



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, May 8, 2018

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

1. **OPEN SESSION – Call to Order**
2. **CLOSED SESSION – AGENDA**
 - 2.01 - With respect to every item of business to be discussed in Closed Session pursuant to GC Section 3549.1 (a) **Collective Bargaining Session – California School Employees' Association**
 - 2.02 - With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957: **Public Employment – Superintendent**
3. **RECONVENE TO OPEN SESSION** - Depending upon completion of Closed Session items, the Governing Board intends to convene in open Session at 6:00 p.m. to conduct the remainder of the meeting, reserving the right to return to Closed Session at any time.
4. **PLEDGE OF ALLEGIANCE** 2 minutes
5. **AGENDA REORGANIZATION/APPROVAL**
Are there any requests from the Board to move any agenda item to a different location? 2 minutes
6. **BOARD COMMUNICATIONS** 10 minutes
7. **ORAL COMMUNICATIONS** 30 minutes

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.
The Governing Board is prohibited from taking any action on any item raised in this section unless the item is specifically agenzied. Members of the Governing Board may ask a question for clarification, provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting on any matter or take action directing staff to place a matter of business on a future agenda. Governing Board members may make brief announcements or briefly report on his/her own activities as they related to school business.
State open meeting laws allow members of the public to lodge public criticism of District policies, procedures, programs, or services. However, those same laws include specific provisions designed to protect the liberty and reputational interests of public employees by providing for the non-public hearing of complaints or charges against employees of the District. Under these laws, it is the employee subject to complaints or charges who is provided the right to choose whether those complaints or charges will be heard in open or closed session. It is therefore the desire of the Sausalito Marin City School District that complaints against an employee be put in writing, and that when the Board hears complaints or charges against an employee it do so in closed session unless the employee requests an open session. Consistent with the law and the opinion of the State Attorney General's Office, please submit any complaints against an employee in writing, to the administration, in accordance with the district's complaint procedure. This procedure is designed to allow the District to address complaints against employees while at the same time respecting their legitimate privacy rights and expectations.
8. **PRESENTATION**
 - 8.01 Seneca Family of Agencies - Unconditional Education Program 30 minutes

9. **CORRESPONDENCE**
9.01 Department of General Services Notice - Seismic Project 04-12-18
9.02 Marin County Office of Education - Second Interim Review Memo
9.03 Marin County Health & Human Services – Grant Notification -Unconditional Education Coach
10. **REPORTS**
10.01 Site Leadership - David Finnane 10 minutes
10.02 Willow Creek Academy 5 minutes
11. **STANDING BOARD COMMITTEE REPORTS**
12. **DISCUSSION / INFORMATION ITEMS**
13. **CONSENT AGENDA** 5 minutes
13.01 Payment of Warrants – Batches 39-41
13.02 Minutes of the April 2, April 17 and May 2 Board Meetings
13.03 Renewal of 60 Month Lease with Pitney Bowes for a Digital Postage Machine.
Effective July 11, 2018. Expense: \$155.71 per Month.
14. **ACTION ITEMS** - Items Removed from the Consent Agenda: Any item removed from the Consent Agenda may be discussed and acted upon individually 30 minutes
14.01 Consider Approval of the Recreational Services and Facilities Use Agreement with the Marin City Community Services District
14.02 Consider Approval of the Memorandum of Understanding with the Seneca Family of Agencies
14.03 Consider Approval of the 2017-2018 Declaration of Need for Fully Qualified Educators
14.04 Consider Approval of the Willow Creek Academy Monitoring and Oversight Report
14.05 Consider Approval of the 2018-2019 School Calendar
14.06 Consider Approval of the Third Interim Budget Report
14.07 Consider Approval of the Marin Community Foundation Grant Application for a Teacher on Special Assignment – Instructional Coach
15. **PERSONNEL ACTION ITEMS** 10 minutes
15.01 Personnel Action Report
15.02 Approval of Teacher on Special Assignment (Instructional Coach) Job Description
16. **POLICY DEVELOPMENT**
17. **FUTURE MEETINGS**
17.01 The next Regular Meeting of the Board of Trustees will be on Tuesday, June 12, 2018 in the Bayside Martin Luther King School Multi-Purpose Room
18. **FUTURE TOPICS**
19. **ADJOURNMENT**

April 12, 2018

Mr. William McCoy
Superintendent
Sausalito Marin City School District
200 Phillips Drive
Sausalito, CA 94965

Dear Mr. McCoy:

The Office of Public School Construction (OPSC) has reviewed the District's request for project modification approval of the Facility Hardship, Seismic Mitigation Program (SMP) rehabilitation project at the Martin Luther King Jr. Academy, application number 58/65474-00-001

In the course of our review OPSC has determined that a change of scope to the project is not necessary. The District may proceed with the project as usual.

The project was approved to include the work of constructing four new classrooms and the demolition of the Annex Building, containing five classrooms, with funding for the rehabilitation of the Annex Building. The District has completed the construction of the four new classrooms, which has mitigated the existing health and safety threat to students and staff. The District is requesting to rehabilitate the Annex Building that has not yet been demolished, and convert the building to District Administrative Offices at no additional cost to the State.

Since the Annex Building has not been demolished and the District has constructed the four new classrooms the District currently has a net capacity increase of four classrooms, which results in a decrease of 100 pupils. When the District has completed the Annex Building rehabilitation to convert the building to the District's Administrative Offices and substantiates the change by providing plans to OPSC, showing that the building no longer has classrooms, the eligibility adjustment will be reversed.

OPSC has verified that the District does not currently have applications pending that would be impacted by the result of the change in eligibility.

Should you have any questions concerning this matter or need additional information, please feel free to contact me at joshua.potter@dgs.ca.gov or (916) 443-9579, or you may contact my supervisor, jennifer.maestretti@dgs.ca.gov or (916) 376-5338.

Sincerely,



Joshua Potter
Facility Hardship Program Analyst
Office of Public School Construction

cc: Danielle Lim, District Consultant
Jennifer Maestretti, OPSC Supervisor, Program Services
File: Correspondence – 58/65474-00-001



MARIN COUNTY

OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925
SAN RAFAEL, CA 94913-4925
marincoe@marinschools.org

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

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

April 16, 2018

Mr. Joshua Barrow, President
Sausalito Marin City School District
25 Burgess Court
Marin City, CA 94965

Dear Mr. Barrow:

Our office has completed its review of the Sausalito Marin City School District's second interim budget report for 2017-18 in compliance with the provisions of Education Code 42131(a)(2). The Code requires the County Superintendent to approve or disapprove interim report certifications after:

Examining the report to determine whether it complies with the standards and criteria established pursuant to Education Code 33127.

Determining whether the second interim budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.

Based upon our review and due to the ongoing Attorney General's investigation, the California Department of Education's recent response to the outstanding Uniform Complaint, and in light of the fiscal indicators listed below, the Board's POSITIVE certification of the second interim budget report has been changed to QUALIFIED.

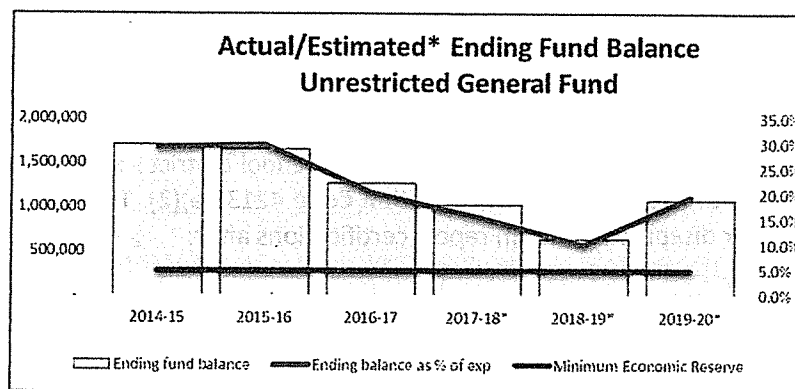
- Deficit spending
- Decline in fund balance
- General fund responsible for material debt service
- Unsettled bargaining unit negotiations
- Lack of stability in District leadership positions

A qualified certification indicates the District may be unable to meet its financial obligations for the current or two subsequent fiscal years. A qualified certification grants certain authorities to the county office of education pursuant to Education Code 42127.6 including a requirement that any non-voter approved debt be approved by the County Superintendent prior to issuance and that disclosure of any proposed salary schedule increases be provided to the County Superintendent for review and comment at least 10 days prior to Board action to approve.

The District will also need to submit the statutorily required Projected Year Totals report, more commonly known as "Third Interim" on or before June 1st. This report includes actual activity through April 30th and the estimated budget for the entire fiscal year. Our office is committed to working closely with the District as you work to return the District to a positive certification.

BUDGETARY POSITION FOR SAUSALITO MARIN CITY SCHOOL DISTRICT

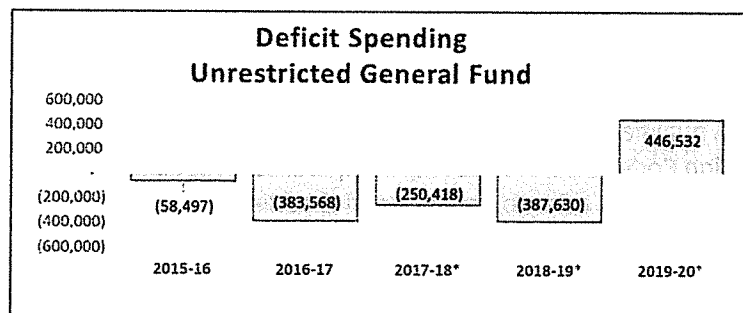
The District's second interim budget and multi-year projection reflects an improvement in budgetary position when compared to the first interim budget due to the inclusion of a deficit reduction and recovery plan. We note the District's plan is dependent on the costs associated with the memorandum of understanding (MOU) with the Willow Creek Academy charter school. The following graph depicts the District's estimated ending balance in the second interim budget and multi-year projection for the unrestricted general fund, with both the state required minimum reserve and the District's actual reserve as a percentage of total expenditures.



The last several years have seen substantial one-time revenues that have helped in meeting the many competing demands, however, the one-time nature of these revenues will not support ongoing costs over time. Although the Governor's budget proposal includes approximately \$295 per average daily attendance (ADA) in one-time revenues, we do not recommend including these potential revenues in budget projections at this time.

OPERATING DEFICITS

The District's second interim budget and multi-year projection continues to reflect operating deficits in the unrestricted general fund as displayed in the following chart. The District projects it will be able to cure deficit spending in 2019-20 with the elimination of additional support provided through the MOU with the Willow Creek Academy charter school. The MOU term expires on June 30, 2019 and is subject to re-negotiation.



However, even with the inclusion of the reduction and recovery plan, the cumulative impact of the District's projected deficit spending is a 15% decline in fund balance over the current plus two subsequent years, leaving the District with reserves of \$1.1 million or 20% of general fund expenditures at June 30, 2020. Districts that wait too long to address and correct structural deficits are forced to make dramatic corrections all at once. In contrast, carefully planned and phased-in structural corrections lessen the impact on children.

FEDERAL BUDGET

The federal government recently passed the fiscal 2018 omnibus bill funding the federal government through September 2018. The federal fiscal 2018 budget funds the 2018-19 state budget for federal programs at or slightly above 2017-18 funding levels. Although the Administration proposed reducing the Education Department's budget by 13%, and eliminating certain programs, the omnibus bill provided a slight increase in total funding maintaining the programs districts depend upon.

The California Department of Education (CDE) recently released the LCAP Federal Addendum, a key element of the compliance requirements for federal funding under the Every Student Succeeds Act (ESSA). In addition, a working group convened by CDE has been meeting to develop a common set of accounting guidelines for districts to comply with ESSA regulations requiring districts to report per pupil expenditures at the school and district level beginning in 2018-19. We continue to monitor the programmatic, fiscal and reporting changes related to the ESSA to ensure we can provide districts with the most relevant guidance and training.

SALARY SETTLEMENTS

The District has not settled negotiations with the certificated bargaining unit for 2017-18. Due to the ongoing nature of these costs, any permanent increases to salary require permanent and ongoing funding sources. When the District and bargaining unit are ready to settle negotiations, Government Code 3547.5 requires the District to publicly disclose costs, as certified by the superintendent and chief fiscal officer. Please provide a Public Disclosure of Collective Bargaining Agreement including the tentative agreement(s) and multi-year projection to our office 10 working days prior to Board approval. Budget revisions associated with salary settlements should be approved within 45 days of Board approval.

RETIREE BENEFITS

The District provides Other Post-Employment health Benefits (OPEB) to retired employees that have met certain eligibility requirements. The District's projected OPEB liability is \$330 thousand based on the District's actuarial study dated July 2016. We recommend the District obtain an updated actuarial study that meets the new accounting standard effective for fiscal year 2017-18 year to prevent any delays in the annual audit process.

CHARTER SCHOOLS

We encourage the District to perform financial and budget reviews and all other oversight responsibilities as iterated in Education Code section 47604.2.

RESERVES

The District maintains the state-required minimum reserve for economic uncertainty of 5% of total general fund expenditures in the current and two subsequent years. In addition, we note the District maintains a Board reserve for economic uncertainty of 5% for a total reserve of 10% in all three years of the budget and multi-year projection. All school districts, whether state aid or community funded, are well advised to establish

higher than minimum reserves in order to provide for the financial flexibility to absorb unanticipated expenditures without significant disruption to educational programs, cash flow deferrals and general economic uncertainties. Higher than minimum reserves allows the District to better ensure a consistent and stable program offering for students.

CONCLUSION

We thank Amy Prescott for her timely submission of the second interim budget using the statutorily required forms. If you have any questions, please do not hesitate to contact me at 415-499-5822.

We appreciate your dedication and service to the children of Marin County. Due to your good fiscal stewardship, the children of Marin County will continue to experience quality education now and in the future.

Sincerely,

MARY JANE BURKE

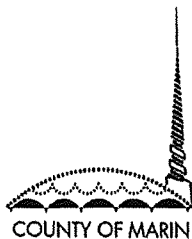
Marin County Superintendent of Schools

A handwritten signature in black ink, appearing to read "Kate Lane". The signature is fluid and cursive, with the first name "Kate" and last name "Lane" clearly distinguishable.

KATE LANE

Interim Assistant Superintendent

cc: Will McCoy, Superintendent
Amy Prescott, Interim Chief Business Official



DEPARTMENT OF HEALTH AND HUMAN SERVICES
**BEHAVIORAL HEALTH AND
RECOVERY SERVICES**

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



Grant Nash Colfax, MD
DIRECTOR

Jei Africa, Psy.D.
ASSISTANT DIRECTOR

20 North San Pedro Road
San Rafael, CA 94903
415 473 6809 T
415 473 7008 F
415 473 3344 TTY
www.marinhhs.org/bhrs

April 30, 2018

Ken Berrick
Seneca Family of Agencies
6925 Chabot Road
Oakland, CA 94618

Dear Mr. Berrick,

On behalf of the Marin County Department of Health and Human Services, Behavioral Health and Recovery Services, thank you for submitting an application for RFP-HHS-2018-05, Mental Health Services Act – School Age Prevention and Early Intervention (PEI) Program.

We would like to award the School Age Prevention and Early Intervention contract to your organization for services in the Sausalito Marin City School District.

Chandrika Zager, our PEI Coordinator, will be contacting you soon to set up a meeting to begin the contract process.

Please call me if you have any questions.

Sincerely,

Jei Africa, PsyD, MSCP, CATC-V, Director
Department of Health and Human Services
Behavioral Health and Recovery Services
415-473-7595 T

Sausalito Marin City School District

Payment of Warrants

5/8, 2018

Attached warrants include:

Batch 39 Fund 01 in the amount of \$209,734.08

Batch 40 Fund 01 in the amount of \$21,998.64

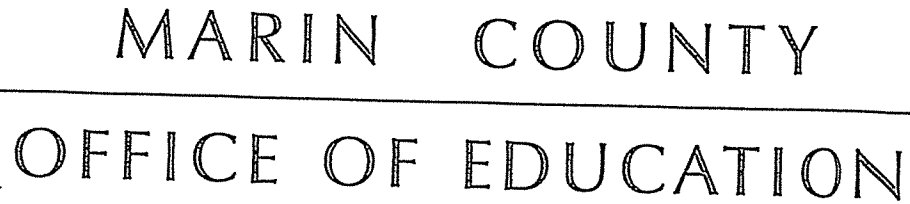
Batch 41 Fund 01 in the amount of \$310,037.66

Batch 41 Fund 13 in the amount of \$5,828.43

Batch 41 Fund 78 in the amount of \$77,789.37

Prepared by Vida Moattar

Sausalito Marin City School District Business Office



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

Date 4/11/18.

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 \$ 209,734.08.

[illegible]

Authorized Signature *Amy Prescott*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0039 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	
20194692	070596/	BUCKS SAW SERVICE												
		PV-180431		01	-8150	-0-5600.00-0000-8110-103-000-000							Mower repair	98.48
				01	-8150	-0-5600.00-0000-8110-104-000-000							Mower repair	98.48
						WARRANT TOTAL								\$196.96
20194693	001811/	STATE OF CALIFORNIA												
		PV-180434		01	-0000	-0-5821.00-0000-7200-725-000-000						294137		96.00
						WARRANT TOTAL								\$96.00
20194694	070192/	COMMUNIQUE INTERPRETING INC.												
		PO-180095	1.	01	-6500	-0-5840.00-5770-1132-700-000-000						18-01086, 02086, 03202		6,891.82
						WARRANT TOTAL								\$6,891.82
20194695	071025/	DAVID FINNANE												
		PV-180432		01	-0000	-0-4300.00-0000-2700-104-000-000							Incentives	67.79
				01	-0000	-0-4300.00-1110-1010-104-000-000							Incentives	27.08
						WARRANT TOTAL								\$94.87
20194696	071000/	OSHALLA MARCUS												
		PV-180435		01	-0000	-0-5840.00-1453-1010-104-000-000						100073		500.00
						WARRANT TOTAL								\$500.00
20194697	070843/	ALAN ROTHKOP												
		PV-180430		01	-8150	-0-4300.00-0000-8110-103-000-000							Parts for WCA cafeteria tables	213.93
						WARRANT TOTAL								\$213.93
20194698	071067/	SAMANTHA SHURA												
		PO-180194	1.	01	-6500	-0-5835.00-5770-1182-700-000-000						March 2018 OT		1,900.00
						WARRANT TOTAL								\$1,900.00
20194699	070677/	LYDIA TUVESON												
		PO-180131	1.	01	-6500	-0-5835.00-5770-1182-700-000-000						08LT2017-2018		456.50
						WARRANT TOTAL								\$456.50
20194700	002172/	WILLOW CREEK ACADEMY												
		PV-180433		01	-0000	-0-8096.00-0000-9200-103-000-000							April 2018 in lieu	199,384.00

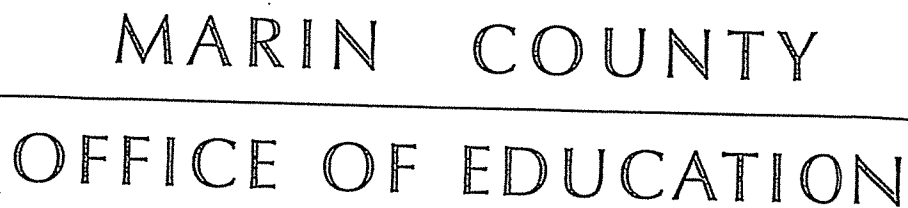
Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 04/13/2018

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
 BATCH: 0039 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

WARRANT TOTAL														\$199,384.00
*** FUND	TOTALS ***													
			TOTAL NUMBER OF CHECKS:	9			TOTAL AMOUNT OF CHECKS:							\$209,734.08*
			TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:							\$0.00*
			TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:							\$0.00*
			TOTAL PAYMENTS:	9			TOTAL AMOUNT:							\$209,734.08*
***	BATCH TOTALS ***													
			TOTAL NUMBER OF CHECKS:	9			TOTAL AMOUNT OF CHECKS:							\$209,734.08*
			TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:							\$0.00*
			TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:							\$0.00*
			TOTAL PAYMENTS:	9			TOTAL AMOUNT:							\$209,734.08*
***	DISTRICT TOTALS ***													
			TOTAL NUMBER OF CHECKS:	9			TOTAL AMOUNT OF CHECKS:							\$209,734.08*
			TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:							\$0.00*
			TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:							\$0.00*
			TOTAL PAYMENTS:	9			TOTAL AMOUNT:							\$209,734.08*

Printed: 04/12/2018 10:04:46



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

VENDOR PAYMENT CERTIFICATION

District No. 47.

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 21,998.64.

Authorized Signature

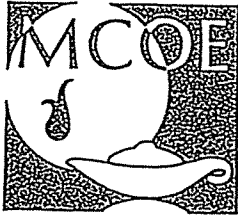
Amy Prescott

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0040 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
20195239	070329/	AT&T CALNET 3													
		PO-180001	2.	01-0000-0-5970.00-0000-2700-104-000-000									4/18		78.05
		WARRANT TOTAL													\$78.05
20195240	070935/	CINTAS CORPORATION													
		PV-180436		01-8150-0-5840.00-0000-8110-104-000-000									626178868, 626184078		774.70
		WARRANT TOTAL													\$774.70
20195241	070192/	COMMUNIQUE INTERPRETING INC.													
		PO-180095	1.	01-6500-0-5840.00-5770-1132-700-000-000									18-04008		2,363.75
		WARRANT TOTAL													\$2,363.75
20195242	002749/	CROWN TROPHY													
		PV-180438		01-0000-0-4300.00-1130-1010-104-000-000									28059		481.69
		WARRANT TOTAL													\$481.69
20195243	070594/	DANNIS WOLIVER KELLY													
		PV-180439		01-0000-0-5829.00-0000-7100-700-000-000									202873, 201555, 200920		234.00
		WARRANT TOTAL													\$234.00
20195244	071050/	SHANEKA DUNCAN													
		PO-180142	1.	01-9474-0-5840.00-0000-2700-104-000-000									3-4/18		400.00
		PV-180440		01-0000-0-5840.00-0000-2495-104-000-000									Childcare services		54.00
		WARRANT TOTAL													\$454.00
20195245	070263/	FEDEX													
		PV-180437		01-0000-0-5960.00-0000-2700-104-000-000									6-147-30902		21.92
		WARRANT TOTAL													\$21.92
20195246	070785/	HANNAH PROJECT													
		PO-180200	1.	01-0000-0-5840.00-1430-1020-104-000-000									Summer 2018-1st payment		10,000.00
		WARRANT TOTAL													\$10,000.00
20195247	000321/	HEINEMANN EDUCATION													
		PO-180196	1.	01-4035-0-4300.00-1110-1010-104-000-000									10013103		1,562.28
		WARRANT TOTAL													\$1,562.28

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0040 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		
20195248	002345/	KONE INC.				
		PO-180006	2. 01-8150-0-5840.00-0000-8110-104-000-000	4/18 BMLK		136.43
			WARRANT TOTAL			\$136.43
20195249	000047/	MARIN MUNICIPAL WATER DST				
		PO-180010	1. 01-0000-0-5535.00-0000-8200-103-000-000	2-4/18 WCA		1,912.62
			2. 01-0000-0-5535.00-0000-8200-104-000-000	2-4/18 BMLK		1,076.10
			WARRANT TOTAL			\$2,988.72
20195250	070326/	MARIN SANITARY SERVICE				
		PO-180002	1. 01-0000-0-5550.00-0000-8200-104-000-000	3/18		1,000.00
			WARRANT TOTAL			\$1,000.00
20195251	000899/	MICHAEL'S TRANSPORTATION SERV				
		PO-180089	1. 01-9473-0-5819.00-1110-1010-104-000-000	102545		823.25
			WARRANT TOTAL			\$823.25
20195252	001531/	STAPLES				
		PO-180195	1. 01-0000-0-4300.00-0000-2700-104-000-000	8049460361		91.42
			WARRANT TOTAL			\$91.42
20195253	070525/	US BANCORP EQUIP. FINANCE INC				
		PO-180012	2. 01-0000-0-5605.00-0000-2700-104-000-000	4/18		888.62
			WARRANT TOTAL			\$888.62
20195254	070944/	FELICIA YOUNGER				
		PV-180441	01-0000-0-4300.00-0000-2495-104-000-000	Parent meetings, class supplie		68.98
			01-0000-0-4300.00-0000-2700-104-000-000	Parent meetings, class supplie		30.83
			WARRANT TOTAL			\$99.81
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	16	TOTAL AMOUNT OF CHECKS:	\$21,998.64*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	16	TOTAL AMOUNT:	\$21,998.64*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	16	TOTAL AMOUNT OF CHECKS:	\$21,998.64*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	16	TOTAL AMOUNT:	\$21,998.64*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	16	TOTAL AMOUNT OF CHECKS:	\$21,998.64*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	16	TOTAL AMOUNT:	\$21,998.64*



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 5/2/18

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 \$ 393,655.46.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>41</u>	<u>310,037.66</u>
<u>13</u>	<u>41</u>	<u>5828.43</u>
<u>78</u>	<u>41</u>	<u>77,789.37</u>
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Authorized Signature *Amy Prescott*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0041 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		
20196646	070906/	GAIDA ABUELQASEM				
		PV-180463	01-0000-0-5840.00-0000-2700-104-000-000	Transf. Team Meeting		95.00
			WARRANT TOTAL			\$95.00
20196647	070873/	ADVANCED SECURITY SYSTEMS				
		PO-180023	1. 01-0000-0-5840.00-0000-8300-103-000-000	5/18 WCA		97.50
			2. 01-0000-0-5840.00-0000-8300-104-000-000	5/18 BMLK		97.50
			WARRANT TOTAL			\$195.00
20196648	000609/	AMERICAN EXPRESS				
		PV-180445	01-0000-0-4300.00-0000-2700-104-000-000	Uniforms		195.77
			01-0000-0-4300.00-0000-2700-104-000-000	LCAP meeting lunch		86.53
			01-0000-0-4300.00-0000-7110-700-000-000	Board meeting dinner		72.91
			01-0000-0-4300.00-1110-1010-104-000-000	Water for field trip		7.58
			01-0000-0-4300.00-1130-1010-104-000-000	Sports Team Celebrations		302.28
			01-0000-0-5240.00-0000-2700-104-000-000	Aeries Training		50.00
			01-8150-0-5600.00-0000-8110-103-000-000	Buffer machine		333.03
			01-8150-0-5600.00-0000-8110-104-000-000	Buffer machine		333.03
			01-9473-0-5819.00-1110-1010-104-000-000	Point Bonita Trip		600.00
			WARRANT TOTAL			\$1,981.13
20196649	000608/	BURKELL PLUMBING				
		PV-180460	01-8150-0-5840.00-0000-8110-104-000-000	50420		1,600.00
			WARRANT TOTAL			\$1,600.00
20196650	070935/	CINTAS CORPORATION				
		PV-180465	01-8150-0-5840.00-0000-8110-104-000-000	626186732		391.35
			WARRANT TOTAL			\$391.35
20196651	070192/	COMMUNIQUE INTERPRETING INC.				
		PO-180095	1. 01-6500-0-5840.00-5770-1132-700-000-000	18-4091		2,437.50
			WARRANT TOTAL			\$2,437.50

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0041 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		
20196652	070049/	BROOKS DEBRUIN				
		PV-180450	01-0000-0-5230.00-0000-8210-735-000-000	Mileage to WCA 17-18		235.98
			WARRANT TOTAL			\$235.98
20196653	070871/	DOCUMENT TRACKING SERVICES				
		PV-180443	01-0000-0-5840.00-0000-2700-104-000-000	BMLK		75.00
			01-0000-0-9209.00-0000-0000-000-000-000	WCA		75.00
			WARRANT TOTAL			\$150.00
20196654	071069/	EPOCH EDUCATION INC				
		PV-180457	01-3010-0-5240.00-1110-2140-104-000-000	1160		6,000.00
			WARRANT TOTAL			\$6,000.00
20196655	070721/	FAGEN FRIEDMAN FULFROST				
		PO-180074	1. 01-0000-0-5829.00-0000-7100-700-000-000	57672 1-10		11,774.00
		PV-180442	01-6500-0-5829.00-0000-7100-700-000-000	57672 1-10		100.50
			WARRANT TOTAL			\$11,874.50
20196656	071025/	DAVID FINNANE				
		PV-180452	01-0000-0-4300.00-0000-2700-104-000-000	Incentives		19.55
			WARRANT TOTAL			\$19.55
20196657	000523/	FIREMASTER				
		PV-180461	01-8150-0-5600.00-0000-8110-104-000-000	525641		383.00
			WARRANT TOTAL			\$383.00
20196658	002270/	FISHMAN SUPPLY CO.				
		PO-180108	1. 01-0000-0-4300.00-0000-8210-104-000-000	1129973		1,084.32
			WARRANT TOTAL			\$1,084.32
20196659	070026/	ELLEN FRANZ				
		PV-180451	01-0000-0-4300.00-0000-2700-104-000-000	Postes of Students		852.74
			WARRANT TOTAL			\$852.74
20196660	071038/	JULIE FREDERICK				
		PV-180448	01-1100-0-4300.00-1110-1010-104-000-114	Rewards		30.25

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0041 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						\$30.25
20196661	070876/	GATEWAY LEARNING GROUP				
		PV-180444	01-6500-0-5835.00-5770-1182-700-000-000	1255589, 1255593		270.00
		WARRANT TOTAL				\$270.00
20196662	000039/	KAISER FOUNDATION				
		PV-180470	01-0000-0-9526.00-0000-0000-000-000-000	578-0002		13,457.05
			01-0000-0-9526.00-0000-0000-000-000-000	16734-0001		12,325.03
		WARRANT TOTAL				\$25,782.08
20196663	070386/	KEYGENT LLC				
		PV-180454	01-0000-0-5840.00-0000-7200-700-000-000	21-65474-02018-01		1,075.00
		WARRANT TOTAL				\$1,075.00
20196664	070988/	VANESSA LYONS				
		PO-180085	1. 01-9471-0-5800.00-1110-1010-104-000-000	4/18 Garden Work		1,560.00
		WARRANT TOTAL				\$1,560.00
20196665	071000/	OSHALLA MARCUS				
		PV-180469	01-0000-0-5840.00-1453-1010-104-000-000	100076		500.00
		WARRANT TOTAL				\$500.00
20196666	002751/	MARIN CHARTER AND TOURS				
		PV-180459	01-9473-0-5819.00-1110-1010-104-000-000	4/26/18 Field Trip		810.25
		WARRANT TOTAL				\$810.25
20196667	000045/	MARIN COUNTY OFFICE OF EDUC				
		PV-180446	01-0000-0-5840.00-0000-2700-104-000-000	180664		29,810.60
			01-0000-0-5840.00-0000-7300-700-000-000	180664		12,775.96
		PV-180447	01-0000-0-5840.00-1130-1010-104-000-000	180713		40.00
		WARRANT TOTAL				\$42,626.56
20196668	000580/	MARIN COUNTY SHERIFF DEPART.				
		PV-180464	01-0000-0-5821.00-0000-7200-700-000-000	10701		100.00
		WARRANT TOTAL				\$100.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0041 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		
20196669	070868/	EMILY MATTO				
		PV-180449	01-1100-0-4300.00-1110-1010-104-000-123	Rewards		42.24
			WARRANT TOTAL			\$42.24
20196670	071015/	MCCDC				
		PO-180049	1. 01-9472-0-5840.00-0000-2495-104-000-000	Younger 2-5/2018		17,945.04
			WARRANT TOTAL			\$17,945.04
20196671	000015/	MSIA DENTAL				
		PV-180468	01-0000-0-9528.00-0000-0000-000-000-000	5/18		2,921.03
			WARRANT TOTAL			\$2,921.03
20196672	000117/	MSIA VISION				
		PV-180467	01-0000-0-9529.00-0000-0000-000-000-000	5/18		370.31
			WARRANT TOTAL			\$370.31
20196673	000058/	P G & E CO				
		PO-180000	1. 01-0000-0-5510.00-0000-8200-103-000-000	4/18 WCA		3,212.97
			2. 01-0000-0-5510.00-0000-8200-104-000-000	4/2018 BMLK		3,468.29
			WARRANT TOTAL			\$6,681.26
20196674	070222/	PROTECTION ONE				
		PV-180472	01-0000-0-5840.00-0000-8300-103-000-000	5/18		520.93
			01-0000-0-5840.00-0000-8300-104-000-000	5/18		518.88
			01-0000-0-5840.00-0000-8300-700-000-000	5/18		88.87
			WARRANT TOTAL			\$1,128.68
20196675	070789/	SCHOOL FACILITY CONSULTANTS				
		PV-180462	01-0000-0-5840.00-0000-7200-700-000-000	11905		183.75
			WARRANT TOTAL			\$183.75
20196676	001206/	SHELL OIL CO.				
		PV-180473	01-0000-0-4301.00-0000-8110-735-000-000	4/18 Gas for District Vehicles		225.00
			WARRANT TOTAL			\$225.00
20196677	071067/	SAMANTHA SHURA				
		PO-180194	1. 01-6500-0-5835.00-5770-1182-700-000-000	April 2018 OT		1,995.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0041 GENERAL FUND
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		

WARRANT TOTAL						\$1,995.00
20196678	070200/	STANDARD INSURANCE COMPANY CB				
		PV-180471	01-0000-0-9527.00-0000-0000-000-000-000	5/18		682.37
WARRANT TOTAL						\$682.37
20196679	071058/	MICHAEL STERN				
		PV-180453	01-9473-0-5819.00-1110-1010-104-000-000	Field Trip Transport.		81.32
WARRANT TOTAL						\$81.32
20196680	071068/	TODD MORRIS FIRE PROTECTION				
		PV-180456	01-8150-0-5600.00-0000-8110-104-000-000	7606		1,200.00
WARRANT TOTAL						\$1,200.00
20196681	071052/	AUSTIN TORIUMI				
		PV-180458	01-0000-0-5230.00-1110-1010-104-000-000	Mileage 4/18		9.16
WARRANT TOTAL						\$9.16
20196682	070759/	VERIZON WIRELESS				
		PO-180013	1. 01-0000-0-5840.00-0000-7200-700-000-000	5/18		418.49
WARRANT TOTAL						\$418.49
20196683	002172/	WILLOW CREEK ACADEMY				
		CL-170067	01-0000-0-7299.00-0000-9200-103-000-000	Excess 2% per MOU		111,235.00
		PV-180455	01-6010-0-7299.00-0000-9200-103-000-000	ASES Grant		64,864.80
WARRANT TOTAL						\$176,099.80
*** FUND	TOTALS ***	TOTAL NUMBER OF CHECKS:		38	TOTAL AMOUNT OF CHECKS:	\$310,037.66*
		TOTAL ACH GENERATED:		0	TOTAL AMOUNT OF ACH:	\$.00*
		TOTAL EFT GENERATED:		0	TOTAL AMOUNT OF EFT:	\$.00*
		TOTAL PAYMENTS:		38	TOTAL AMOUNT:	\$310,037.66*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0041 GENERAL FUND
FUND : 13 CAFETERIA 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
20196684	000609/	AMERICAN EXPRESS													
		PV-180445		13	-5310	-0	-4700	.00	-0000	-3700	-700	-000	-000	Food for cafeteria	185.98
		WARRANT TOTAL													\$185.98
20196685	071066/	EARL'S ORGANIC PRODUCE													
		PV-180479		13	-5310	-0	-4700	.00	-0000	-3700	-700	-000	-000	782844, 783594, 791280	429.50
		WARRANT TOTAL													\$429.50
20196686	070841/	ECOLAB													
		PV-180474		13	-5310	-0	-5605	.00	-0000	-3700	-700	-000	-000	9260438	116.30
		WARRANT TOTAL													\$116.30
20196687	070815/	MARIN CHEESE COMPANY													
		PV-180478		13	-5310	-0	-4700	.00	-0000	-3700	-700	-000	-000	543956, 544831, 545345	795.00
		WARRANT TOTAL													\$795.00
20196688	070827/	MARIN SUN FARMS													
		PV-180476		13	-5310	-0	-4700	.00	-0000	-3700	-700	-000	-000	429311, 429676,, 429946	953.87
		WARRANT TOTAL													\$953.87
20196689	070973/	ROCK ISLAND REFRIGERATED													
		PV-180475		13	-5310	-0	-4700	.00	-0000	-3700	-700	-000	-000	1116126, 1116636	574.52
		WARRANT TOTAL													\$574.52
20196690	070816/	UNFI													
		PV-180480		13	-5310	-0	-4700	.00	-0000	-3700	-700	-000	-000	10535259, 10554369	2,018.76
		WARRANT TOTAL													\$2,018.76
20196691	070799/	VERITABLE VEGETABLE INC.													
		PV-180477		13	-5310	-0	-4700	.00	-0000	-3700	-700	-000	-000	1215952, 1217530	754.50
		WARRANT TOTAL													\$754.50
*** FUND	TOTALS ***														
		TOTAL NUMBER OF CHECKS:													8
		TOTAL ACH GENERATED:													0
		TOTAL EFT GENERATED:													0
		TOTAL PAYMENTS:													8
		TOTAL AMOUNT OF CHECKS:													\$5,828.43*
		TOTAL AMOUNT OF ACH:													\$.00*
		TOTAL AMOUNT OF EFT:													\$.00*
		TOTAL AMOUNT:													\$5,828.43*

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE					ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	
20196692	002172/	WILLOW CREEK ACADEMY								
		PV-180466				78-0000-0-9620.00-0000-0000-000-000-000			March 2018 A Bulletins	77,789.37
						WARRANT TOTAL				\$77,789.37
*** FUND	TOTALS ***					TOTAL NUMBER OF CHECKS:	1		TOTAL AMOUNT OF CHECKS:	\$77,789.37*
						TOTAL ACH GENERATED:	0		TOTAL AMOUNT OF ACH:	\$.00*
						TOTAL EFT GENERATED:	0		TOTAL AMOUNT OF EFT:	\$.00*
						TOTAL PAYMENTS:	1		TOTAL AMOUNT:	\$77,789.37*
*** BATCH TOTALS ***						TOTAL NUMBER OF CHECKS:	47		TOTAL AMOUNT OF CHECKS:	\$393,655.46*
						TOTAL ACH GENERATED:	0		TOTAL AMOUNT OF ACH:	\$.00*
						TOTAL EFT GENERATED:	0		TOTAL AMOUNT OF EFT:	\$.00*
						TOTAL PAYMENTS:	47		TOTAL AMOUNT:	\$393,655.46*
*** DISTRICT TOTALS ***						TOTAL NUMBER OF CHECKS:	47		TOTAL AMOUNT OF CHECKS:	\$393,655.46*
						TOTAL ACH GENERATED:	0		TOTAL AMOUNT OF ACH:	\$.00*
						TOTAL EFT GENERATED:	0		TOTAL AMOUNT OF EFT:	\$.00*
						TOTAL PAYMENTS:	47		TOTAL AMOUNT:	\$393,655.46*

Printed: 05/04/2018 07:27:40

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
April 2, 2018**

ATTENDANCE

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

Superintendent: Will McCoy

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

CLOSED SESSION

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

RECONVENE TO OPEN SESSION

Open session reconvened at 6:45 p.m.

REPORT OUT OF CLOSED SESSION

Trustee Barrow announced that no action was taken in closed session.

ADJOURNMENT

M/s/c Newmeyer/Turner to Adjourn at 6:45 p.m.

Ayes: Barrow, Newmeyer, Turner, Van Alst

Noes: None

Absent: Green

Signature/Date

Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
April 17, 2018**

ATTENDANCE

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

Superintendent: Will McCoy

The meeting was called to order at 5:30 p.m.

CLOSED SESSION

The Board and Superintendent convened closed session at 5:31 p.m.

RECONVENE TO OPEN SESSION

Open session reconvened at 6:10 p.m.

REPORT OUT OF CLOSED SESSION

Trustee Barrow announced that no action was taken in closed session.

PLEDGE OF ALLEGIANCE

Trustee Green led the pledge of allegiance.

REORGANIZATION OF AGENDA

Trustee Van Alst said that concerns have been raised by the County Superintendent that she has a common law conflict of interest in decisions that affect the relationship between the district and the charter school, arising from the fact that she has children attending the charter school. She continued: Although I do not believe that a conflict exists, given the nature of the allegations and the ongoing investigation of the district by the Attorney General, I am recusing myself from several items on the agenda: 12.02, 13.04 and 14.02. She requested that those items be moved to the end of the agenda.

Trustee Newmeyer made the same comment.

M/s/c Van Alst/Newmeyer to Reorganize Above Items in the Agenda

Ayes: Barrow, Green, Newmeyer, Van Alst

Noes: Turner

Absent: None

BOARD COMMUNICATIONS

Trustee Green said that she enjoyed seeing the Facebook postings from students who visited Washington DC and Philadelphia last week.

ORAL COMMUNICATIONS

Bridget Harris said that it seems that one school is treated better than the other and children are being cheated because it is not possible to adequately fund both schools. She suggested that having one elementary school in Sausalito and a middle school in Marin City might be the solution.

Sonja Hanson said she is concerned about the selection of the next superintendent. It would be good not to lose the momentum that the district has demonstrated in rebuilding arts and music and other programs. Race and class are at the heart of all that goes on here, she said.

David Suto said losing two middle school teachers next year would mean a big gap in continuity. It would be good to see the Freedom School model fully implemented here, he concluded.

Marilyn Mackel said that repeatedly reorganizing the agenda of board meetings is disruptive. She asked the Board to wait for the Attorney General's answer to the complaint filed against the District and only then hire a superintendent who can run the district effectively.

Julius Holtzclaw thanked Growth Circles for facilitating the student trip to Washington DC and Philadelphia during Spring Break. Pictures and comments will be posted to Growth Circles' Facebook page.

CENTER FOR EXCELLENCE

Barbara Killey, board chair of the Center for Excellence, gave a presentation of the draft five-year plan for arts education at Bayside MLK Jr. Academy. She said that students' experiences in creating works of art or participating in a musical or performance event carry over into their academic attainments.

Glenda Gentry said that she would like to see the Arts restored and expanded at Bayside MLK Jr. Academy. She added that CFE stands ready to supplement and augment district expenditures in arts programs.

Marilyn Mackel said she is looking forward to the day when Bayside MLK Jr. Academy has a core program that includes arts and music as well as foreign language instruction.

PRINCIPAL

Principal Finnane said that the Transformation Team, which includes teachers, staff, parents and community members, has met twice so far. Vision, mission and guiding principles were the focus of the first meetings. The next area of focus will be LCAP actions and services. He said that he is looking forward to hiring excellent staff for next year and that he is committed to turning things around at BMLK.

WILLOW CREEK ACADEMY

Head of School Tara Seekins congratulated classified and certificated nominees for the Golden Bell Award. Seventh and eighth graders are preparing for their Outward Bound trips to the Santa Cruz Mountains and to Angel Island. Testing for grades 3-8 will run through the end of May.

(Conditional) Memorandum of Understanding with Seneca Family of Agencies

Superintendent McCoy gave an overview of the programs at Seneca. He said that District staff has visited the school and there is an opportunity for a grant that will allow us to an "Unconditional Education Coach" at BMLK.

Bettie Hodges said it is important to be able to ask the right questions when embarking on a new program. Is this about a positive school climate or individual student intervention? If the former, you must view it with differentiation in mind.

Roll Call Turner/Newmeyer to Approve the Following Consent Agenda items:

Payment of Warrants – Batches 35-38

Minutes of the March 13 and April 2, 2018 Board Meetings

Quarterly Report on Williams Uniform Complaints

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

Resolution 753 – Consolidation of Election Services

Roll Call Newmeyer/Turner to Approve Resolution 753 – Consolidation of Election Services

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

Payment to Epoch Consulting

M/s/c Newmeyer/Green to Approve a Payment to Epoch Consulting

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

MOU with the Hannah Project for the 2018 Freedom Summer School Session

M/s/c Turner/ Green to Approve MOU with the Hannah Project for the 2018 Freedom Summer School Session

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

Technology Upgrades at Bayside MLK Jr. Academy

Principal Finnane gave an overview of the technological needs in the middle school classrooms and special day classroom.

M/s/c Turner/Newmeyer to Approve Technology Upgrades at Bayside MLK Jr. Academy

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

Personnel Action Report

M/s/c Newmeyer/Green to Approve the Personnel Action Report

Superintendent McCoy acknowledged the work of outgoing Maintenance Director Alan Rothkop. Trustees and members of the audience acknowledged the work of librarian Fran Nelson, who will be retiring after 15 years with the district.

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

At 8:45 p.m., trustees Newmeyer and Van Alst left the meeting.

Continuing Disclosure Annual Report – Fiscal Year Ended June 30, 2017

Superintendent McCoy said this report is issued annually to disclose any risks that may impact the district's bond rating.

Facilities Use Agreement with the Red Cross

M/s/c Turner/Green to approve the agreement with the Red Cross

Ayes: Barrow, Green, Turner

Noes: None

Absent: Newmeyer, Van Alst

Contract with Wulff, Hansen for Bond Counseling Services

M/s/c Turner/Green to Approve Contract with Wulff, Hansen for Bond Counseling Services

Ayes: Barrow, Green, Turner

Noes: None

Absent: Newmeyer, Van Alst

ADJOURNMENT

M/s/c Turner/Green to Adjourn at 9:06 p.m.

Ayes: Barrow, Green, Turner

Noes: None

Absent: Newmeyer, Van Alst

Signature/Date

Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
May 2, 2018**

ATTENDANCE

Board Members Present: Joshua Barrow, Ida Green, Debra Turner, Caroline Van Alst

Absent: Thomas Newmeyer

Superintendent: Will McCoy

The meeting was called to order at 5:02 p.m.

PLEDGE OF ALLEGIANCE

Trustee Van Alst led the pledge of allegiance.

ORAL COMMUNICATIONS

Marilyn Mackel said that the biographical information about Superintendent McCoy on the website of his new employer indicates that he is heavily involved in the education technology industry and has started two companies in the field, one of which has a consulting agreement with the California School Boards Association. This was not shared with the interview panel when he was a candidate for the superintendent position and raises ethical concerns as well as concerns about the search firm that was involved in his selection.

Superintendent McCoy said that he is a non-managing partner of the firm Disrupted, which was started after he became superintendent. He said that he has had no fiscal benefit from any work with CSBA and has disclosed all his affiliations on Form 700, the Statement of Economic Interests which he must file with the County of Marin every year.

CORRESPONDENCE

Trustee Barrow said that the Board has received a letter from the Marin County Office of Education, offering assistance to the District during the transition period following Mr. McCoy's resignation. He then outlined the various scenarios proposed by MCOE.

Christine Durbin said she was glad to see a copy of the December 2016 letter from MCOE in response to the Fiscal Crisis and Management Assistance Team attached to the most recent correspondence. It is important to acknowledge that the results of the investigation by FCMAT were not refuted, she said.

Superintendent Replacement

Trustee Turner said that she feels the paramount duties of a superintendent include board empowerment, budget oversight, facilitating district communication with the public, supervision of the principal, corrective actions, charter school oversight, legal issues and LCAP. She asked for input from others.

Trustee Green said this is a small district with lots of challenges and combining the duties of the superintendent and principal, option 5 in the MCOE letter, is not viable at this time.

Superintendent McCoy said that option 2, appointing MCOE Deputy Superintendent Terena Mares as interim superintendent, would be the best choice.

Jamie Whittington said in the interest of continuity and compassion for the parents who have already gone through a lot of changes, it would be wise to appoint Ms. Mares .

Barbara Killey said she has witnessed the tragic effect on students of lack of continuity in the district.

Vicki Nichols said she is saddened that we are once again in this situation. We should have an open discussion with the Board about which option they prefer.

Richard Bohnet said that he has been a tutor with the district for close to 20 years. After the Attorney General's decision is announced, we must think outside the box to address the long term problems with completely new ideas, he said.

CLOSED SESSION

The Board and Superintendent convened closed session at 6:05 p.m.

RECONVENE TO OPEN SESSION

Open session reconvened at 9:02 p.m.

REPORT OUT OF CLOSED SESSION

Trustee Barrow announced that no action was taken in closed session and that the Board intends to continue its dialog with the Marin County Office of Education.

ADJOURNMENT

M/s/c Turner/Van Alst to Adjourn at 9:04 p.m.

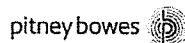
Ayes: Barrow, Green, Turner, Van Alst

Noes: None

Absent: Newmeyer

Signature/Date

Title



NASPO ValuePoint FMV Lease Agreement (Option C)

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Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

Tax ID # (FEIN/TIN)

SAUSALITO SCHOOL DIST

Sold-To: Address

200 PHILLIPS DR, SAUSALITO, CA, 94965-1194, US

Sold-To: Contact Name

Amy Prescott

Sold-To: Contact Phone

(415) 332-3190

Sold-To: Account

0010974962

Bill-To: Address

200 PHILLIPS DR, SAUSALITO, CA, 94965-1194, US

Bill-To: Contact Name

Amy Prescott

Bill-To: Contact Phone

(415) 332-3190

Bill-To: Account

0017319140

Bill-To: Email

cbo@smcsd.org

Ship-To: Address

200 PHILLIPS DR, SAUSALITO, CA, 94965-1194, US

Ship-To: Contact Name

Amy Prescott

Ship-To: Contact Phone

(415) 332-3190

Ship-To: Account

0010974962

PO

na

Your Business Needs

Qty	Item	Business Solution Description
1	DM400C	DM400C Digital Mailing System
1	1FAE	Basic Accounting -50 Accounts
1	1FY9	DM400 70 LPM
1	1GW5	5lb Integrated Weighing Feature
1	4CES	US LIVE DM400C BASE - ES2
1	G900	Meter for DM300/DM400/475 Series
1	G9SS	USPS Tracking Services Activation
1	MP9G	Integrated Weighing Platform
1	SBTA	DM400C Digital Meter System
1	SJ40	SoftGuard for DM400
1	STDsla	Standard SLA-Equipment Service Agreement (for DM400C Digital Mailing System)
1	WIF4	DM Series WiFi Option - POINT OF SALE

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 155.71	\$ 467.13

*Does not include any applicable sales, use, or property taxes which will be billed separately.

- () Tax Exempt Certificate Attached
() Tax Exempt Certificate Not Required
() Purchase Power® transaction fees included
(X) Purchase Power® transaction fees extra

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at www.nh.com/states and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSP016-169897: 7-17-70-41-03
State/Entity's Contract #

Lessee Signature _____

Print Name _____

Title _____

Date _____

Email Address _____

Pinney Bowes Signature _____

Print Name _____

Title _____

Date _____

[illegible]

John Seiler john.seiler@pb.com

Account Rep Name	Email Address
------------------	---------------

Sausalito Marin City School District

Agenda Item: 14.01

Date: May 8, 2018

- | | | | |
|-------------------------------------|---------------------------------|--------------------------|----------------|
| <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: Contract with the Marin City Community Services District for PE Services

Background: This is the second time that this agreement has been brought forth for consideration by the Board. During the first presentation of this item, concerns from CSEA were raised regarding the costs and work associated with this contract. The contract has been clarified to accurately reflect the costs of using the facility for the P.E. program. However, approval of this contract is contingent upon a Tentative Agreement that has been agreed to by both parties, but has yet to be signed. Once we have the signatures and approvals of both parties, we will be able to proceed with this contract.

Recommendation: Approve pending final ratification of Tentative Agreement with CSEA on this matter

Attachment: Agreement with MCCSD

RECREATIONAL SERVICES AND FACILITIES USE AGREEMENT

Introduction

This Recreational Services and Facilities Use Agreement ("Agreement") is between Sausalito Marin City School District ("SMCSD") and Marin City Community Services District ("MCCSD") (collectively "Parties"). This Agreement is effective date of this Agreement shall be March 08, 2018 ("Effective Date").

Recitals

Whereas, MCCSD has recreation facilities available for use during school hours; and

Whereas, SMCSD wishes to expand its recreational and athletic opportunities for students at Bayside Martin Luther King Jr. Academy.

NOW, THEREFORE, in consideration of the promises made herein and for other good and valid consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties intending to be legally bound, and agree as follows:

Article 1-Agreement Term

1.1 Term Agreement. This Agreement commences March 08, 2018 and terminations June 26, 2018.

1.2 Extensions. This Agreement may be extended, by mutual agreement and in writing, by the Parties.

Article 2-Services of MCCSD and Supervision Requirements

2.1 MCCSD Services to be rendered. MCCSD will provide recreational and physical education services which will include, but not be limited to, basketball, volleyball, calisthenics, aerobic activity, weight lifting, noncontact boxing training and stretching.

2.2 Schedule for Services. MCCSD will provide recreational and physical education services on the following days: Monday, Tuesday, Wednesday and Thursday, excluding SMCSD holidays, from 1:15 p.m. to 2:00 p.m.

2.3 Staff Provided. MCCSD shall provide three (3) staff members each day for the a 45-minute period. SMCSD shall also provide a minimum of one (1) credentialed teacher employed by SMCSD.

Article 3-Consideration and Insurance Requirements

3.1 Compensation. SMCSD shall pay MCCSD a total amount paid for the term of this contract will be \$6,831.00.

3.1a Facilities Use Fee. SMCSD shall pay a facilities use fee of \$80.00 per day which is included in the total compensation fee of \$6,831.00.

3.2 Payment Schedule. SMCSO shall pay MCCSD a monthly, pro rata amount of the Total Contract Amount which will be invoiced on either 31st of each month or the last day thereof. Payments for this Agreement shall be made on March 30th, 2018, April 30th, 2018, May 31, 2018 and June 30, 2018.

3.3 Insurance Requirements. SMCSO shall maintain insurance the appropriate amount of insurance to protect any SMCSO staff or student or any MCCSD employee, contractor or agent injured as a result of fulfilling the terms of this Agreement.

Article 4-Termination

4.1 Termination. Either SMCSO or MCCSD may terminate this Agreement upon thirty (30) day written notice. Notice shall be by U.S. Mail and email that holds the Superintendent and General Manager positions for SMCSO and MCCSD, respectively.

4.2 Notice of Termination.

- a. Notice of Termination to SMCSO
William McCoy, Superintendent
wmccoy@smcsd.org
200 Phillips Drive
Sausalito, CA 94965
- b. Notice of Termination to MCCSD
Monique Brown, General Manager
MBrown.MCCSD@gmail.com
630 Drake Avenue
Sausalito, CA 94965

Article 5-Indemnification

5.1 SMCSO Indemnity. SMCSO shall indemnify and hold MCCSD harmless from and will defend against any and all judgments, costs and expenses reasonably incurred, including without limitation reasonable attorneys' fees therefore, as a result of any claims, suits, actions, demands and threats (collectively, "Claims") related to or arising out of or in connection with the recreational services and facilities use fees that are the subject of this Agreement.

5.2 MCCSD Indemnity. MCCSD shall indemnify and hold SMCSO harmless from and will defend against any and all judgments, costs and expenses reasonably incurred, including without limitation reasonable attorneys' fees therefore, as a result of any claims, suits, actions, demands and threats related to or arising out of or in connection with negligence of any MCCSD staff member, agent or independent contractor.

5.3 Indemnification Restrictions. The indemnities herein shall not apply unless the indemnified party (i) gives the indemnifying party prompt notice of any actual or threatened Claim, and (ii) cooperates fully, at the indemnifying party's expense, with the indemnifying party and its counsel in the defense or settlement thereof.

Article 6-General Provisions

6.1 Non-Assignability. This Agreement may not be assigned by either party without the other's prior written consent, which consent shall not be unreasonably withheld or delayed, and any such attempted assignment shall be void and of no effect. This Agreement will be binding upon the successors and permitted assigns of the Parties and the name of a party appearing herein will be deemed to include the names of such party's successor's and permitted assigns to the extent necessary to carry out the intent of this Agreement.

6.2 Governing Law. This Agreement shall be construed in accordance with, and governed by, the internal laws of the State of California, without regard of conflicts of law. The Parties agree that in the event that any legal action, suit, or proceeding is brought against either of them arising out of or in connection with this Agreement or disputes relating to this Agreement, it shall be brought exclusively in either the Superior Court of California, County of Marin or United States District Court, Northern District and the Parties hereby irrevocably accept and submit to the exclusive jurisdiction *in personam* and waive any and all objections to the exercise of such jurisdiction, including any objections based upon *forum non conveniens* or venue.

6.3 Entire Agreement. This Agreement is the entire agreement of the Parties and supersedes any prior agreements between them with respect to either the recreational services or facilities fees referenced herein.

6.5 Partial Invalidity. In the event that any provision of this Agreement shall be held to be unenforceable, such provision shall in good faith be renegotiated to be enforceable and shall reflect as closely as possible the intent of the original provision of this Agreement. Such negotiations shall not affect the enforceability of the remainder of the Agreement.

6.6 Force Majeure. Nonperformance of either party shall be excused to the extent that performance is rendered impossible by strike, fire, flood, earthquake, or any other reason when failure to perform is beyond the control and not caused by the negligence of the nonperforming party.

6.7 Counterparts. This Agreement may be executed in two or more counterparts, each of which will be deemed an original and all of which together will constitute one instrument.

6.8 Attorney's Fees. If either party commences any action or proceeding against the other party to enforce this Agreement, the prevailing party in such action or proceeding (as expressly determined by the arbitrator, finder of fact or the court) shall be entitled to recover from the other party reasonable attorney's fees and all other costs and expenses incurred by such party in connection with such action or proceeding and in connection with enforcing any judgment or order thereby obtained.

6.9 Headings, References. The headings of the sections herein are inserted for convenience of reference only and are not intended to affect the meaning or interpretation of this Agreement. As used herein, words of any gender (masculine, feminine, neuter) mean and include correlative words of the other genders.

IN WITNESS WHEREOF the Parties have caused their duly authorized representatives to execute this Agreement as of the Effective Date.

Monique Brown
General Manager
Marin City Community Service District

Will McCoy
Superintendent
Sausalito Marin City School District

Sausalito Marin City School District

Agenda Item: 14.02

Date: May 8, 2018

- | | |
|---|---|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input checked="" 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: Memorandum of Understanding (MOU) with the Seneca Family of Agencies – Unconditional Education Program

Background: At the April 17 Board Meeting, administration provided information on a social and emotional program called "Unconditional Education", provided through the Seneca Family of Agencies. Seneca's Unconditional Education (UE) model is based upon Positive Behavior Intervention and Supports (PBIS) that implements a multi-tiered system of academic, behavioral, and social emotional supports, designed to create a culture and climate that is engaging and responsive to the needs of all students and their families. The program is built around and lead by an Unconditional Coach, which is designed to be a temporary, transitional position.

On May 2nd, two Unconditional Education Coaches from Seneca who have worked in other schools in the Bay Area, shared information with, and answered questions from, staff and the community about the Unconditional Education program. Additionally, the Board requested administration to extend an invitation to Seneca to present information on their Unconditional Educational Program at a future board meeting. Robin Detterman from Seneca will present at the May 8th board meeting and will provide additional details about the program.

Also at the April 17 Board Meeting the Board reviewed a conditional Memorandum of Understanding (MOU) with Seneca. The MOU was conditional upon Board approval and grant funding through Prevention Early Intervention (PEI), made available through the County of Marin Health and Human Services. Seneca recently informed us they were awarded the PEI grant to serve the Sausalito Marin City School District. The PEI grant will fund \$120 thousand dollars of a \$150 thousand dollar cost for the Unconditional Coach, employed through Seneca, for each of two years. The \$30 thousand dollar per year difference is proposed to be funded as follows:

- \$12,500 from Multi-Tiered Systems of Support (MTSS) through the Orange County Office of Education Cohort #2 (\$25,000 total)
- \$17,500 from General Fund, unrestricted funds

Recommendation: Approval of MOU with Seneca Family of Agencies (attached) and funding allocation as outlined above

Attachment: MOU with Seneca, Marin HHS Letter, UE Coach Job Description

MEMORANDUM OF UNDERSTANDING (MOU)

between

Sausalito Marin City School District and Seneca Family of Agencies

This Memorandum of Understanding (MOU) describes and confirms the expectations and responsibilities of Seneca Family of Agencies (“Seneca”) and Sausalito Marin City School District (SMCSD) regarding the provision of support services as described in this MOU.

I. BACKGROUND

Seneca currently serves over 18,000 children in community-, school-, and residential-based programs across 17 counties in California and three in Washington State. In Marin County, Seneca currently serves youth and families in community-based mental health programs including: wraparound, individualized anger management support, parenting education, therapeutic behavioral services, case management, and permanency support. The agency achieved Joint Commission Behavioral Health Care Accreditation in 2010, reinforcing its mission to provide the highest quality and most effective services possible for children, youth, and families who experience profound challenges.

Seneca brings to this project extensive experience partnering with public schools and districts to implement the *Unconditional Education*® (UE) model of trauma-informed, whole-school intervention. Through a highly collaborative approach, SMCSD district leadership will work with Seneca to design and deliver school-based prevention and early intervention services that are aligned with the identified needs of the district and its students, parents, and staff.

II. TERM

The term of this MOU is valid beginning July 1, 2018 through June 30, 2019. The initial project period is two (2) years, which can be renewed annually thereafter.

III. SENECA RESPONSIBILITIES

If awarded funding through Mental Health Services Act Prevention and Early Intervention by the Marin County Department of Health and Human Services (as outlined in RFP-HHS-05-2018), Seneca agrees to:

- Provide *0.80 FTE Unconditional Education Coach*, who will lead school-wide efforts related to the implementation of multi-tiered systems of student support, culture and climate improvement efforts, direct behavioral and social-emotional interventions for students, and training and capacity building for staff and families.
- Provide *leadership, training, and administrative personnel* to support program operations and implementation

- Engage in active collaboration to support program activities as described in the project scope of work (as outlined in response to RFP-HHS-05-2018)

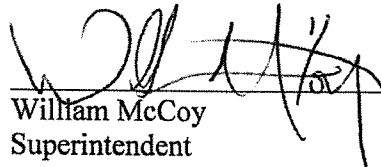
IV. SMCSO RESPONSIBILITIES

Pending school board approval and an award of funding by Marin County Health and Human Services, SMCSO agrees to:

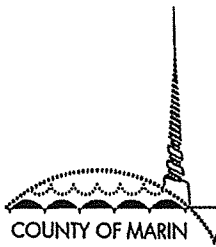
- Collaborate with Seneca in the implementation and evaluation of the Unconditional Education project at Bayside/MLK
- Support professional development for staff and leaders at Bayside/MLK Academy
- Participate in assessment and evaluation activities related to project implementation
- Engage in active collaboration to support program activities as described in the project scope of work (as outlined in response to RFP-HHS-05-2018)

By signing this MOU, both parties agree to all of the abovementioned items outlined in this document.

Robin Detterman
Executive Director of School Partnerships
Seneca Family of Agencies



William McCoy
Superintendent
Sausalito Marin City School District



DEPARTMENT OF HEALTH AND HUMAN SERVICES
**BEHAVIORAL HEALTH AND
RECOVERY SERVICES**

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



Grant Nash Colfax, MD
DIRECTOR

Jei Africa, Psy.D.
ASSISTANT DIRECTOR

20 North San Pedro Road
San Rafael, CA 94903
415 473 6809 T
415 473 7008 F
415 473 3344 TTY
www.marinhhs.org/bhrs

April 30, 2018

Ken Berrick
Seneca Family of Agencies
6925 Chabot Road
Oakland, CA 94618

Dear Mr. Berrick,

On behalf of the Marin County Department of Health and Human Services, Behavioral Health and Recovery Services, thank you for submitting an application for RFP-HHS-2018-05, Mental Health Services Act – School Age Prevention and Early Intervention (PEI) Program.

We would like to award the School Age Prevention and Early Intervention contract to your organization for services in the Sausalito Marin City School District.

Chandrika Zager, our PEI Coordinator, will be contacting you soon to set up a meeting to begin the contract process.

Please call me if you have any questions.

Sincerely,

Jei Africa, PsyD, MSCP, CATC-V, Director
Department of Health and Human Services
Behavioral Health and Recovery Services
415-473-7595 T

**Seneca Family of Agencies
Unconditional Education Coach**

Department/ Location: All-In!

Status: Exempt

Reports to: Program Director and/or Clinical Supervisor

Job Summary:

Unconditional Education Coaches are dedicated to leading school teams in the pursuit of Unconditional Education for all students. The Unconditional Education model dismantles the traditional special education and mental health systems in which children receive support in separate settings, replacing it with a comprehensive model where schools, families, and the Seneca All-In! Team collaborate to promote the achievement of all children within inclusive environments.

Responsibilities:

- Lead a multi-disciplinary, multi-agency team to assess the culture and climate needs of the school community and create a responsive, culturally relevant annual implementation plan
- Undergo “train the trainer” series for School-Wide Positive Behavioral Supports (SWPBS); become SWIS database facilitator and coordinator for PBIS Assessment database; lead creation of an onsite SWPBS team and act as the internal coach for the first year of implementation; facilitate initial assessments and ongoing fidelity measurements for the implementation of SWPBS
- Facilitate evaluation and program improvement assessment activities onsite
- Lead the Coordination of Services Team to oversee referral of students requiring support, timely implementation of interventions, the progress monitoring of students receiving interventions, and the evaluation of intervention effectiveness
- Provide coaching and professional development to support Seneca and partnership school teachers and staff in experiencing success with all students
- Coordinate implementation of research-based interventions aligned a multi-tiered intervention framework
- Engage caregivers in the educational process through formal trainings and workshops and by providing frequent opportunities to discuss student growth and needs
- Perform all other duties as necessary for the good of the agency as requested by supervisor.

Job Qualifications:

- A Master's degree in Education, Psychology, Social Work, a related field, or equivalent experience
- A background working in school settings
- A demonstrated record of effectively leading other adults in creating change
- Valid California driver's license, clean record, and insurability under Seneca's automobile policy
- TB test clearance, fingerprinting clearance, and any other State/Federal licensing or certification requirements

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor or the management of the company.

I have read the above job description and I understand the duties for my position.

Employee's Name (Please Print)

Employee's Signature

Date

Sausalito Marin City School District

Agenda Item: 14.03

Date: May 8, 2018

- | | |
|--|---|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports | |
| <input type="checkbox"/> General Functions | |
| <input type="checkbox"/> Pupil Services | |
| <input type="checkbox"/> Personnel Services | |
| <input type="checkbox"/> Financial & Business Procedures | |
| <input checked="" 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: Declaration of Need for Fully Qualified Educators

Background: The Declaration of Need for Fully Qualified Educators (DON) is an annual form submitted to the Commission by California employing agencies as required by statute. The DON form contains the estimated number of emergency and limited assignment teaching permits that will be requested during the school year. In addition, the DON requires verification by the LEA that policies for conducting diligent searches to recruit fully credentialed individuals have been implemented.

Recommendation: Approve

Attachment: Revised Declaration of Need for 2017-2018



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: _____

Revised Declaration of Need for year: 2017-2018

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Sausalito Marin City School District District CDS Code: 65474

Name of County: Marin County CDS Code: 21

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 08 / 18 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2018.

Submitted by (Superintendent, Board Secretary, or Designee):

William McCoy

Superintendent

Name

Signature

Title

415-332-9643

415-332-3190

5/8/18

Fax Number

Telephone Number

Date

200 Phillips Drive, Sausalito, CA 94965

Mailing Address

wmccoy@smcsd.org

Email Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	3
Bilingual Authorization (applicant already holds teaching credential)	
List target language(s) for bilingual authorization:	
Resource Specialist	
Teacher Librarian Services	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	2
Special Education	
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☒

If no, explain. District Size too small

Does your agency participate in a Commission-approved college or university internship program? Yes ☐ No ☒

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

Sausalito Marin City School District

Agenda Item: 14.04

Date: May 8, 2018

- | | |
|---|---|
| <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: Willow Creek Academy Monitoring and Oversight Report

Background: Part of the District's responsibility as a Charter Authorizer is to carry out Monitoring and Oversight duties as outlined in Ed Code. This report is the culmination of those efforts for the 2017-2018 school year.

The report has been reviewed by Willow Creek Academy, and they had the opportunity to comment and request revisions. We have taken those comments and requests into consideration in writing the final version.

The Monitoring and Oversight Report shows that Willow Creek Academy has no procedural or policy errors at this time.

Recommendation: Approve

Attachment: Willow Creek Academy Monitoring and Oversight Report

Monitoring and Oversight Report

Willow Creek Academy Charter School



Will McCoy, Superintendent and Amy Prescott, Interim Chief Business Official

Sausalito Marin City School District

March 13, 2018

INTRODUCTION

The purpose of this document is to report on the alignment of the operations of Willow Creek Academy with the tenets set forth in the Charter Petition. The Charter Petition functions as the contract between Willow Creek Academy and the Sausalito Marin City School District. The Monitoring and Oversight responsibilities of the Charter lay squarely with the District, and prompted this review. This is the first extensive Monitoring and Oversight Review of note, and thus took a great deal of time to complete for all parties concerned. We appreciate the cooperation exhibited by Willow Creek Academy during the process.

Process

The Monitoring and Oversight process was divided into three phases.

- **Phase 1** (September through November 2017)- Identification of Monitoring and Oversight activities, and collection of supporting evidence/documentation. The District selected to utilize the Fiscal Crisis Management Assistance Team (FCMAT) template as the tool for this process. This is a tool that is broad and is utilized statewide for exactly this purpose. The tool includes all of the different aspects which should be considered when operating a quality Charter School Program. The FCMAT Tool included the following areas:
 - General Requirements (Including State and Federal Reporting)
 - Fiscal and Business Operations
 - Educational Program and Ongoing Assessment
 - Facilities
 - Governance
 - Personnel
 - Student Services

The activities related to Phase 1 included:

- Selection of the FCMAT Tool
 - Communication with Willow Creek Academy regarding the use of the FCMAT Tool
 - Provision of a schedule to Willow Creek Academy regarding the process.
 - Clarification of the Tool and Process, when necessary
 - Request information from Willow Creek Academy
 - Collection and organization of materials by Willow Creek Academy team.
 - Meeting with Willow Creek Academy leadership to receive materials and to visit the site.
 - Follow up with questions to increase clarity regarding the materials provided to the District, as needed.
-
- **Phase 2** (December 2017 through January 2018) - Investigation, Analysis and Review of evidence and documentation.
 - The materials received were reviewed by the Superintendent and Chief Business Official of the Sausalito Marin City School District. All materials were reviewed utilizing the FCMAT Tool as the guiding document to insure objectivity and thorough opportunity for analysis.
 - Several meetings were held to coordinate the materials reviewed, and to align perspectives on the materials and their applicability to the information requested by the FCMAT Tool.
 - Each area of the FCMAT Tool provided the opportunity to score (Met/Not Met/Not Applicable) regarding the information submitted by Willow Creek Academy. Where there was ambiguity, notes were made and the team reached out to WCA leadership for clarity.
 - All notes and scores were then collected comprehensively, and are included in this report.

- **Phase 3** (February 2018) - Creation of the Monitoring and Oversight Report The Superintendent and Chief Business Official collaboratively compiled the notes and scores into this document.
 - The DRAFT report was then provided to Willow Creek Academy for review and comment.
 - Once comments were considered and clarified, this FINAL report was created.
- It is important to note that this is an annual process. Moving forward the entire procedure should be much more streamlined, as the bulk of the documents needed have now been consolidated into one set of materials.

Executive Summary

The combined work of Willow Creek Academy and the Sausalito Marin City School District in the preparation and execution of this Monitoring and Oversight Report has yielded a strong baseline document for future work to be built upon. Extensive questioning and documentation have produced a set of documents that serve as a good mutual resource moving forward. The hard work of everyone involved is greatly appreciated.

As expected, Willow Creek Academy has very well established policies, procedures and protocols in every area included in this report. Their systems have yielded not only sufficient evidence of good practice, but also some quality examples to be considered for replication elsewhere.

Commendations

1. The educational program being offered is complete and well articulated throughout the grade levels.
2. The levels of Professional Development being provided to the Willow Creek Academy are impressive, and the areas of Professional Development being offered serve their students and staff well.
3. The Health and Safety area of the report reflects intentional attention to the well-being of students and staff.

Recommendations

1. The academic performance of all students, regardless of ethnic background and socioeconomic status is a challenge to all schools nationwide. Where achievement gaps persist, opportunities are lost. The achievement gaps that exist at Willow Creek Academy need to remain a focus, and an opportunity for collaboration between both Willow Creek Academy and the Sausalito Marin City School District.
2. The District and Willow Creek Academy will need to work together in the event of future enrollment at Willow Creek Academy for students in the Special Day Class. Students should remain enrolled at Willow Creek Academy, and be served by the District. This may mean the creation of a special class on the WCA books in order to keep enrollment status clear.

Sausalito Marin City School District
and
Willow Creek Academy
Charter School Annual Oversight Checklist
2017-2018

Areas Reviewed

The areas reviewed in this document are checked below.

- ☐ **General Requirements, Including State and Federal Reporting**
- ☐ **Fiscal and Business Operations**
- ☐ **Educational Program and Ongoing Assessment**
- ☐ **Facilities**
- ☐ **Governance**
- ☐ **Personnel**
- ☐ **Student Services**

This section to be completed by the team leader

GENERAL REQUIREMENTS, INCLUDING STATE AND FEDERAL REPORTING				Yes	No	N/A
A.	Authorizer Requirements <i>Reviewer will meet with the sponsoring or authorizing local educational agency (LEA) to confirm all responses.</i>					
1.	The authorizer has identified its staff person who is a contact person for the charter school. [EC 47604.32 (a)]	Will McCoy	X			
2.	The charter school authorizer has made a schedule or plan to visit the charter school at least annually. [EC 47604.32]	Week of November 27, 2017 -The District's Superintendent and Interim CBO met with the WCA's Head of School and Board President -An annual meeting will occur in subsequent years	X			
3.	The authorizer has identified the individual or entity responsible for ensuring that the charter school submits all fiscal reports required by law. [EC 47604.33]	Amy Prescott	X			
4.	The authorizer has identified the individual or entity responsible for monitoring the fiscal condition of the charter school. [EC 47604.32(d)]	Amy Prescott	X			

5.	If applicable, legally required notifications pursuant to EC 47604.32 have been provided to the California Department of Education (CDE) in a timely manner regarding the following:				
	a. Whether a renewal of the charter school is granted or denied.	Renewal of petition will occur in 2018-19 to go in effect July 1, 2019 N/A			X
	b. Whether the charter school is revoked.	N/A			X
	c. Whether the charter school will cease operation for any reason.	N/A			X
6.	The authorizer has identified the individual or entity responsible for ensuring that the charter school completes all data submissions as required by law. [EC 47604.32(c)]	Amy Prescott	X		
7.	The authorizer and the charter school have an agreement that upon inactivation or closure, the charter school will provide the authorizer with access to the data used for state and federal reporting.	Amy Prescott	X		

B.	Charter School Education Code Requirements				
1.	Material revisions to the approved charter have been approved by the governing board of the charter school and the authorizing LEA.	If applicable, provide evidence N/A			X
2.	The charter school has upheld the assurances in their charter petition - listed in EC 47605(d) stating that the charter school:				
	a. Shall be nonsectarian in programs admission policies, employment practices, and all other operations.	H. Admission Requirements, Page 47 Provide evidence Provided: -Page 1 of 17-18 School Handbook -BP 5111 Admission -AR 5112 Admission Committee -Admission Overview posted on WCA website	X		
	b. Shall not charge tuition.	H. Admission Requirements, Page 47 Provide evidence Provided: -Page 1 of 17-18 School Handbook	X		

	c. Shall not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability.	H. Admission Requirements, Page 47 Provide evidence Provided: -BP 5111 Admission -AR Admission Committee	X		
	d. Shall admit all students who reside in California who wish to attend (up to the charter school's capacity based upon space, staff, or charter school policy).	H. Admission Requirements, Page 47 Provide evidence Provided: -BP 5111 Admission -AR Admission Committee	X		
	e. Shall determine by public random drawing, which students, other than those already enrolled, will be allowed to enroll if the number of pupils who wish to attend the charter school exceeds the charter school's capacity.	H. Admission Requirements, Page 47 Provide evidence for lottery process for 16-17 and 17-18 Provided: -Page 1 of 17-18 School Handbook -BP 5111 Admission -AR 5112 Admission Committee -Admission Overview posted at https://www.willowcreekacademy.org/domain/59 -Notification documents to families regarding lottery results -Backups documents for 2016-2017 and 2017-2018 admissions lottery	X		

	f. Shall notify the superintendent of the charter school district of the pupil's last known address within 30 days if a pupil is expelled or leaves the charter school without graduating or completing the school year for any reason.	Provide list of students expelled or have left WCA without graduating or completing the school year for the 2016-17 school year. Provided: -List of students who unenrolled in 2016-2017	X		
	g. Shall, upon request, provide the school district (LEA) with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information	Confirm this procedure WCA confirmed that upon request by the District, that copies of pupil cumulative files will be provided	X		
3.	There is evidence that the charter school is providing support and services that are consistent with its stated mission.	Provide master schedule Provided: -2017-2018 Master Schedule	X		
C.	Memorandum of Understanding				
1.	There is a current MOU on file.	No action required	X		
2.	What school years does the current MOU cover?	July 1, 2014 - June 30, 2019			

General Requirements, Including State and Federal Reporting — Risk Analysis				Total “No” Responses
1. Total the number of items in this section that received a response of “No.”				0
2. Use the key below to determine the level of risk to the charter school’s operations.				
0 – 2 Low	3– 4 Moderate	5 – 6 High	7 + Extremely High	

General Requirements Findings

-None

General Requirements Recommendations Based on Above Findings

-None

Review Conducted by: William McCoy, Superintendent and Amy Prescott, Interim Chief Business Official

This section to be completed by the team leader

FISCAL AND BUSINESS OPERATIONS			Y es	No	N/A
A.	Student Attendance				
1.	What attendance accounting system is used?	Aeries			
2.	The charter school has obtained approval of its attendance forms and procedures from the CDE in accord with EC 44809 and 5 CCR, Section 401.	Provide evidence Both the District and WCA use a combined student information system (Aeries). The Marin County Office of Education (MCOE) provides hosting and support services.	X		
3.	The staff person primarily responsible for attendance reporting is adequately trained.	Assigned staff is adequately trained in Aeries and CalPads. Not trained to complete the Principal Apportionment reports to the CA Department of Education. Currently, District personnel completes the P-1, P-2, & Annual Attendance reports to CDE.	X		
4.	There are approved policies that address student attendance, including short-term independent study.	Provide copies of WCAs Independent Study program policies and procedures Provided:			

		-BP 5100 Student Attendance -AR 5100 Student Attendance -Daily Operations section of School Handbook -AR 5111 Admission -BP 5112 Admission Committee	X		
5.	There is an approved charter school calendar.	No action required The WCA school calendar is posted on their website at: https://www.willowcreekacademy.org/Page/581	X		
6.	There is an approved class (bell) schedule.	Please confirm that the bell schedule posted on WCA's website is current Provided: -Daily Schedule - Daily Operations section of the School Handbook	X		
7.	There is a process to monitor compliance with the minimum instructional minute requirements.	Provide the instructional minutes calculation for 17-18 Provided: -Schedule of Instructional Time for Year Ended June 30, 2016	X		
	a. Who is responsible?	Staff responsible for this task: Head of School			

8.	There are a minimum of 175 instructional days,	<p>Provided:</p> <p>-School Calendar</p> <p>-2017-2018 School Calendar posted at:</p> <p>https://www.willowcreekacademy.org/cms/lib/CA01001756/Centricity/Domain/55/Academic%20Calendar%20201718.pdf</p>	X		
	a. There is documentation that allows a reduction in instructional days (e.g. MOU with teachers or other employee groups) (this item may not apply if the charter school does not have collective bargaining agreements with any employee groups).	<p>Provide written response and evidence, if applicable</p> <p>-N/A</p>			X
9.	The charter school maintains a class list for all students.	<p>No action required</p> <p>-Yes, WCA maintains a class list for all students</p>	X		
10.	Attendance is taken daily by an individual responsible for reporting attendance.	<p>Provide attendance procedures</p> <p>Provided:</p> <p>-School Handbook Pages 10-13</p>	X		
11.	Absences are excluded from the apportionment days.	<p>No action required</p> <p>WCA excludes absences for the apportionment days. The District</p>	X		

		reviews WCA's attendance data and completes the Principal Apportionment Reports that are submitted to the Marin County Office of Education (MCOE) and then to the California Department of Education (CDE)			
12.	There is a process to compile schoolwide average daily attendance (ADA).	Provide attendance procedures Provided: -School Handbook Pages 10-13	X		
13.	ADA has been claimed only for teachers who hold an appropriate certificate, permit or other document issued by the CTC. [EC 47605(l)]	Written response Provided: -Written confirmation from Head of School that all WCA teachers are credentialed -Copies of classroom teacher credentials provided	X		
Student Attendance – Independent Study					
14.	Records are maintained for audit.	Provide attendance record retention procedures -Hard copy records are maintained by the Head of School -Electronic records are maintained in	X		

		Aeries			
15.	Independent study ADA appears to meet all state requirements.	Provide evidence Provided: -Short-term Independent Study Master Agreement	X		
16.	The charter school meets the requirement related to the ratio of ADA to full-time equivalent (FTE) certificated employees as prescribed under 5CCR 11704. 25-to-1, or;	N/A			X
	The ratio of pupils to FTE certificated employees for all other educational programs operated by the largest unified school district, as measured by average daily attendance, as reported at the second principal apportionment in the prior year, in the county or counties in which the charter school operates.	N/A			X
17.	The charter school adheres to the geographic restrictions set forth in EC 47605.1(c).	Written response Per Head of School: WCA operates only one campus. It is within SMCS D boundaries	X		
18.	The charter school has written policies related to independent study that indicate compliance with EC 51747.	Provide policies and procedures for independent study	X		

		Provided: -Short-term Independent Study Master Agreement -WCA provided staff training in August 2017 regarding attendance, truancy, SARB, and independent study procedures			
19.	The charter school has records that demonstrate adherence to policies related to EC 51747.	Provide policies and procedures for independent study Provided: -Short-term Independent Study Master Agreement -WCA provided staff training in August 2017 regarding attendance, truancy, SARB, and independent study procedures	X		
B.	Cash Receipts	Provide cash receipt policies and procedures for B1 - B8 Provided: -WCA, Financial Process, Controls Document			
1.	There are approved policies regarding cash receipts.	WCA has appropriate procedures for cash receipts	X		
2.	Receipts are issued for all monies received.	WCA provides electronic receipts	X		

3.	An audit trail is maintained to ensure the deposit of all monies.	WCA has appropriate internal controls for cash deposits	X		
4.	Cash is stored in a secure place prior to deposit.	WCA has two secured locations to hold cash prior to deposit	X		
5.	Deposits are made in a timely manner.	WCA makes bank deposits a minimum of once per week	X		
6.	Cash is counted by at least two employees, and both or all of these employees are required to sign documentation.	Two WCA staff together open envelopes for various payments together and count cash. The WCA staff uses Google docs to record cash receipts, which is then monitored and reviewed by the Head of School	X		
7.	There is a segregation of duties for receipt of monies, deposit of monies, and reconciliation of banks statements.	WCA segregates the duties for cash receipts, deposits, and bank account reconciliation	X		
8.	Records are maintained for the independent auditor.	All records are maintained for the independent auditor	X		
C.	Disbursements	Provide disbursement policies and procedures for C1 - C10			
1.	There are approved policies regarding disbursements.	Provided:	X		

		-Written procedures regarding disbursements			
2.	Disbursements require the following:				
	a. An original invoice from the vendor.	Original invoice and receiving documents are reviewed and approved by Head of School	X		
	b. A receiving document.	Original invoice and receiving documents are reviewed and approved by Head of School	X		
	c. Appropriate approval of the purchase.	Approval of all purchases approved by Head of School	X		
3	The accounting software permits encumbrances to be made.		X		
4.	Checks are signed by authorized employees.	-Administrative Resources, Inc. prepares payments that have been reviewed and approved by the Head of School and uses a signature stamp provided by the Head of School on checks	X		
5.	How many signatures are required on outgoing checks?	-Administrative Resources, Inc. prepares payments that have been reviewed and approved by the Head	X		

		of School and uses a signature stamp provided by the Head of School on checks -One signature required for outgoing checks.			
6.	A signature stamp is used.	-Administrative Resources, Inc. uses a signature stamp provided by the Head of School	X		
	a. If yes, under what circumstances is a signature stamp used?	-Administrative Resources, Inc. prepares payments that have been reviewed and approved by the Head of School and uses a signature stamp provided by the Head of School on checks			
7.	There is a system to maintain vendor payment information for preparation of 1099s.	WCA contracts with Administrative Resources, Inc. to provide accounts payable services, which includes a system to maintain vendor payment information for preparation of 1099s	X		
8.	There is a segregation of duties among purchasing, receiving, and accounts payable.	WCA has established a segregation of duties for the purchases, receipts, and payments for goods and services	X		
9.	Disbursements are approved/ratified by the governing board.	Disbursements are not presented to the governing board for approval. Alternate Method: On a monthly			X

		basis, the Board Treasurer and Head of School review the bank statements and check register that shows each payee and amount of payment			
10.	Records are maintained for audit.	ARI maintains records and provides WCA with documentation, reports in support of WCA annual audit	X		
D.	Records Retention				
1.	Records retention policies that comply with California Code of Regulations (CCR) Title 5, sections 16023-16026 have been established for student records, federal grants, or in preparation for school closing.	WCA retains records that comply with CCR 160236-16026. The District has provided WCA the most recent CASBO Records Retention Manual	X		
E.	Payroll				
1.	The approved salary schedule is reflected in board minutes.	Provide evidence Per Head of School: -Employee compensation is negotiated and the time of employment offers -Longevity increments available to staff that are work at the charter for a minimum number of years			X

2.	Federal and state tax deposits are made in accordance with the quarterly payment schedule.	<p>Provide evidence</p> <p>WCA contracts with Administrative Resources, Inc. to provide payroll services which includes payments of quarterly payroll taxes</p>	X		
3.	Earnings are recorded for retirement reporting to Social Security, PERS, STRS.	<p>Provide evidence</p> <p>WCA contracts with Administrative Resources, Inc. to provide payroll services which includes earnings reported to Social Security</p>	X		
4.	The charter school has a system in place to provide STRS and PERS data to the authorizing LEA.	<p>WCA employees are not enrolled in STRS and PERS</p> <p>N/A</p>			X
5.	There is a system to maintain employee earning records for preparation of W-2s.	<p>Provide procedure</p> <p>WCA contracts with Administrative Resources, Inc. to provide payroll services, which includes maintaining employee earnings and preparation of W-2s.</p>	X		
6.	There is segregation of duties among maintenance of employee data, salary schedules, and payroll payments.	<p>Provide evidence</p> <p>Provided: -Written procedures of payroll</p>	X		

		process that confirm that there is a segregation of duties regarding employee data, salary schedules, and payroll payments			
7.	Records are maintained for audit.	<p>Written response</p> <p>On behalf of WCA, Administrative Resources, Inc. maintains payroll records and provides those documents to WCA for the annual audit</p>	X		
8.	The charter school uses a position control system or spreadsheet that reconciles with budget and payroll.	<p>Provide evidence</p> <p>Provided: -Position Control spreadsheets as prepared by ARI</p>	X		
9.	Are salaries for the central office staff comparable to those of charter or school districts of similar size and structure?	<p>Provide evidence, if applicable</p> <p>Provided: -Position control data that WCAs central office staff salaries are comparable to those of charter or school districts of similar size and structure</p>	X		

F.	Budget, Accounting, and Financial Reporting				
1.	There are approved policies regarding budget, long-term debt, accounting and financial reporting. These include policies regarding the implementation of the Local Control Funding Formula (LCFF) and the charter school's annual requirement to update the local control accountability plan (LCAP) to account specifically for the expenditures of the supplemental and concentration grant funds generated by English language learners, low income students, or students in foster care.	Provide policies and procedures Provided: -WCA Financial Process, Controls -Administrative Resource Inc. contract for business services -2017-2018 Multi Year projections detail that includes enrollment projections, revenue and expense projections detail	X		
2.	The budget has been approved by the governing board and includes budget objectives that reflect the goals of the LCFF.	Provide evidence (i.e. meeting minutes) Provided: -Board Minutes are posted at: https://www.willowcreekacademy.org/Page/404	X		
3.	There is a process to review and revise the budget for changes in student enrollment and operations.	Provide evidence Provided: -WCA Financial Process, Controls document	X		

	a. Enrollment projections are reasonable and based on a waiting list or other significant event.	Provide evidence Provided: -WCA Multi Year enrollment projections	X		
4.	Budget revisions are approved/ratified by the governing board.	Provide evidence Provided: -WCA submits all board approved budget reports to the District. These reports reflect approval of budget revisions	X		
	a. Contracts and purchase orders are approved/ratified by the governing board.	Provide policies and procedures Alternate Method: The WCA Treasurer and Head of School review detail of all payments made to vendors. The Treasurer then provides that Board with a monthly report via email. This method has been reviewed and approved by WCA's Independent Auditor Provided: -WCA Financial Process, Controls document	X		

5.	Financial obligations are provided for in the budget.	Provide evidence			
	a. The charter school maintains a list of short- or long-term debt obligations.	Provide evidence, if applicable			X
6.	Separate accounts are maintained for unrestricted and restricted revenues and expenditures in accordance with the California School Accounting Manual (CSAM).	Provide evidence Provided: -WCA separately maintains unrestricted and restricted revenues and expenditures in accordance with the California School Accounting Manual (CSAM) -This is evidence in the WCA budget reports completed and approved by the governing board that are then submitted to the District for review	X		
7.	Financial reports are prepared and reviewed by the governing board regularly.	Yes, financial reports are prepared and reviewed by the governing board typically on a monthly basis. Provided: -WCA Board Minutes posted at: https://www.willowcreekacademy.org/Page/404	X		

	a. What financial system does the charter school use for accounting and financial reporting?	<p>Written response</p> <p>ARI provides a Master Budget in Excel to the WCA Treasurer and Head of School. They fill in the spreadsheet with budget items for WCA. ARI then loads this information into Sage Financial Software</p> <p>WCA inputs financial data in the Standardized Account Code Structure software (SACS) when submitting its budget, interim reports, and unaudited actuals</p>			
8.	Financial reports are provided to the LEA regularly.	<p>No action required</p> <p>WCA submits financial reports to the District regularly</p>	X		
9.	Cash flow projections are prepared and updated regularly to ensure that sufficient funds are available to meet the charter school's financial obligations.	<p>Written response</p> <p>-WCA prepares cash flow projections that are included in their Adopted Budgets, First Interim Reports and Second Interim Reports</p>	X		
	a. The charter school's financial condition is such that it will not require short-term borrowing for the current fiscal year from the sale of receivables or other financing mechanisms.	<p>Written response</p> <p>WCA will not require short-term borrowing for the current fiscal year</p>	X		

	b. What level of funding will be required to sustain the charter school's cash flow to meet its current financial obligations?	Written response WCA maintain a budget of approximately \$4,000,000 in the current year and 2 subsequent years. Cash received from these sources enable WCA to maintain positive cash flow			
	c. What is the source of repayment?	Written response, if applicable N/A			X
10.	Cash flow projections are provided to the LEA regularly.	Yes, WCA provides cash flow projections to the District on a regular basis	X		
G.	Audit				
1.	Which audit firm from the state-approved list has been selected?	Audit firm : Vicenti, Lloyd & Stutzman LLP			
2.	An audit schedule/timeline has been developed and the annual audit was submitted on or before December 15 of the subsequent fiscal year.	Audit calendar for 2017-2018 Provided: -Written information regarding WCA audit firm and business services provided by ARI. WCA has an audit schedule/timeline.	X		

		The most recent annual audit was submitted on or before December 15, 2017			
3.	A copy of the audit for the prior year has been provided to authorizing LEA, the county office of education, state controller's office and the California Department of Education.	The WCA 2016-2017 Audit Report has been submitted to the District for review for G3-G5.	X		
4.	A corrective plan of action has been developed and implemented for each audit finding and recommendation. The action plan has been presented to the governing board by January 31 each year in accordance with EC 41020.3.	No prior year audit findings for fiscal years ending June 30, 2016 and June 30, 2017			X
5.	The prior year's audit findings and recommendations have been implemented.	No prior year audit findings for fiscal years ending June 30, 2016 and June 30, 2017			X
6.	The accounting system used to record financial transactions is in accordance with EC 41010 and includes definitions, instructions and procedures published in the CSAM.	Written response Provided: -Budget documentation that evidenced that WCA accounting system used is in accordance with EC 41010	X		

H.	Financial Condition				
1.	A prudent level of reserves is maintained for economic uncertainties.	<p>Board Policy regarding level of reserves as directed by WCA Board</p> <p>Per Board President, Kurt Weinsheimer “Our guideline for minimum reserves is in the current MOU Section V.I., which requires reserves equal to the greater of \$50K or 3%. While we maintain reserves well above that level, the \$50k/3% is the policy floor we have in place.”</p>	X		
2.	Multiyear financial projections are prepared.	For Items H2-5, a copy of the WCA adopted budget for 2017-2018 including MYP has been submitted to the District for review.	X		
3.	The projections and assumptions are reasonable.		X		
4.	All long-term debt obligations have been included in the multiyear financial projection.	N/A			X
5.	Based on the projections, the charter school will be able to meet its financial obligations and maintain a prudent level of reserves in the current and two subsequent fiscal years.	WCA projects that it will be able to meet its financial obligations and maintain a prudent level of reserves in the current year and two subsequent fiscal years	X		

I.	Equipment Inventory				
1.	There are approved policies regarding the purchase and maintenance of equipment.	Provide Board Policy			X
2.	An equipment inventory is:				
	a. Maintained.	For items I2-4, please provide a copy of the current equipment inventory with those items purchased by Federal Funds or donations identified Provided: -Inventory listing of all technology	X		
	b. Physically at each site.	The District provides furniture and equipment to WCA as required. Some excess furniture and equipment are stored at the Bayside MLK site.	X		
3.	Equipment purchased with federal funds or donations is identified.	N/A			X
4.	Records are maintained for audit purposes.		X		

Fiscal and Business Operations — Risk Analysis				Total “No” Responses
1. Total the number of items in this section that received a response of “No.”				
2. Use the key below to determine the level of risk to the charter school’s operations.				
0 – 9	10 – 17	18 – 24	25 +	
Low	Moderate	High	Extremely High	0

Fiscal and Business Operations Findings

-None

Fiscal and Business Operations Recommendations Based on Above Findings

-None

Review Conducted by: William McCoy, Superintendent and Amy Prescott, Interim Chief Business Official

This section to be completed by the team leader

	EDUCATIONAL PROGRAM AND ONGOING ASSESSMENT	Yes	No	N/A
A.	Educational Program			
1.	<p>The charter school is following its curricular and instructional plan as presented in the approved charter petition. The plan has been updated to include the new requirements regarding the Local Control Funding Formula (LCFF) and requirements to adopt a local control accountability plan (LCAP). The plan includes the following:</p> <ul style="list-style-type: none"> -Implementing the Common Core State Standards -Improving student achievement, graduation rates, and school performance -Providing services for English learner (EL) students, low-income (LI) students, and students in foster care -Increasing student participation in college preparation, advanced placement, and career technical education (CTE) courses -Employing qualified teachers, providing sufficient instructional materials, and maintaining facilities -Providing opportunities for parent involvement 	<p>Please provide hard copies of the 2016-2017 LCAP and 2017-2018 LCAP.</p> <p>Provided:</p> <p>-All documents requested were provided in support of this item. Attention was paid to each of the components.</p>	X	
2.	The charter school staffing is sufficient to carry out the educational program.	Please provide teaching and classified staffing ratios per child	X	

		<p>Staffing at the school seems sufficient to meet the needs of the instructional program.</p> <p>Provided: -WCA Enrollment by Residency and Staffing by Grade dated October 5, 2017</p>			
3.	Students who are achieving either significantly below or significantly above grade level are receiving instruction that addresses their learning differences.	<p>Please provide a Master Schedule or document that includes intervention/extension activities</p> <p>Additional intervention schedule shows attention being given to underperforming students.</p> <p>Provided: -Primary Intervention Specialist schedule for 2017-2018 -Math Specialist Teacher Coaching and Collaboration schedule for 2017-2018 -Literacy Specialist schedule for 2017-2018 -WCA Single Plan for Student Achievement April 1, 2016 to April 21, 2021</p>	X		
4.	Parents of charter school high school students are informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements.	N/A			X
5.	The charter school is implementing a framework for instructional design that is	Current LCAP or Site Plan	X		

	aligned with the needs of the students identified as the target population in the approved charter petition.	<p>The LCAP addresses the needs of all learners at the site.</p> <p>Provided:</p> <p>-Current and prior year Local Control Accountability Plans</p>			
6.	The charter school has requested accreditation through the Western Association of Schools and colleges (WASC) or other sources.	N/A			X
7.	A cross-reference with budget indicates that there is sufficient funding to operate the program delineated in the charter petition as addressing the mission of the charter school.	<p>Current LCAP</p> <p>The WCA Leadership Team provides quality budgetary oversight and resource provision for the site.</p> <p>Provided:</p> <p>-Current and prior year Local Control Accountability Plans</p> <p>-WCA submits its Adopted Budget, Interim Reports, and Unaudited Actuals to the District and Marin County Office of Education (MCOE)</p>	X		
B.	Services to Special Populations				

1.	The charter school has adopted policies and practices that indicate compliance with all laws related to the provision of special education, including the following:	Board Policies, MOU, Charter Petition			
	a. Appropriate placement for students who are enrolling with IEPs.	Policy or procedure The procedural errors cited in the FCMAT report continue to have ramifications for the District. Previously, two students from WCA were improperly enrolled at Bayside MLK so that the students would have the same calendar as the peers in the class. Students should not be disenrolled from WCA so that they can receive services. The IEP should reflect how the days are managed, without the need to disenroll at WCA and enroll at Bayside MLK. Moving forward, the two organizations have agreed to work together on this issue and will appropriately enroll students while meeting whatever needs are identified in their IEPs.	X		
	b. Referral and assessment of students suspected of requiring special education and related services.	Policy or procedure Appropriate procedures provided. Provided: -WCA and SMCSO MOU -WCA Charter Petition	X		

	c. Compliance with timelines related to special education.	Policy or procedure This is a district responsibility as the Special Education provider.	X		
2.	Students who are identified as eligible for special education are receiving services required by their IEPs.	Determined through a file review This is a district responsibility as the Special Education provider.	X		
3.	The charter school provides for the inclusion of all required members in IEP team meetings.	Policy This is a district responsibility as the LEA for Special Education.	X		
4.	The charter school has a plan for providing transportation for special education students who require this related service.	Policy This is a district responsibility as the LEA for Special Education. The District is a member of the Marin Pupil Transportation Authority that provides transportation to Special Education students	X		
5.	The charter school has a process for determining a student's eligibility for services under Section 504 of the Rehabilitation Act of 1973.	Policy, Process or Guidance Process in place. Provided for B5-B7: -Student Support Team (SST) Request for Assistance document	X		

		-WCA Section 504 Meeting and Service Plan document -WCA Section 504 Notice of Parent and Student Rights information -Staff development presentation for Student Support Teams Staff Development agenda for August 14-22, 2017			
6.	The charter school develops and implements accommodation plans for students who are eligible under Section 504.	Determined through a file review Process in place.	X		
7.	The charter school ensures that special education funds are not used to serve students identified under Section 504.	Policy, Process or Guidance Implementation dependent upon coordination between WCA and SMCS D. No problems evident.	X		
8.	The charter school follows a process to identify and reclassify students who are English learners.	Policy, Process or Guidance - and checked through file review High quality evidence regarding service of ELLs. Provided: -WCA Record of Language Reclassification Process -Student Oral Language Observation Matrix (SOLOM) for English Learners	X		

C.	Curricular Materials				
1.	The charter school uses state standards-based instructional materials and includes an implementation plan for the new Common Core State Standards.	Board Minutes, Invoices Grade level scope and sequence references quality instructional materials. Provided: -Scope and Sequence Kindergarten - 8th Grade	X		
2.	The charter school uses instructional materials that address the specific needs of special education students.	Curriculum list and invoices Special Education specific materials would be the responsibility of the District, as the LEA for Special Education.	X		
3.	The charter school uses instructional materials that address the specific needs of English learners.	Curriculum list and invoices Provided: -Evidence and invoice	X		
4.	The charter school refrains from using faith-based instructional materials.	Policy, Process or Guidance No references to faith-based materials was provided.	X		

D.	Professional Development & Teacher Qualifications				
1.	The charter school staff have received legally required trainings.	Evidence of completion/current employee sign-in Provided: -Documentation of extensive evidence of quality Professional Development programming.	X		
2.	Charter school staff are provided with opportunities for professional development needed to carry out the instructional program.	Professional Development Plan and Calendar -Provided: Documentation of extensive evidence of quality Professional Development programming.	X		
3.	Students identified as eligible for special education and/or as English learners are receiving services from teachers holding the legally required credentials, certificates and/or authorizations.	Staff assignment and credential list Provided: -Documentation from the California Commission on Teacher Credentialing (CCTC)	X		
4.	The charter school cross-references the master schedule with teacher credentials to ensure that core subjects are being taught by highly qualified teachers as defined by the federal No Child Left Behind Act.	Evidence Staff are qualified to teach their assigned classes. Provided: -Documentation from the California Commission on Teacher Credentialing (CCTC)	X		

5.	The charter school has an ongoing professional development program to ensure that teaching and nonteaching staff maintain the skills required to perform their jobs.	PD Plan and Calendar Provided: -Documentation of extensive evidence of quality Professional Development programming.	X		
6.	The charter school participates in professional development trainings made available through the sponsoring LEA, county office, or other trainings that provide technical assistance.	PD Participation calendar from 2016-2017 Provided: -Documentation of extensive evidence of quality Professional Development programming. -2016-2017 Expense report of staff development activities	X		
E. Ongoing Assessment					
1.	The charter school participates in CAASPP testing as required for all K-12 schools in California.	School Summary Reports for 2016-2017 Provided: -BP 5121 Grades/Evaluation of Student Achievement -AR 5121 Grades/Evaluation of Student Achievement -AR 5123 Promotion.Acceleration/Retention -WCA 2017 Smarter Balance Assessment Test Results -BMLK 2017 Smarter Balance Assessment Test Results	X		

2.	A review of CAASPP data indicates that the charter school is on target to meet renewal requirements as set forth in EC 47607(b).	<p>Comparison Report between WCA and BMLK in all academic/demographic areas</p> <p>Overall performance trend is increasing.</p> <p>Area of concern: African American students of poverty are performing below the District, County, and State.</p> <p>Provided by Willow Creek Academy: -WCA Academic Performance Index (API) Report, 3 Year Average API School Report 2011-2013 -BMLK Academic Performance Index (API) Report, 3 Year Average API School Report 2011-2013</p>	X		
3.	The charter school has submitted a school accountability report card (SARC) containing the required elements, and it is posted to the school's website.	<p>Link to SARC</p> <p>Website link verified:</p> <p>https://www.willowcreekacademy.org/cms/lib/A01001756/Centricity/Domain/144/WCA%20SARC%20Final%20201718.pdf</p>	X		
4.	Student achievement data is regularly reported to parents and staff.	<p>Evidence</p> <p>Evidence from Board Meetings.</p> <p>Provided: -WCA posts all board meeting agendas and minutes</p>	X		

		<ul style="list-style-type: none"> -WCA emails agenda notifications to the Superintendent and Interim Chief Business Official prior to board meetings -2016-2017 CAASPP Summary presentation to the governing board. -CAASPP Comparison 2016 and 2017 -Parent Council Meeting schedule 2017-2018 -Assessment at Willow Creek presentation -MAP Schedules 2017-2018 			
5.	The charter school is implementing a plan for collecting, analyzing and reporting data on pupil achievement and using the data continually to monitor and improve its educational program.	<p>Procedure. calendar or plan</p> <p>Specific attention to data analysis/response provided by WCA</p> <p>Provided:</p> <ul style="list-style-type: none"> -2016-2017 CAASPP Summary presentation to the governing board. -CAASPP Comparison 2016 and 2017 -Parent Council Meeting schedule 2017-2018 -Assessment at Willow Creek presentation -MAP Schedules 2017-2018 	X		
6.	If the charter school is a direct-funded charter school with one (or more) of its school sites identified as being in Program Improvement (PI) status, it has implemented the following requirements.* (see guidance below)	N/A			X

Educational Program and Ongoing Assessment — Risk Analysis				Total “No” Responses
1. Total the number of items in this section that received a response of “No.” 2. Use the key below to determine the level of risk to the charter school’s operations.				
0 – 4	5 – 8	9 – 11	12 +	0
Low	Moderate	High	Extremely High	
<p>*Direct-funded charter schools, with the assistance of the charter authorizer, must inform the parents of students enrolled in the charter school of the option to return to the local public school with attendance area in which the student resides. If the local public school is in Program Improvement (PI) status, the parent may contact their local educational agency (LEA) with an attendance area in which the student resides to obtain information about transferring to a non-PI school within the LEA, with paid transportation provided by that LEA.</p> <p>If parents choose to have their child remain at the charter school, direct-funded charter schools in Year 1 of PI may also offer supplemental educational services to students who need additional help.</p> <p>To the extent practicable, the direct-funded charter school (as a charter school LEA) must enter into an agreement with a neighboring LEA if no school choice options are available in the attendance area of the LEA in which the student resides or in the direct-funded charter school.</p> <p>(CDE Guidance)</p>				
<p>*An LEA with a locally funded charter school that is in PI must provide school choice options with paid transportation to non-PI schools within the LEA. The LEA may list locally funded charter schools that are not in PI as choice options for students transferring from PI schools within the LEA. An LEA may also enter into an agreement with a non-PI direct-funded charter school within its geographic area to allow for student transfers. To the extent practicable, the LEA must enter into an agreement with a neighboring school district if no school choice options are available within the LEA.</p> <p>If there are no choice options within the LEA, the LEA may also offer supplemental educational services for those students who choose to remain at the school during Year 1. LEAs and schools that choose to offer supplemental educational services during Year 1 are not required to use approved supplemental educational services providers.</p> <p>(CDE Guidance)</p>				

Educational Programs and Ongoing Assessment Findings

1. As with many districts statewide, there is an achievement gap between students of different economic backgrounds, with those of low socioeconomic status trailing behind those students from middle/upper income families.
2. Though not highlighted within the data provided, there is a compounded achievement gap for students of African American descent. For this group schoolwide, Willow Creek Academy's scores are significantly lower than Bayside MLK, Marin County, and the State of California.

	Willow Creek Academy	Bayside MLK Academy	Marin County	State of California
Percent Proficient in English/ Language Arts	0%	27%	22%	25%
Percent Proficient in Mathematics	4%	12%	15%	14%

*2017 CAASPP Data (African American Students AND Low Socioeconomic Status)

Comparative Data:

of African American students at WCA in 2016 in grades 3-8 = 27

of African American students at Bayside MLK in 2016 in grades 3-8 = 49

Evidence of thoughtful analysis on the part of Willow Creek Academy.

The following remarks were made by Tara Seekins, Head of School, immediately after the 2017 CAASPP Scores were released:

Friday Update: September 29, 2017

CAASPP scores were publicly released yesterday. Here's my take on the highlights:

- The percentage of students proficient in Math and Language Arts increased school-wide. Over the three years since CAASPP was implemented, school-wide Math scores have increased 5.6 points and school-wide Language Arts scores have increased 3 points.
- Our English Learners made extraordinary growth:
 - From 2015-16 to 2016-17, the percentage of ELs proficient in Math increased by 18 points, and the percentage of ELs proficient in Language Arts increased by 11 points.
 - Over the three years since CAASPP was implemented, the percentage of our ELs proficient in Math has increased 7 points (their scores dipped in 2015-16) and the percentage of our ELs proficient in Language Arts has increased 14 points.
- Our low-income students made steady, incremental growth:
 - From 2015-16 to 2016-17, the percentage of low-income students proficient in Math increased by 5 points and the percentage of low-income students proficient in Language Arts increased by 1 point.
 - Over the three years since CAASPP was implemented, the percentage of our low-income students proficient in Math has increased 2 points (these scores dipped in 2015-16) and the percentage of our low-income students proficient in Language Arts has increased 6 points.
- As evidenced by our CAASPP scores, we are continuing to seriously underserve our relatively small population of low-income African American students:
 - From 2015-16 to 2016-17, the percentage of low-income African American students proficient in Math rose by only a fraction of a point, to 4.2 percent, and the percentage of low-income African American students proficient in Language Arts fell from 13 percent in 2016 to 0 percent in 2017.
 - It's important to understand that these percentages represent low numbers of students. In actual numbers, only 3 children are represented in the 13 percent who were proficient in 2016. I share this not to minimize these disappointing results but to underscore a much more important message: our low-income African American subgroup has underperformed consistently on the CAASPP; this is not a one-year drop. Statewide, 14 percent of low-income African American students met standard in Math and 25 percent of low-income African American students met standard in Language Arts in 2017. Our scores aren't even close. This needs to be an area of focus for us this year.

Student performance data at Willow Creek Academy, since the 2017 CAASPP.

An update on student performance was provided by the Willow Creek Academy Leadership as part of the Monitoring and Oversight Process. The Powerpoint slides have been attached to this report as an Addendum. The slides and data reflect the utilization of the

Measures of Academic Progress (MAP) test at Willow Creek Academy. The data shows academic improvement in several areas for students at Willow Creek Academy this academic year, over the 2017-2018 school year.

Educational Programs and Ongoing Assessment Recommendations Based on Above Findings

It is in the best interest of both Willow Creek Academy and the Sausalito Marin City School District to work collaboratively on a solution to this challenge. The underperformance within Low Socioeconomic students, and especially those of color, is pervasive nationwide. I would like to request/encourage both LEAs to share research, resources, ideas, effective pedagogy and professional development (whenever available) to address this challenge. It should be a priority of both organizations to raise the academic achievement of all students that reside in the district.

Review Conducted by: William McCoy, Superintendent and Amy Prescott, Interim Chief Business Official

This section to be completed by the team leader

FACILITIES AND OPERATIONS			Yes	No	N/A
A.	Facilities Adequacy to Meet Educational Program Requirements				
1.	A designated position is responsible for overseeing facilities maintenance and operations.				
	a. If yes, what is the name of the position?	Head of School (?) Please verify Confirmed that Head of School oversees facilities	X		
2.	There is a custodial schedule that shows appropriate and timely attention to providing students with a clean and safe learning environment.	Copy of cleaning schedule Provided: -Custodial Schedule 2017-2018	X		
3.	Custodial, grounds and other facilities staffing at each site is sufficient and appropriate.	Staff list of WCA custodial/grounds/maintenance positions Provided: Current positions - 1 Lead Custodian and 1 Night Custodian	X		
4.	The charter school uses a staffing formula or formulas to guide its custodial, grounds and other facilities staffing.	Job descriptions along with cleaning schedule	X		

		Provided: -Evening Custodian Job Description -Lead Custodian Job Description			
5.	All facilities in which the charter school is housed meet the American with Disabilities Act (ADA) requirements.	District Responsibility as landlord, per MOU			X
6.	The charter school has conducted an inspection of the facilities and developed a management plan in accordance with the Asbestos Hazard Emergency Response Act (AHERA).	District Responsibility per MOU			X
7.	There is a process for providing routine maintenance to ensure that charter school facilities including playgrounds remain in good condition.	District Responsibility per MOU			X
8.	If facilities are not in good condition, there is a schedule for making needed improvements.	Copy of facility request spreadsheet (Marijke Smit) -WCA developed a list of needed facilities repairs and is working with the District on a schedule for completing these projects -WCA and the District are working together to complete Prop 39 Clean Energy projects at WCA. This includes the replacement of lighting fixtures and some HVAC units.	X		

9.	The charter school's facilities have been modified during the past year.	Written response N/A			X
10.	The charter school's facilities are adequate for the number of students and types of programs assigned to each site.	Copy of Prop.39 request for facility use and verification of enrollment numbers Provided: -Prop 39 Facilities requests for 2017-2018 and 2018-2019	X		
11.	The charter school has the following on file:				
	1. Certificate of occupancy.	Please provide copy N/A District responsibility			X
	2. Conditional use permit for each site.	-No existing conditional use permit -Partial information/guidance in the SMCSD/WCA MOU			X
12.	The charter school's facilities are free from mold and other hazardous substances.	Copy of hazardous materials utilized in classrooms (typically science rooms) and for cleaning purposes. Material Safety Data Sheet (MSDS) Yellow binder Provided: -MSDS Data	X		

13.	The charter school has plans to modernize or add facilities to its existing site and has notified the authorizer of any material changes	N/A			X
14.	The charter school has requested facilities pursuant to Proposition 39 and EC section 47614.	<p>Copy of 2018-2019 request (This is due before the Charter School Oversight Visit, so the most up to date request is fine)</p> <p>Provided: -Prop 39 Facilities request for 2018-2019</p>	X		
15.	The charter school has received funding under the Charter School Facilities Incentives Grant for the purchase, renovation or lease of facilities.	N/A			X
16.	In accordance with EC section 41365, the charter school has borrowed funds from the Charter School Revolving Loan Fund through the California School Finance Authority (CSFA) to improve facilities	N/A			X

Facilities and Operations — Risk Analysis				Total “No” Responses
1. Total the number of items in this section that received a response of “No.”				0
2. Use the key below to determine the level of risk to the charter school’s operations.				
0 – 2	3 – 4	5	6 +	
Low	Moderate	High	Extremely High	

Facilities and Operations Findings

-None

*Note: The District appreciates the collaboration that has taken place this year regarding Facilities (Including Creek Restoration), Prop.39 (Energy Savings), and Facility Maintenance (Collaborative team with Marijke Smit).

Facilities and Operations Recommendations Based on Above Findings

-None

Review Conducted by: William McCoy, Superintendent and Amy Prescott, Interim Chief Business Official

This section to be completed by the team leader

GOVERNANCE			Yes	No	N/A
A.	Organizational Management				
1	The charter school is structured as:				
	a. Solely a charter school.		X		
	b. A charter school with other associated entities (e.g. LLCs, foundations, management organizations).				X
	c. If b, describe the structure.	N/A	<hr/> <hr/>		
2.	If the charter school is constituted as a nonprofit corporation, the corporate papers, including articles of incorporation, are available to the authorizer.	<p>Copies of articles of incorporation, if not included in the original petition.</p> <p>Provided:</p> <ul style="list-style-type: none"> -Articles of Incorporation -Tax returns verifying non profit status =WCA Bylaws 	X		

3.	There is a list or roster of governing board members.	<p>Reference in original petition, rosters for 2016-2017 and 2017-2018</p> <p>Provided: -List of WCA Board members for 2016-2017 and 2017-2018 -WCA Board Minutes date July 5, 2017 that verify board member elections and election of officers</p>	X		
4.	The governing board has a comprehensive plan to conduct an annual oversight of the academic program which reflects the goals and objectives of the local control accountability plan.	<p>Board Policy</p> <p>Provided: Board Minutes that reflect discussion of student achievement.</p>	X		
5.	The governing board is equipped to execute its fiduciary responsibility with regard to the disbursement of public funds.	<p>Board Member bios/resumes and training</p> <p>Provided: -Current Board member information (Also posted at https://www.willowcreekacademy.org/Page/94) -Roles and Responsibilities document dated June 21, 2017 provided -Current Board members have served on the board multiple years</p>	X		

6.	The governing board understands the annual budget and demonstrates knowledge of the charter school's short- and long-term financial outlook.	<p>Board Minutes reflecting discussion of Budget at First Interim, Second Interim and Budget Adoption (2016-2017)</p> <p>-WCA reviews the charters financial outlook. These discussions are documented in the WCA Board Minutes that are posted at https://www.willowcreekacademy.org/Page/404</p>	X		
7.	The organizational structure of the charter school clearly delineates and distinguishes between the responsibilities of its governing board and those of its management staff.	<p>Org Chart, Board Policy</p> <p>Provided: -Roles and Responsibilities document dated June 21, 2017 provided</p>	X		
B.	Capacity/Composition				
1.	Some of the governing board members have previous governance experience.	<p>Board Member bios/resumes</p> <p>Provided: -Current Board member information (Also posted at https://www.willowcreekacademy.org/Page/94) -Current Board members have served on the board multiple years</p>	X		

2.	The governing board is free of real or perceived conflicts of interest and has adopted a conflict of interest policy in accordance with Government Code Section 1090	<p>Form 700 documents since most recent MOU approval</p> <p>Provided: -Memo from Head of School confirming that WCA holds Economic Interest 700 form for all of its board members</p>	X		
3.	The governing board represents strong diversity relevant to the community and the charter school population.	<p>Board Member bios/resumes</p> <p>Provided: -Current Board member information (Also posted at https://www.willowcreekacademy.org/Page/94)</p>	X		
4.	The governing board members have expertise in key fields such as finance, legal, real estate, fundraising and education.	<p>Board Member bios/resumes</p> <p>Provided: -Current Board member information (Also posted at https://www.willowcreekacademy.org/Page/94)</p>	X		
C.	Structure				
1.	The composition of the governing board is consistent with the approved charter.	Charter petition reference and existing Governing Board Roster	X		

		Yes, the composition of the governing board is consistent with the approved charter			
2.	The governing board has governed in such a manner that there has been no cause for the authorizer to believe that the board either has too few or too many members to support effective governance.	Positive Fiscal Audits for the last two years and evidence of academic growth Provided: -The two most recent independent audits (no findings each year)	X		
3.	The governing board has bylaws that are comprehensive and that include a reasonable term limit.	Board Bylaws Provided: -Bylaws provided	X		
4.	The governing board appears to fully understand the bylaws and their implications.	Evidence of Board “on-boarding” activities Yes, the Board appears to fully understand the bylaws and their implications	X		
5.	The governing board has identified officers.	Board Roster Yes, WCA has a board member roster posted at: https://www.willowcreekacademy.org/Page/94	X		

6.	There are written job descriptions for board officers that clearly describe the roles and responsibilities of each.	<p>Applicable bylaw or policy</p> <p>WCA does not have board officer job description, but does provide training to the Board</p> <p>Provided: -Board Workshop presentation dated November 19, 2016 that outlines board roles, effective communication with the Head of School, and best communication Practices</p>	X		
7.	The bylaws delineate committees and provide detailed job descriptions for these committees.	<p>Applicable bylaw</p> <p>Committees outlined on pages 8 and 9 of the WCA Bylaws</p>	X		
D.	Clarity				
1.	The governing board actively discusses which elements of key decision are governance vs. management.	<p>Evidence within Board Minutes</p> <p>Yes, the Board Minutes provide evidence that key decision are governance vs management</p>	X		
2.	The charter school leadership team demonstrates a strong understanding of their role related to effective governance.	<p>Evidence of governance/leadership workshops/retreats within last two years</p>			

		<p>Provided:</p> <p>-Board Workshop presentation dated November 19, 2016 that outlines board roles, effective communication with the Head of School, and best communication Practices</p>	X		
3.	The governing board members understand their role in developing, supporting and evaluating the charter school leader.	<p>Public Minutes reflecting Evaluation process for Site Administration</p> <p>Yes</p> <p>Provided:</p> <p>-BP 2140 Evaluation of Head of School</p> <p>-Board Minutes dated May 11, 2016</p> <p>-Head of School job description</p>	X		
4.	There is a strong working relationship among the charter school leader, board chair and full board.	<p>Board Minutes, Workshop minutes or memos</p> <p>-The WCA Head of School, board chair, and full board have a strong working relationship</p> <p>-This is evidenced in the Board Minutes posted at: https://www.willowcreekacademy.org/Pa </p>	X		

		ge/404			
E.	Meetings				
1.	The governing board conducts public meetings as frequently as is needed to ensure that it addresses the business required to provide sufficient direction to the charter school, and its meetings comply with the requirements of the Brown Act	Board Meeting Calendar Provided: -WCA 2017-2018 Board Meeting Calendar	X		
2.	The governing board complies with the following:				
	a. Regularly scheduled meetings with appropriate public notice.	Posting notification process, location and timelines for Board Meetings. (Last 6 months) Provided: -Board meeting agendas posted at: https://www.willowcreekacademy.org/Page/406	X		
	b. Brown Act training and meeting compliance.	Evidence of attendance at training/workshop by Board Members and School Leadership Board Minutes provided indicate compliance with Public Meeting	X		

		procedures.			
	c. Availability of meeting minutes.	<p>Please notify District of upcoming meetings and provide agenda packet in advance of meetings.</p> <p>Will McCoy: wmccoy@smcsd.org Amy Prescott: cbo@smcsd.org</p> <p>Board meeting minutes posted on WCA website at</p> <p>https://www.willowcreekacademy.org/Page/404</p>	X		
3.	The governing board has resolutions and board-adopted policies related to the following:				
	a. Conflict of interest.	<p>Provide Board resolution/policy</p> <p>Provided:</p> <ul style="list-style-type: none"> -BP 9270 Conflict of Interest Code -BP 9000 Role of the Board (Powers and Responsibilities) -Governance Standards Policy <p>Disclosure of Confidential and Privileged Information</p>	X		

	b. Handbooks – parent, student, employee.	Provide Board resolution/policy Provided: -2017-2018 Family Handbook posted at https://www.willowcreekacademy.org/Page/73	X		
	c. Student and employee discipline and due process.	Provide Board resolution/policy Provided: -AR 5000 Student Conduct Suspension and Expulsion/Due Process -BP 5000 Student Conduct	X		
	d. Parent complaint resolution and due process.	Provide Board resolution/policy Provided: -BP 3320 Uniform Complaint Policy and Procedures -BP 4119.11 Policy Against Sexual Harassment -Policy on Sexual Harassment of Students	X		
	e. Internal controls policies and related forms and systems.	Provide Board resolution/policy Provided:	X		

		-WCA Financial Process, Controls document			
	f. Bank signature authorizations.	Provide Board resolution/policy Provided: -WCA Financial Process, Controls document	X		
	g. Harassment – student, staff.	Provide Board resolution/policy Provided: -BP 3320 Uniform Complaint Policy and Procedures -BP 4119.11 Policy Against Sexual Harassment -Policy on Sexual Harassment of Students	X		
	h. Safety plan.	Provide Board resolution/policy and safety plan Provided: -Safety Plan -Presentation on School Safety for Staff	X		
	i. Immunization records.	Provide Board resolution/policy Provided: -BP 5141.20	X		

		Immunizations/Physical Exams			
	j. Family Educational Rights and Privacy Act (FERPA) – policy and notices.	Provide Board resolution/policy Provided: -BP 5125 Students (FERPA)	X		
	k. Section 504 compliance.	Provide Board resolution/policy Provided: -BP 6150 Identification, Evaluation, and Education Under 504 -AR 6150 Identification, Evaluation, and Education Under 504 -Parent/Student Rights in Identification, Evaluation, Accommodations and Placement document	X		
	l. Allowable purchases and purchasing authority.	Provide Board resolution/policy Provided: -BP 3300 Business and Non Instructional Operations	X		
3.	Material revisions to the charter have been approved by the governing board.	Please provide evidence, if applicable			X
F.	Parent and Staff Involvement				

1.	There is a process in place that ensures that parents, teachers and staff may provide input regarding the effectiveness of the charter school.	Parent engagement plan or description of process. Evidence of parent meetings Provided: -School Site Council and English Learner Advisory Committee meeting sign in sheets School Site Council and English Learner Advisory Committee meeting agendas and notes	X		
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Governance — Risk Analysis				Total “No” Responses
1. Total the number of items in this section that received a response of “No.” 2. Use the key below to determine the level of risk to the charter school’s operations.				
0 – 4	5 – 9	10 – 13	14 +	0
Low	Moderate	High	Extremely High	

Governance Findings

-None

Governance Recommendations Based on Above Findings

-Non

Review Conducted by William McCoy, Superintendent and Amy Prescott, Interim Chief Business Official

PERSONNEL			Yes	No	N/A
A.	All Employees				
1.	The charter school has documentation of Department of Justice background checks on all employees.	Provide documentation Provided: -Documentation for all current employees	X		
2.	The charter school has policies or procedures related to fair hiring practices.	Provide policies and procedures Provided: -WCA 2017-2018 Employee Handbook	X		
3.	The charter school has an employee handbook.	Provide handbook, if applicable Provided: -WCA 2017-2018 Employee Handbook	X		
4.	The charter school has documentation of TB test results for all employees.	Provide documentation Provided: -Documentation for all current employees	X		
5.	The charter school has approved personnel policies that cover such issues as sick leave, personal necessity, and	Provide policies and procedures Provided: -WCA 2017-2018 Employee Handbook	X		

	overtime.				
6.	Employee contracts indicate that employees are “at will.”	Provide documentation, if applicable Provided: -Sample employee contract -Stated on page 2 of Employee Handbook	X		
7.	The charter school has clear guidelines that differentiate between employees and independent contractors.	Provide policies and procedures Provided: -Sample form provided	X		
8.	The charter school provides professional development opportunities to staff.	Provide evidence, if applicable WCA provides professional development throughout the school year Provided -Meetings agendas, presentations,	X		
9.	Employee evaluations are completed regularly and on time.	Provide evidence Provided: -Employee evaluation calendar	X		
10.	Personnel actions are approved by the governing board.	Provide policies and procedures. Provide evidence.	X		

		The WCA Board approves all employment contracts			
11.	The charter school has records that indicate it has trained employees regarding blood-borne pathogens, child abuse reporting, staff and student relationships, and sexual harassment issues.	<p>Provide policies and procedures. Provide evidence.</p> <p>Provided: -Training presentations Employee Handbook includes policies related to these areas</p>	X		
B	Collective Bargaining	WCA does not have unionized groups			
1.	One or more of the charter school's employee groups has unionized.				X
2.	All parties to bargaining agreements, including the charter school, have properly sunshined (that is, made public) their bargaining proposals for the current year.				X
3.	The charter school has analyzed the fiscal effects of agreements reached with its employee bargaining units.				X
C.	Certificated Employees				
1.	The charter school employs sufficient teaching staff to have, at a minimum, a teacher-to-student ratio comparable to that	Written response	X		

	of the largest unified school district in the county, or comparable to the countywide average.	Provided: -Enrollment and Staffing by Grade			
2.	Teachers who provide instruction in core classes have the credentials and certifications required to be designated as highly qualified teachers for the subjects they are teaching.	Provide copies certificated credentials Provided: -Copies of certificated credentials	X		
3.	Teachers have the legally required CLAD or B-CLAD certification to provide instruction to the students enrolled in their classes.	Provide copies certificated credentials, if applicable Provided: -Copies of certificated credentials	X		
4.	Teachers who are providing special education and related services have the appropriate credentials and certifications.	District is the LEA that provides Special Education services to WCA students	X		
D.	Classified Employees				
1.	Classified employees who are providing instructional support in the areas of special education and English language learner services meet the qualifications for these positions under the No Child Left Behind Act.	District is the LEA that provides Special Education services to WCA students	X		
2.	The charter school employs a sufficient number of classified staff to ensure that the necessary clerical and recordkeeping tasks are completed in a timely manner.	Provide list of clerical staff (Name, position title, job description) Provided:	X		

		-2017-2018 Staff Directory			
3.	The charter school provides adequate staffing for the following:				
	a. Custodial	Provide staffing information and cleaning schedules Provided: -Custodial schedule	X		
	b. Food service	Provide staffing information and schedules Provided: -Food Service Staff Schedule	X		
	c. Information technology	Provide staffing/contractor information and list of duties Provided: -WCA contracts with Silyco for technology support	X		
	d. Lunch/break supervision	Provide staffing information and schedules Provided: -Student Supervision Staff Schedule	X		

Personnel — Risk Analysis 1. Total the number of items in this section that received a response of “No.” 2. Use the key below to determine the level of risk to the charter school’s operations. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">0 – 3 Low</div> <div style="text-align: center;">4 – 5 Moderate</div> <div style="text-align: center;">6 – 8 High</div> <div style="text-align: center;">9 + Extremely High</div> </div>					Total “No” Responses <div style="text-align: center; font-size: 24pt; font-weight: bold;">0</div>

Personnel Findings

-None

Personnel Recommendations Based on Above Findings

-None

Review Conducted by William McCoy, Superintendent and Amy Prescott, Interim Chief Business Official

This section to be completed by the team leader

STUDENT SERVICES			Yes	No	N/A
A.	Admissions				
1.	The charter school is complying with the admissions practices described in the approved charter.	Charter petition section H. Admission Requirements, page 47. Provide evidence of practice. Evidence and notes provided.	X		
2.	The charter school facilitates admissions for a student with an IEP in the same manner as for a student without an IEP.	Charter petition section H. Admission Requirements, page 47. Provide evidence of practice. There was some question about this practice in the past, but the procedures now in place support that the proper enrollment practices of students with IEPs.	X		
3.	If the charter school is an independent study charter school, it facilitate admissions for a student with an IEP in the same manner as for a student without an IEP and in accordance with EC 51746 (b) and 5 CCR 11700 related to the enrollment of students with IEPs in an independent study program.	Not applicable to WCA			X

4.	The charter school enrollment forms indicate compliance with all applicable laws and with the approved charter.	No action required. Enrollment packet posted on WCA website	X		
5.	If the charter school has needed to use the lottery system to determine which students will be allowed to enroll, there is documentation that the process was held in the manner described in the approved petition.	Charter petition section H. Admission Requirements, page 47. Provide evidence of practice (Summer 2016, Summer 2017) Evidence provided.	X		
6.	The charter school has records documenting immunizations to the extent required for enrollment in public schools.	Provide verification by School Nurse Evidence provided.	X		
7.	The charter school has documented efforts to have its enrollment match the racial and ethnic makeup of enrollment districtwide.	Provide Demographics report Evidence provided.	X		
B.	Discipline				
1.	The governing board has policies regarding student discipline, including the following:				
	a. A list of the offenses for which students may be suspended or expelled.	Charter petition section J Pupil Suspension and Expulsion in Petition, page 51.	X		

		<p>Provide evidence of practice, if applicable. Evidence provided.</p>			
	b. Procedures for suspension or expulsion.	<p>Charter petition section J Pupil Suspension and Expulsion in Petition, pages 50-62.</p> <p>Provide evidence of practice, if applicable. Evidence provided.</p>	X		
	c. Procedures by which parents and students will be informed about the reasons for suspension or expulsion.	<p>Written response.</p> <p>Provide evidence of practice, if applicable. Evidence provided.</p>	X		
	d. Procedures for suspension or expulsion that protect the required due process rights of students with IEPs or 504 plans.	<p>Charter petition section J Pupil Suspension and Expulsion in Petition, page 62.</p> <p>Provide evidence of practice, if applicable (redacted). Evidence provided.</p>	X		
	e. Procedures to ensure that parents and students will be informed of their due process rights in regard to suspension or expulsion and that demonstrate an awareness that	<p>Charter petition section J Pupil Suspension and Expulsion in Petition, page 62.</p>	X		

	<p>charter school students are entitled to the same due process rights as students enrolled in non-charter public schools.</p>	<p>Expulsion paperwork and communications with families (redacted)</p> <p>Evidence provided.</p>			
C.	Health & Safety				
1.	<p>The charter school has a health, safety, and emergency plan for students and employees that addresses fire emergencies, earthquakes, civil disorder, accidents, injuries, and other threats to the health and safety of students and staff.</p>	<p>Please provide a copy of the School Safety Plan.</p> <p>Evidence provided.</p>	X		
2.	<p>There is evidence that staff have been trained in health, safety, and emergency procedures.</p>	<p>Provide copies of training log/ certificates</p> <p>Evidence provided.</p>	X		
3.	<p>The charter school maintains a calendar of emergency drills for each site at which it operates.</p>	<p>Copies of drills from 2016-2017, and proposed for 2017-2018</p> <p>Evidence provided.</p>	X		
4.	<p>The charter school has a policy related to supervision of students before and after school while on campus, and during student pick-ups, as well as a procedure for visitors to enter and leave campus.</p>	<p>Information on before and after school supervision in the 2017-18 Family Handbook, page 9-10 (no action required).</p> <p>Provide written procedure for visitors entering and leaving campus</p>	X		

		Evidence provided.			
5.	Records indicate that the charter school provides vision, hearing and scoliosis screening for its pupils to the same extent as would be required if the pupils attended a non-charter public school.	<p>Provide copies of records, handouts, and screening calendar</p> <p>Documentation from the school and school nurse provided.</p>	X		
D.	Parent Notifications				
1.	The charter school notifies all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act (FERPA).	No action required. FERPA notification posted on WCA website.	X		
2.	Parents are provided with a copy of the charter school's parent handbook.	No action required. 2017-18 Family Handbook posted on WCA website.	X		

Student Services — Risk Analysis 1. Total the number of items in this section that received a response of “No.” 2. Use the key below to determine the level of risk to the charter school’s operations.				Total “No” Responses
0 – 2	3 – 4	5 – 6	7 +	
Low	Moderate	High	Extremely High	0

Student Services Findings

All areas of Student Services appear to be compliant, as evidenced by the documentation provided. It should be noted that Area C (Health and Safety) were very thorough and Willow Creek Academy should be commended for their work in this area. The training and calendars are high-quality examples of attention to the Safety and Wellbeing of the students and staff.

*The documentation for this section should not be made public until all sections have been redacted to remove personal student information/identification.

Student Services Recommendations Based on Above Findings

-None

Review Conducted by: William McCoy, Superintendent

Sausalito Marin City School District | 2018-2019 CALENDAR
Staff Development/Teacher Work Days Holidays Local Holiday Minimum Day

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Independence Day

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4 Winter Break
 7 Students Return
 21 M.L. King Jr. Day

18 Staff; 18 Student days

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20-22 Teacher Staff Dev.
 Day/Work Days
 22 Classified Work Day
 24 First Day of School
 Minimum Day

10 Teacher/Para Days
 8 Class. Days; 6 Student Days

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 Presidents' Day
 18-22 Mid-Winter Break
 22 Lincoln's Day

15 Staff; 15 Student days

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Labor Day
 5 Back to School Night
 28 Teacher Staff Dev. Day

19 Staff; 18 Student days

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 End of 2nd Trimester
 28-29 Parent Conferences/
 Minimum Days

21 Staff; 21 Student days

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11-12 Parent Conferences/
 Minimum Days

31 Minimum Day

23 Teacher Days
 23 Class Staff Days
 23 Student days

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8-12 Spring Break
 12 Classified In Lieu Day

17 Staff; 17 Student days

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9 End of 1st Trimester
 12 Veterans Day
 16 End of 1st Trimester
 19-23 Thanksgiving Recess
 22 Thanksgiving
 23 Local Holiday

16 Staff; 16 Student days

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Open House
 27 Memorial Day

22 Staff; 22 Student days

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24-31 Winter Break
 21 Minimum Day
 24 Local Holiday
 25 Holiday
 24, 31 Local Holidays
 28 Class. In-Lieu Day

15 Staff; 15 Student days

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

13 Last Day of School/
 Minimum Day
 End of 3rd Trimester
 14 All Staff Work Day

10 Staff; 9 Student Days

Board Approved:

SDTA Approved:

CSEA Approved:

Sausalito Marin City School District

Agenda Item: 14.06

Date: May 8, 2018

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

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

Item: Consider Approval of the 2017-2018 Third Interim Report

Background:

As required, due to the qualified certification of the District's 2017-2018 Second Period Interim Report, the Board is presented with the 2017-2018 Third Interim Report for approval that includes:

- Summary of Fund 01 Budget Revisions
- SACS Form 01 – General Fund

Recommendation: Approve

Attachments: 2017-2018 Third Interim Report

Sausalito Marin City School District
Third Period Interim Report
2017-2018

Board Meeting – May 8, 2018

SAUSALITO MARIN CITY SCHOOL DISTRICT

Third Interim Report 2017-2018

Third Interim VS Second Interim

Board Meeting: May 8, 2018

Line		2017/18 Second Interim			2017/18 Third Interim			Difference			Line
		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	
	REVENUE										
1	LCFF Sources (State Aide, EPA, & Property Taxes)	7,057,589	-	7,057,589	7,046,502	-	7,046,502	(11,087)	-	(11,087)	1
2	Charter School In-Lieu to Willow Creek Academy	(2,902,391)	-	(2,902,391)	(2,902,391)	-	(2,902,391)	-	-	-	2
3	Transfer Out to Deferred Maintenance	(25,000)	-	(25,000)	(25,000)	-	(25,000)	-	-	-	3
4	Basic Aid Supplemental Funding	303,629	-	303,629	303,629	-	303,629	-	-	-	4
5	Federal Revenues	-	319,864	319,864	-	319,864	319,864	-	-	-	5
6	State Revenues - Other	53,489	342,095	395,584	53,489	342,095	395,584	-	-	-	6
7	Local Revenues	305,173	405,866	711,039	312,751	407,446	720,197	7,578	1,580	9,158	7
8	Estimated WCA Payment for Basic Aid Negative per MOU*	-	-	-	-	-	-	-	-	-	8
9	TOTAL PROJECTED REVENUE	4,792,489	1,067,825	5,860,314	4,788,980	1,069,405	5,858,385	(3,509)	1,580	(1,929)	9
	EXPENSES										
10	Certificated Salaries	1,217,030	552,316	1,769,346	1,217,030	564,316	1,781,346	-	12,000	12,000	10
11	Classified Salaries	432,291	552,596	984,887	446,291	554,196	1,000,487	14,000	1,600	15,600	11
12	Employee Benefits	556,480	525,836	1,082,316	556,480	525,836	1,082,316	-	-	-	12
13	Books and Supplies	100,693	44,144	144,837	111,393	46,371	157,764	10,700	2,227	12,927	13
14	Services, Other Operating Expenses	949,897	695,729	1,645,626	986,253	636,266	1,622,519	36,356	(59,463)	(23,107)	14
15	Capital Outlay	-	-	-	-	-	-	-	-	-	15
16	Other Outgo	-	456,837	456,837	-	456,837	456,837	-	-	-	16
17	<i>Pass-through - WCA Portion of Basic Aid (Negative) Calc. - Estimate Only</i>	17,315	-	17,315	17,315	-	17,315	-	-	-	17
18	<i>Pass-through - WCA Portion of Excess Prop Taxes 2016-2017</i>	25,542	-	25,542	25,542	-	25,542	-	-	-	18
19	Direct Support/Indirect Costs	-	-	-	-	-	-	-	-	-	19
20	Indirect Costs	(12,965)	12,965	-	(12,965)	12,965	-	-	-	-	20
21	TOTAL EXPENDITURES	3,286,283	2,840,423	6,126,706	3,347,339	2,796,787	6,144,126	61,056	(43,637)	17,420	21
22	REVENUE LESS EXPENSES	1,506,206	(1,772,599)	(266,393)	1,441,641	(1,727,383)	(285,742)	(64,565)	45,217	(19,349)	22
	OTHER FINANCING SOURCES										
23	Contributions to Restricted Programs	(1,533,179)	1,533,179	-	(1,538,443)	1,538,443	-	(5,264)	5,264	-	23
24	Transfers In from Other Funds	174,010	-	174,010	174,010	-	174,010	-	-	-	24
25	Transfers Out to Other Funds	(397,455)	-	(397,455)	(397,455)	-	(397,455)	-	-	-	25
26	TOTAL OTHER SOURCES/USES	(1,756,624)	1,533,179	(223,445)	(1,761,888)	1,538,443	(223,445)	(5,264)	5,264	-	26
27	NET INCREASE/DECREASE	(250,418)	(239,420)	(489,838)	(320,247)	(188,939)	(509,187)	(69,829)	50,482	(19,349)	27
	FUND BALANCE, RESERVES										
28	Beginning Fund Balance	(250,418)	(239,420)	(489,838)	(250,418)	(239,420)	(489,838)	-	-	-	28
29	Audit Adjustments	-	-	-	-	-	-	-	-	-	29
30	TOTAL BEGINNING FUND BALANCE	1,276,009	279,832	1,555,840	1,276,009	279,832	1,555,840	-	-	-	30
31	TOTAL ENDING FUND BALANCE	1,025,591	40,413	1,066,004	955,762	90,893	1,046,655	(69,829)	50,480	(19,349)	31
	COMPONENTS OF FUND BALANCE										
32	Restricted	-	40,413	40,413	-	90,893	90,893	-	50,480	50,480	32
33	Revolving Cash	3,500	-	3,500	3,500	-	3,500	-	-	-	33
34	STRS On-Behalf Reserve	-	-	-	-	-	-	-	-	-	34
35	Reserve for Economic Uncertainty - 5%	334,909	-	334,909	325,853	-	325,853	(9,056)	-	(9,056)	35
36	Fund 01 Unassigned Amount	\$ 687,182	\$ -	\$ 687,182	\$ 626,409	\$ -	\$ 626,409	(60,773)	-	\$ (60,773)	36
37	Fund 17 Unassigned Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -	37
38	TOTAL UNDESIGNATED/UNASSIGNED AMOUNT	\$ 687,182	\$ -	\$ 687,182	\$ 626,409	\$ -	\$ 626,409	-	-	\$ (60,773)	38
39											39
40	Economic Reserve 5% Plus Unassigned Reserve % Fund 01 & 17 Combined	15.82%			14.84%			-0.98%			40

SAUSALITO MARIN CITY SCHOOL DISTRICT

Third Interim Report 2017-2018

Fund 01 Budget Revision Detail

Board Meeting: May 8, 2018

Revenue Changes**LCFF Sources**

Increase Estimate for Admn-Teacher Ratio Penalty (Reduces State Aid)	\$	(11,087)
Increase Willow Creek Academy Charter 3% Oversight	\$	10,697
Total Decrease	\$	(390)

Local Revenue

Decrease District Office Rent Reimbursement	\$	(9,119)
Increase Center for Excellence Donation for Drama	\$	6,000
Increase Misc Donations and Student Council Funds	\$	1,580
Total Increase	\$	(1,539)

TOTAL DECREASE IN REVENUE \$ (1,929)**Expense Changes****Certificated Staff**

Increase Special Education Substitute Teacher	\$	4,000
Increase Special Education Director (Correction)	\$	8,000
Total Decrease	\$	12,000

Classified Staff

Increase Long Term Custodial Support	\$	10,000
Decrease Long Term Custodial Overtime	\$	(4,000)
Increase Unrestricted Classified Overtime	\$	5,000
Increase Special Education Paraeducator Extra Duty Expense	\$	1,600
Increase Unrestricted Paraeducator Extra Duty	\$	3,000
Total Increase	\$	15,600

Supplies

Decrease Unrestricted and Restricted Supplies and Materials (Instructional, Custodial/Maintenance, Administrative, Etc.)	\$	(18,074)
Increase Equipment and Technology Project	\$	31,000
Total Decrease	\$	12,926

Operating Expenses

Decrease Administration/Board Conference Expense/Mileage	\$	(8,350)
Decrease Insurance	\$	(3,700)
Increase District Office Rental (Lease Ended March 2018)	\$	27,079
Increase Field Trips	\$	4,000
Increase Legal Services	\$	20,000
Decrease Non Public School	\$	(63,000)
Increase All Other Misc. Unrestricted and Restricted Contracts	\$	13,464
Decrease Telephone/Internet Budget (Correction)	\$	(12,600)
Total Increase	\$	(23,107)

Total Change in Expenses \$ 17,419

TOTAL CHANGE IN FUND BALANCE \$ (19,348)**Change in the Components of Fund Balance:**

Change in Restricted Ending Fund Balance	\$	50,480
Change in Required 5% Economic Reserve Level	\$	(9,056)
Change in Unassigned Fund Balance	\$	(60,773)
Total	\$	(19,349)

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	4,504,026.00	4,433,827.00	4,602,728.82	4,422,740.00	(11,087.00)	-0.3%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	36,861.00	53,489.00	29,322.63	53,489.00	0.00	0.0%
4) Other Local Revenue		8600-8799	218,502.00	305,173.00	141,430.16	312,751.00	7,578.00	2.5%
5) TOTAL, REVENUES			4,759,389.00	4,792,489.00	4,773,481.61	4,788,980.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	1,325,981.00	1,217,030.00	943,223.08	1,217,030.00	0.00	0.0%
2) Classified Salaries		2000-2999	476,939.00	432,291.00	392,054.83	446,291.00	(14,000.00)	-3.2%
3) Employee Benefits		3000-3999	647,480.00	556,480.00	488,664.43	556,480.00	0.00	0.0%
4) Books and Supplies		4000-4999	97,120.00	100,693.00	62,885.43	111,393.00	(10,700.00)	-10.6%
5) Services and Other Operating Expenditures		5000-5999	809,671.00	949,897.00	656,198.92	986,253.00	(36,356.00)	-3.8%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	17,315.00	42,857.00	0.00	42,857.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(19,555.00)	(12,965.00)	0.00	(12,965.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			3,354,951.00	3,286,283.00	2,543,026.69	3,347,339.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			1,404,438.00	1,506,206.00	2,230,454.92	1,441,641.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	174,010.00	0.00	174,010.00	0.00	0.0%
b) Transfers Out		7600-7629	330,579.00	397,455.00	225,290.46	397,455.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(1,496,627.00)	(1,533,179.00)	0.00	(1,538,443.00)	(5,264.00)	0.3%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,827,206.00)	(1,756,624.00)	(225,290.46)	(1,761,888.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(422,768.00)	(250,418.00)	2,005,164.46	(320,247.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,276,008.83	1,276,008.83		1,276,008.83	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,276,008.83	1,276,008.83		1,276,008.83		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,276,008.83	1,276,008.83		1,276,008.83		
2) Ending Balance, June 30 (E + F1e)			853,240.83	1,025,590.83		955,761.83		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	3,500.00		3,500.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	304,246.00	334,909.00		325,853.00		
Unassigned/Unappropriated Amount		9790	548,994.83	687,181.83		626,408.83		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	1,231,398.00	1,080,570.00	945,955.00	1,069,483.00	(11,087.00)	-1.0%
Education Protection Account State Aid - Current Year		8012	29,768.00	30,020.00	22,504.00	30,020.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	(2.00)	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	29,787.00	29,773.00	15,115.68	29,773.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	6,034,051.00	6,062,092.00	5,798,271.51	6,062,092.00	0.00	0.0%
Unsecured Roll Taxes		8042	113,766.00	115,125.00	116,381.33	115,125.00	0.00	0.0%
Prior Years' Taxes		8043	4,460.00	4,460.00	5,940.67	4,460.00	0.00	0.0%
Supplemental Taxes		8044	0.00	0.00	0.00	0.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	39,178.00	27,800.63	39,178.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			7,443,230.00	7,361,218.00	6,931,966.82	7,350,131.00	(11,087.00)	-0.2%
LCFF Transfers								
Unrestricted LCFF								
Transfers - Current Year	0000	8091	(25,000.00)	(25,000.00)	(25,000.00)	(25,000.00)	0.00	0.0%
All Other LCFF								
Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	(2,914,204.00)	(2,902,391.00)	(2,304,238.00)	(2,902,391.00)	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			4,504,026.00	4,433,827.00	4,602,728.82	4,422,740.00	(11,087.00)	-0.3%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00		
Donated Food Commodities		8221	0.00	0.00	0.00	0.00		
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00		
Title I, Part A, Basic	3010	8290						
Title I, Part D, Local Delinquent Programs	3025	8290						
Title II, Part A, Educator Quality	4035	8290						

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290						
Title III, Part A, English Learner Program	4203	8290						
Title V, Part B, Public Charter Schools Grant Program (PCSGP) (NCLB)	4610	8290						
Other NCLB / Every Student Succeeds Act	3012-3020, 3030-3199, 4036-4126, 5510	8290						
Career and Technical Education	3500-3599	8290						
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319						
Special Education Master Plan Current Year	6500	8311						
Prior Years	6500	8319						
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	3,861.00	26,244.00	11,736.00	26,244.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	23,000.00	17,000.00	17,341.63	17,000.00	0.00	0.0%
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
Career Technical Education Incentive Grant Program	6387	8590						
Drug/Alcohol/Tobacco Funds	6650, 6690	8590						
California Clean Energy Jobs Act	6230	8590						
Specialized Secondary	7370	8590						
American Indian Early Childhood Education	7210	8590						
Quality Education Investment Act	7400	8590						
Common Core State Standards Implementation	7405	8590						
All Other State Revenue	All Other	8590	10,000.00	10,245.00	245.00	10,245.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			36,861.00	53,489.00	29,322.63	53,489.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Non-LCFF								
Taxes		8629	0.00	0.00	0.00	0.00		
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	81,990.00	81,990.00	62,512.50	81,990.00	0.00	0.0%
Interest		8660	2,000.00	2,000.00	2,100.91	2,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	89,578.00	87,098.00	0.00	97,795.00	10,697.00	12.3%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00		
All Other Local Revenue		8699	44,934.00	134,085.00	76,816.75	130,966.00	(3,119.00)	-2.3%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792						
From JPAs	6360	8793						
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			218,502.00	305,173.00	141,430.16	312,751.00	7,578.00	2.5%
TOTAL, REVENUES			4,759,389.00	4,792,489.00	4,773,481.61	4,788,980.00	(3,509.00)	-0.1%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Certificated Teachers' Salaries		1100	913,507.00	860,030.00	652,116.91	860,030.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	74,474.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	338,000.00	357,000.00	291,106.17	357,000.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,325,981.00	1,217,030.00	943,223.08	1,217,030.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	26,500.00	47,225.00	73,892.86	47,225.00	0.00	0.0%
Classified Support Salaries		2200	102,939.00	128,662.00	98,879.95	134,662.00	(6,000.00)	-4.7%
Classified Supervisors' and Administrators' Salaries		2300	80,000.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	208,833.00	196,900.00	170,218.51	201,900.00	(5,000.00)	-2.5%
Other Classified Salaries		2900	58,667.00	59,504.00	49,063.51	62,504.00	(3,000.00)	-5.0%
TOTAL, CLASSIFIED SALARIES			476,939.00	432,291.00	392,054.83	446,291.00	(14,000.00)	-3.2%
EMPLOYEE BENEFITS								
STRS		3101-3102	176,885.00	167,651.00	112,376.36	167,651.00	0.00	0.0%
PERS		3201-3202	75,276.00	67,550.00	59,649.55	67,550.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	55,332.00	55,942.00	51,010.45	55,942.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	252,649.00	179,893.00	187,533.77	179,893.00	0.00	0.0%
Unemployment Insurance		3501-3502	831.00	917.00	671.29	917.00	0.00	0.0%
Workers' Compensation		3601-3602	31,154.00	29,949.00	23,869.77	29,949.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	55,353.00	54,578.00	53,553.24	54,578.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			647,480.00	556,480.00	488,664.43	556,480.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	13,000.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	170.37	3,000.00	(3,000.00)	New
Materials and Supplies		4300	83,120.00	85,733.00	45,520.03	65,433.00	20,300.00	23.7%
Noncapitalized Equipment		4400	1,000.00	14,960.00	17,195.03	42,960.00	(28,000.00)	-187.2%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			97,120.00	100,693.00	62,885.43	111,393.00	(10,700.00)	-10.6%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	20,750.00	17,750.00	4,385.29	14,000.00	3,750.00	21.1%
Dues and Memberships		5300	5,920.00	7,920.00	7,221.17	7,920.00	0.00	0.0%
Insurance		5400-5450	37,000.00	37,000.00	32,263.00	33,300.00	3,700.00	10.0%
Operations and Housekeeping Services		5500	174,600.00	174,600.00	121,198.85	174,600.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	33,700.00	33,700.00	57,854.80	64,579.00	(30,879.00)	-91.6%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	495,001.00	636,227.00	411,733.34	660,384.00	(24,157.00)	-3.8%
Communications		5900	42,700.00	42,700.00	21,542.47	31,470.00	11,230.00	26.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			809,671.00	949,897.00	656,198.92	986,253.00	(36,356.00)	-3.8%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222						
To JPAs	6500	7223						
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222						
To JPAs	6360	7223						
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	17,315.00	42,857.00	0.00	42,857.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			17,315.00	42,857.00	0.00	42,857.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	(19,555.00)	(12,965.00)	0.00	(12,965.00)	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(19,555.00)	(12,965.00)	0.00	(12,965.00)	0.00	0.0%
TOTAL, EXPENDITURES			3,354,951.00	3,286,283.00	2,543,026.69	3,347,339.00	(61,056.00)	-1.9%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	174,010.00	0.00	174,010.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	174,010.00	0.00	174,010.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	77,834.00	144,710.00	80,000.00	144,710.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	252,745.00	252,745.00	145,290.46	252,745.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			330,579.00	397,455.00	225,290.46	397,455.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	(1,496,627.00)	(1,533,179.00)	0.00	(1,538,443.00)	(5,264.00)	0.3%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(1,496,627.00)	(1,533,179.00)	0.00	(1,538,443.00)	(5,264.00)	0.3%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			(1,827,206.00)	(1,756,624.00)	(225,290.46)	(1,761,888.00)	(5,264.00)	0.3%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	332,465.00	319,864.00	0.00	319,864.00	0.00	0.0%
3) Other State Revenue		8300-8599	143,866.00	342,095.00	183,328.32	342,095.00	0.00	0.0%
4) Other Local Revenue		8600-8799	341,502.00	405,866.00	159,430.06	407,446.00	1,580.00	0.4%
5) TOTAL, REVENUES			817,833.00	1,067,825.00	342,758.38	1,069,405.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	503,415.00	552,316.00	467,482.29	564,316.00	(12,000.00)	-2.2%
2) Classified Salaries		2000-2999	533,339.00	552,596.00	433,163.08	554,196.00	(1,600.00)	-0.3%
3) Employee Benefits		3000-3999	374,848.00	525,836.00	288,745.92	525,836.00	0.00	0.0%
4) Books and Supplies		4000-4999	26,797.00	44,144.00	35,666.76	46,370.50	(2,226.50)	-5.0%
5) Services and Other Operating Expenditures		5000-5999	354,508.00	695,729.00	445,652.70	636,266.00	59,463.00	8.5%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	586,929.00	456,837.00	341,097.80	456,837.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	19,555.00	12,965.00	0.00	12,965.00	0.00	0.0%
9) TOTAL, EXPENDITURES			2,399,391.00	2,840,423.00	2,011,808.55	2,796,786.50		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			(1,581,558.00)	(1,772,598.00)	(1,669,050.17)	(1,727,381.50)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	1,496,627.00	1,533,179.00	0.00	1,538,443.00	5,264.00	0.3%
4) TOTAL, OTHER FINANCING SOURCES/USES			1,496,627.00	1,533,179.00	0.00	1,538,443.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(84,931.00)	(239,419.00)	(1,669,050.17)	(188,938.50)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	279,831.50	279,831.50		279,831.50	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			279,831.50	279,831.50		279,831.50		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			279,831.50	279,831.50		279,831.50		
2) Ending Balance, June 30 (E + F1e)			194,900.50	40,412.50		90,893.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	194,900.76	40,412.76		90,893.26		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	(0.26)	(0.26)		(0.26)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year		8012	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00		
Timber Yield Tax		8022	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00		
County & District Taxes								
Secured Roll Taxes		8041	0.00	0.00	0.00	0.00		
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00		
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00		
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, LCFF Sources			0.00	0.00	0.00	0.00		
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091						
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00		
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	108,659.00	111,246.00	0.00	111,246.00	0.00	0.0%
Special Education Discretionary Grants		8182	4,625.00	4,625.00	0.00	4,625.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00		
Flood Control Funds		8270	0.00	0.00	0.00	0.00		
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00		
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	191,399.00	166,756.00	0.00	166,756.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	22,063.00	32,568.00	0.00	32,568.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290	1,050.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	4,669.00	4,669.00	0.00	4,669.00	0.00	0.0%
Title V, Part B, Public Charter Schools Grant Program (PCSGP) (NCLB)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3012-3020, 3030-3199, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			332,465.00	319,864.00	0.00	319,864.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materi		8560	7,000.00	5,700.00	1,633.65	5,700.00	0.00	0.0%
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	124,234.00	135,664.00	122,097.67	135,664.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	51,696.00	51,696.00	51,696.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	12,632.00	149,035.00	7,901.00	149,035.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			143,866.00	342,095.00	183,328.32	342,095.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00		
Non-Resident Students		8672	0.00	0.00	0.00	0.00		
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustme		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	81,225.00	145,589.00	9,098.83	147,169.00	1,580.00	1.1%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	260,277.00	260,277.00	150,331.23	260,277.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			341,502.00	405,866.00	159,430.06	407,446.00	1,580.00	0.4%
TOTAL, REVENUES			817,833.00	1,067,825.00	342,758.38	1,069,405.00	1,580.00	0.1%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	269,907.00	311,313.00	261,545.30	315,313.00	(4,000.00)	-1.3%
Certificated Pupil Support Salaries		1200	198,508.00	206,003.00	169,736.99	206,003.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	35,000.00	35,000.00	36,200.00	43,000.00	(8,000.00)	-22.9%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			503,415.00	552,316.00	467,482.29	564,316.00	(12,000.00)	-2.2%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	294,803.00	304,338.00	244,488.07	305,938.00	(1,600.00)	-0.5%
Classified Support Salaries		2200	73,877.00	75,600.00	45,030.43	75,600.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	164,659.00	172,658.00	143,644.58	172,658.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			533,339.00	552,596.00	433,163.08	554,196.00	(1,600.00)	-0.3%
EMPLOYEE BENEFITS								
STRS		3101-3102	67,453.00	210,233.00	60,504.85	210,233.00	0.00	0.0%
PERS		3201-3202	83,739.00	84,505.00	64,264.47	84,505.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	51,844.00	51,740.00	39,601.51	51,740.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	149,020.00	154,476.00	104,204.83	154,476.00	0.00	0.0%
Unemployment Insurance		3501-3502	507.00	930.00	452.21	930.00	0.00	0.0%
Workers' Compensation		3601-3602	19,685.00	20,827.00	16,080.55	20,827.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	2,600.00	3,125.00	3,637.50	3,125.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			374,848.00	525,836.00	288,745.92	525,836.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	7,000.00	5,700.00	5,627.45	5,700.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	444.50	444.50	(444.50)	New
Materials and Supplies		4300	19,797.00	33,404.00	23,308.90	35,186.00	(1,782.00)	-5.3%
Noncapitalized Equipment		4400	0.00	5,040.00	6,285.91	5,040.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			26,797.00	44,144.00	35,666.76	46,370.50	(2,226.50)	-5.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	1.00	1.00	0.00	1.00	0.00	0.0%
Travel and Conferences		5200	3,850.00	14,873.00	14,511.37	11,373.00	3,500.00	23.5%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	27,031.00	15,493.00	14,674.63	12,493.00	3,000.00	19.4%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	323,626.00	665,362.00	416,466.70	612,399.00	52,963.00	8.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			354,508.00	695,729.00	445,652.70	636,266.00	59,463.00	8.5%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	414,216.00	237,237.00	121,498.00	237,237.00	0.00	0.0%
Payments to JPAs		7143	113,313.00	154,735.00	154,735.00	154,735.00	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	59,400.00	64,865.00	64,864.80	64,865.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			586,929.00	456,837.00	341,097.80	456,837.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	19,555.00	12,965.00	0.00	12,965.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			19,555.00	12,965.00	0.00	12,965.00	0.00	0.0%
TOTAL, EXPENDITURES			2,399,391.00	2,840,423.00	2,011,808.55	2,796,786.50	43,636.50	1.5%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00		
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	1,496,627.00	1,533,179.00	0.00	1,538,443.00	5,264.00	0.3%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			1,496,627.00	1,533,179.00	0.00	1,538,443.00	5,264.00	0.3%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			1,496,627.00	1,533,179.00	0.00	1,538,443.00	(5,264.00)	0.3%

2017-18 End of Year Projection
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

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Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	4,504,026.00	4,433,827.00	4,602,728.82	4,422,740.00	(11,087.00)	-0.3%
2) Federal Revenue		8100-8299	332,465.00	319,864.00	0.00	319,864.00	0.00	0.0%
3) Other State Revenue		8300-8599	180,727.00	395,584.00	212,650.95	395,584.00	0.00	0.0%
4) Other Local Revenue		8600-8799	560,004.00	711,039.00	300,860.22	720,197.00	9,158.00	1.3%
5) TOTAL, REVENUES			5,577,222.00	5,860,314.00	5,116,239.99	5,858,385.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	1,829,396.00	1,769,346.00	1,410,705.37	1,781,346.00	(12,000.00)	-0.7%
2) Classified Salaries		2000-2999	1,010,278.00	984,887.00	825,217.91	1,000,487.00	(15,600.00)	-1.6%
3) Employee Benefits		3000-3999	1,022,328.00	1,082,316.00	777,410.35	1,082,316.00	0.00	0.0%
4) Books and Supplies		4000-4999	123,917.00	144,837.00	98,552.19	157,763.50	(12,926.50)	-8.9%
5) Services and Other Operating Expenditures		5000-5999	1,164,179.00	1,645,626.00	1,101,851.62	1,622,519.00	23,107.00	1.4%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	604,244.00	499,694.00	341,097.80	499,694.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			5,754,342.00	6,126,706.00	4,554,835.24	6,144,125.50		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(177,120.00)	(266,392.00)	561,404.75	(285,740.50)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	174,010.00	0.00	174,010.00	0.00	0.0%
b) Transfers Out		7600-7629	330,579.00	397,455.00	225,290.46	397,455.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(330,579.00)	(223,445.00)	(225,290.46)	(223,445.00)		

2017-18 End of Year Projection
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

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Form 011

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(507,699.00)	(489,837.00)	336,114.29	(509,185.50)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,555,840.33	1,555,840.33		1,555,840.33	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,555,840.33	1,555,840.33		1,555,840.33		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,555,840.33	1,555,840.33		1,555,840.33		
2) Ending Balance, June 30 (E + F1e)			1,048,141.33	1,066,003.33		1,046,654.83		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	3,500.00		3,500.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	194,900.76	40,412.76		90,893.26		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	304,246.00	334,909.00		325,853.00		
Unassigned/Unappropriated Amount		9790	548,994.57	687,181.57		626,408.57		

2017-18 End of Year Projection
General Fund
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LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	1,231,398.00	1,080,570.00	945,955.00	1,069,483.00	(11,087.00)	-1.0%
Education Protection Account State Aid - Current Year		8012	29,768.00	30,020.00	22,504.00	30,020.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	(2.00)	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	29,787.00	29,773.00	15,115.68	29,773.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	6,034,051.00	6,062,092.00	5,798,271.51	6,062,092.00	0.00	0.0%
Unsecured Roll Taxes		8042	113,766.00	115,125.00	116,381.33	115,125.00	0.00	0.0%
Prior Years' Taxes		8043	4,460.00	4,460.00	5,940.67	4,460.00	0.00	0.0%
Supplemental Taxes		8044	0.00	0.00	0.00	0.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	39,178.00	27,800.63	39,178.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			7,443,230.00	7,361,218.00	6,931,966.82	7,350,131.00	(11,087.00)	-0.2%
LCFF Transfers								
Unrestricted LCFF								
Transfers - Current Year	0000	8091	(25,000.00)	(25,000.00)	(25,000.00)	(25,000.00)	0.00	0.0%
All Other LCFF								
Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	(2,914,204.00)	(2,902,391.00)	(2,304,238.00)	(2,902,391.00)	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			4,504,026.00	4,433,827.00	4,602,728.82	4,422,740.00	(11,087.00)	-0.3%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	108,659.00	111,246.00	0.00	111,246.00	0.00	0.0%
Special Education Discretionary Grants		8182	4,625.00	4,625.00	0.00	4,625.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	191,399.00	166,756.00	0.00	166,756.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	22,063.00	32,568.00	0.00	32,568.00	0.00	0.0%

2017-18 End of Year Projection
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

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Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290	1,050.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	4,669.00	4,669.00	0.00	4,669.00	0.00	0.0%
Title V, Part B, Public Charter Schools Grant Program (PCSGP) (NCLB)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
	3012-3020, 3030-3199, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act		8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			332,465.00	319,864.00	0.00	319,864.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan								
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	3,861.00	26,244.00	11,736.00	26,244.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materi:		8560	30,000.00	22,700.00	18,975.28	22,700.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	124,234.00	135,664.00	122,097.67	135,664.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	51,696.00	51,696.00	51,696.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	22,632.00	159,280.00	8,146.00	159,280.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			180,727.00	395,584.00	212,650.95	395,584.00	0.00	0.0%

2017-18 End of Year Projection
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

21 65474 0000000
Form 011

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	81,990.00	81,990.00	62,512.50	81,990.00	0.00	0.0%
Interest		8660	2,000.00	2,000.00	2,100.91	2,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	89,578.00	87,098.00	0.00	97,795.00	10,697.00	12.3%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	126,159.00	279,674.00	85,915.58	278,135.00	(1,539.00)	-0.6%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	260,277.00	260,277.00	150,331.23	260,277.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			560,004.00	711,039.00	300,860.22	720,197.00	9,158.00	1.3%
TOTAL, REVENUES			5,577,222.00	5,860,314.00	5,116,239.99	5,858,385.00	(1,929.00)	0.0%

2017-18 End of Year Projection
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	1,183,414.00	1,171,343.00	913,662.21	1,175,343.00	(4,000.00)	-0.3%
Certificated Pupil Support Salaries		1200	272,982.00	206,003.00	169,736.99	206,003.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	373,000.00	392,000.00	327,306.17	400,000.00	(8,000.00)	-2.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,829,396.00	1,769,346.00	1,410,705.37	1,781,346.00	(12,000.00)	-0.7%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	321,303.00	351,563.00	318,380.93	353,163.00	(1,600.00)	-0.5%
Classified Support Salaries		2200	176,816.00	204,262.00	143,910.38	210,262.00	(6,000.00)	-2.9%
Classified Supervisors' and Administrators' Salaries		2300	244,659.00	172,658.00	143,644.58	172,658.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	208,833.00	196,900.00	170,218.51	201,900.00	(5,000.00)	-2.5%
Other Classified Salaries		2900	58,667.00	59,504.00	49,063.51	62,504.00	(3,000.00)	-5.0%
TOTAL, CLASSIFIED SALARIES			1,010,278.00	984,887.00	825,217.91	1,000,487.00	(15,600.00)	-1.6%
EMPLOYEE BENEFITS								
STRS		3101-3102	244,338.00	377,884.00	172,881.21	377,884.00	0.00	0.0%
PERS		3201-3202	159,015.00	152,055.00	123,914.02	152,055.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	107,176.00	107,682.00	90,611.96	107,682.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	401,669.00	334,369.00	291,738.60	334,369.00	0.00	0.0%
Unemployment Insurance		3501-3502	1,338.00	1,847.00	1,123.50	1,847.00	0.00	0.0%
Workers' Compensation		3601-3602	50,839.00	50,776.00	39,950.32	50,776.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	57,953.00	57,703.00	57,190.74	57,703.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,022,328.00	1,082,316.00	777,410.35	1,082,316.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	20,000.00	5,700.00	5,627.45	5,700.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	614.87	3,444.50	(3,444.50)	New
Materials and Supplies		4300	102,917.00	119,137.00	68,828.93	100,619.00	18,518.00	15.5%
Noncapitalized Equipment		4400	1,000.00	20,000.00	23,480.94	48,000.00	(28,000.00)	-140.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			123,917.00	144,837.00	98,552.19	157,763.50	(12,926.50)	-8.9%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	1.00	1.00	0.00	1.00	0.00	0.0%
Travel and Conferences		5200	24,600.00	32,623.00	18,896.66	25,373.00	7,250.00	22.2%
Dues and Memberships		5300	5,920.00	7,920.00	7,221.17	7,920.00	0.00	0.0%
Insurance		5400-5450	37,000.00	37,000.00	32,263.00	33,300.00	3,700.00	10.0%
Operations and Housekeeping Services		5500	174,600.00	174,600.00	121,198.85	174,600.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	60,731.00	49,193.00	72,529.43	77,072.00	(27,879.00)	-56.7%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	818,627.00	1,301,589.00	828,200.04	1,272,783.00	28,806.00	2.2%
Communications		5900	42,700.00	42,700.00	21,542.47	31,470.00	11,230.00	26.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,164,179.00	1,645,626.00	1,101,851.62	1,622,519.00	23,107.00	1.4%

2017-18 End of Year Projection
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

21 65474 0000000
Form 011

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	414,216.00	237,237.00	121,498.00	237,237.00	0.00	0.0%
Payments to JPAs		7143	113,313.00	154,735.00	154,735.00	154,735.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	76,715.00	107,722.00	64,864.80	107,722.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			604,244.00	499,694.00	341,097.80	499,694.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			5,754,342.00	6,126,706.00	4,554,835.24	6,144,125.50	(17,419.50)	-0.3%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	174,010.00	0.00	174,010.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	174,010.00	0.00	174,010.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	77,834.00	144,710.00	80,000.00	144,710.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	252,745.00	252,745.00	145,290.46	252,745.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			330,579.00	397,455.00	225,290.46	397,455.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			(330,579.00)	(223,445.00)	(225,290.46)	(223,445.00)	0.00	0.0%

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End of Year Projection
2017-18 Projected Totals
Technical Review Checks

Sausalito Marin City Elementary

Marin County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

MYP-PROVIDE - (W) - A Multiyear Projection Worksheet must be provided with your Interim. (Note: LEAs may use a multiyear projection worksheet other than Form MYP, with approval of their reviewing agency, as long as it provides current year and at least two subsequent fiscal years, and separately projects unrestricted resources, restricted resources, and combined total resources.)

EXCEPTION

Explanation: Form not required by MCOE.

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data exist in the following form(s) that should be corrected before an official export is completed. Please view the form(s) on screen and clear any "Unbalanced" or similar messages displayed in red. Note that forms GANN, SEMA, SEMB, and SEMAI request contact information.

EXCEPTION

Form CASH

Explanation: Form not required by MCOE.

Checks Completed.

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End of Year Projection
2017-18 Actuals to Date
Technical Review Checks

Sausalito Marin City Elementary

Marin County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

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5/4/2018 9:03:59 AM

21-65474-0000000

End of Year Projection
2017-18 Original Budget
Technical Review Checks

Sausalito Marin City Elementary

Marin County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

GENERAL LEDGER CHECKS

EFB-POSITIVE - (W) - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them.

EXCEPTION

FUND	RESOURCE	NEG. EFB
13	0000	-59.81

Explanation:Negative balance resolved at First Interim.

Total of negative resource balances for Fund 13	-59.81
---	--------

OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund:

EXCEPTION

FUND	RESOURCE	OBJECT	VALUE
13	0000	9790	-59.81

Explanation:Negative balance resolved at First Interim.

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

SACS2017ALL Financial Reporting Software - 2017.2.0
5/4/2018 9:04:12 AM

21-65474-0000000

End of Year Projection
2017-18 Board Approved Operating Budget
Technical Review Checks

Sausalito Marin City Elementary

Marin County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

Sausalito Marin City School District

Agenda Item: 14.07

Date: May 8, 2018

- | | |
|---|---|
| <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: Marin Community Foundation Grant Application for an Instructional Coach

Background: The District has been participating in the P-3 Grant through the Marin Community Foundation for more several years. The focus of the grant is to create effective systems of student support from preschool through the early elementary years.

For our renewal application, we decided that it would be most beneficial to the school to apply the Grant toward an Academic Coach. (Grant application attached) The application also included a request for an English Language Development position. We are excited to share that we received an email notification that our Grant Application was approved (in part), and that the Academic Coach position will be funded for two years at \$66,250 per year. (2018-2019 and 2019-2020). The ELD position was not funded.

In order to proceed with the utilization of this grant, we ask that the Board approve the attached Grant Application, and the Instructional Coach Job Description listed under Personnel. That way, the District can proceed with posting the position and conducting interviews.

Recommendation: Approve

Attachment: Grant Application

Sample Letter of Agreement Between
School District/Elementary School and Early Childhood or Afterschool Program

I. Parties to the Agreement

- a. *Sausalito Marin City School District/Bayside MLK, Jr. Academy*
- b. *Head Start, Boys and Girls Club, Manzanita/Marin Learning Center*

II. Purpose of Agreement

The purpose of this agreement is to indicate the interest and commitment to participate in the Promoting Early School Success initiative under the terms of the current grant agreement with the Marin Community Foundation.

III. Description of Work of the Partnership

Representatives of each of the partners to this agreement will work collaboratively on implementing the following six components of the Pre-K-3 Initiative:

- a. Develop and implement a shared vision and partnership among programs
- b. Create a positive school climate that is culturally competent
- c. Ensure high quality teaching supported by professional development
- d. Align standards, curriculum, assessments between programs
- e. Engage families in supporting their children in school
- f. Provide expanded learning opportunities, including extended kindergarten

Activities for each of these components are outlined in an approved Action Plan of the current grant agreement.

IV. Compensation and Utilization of Grant Resources – N/A

V. Review of Agreement

This agreement will be revised periodically. No additions, deletions or modifications may be made to this agreement without the joint written approval of each of the parties to this agreement.

VI. Terms of Agreement

The agreement will become effective immediately after being signed and dated by all parties.

By signing the agreement, the Sausalito Marin City School District/Bayside MLK and Head Start, Boys and Girls Club, and Manzanita/Marin Learning Center agree to the above terms.

VII. Signatures

For the School District – Sausalito Marin City School District

Will Allen Date 3/14/18
Title: Superintendent

For the School – Bayside MLK, Jr. Academy

David Date 3-14-18
Title: Principal

For the Partner Program – Head Start

[Signature] Date 3-14-18
Title: Head Teacher (Marin Head start)

For the Partner Program – Boys and Girls Club

[Signature] Date 03/15/2018
Title: Sr. Program Director

For the Partner Program – Mazanita/Marin Learning Center

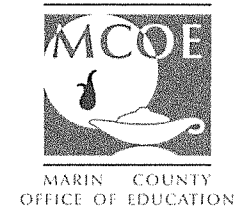
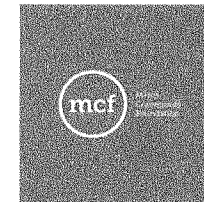
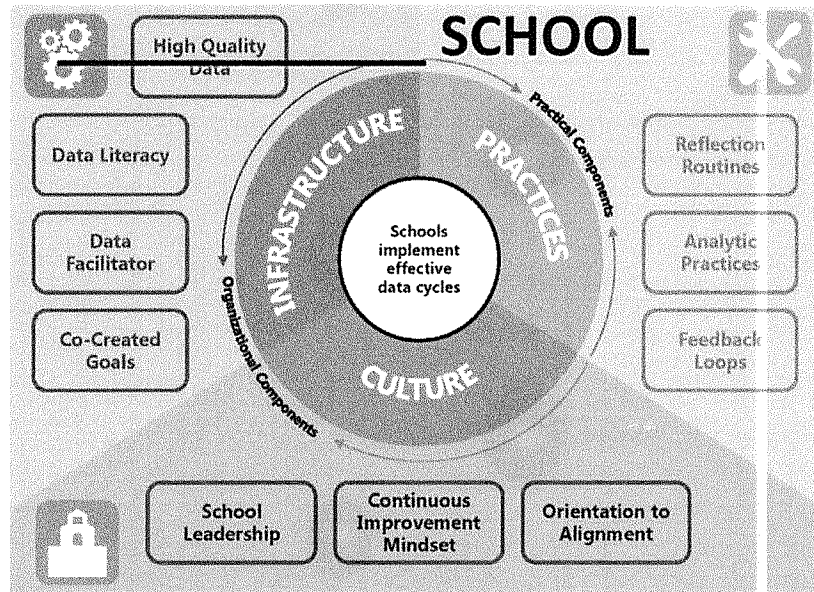
[Signature] Date 3/15/18
Title: Site Supervisor

P_ EARLY SCHOOL SUCCESS

Equity Data Plan 2018-19 and 2019-20

Conditions Under Which Schools Can Implement Effective Data Cycles

For schools to integrate effective data cycles into their everyday operations and learning approach, there must be support at the **organizational** (culture and **infrastructure**) and practical (specific practices) levels. At each level, there are **critical components** that, when in place, allow for schools to use data in the service of student learning.



Sausalito Marin City School District

San Rafael City Schools

Shoreline Unified School District

Novato Unified School District

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DRDP	
GOLD	
Social Emotional	
EduSnap	
Common Assessments	
CAASPP	
CELDT	
Local Assessments – MAP, DIBELS, Acuity	

Required Data Sources	
Teacher Practices	<ul style="list-style-type: none"> • PreK – CLASS (Classroom Assessment Scoring Systems) • PreK-5 – FirstSchool Culture of Caring, Competence and Excellence • PreK-5 – EduSnap
Equity Practices	<ul style="list-style-type: none"> • PreK-5 - Equity Walks/Journey Partners, Family Engagement, CRP strategies, CRT through questions and inclusion
Social Emotional Development	<ul style="list-style-type: none"> • PreK – DRDP and TS GOLD • TK-5 – North Carolina Social Emotional Screener
English Language Arts and Mathematics	<ul style="list-style-type: none"> • PreK – DRDP and TS GOLD • TK-2 - Common Assessments • K-8 – CELDT (CA English Language Development Test) • 3-8 - CAASPP (CA Assessment of Student Performance and Progress) • PreK-8 – District and schoolwide assessments (e.g. MAP, DIBELS, and Acuity)

Data Analysis Process

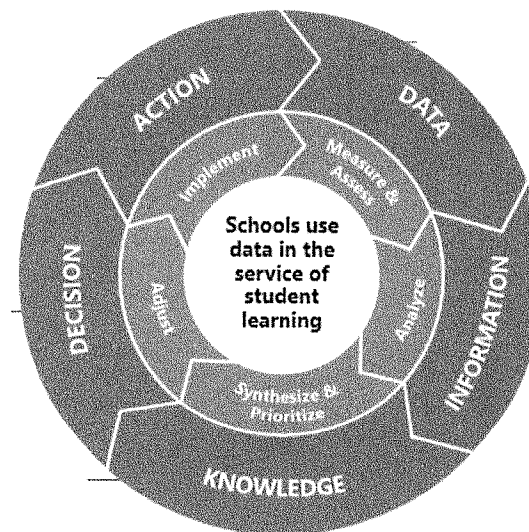
Data analysis is an ongoing process that happens at the classroom, grade, school, and district level.

Throughout the year data teams collect, organize, and analyze meaningful formative and summative data.

Data teams identify trends from PreK—3 and beyond in the areas of teacher practices, equity, social emotional development, ELA, and math.

Each spring, schools develop a data plan that highlights successes achieved over the year as well as data responsive goals and action steps for the following year.

In the fall, schools implement their plan. Data is recorded and analyzed monthly. Adjustments to instructional practices, curriculum, pacing, and assessment are made as needed based on ongoing data analysis.



DATA CYCLES FOR ENHANCEMENT

Conditions Under Which Schools Can Implement Effective Data Cycles			
Organizational Components	Culture	School Leadership	<ul style="list-style-type: none"> Set transparent expectations about data Make data accessible Model good data use Allow time and space for staff to engage with data Empower educators to drive changes in the classroom
		Continuous Improvement Mindset	<ul style="list-style-type: none"> Growth mindset among staff Appetite for data Safe space for collaborative inquiry
		Orientation to Alignment	<ul style="list-style-type: none"> A common language Collective ownership
	Infrastructure	High Quality Data	<ul style="list-style-type: none"> Relevant and diagnostic Accurate, complete, and consistent Current and actionable Protected and secure
		Data Literacy	<ul style="list-style-type: none"> Someone who possesses knowledge and skills to access, interpret, act on, and communicate data to support student success Supported by the school to build their knowledge and skills A steward of ethical and responsible use of data
		Data Facilitator	<ul style="list-style-type: none"> Access to high quality data Processes for guided reflection Coaching support and examples of data interpretation modeled A person to hold them accountable to act on the data
		Co-Created Goals	<ul style="list-style-type: none"> Be informed by high quality data and reliable assessments Be jointly created by educators and administration Inform teachers' personal goals in the classroom Provide a framework and common language to ensure school-wide goals are consistent with district goals
Practical Components	Practices	Reflection Routines	<ul style="list-style-type: none"> Frequent and timely Occurring at multiple levels Guided by a protocol A space and time for dialogue Action-oriented
		Analytic Practices	<ul style="list-style-type: none"> Are grounded in research Use well-organized high-quality data Allow the data to speak first Zoom in and zoom out Summarize gaps or patterns Synthesize and triangulate data findings Prioritize goals and action steps
		Feedback Loops	<ul style="list-style-type: none"> School staff Families and family engagement staff Students

QUESTIONING STRATEGIES TO IMPLEMENT EFFECTIVE EQUITY PRACTICES

WHAT ARE YOU DOING TO MAKE THIS HAPPEN?

- **Discover, question, and change practices that negatively impact children of color and those who come from less advantaged homes**
- **Develop a culture of collaborative inquiry and cultivate a mindset of continuous improvement**
- **Foster classroom cultures of caring, competence, and excellence**
- **Consistent experiences throughout the day and school year and across grades**
 - **Balanced activity settings, curriculum and teaching approaches**
 - **Positive adult-child and peer relationships**
 - **Oral language and vocabulary development**
 - **Collaboration**
 - **Self-Regulation**
 - **Metacognition**

Promoting Early School Success: Year 9 Action Plan (2018-2019)

The following guidelines may be helpful as you complete this action plan.

- We have included specific indicators that will be used to help track progress in several of the elements.
- MCF may negotiate targets for measuring progress during the grant agreement process. Please think of these targets as goals, with the shared understanding that you may not reach them (or may exceed them!) by the end of the grant period. At the time of reporting, you will have an opportunity to explain what factors facilitated or prevented you from reaching these goals, and whether or not the targets were realistic. This information will inform future adjustments to our overall strategy.
- If you would like to talk further about the indicators or other aspects of the action plan, please contact Don Jen at 415.464.2525 or djen@marincf.org.

Feb. 28, 2018 Input from the Bayside/MLK Team-David, Iris, Gaida, Mary, Lauren, Jen, Louie.

March 5, 2018 input received from Superintendent, Business Official, Principal, and MCOE Deputy Superintendent on district narrative. Input included here.

March 6, 2018 Principal and teachers provided written feedback that is included here.

Promoting Early School Success: Year 9 Action Plan (2018-2019)

Site Name: Bayside Martin Luther King Academy

Element 1: Develop and implement a shared vision and partnership among programs at the site		
1. Briefly describe related accomplishments achieved in Years 1 through 8, using one bullet per accomplishment:		
Key Accomplishments: <ul style="list-style-type: none"> • Convened a community group to discuss collaborative efforts to provide services to the students of Marin City • Combined the School Site Council and the Community Advisory Committee to form Transformation Team • Convened PK-3rd Grade teachers to advise on updating the P3 Proposal Process for 2018-20 		
2. Proposed Activities (Outputs) & Next Steps What current activities will continue? What will be added in Year 9? Please be brief; use bulleted notes. <i>Please note activities that are PreK specific or span PreK to K-3.</i>	Timeline [Detail when work will begin and specify any internal deadlines per activity.]	Personnel [Describe who will do this work, inc. current personnel or any additional staff or consultants.]
1. Develop a Vision, Mission, Guiding Principles through the convening of the Transformation Team which is representative of the community's stakeholders	2018-19	Principal, PK-3 Teachers, Transformation Team

Element 2: Establish an affirming school climate that is culturally competent		
1. Briefly describe related accomplishments achieved in Years 1 through 8, using one bullet per accomplishment:		
Key Accomplishments: <ul style="list-style-type: none"> • Administered the Seneca Social Emotional Screener for each student to determine needs • Worked directly with Nancy Dome on Critical Race Theory, Practice and concept of Equity Learning Walks • Established Teaching Pyramid for PK-TK classroom implementation for Social Emotional Development 		
2. Proposed Activities (Outputs) & Next Steps What current activities will continue? What will be added in Year 9? Please be brief; use bulleted notes. <i>Please note activities that are PreK specific or span PreK to K-3.</i>	Timeline [Detail when work will begin and specify any internal deadlines per activity.]	Personnel [Describe who will do this work, inc. current personnel or any additional staff or consultants.]
1. Increase student ability to self-regulate through the Teaching Pyramid for grades PK-TK and select a researched based model for Social Emotional Development for K-5 for	2018-20	Principal, Staff, outside presenters who are experts in social emotional

Promoting Early School Success: Year 9 Action Plan (2018-2019)

formal implementation with fidelity.		development
2. Initiate a Restorative Practices/Justice Program by participating with a community-based organization to focus on giving back to the community of learners to enhance the environment for all students and adults.	2018-20	Principal, Staff, community based organization who are experts in restorative practices
3. Resume equity practices and support for professional development and learning through Epoch Education, Dr. Nancy Dome, on Equity Walks	2018-20	Principal, Staff, Community, and Dr. Dome
3. The following indicators will be used to measure progress related to this element (no targets needed):		
<ul style="list-style-type: none"> School climate survey completed, including an annual school survey or YouthTruth participation. 		

Element 3: Establish high quality teaching in social emotional skills, language, literacy, and numeracy, supported by professional development		
1. Briefly describe related accomplishments achieved in Years 1 through 8, using one bullet per accomplishment:		
Key Accomplishments: <ul style="list-style-type: none"> Adopted an ELA program, Wonders, for school-wide use TK-5 Adopted Math Program, Expressions, for school-wide for use at TK-5 Implemented SIPPS for school-wide ELA assessment tool Implemented Little Treasures and Everyday Math in TK Implemented ESGI Assessment for TK and K classrooms 		
2. Proposed Activities (Outputs) & Next Steps What current activities will continue? What will be added in Year 9? Please be brief; use bulleted notes. Please note specific social emotional, language/literacy and numeracy activities. <i>Please note activities that are PreK specific or span PreK to K-3.</i>	Timeline [Detail when work will begin and specify any internal deadlines per activity.]	Personnel [Describe who will do this work, inc. current personnel or any additional staff or consultants.]
1. Participate in formal training to implement Writer's Workshop programming with fidelity in grade TK-8	2018-20	Expert Professional Development Trainers, Momentum in Teaching, teachers, principal, classified

Promoting Early School Success: Year 9 Action Plan (2018-2019)

2. Participate in formal TK-5 training for the ELA Wonders Adoption in order to implement with fidelity	2018-20	Expert Profession Development Trainers, teachers
3. Hire an Instructional Coach to support ELA/Math implementation and promote common instructional strategies with a focus on vertical alignment (1 FTE)	2018-20	Credentialed Literacy, ELA, Math Coach, Teachers, students, classified staff
4. Hire an ELD Teacher/Community Liaison to outreach to the community and provide specialized ELD instructional strategies for EL students. (1 FTE)	2018-20	Credentialed ELD Teacher who is Spanish Speaking
5. Pursue GLAD training and direct support through Jibbar Begg and/or Danelle French.	2018-20	Principal to pursue site funding to ensure training

Element 3 (continued): Establish high quality teaching in social emotional skills, language, literacy, and numeracy, supported by professional development

3. The following indicators will be used to measure progress related to this element (no targets needed):

- A system of formative assessments informs instruction
- Effective common instructional strategies are utilized after professional development is provided (list strategies)
- Documentation that classroom observations:
 - Are conducted at least 2x each school year by an administrator or same grade level teachers.
 - Are conducted by teachers one grade level above and one grade level below.
 - Provide feedback that is constructive and supportive.
 - Result in teachers improving their practice.

Promoting Early School Success: Year 9 Action Plan (2018-2019)

Element 4: Establish vertical and horizontal alignment across various systems – standards, curricula and assessments		
1. Briefly describe related accomplishments achieved in Years 1 through 8, using one bullet per accomplishment:		
Key Accomplishments: <ul style="list-style-type: none"> Worked with Kelli Leavell to vertically align core strategies in ELA Aligned PK, TK, K Teaching Pyramid, Second Step, Handwriting Without Tears 		
2. Proposed Activities (Outputs) & Next Steps What current activities will continue? What will be added in Year 9? Please be brief; use bulleted notes. <i>Please note activities that are PreK specific or span PreK to K-3.</i>	Timeline [Detail when work will begin and specify any internal deadlines per activity.]	Personnel [Describe who will do this work, inc. current personnel or any additional staff or consultants.]
1. Align PK-5 common assessments for ELA and Math based on district-adopted materials including technology. (e.g. PK State Frameworks, DRDP, GOLD, EduSnap)	2018-20	Principal, teachers, experts in ELA and Math
2. Continue to align PK, TK, K with Teaching Pyramid and Handwriting Without Tears	2018-20	Principal, teachers, experts in Teaching Pyramid and Handwriting Without Tears

Element 4 (continued): Establish vertical and horizontal alignment across various systems – standards, curricula and assessments
3. The following indicators will be used to measure progress related to this element (no targets needed):
<ul style="list-style-type: none"> PreK-K teacher meetings are held to discuss instructional practice. PreK-3 alignment is evident in standards, common teaching strategies, and curriculum materials. Assessments across PreK-3 are reviewed to inform instructional practice. Documentation that teachers use common and consistent assessments, across age/grade levels, to identify children who need extra help and connect them with support services and supplemental instruction.

Promoting Early School Success: Year 9 Action Plan (2018-2019)

Element 5: Engage families in supporting their children in school through: Welcoming School Environments; Increasing Families' Capacity to be Active Participants, Advocates, and Leaders on Campus; and Increasing Families' Capacity to Support Children's Education at Home		
1. Briefly describe related accomplishments achieved in Years 1 through 8, using one bullet per accomplishment:		
Key Accomplishments: <ul style="list-style-type: none"> Held Family Engagement Workshop evening events with excellent attendance of 120 participants for Technology, Literacy, Math, Read Across America, and Black History Night Held family trauma informed sessions through the Marin City Wellness Center and Marin City Community Services Support families through the Walking School Bus and Community Services to ensure safe routes to school 		
2. Proposed Activities (Outputs) & Next Steps What current activities will continue? What will be added in Year 9? Please be brief; use bulleted notes. <i>Please note activities that are PreK specific or span PreK to K-3.</i>	Timeline [Detail when work will begin and specify any internal deadlines per activity.]	Personnel [Describe who will do this work, inc. current personnel or any additional staff or consultants.]
1. Utilize the results for the Youth Truth Survey to determine needs; collaborate with the Community Based Organizations serving Bayside Martin Luther King to provide direct support for families. (Collaborate with potential providers)	2018-20	Principal, families, teachers, Community Based Organizations, School-Community Coordinator

Element 5 (continued): Engage families in supporting their children in school through: Welcoming School Environments; Increasing Families' Capacity to be Active Participants, Advocates, and Leaders on Campus; and Increasing Families' Capacity to Support Children's Education at Home		
3. The following indicators will be used to measure progress related to this element (no targets needed):		
<ul style="list-style-type: none"> Documentation that families receive data in various forms at sites (written, verbal, web-based, at home, at school) Documentation that families have access to data about their own child, their classroom, and programs/school Documentation that families understand the data available and how to use them to support their children's learning 		

Promoting Early School Success: Year 9 Action Plan (2018-2019)

Element 6: Provide extended learning opportunities for children, including extended kindergarten		
1. Briefly describe related accomplishments achieved in Years 1 through 8, using one bullet per accomplishment:		
Key Accomplishments: <ul style="list-style-type: none"> • Provide extended learning for students through homework support and Kinder learning for extended day • Provide Summer Bridge for incoming Kinders for 5 weeks each summer • Provided Individualized/ Leveled Reading Intervention for students through Stanford Based Reading Partners 		
2. Proposed Activities (Outputs) & Next Steps What current activities will continue? What will be added in Year 9? Please be brief; use bulleted notes.	Timeline [Detail when work will begin and specify any internal deadlines per activity.]	Personnel [Describe who will do this work, inc. current personnel or any additional staff or consultants.]
1. Identify, align, and implement a PK-8 formalized extended learning program to meet individual student needs and to align with the instructional strategies utilized during the school day, in order to ensure consistency for students.	2018-20	Principal, teachers, Community Based Providers
2. Ensure alignment, collaboration, and frequent communication regarding student progress is formally established between the providers and site level administration and teachers	2018-20	Principal, Teachers, Providers

Site-level Narrative Questions for Year 9 (2018-19)

Improving Early Childhood Educational Experiences and Promoting Early School Success

Please be as concise as possible and use bullet points as appropriate. Submit your answers to your district, which will include them in the application package to MCF.

Implementation of PreK-3rd Approaches

1. Discuss your administrator leadership and effectiveness in terms of the Kauerz Framework regarding: a) Build and support relationships, internal and external; b) Foster teacher teamwork; c) Provide instructional leadership.

Build and support relationships, internal and external

a. Strong partnerships are being developed through the new principal, school community coordinator, and community-based and state organizations such as California Collaborative on Educational Excellence (CCEE), MCOE, Hannah Project, Marin City Services, Marin City Wellness, Bridge the Gap, and other community based organizations serving the Bayside/MLK students

1. The School Site Council and Community Advisory Committee have combined to create a Bayside Martin Luther King Academy Transformation Team which will be tasked with creating a vision, mission, and guiding principles for the school community.

Foster Teacher Teamwork

b. Support inclusive shared professional development for all staff

1. Aligned professional development is in process to ensure instructional practices with fidelity among grade levels. (PK Teaching Pyramid, TK-5 ELA)
2. Wonders professional development has been scheduled to align practices and technology integration TK-5
3. Writer's Workshop professional development is scheduled to create common writing strategies

Provide Instructional Leadership

c. Use data to inform decisions about instructional programming to enhance student learning
d. Conduct regular classroom observations to provide feedback to teachers

1. Use of data to inform instruction will be occurring utilizing EduSnap data to support teacher practices in the 7 Indicators of Student Success. First School Team is working with the principal to focus practices on: Oral language, Vocabulary, Algebra Practices, Collaboration, Scaffolding, Metacognition, and Small Group Instruction for Grades PK-5
2. Principal visits classrooms regularly to support teachers. First School has provided an easily administered observation sheet to record observations and provide teachers' feedback.
3. An Instructional Literacy Coach will work on data conferencing with the instructional staff to target specific strategies on an individual student basis.

2. Discuss how leadership has had to balance the demands of the initiative with other district and school needs and priorities.

There has been significant turn-over and change in administration and staffing at Bayside Martin Luther King. The participation of CCEE, MCOE, and other community-based organizations is now in place to unify the school through the Bayside Martin Luther King Transformation Team. The Transformation Team in coming together to establish vision, mission, and guiding principles for the school with the goals of having all stakeholders sharing a common understanding of the school's philosophy and purpose

3. Provide your most compelling example(s) of how PreK-3rd "distributed leadership" has advanced the initiative for your site.

"Distributed leadership" at Bayside Martin Luther King is an area to be addressed in the future. Although there was a formal P3 Design Team, there is only a P3 Teacher Team at this time. As the Bayside Martin Luther King Transformation Team determines next steps, distributed leadership (shared leadership) will surface as an essential element, goal and outcome.

Using Data to Advance Learning and Practice

Please refer to P_ Early School Success-Equity Data Plan 2018-19 and 2019-20, page 3, *Conditions Under Which Schools Can Implement Effective Data Cycles*

1. For each of the components listed under Culture, Infrastructure, and Practices, please assess and comment on how strongly in place that component is at your site. Include perspectives from across your Site Design Team/Data TOT team.

Data Culture-School Leadership, Continuous Improvement Mindset, Orientation to Alignment

1. A specific goal of identifying common assessments PK-5 is included in the P3 Proposal. Use of common assessments that are aligned is specifically stated.

Data Infrastructure-High Quality Data, Data Literacy, Data Facilitator, Co-Created Goals

1. First School Consultants are meeting with teachers 1:1 to analyze data for the 7 Indicators of Student Success (oral language, vocabulary, algebra, scaffolding, collaboration, metacognition, and small group instruction).

2. Strategies are discussed and professional development is provided, by the First School Team, during the Summer Institute, site Coaching, and follow-up professional development days.

*Bayside MLK rejoined EduSnap Data Collection in Fall 2017. Results provided in Part 2 of Proposal

Practices-Reflection Routines, Analytic Practices, Feedback Loop

1. At this point in time, the only formal data system is the EduSnap data with formal analysis and coaching with the First School Team.
2. There is a desire to expand data analysis to inform instructional practices as listed in the P3 goals for 2018-20.
3. There is a formal formative assessment in place for 1-8th grade through the use of Measurement of Academic Performance (MAP). Data is collected 2-3 times a year and results provided to teachers to plan instruction based on student needs.

Enhancing a Sense of Belonging – a Vision to Create Culturally Responsive Classrooms that Develop and Honor Student Voice and Cultural Identity

1. How will you continue working to improve the sense and experience of belonging for children and their families in the coming year(s)? Include a discussion of what is needed to maximize staff buy-in at your site.

The Bayside/MLK team that attended the P3 Annual Dinner established three goals in the Culture of Caring, Culture of Competence, and the Culture of Excellence categories. These goals are supported by the First School Team to deepen understanding and implementation practices.

a. **Culture of Caring**-Ensure consistency of staff, rules, extrinsic and intrinsic systems (identify specific strategies with the First School team to ensure common practices-e.g. Positive Descriptive Acknowledgement (PDA) from Teaching Pyramid)

b. **Culture of Competence**-Align expectations through assessments to ensure instructional practices, routines, and student/adult relationships

c. **Culture of Excellence**-Meet children at their own level, find out what they need and provide it; address academic and social emotional needs through school day and extended day support systems; ensure high expectations for students

***Getting staff buy in will be addressed as a team with the First School Team to support common goals as developed and approved by the P3 Teacher Team who developed the goals on Feb 28, 2018. (David, Gaida, Iris, Mary, Lauren, Jen, Louie)**

Implementing Effective Equity Practices

1. Provide your most compelling example of your site discovering, questioning, and changing practices that negatively impact children of color and those who come from less advantaged homes.

Specific examples of promoting inclusion, understanding, and hope include:

1. Martin Luther King Celebration
2. Spring International Festival
3. Parent Workshops to promote parent/student/teacher learning as a team
4. Summer Bridge Start to ensure incoming Kinders and their parents are supported
5. Black History Month Celebration

2. To what extent has your site developed a culture of collaborative inquiry, and cultivated a mindset of continuous improvement? Include a discussion of what is needed to maximize staff buy-in at your site.

Collaborative Inquiry and Growth Mindset

These are two areas that have not been formally addressed to date, however, with the Bayside MLK Transformation team setting the vision, mission, and guiding principles for the school, there will be greater clarity on the need to intentionally address collaborative inquiry and growth mindset.

Bayside/MLK did not participate in First School Summer Institute in 2017 nor the school year workshops during the 2017-18 school year. These topics of collaborative inquiry and growth mindset were the focus of the workshops provided both last year and this school year. First School opportunities for professional development will occur at the Summer Institute on Aug 1-2, 2018 at MCOE and through the 2018-20 school years.

Bayside teachers will be paid to attend and participate in the First School Summer Institute which is set for July 31-August 1, 2018 at MCOE.

SMCSD District-level Narrative Questions for Year 9 (2018-19) and list of attachments

1. Briefly describe other district efforts to close the achievement gap. What are the key challenges and competing priorities that must be managed by the district for Promoting Early School Success to succeed? What are your plans to address these challenges and mitigate the risks?

The SMCSD has experienced significant change at all levels during the past few years, administrative, certificated, and classified staff. There are several systems put in place to support the efforts at closing the achievement and opportunity gap for the students. Of significance is the involvement of the CCEE in guiding the district in creating systems change.

The recent hiring of a new principal, 2017-18, ensures a focus on the Bayside MLK Program. The Principal is working with various community-based partners to this end. The newly formed Bayside/ MLK Transformation Team is working diligently to set the vision, mission, and guiding principles for the district. Additionally, an Instructional Literacy Coach and English Language Development Teacher will enhance direct services to students to improve learning opportunities and increase academic achievement.

2. Please provide an update on the alignment of community-based PreK, school-based preschool, Transitional Kindergarten, and Kindergarten in the district. How can the district further enhance this alignment?

One of the success stories is the collaboration and best practice being implemented in the PK, TK, and Kinder classrooms. The PK/TK Teachers are focused on implementing common practices through PK Foundations and Frameworks, Teaching Pyramid, and Anti-Bias Curriculum. They are also most interested in resurrecting Handwriting Without Tears, which was well-established and well-used in prior years. The CLASS data indicates the relationships among and between the students and staff are excellent. The PK is using DRDP for State and GOLD for Head Start to review data to inform instructional practices. "Pass the Baton" practices will be implemented PK-3 to ensure teachers review each child's needs as they move from one grade to the next.

3. P3 sites described components of culture, infrastructure, and practices available to support the use of data for decision-making and continued engagement in effective data cycles. What added context from the district's data management plan impacts these efforts? How will the district assist sites with continued implementation of their effective data cycles?

The district has been intent on collecting various sources of data to inform practice. These include but are not limited to Measure of Academic Performance (MAP), Youth Truth Survey to ensure family input, and is in process of aligning the performance-based assessments with the established district adoptions for ELA, Wonders, and Math Expressions or Big Ideas. Other assessments in place used as a measure as a common measure are EduSnap, SBAC, State Dashboard, and ELPAC/CELDI.

4. How does the district further its Early School Success efforts by contributing and leveraging other resources held by the district? To what extent are such resources available for preschool partners?

Funding provided by other resources in the district are as follows. Particular funding for PK includes: Transitional Kindergarten is paid from the SMCSD general fund.

5. How is Early School Success/P3 evident in the district's Local Control Accountability Plan? How has this changed over time?

Funding in the district is support LCAP Goals. LCAP expenditures are focused on the following:

1. Transitional Kindergarten Teacher
2. Parent Involvement
3. Transition to a Community School Concept
4. Nutrition
5. Counseling services
6. Professional development

6. How has the district demonstrated its leadership commitment to PreK-3 approaches? What additional steps will it take to deepen this commitment?

After taking a pause, the district, MCOE, leadership, site principal, and teachers have recommitted to establishing the P3 Program components. EduSnap observations are in place, PK-5.

7. Faithful implementation of the P3 model has been supported by staffing and resources from the Early School Success initiative. Describe efforts being made to allocate district, or other public funds, to sustain program activities over time.

SMCSD is committed to supporting P3 efforts through expanding the role of equity professional development and coaching with Dr. Nancy Dome, supporting the First School Efforts by tailoring the training to meet school needs, supporting professional development for adopted materials and supporting professional development for GLAD and Writing Workshop. Ongoing funding is provided for professional development and will include a research-based social emotional learning program once reviewed and selected.

Attachments

- A: Year 9 Action Plan (Jan)
- B: Site-level narrative questions (Jan)
- C1: Site-level budget form (Jan)
- C2: P3 budget template (Jan)
- D: Site profile and Design Team Membership (David)
- E: Sample Letter of Agreement (David)
- F1: Equity Data Plan Part 1 (Jan)
- F2: Equity Data Plan Appendix Part 2 (Jan/Carol to support PK Data Entry)
- District Level Questions (Will, David, Terena, Amy, Jan)

Promoting Early School Success: Site Budget Form for Year 9 (2018-2019)

Attachment C1

Please note: Sites will also portray their budgets in a school finance format with appropriate codes. Expenditure categories shown at the end of Attachment C2 should match Early School Success Site Budget Form totals.

Site Name:		District:										
Program Expenses List each activity that you will undertake during 2018-19 and the associated cost. Add rows as needed.		MCF Approaches & Program Elements For each proposed expense requested to MCF, write the dollar amount under the most relevant PK-3 Element(s). Expenses can be allocated to more than one PK-3 Element. Expenses related to building leadership capacity and enhancing data utilization may be allocated across the original six elements, or listed separately.								Projected Income		
MCF PK-3 Approach:		1. Quality Education				2. Family Engage.	3. Ext. K-3 Learning	4. Admin Effectiveness - Leadership	5. Data-driven Improvement - Assessment	MCF Request	Amount Covered by Other Sources	Name Other Income Source
PK-3 Element:		Vision	Climate	Teaching	Alignment	Family Eng.	Extended Learning					
List School Expenses:												
1. Hire 1 FTE Instructional Coach				\$132,500						\$132,500		
2. Hire 1 FTE ELD Teacher/Community Liaison				\$132,500						\$132,500		
										\$0		
										\$0		
										\$0		
										\$0		
										\$0		
										\$0		
List Partner Expenses:												
										\$0		
										\$0		
										\$0		
										\$0		
										\$0		
										\$0		
Sub-total:		\$0	\$0	\$265,000	\$0	\$0	\$0	\$0	\$0	\$265,000	\$0	
Site Total MCF Approach 1:		\$265,000										
Site Total MCF Approach 2:						\$0						
Site Total MCF Approach 3:										\$0		
Site Total MCF Columns 4 and 5:										\$0	\$0	
Overall Site Total of All MCF Elements:										\$265,000		
In the space below, please provide a detailed budget narrative that correlates to this project budget:												

See attached instructions before filling out this form *Remember to complete narrative on page 2*

TRENDS / GOALS

Equity Practices

Trends identified in analysis of Equity Walks, Family Engagement, Critical Race Theory strategies, Inside Out Model, Continuum of Cultural Proficiency Model Cultural Destruction, Incapacity, Blindness, Move toward Cultural Awareness, Competence, Proficiency), Collectivism, and Inclusion Questions and Reflections. List specific data tools to measure progress toward achievement of goals. (CLASS, GOLD, DRDP, EduSnap, CAASPP, Local Measure, State Dashboard (be specific).

Suspension rates and absences indicate a need to implement a variety of strategies to decrease the number of African American and Latino students for absences and suspension. With training tailored for Bayside/MLK, strategies may be developed.

Goal	Activity/Action	Responsible to Implement	Timeline	Expected Outcome
1. Resume Equity Practices and support through Epoch Education, Dr. Nancy Dome, through Equity Walks (Use Youth Truth Survey Results to tailor equity action steps to meet needs of all stakeholders.	<ol style="list-style-type: none"> Engage in professional development with Nancy Dome. Reinstitute Equity Walks 	Dr. Nancy Dome, Principal, Teachers	2018-20	Increased understanding, respect and addressing the needs of students and families
Goal	Activity/Action	Responsible to Implement	Timeline	Expected Outcome

2. Convene the Bayside MLK Transition Team to develop vision, mission, and guiding principles to meet the needs of the school community (Use Youth Truth Survey results to inform action steps)	Bayside MLK Transition Team develops vision, mission, and guiding principles to focus school-wide goals for increased academic performance for students and support systems for students and families	Superintendent, Principal, Staff, Students, Families , Transition Team	2018-20	Increased focus on academic achievement and meeting the needs of all stakeholders
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Social Emotional				
<i>Trends identified in analysis of DRDP, GOLD, CLASS, Teaching Pyramid, Culture of Caring, Second Step, and North Carolina Social Emotional Screener: Questions and Reflections-List Specific Measurement Tool</i>				
Currently there are various social emotional programs are being utilized; Teaching Pyramid, Second Step, Toolbox, and teacher designed systems. A common, researched based program is desired to provide consistency for the students and teachers and yard supervisors.				
Goal	Activity/Action	Responsible to Implement	Timeline	Expected Outcome
1. Increase student ability to self-regulate through Teaching Pyramid for PK-TK and select research based model for Social Emotional Development for K-5 implementation with fidelity	1. Participate in professional development. 2. Select a formal SEL program to implement.	1. Experts, Principal, Teachers	2018-20	Increased student self-regulation and teacher support and relationships with students.
Goal	Activity/Action	Responsible to Implement	Timeline	Expected Outcome

2. Initiate Restorative Practices in collaboration with a community based organization to focus on giving back to the community of learners to enhance the environment for all students and adults.	Participate Professional development	1. Experts, Principal, Teachers	2018-20	Increased responsibility, and care and respect for the school community by all stakeholders.
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English Language Arts and Literacy

Trends identified in analysis of DRDP, GOLD, TK-2 Common Assessments, CELDT, CAASPP, State Dashboard, and district ELA assessments, (be specific):

Questions and Reflections-List Specific Measurement Tool

Standardized assessments indicate that students are achieving at higher levels in ELA than Math. That said both are well below the state average for English Learners.

Goal	Activity/Action	Responsible to Implement	Timeline	Expected Outcome
1. Participate in formal professional development with Writers Workshop, Wonders ELA Adoption, GLAD. Align assessments and extended learning.	1. Participate in professional development and implement common instructional strategies	Principal, Teachers, experts to support trainings	2018-20	Increased alignment with common instructional strategies, resulting in increased academic achievement for students
Goal	Activity/Action	Responsible to Implement	Timeline	Expected Outcome
1. Hire 2FTE Teacher specialists: Literacy Instructional Coach and ELD/Community Liaison	Advertise, interview, hire 2FTE teachers to support learning and provide direct and indirect support for teachers, students, and families	Superintendent, Principal, Teachers, Students, Parents	2018-20	Increased direct support to teachers for instructional alignment; increased direct support for English Learners and their families

Mathematics

*Trends identified in analysis of DRDP, GOLD, TK-2 Common Assessments, CELDT, CAASPP, State Dashboard, and district math assessments (Be specific):
Questions and Reflections-List specific Measurement Tool*

Standardized assessments indicate that students are achieving at higher levels in ELA than Math. That said both are well below the state average for English Learners.

Goal	Activity/Action	Responsible to Implement	Timeline	Expected Outcome
1. Pursue new adoption for Mathematics for TK-5 to align with Big Ideas at Grades 6-8 and provide formalized professional development and align assessments and extended learning	<ol style="list-style-type: none"> 1. Purchase new adoption 2. Provide professional development 	Principal, teachers, experts to support	2018-20	Increase alignment with Gr 6-8, increased alignment among grades with specific increased instructional strategies, and increased academic performance for students.

First School Strategies

Trends identified in analysis of Culture of Caring, Culture of Competence, and Culture of Excellence, EduSnap, DRDP, CAASPP, State Dashboard:

Questions and Reflections-List Specific Measurement

Teachers attending the Annual P3 Dinner established the goals listed below. They are prepared to work directly with First School to establish an environment is common practices to establish a Culture of Caring.

Goal	Activity/Action	Responsible to Implement	Timeline	Expected Outcome
<p>1.Implement First School Strategies:</p> <p>Culture of Caring: Ensure consistency of staff, rules, extrinsic and extrinsic systems</p> <p>Culture of Competence: Align expectations through assessments to ensure instructional practices, routines, and student/adult relationships are the focus</p> <p>Culture of Excellence: Meet children at their own level, find out what they need and provide it; address academic and social emotional needs through the school-day and extended day support system</p>	<p>1. In collaboration with the First School Team, the Bayside/MLK Academy Team of PK3 Teachers will develop tailored support systems s to meet the established goals through professional development, coaching, data analysis, and direct support</p>	Principal, First School Team, Teachers	2018-20	Increased self-regulation with caring relationships between students and adults, increased academic performance, common instructional practices and assessments vertically aligned
Goal	Activity/Action	Responsible to Implement	Timeline	Expected Outcome
<p>2. Engage in EudSnap observations and</p>	Teachers will receive direct coaching with the First	Principal, teachers, First School	2018-20	Increased vertical alignment and increased student

data analysis with the First School Team	School team and utilize EduSnap results to reflect on instructional practices and develop goals for improvement. Select instructional strategies that vertically align and highlight the 7 Indicators of Third Grade Success. Focus on an area school-wide to ensure common practice.			performance
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APPENDIX

Sausalito Marin City School District
Personnel Action Report
2017/2018- 5

Date of Board Meeting: May 8, 2018

Action	Name	Title	FTE	Site	Effective Date
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Classified

Certificated

Resigned	Emily Matto	2 nd Grade Teacher	1.0	BMLK	6/30/2018

Confidential

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Administrative

Sausalito Marin City School District

Agenda Item: 15.02

Date: May 8, 2018

- | | |
|--|---|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports | |
| <input type="checkbox"/> General Functions | |
| <input type="checkbox"/> Pupil Services | |
| <input checked="" 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: Teacher on Special Assignment (Instructional Coach) Job Description

Background: This is a grant funded position, made possible through the PK-3 Grant and the Marin Community Foundation. The position will act as an Instructional Coach at the Bayside MLK campus. The Instructional Coach is responsible for assisting the classroom staff in improving classroom practices and outcomes, both academic and behavioral. The position is funded for two years, with the possibility of renewal after that. Details of the position are included in the attached Job Description.

Recommendation: Approve

Attachment: Instructional Coach Job Description

Sausalito Marin City School District

Bayside MLK Academy

Job Description: Instructional Coach (Teacher on Special Assignment)

Grant Funded: 2018-2019 and 2019-2020

SUMMARY DESCRIPTION: The Instructional Coach is a critical lever in improving student achievement. The role of the coach is to build teacher capacity and their understanding of instructional practices as related to Common Core and Data Driven Instruction. An instructional coach is a learner who models continuous improvement, lifelong learning, and goes above and beyond to ensure student success. The instructional coach will work collaboratively as part of the Leadership Team with members of the administrative and instructional staff. The Instructional Coach will promote reflection, provide guidance and structure where needed, and focus on strengths, collaboration and common issues of concern. He/she is responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers. The instructional coach will demonstrate and model a passion for urban education reform and leadership. This is NOT a supervisory position and DOES NOT include evaluation of colleagues.

JOB RESPONSIBILITIES AND ROLES: In collaboration with the site principal, model lessons in classrooms on a daily/weekly basis. Support the instructional development of all teachers in understanding the CCSS curriculum and varied assessments, Reading and Writing Workshop, strategies for teaching conceptual understanding in math, Individualized Learning Plans (ILPs), Culturally Responsive Instruction, Trauma Informed Practices, ELL Strategies, and data analysis. Build strong relationships with teachers, classified staff, and administrators. Provide direction and coordination for how the curriculum is taught consistent with District initiatives and recognized best instructional practices. Create an articulated schedule with building administration. Assist teachers in understanding the school's mission and core values. Provide technical support to collaborative teams within the school. Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources. Support teachers and administrators in using data to inform instruction and to improve instruction on all levels. Coordinate the implementation of an Individualized Learning Plan (ILP) for every student at the school. Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students. Support teachers by helping with the —strategic how of teaching -- share multiple instructional strategies/processes with teachers during planning times. Informally observe (non-evaluative) lessons and provide feedback for a teacher's professional growth and students' success. Develop staff members' knowledge, skills, attitudes, and behaviors through

a variety of professional development targeted topics and designs. Develop coaching plans for teachers to ensure student improvement. Utilize Adult Learning Theory to motivate adult learners to improve professional practice. Contribute to the development systems and structures to improve teacher practice within schools. Provide job-embedded informal professional learning beyond the coaching responsibility. Submit a weekly coaching log and any pertinent data requests/coaching documentation. Attend summer training sessions, as needed.

SPECIAL QUALIFICATIONS: Certified in any specific teaching area Minimum 5 years' experience teaching, with a record of successfully impacting student achievement and working successfully with students who have the greatest needs. Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners. Demonstrated leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback. Proven ability in using student-level data to guide instructional decisions. Demonstrated Teacher Leadership. Strong pedagogical knowledge and content expertise. Demonstrated expertise in oral and written communication. Strong interpersonal skills. Models continual improvement, demonstrates lifelong learning, and applies new learning to help all students achieve. Demonstrates evidence of professional growth, including leadership and participation in a wide range of significant professional development activities.

INTENDED OUTCOMES AND SUCCESS MEASURES: Improve student and teacher performance in targeted areas as identified. Implementation of Individualized Learning Plans for each student. Increase in Professional Learning opportunities and participation of staff across the district. Change in teaching practices.