2017-18 and beyond, each teacher shall notify the site administrator which day each week will be used for the second preparation within the instructional day.

d. through h. – No change

- i. In addition to the above regular hours of employment, Certificated employees shall be required to work additional hours. These additional hours are Faculty Meetings which do not exceed one hundred twenty (120) minutes per month, Back-to-School Night, Open House, parent conferences and two (2) other meetings mutually agreed upon by the teacher and site administrator. The Principal may call Faculty Meetings by a majority vote of the faculty present. Meetings will only be called as deemed necessary. In addition to the Joint Faculty Meetings, the Superintendent may call two (2) inservice professional development meetings of one (1) hour each some time during the year.

j. through l. – No change.

#### ARTICLE XIV SALARIES

1. Delete and re-number below.

2 1. No change.

3 2. No change.

4 3. No change.

5 4. Delete and replace as follows:

The Certificated Salary Schedule for Teaching Staff shall be modified to reflect a four percent (4%) increase for 2016-17.

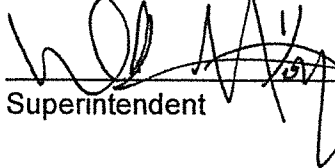
a. through e. – No change.

- f. ~~Website and Facebook Administration~~ Web-based curriculum technology support and oversight. - \$6,000.


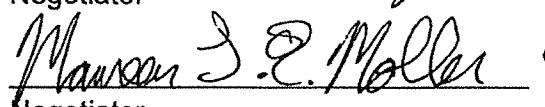
**ARTICLE XV  
CERTIFICATED EMPLOYEES' BENEFITS**

1. Delete
2. For all unit members, ~~other than those described above in Section 1,~~ the District shall pay a maximum total of \$15,836. This amount is equal to the cost of single + 1 coverage under the Traditional Kaiser Plan. The employee is required to participate in all the plans listed ~~above~~ below (1-5 inclusive). To the extent that premium costs exceed the District contribution, the unit member shall pay the difference in costs on a monthly basis by way of payroll deduction. To the extent the District maximum exceeds the cost of an employee's health insurance selection, the surplus will be used to help pay for the plans listed below.
  - 1) Delta Dental
  - 2) Vision Service Plan
  - 3) CTA Group Life Insurance
  - 4) CTA Group Disability Insurance
  - 5) Medical coverage or provide proof of alternative coverage. ~~Health plan choice include: Kaiser and Health Net.~~
- a. No change.
- b. No amount of the District contribution may be taken by cash in lieu.
3. No change.
4. No change.

For the District:

 9/26/16  
Superintendent

For the Association:

 9-26-16  
Negotiator  
 9-26-16  
Negotiator



# Sausalito Marin City School District

## Certificated Salary Schedule: Speech Pathologist

2016-2017

SALARY SCHEDULE 03-00 (with 4% effective 7-1-16)

Work Year: 189 days, 10 months

Step	BA + 30 Units	BA + 45 Units	BA + 60 Units OR Masters (MA)	BA + 75 Units OR MA + 30 Units
1	\$61,718.02	\$64,923.44	\$68,064.27	\$71,254.49
2	\$64,923.44	\$68,064.27	\$71,254.49	\$74,430.78
3	\$68,064.27	\$71,254.49	\$74,430.78	\$77,648.84
4	\$71,254.49	\$74,430.78	\$77,648.84	\$80,789.69
5	\$74,430.78	\$77,648.84	\$80,789.69	\$83,958.39
6	\$77,648.84	\$80,789.69	\$83,958.39	\$87,134.67
7	\$80,789.69	\$83,971.04	\$87,134.67	\$90,308.43
8		\$87,134.67	\$90,308.43	\$93,484.72
9		\$90,308.43	\$93,484.72	\$96,653.41
10		\$93,484.72	\$96,653.41	\$99,839.83
11			\$99,839.83	\$103,007.27
12			\$103,007.27	\$106,183.55
13			\$106,183.55	\$109,366.18
14			\$106,183.55	\$109,366.18
15			\$106,183.55	\$109,366.18
16			\$108,112.88	\$111,287.90
17			\$108,112.88	\$111,287.90
18			\$108,112.88	\$111,287.90
19			\$108,112.88	\$111,287.90
20			\$108,112.88	\$111,287.90
21			\$114,137.58	\$117,316.40

### BENEFITS

**Sick Leave:** 10 days per year

**Health Benefits:** See Contract

Placement on salary schedule if hired from outside the district shall be determined by the Superintendent and shall be based on prior experience.

**Stipends**

- Extra duties will be paid at a rate of \$45.00/hr

**Board Approved: January 10, 2017**

# **Sausalito Marin City School District Certificated Salary Schedule: School Psychologist**

**2016-2017**

**SALARY SCHEDULE 05-00(with 4% effective 7-1-16)**

**Work Year: 190 days**

<b>Step</b>	<b>PSY 1</b>
1	\$ 90,379.71
2	\$ 91,283.20
3	\$ 93,592.22
4	\$ 96,653.24
5	\$ 100,332.10
6	\$ 103,007.92
7	\$ 106,189.05
8	\$ 109,366.17
9	\$ 109,366.17
10	\$ 109,366.17
11	\$ 111,287.84
12	\$ 111,287.84
13	\$ 111,287.84
14	\$ 111,287.84
15	\$ 111,287.84
16	\$ 114,128.88
17	\$ 114,128.88
18	\$ 117,344.64

## **BENEFITS**

**Sick Leave:** 10 days per year

**Health Benefits:** See Contract

Placement on salary schedule if hired from outside the district shall be determined by the Superintendent and shall be based on prior experience.

### **Stipends**

- Extra duties will be paid at a rate of \$45.00/hr

**Board Approved: January 10, 2017**

## **Certificated Other Salary Schedule:**

**BTSA Coordinator ()**  
**(Work Cal 186)**

**Director of Special Education Services ()**  
**(Work Cal 186)**

**2016-2017**  
**Salary Schedule # xx-00**

	BTSA Coordinator	Director of Special Ed.
1	\$120,900	\$109,182

### **BENEFITS**

\*\*\*Placement on salary schedule if hired from outside the district shall be determined by the Superintendent and shall be based on prior experience.

TENTATIVE AGREEMENT  
Between  
Sausalito Marin City School District  
And  
California School Employee Association, Chapter 394

DATE: October 6, 2016

ARTICLE III

EVALUATION

1. Purpose: The District and Union agree that the purpose of the employee performance evaluation is to give the employee both positive feedback and constructive criticism, and to advise the employee as to whether or not standards for the employee's job classification are being met.
2. Notice: No evaluation of any unit member shall be placed in a personnel file without the opportunity for discussion between the employee and the evaluator. The employee shall have the right to review and respond to any derogatory evaluation, and the employee's written comments shall be included in the personnel file attached to the evaluation.
  - a. A copy of the evaluation shall be given to and discussed with the employee prior to its placement in the employee's personnel file.
3. Time Frame for Evaluation:
  - a. Probationary employees shall be formally evaluated by the end of their 4<sup>th</sup> and 8<sup>th</sup> month of the probationary period. The probationary period shall be 9 calendar months of work /180 work days.
  - b. Permanent employees shall be evaluated once every year according to the following timeline:
    1. A permanent employee who has received 2 consecutive satisfactory evaluations may then be evaluated on an every other year basis.
    2. If any employee needs improvement in any category of the evaluation, he/she shall receive a follow-up evaluation after 3 working months. This evaluation will determine if the employee has met the suggestions/recommendations for improvement.
  - c. ~~If any employee needs improvement in any category of the evaluation, he/she shall receive a follow-up evaluation after 3 working months. This evaluation will determine if the employee has met the suggestions/recommendations for improvement.~~
  - d. ~~A permanent employee who has received 2 consecutive satisfactory evaluations may then be evaluated on an every other year basis.~~
4. Form: ~~The attached form shall be used for all formal evaluations.~~ Appendix F shall be used for all formal evaluations.
  - a. Any evaluation that indicates that the employee is not meeting standards in any category shall include specific recommendations for improvements and a plan to assist the employee as appropriate.
  - b. Evaluations shall be based on formal and informal observations by the site administrator of the employee's work, input from classroom teachers and/or input from other district administrators.

- c. The employee shall be rated in each of the performance factor areas with one of the following: 1) Unsatisfactory 2) Needs Improvement 3) Satisfactory 4) Exceeds Expectations
- d. The parties agree to mutually create a recognition plan to acknowledge where classified employees go above and beyond in the performance of their jobs.

~~5. Grievances regarding this article shall be limited to procedural violations.~~

- 6 5. The supervisor shall meet with the employee by the end of ~~October~~ November to review the employee's evaluation form and contract language. If an improvement plan is included in the evaluation, a follow up  
The evaluation shall be completed by the end of May to review progress towards the plan.

~~5 6. Grievances regarding this article shall be limited to procedural violations.~~

## ARTICLE VI

### PAY AND ALLOWANCES

The District shall increase the 2016-2017 salary schedule by 3% effective July 1, 2016.  
The District shall increase the 2017-2018 salary schedule by 2% effective July 1, 2017.

The parties agree to have three reopeners for the 2018-2019 school year.

## ARTICLE XII

### TRANSFERS

- 1. Openings on Staff: All job openings shall be posted on appropriate bulletin boards. Existing staff shall be given preference in filling those vacancies, all other considerations being equal, and as may be permitted by law. ~~School secretaries and instructional aides shall obtain approval of the supervisor at the school where an employee has requested the transfer. Other employees requesting lateral transfer shall first obtain his/her supervisor's approval. When a supervisor denies the employee's request for transfer, the supervisor shall submit written reasons for denying the request to the employee. Lateral transfer is defined to mean a job site relocation within the employee's classification.~~ No employee shall be required to be involuntarily transferred to work at a location another other than Bayside Martin Luther King Jr. Academy, 200 Phillips Drive, Marin City.

~~In the event that two (2) or more employees are equally qualified, the employee with the greatest seniority shall fill the position. It shall be the duty of any employee on leave during the period of the posting to keep his/herself informed of vacancies.~~

Permanent employees who change classification will have a three (3) month probationary period. Evaluation of such employees will be made at the end of six (6) and twelve (12) weeks. Should an employee receive an unsatisfactory evaluation or during the evaluation period choose not to continue in the new position, he/she shall have the right to return to his/her former position if the District still maintains such a position.

## ARTICLE VIII

### HEALTH AND WELFARE BENEFITS

- 1. Employee and Dependent Insurance Coverage:
  - a. For all full-time unit members, the District shall pay a maximum total for health benefits of \$17,273.88 per year, \$1,439.49 per month. To the extent that premium costs exceed the District

contribution, the unit member shall pay the difference in costs on a monthly basis by way of payroll deduction.

- b. The District shall provide each classified employee with ~~a choice of Kaiser or Health Net Insurance Plans, as well as~~ and the Delta Dental Service Plan.
- c. The District shall provide the option to participate in Vision Service Plan (VSP) equivalent to that offered to the Certificated staff.
- d. ~~e.~~ An IRS 125 Plan is available to pay premium costs.
- e. ~~d.~~ No amount of the District contribution may be taken by cash in lieu.
- f. ~~e.~~ Part-time employees hired on or after July 1, 2004, who work at least .5 FTE will be entitled to a District contribution for health and welfare benefits prorated based on hours worked compared to a full-time position in that classification.
- g. ~~f.~~ ~~The parties agree that for the 2014-15 year or until a new rate plan has been agreed to, the District will pick up the additional amount above the current cap of \$849.25 per month for the Employee plus one (1) group. In addition, the~~ The parties agree to form a joint Health and Welfare Benefits committee to research plan options that would be more beneficial to the parties. ~~If the parties are unable to agree upon a new rate plan then the rates will revert back to the current contribution levels.~~

2. Benefit Plan Continuation:

The District agrees to provide all active employees in the bargaining unit payroll deduction and premium incorporation rights for all applicable benefit programs and shall remit the money along with other regular payments to benefit providers.

The District agrees to keep an annually updated list of benefit plans available to the employees.

Employees who retire from the District prior to age 65, with at least fifteen (15) years of service, will be provided with District paid health benefits. This coverage shall be at the employee-only rate. Any retired employee choosing a more costly plan will pay the difference between the plans. This coverage will be available for 24 months but will expire, regardless, when the employee reaches his or her 65th birthday. The District will notify the employee of the pending expiration at least two months prior to the final payment.

Employees who retire from the District prior to age 65, with at least ten (10) years of service, will be allowed to participate in District health benefits at the employee's own expense.

3. 125 Plan:

- a. The District and CSEA agree that the District will have a 125 Plan available for classified staff no later than October payroll.
- b. The Plan will be American Fidelity or another mutually agreed upon plan.
- c. The Plan will be a full flex plan.

**Appendix F**  
**Sausalito Marin City School District**  
**Classified Personnel Evaluation of Performance**

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

Position: \_\_\_\_\_

Site: \_\_\_\_\_

Probationary Rating: \_\_\_\_\_ First \_\_\_\_\_ Second

Annual Rating Period: \_\_\_\_\_ to \_\_\_\_\_

Follow Up Evaluation: \_\_\_\_\_ to \_\_\_\_\_

**\*Rating Scale for Performance Level:**

**1 - Unsatisfactory    2 - Needs Improvement    3 - Satisfactory    4 - Exceeds Expectations**

Performance Factor	1	2	3	4	Notes and Observations
<b>Job Skills</b>					
Knows and understands job requirements					
Applies job knowledge					
Learns new tasks					
Seeks clarification as needed					
<b>Quality of Work</b>					
Neat, accurate and thorough					
Uses time/materials effectively and efficiently					
Follows District policies and procedures					
Utilizes good safety practices					

<b>Dependability/ Productivity</b>					
Consistently meets deadlines					
Meets quality expectations					
Demonstrates ownership of job					
Follows through on assignments					
Self-starting, resourceful, problem-solver					
<b>Cooperation</b>					
Works effectively with supervisor					
Works effectively with public					
Works effectively with pupils					
Works effectively with others					
Assists others as needed					
Follows proper channels of communication					
<b>Attendance</b>					
Comes to work on time daily					
Conforms to assigned work/break times					



Demonstrates consistent/regular attendance					
<b>Attitude</b>					
Displays interest in work					
Accepts responsibility					
Seeks growth opportunities					
Promotes friendly professional demeanor					
<b>Appearance/Hygiene</b>					
Dresses appropriately for position					
Maintains neat and clean appearance					

- A rating of 1 or 2 requires all of the following: supporting comments, specific recommendations for improvement, and a follow-up performance evaluation report.

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

Evaluator Statement attached \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Employee Statement attached \_\_\_\_\_

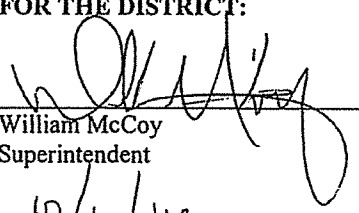
In signing this Evaluation of Performance Report, the employee acknowledges having seen and discussed the report with the evaluator but signature does not necessarily imply agreement with conclusions of the Supervisor.

ARTICLE XIX

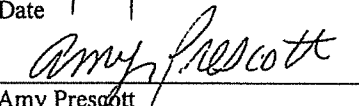
DURATION

This Agreement shall remain in full force and effect from July 1, 2016 through June 30, 2019.

FOR THE DISTRICT:

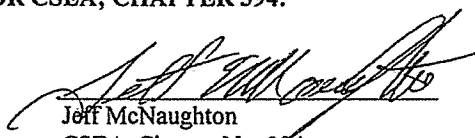
  
William McCoy  
Superintendent

10/6/16  
Date


  
Amy Prescott  
Interim Chief Business Officer

10-6-16  
Date

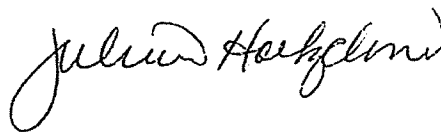
FOR CSEA; CHAPTER 394:

  
Jeff McNaughton  
CSEA, Chapter No. 394

10-6-16  
Date

  
Markey Lees  
CSEA, Labor Relations Representative

10-6-2016  
Date



# Sausalito Marin City School District

## Classified Salary Schedule: Confidential

2016-2017

**SALARY SCHEDULE 41-00 (with 2% effective 7-1-15 and Additional Steps Effective 10-1-15)**

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$21.11	\$22.17	\$23.28	\$24.43	\$25.64	\$28.25	\$28.25	\$29.67	\$31.23	\$32.88
2	\$22.77	\$23.95	\$25.23	\$26.57	\$27.91	\$32.28	\$32.28	\$33.89	\$35.67	\$37.55
3	\$24.51	\$25.69	\$26.98	\$28.32	\$29.65	\$31.14	\$32.77	\$34.03	\$35.82	\$37.71
4	\$27.45	\$28.72	\$30.07	\$31.40	\$32.97	\$34.82	\$35.47	\$37.33	\$39.29	\$41.36

Salary Range	Classification	Job Code	Work Days	Holidays	Work Calendar
1	Business Office Secretary	247201	246	15	261
2	Superintendent Secretary	247200	246	15	261
3	Administrative Assistant 1	247202	246	15	261
4	Administrative Assistant 2	247203	246	15	261

### BENEFITS

- Based on 12 month employment (246 work days + 15 holidays = 261 paid days)
  - Paid Holidays: 13 Holidays & 2 In Lieu days
- Vacation
  - 00-03 yrs @ 1.25 day per month = 15 days/yr
  - 04-06 yrs @ 1.75 days per month = 21 days/yr
  - 07 and beyond @ 2.16 days per month = 26 days/yr
- Mileage Stipend of \$100 per month
- Telephone Stipend \$75 per month
- Health Benefits: See CSEA Contract
- Sick Leave: One day per month
- 125 Cafeteria Plan is offered
- Fringe Benefits as granted to the Districts Classified employees
  - Degree Stipends – AA \$450 (\$37.50 per Month), BA/BS \$1,080 (\$90 per Month), unless a higher amount was received in 2003-04
- Longevity for steps met before July 1, 2003 - 5% at 9, 15, 20, 25 and 30 years, after July 1<sup>st</sup> 2003 5% at 9, 15, and 3% at 20, 25 and 30 years
- Placement on salary schedule shall be determined by the Superintendent and shall be based on prior experience.
- Fringe Benefit Language revised on December 13, 2016 to reflect District practice.

**Board Approved: January 10, 2017 (BA/MA Stipend Change Only)**

# Sausalito Marin City School District

## CSEA ~ Classified Salary Schedule

2016-2017

SALARY SCHEDULE 40-00/42-00 with 3% effective 7-1-16

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$16.90	\$17.75	\$18.59	\$19.56	\$20.58	\$21.66
2	\$17.78	\$18.73	\$19.66	\$20.67	\$21.64	\$22.75
3	\$17.98	\$18.88	\$19.79	\$20.81	\$21.91	\$23.05
4	\$18.58	\$19.54	\$20.56	\$21.64	\$22.70	\$23.81
5	\$19.11	\$20.11	\$21.06	\$22.10	\$23.29	\$24.48
6	\$19.56	\$20.51	\$21.56	\$22.69	\$23.88	\$25.07
7	\$19.58	\$20.52	\$21.48	\$22.69	\$23.88	\$25.07
8	\$20.55	\$21.62	\$22.74	\$23.89	\$25.14	\$26.38
9	\$21.30	\$22.41	\$23.58	\$24.75	\$26.06	\$27.34

**Note:** Monthly rates are based on an 8 hour work day. Those on monthly rate who work less 8hr/day will be paid on an hourly rate according to their classification salary.

Salary Range	Classification	Job Code	Work Days	Holidays	Work Calendar
1	Playground Supervision	240002	183	12	195
1	Clerk/Receptionist	240000	183	12	195
2	Cafeteria Worker	221300 or 221301	183	12	195
4	Maintenance /Custodial Worker	220000	246	15	261
5	Bus Driver Bus Driver/Custodial Worker	220001	183	12	195
6	School Site Secretary	240001	200	12	212
7	Library / Media Technician	210001	183	12	195
8	Custodial/Maintenance/Grounds/Driver Paraprofessional – Instructional Paraprofessional – Bilingual Paraprofessional – Special Ed. Student Intervention Facilitator	220001 211100, 221200 or 211300	246 183 183 183	15 12 12 12	261 195 195 195
9	Lead Custodian/Maintenance/Grounds/ Driver	220001	246	15	261

### BENEFITS

Fringe Benefits as granted to the Districts Classified employees

- Degree Stipends – AA \$450, BA/BS \$900 (unless a higher amount was received in 2003-04)
- Longevity for steps met before July 1, 2003 - 5% at 9, 15, 20, 25 and 30 years, after July 1<sup>st</sup> 2003 5% at 9, 15, and 3% at 20, 25 and 30 years
- There are 12 calendar months between step changes - all increments will occur July 1.
- Overnight field trip stipend \$100
- Health Benefits: See Contract
- Section 125 Plan Offered

Holidays (for employees whose normal work period falls the day before and after the scheduled holiday)

- 12 days for 10 & 11 month employees
- 13 days for 12 month employees
- 2 In lieu of paid days off for 12 month employees

Sick Leave One day per month prorated to paid status

Vacation (prorated to paid status)

- 00-03 yrs @ 1 day per month – 12 days/yr
- 04-06 yrs @ 1.25 days per month = 15days/yr
- 07 and beyond @ 1.75 days per month = 21 days/yr
- Vacation carry forward
  - 2 – 5 year employment 5 days carry forward
  - 6 – 10 years of employment 10 days carry forward,
  - 11 and beyond years of employment 15 days carry forward

**Stipends**

- Substitute Caller will receive a \$300/month stipend for performing the duties (NOTE: \$15/hr for maximum of 20 hour per month).
- Overnight programs are paid a stipend of \$150
- Attendance Bonus less than 2 days absent \$50 for part time employees and \$100 for full time employees

**Board Approved: January 10, 2017**

# Sausalito Marin City School District

## Certificated Salary Schedule: Teaching Staff

### 2016-2017

**SALARY SCHEDULE 01-00 (with 4% effective 7-1-16)**  
 Work Year: 186 days, 180 student instruction days plus 6 staff development days.

Step	BA + 30 Units	BA + 45 Units	BA + 60 Units, OR Master's (MA)	BA + 75 Units, OR MA + 30 Units
1	\$52,751	\$55,490	\$58,174	\$60,901
2	\$55,490	\$58,174	\$60,901	\$63,616
3	\$58,174	\$60,901	\$63,616	\$66,367
4	\$60,901	\$63,616	\$66,367	\$69,051
5	\$63,616	\$66,367	\$69,051	\$71,759
6	\$66,367	\$69,051	\$71,759	\$74,474
7	\$69,051	\$71,759	\$74,474	\$77,187
8		\$74,474	\$77,187	\$79,901
9		\$77,187	\$79,901	\$82,610
10		\$79,901	\$82,610	\$85,333
11			\$85,333	\$88,040
12			\$88,040	\$90,756
13			\$90,756	\$93,475
14			\$90,756	\$93,475
15			\$90,756	\$93,475
16			\$92,404	\$95,117
17			\$92,404	\$95,117
18			\$92,404	\$95,117
19			\$92,404	\$95,117
20			\$92,404	\$95,117
21			\$97,553	\$100,270

### BENEFITS

#### Stipends

- Extra duties will be paid at a rate of \$45.00/hr
- Overnight programs are paid a stipend of \$150/night
- Team coaches are paid a stipend of \$750/ team (football, cross country, girls volleyball)
- Track coach is paid a stipend of \$1,500 /season
- Basketball Coach Boy & Girls \$1,500/ team
- Student Council, Eco Top Chef Stipend \$2,000/each annually
- Year Book Stipend \$2,500 annually
- Robotics Stipends \$1,000 annually
- Website & Facebook Administration Stipend \$6,000 annually

**Additional Hours** - 2 hours per month for Faculty Meetings, Back-to-School Nights, Open House, Parent Conferences and 2 other events mutually agreed upon.

**Sick Leave:** 10 days per year

**Health Benefits:** See Contract

**Substitute Teachers:** Regular rate: \$ 140 per day. If a substitute works in a specific assignment for 10 consecutive days, then the rate is \$170 per day and after 20 consecutive days in a specific assignment the rate is \$250 per day.

If hired from outside the district, placement on salary schedule shall be determined by the Superintendent or designee and shall be based on prior experience.

**Board Approved: January 10, 2017**

SAUSALITO MARIN CITY SCHOOL DISTRICT  
Multi Year Projections (MYP)  
Including Increased Expense for Tentative Agreements  
Board Meeting: 12/13/16

\$ 4,352,684

4,274,302

4,484,345

	2016/17 Budget Revision #1			2017/18 MYP Year 2			2018/19 MYP Year 3		
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
<b>REVENUE</b>									
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
4 Federal Revenues	\$ 1,860	\$ 341,169	\$ 343,029	1,860	341,169	343,029	1,860	341,169	343,029
5 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
7 <b>TOTAL PROJECTED REVENUE</b>	<b>\$ 4,731,912</b>	<b>\$ 829,418</b>	<b>\$ 5,561,330</b>	<b>4,557,775</b>	<b>828,336</b>	<b>5,386,111</b>	<b>4,767,818</b>	<b>741,462</b>	<b>5,509,280</b>
<b>EXPENSES</b>									
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
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
10a SDTA 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 <b>TOTAL EXPENDITURES</b>	<b>\$ 3,547,506</b>	<b>\$ 2,157,961</b>	<b>\$ 5,705,468</b>	<b>3,366,699</b>	<b>2,182,519</b>	<b>5,549,219</b>	<b>3,482,248</b>	<b>2,140,987</b>	<b>5,623,235</b>
18 <b>REVENUE LESS EXPENSES</b>	<b>\$ 1,184,406</b>	<b>\$ (1,328,543)</b>	<b>\$ (144,139)</b>	<b>1,191,075</b>	<b>(1,354,184)</b>	<b>(163,108)</b>	<b>1,285,570</b>	<b>(1,399,526)</b>	<b>(113,956)</b>
<b>OTHER FINANCING SOURCES</b>									
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 <b>TOTAL OTHER SOURCES/USES</b>	<b>\$ (1,601,719)</b>	<b>\$ 1,301,154</b>	<b>\$ (300,565)</b>	<b>(1,647,398)</b>	<b>1,346,833</b>	<b>(300,565)</b>	<b>(1,700,090)</b>	<b>1,399,525</b>	<b>(300,565)</b>
22 <b>NET INCREASE/DECREASE</b>	<b>\$ (417,313)</b>	<b>\$ (27,389)</b>	<b>\$ (444,704)</b>	<b>(456,323)</b>	<b>(7,351)</b>	<b>(463,673)</b>	<b>(414,520)</b>	<b>-</b>	<b>(414,521)</b>
<b>FUND BALANCE, RESERVES</b>									
23 Beginning Fund Balance	\$ 1,659,577	\$ 231,369	\$ 1,890,945	1,209,013	203,980	1,412,993	752,691	196,629	949,320
24 Audit Adjustments	\$ (33,250)	\$ -	\$ (33,250)	-	-	-	-	-	-
26 <b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 1,626,327</b>	<b>\$ 231,369</b>	<b>\$ 1,857,695</b>	<b>1,209,013</b>	<b>203,980</b>	<b>1,412,993</b>	<b>752,691</b>	<b>196,629</b>	<b>949,320</b>
27 <b>TOTAL ENDING FUND BALANCE</b>	<b>\$ 1,209,013</b>	<b>\$ 203,980</b>	<b>\$ 1,412,993</b>	<b>752,691</b>	<b>196,629</b>	<b>949,320</b>	<b>338,171</b>	<b>196,629</b>	<b>534,800</b>
<b>COMPONENTS OF FUND BALANCE</b>									
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 <b>Fund 01 Unassigned Amount</b>	<b>\$ 913,620</b>	<b>\$ -</b>	<b>\$ 913,620</b>	<b>\$ 466,087</b>	<b>\$ -</b>	<b>\$ 466,087</b>	<b>\$ 48,099</b>	<b>\$ -</b>	<b>\$ 48,099</b>
33 <b>Fund 17 Unassigned Amount</b>	<b>\$ 173,000</b>	<b>\$ -</b>	<b>\$ 173,000</b>	<b>\$ 173,000</b>	<b>\$ -</b>	<b>\$ 173,000</b>	<b>\$ 173,000</b>	<b>\$ -</b>	<b>\$ 173,000</b>
33 <b>TOTAL UNDESIGNATED/UNASSIGNED AMOUNT</b>	<b>\$ 1,086,620</b>	<b>\$ -</b>	<b>\$ 1,086,620</b>	<b>\$ 639,087</b>	<b>\$ -</b>	<b>\$ 639,087</b>	<b>\$ 221,099</b>	<b>\$ -</b>	<b>\$ 221,099</b>
34 Unassigned Reserve Percent	18.09%			10.92%			3.73%		

**Sausalito Marin City School District**

**Payment of Warrants**

1/10, 2017

Attached warrants include:

Batch 23 Fund 01 in the amount of \$43,877.25

Batch 23 Fund 13 in the amount of \$979.42

Batch 24 Fund 01 in the amount of \$233.06

Batch 24 Fund 13 in the amount of \$7,580.63

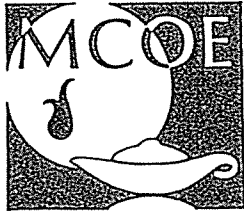
Batch 25 Fund 01 in the amount of \$47,879.41

Batch 25 Fund 13 in the amount of \$217.00

Prepared by Vida Moattar

Sausalito Marin City School District Business Office





# MARIN COUNTY

## OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925  
SAN RAFAEL, CA 94913-4925  
marincoe@marin.k12.ca.us

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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

### VENDOR PAYMENT CERTIFICATION

Date 12/14/16

District Name SAUSALITO MARIN CITY

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 43,877.25.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>23</u>	<u>42,897.83</u>
<u>13</u>	<u>23</u>	<u>979.42</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
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Authorized Signature

*Amy Prescott*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0023 GENERAL FUND  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE										ABA NUM	ACCOUNT NUM	
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20148288	070358/	AT&T													
		PO-170003	1.		01-0000-0-5970.00-0000-7200-700-000-000									11/16	47.37
														WARRANT TOTAL	\$47.37
20148289	070935/	CINTAS CORPORATION													
		PO-170119	1.		01-8150-0-4300.00-0000-8100-735-000-000									626847247	194.69
														WARRANT TOTAL	\$194.69
20148290	070722/	CYPRESS SCHOOL													
		PO-170078	1.		01-6500-0-5833.00-5750-1185-700-000-000									113516	3,846.00
														WARRANT TOTAL	\$3,846.00
20148291	002601/	FIRST STUDENT INC.													
		PV-170268			01-9473-0-5819.00-1110-1010-104-000-000									9158421 Oct. 20 Field Trip	491.15
														WARRANT TOTAL	\$491.15
20148292	070992/	IMPACT EDUCATIONAL CONSULTANTS													
		PV-170267			01-0000-0-5840.00-1110-1010-104-000-000									Instructional Services 9-11/16	14,000.00
														WARRANT TOTAL	\$14,000.00
20148293	002345/	KONE INC.													
		PO-170006	1.		01-8150-0-5600.00-0000-8110-735-000-000									12/16	127.42
														WARRANT TOTAL	\$127.42
20148294	070988/	VANESSA LYONS													
		PV-170273			01-9471-0-4300.00-1110-1010-700-000-000									12/16 Garden Work	551.44
					01-9471-0-5800.00-1110-1010-700-000-000									12/16 Garden Work	1,600.00
														WARRANT TOTAL	\$2,151.44
20148295	000047/	MARIN MUNICIPAL WATER DST													
		PO-170010	2.		01-0000-0-5535.00-0000-8200-000-000-000									10-12/16 BMLK	902.05
			1.		01-0000-0-5535.00-0000-8200-000-000-103									10-12/16 WCA	3,524.10
														WARRANT TOTAL	\$4,426.15
20148296	070326/	MARIN SANITARY SERVICE													
		PO-170022	1.		01-0000-0-5550.00-0000-8200-000-000-000									11/16	800.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0023 GENERAL FUND  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
WARRANT TOTAL						\$800.00
20148297	000548/	MOLLIE STONE'S				
	PV-170270		01-0000-0-4300.00-0000-7150-725-000-000	DO Meeting 111983		35.48
			WARRANT TOTAL			\$35.48
20148298	000016/	OFFICE DEPOT				
	PV-170269		01-0000-0-4300.00-0000-7200-725-000-000	884121090001		70.73
			WARRANT TOTAL			\$70.73
20148299	070913/	SEAGATE BRIDGEWAY ASSOCIATES				
	PV-170272		01-0000-0-5555.00-0000-7150-725-000-000	1/17 Rent		5,317.00
			WARRANT TOTAL			\$5,317.00
20148300	070406/	SILYCO				
	PO-170016	1.	01-0000-0-5849.00-0000-2420-700-000-000	11/16		9,600.00
			WARRANT TOTAL			\$9,600.00
20148301	070662/	TREE PROS				
	PV-170271		01-8150-6-5600.00-0000-8110-103-000-000	Tree limb removal - WCA		900.00
			WARRANT TOTAL			\$900.00
20148302	070525/	US BANCORP EQUIP. FINANCE INC				
	PO-170012	1.	01-0000-0-5605.00-0000-2700-700-000-000	12/16		890.40
			WARRANT TOTAL			\$890.40
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	15	TOTAL AMOUNT OF CHECKS:	\$42,897.83*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	15	TOTAL AMOUNT:	\$42,897.83*

## COMMERCIAL WARRANT REGISTER

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

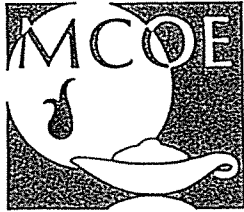
FOR WARRANTS DATED 12/16/2016

BATCH: 0023 GENERAL FUND

FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20148303	070816/	UNFI				
		PV-170274	13-5310-0-4700.00-0000-3700-700-000-000	19751023-003, 19751106-004		868.92
			WARRANT TOTAL			\$868.92
20148304	070799/	VERITABLE VEGETABLE INC.				
		PV-170275	13-5310-0-4700.00-0000-3700-700-000-000	1113341		110.50
			WARRANT TOTAL			\$110.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$979.42*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$979.42*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	17	TOTAL AMOUNT OF CHECKS:	\$43,877.25*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	17	TOTAL AMOUNT:	\$43,877.25*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	17	TOTAL AMOUNT OF CHECKS:	\$43,877.25*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	17	TOTAL AMOUNT:	\$43,877.25*

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# MARIN COUNTY

## OFFICE OF EDUCATION

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SAN RAFAEL, CA 94913-4925  
marincoe@marin.k12.ca.us

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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

### VENDOR PAYMENT CERTIFICATION

Date 12/16/16

District Name SAUSALITO MARIN CITY

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 7813.69.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>24</u>	<u>233.06</u>
<u>13</u>	<u>24</u>	<u>7580.63</u>
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Authorized Signature

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 12/20/2016

BATCH: 0024 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20148545	070792/	TURNING GREEN				
	PV-170276		01-1100-0-4300.00-1110-1010-104-000-000	1239, 1254		233.06
			WARRANT TOTAL			\$233.06
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$233.06*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$233.06*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

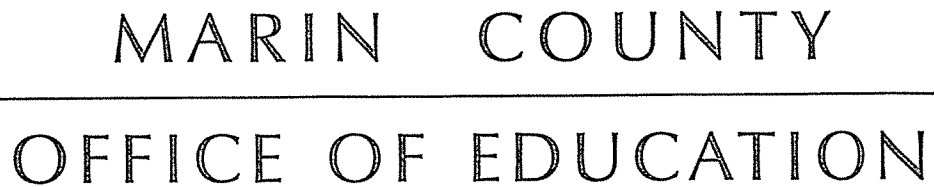
FOR WARRANTS DATED 12/20/2016

BATCH: 0024 GENERAL FUND

FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20148546	070792/	TURNING GREEN				
		PV-170276	13-5310-0-4300.00-0000-3700-700-000-000	1239, 1254		26.09
			13-5310-0-4700.00-0000-3700-700-000-000	1239, 1254		1,179.49
			13-5310-0-5849.00-0000-3700-700-000-000	1239, 1254		6,375.05
			WARRANT TOTAL			\$7,580.63
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$7,580.63*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$7,580.63*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$7,813.69*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$7,813.69*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$7,813.69*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$7,813.69*

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(415) 472-4110  
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DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0025 GENERAL FUND  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20149248	070374/	ANOVA INC.														
		PO-170075	1.	01	6500	0	5833	00	5750	1185	700	000	000		672309	964.00
		WARRANT TOTAL														\$964.00
20149249	001613/	ASSOC. OF CALIFORNIA SCHOOL														
		PO-170135	1.	01	0000	0	5300	00	0000	7150	725	000	000		39446 McCoy	889.58
		PO-170136	1.	01	0000	0	5300	00	0000	2700	104	000	000		39447 Griffin	672.00
		WARRANT TOTAL														\$1,561.58
20149250	070329/	AT&T CALNET 3														
		PO-170001	1.	01	0000	0	5970	00	0000	2700	700	000	000		12/16	266.22
		WARRANT TOTAL														\$266.22
20149251	070711/	BRIGHT PATH THERAPISTS														
		PO-170076	1.	01	6500	0	5835	00	5770	1182	700	000	000		5341	3,920.00
		WARRANT TOTAL														\$3,920.00
20149252	070173/	CONTRA COSTA SELPA														
		PV-170285		01	6500	0	4300	00	5770	1110	700	000	000		201617-11-10Edmondson Workshop	50.00
		WARRANT TOTAL														\$50.00
20149253	001675/	DISCOUNT SCHOOL SUPPLY														
		PO-170121	1.	01	1100	0	4300	00	1110	1010	104	000	000		023507740001	1,287.75
		WARRANT TOTAL														\$1,287.75
20149254	001807/	EMPLOYMENT DEVELOPMENT DEPT.														
		PV-170282		01	0000	0	9515	00	0000	0000	000	000	000		942-4117-1 Q4	336.18
		WARRANT TOTAL														\$336.18
20149255	070721/	FAGEN FRIEDMAN FULFROST														
		PO-170120	1.	01	0000	0	5829	00	0000	7100	000	000	000		49991-1 to 10	11,357.29
		WARRANT TOTAL														\$11,357.29
20149256	070993/	FLIPSIDE PRODUCTS INC														
		PO-170128	1.	01	1100	0	4300	00	1110	1010	104	000	000		S27044 Incentives	135.86
		WARRANT TOTAL														\$135.86

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0025 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20149257	070951/	CHAPPELLE GRIFFIN				
		PV-170278	01-0000-0-4300.00-1110-1010-104-000-000		Leadership Team lunch	66.98
			WARRANT TOTAL			\$66.98
20149258	000039/	KAISER FOUNDATION				
		PV-170286	01-0000-0-9526.00-0000-0000-000-000-000	578-0002		10,180.31
			01-0000-0-9526.00-0000-0000-000-000-000	16734-0001		11,486.76
			WARRANT TOTAL			\$21,667.07
20149259	070201/	KENTFIELD SCHOOL DISTRICT				
		PV-170280	01-6500-0-5835.00-5770-1182-700-000-000	17030 OT services		420.00
			WARRANT TOTAL			\$420.00
20149260	002678/	LAKESHORE				
		PO-170129	1. 01-0000-0-4300.00-1110-1010-104-000-000	4076741216		184.76
			WARRANT TOTAL			\$184.76
20149261	000899/	MICHAEL'S TRANSPORTATION SERV				
		PV-170279	01-9473-0-5819.00-1110-1010-104-000-000	95110 - 12/9 field trip		734.50
			WARRANT TOTAL			\$734.50
20149262	070991/	BETH MINOR				
		PV-170277	01-0000-0-4300.00-0000-2700-104-000-000	Staff party gifts		284.72
			WARRANT TOTAL			\$284.72
20149263	000015/	MSIA DENTAL				
		PV-170287	01-0000-0-9528.00-0000-0000-000-000-000	1/17		2,639.24
			WARRANT TOTAL			\$2,639.24
20149264	000117/	MSIA VISION				
		PV-170288	01-0000-0-9529.00-0000-0000-000-000-000	1/17		384.48
			WARRANT TOTAL			\$384.48
20149265	070995/	AMY PRESCOTT				
		PV-170284	01-0000-0-4300.00-0000-7200-725-000-000	Staff Party Provisions		75.87
			WARRANT TOTAL			\$75.87

## COMMERCIAL WARRANT REGISTER

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

FOR WARRANTS DATED 01/04/2017

BATCH: 0025 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20149266	070222/	PROTECTION ONE												
		PV-170281					01-0000-0-5840.00-0000-8300-101-000-000						113505671 Labor charge	184.00
													WARRANT TOTAL	\$184.00
20149267	000990/	QUILL CORP.												
		PO-170126	1.				01-1100-0-4300.00-1110-1010-104-000-000						School supplies	1,207.66
													WARRANT TOTAL	\$1,207.66
20149268	070994/	THERAPRO INC												
		PO-170131	1.				01-6500-0-4300.00-5770-1110-700-000-000						460290 Nieto	151.25
													WARRANT TOTAL	\$151.25
*** FUND	TOTALS ***						TOTAL NUMBER OF CHECKS:	21					TOTAL AMOUNT OF CHECKS:	\$47,879.41*
							TOTAL ACH GENERATED:	0					TOTAL AMOUNT OF ACH:	\$ .00*
							TOTAL EFT GENERATED:	0					TOTAL AMOUNT OF EFT:	\$ .00*
							TOTAL PAYMENTS:	21					TOTAL AMOUNT:	\$47,879.41*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0025 GENERAL FUND

FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20149269	070973/	ROCK ISLAND REFRIGERATED				
	PV-170283	13-5310-0-4700.00-0000-3700-700-000-000		980770		217.00
		WARRANT TOTAL				\$217.00
*** FUND	TOTALS ***					
		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:		\$217.00*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$ .00*
		TOTAL PAYMENTS:	1	TOTAL AMOUNT:		\$217.00*
*** BATCH	TOTALS ***					
		TOTAL NUMBER OF CHECKS:	22	TOTAL AMOUNT OF CHECKS:		\$48,096.41*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$ .00*
		TOTAL PAYMENTS:	22	TOTAL AMOUNT:		\$48,096.41*
*** DISTRICT	TOTALS ***					
		TOTAL NUMBER OF CHECKS:	22	TOTAL AMOUNT OF CHECKS:		\$48,096.41*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$ .00*
		TOTAL PAYMENTS:	22	TOTAL AMOUNT:		\$48,096.41*

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Date	Vendor	Fund 01=General 13=Cafeteria 14=Deferred Ma	Resource	Object	Amount	Purpose	C
12/16/2016	AT&T	01-0000-0-5970.00-0000-7200-700-000-000	Unrestricted	Communication	\$ 47.37	Phone billing	
12/16/2016	CINTAS CORPORATION	01-8150-0-4300.00-0000-8100-735-000-000	Maintenance	Supplies	\$ 194.69	Cleaning service	
12/16/2016	CYPRESS SCHOOL	01-6500-0-5833.00-5750-1185-700-000-000	Sp. Ed.	Professional/Consulting/Op. Ex	\$ 3,846.00	NPS - 1 student	
12/16/2016	FIRST STUDENT INC.	01-9473-0-5819.00-1110-1010-104-000-000	Donations	Professional/Consulting/Op. Ex	\$ 491.15	9158421 Oct. 20 Field Trip	
12/16/2016	IMPACT EDUCATIONAL CONSULTANT	01-0000-0-5840.00-1110-1010-104-000-000	Unrestricted	Professional/Consulting/Op. Ex	\$ 14,000.00	Instructional Services 9-11/16	
12/16/2016	KONE INC.	01-8150-0-5600.00-0000-8110-735-000-000	Maintenance	Rentals/Leases/Repairs	\$ 127.42	Elevator maintenance	
12/16/2016	VANESSA LYONS	01-9471-0-4300.00-1110-1010-700-000-000	Milagro Grant	Supplies	\$ 551.44	12/16 Garden Work	
12/16/2016	VANESSA LYONS	01-9471-0-5800.00-1110-1010-700-000-000	Milagro Grant	Professional/Consulting/Op. Ex	\$ 1,600.00	12/16 Garden Work	
12/16/2016	MARIN MUNICIPAL WATER DST	01-0000-0-5535.00-0000-8200-000-000-000	Unrestricted	Operations	\$ 902.05	10-12/16 BMLK	
12/16/2016	MARIN MUNICIPAL WATER DST	01-0000-0-5535.00-0000-8200-000-000-103	Unrestricted	Operations	\$ 3,524.10	10-12/16 WCA	
12/16/2016	MARIN SANITARY SERVICE	01-0000-0-5550.00-0000-8200-000-000-000	Unrestricted	Operations	\$ 800.00	Dumpster	
12/16/2016	MOLLIE STONE'S	01-0000-0-4300.00-0000-7150-725-000-000	Unrestricted	Supplies	\$ 35.48	DO Meeting 111983	
12/16/2016	OFFICE DEPOT	01-0000-0-4300.00-0000-7200-725-000-000	Unrestricted	Supplies	\$ 70.73	DO office supplies	
12/16/2016	SEAGATE BRIDGEWAY ASSOCIATES	01-0000-0-5555.00-0000-7150-725-000-000	Unrestricted	Operations	\$ 5,317.00	1/17 Rent	
12/16/2016	SILYCO	01-0000-0-5849.00-0000-2420-700-000-000	Unrestricted	Professional/Consulting/Op. Ex	\$ 9,600.00	IT services	
12/16/2016	TREE PROS	01-8150-0-5600.00-0000-8110-103-000-000	Maintenance	Rentals/Leases/Repairs	\$ 900.00	Tree limb removal - WCA	
12/16/2016	US BANCORP EQUIP. FINANCE INC	01-0000-0-5605.00-0000-2700-700-000-000	Unrestricted	Rentals/Leases/Repairs	\$ 890.40	Copier lease	
					\$ 42,897.83		
12/16/2016	UNFI	13-5310-0-4700.00-0000-3700-700-000-000	Cafeteria	Food	\$ 868.92	Food	
12/16/2016	VERITABLE VEGETABLE INC.	13-5310-0-4700.00-0000-3700-700-000-000	Cafeteria	Food	\$ 110.50	Food	
					\$ 979.42		
12/20/2016	TURNING GREEN	01-1100-0-4300.00-1110-1010-104-000-000	Lottery	Supplies	\$ 233.06	Cafeteria office supplies	
					\$ 233.06		
12/20/2016	TURNING GREEN	13-5310-0-4300.00-0000-3700-700-000-000	Cafeteria	Supplies	\$ 26.09	Cafeteria office supplies	
12/20/2016	TURNING GREEN	13-5310-0-4700.00-0000-3700-700-000-000	Cafeteria	Food	\$ 1,179.49	Food	
12/20/2016	TURNING GREEN	13-5310-0-5849.00-0000-3700-700-000-000	Cafeteria	Professional/Consulting/Op. Ex	\$ 6,375.05	Cafeteria wages	
					\$ 7,580.63		
01/04/2017	ANOVA INC.	01-6500-0-5833.00-5750-1185-700-000-000	Sp. Ed.	Professional/Consulting/Op. Ex	\$ 964.00	NPS - 1 student	
01/04/2017	ASSOC. OF CALIFORNIA SCHOOL	01-0000-0-5300.00-0000-7150-725-000-000	Unrestricted	Dues & Memberships	\$ 889.58	39446 McCoy	
01/04/2017	ASSOC. OF CALIFORNIA SCHOOL	01-0000-0-5300.00-0000-2700-104-000-000	Unrestricted	Dues & Memberships	\$ 672.00	39447 Griffin	
01/04/2017	AT&T CALNET 3	01-0000-0-5970.00-0000-2700-700-000-000	Unrestricted	Communication	\$ 266.22	Phone billing	
01/04/2017	BRIGHT PATH THERAPISTS	01-6500-0-5835.00-5770-1182-700-000-000	Sp. Ed.	Professional/Consulting/Op. Ex	\$ 3,920.00	OT services - group	
01/04/2017	CONTRA COSTA SELPA	01-6500-0-4300.00-5770-1110-700-000-000	Sp. Ed.	Supplies	\$ 50.00	201617-11-10Edmondson Workshop	
01/04/2017	DISCOUNT SCHOOL SUPPLY	01-1100-0-4300.00-1110-1010-104-000-000	Lottery	Supplies	\$ 1,287.75	Pre K class supplies	
01/04/2017	EMPLOYMENT DEVELOPMENT DEPT.	01-0000-0-9515.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 336.18	942-4117-1 Q4	
01/04/2017	FAGEN FRIEDMAN FULFROST	01-0000-0-5829.00-0000-7100-000-000-000	Unrestricted	Professional/Consulting/Op. Ex	\$ 11,357.29	Legal fees	
01/04/2017	FLIPSIDE PRODUCTS INC	01-1100-0-4300.00-1110-1010-104-000-000	Lottery	Supplies	\$ 135.86	S27044 Incentives	
01/04/2017	CHAPPELLE GRIFFIN	01-0000-0-4300.00-1110-1010-104-000-000	Unrestricted	Supplies	\$ 66.98	Leadership Team lunch	
01/04/2017	KAISER FOUNDATION	01-0000-0-9526.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 10,180.31	Benefits	
01/04/2017	KAISER FOUNDATION	01-0000-0-9526.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 11,486.76	Benefits	
01/04/2017	KENTFIELD SCHOOL DISTRICT	01-6500-0-5835.00-5770-1182-700-000-000	Sp. Ed.	Professional/Consulting/Op. Ex	\$ 420.00	17030 OT services	
01/04/2017	LAKESHORE	01-0000-0-4300.00-1110-1010-104-000-000	Unrestricted	Supplies	\$ 184.76	Supplies for 2nd Grade Classroom	
01/04/2017	MICHAEL'S TRANSPORTATION SERV	01-9473-0-5819.00-1110-1010-104-000-000	Donations	Professional/Consulting/Op. Ex	\$ 734.50	95110 - 12/9 field trip	
01/04/2017	BETH MINOR	01-0000-0-4300.00-0000-2700-104-000-000	Unrestricted	Supplies	\$ 284.72	Staff party gifts	
01/04/2017	MSIA DENTAL	01-0000-0-9528.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 2,639.24	Benefits	
01/04/2017	MSIA VISION	01-0000-0-9529.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 384.48	Benefits	
01/04/2017	AMY PRESCOTT	01-0000-0-4300.00-0000-7200-725-000-000	Unrestricted	Supplies	\$ 75.87	Staff Party Provisions	
01/04/2017	PROTECTION ONE	01-0000-0-5840.00-0000-8300-101-000-000	Unrestricted	Professional/Consulting/Op. Ex	\$ 184.00	Fire Alarm Labor charge	
01/04/2017	QUILL CORP.	01-1100-0-4300.00-1110-1010-104-000-000	Lottery	Supplies	\$ 1,207.66	School supplies	
01/04/2017	THERAPRO INC	01-6500-0-4300.00-5770-1110-700-000-000	Sp. Ed.	Supplies	\$ 151.25	Nieto - Counseling	
					\$ 47,879.41		

01/04/2017	ROCK ISLAND REFRIGERATED	13-5310-0-4700.00-0000-3700-700-000-000	Cafeteria	Food	\$ 217.00	Food	
					\$ 217.00		