



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 Special Meeting of the Board of Trustees** **Bayside Martin Luther King Jr. Academy** **200 Phillips Drive, Marin City, CA 94965**

Wednesday, February 28, 2018

11:30 a.m. Bayside Martin Luther King Jr. Academy Conference Room

1. OPEN SESSION – Call to Order

2. ORAL COMMUNICATIONS

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board. The Board is asking that members of the public wishing to speak, fill out a form located on the counter/table, stating their name and address; the agenda item; and the topic to be discussed. BB 9323. The Governing Board is prohibited from taking any action on any item raised in this section unless the item is specifically agendaized. The members of the Governing Board may ask a question for clarification, provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting on any matter or take action directing staff to place a matter of business on a future agenda. Governing Board members may make brief announcements or briefly report on his/her own activities as they relate to school business.

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

3. ACTION ITEM

3.01 Consider Approval of District Application for the 2017-2018 California Grown Fresh School Meals Grant

4. ADJOURNMENT

2017–18 California-grown Fresh School Meals Grant Application

Section 1: Grant Plan				
Submit only one plan per school district, county office of education (COE), or direct funded charter school (hereinafter referred to as school food authority [SFA]). Do not attach a plan to each site application. Note: The grey areas are for California Department of Education (CDE) Nutrition Services Division (NSD) use only.				
CONTACT INFORMATION				
Name of SFA Sausalito Marin City School District		Vendor Number 654700	CNIPS ID Number 01906-SN-21-PSD	
Address 200 Phillips Drive		City Sausalito	Zip Code 94965-1194	
Name of Food Service Director (FSD) Amy Prescott, Interim CBO		E-mail Address of FSD cbo@smcsd.org		
Phone Number of FSD 415-332-3190, #3		Fax Number of FSD 415-322-9643	Name of Superintendent/Administrator William McCoy	
California-grown Fresh School Meals Grant	Amount Requested for all sites \$ 125,000	Number of Sites 1	CDE Approved \$	
APPLICATION				
BOARD APPROVAL				
Is the SFA's local board approval required before accepting this grant? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes , is a copy of the board approval enclosed? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If board approval is required, but is not enclosed, a copy must be sent to the NSD before the grant application can be processed.				
DISTRICTWIDE PERCENTAGE OF STUDENTS APPROVED FOR FREE AND REDUCED-PRICE (F/RP) MEALS				
Enter the number of students at this DISTRICT approved for the following eligibility categories as of the last operating day in October 2017:				
1a. Free 79	1b. Reduced-price 5	1c. Total F/RP (2a + 2b) 84	1d. Total District Enrollment 126	1e. Percentage of F/RP (1c + 1d x 100) 66.67%
Note: Preference will be given to sites with a high F/RP enrollment.				
What is your anticipated percentage of growth in your meal program if the SFA is awarded this grant: 5% Lunch, 15% Breakfast				
NET CASH RESOURCES				
SFA cafeteria fund operating balance as of July 1, 2017:			3a \$2,178	
One month average food service operating expenses: \$ 14,576		x 3 months:	3b \$43,728	
Excess Net Cash Resources (NCR) (3a–3b):			3c \$(41,550)	
SFAs with excess NCR must include with their application an explanation of why their excess NCRs cannot be used in lieu of grant funds. Please note that SFAs with high levels of excess NCRs may be ineligible for a grant.				
Excess NCR Explanation: N/A				
PREFERENCES—The California Department of Education (CDE) will give preference to SFAs that agree to:				
<ul style="list-style-type: none"> ➤ Purchase more California-grown food items ➤ Provide professional development to food service employees ➤ Partner with community-based or nonprofit organizations to provide California-grown food to school districts, COEs, or charter schools ➤ Abide by all applicable local, state, and federal procurement regulations and policies ➤ Submit a final report to CDE 				
Signature of Authorized Official		Date		
Print or Type Name of Authorized Official William McCoy		Title Superintendent		
Phone Number 415-332-3190	Fax Number 415-332-9643	E-mail wmccoy@smcsd.org		

2017–18 California-grown Fresh School Meals Grant Application

Section 2: Site Application

Complete this form for **each** applicant site. Attach additional pages if necessary.

Subsection 1: Site Information

Name of SFA Sausalito Marin City School District	County-District-School Code 21654740000000	CNIPS ID Number 01906-SN-21-PSD
Name of Site Bayside Martin Luther King Jr Academy		CNIPS Site Number 4261
Total funds requested for this site: (Minimum \$50,000, not to exceed \$125,000) \$ 125000.00		

Is this site the central kitchen or food processing plant for your SFA? ☐ Yes ☒ No
If Yes, is this site also a school where children attend Kindergarten through twelfth grade classes? ☐ Yes ☐ No

PERCENTAGE OF STUDENTS APPROVED FOR F/RP MEALS

Enter the number of students at this site approved for the following eligibility categories as of the last operating day in October 2017:

2a. Free 79	2b. Reduced-price 5	3c. Total F/RP (A1+A2) 84	4d. Total Site Enrollment 126	5e. Percentage of F/RP (3c + 4d x 100) 66%
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PREVIOUS GRANT AWARD RECIPIENT

Has this site received a School Breakfast Program (SBP) and Summer Food Service Program Start-up and Expansion Grant (Breakfast Grant) or Equipment Assistance Grant in the last three years? ☐ Yes ☒ No

Preference will be given to sites that have **not** received a Breakfast Grant or Equipment Assistance Grant in the last three years.

SCHOOL GARDENS

Will this site implement a new or use a current school garden and use the food grown for school meals? ☒ Yes ☐ No

Preference will be given to sites that use a school garden and the food grown for school meals.

PURCHASE CALIFORNIA-GROWN FOODS

Will this site purchase an increase in California-grown foods beyond their current practices? ☒ Yes ☐ No

Preference will be given to sites that reflect an increase in procurement beyond current practices.

NUTRITION EDUCATION

Will this site provide nutrition education regarding California-grown foods to students? ☒ Yes ☐ No

Preference will be given to sites that provide nutrition education to students.

FOR CDE USE ONLY

APPROVED BY: NSD	Requested grant total for this site \$	Approved site total \$
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Section 2: Site Application (continued)

Complete this form for each applicant site. Attach additional pages if necessary.

Subsection 2: Meal Strategies

Name of SFA SAUSALITO MARIN CITY SCHOOL DISTRICT	Name of Site BAYSIDE MARTIN LUTHER KING JR ACADEMY
<p>1. Please explain how the SFA will use California-grown foods (any of the meal pattern food components) for school meals in accordance with the National School Lunch Program (NSLP) and/or SBP. (900 character maximum)</p> <p>The Sausalito Marin City School District was recognized as the nation's first 100% organic and non GMO (Genetically Modified Organism) school food program. As part of that effort, we provide locally grown food components, freshly prepared, for every student meal. We provide breakfast and lunch to all of our students, at no charge. All meals are compliant with the National School Lunch Program (NSLP) guidelines, and our recipes are created to match the seasonally available fresh food products by a trained chef. Our students work with trained staff and volunteers in our school garden to plant, monitor and harvest our garden. Those foods are then utilized in our kitchen, along with food products purchased through local vendors and farmer's markets. Additionally, we have an outreach program that provides nutrition information and freshly grown vegetables, at minimal cost, to our families via a school farmer's market.</p>	
<p>2. Describe how your SFA will expand the number of freshly prepared school meals using these grant funds. (900 character maximum)</p> <p>The SFA's program will be enhanced by the addition of equipment and professional development of staff, in several ways. First, the equipment being purchased will replace some of the outdated and inefficient kitchen appliances. By increasing efficiency of the equipment, our kitchen staff will have more time to work on the preparation and presentation of the food, making it more appealing to students. This will also free up the time of kitchen staff so that they can be present when students are being served, in order to be able to answer questions about the foods, and to encourage meal participation. Additionally, the professional development for kitchen staff will enhance their understanding of the different food components, the possibilities for offering new recipes or components, as well as their ability to speak in a knowledgeable manner about the foods being served. All of this will result in increased quality, presentation and taste for the meals, thus increasing the likelihood of student participation in the meal program.</p>	
<p>2. Describe how your SFA will partner with community-based or nonprofit organizations to provide California-grown food to your students. (900 character maximum)</p> <p>We have an existing network that is incredibly strong that supports our innovative program. In addition to our partnership with Conscious Kitchen, a well-recognized organization dedicated to the provision of healthy foods to students via National School Lunch Program (NSLP) schools, we have extensive contacts throughout our region for the acquisition of organic and non-GMO foods via local farmers, farmer's markets, and food cooperatives. We will continue to utilize our network to increase efficiency, buying power, and ultimately meal provision as part of this grant.</p>	
<p>4. Define the SFA's geographic preference standard. (900 character maximum)</p> <p>The SFA currently utilizes a network of partners throughout Marin and Sonoma Counties for the acquisition of locally grown food products. We are open to expanding that network throughout the North Bay area, as appropriate and cost-effective.</p>	

Section 2: Site Application (continued)

Complete this form for **each** applicant site. Attach additional pages if necessary.

Subsection 3: Equipment

Complete this form for **each** site for which you are requesting grant funds. Equipment costs are allowed at 100 percent.

Name of SFA SAUSALITO MARIN CITY SCHOOL DISTRICT	Name of Site BAYSIDE MARIN LUTHER KING JR ACADEMY
Enter the total amount below that you are requesting for equipment at this site. Please enter amount in whole dollars only and include tax, shipping, installation, removal of old equipment, etc. Do not include professional development:	
\$	CDE USE ONLY Approved equipment total \$

List individual equipment items below.

(1) Equipment Name/Type: WALK-IN REFRIGERATION/FREEZER UNIT	How much are you requesting? (Enter as whole dollars) \$	CDE USE ONLY APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
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How will this equipment expand the number of freshly prepared healthy school meals that comply with the meal patterns?
The refrigeration/freezer unit will assist us in storing locally grown and produced food components for a longer period of time, as well as increase our ability to buy in larger quantities than we currently have the ability to store appropriately. Our ability to buy organic products in bulk, due to storage issues, limits our cost-efficiency in purchasing.

(2) Equipment Name/Type: RANGE, 36" OPEN BURNERS	How much are you requesting? (Enter as whole dollars) \$8445	CDE USE ONLY APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
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How will this equipment expand the number of freshly prepared healthy school meals that comply with the meal patterns?
We have an outdated and poorly performing refurbished stove. The replacement of the stove would help the kitchen team prepare meals more efficiently, as well as increase the volume of freshly prepared items in the kitchen.

(3) Equipment Name/Type: MULTI-COOK CONVECTION OVEN	How much are you requesting? (Enter as whole dollars) \$10826	CDE USE ONLY APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
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How will this equipment expand the number of freshly prepared healthy school meals that comply with the meal patterns?
The school kitchen currently has one, poorly performing range that has a limited capacity, thus reducing the number of items that can be prepared at the same time. With the addition of the Multi-Cook Convection Oven, we could produce greater volume of freshly prepared foods, as well as enhance the safety and efficiency of our kitchen team.

CDE COMMENTS:

Section 2: Site Application (continued)

Complete this form for **each** applicant site. Attach additional pages if necessary.

Subsection 3 Continued: Equipment (continued)

Name of SFA SAUSALITO MARIN CITY SCHOOL DISTRICT	Name of Site BAYSIDE MARTIN LUTHER KING JR ACADEMY	
(4) Equipment Name/Type: DISHWASHER	How much are you requesting? (Enter as whole dollars) \$7523	CDE USE ONLY
		APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>

How will this equipment expand the number of freshly prepared healthy school meals that comply with the meal patterns?
We are incredibly proud of the fact that we do not use any serving dishes (trays, utensils, dishes, etc.) that are disposable. We have a strong commitment to sustainable practices in this manner, but it does require a high volume of dishwashing each day. The current dishwasher is inefficient, and kitchen staff often have to spend time drying the dishes even after unloading them from the dishwasher. If we had a high efficiency dishwasher that also dried the dishes, then kitchen staff would be available to focus on meal preparation, presentation and promotion.

(5) Equipment Name/Type: REFRIGERATOR, REACH-IN	How much are you requesting? (Enter as whole dollars) \$3592	CDE USE ONLY
		APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>

How will this equipment expand the number of freshly prepared healthy school meals that comply with the meal patterns?
The existing refrigerator is an older model that is in constant need of repair. On more than one occasion recently, this unit has broken down and all contents had to be discarded. The new refrigeration unit will assist us in more efficient storing of locally grown and produced food components, reduce waste, and reduce costs. Having efficient, reliable equipment enables the kitchen staff to focus more on the preparation of healthy school meals that appeal to students, thus increasing meal participation.

(6) Equipment Name/Type: FREEZER, REACH-IN	How much are you requesting? (Enter as whole dollars) \$4731	CDE USE ONLY
		APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>

How will this equipment expand the number of freshly prepared healthy school meals that comply with the meal patterns?
This new, more efficient freezer would replace the existing older model, that at times no longer functions properly. The goal is to provide additional training to kitchen staff to buy fresh, local, seasonal, affordable fruits and vegetables that can be prepared and frozen for use during times that these seasonal fruits and vegetables are not available. Having this new freezer and additional space in the new walk in refrigerator/freezer will enable the kitchen staff to have higher quality products on hand (as opposed to canned fruits and vegetables for example). These higher quality products will enable the kitchen staff to prepare the best quality food possible, thus increasing student meal participation.

CDE COMMENTS:

Section 2: Site Application (continued)

Complete this form for **each** applicant site. Attach additional pages if necessary.

Subsection 3 Continued: Equipment (continued)

Name of SFA SAUSALITO MARIN CITY SCHOOL DISTRICT		Name of Site BAYSIDE MARTIN LUTHER KING JR ACADEMY	
(7) Equipment Name/Type: MILK COOLER	How much are you requesting? (Enter as whole dollars) \$1899	CDE USE ONLY	
		APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
How will this equipment expand the number of freshly prepared healthy school meals that comply with the meal patterns? The purchase of this milk cooler increases the ability to maintain stock of fresh, local dairy products. This will provide more space in the refrigerator(s) to store additional fresh fruits and vegetables. The dairy products be used in recipes with local fruits and vegetables to produce appealing, healthy, students meals and increase meal participation.			
(8) Equipment Name/Type: DEHYDRATOR	How much are you requesting? (Enter as whole dollars) \$769	CDE USE ONLY	
		APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
How will this equipment expand the number of freshly prepared healthy school meals that comply with the meal patterns? The kitchen would be able to purchase bulk quantities of fruits and vegetables when in season, dehydrate them, and store for future use. These high quality products would then be available year round to use in preparation of high quality meals that appeal to students, thus increasing student meal participation.			
(9) Equipment Name/Type: 2 LAPTOPS FOR POS SYSTEM	How much are you requesting? (Enter as whole dollars) \$5000	CDE USE ONLY	
		APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
How will this equipment expand the number of freshly prepared healthy school meals that comply with the meal patterns? Provide the kitchen support staff with technology to quickly and accurately check students in for meals. This will assist in increased meal participation when students can be moved through the lines more quickly.			
CDE COMMENTS:			

Section 2: Site Application (continued)

Complete this form for **each** applicant site. Attach additional pages if necessary.

Subsection 4: Professional Development

Complete this form for **each** site for which you are requesting professional development funds.

Name of SFA SAUSALITO MARIN CITY SCHOOL DISTRICT	Name of Site BAYSIDE MARTIN LUTHER KING JR ACADEMY
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List any one-time costs for professional development (e.g., culinary training, menu planning, food safety classes, garden planning, etc.) in the implementation of healthy school meals for NSLP and/or SBP. Briefly describe how professional development will expand healthy school meal participation (be specific). Use additional paper as necessary.

DESCRIPTION OF PROFESSIONAL DEVELOPMENT

1.	Description of Professional Development:							
	<p>Professional development for our kitchen staff will be foundational to the ongoing success of our nutrition program. We are incredibly fortunate to have a strong partnership with the Conscious Kitchen. Through that partnership, our team will be afforded the opportunity to train with their kitchen staff, under the direct supervision of their Lead Chef. The grant funds associated with the training will go directly to the kitchen staff, via extra duty pay and to the Conscious Kitchen staff that provides the training. The Conscious Kitchen staff is dedicated to the provision of freshly prepared organic meals for students in a sustainable manner. It would absolutely assist our staff in the understanding of the philosophy, as well as the actual practice of preparing and promoting this philosophy in our kitchen long-term. Ultimately, the preparation and promotion of outstanding foods from our kitchen will result in increased meals being served to students.</p> <p>- \$10,000 for Conscious Kitchen Trainers - \$10,000 for Additional one-time wages stipends or overtime for kitchen staff to receive professional development - \$10,000 Training for all school site staff (35 employees total) in garden and nutrition programs - \$ 5,000 Professional development support materials and garden supplies and tools</p>							
	Enter the amount you are requesting as whole dollars. \$ 20000	<table border="1"> <tr> <th colspan="2">CDE USE ONLY</th> </tr> <tr> <td>APPROVED</td> <td>DENIED</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	CDE USE ONLY		APPROVED	DENIED	<input type="checkbox"/>	<input type="checkbox"/>
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2.	Description of Professional Development:							
	<p>Please describe how this professional development will help food service employees promote, prepare, and implement California-grown healthy school meals that comply with the meal patterns. Please include how many employees will receive this professional development.</p>							
	Enter the amount you are requesting as whole dollars. \$	<table border="1"> <tr> <th colspan="2">CDE USE ONLY</th> </tr> <tr> <td>APPROVED</td> <td>DENIED</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	CDE USE ONLY		APPROVED	DENIED	<input type="checkbox"/>	<input type="checkbox"/>
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3.	Description of Professional Development:							
	<p>Please describe how this professional development will help food service employees promote, prepare, and implement California-grown healthy school meals that comply with the meal patterns. Please include how many employees will receive this professional development.</p>							
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Enter the total amount requested for professional development at this site (enter in whole dollars only):		<table border="1"> <tr> <td>\$</td> <td>CDE APPROVED AMOUNT:</td> </tr> <tr> <td></td> <td>\$</td> </tr> </table>	\$	CDE APPROVED AMOUNT:		\$		
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