



## 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, August 15, 2017**

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

**1. OPEN SESSION – Call to Order**

**2. CLOSED SESSION – AGENDA**

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

**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. CORRESPONDENCE**

**8.01** District Response to Grand Jury Letter Regarding “The Budget Squeeze”

5 minutes

**8.02** District Response to Grand Jury Letter Regarding “Other Post Employment Benefits (OPEB)”

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

9. **DISTRICT REPORTS**
  - 9.01 **Superintendent** 15 minutes
    - Update on Corrective Action Plan
    - Counseling Plan
  - 9.02 **Principal** 15 minutes
    - Staff Introductions and Reports
10. **STANDING BOARD COMMITTEE REPORTS**
  - 10.01 District Structure – Ad Hoc (Turner, Barrow) 5 minutes
11. **DISCUSSION ITEMS** 15 minutes
  - 11.01 Educator Effectiveness Plan
  - 11.02 Governance Calendar
12. **CONSENT AGENDA** 5 minutes
  - 12.01 Payment of Warrants – Batches 49-50 (16-17) and Batches 1-4 (17-18)
  - 12.02 Minutes of the June 20 and July 26, 2017 Board Meetings
  - 12.03 2017-2018 Heartland Schools Solutions for Menu Planning
  - 12.04 Quarterly Report on Williams Uniform Complaints
  - 12.05 California Endowment Grant to Support the Summer 2017 Freedom School Program in the amount of \$20,000
13. **ACTION ITEMS** - Items Removed from the Consent Agenda: Any item removed from the Consent Agenda may be discussed and acted upon individually 60 minutes
  - 13.01 Consider Approval of the Revised 2017-2018 School Calendar
  - 13.02 Consider Approval of the 2017-18 QSS Business and Financial Data Processing Services Contract
  - 13.03 Consider Approval of the 2017-2018 Garden Education Coordinator Contract
  - 13.04 Consider Approval of the 2017-2018 Agreement with Fagen Friedman & Fulfroost for Legal Services
  - 13.05 Consider Approval of the 2017-2018 Declaration of Need for Fully Qualified Educators
  - 13.06 Consider Approval of the 2017-2018 Revised Memorandum of Understanding with the Hannah Project for Summer School in the Amount of \$25,000
  - 13.07 Consider Approval of the Agreement with the Flippen Group to Provide Professional Development on August 21, 2017 in the Amount of \$5,500
  - 13.08 Consider Approval of the Revised 2017-2018 Board Meeting Calendar
  - 13.09 Consider Approval of the 2017-2018 Memorandum of Understanding with the Boys and Girls Club
14. **PERSONNEL ACTION ITEMS** 5 minutes
  - 14.01 Personnel Action Report
  - 14.02 Consider Approval of Hiring of LeShawn Holcomb under a Variable Term Waiver, Multiple Subject Credential, 5/6 combination class
15. **POLICY DEVELOPMENT**
16. **FUTURE MEETINGS**
  - 16.01 The date of the next Regular Meeting of the Board of Trustees will be determined at the August 15, 2017 meeting.
17. **FUTURE TOPICS**
18. **ADJOURNMENT**

Sausalito Marin City School District

Agenda Item: Closed Session

Date: August 15, 2017

- |  |   |
|--|---|
| <input type="checkbox"/> Correspondence                  | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports                         |   |
| <input type="checkbox"/> General Functions               |   |
| <input type="checkbox"/> Pupil Services                  |   |
| <input type="checkbox"/> Personnel Services              |   |
| <input 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:** Superintendent Evaluation (Goal Setting)

**Background:**

In order to provide the Superintendent with guidance regarding the expectations for performance and outcomes, the Board should annually work with the Superintendent to set goals. Those goals are recommended to be measurable in some way, and reflective of the actions contained within the Local Control Accountability Plan (LCAP). The goal of this Closed Session meeting is to establish measurable goals for the 2017-2018 school year for the Superintendent.



1895 - 2017

# SAUSALITO MARIN CITY SCHOOL DISTRICT

Superintendent: *Will McCoy*  
Board of Trustees: *Joshua Barrow (President), Ida Green, Thomas Newmeyer  
Debra Turner, and Caroline Van Alst*

August 15, 2017

The Honorable Kelly V. Simmons  
Marin County Superior Court  
P.O. Box 4988  
San Rafael, CA 94913-4988

Jay Hamilton-Roth, Foreperson  
Marin County Civil Grand Jury  
3501 Civic Center Drive, Room #275  
San Rafael, CA 94903

Re: Grand Jury Request for Response to "The Budget Squeeze: How Will Marin Fund Its Public Employee Pensions?"

Dear Judge Simmons and Mr. Hamilton-Roth:

This is the Sausalito Marin City School District response to R3, R4, and R8 from the Marin County Grand Jury Report "The Budget Squeeze: How Will Marin Fund Its Public Employee Pensions?"

R3: Agencies should publish long-term budgets (i.e., covering at least five years), update them at least every other year and report what percent of total revenue they anticipate spending on pension contributions.

Response: The recommendation will not be implemented with respect to long-term budgets. The recommendation regarding reporting of spending on pension contributions will be implemented as described below.

The State of California requires all school districts submit three year financial projections with the Standardized Account Code System (SACS) Financial Reports. The projections are reviewed and approved by the governing board of the school district three times per year.

The District is also monitored closely by the Marin County Office of Education per California's system of local educational agencies (referred to as AB 1200).

The District will address the impact of the pension system rate increases by including a more detailed narratives that accompany our budget reports to the Governing Board. We will present information regarding projected rates of each pension system, the payrolls to which they apply, the total pension contribution for the fiscal year and the multiyear impact, and the overall cost of pension contributions as a percentage of budgeted salary.

The District will provide a more detailed reporting of the anticipated spending on pension contributions beginning the 2017/2018 year. This reporting will be included in the District major budget report narratives: First Period Interim Report, Second Period Interim Report, and the proposed budget for adoption.

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The net pension liability for each system is reported in the District's government wide audited financial statements, along with required footnote disclosures that provide significant detail regarding the assumptions utilized to estimate the liability.

The District's budgets, audited financial statements and actuarial study are posted to our website and can be found at <http://smcsd.org/index.php/2012-01-20-07-17-53/business>.

- R4: Each agency should provide 10 years of audited financial statements and summary pension data for the same period (or links to them) on the financial page of its public website.

Response: The recommendation has been implemented.

The district has provided 10 years of audited financial statements on the financial page of its website, which can be found at <http://smcsd.org/index.php/2012-01-20-07-17-53/business>. These financial statements include footnote disclosure of pension data as required by Governmental Accounting Standards Board Statements 67 and 68.

- R8: Public agencies and public employee unions should begin to explore how introduction of defined contribution programs can reduce unfunded liabilities for public pensions.

Response: The recommendation will not be implemented

As stated in the Grand Jury report, implementing defined contribution programs is precluded by existing statutes and made impractical by the imposition of termination fees by the pension funds that manage public agency retirement assets. Payment of these fees would retire the unfunded liabilities at the time of termination, but would create a significant financial burden on the school districts' budget. In addition, any such change would need to be negotiated with the relevant collective bargaining units.

In 2013, the State of California implemented the Public Employees' Pension Reform Act, or PEPRA. PEPRA is consistent with pension reform initiatives implemented by states across the nation to address defined benefit public pension system liabilities. This reform applies to both Cal PERS and Cal STRS, and will reduce the increasing rate of liability for both systems. The reform measures included raising the retirement age for new employees, increasing employee contribution rates, eliminating "spiking" of compensation and prohibiting retroactive pension increases. When fully implemented, the plan will eliminate the unfunded liabilities.

The Sausalito Marin City School District will implement the reform guidelines implemented by the CalSTRS and CalPERS programs, which will eliminate the unfunded liabilities.

Thank you for your continued interest in and support of our public schools.

Sincerely,

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Joshua Barrow  
President

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William McCoy  
Superintendent



# SAUSALITO MARIN CITY SCHOOL DISTRICT

Superintendent:  
Board of Trustees:  
Newmeyer  
Alst

Will McCoy ~  
Joshua Barrow (President), Ida Green, Thomas  
Debra Turner, and Caroline Van

1895 - 2017

August 15, 2017

The Honorable Kelly V. Simmons  
Marin County Superior Court  
P.O. Box 4988  
#275  
San Rafael, CA 94913-4988

Jay Hamilton-Roth, Foreperson  
Marin County Civil Grand Jury  
3501 Civic Center Drive, Room  
San Rafael, CA 94903

Re: Grand Jury Request for Response to "Other Post Employment Benefits"

Dear Judge Simmons and Mr. Hamilton-Roth:

This is the Sausalito Marin City School District response from the Marin County Grand Jury Report "Other Post Employment Benefits".

R1: Each agency should adopt a *formal, written policy* for contributions to its Other Post-Employment Benefits (OPEB) plan.

The recommendation has been implemented, but needs updating.

The District will adopt a revised Board Policy 3460 for contributions to its OPEB plan at our school board meeting in September 2017. The contributions are provided on a "pay-as-you-go" basis. This plan is further iterated in the notes to the financial statements published with the District's annual audit.

R2: Each agency's standard practice should be to consistently satisfy its formal, written OPEB contribution policy.

The recommendation has been implemented.

The District follows a "pay-as-you-go" method for paying for OPEB expenses as required by Board Policy and stated in the District's financial statements.

R3 Each agency's OPEB contribution policy and practice should support a projection under GASB 75 that its OPEB plan assets will be sufficient to make all projected OPEB benefit payments.

The recommendation will not be implemented. We will continue to fund our obligation utilizing a pay-as-you-go model for two reasons:

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[www.smcsd.org](http://www.smcsd.org)

- The historical and projected trend of pay-as-you-go OPEB projected costs are stable, given the criteria for eligibility and district contribution to the program have been fixed in agreements with our bargaining units. As a result, there is no generational shift of these costs.
- Financial issues of the district prevent funding the OPEB liability with ending fund balance, our only possible financing source at this time. We must maintain fund balance for program needs while we adjust our financial condition to a sustainable model over time.

R4 Each agency that uses special reserve funds for Postemployment Benefits should transition to a trust meeting the criteria of GASB 75.

The recommendation will not be implemented, for the same reasons identified in our response to Recommendation #3, specifically that the district OPEB obligation is stable and thus costs are not being shifted to future generations, and that the district does not have the financial resources necessary to establish a trust.

R5 Each term of service, elected or appointed officials of each agency should take a public agency financial class.

The recommendation has not yet been implemented.

Some board members have participated in the Marin County Office of Education hosted Masters in Governance program facilitated by the California School Boards Association. We will discuss opportunities for this and other trainings for all our board members at a board meeting within the next few months.

We will also provide our board members with appropriate “Elected Officials Guides” published by the Government Finance Officers Association. These guides provide information specifically for elected officials on a wide range of financial topics for public agencies.

R6: Each agency should make its CAFRs, Audits, and GASB valuations more readily understandable by the general public.

The recommendation has not yet been implemented.

The format and content of the annual audit is prescribed by standards set by the American Institute of Certified Public Accountants in accordance with generally accepted accounting principles (GAAP) set by the Governmental Accounting Standards Board (GASB). The report includes a Management Discussion and Analysis section where we will provide information regarding our OPEB obligation and funding plan. Footnotes to the financial statements also provide significant supporting information that address our policies and practices with respect to OPEB. We will also address OPEB in narratives to our school board and community that accompany budget reports that are provided three times each year. All of the above will be provided beginning the 2017/2018 school year as these reports are presented to the Governing Board for review and approval in December, January, March and June of each year.

Similarly the OPEB actuarial study report is prepared in accordance with standards set by outside bodies. We present these reports to our boards and community; we will also provide a narrative

that describes the substance of the report and its implications for our Districts financial plan to fund our OPEB obligation beginning the 2017/2018 school year.

R7 Each agency should ensure that all of its public financial *presentations* are more readily understandable and scheduled during hours convenient for the public.

The recommendation has been implemented. Our school board meetings are held each month at 6:00 p.m. at Bayside Martin Luther King Junior Academy which provides opportunity for community members to attend and participate in discussions regarding any financial presentations. Board meeting dates and locations can be found at <http://www.smcsd.org/index.php/2012-01-20-07-17-51/meeting-agenda-and-minutes>.

Our presentations are crafted towards the relative financial sophistication of all audience members, and staff is available at the meetings to answer questions. Budget reports and presentations are also posted at <http://www.smcsd.org/index.php/2012-01-20-07-17-51/presentations>.

R8 Each agency should have the following downloadable and text-searchable documents readily accessible on their website: the last five years of CAFRs/Audits and the last three actuarial reports.

The recommendation has been implemented. All audit and actuarial reports will be loaded and available for viewing on our website. The reports are posted and available at <http://www.smcsd.org/index.php/2012-01-20-07-17-53/business>

R9 Before the next round of bargaining begins, each agency should prioritize the cost containment strategies to be used, including reducing or eliminating OPEB benefits for future employees.

The recommendation has been implemented.

The District currently has language in its bargaining agreements for staff. This language has established eligibility requirements to received OPEB benefits as well as cap. Therefore, the District uses the “pay-as-you-go” method.

Thank you for your continued interest in and support of our public schools.

Sincerely,

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Joshua Barrow  
President

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William McCoy  
Superintendent

# Superintendent and Principal Report

August 15, 2017

## Educator Effectiveness Plan - Will McCoy

- Social and Emotional Supports for Students (Capturing Kids Hearts, Trauma Informed Systems, Culturally Appropriate Practices, Freedom School approach)
- Curriculum and Instruction (Textbook adoption specific, Instructional methods and practices, Special Education requirements, Assessment, Individualized Learning Plans)
- School-wide systems (Positive Behavior Interventions and Supports, Restorative Justice, Retention, Schedules, Instructional Day Schedule, School Event Calendar)

## Counseling Plan - Will McCoy

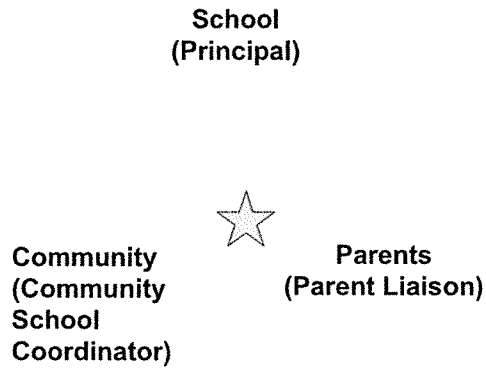
Proposed Partnership with Marin County Health and Human Services

1. On-site Counselor (Full-time)
2. On-site Clinician for more intensive needs (15 hours per week)
3. On-site Social Worker to support our families (9 to 15 hours per week)

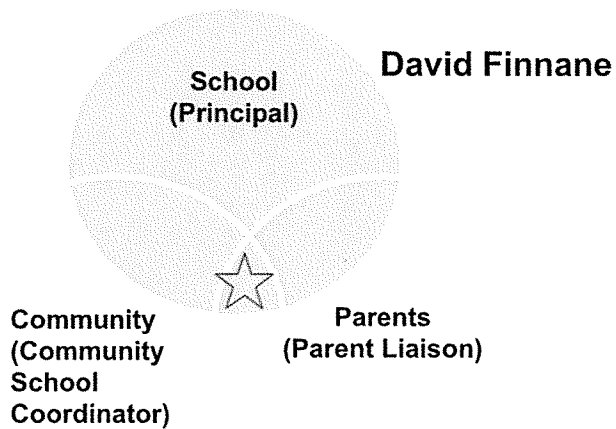
## Corrective Actions Update - Will McCoy

- Included are progress updates on 15 items.
- Several actions are COMPLETE!
  - LCAP Process and Development
  - Textbooks and Instructional Materials
  - Summer Program/Compensatory Education
  - Personnel
  - Policies and Regulations
  - Internal Controls
- Summary report is included as an attachment.

## Leadership Team - Will McCoy



## Bayside MLK Leadership Team





## Staffing Update - Credentialed

TK - Mary Thompson

7th/8th - E/H- Julie Frederick

K - Lauren Bunting

7/8th - Math/Science - Michael

1st - Jennifer Banks

Stern & Florent Marie Mofo Wamba

2nd - Emily Matto

SDC - Ellen Speiser

3rd - Louis Edney

RSP - Julianne Edmondson

4th - Scott Haddad

Speech and Language - Allura Lehrer

5th/6th - Le Shawn Holcomb

Psychologist - Elizabeth Harty

## Principal's Report - David Finnane

### Special Education

Sage Beal  
LaDonna Bonner  
Anita Fowler  
Paraeducators  
Shankana Bowie  
Wayne Price  
Flora Sanchez

### Yard Supervisors

Lowana Cook  
Jamal Graham  
LaDonna Jones  
Kylar Harvey  
Custodial  
Dario Martinez  
Jeff McNaughton

### Librarian

Fran Nelson  
Administrative Assistant  
Julius Holtzclaw  
Paraprofessional  
Trellis Condra  
Community School Coord.  
Jennifer Puckett

### Parent Liaison

Felicia Younger  
Cafeteria  
Marco Berti  
Paraeducators (WCA)  
JaCinda Price  
Austin Toriumi

# Fall 2017-2018 Professional Development and Curriculum Planning

## 8 Days of Intensive Professional Development and Curriculum Planning

### Topics

Capturing Kids' Hearts - School Climate and Culture

Cultural Sensitivity

Trauma Informed Systems

Freedom School School Methodologies and Program Integration

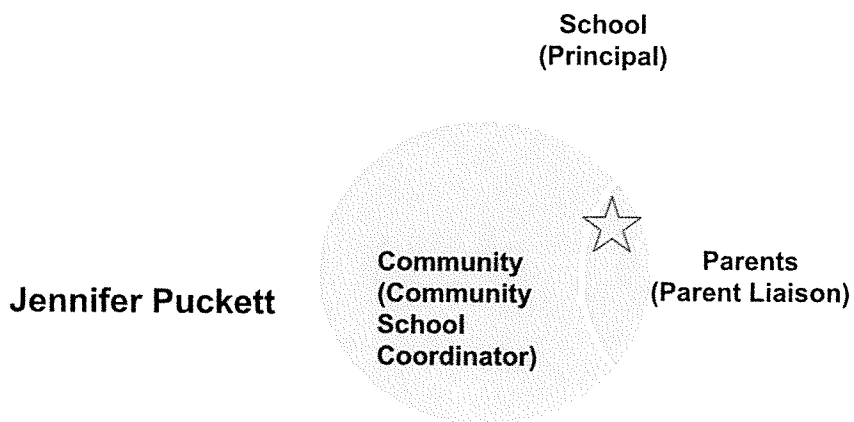
School-related Systems/Expectations/Standards/Details

Curriculum Implementation and Scope and Sequencing

Vertical Alignment of Curricular Program - CCCS Based

\*Team Building

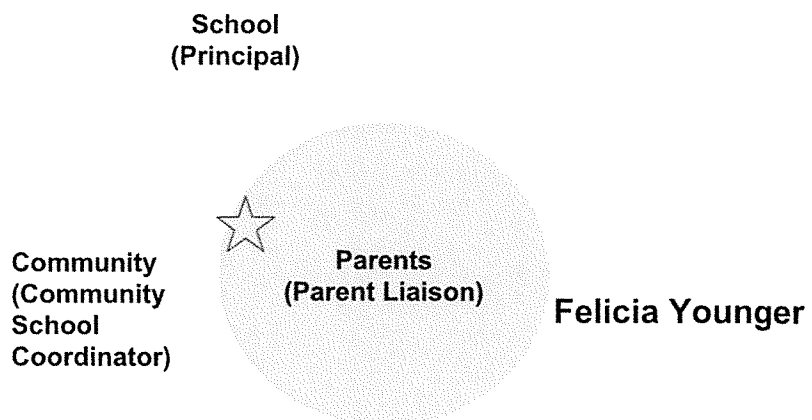
## Bayside MLK Leadership Team



## Jennifer Puckett - Community School Coordinator

- Community School overview and progress update
- Spotlight on Bridge the Gap College Prep and Marin Theatre Company
- 2017-2018 and beyond

## Bayside MLK Leadership Team



## Felicia Younger - Parent Liaison

Orientation(s)

Purpose:

- Welcome and Overview of Bayside MLK Policies, Expectations, & Partnerships
- Meet one another in relaxed atmosphere before school begins
  - TK/K (Together)
  - 1st-8th (Grade/Class)
- Introduction to Family Engagement & Supports:
  - “Digital Information Hub”/School Website
  - Addition of Home Visits to discuss:
    - Needs/Interests
    - Goal Setting
- Q & A

## Felicia Younger - Parent Liaison

Back to School Night (September 13th)

- Meal & Mingle
- Community Partners (Tables)
- Principal welcomes parents/guardians, etc.
- Parents/guardians off to Classrooms
  - Opportunity for parents/guardians to learn:
    - Teacher’s goals for the class
    - Teacher’s style and methodology
    - Grading and the requirements for a good grade
  - Q & A

Sausalito Marin City School District

Agenda Item: 9.01 (a)

Date: August 15, 2017

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

☐ Consent Agenda

Item Requires Board Action: ☐

Item is for Information Only: ☒

**Item:** Update on Corrective Action Plan

**Background:**

We have been making good progress toward improving our systems. The Board and Public will be provided with a handout that outlines our recent successes in moving toward an effective set of policies, procedures and practices.

**Recommendation:** Discussion Only

**Attachments:** Corrective Action Plan

**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE		
<b>Corrective Action #:</b> 1	<b>Category:</b> Personnel		
<b>Agency/Group(s):</b> <input checked="" type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input checked="" type="checkbox"/> Audit Findings <input checked="" type="checkbox"/> CDE Uniform Complaint <input checked="" type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input checked="" type="checkbox"/> Community Demands <input checked="" type="checkbox"/> Williams Complaint			
<b>Action Description:</b> Ensure that properly credentialed teachers are providing all subject area instruction, including Physical Education.			
<b>Action Status:</b> In Progress      ✓ On Going Action <b>Lead:</b> Superintendent, SMCSD			
<b>Status Update:</b> The district will begin the 2017-18 school year with no credential misassignments.			
<b>Area</b>	<b>Credential Finding</b>	<b>Status</b>	<b>Update</b>
Certificated Librarian	While the district's Library Specialist is not performing the duties of a credentialed librarian, there are certain duties that can only be performed by an individual holding a Library Media Services Credential. Such as ordering books, curriculum, etc.	Resolved	8/15/17: The board approved the partnership agreement for Library Oversight with the Marin County Free Library on June 6th.  5/16/17: A draft MOU is in process with the Marin City Library. Anticipated date for board action: June 6 <sup>th</sup>  4/11/17: A completed MOU is pending approval by the board at a future meeting.
Art	The art teacher did not have a single subject art authorization.	Resolved	8/15/17: The district has hired a credentialed art teacher for the 2017-18 school year at 20% time.  5/16/17: District will report a misassignment with the CTC of a missing CLAD certification for the Art Teacher. The Art Teacher has a current single art credential.  4/11/17: The district contracts for an Art teacher through Youth in Arts whose credentials are current,

			however, the Art teacher does not possess an English Learner authorization (Cross Cultural, Language, and Academic Development - CLAD). The district will need to secure a properly credentialed art teacher with a CLAD certificate for the 2017-18 school year.
Drama	The drama classes were being facilitated by the Marin Drama Company. Art instructor's credentials were not on record.	Resolved	<p>8/15/17: Drama was resolved for the 2016-17 school year. For the 2017-18 school year, Drama is being provided through the Marin Community Theatre Center in tandem with the Language Arts Lessons for a total of two weeks of instruction per grade level.</p> <p>4/11/17: Presently, the district is not providing drama instruction to students. Earlier in the year, Marin Drama Company provided certificated teachers to students but this no-cost service has been mutually discontinued.</p> <p>The district is working to secure drama instruction for the 2017/18 school year.</p>
Music	Music instructor did not possess a single subject music authorization.	Resolved	<p>8/15/17: The district has hired a credentialed music teacher for the 2017-18 school year at 20% time.</p> <p>4/11/17: The district employed a music teacher with the proper credential until January. Upon the music teacher's departure, the district began providing Music 1 day/week through a 30-day sub agreement for the remainder 2016/17 school year.</p> <p>The district needs to secure a credentialed music teacher for 2017-18.</p>
(New) Math	Absence of Math instruction at the beginning of the 16-17 school year	Resolved	<p>8/15/17: The district has hired a full time certificated Math teacher for the 2017-18 school year.</p> <p>4/11/17: The district has an MOU in place with Tamalpais Union High School for a Math teacher to provide instruction 2 days/week for the 8<sup>th</sup> grade class.</p> <p>Currently, the district is recruiting a full-time single credential Math and</p>

SMCSD-Inventory of Corrective Actions Update



			Science teacher to teach the 7 <sup>th</sup> and 8 <sup>th</sup> grades for the 2017-18.
(New) Assistant Principal	During the credential monitoring it was discovered that the Assistant Principal was misclassified under Administration due to lack of an administrative credential.	Resolved	5/17/17: The administrative reconfiguration is under review and the current Assistant Principal is not returning in 2017-18. The AP position for 2016-17 was reclassified as a teacher position and her administrative credentialing duties were reassigned to the principal and the superintendent.
PE	Classified staff member was providing P.E. instruction during 2015-16, with the AP as teacher of record. Per the CTC, an individual teaching a P.E. class to several groups of students during the day must have an authorization to teach the subject.	In Progress	8/15/17: The district resolved the PE misassignment from the 2016-17 school year. The district is currently recruiting a certificated PE teacher for the 2017-18 year to provide instruction 1 hour/day.  4/11/17: The district is currently contracting for with an agency for PE instruction one day per week with a credentialed PE teacher. A paraprofessional provides PE instruction one day per week with supervision from the Assistant Principal as the Teacher of Record.

**Previous Update(s) Provided:**

**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 2	<b>Category:</b> Policies & Regulations
<b>Agency/Group(s):</b> <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input checked="" type="checkbox"/> Audit Findings <input checked="" type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input checked="" type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Implement effective LCAP Process and Development	
<b>Action Status:</b> Completed/Implemented <input checked="" type="checkbox"/> On Going Action <b>Lead:</b> Superintendent, SMCSD	
<b>Status Update:</b> The district contracted with Bay Area Parent Leadership Action Network (PLAN) to assist in forming a Parent Advisory Committee to capture parent, student, and community voice in the 2017-18 LCAP annual update; the board provided an LCAP engagement workshop session during the spring of 2017-18. The board approved the SMCSD 2017-18 LCAP and budget at the June 20th board meeting. Additionally, the district is developing a board calendar that includes regular LCAP updates and continues its commitment to stakeholder engagement through its contract with PLAN.	

<b>Previous Update(s) Provided:</b>
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**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 10	<b>Category:</b> Personnel
<b>Agency/Group(s):</b> <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input checked="" type="checkbox"/> Community Demands <input checked="" type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Ensure classes have been assigned a permanent teacher within the first 20 working days of the semester.	
<b>Action Status:</b> In Progress      ✓ On Going Action <b>Lead:</b> Superintendent, SMCSD	
<b>Status Update:</b> The district has hired new staff for the 2017-18 school year and permanent teachers will be in place on the first day of school, with the exception of the PE teacher. The district is actively recruiting for this position and expects to have the position secured before September 5, 2017.	

**Previous Update(s) Provided:**

**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 11	<b>Category:</b> Students
<b>Agency/Group(s):</b> <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input checked="" type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input checked="" type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Ensure students have textbooks or instructional materials to use at home or after school.	
<b>Action Status:</b> Completed/Implemented      ✓ On Going Action <b>Lead:</b> Superintendent, SMCSD	
<b>Status Update:</b> Textbook insufficiencies are resolved for the 2016-17 school year. Education Code Section 60119 requires a review of textbook sufficiency each year before the eighth week of the new school year. It is recommended that the district have an inventory be completed again in the Fall of the 2017-18 school year. The district is currently completing its textbook inventory as required by law.	
<b>Previous Update(s) Provided:</b>	

**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 12	<b>Category:</b> Students
<b>Agency/Group(s):</b> <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input checked="" type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Develop Individual Learning Plans for students.	
<b>Action Status:</b> In Progress      ◆ One-Time Action <b>Lead:</b> Superintendent, SMCSD	
<b>Status Update:</b> The district will be introducing the individual learning plans draft as part of the Professional Development plan for the team to provide input and feedback. The school plans to implement the use of individual learning plans beginning in the Fall.	

<b>Previous Update(s) Provided:</b> 5/16/17: Individual Success/Learning Plans (ISLP) are under development and administration will be working with staff to finalize the ISLP form over the next few weeks. The Plans are designed to build upon student successes, set academic goals, capture assessment data and identify needed interventions. Draft ISLPs are expected to come before the board for review during the June 6th board meeting. ISLPs for each student will be in place for the 2017-18 school year.  4/11/17: Individual Success/Learning Plans (ISLP) for students is under development and based, in part, on MAP, CAASPP, and other multiple methods of measuring student learning. Summer School, 2017 is the targeted timeline for completion.
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**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 18	<b>Category:</b> Students
<b>Agency/Group(s):</b> <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Develop and implement compensatory education including summer school.	
<b>Action Status:</b> Completed/Implemented      ✓ On Going Action <b>Lead:</b> Superintendent, SMCSD	
<b>Status Update:</b> The district partnered with the Hannah Project to provide a rich Freedom School summer program with an embedded math program, and once again operated the Summer Bridge program for Pre K students. Additional collaborations included Bridge the Gap's Mathletes and Little Readers, Smarty Ants Reading Program and the Marin City Recreation Center during the Summer of 2017. Further work is needed to ensure a commitment to ongoing compensatory education.	

<b>Previous Update(s) Provided:</b> <p>5/17/17: The district continues to work on outlining the details for the Freedom School summer program, specifically around the recruitment of teaching staff and the analysis of students at risk of retention, in addition to an outreach to all students based on the Individual Success and Learning Plans currently under development with staff. In tandem, the district is working with the author of Big Ideas to develop the math curriculum, which focuses on activity rich math instruction. In addition, the district will once again operate the Summer Bridge for Pre K students from June 19 – July 20. This program focuses on entering Kindergartners and co-funded through a partnership with Head Start and First 5. Further collaborations include Bridge the Gap's Mathletes and Little Readers for grades K-2. The Boys and Girls Club is seeking a collaboration with the Marin City Recreation Center and the district is working with all summer providers to best align all program offerings. The attached summer programs grid illustrates the multiple programs under development.</p> <p>4/11/17: In collaboration with the Hannah Project, the Children's Defense Fund Program and other local support agencies such as Bridge the Gap College Prep, Marin County School Volunteers, the author of Big Ideas textbooks, and others, an activity-rich math summer school program, embedded into the Freedom School summer program, is under development. Summer School dates for the Freedom School are June 14 – July 28, 2017.</p>
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**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 28	<b>Category:</b> Personnel
<b>Agency/Group(s):</b> <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Review the need for both a superintendent and a principal; consider combining these roles into one position.	
<b>Action Status:</b> Completed/Implemented      ♦ One-Time Action <b>Lead:</b> Superintendent, SMCSD	
<b>Status Update:</b> During the Spring of 2017, the board was presented with two options for consideration around staffing needs at its May meeting. After careful analysis, the district determined that in order to meet the academic needs of students at BMLK the district determined that a full time Superintendent and a full time Principal would be needed to carry out the duties of district business, and school-site duties that include discipline, evaluation, instructional leadership, and teacher coaching, under the present circumstances. It is anticipated that the district may incur a penalty for the administrator-teacher ratio.	
<b>Previous Update(s) Provided:</b> 4/11/17: The district leadership structure is currently under review. The district learned through its independent auditors of an recurring penalty from the California Department of Education for excessive administrator to teacher ratio.	



## Sausalito Marin City School District (SMCSD)

## INVENTORY OF CORRECTIVE ACTIONS UPDATE

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCS Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 41	<b>Category:</b> Personnel
<b>Agency/Group(s):</b> <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Develop a comprehensive Staff Professional Development Plan.	
<b>Action Status:</b> In Progress      ✓ On Going Action <b>Lead:</b> Superintendent, SMCS	
<b>Status Update:</b> The district is currently developing a professional development plan for the 2017-18 school year that includes a revised school calendar. Elements include pieces of the Community School Model, Culturally Appropriate Practices, Trauma Informed Instruction, and Effective Instructional Strategies. Additionally, due to the fact that the majority of the teachers are new to the school, time will be provided for planning, curriculum analysis, content articulation across grade levels, team building, individual learning plan creation, high yield instructional strategies, and assessment planning.	

**Previous Update(s) Provided:**

5/16/17: The district is currently working on offering professional development for the 2017-18 school year that will potentially incorporate training provided by the Children's Defense Fund/Freedom Schools in addition to other professional development opportunities still under development; additional details will be shared at the next regular board meeting.

4/11/17: On March 21-22, 2017, eleven staff including the Superintendent attended a training on Capturing Kids' Hearts offered by the Marin COE. In addition, on March 24, 2017 the district held a Professional Development Day with both Certificated and Classified staff on ToolBox, a simple and effective set of tools to empower students with tools to self-monitor their emotions and conflicts. Additional and preliminary plans are under development for Professional Development activities for staff during the summer.

**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 43	<b>Category:</b> Personnel
<b>Agency/Group(s):</b> <input type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input checked="" type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Provide training for proper attendance accounting.	
<b>Action Status:</b> In Progress      ✓ On Going Action <b>Lead:</b> Amy Prescott, Interim Chief Business Official, SMCSD	
<b>Status Update:</b> The district has met with their data consultant to discuss Aeries and CalPads student data and attendance to identify key staff to be trained and to establish process for proper attendance accounting.	

Previous Update(s) Provided:
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**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 50	<b>Category:</b> Personnel
<b>Agency/Group(s):</b> <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Develop and implement ongoing employee fraud prevention training programs.	
<b>Action Status:</b> In Progress      ✓ On Going Action <b>Lead:</b> Amy Prescott, Interim Chief Business Official, SMCSD	
<b>Status Update:</b> The district has partnered with their independent auditing firm, Christy White & Associates, to provide this training. Training will be scheduled for the beginning of the 2017-18 school year.	
<b>Previous Update(s) Provided:</b>	

**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 53	<b>Category:</b> Personnel
<b>Agency/Group(s):</b> <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Ensure that each employee understands their responsibility for records retention.	
<b>Action Status:</b> In Progress      ✓ On Going Action	
<b>Lead:</b> Amy Prescott, Interim Chief Business Official, SMCSD	
<b>Status Update:</b> The district has purchased six copies of the most recent records retention manual developed by the California Association of School Business Officials (CASBO). Interim Chief Business Official shared manuals with key staff and provided a short training. Next steps include establishing a procedure for how staff will maintain records retention.	

Previous Update(s) Provided:
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**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 60	<b>Category:</b> Internal Controls
<b>Agency/Group(s):</b> <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Provide monthly updates to the Board on outstanding actions.	
<b>Action Status:</b> In Progress      ✓ On Going Action <b>Lead:</b> Superintendent, SMCSD	
<b>Status Update:</b> Superintendent McCoy presented to the board at its 5/16/17 meeting with an update to Inventory of Corrective Actions: 1, 5, 12, 18, 19, 37, 41, 60 and 68. The board will continue to receive monthly updates at its regular board meeting on the status of individual corrective actions.	

**Previous Update(s) Provided:**

5/16/17: Superintendent McCoy presented to the board at its 4/11/17 meeting with an update to Inventory of Corrective Actions: 1, 7, 8, 13, 15, 19, 32, 33, 48, 54, 55, 58, 83, and 122. The board will continue to receive monthly updates at its regular board meeting on the status of individual corrective actions.

4/11/17: On March 14, 2017, the Board was provided with a draft of the Inventory of Corrective Actions. The board will continue to receive monthly updates on the status of individual corrective actions in addition to an updated Inventory of Corrective Actions.

**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 68	<b>Category:</b> Policies & Regulations
<b>Agency/Group(s):</b> <input type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input checked="" type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Maintain annual Statement of Economic Interests.	
<b>Action Status:</b> Completed/Implemented <input checked="" type="checkbox"/> On Going Action <b>Lead:</b> Amy Prescott, Interim Chief Business Official, SMCSD	
<b>Status Update:</b> The district has established procedures for the collection and tracking of the CA Form 700, in coordination with MCOE.	
<b>Previous Update(s) Provided:</b>	

**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 89	<b>Category:</b> Internal Controls
<b>Agency/Group(s):</b> <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Provide regular and frequent budget revisions to the governing board for approval.	
<b>Action Status:</b> Completed/Implemented <input checked="" type="checkbox"/> On Going Action <b>Lead:</b> Amy Prescott, Interim Chief Business Official, SMCSD	
<b>Status Update:</b> The Interim Chief Business Official has provided several budget revisions for board review/approval in the 2016-17 school year. This practice will continue in 2017-18 and beyond.	

<b>Previous Update(s) Provided:</b>
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**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 8/15/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 101	<b>Category:</b> Personnel
<b>Agency/Group(s):</b> <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
<b>Action Description:</b> Establish an individual payroll file for each employee.	
<b>Action Status:</b> Completed/Implemented <input checked="" type="checkbox"/> On Going Action <b>Lead:</b> Amy Prescott, Interim Chief Business Official, SMCSD	
<b>Status Update:</b> The district has established an individual payroll file for each employee in the 2016-17 school year and will continue this practice into the 2017-18 and beyond.	
<b>Previous Update(s) Provided:</b>	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
1	Personnel	√	CBO	Ensure that properly credentialed teachers are providing all subject area instruction, including physical education.	X	X	X	X	X	X		X	X	Partially Implemented	4/11/17 5/16/17 8/15/17
2	Policies & Regs	√	SUPT	Implement effective LCAP Process and Development.	X		X	X				X	X	Completed/Implemented	8/15/17
3	Policies & Regs	√	TBD	Recognize and demonstrate primary responsibility to students enrolled in the district's Bayside Martin Luther King, Jr. Academy.	X	X		X				X	X	Follow Up Needed	
4	WCA	√	SUPT	Renegotiate WCA MOU and Funding.	X	X		X				X	X	Follow Up Needed	
5	Policies & Regs	√	SUPT	Review all existing agreements/Memoranda of Understanding (MOUs).	X	X						X	X	In Progress	4/11/17 5/16/17
6	Students	√	SUPT	Address Instructional Materials Insufficiency.		X			X		X	X		Completed/Implemented	4/11/17
7	Students	√	TBD	Restore educational enrichment programs.		X				X		X	X	In Progress	
8	Students	√	TBD	Review the instructional and program needs for students and adjust staffing accordingly.	X					X		X	X	Not Started	
9	Personnel	√	CBO	Maintain appropriate CLAD teacher requirements.		X	X						X	In Progress	
10	Personnel	√	SUPT	Ensure classes have been assigned a permanent teacher within the first 20 working days of the semester.		X			X				X	Partially Implemented	8/15/17
11	Students	√	SUPT	Ensure students have textbooks or instructional materials to use at home or after school.		X			X				X	Completed/Implemented	8/15/17
12	Students	◆	SUPT	Develop Individual Learning Plans for students.		X						X	X	In Progress	4/11/17 5/16/17 8/15/17
13	Students	√	TBD	Ensure an Equitable Education for students of the district.		X						X	X	In Progress	
14	Students	√	TBD	Develop an Education Reform Plan.		X						X	X	In Progress	
15	Policies & Regs	◆	MCOE	Develop timeline to implement FCMAT recommendations.	X	X								In Progress	
16	Policies & Regs	◆	CBO	Establish proper account coding.	X		X							Completed/Implemented	4/11/17
17	Policies & Regs	√	CBO	Review and follow up on any audit exceptions or management letter findings or recommendations, descriptions of corrective actions or plans to correct items.	X		X							In Progress	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
18	Students	√	SUPT	Develop and Implement Compensatory Education including Summer School		X						X		Completed/Implemented	4/11/17 5/16/17 8/15/17
19	Students	◆	SUPT	Develop Transitional Kindergarten and Preschool outreach strategies.		X						X		In Progress	5/16/17
20	Students	√	TBD	Maintain sufficient classroom space.								X	X	Unkown	
21	Students	√	TBD	Create school schedules that prioritize core instructional programs that maximize student learning and comply with the Collective Bargaining Agreements.	X							X		Unkown	
22	Students	√	TBD	Use the LCAP process and the professional knowledge of staff to determine the needs of students at Bayside MLK and an adequate level of funding to meet those needs.	X							X		Unkown	
23	Students	√	TBD	Provide subject matter instruction for middle school students. Realign funding priorities as needed to ensure that this occurs.	X							X		In Progress	
24	WCA	◆	TBD	Recognize and demonstrate relationship with WCA is as charter school authorizer.	X							X		Unkown	
25	Facilities	√	TBD	Annually re-evaluate in a public setting facility use provisions including effects on Bayside/MLK students.	X							X		Not Implemented	
26	Facilities	√	TBD	Develop a five-year facilities master plan that incorporates demographics, student enrollment, facility capacity, capital improvements and funding methodologies to support student housing needs.	X							X		Not Started	
27	Personnel	√	TBD	Consider reconfiguring staffing to align with the number of students being served.	X							X		In Progress	
28	Personnel	◆	SUPT	Review the need for both a superintendent and a principal; consider combining these roles in one position.	X							X		Completed/Implemented	4/11/17 8/15/17
29	Personnel	√	TBD	Consider using any salary savings to staff part-time teaching positions to provide targeted student intervention...	X							X		In Progress	
30	Policies & Regs	√	TBD	Honor the commitments made in board bylaws and policies.	X							X		Unkown	
31	Policies & Regs	√	TBD	Ensure that all volunteers and employees follow board policies and administrative regulations.	X							X		In Progress	
32	Internal Controls	√	TBD	Assess all requests for expenditures for goods and services to ensure financial resources equitably support all district students.	X							X		Unkown	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
33	WCA	√	TBD	Review Demographics at WCA related to the decline in African American Students.				X				X		In Progress	
34	WCA	√	TBD	Ensure that all students have equal access to WCA, regardless of race, ethnicity, socio-economic level, or disability.	X							X		Unkown	
35	Students	√	TBD	Implement strategies to address decline in academic performance.				X						Follow Up Needed	
36	Students	◆	TBD	Develop a multi-step plan, open to all stakeholders, to evaluate the advantages and disadvantages of different school site and district grade level configurations.	X									Not Started	
37	Facilities	√	CBO	Seek competitive bids on public works projects over \$15,000 and equipment, materials or supplies to be furnished, sold or leased in excess of current bid limits.	X									In Progress	5/16/17
38	Facilities	◆	TBD	Obtain and maintain equipment listings from director of maintenance and operations.	X									Not Started	
39	Facilities	√	TBD	Ensure the school building, building system, or part of the school grounds is in a condition that does not pose a threat to the health and safety of students, teachers, or school employees.					X					In Progress	
40	Facilities	√	DIR. MAINTENANCE	Ensure restrooms are fully operational, maintained and accessible, cleaned regularly, and stocked at all times.					X					Completed/Implemented	4/11/17
41	Personnel	√	SUPT	Develop comprehensive Staff Professional Development Plan.		X								In Progress	4/11/17 5/16/17 8/15/17
42	Personnel	√	TBD	Comply with Administrative/Teacher ratio requirement.			X							Follow Up Needed	
43	Personnel	√	CBO	Provide training for proper attendance accounting.			X							In Progress	8/15/17
44	Personnel	◆	TBD	Consider online, read-only access to financial information by site administrators and department managers...	X									Not Started	
45	Personnel	◆	TBD	Consider commissioning a study to determine appropriate staffing levels for both certificated and classified employees.	X									Not Started	
46	Personnel	◆	TBD	Review confidential employees' work responsibilities to ensure they meet Government Code Section 3540.1 requirements.	X									Partially Implemented	
47	Personnel	◆	TBD	Revise confidential employee job descriptions (and classifications) as needed.	X									Partially Implemented	
48	Personnel	◆	TBD	Send personnel staff members to training conducted by CODESP and/or CPS on a variety of pertinent subjects.	X									Partially Implemented	



Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
49	Personnel	√	TBD	Communicate to every employee the expectation of compliance with all policies and procedures, code of ethics and standards of conduct.	X									In Progress	
50	Personnel	√	CBO	Develop and implement ongoing employee fraud prevention training programs.	X									In Progress	8/15/17
51	Personnel	√	TBD	Ensure that employees are cross-trained in key areas of responsibility.	X									Unkown	
52	Personnel	√	TBD	Develop desk manuals of employee duties; ensure that each employee includes step-by-step procedures for all assigned duties in their desk manual.	X									Not Started	
53	Personnel	√	CBO	Ensure that each employee understands their responsibility for records retention.	X									Partially Implemented	8/15/17
54	Personnel	◆	TBD	Provide extensive training for all employees involved in purchasing if the online QSS purchase order system is implemented.	X									In Progress	
55	Personnel	√	TBD	Depending on the leadership structure, review the need for other positions such as director of facilities and assistant principal.	X									In Progress	
56	Personnel	◆	TBD	Conduct a salary study of its management positions to ensure equity both within the district and with comparable districts.	X									Unkown	
57	Personnel	√	TBD	Ensure written agreements between each organization and district is approved by the board, includes certification of all applicable employee clearances.	X									Partially Implemented	
58	Personnel	√	TBD	Revise job descriptions as necessary among district office staff to accommodate the changes in procedures.	X									Partially Implemented	
59	Personnel	◆	CBO	Provide the assistant to the business manager with outside training to assist with the assigned accounting duties, and hold the employee responsible for completing the assigned duties correctly.	X									Completed/Implemented	4/11/17
60	Internal Controls	√	SUPT	Provide monthly updates to Board on outstanding actions.		X								In Progress	4/11/17 5/16/17 8/15/17
61	Internal Controls	√	TBD	Implement Year End financial procedures.			X							In Progress	
62	Internal Controls	√	TBD	Establish and maintain better communication at all levels of the organization.			X							In Progress	
63	Internal Controls	√	CBO	Ensure employee timesheets are signed prior to processing the timesheets for payment.			X							Completed/Implemented	4/11/17

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
64	Internal Controls	√	CBO	Develop and implement proper procedures for cash handling.			X							Partially Implemented	
65	Internal Controls	√	CBO	Monitor open accounts with updated and authorized signers.			X							In Progress	
66	Internal Controls	√	CBO	Reconcile bank accounts.			X							Completed/Implem- ented	
67	Internal Controls	√	CBO	Reconcile holding accounts.			X							In Progress	
68	Policies & Regs	√	CBO	Maintain annual Statement of Economic Interests.			X							Completed/Implem- ented	5/16/17 8/15/17
69	Internal Controls	√	TBD	Reconcile and maintain ASES program records.			X							In Progress	
70	Internal Controls	◆	TBD	Establish procedures for FRPM and/or EL eligible.			X							Unkown	
71	Internal Controls	◆	TBD	Establish appropriate procedures child nutrition program.			X							In Progress	
72	Policies & Regs	√	TBD	Provide clear and concise budget presentations and materials.	X									In Progress	
73	Internal Controls	◆	TBD	Implement sound financial internal control structure.	X									Partially Implemented	
74	Internal Controls	◆	TBD	Take immediate steps to construct separate travel request and reimbursement forms that more closely meet needs.	X									Unkown	
75	Policies & Regs	◆	TBD	Establish meal and mileage rates for use in employee travel.	X									Unkown	
76	Policies & Regs	◆	TBD	Implement the procedures for travel expenditures.	X									Unkown	
77	Policies & Regs	◆	TBD	Implement the procedures regarding revolving account transactions.	X									Partially Implemented	
78	Policies & Regs	√	CBO	Update all board policies and administrative regulations by the end of the fiscal year.	X									In Progress	
79	Policies & Regs	◆	TBD	Develop and implement a protocol to ensure future required changes to board policies and administrative regulations are adopted by the district in a timely fashion.	X									In Progress	
80	Policies & Regs	√	TBD	Ensure that all board policies and administrative regulations are posted to its website.	X									Partially Implemented	
81	Policies & Regs	√	TBD	Annually adopt and communicate board approved budget goals and objectives.	X									In Progress	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-QF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
82	Policies & Regs	◆	SUPT	Implement a set of board-approved guiding principles outlining the district's financial priorities for use in decision making.	X									In Progress	
83	Policies & Regs	◆	TBD	Prepare a formal budget development calendar, including critical tasks, deadlines and the staff member assigned. Obtain annual approval of the calendar from the governing board.	X									Not Started	
84	Policies & Regs	◆	TBD	Implement a budget development process that includes site administrators and department managers and holds them accountable to stay within their budget.	X									Not Started	
85	Internal Controls	√	CBO	Prohibit other fund or restricted program encroachment without the express support of the district's executive leadership and the governing board.	X									Follow Up Needed	
86	Internal Controls	√	CBO	Prohibit the inclusion of carryover balances during budget development.	X									Completed/Implemented	4/11/17
87	Internal Controls	√	TBD	Conduct budget study sessions for the governing board and all interested stakeholders during budget development and bring periodic updates to the board during the process.	X									In Progress	
88	Internal Controls	√	TBD	Periodically assess fiscal health to help ensure its viability.	X									In Progress	
89	Internal Controls	√	CBO	Provide regular and frequent budget revisions to the governing board for approval.	X									Completed/Implemented	8/15/17
90	Internal Controls	√	TBD	Perform annual and periodic duties to ensure compliance with state and federal regulations.	X									In Progress	
91	Internal Controls	√	TBD	Ensure that the required current state and federal legal employment notices are posted in staff lounges.	X									Unkown	
92	Internal Controls	√	TBD	Ensure that the board meeting calendar contains financial reporting deadlines to ensure compliance.	X									In Progress	
93	Policies & Regs	√	TBD	Survey the board regarding specific areas of interest or topics for which they would like additional explanation or training.	X									Not Started	
94	Internal Controls	√	CBO	Present all adjustments resulting from the independent audit of the prior year's financial records to the governing board for approval.	X									Unkown	
95	Internal Controls	◆	CBO	Review processes for applying indirect costs and revise procedures beginning with fiscal year 2011-12.	X									Not Started	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
96	Policies & Regs	√	SUPT	Improve communication practices, identify measurable objectives and implement strategies to achieve those objectives.	X									Not Started	
97	Internal Controls	◆	CBO	Develop and implement fraud detection methods.	X									Unkown	
98	Internal Controls	◆	CBO	Create a policies and procedures manual for the business department.	X									Not Started	
99	Personnel	◆	CBO	Implement payroll procedures that will provide a sound internal control structure.	X									In Progress	
100	Personnel	◆	TBD	Revise job descriptions as necessary among district office staff to accommodate revised payroll procedures.	X									Unkown	
101	Personnel	◆	CBO	Establish an individual payroll file for each employee.	X									Completed/Implemented	8/15/17
102	Personnel	◆	TBD	Implement a calendaring system in the Personnel Department to track the dead-lines for employee evaluations.	X									In Progress	
103	Personnel	√	TBD	Provide sites/departments with notifications from the Personnel Department regarding deadlines for employee evaluations, and track compliance with the evaluation deadlines.	X									In Progress	
104	Personnel	√	TBD	Provide district administrators / department heads with training in documenting employee performance.	X									Not Started	
105	Personnel	◆	TBD	Implement the procedures for employee recruitment / selection.	X									Unkown	
106	Personnel	◆	TBD	Submit the certificated and classified employment application forms to legal counsel for evaluation.	X									Not Started	
107	Personnel	◆	TBD	Adopt standardized forms for use in the employee selection process.	X									Not Started	
108	Personnel	◆	TBD	Implement Defensible Employment Testing for meeting selection requirements.	X									Not Started	
109	Personnel	√	TBD	Provide annual notice to each employee to confirm their vacation and personal necessity/sick leave balances.	X									Not Started	
110	Personnel	◆	TBD	Implement the procedures for employee resignations and retirements.	X									Not Started	
111	Internal Controls	◆	TBD	Take immediate steps to fully implement the QSS position control module, including the use of an outside consultant for the initial system setup to lessen the burden on district office staff.	X									In Progress	



Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
112	Internal Controls	◆	TBD	Revise job descriptions of district office staff as necessary to ensure that adequate internal controls are established for maintenance of the position control system.	X									Unkown	
113	Internal Controls	◆	TBD	Ensure that one person does not have the ability to access both the demographic and payroll screens of employees in the position control module.	X									Not Started	
114	Internal Controls	◆	TBD	Review employee change of status form.	X									Not Started	
115	Internal Controls	◆	TBD	Include a check box or signature line reflecting verification of board approval if required for the personnel action on the change of status form.	X									Unkown	
116	Internal Controls	◆	TBD	Establish steps to process the district's position control transactions.	X									Unkown	
117	Internal Controls	◆	TBD	Implement the procedures for purchase orders.	X									In Progress	
118	Internal Controls	◆	TBD	Utilize open purchase orders for ongoing purchases of inexpensive items from the same vendor.	X									In Progress	
119	Internal Controls	◆	TBD	Consult with legal counsel regarding its July 2011 award of its contract for the food service program.	X									Not Started	
120	Internal Controls	◆	TBD	Immediately contact legal counsel with questions regarding bidding.	X									Unkown	
121	Internal Controls	◆	TBD	Meet with legal counsel to obtain a complete set of competitive bidding documents.	X									Unkown	
122	Internal Controls	◆	TBD	Provide training for staff on bidding requirements and procedures.	X									In Progress	
123	Internal Controls	◆	TBD	Establish a policy requiring three quotes to be obtained when items exceed a specified amount.	X									Unkown	
124	Internal Controls	◆	CBO	Issue district credit cards in both the individual's name and the district's name.	X									Completed/Implemented	4/11/17
125	Internal Controls	◆	TBD	Ensure that each person issued a credit card signs a usage agreement that provides specifics of the credit card program.	X									In Progress	
126	Internal Controls	◆	TBD	Require a purchase order for all purchases of goods and services via credit card, with the exception of some travel expenses.	X									Unkown	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
127	Internal Controls	◆	TBD	If the inventory is incomplete, consider changing vendors to perform a complete equipment inventory and provide the district with procedures to maintain an inventory system.	X									Unkown	
128	Policies & Regs	√	TBD	Review grant proposals and implementation details to ensure that services align with the district's goals and follow board policy.	X									Unkown	
129	WCA	√	TBD	Faithfully implement the provisions of the MOU, even when they are not favorable to WCA.	X									Unkown	
130	WCA	√	TBD	Provide the public and all interested parties an opportunity to hear and give input on the financial arrangements between the district and WCA.	X									Not Started	
131	WCA	√	TBD	Establish separation between operational and fiscal structures for WCA facilities, purchasing, administrative and other services.	X									In Progress	
132	WCA	√	TBD	Hold public hearing about provisions of charter within 30 days after receiving petition.	X									Unkown	
133	WCA	√	TBD	Review the applicable lease costs associated with the space provided to WCA, if any, each fiscal year with data derived from the annual independent auditor's report.	X									Unkown	
134	WCA	√	TBD	Establish a formal charter school oversight review process consistent with the requirements in the California Education Code....	X									In Progress	
135	WCA	√	TBD	Revise the current MOU to correct inconsistencies with requirements in the California Education Code and Title 5, California Code of Regulations.	X									In Progress	
136	WCA	√	TBD	Be specific about the form and frequency of oversight practices; ensure that expectations are clearly defined in policy and/or the MOU.	X									Not Started	
137	WCA	√	TBD	Routinely monitor WCA's student recruitment, issues related to racial and ethnic balance, and implementation of other items in the charter petition to ensure compliance.	X									Not Started	
138	WCA	√	TBD	Initiate a comprehensive review of WCA's enrollment practices...	X									Not Started	
139	WCA	√	TBD	Immediately require the charter school to cease refusing enrollment to special needs students (SDC).	X									In Progress	
140	WCA	√	TBD	Ensure that the total percentage of WCA students allowed because of the enrollment priority for children of a charter school's founders, teachers and staff is small.	X									Unkown	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
141	WCA	√	TBD	Ensure that WCA's charter petition and its website provide the same information regarding admission priority order and classifications.	X									Unkown	
142	WCA	√	TBD	Ensure that the charter school develops a systematic tracking system of students granted admission to WCA through the lottery are not enrolling their students.	X									Unkown	

LEGEND	NOTES
Green = Facilities	Uniform Complaint Procedure (UCP)
Peach = Personnel	Actions are displayed in order of frequency.
Blue = Policies and Regulations	√ = Ongoing Action
Gray = Internal Controls	◆ = One-Time Action
Bright Blue = WCA	
Yellow = Students	

Sausalito Marin City School District

Agenda Item: 9.01 (b)

Date: August 15, 2017

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

☐ Consent Agenda

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

**Item:** Counseling Plan

**Background:**

We are working closely with Marin County Office of Education and Marin County Health and Human Services to create a multi-tiered system of social/emotional/behavioral health supports for our students. We have a meeting with their team on August 14th (Day before the Board Meeting) and hope to have positive news to share at the meeting. At this point, we hope to not only provide a full-time Counselor, but a part-time Clinician for students with more intensive needs, and a part-time Social Worker for our families as well.

**Recommendation:** Discussion Only

**Attachments:** None

Sausalito Marin City School District

Agenda Item: 11.01

Date: August 15, 2017

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

☐ Consent Agenda

Item Requires Board Action: ☐

Item is for Information Only: ☒

**Item:** Educator Effectiveness Plan

**Background:**

As part of requirements from the State of California, we must submit a plan that outlines our plans for Professional Development (PD). In our case, we are providing many PD activities in order to enhance the instruction and supports that we provide to our students. Topics include:

- Social and Emotional Supports for Students (Capturing Kids Hearts, Trauma Informed Systems, Culturally Appropriate Practices, Freedom School approach)
- Curriculum and Instruction (Textbook adoption specific, Instructional methods and practices, Special Education requirements, Assessment, Individualized Learning Plans)
- School-wide systems (Positive Behavior Interventions and Supports, Restorative Justice, Retention, Schedules, Instructional Day Schedule, School Event Calendar)

**Fiscal Impact:** \$24,931 – Educator Effectiveness Funds

**Recommendation:** Discussion Only

**Attachments:** Proposed Budget

## EDUCATOR EFFECTIVENESS BLOCK GRANT

### Background:

The 2015 Budget Act included \$490 million in one-time money called the “Educator Effectiveness Block Grant” (EEBG).

Educator Effectiveness funds may be used to support the professional development of certificated teachers, administrators, and paraprofessional educators. Funds can be expended in any of the following areas:

- **Area 1: Beginning Teacher and Administrator Support:** Support and mentoring, including, but not limited to programs to meet new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing.
- **Area 2: Professional Improvement:** Professional development, coaching, and support for teachers identified as needing improvement or additional support by local educational agencies.
- **Area 3: Content Standards:** Professional Development for teachers, para-educators, and administrators aligned to state adopted content standards.
- **Area 4: Coaching and Training:** To promote educator quality and success, including, but not limited to, professional development for administrators on mentoring and coaching certificated staff to support effective teaching and learning.

The funding is required to be allocated in an equal amount based on the certificated staff in the 2014-15 fiscal year. The 2015-16 calculated funding rate is approximately \$1,466 per fulltime equivalent (FTE). School districts and county offices may expend the funds over three (3) fiscal years.

As a condition of receiving Educator Effectiveness funds, the Sausalito Marin City School District is required to do the following:

1. Develop and adopt a plan delineating how the Educator Effectiveness funds will be spent. The plan must be explained in a public meeting of the governing board before its adoption in a subsequent public meeting.
2. On or before July 1, 2018, submit a detailed expenditure report of information to the California Department of Education.

**Expenditure Plan:**

In 2015-16, the Sausalito Marin City School District had 17.0 FTE in Certificated Staff and will receive a total of \$24,931 in Educator Effectiveness Funding. These funds will be used to support high quality professional development.

Staff will work collaboratively on the many systems that encompass a school. In addition to a focus on effective instructional and assessment strategies, the team will receive and apply training related to culturally appropriate practices, Social/emotional/behavioral supports, trauma informed systems, Individual Student Learning Plans. All training will take place between August 21, 2017 and September 1, 2017.

<b>Area of Focus</b>	<b>Approximate Anticipated Allocation</b>
Area 1: Beginning Teacher and Administrator Support	\$
Area 2: Professional Improvement	\$24,931
Area 3: Content Standards	\$
Area 4: Coaching and Training	\$
<b>Total</b>	<b>\$24,931</b>

The Administration recommends the Board approve the Educator Effectiveness Block Grant Plan for the Sausalito Marin City School District.

FOCUS AREA				EXAMPLES OF ACTIVITIES	AUDIENCE	ESTIMATED EXPENSE
<u>Area 1:</u> Beginning Teacher and Administrator Support	<u>Area 2:</u> Professional Improvement	<u>Area 3:</u> Content Standards	<u>Area 4:</u> Coaching and Training			
	X			10 Days of Professional Development Topics to include: <ul style="list-style-type: none"> <li>• Culturally Appropriate Practices</li> <li>• Trauma Informed Systems</li> <li>• Curriculum Adoption Training</li> <li>• Freedom School Strategies</li> <li>• High-Yield Instructional Strategies</li> <li>• Assessment Planning</li> <li>• Social and Emotional Supports</li> <li>• Individualized Learning Plans               <ul style="list-style-type: none"> <li>• Restorative Justice</li> </ul> </li> </ul>	Certificated (18 Teachers, Specialists, and Admin) and Classified Staff	\$24,931



Sausalito Marin City School District

Agenda Item: 11.02

Date: August 15, 2017

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

☐ Consent Agenda

Item Requires Board Action: ☐

Item is for Information Only: ☒

**Item:** Governance Calendar

**Background:**

It is recommended by CSBA that every School District develop a Governance Calendar that reflects the on-going activities of the Board. This provides a critical reference point for the Board and the Community regarding when certain activities and processes occur within the District, and makes transparent the operations and governance of the District.

In order to create this draft Governance Calendar, we consulted with CSBA guidance, as well as our own team members to clarify all of the different areas that need to be addressed. This Draft is before the Board to discuss and edit/revise before adopting at the next meeting.

**Recommendation:** Discussion Only

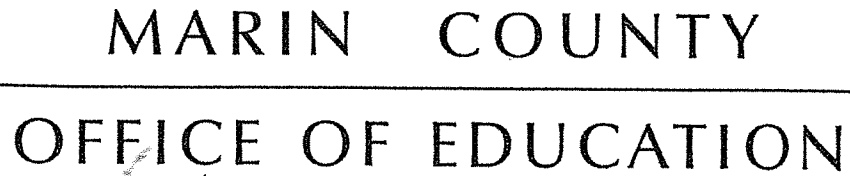
**Attachments:** Governance Calendar

## DRAFT Sausalito Marin City School District Governance Calendar

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
<b>Effective Governance</b>		Approve Board Governance Calendar				CSBA events: Annual Education Conference and Orientation for New Trustees	Annual Study Session to: Review governance norms and protocols  Update calendar	Training: The Brown Act Board President's Workshop Institute for New and First-term Board members Masters in Governance		Board Self-Evaluation		
<b>Setting Direction for the District</b>	LCAP to MCOE	Communicate Mission/Vision/Goals  Corrective Action Report	Corrective Action Report	Corrective Action Report	Corrective Action Report	LCAP Progress Report  Corrective Action Report	Superintendent mid-year report on goals  Corrective Action Report	Corrective Action Report	LCAP Progress Report  Corrective Action Report	LCAP Board study session/public input  Corrective Action Report	LCAP final draft to the Board  Corrective Action Report	Approve LCAP  Corrective Action Report
<b>Student Learning &amp; Achievement</b>		Principal Report on PD Plan  WCA Report	Principal – Start of School Report (Activities, Staff, Enrollment)  CAASPP Report  WCA Report	Student Presentations/Recognition  WCA Report	Principal's Report (Student Performance and Behavior Data)  WCA Report	Student Presentation/Recognition  WCA Report	Principal's Report (Student Performance and Behavior Data, CELDT Scores)  WCA Report	Student Presentation/Recognition  WCA Report	Principal's Report (Student Performance and Behavior Data)  WCA Report	Student Presentation/Recognition  WCA Report	Principal's Report (Appreciation events and activities)  WCA Report	Student Presentation/Recognition  WCA Report
<b>Finance</b>	LCAP and Budget reviewed by MCOE  Business Office closes the books for the prior year.	Letter from MCOE re: Budget and LCAP  Business Office closes the books for the prior year	Unaudited Actuals to the Board no later than 9/15			First Interim Report to the board no later than 12/15  Report from CBO regarding Enrollment, LCFF Funding estimate, and ending fund balance.	Audit report released. Audit Approved by Board no later than 1/31	State budget released. CBO reports on information and possible impacts to following year's budget.	Second Interim Report to the Board no later than 3/15  Staff aligns budget to LCAP		Governor's May budget revise. Staff reports on impacts.  3 <sup>rd</sup> Interim Report (as necessary) to the Board no later than 5/31	Budget and LCAP Public Hearings and Adoption

## DRAFT Sausalito Marin City School District Governance Calendar

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Facilities		Report on facility plans for the year				Report on winter facility work  Complete Facilities Inspection Tool FIT Report for both sites					Report on planned summer work	
Policy	CSBA Policy Update				CSBA Policy Update		CSBA Policies in Review		CSBA Policy Update			
Judicial Review	Williams Quarterly Report to Board		Report on Materials Sufficiency (Williams Act)	Williams Quarterly Report to Board			Williams Quarterly Report to Board			Williams Quarterly Report to Board		
Human Resources		Finalize Superintendent Goals and success indicators					Superintendent mid-year report on goals		Layoff deadline is March 15	Superintendent Evaluation		
Collective Bargaining			Sunshine Proposals with Bargaining Units									
Community Relations	LCAP on Website	Develop key messages on LCAP	Back to School Night  CCEE/CAC Board Report	Community School Coordinator Board Report	Identify Parent Advisory Groups  CCEE/CAC Board Report		Report progress on LCAP Solicit input on LCAP for spring months  CCEE/CAC Board Report	Community School Coordinator Board Report	CCEE/CAC Report to the Board Report		Attend Open House  Community School Coordinator Board Report  CCEE/CAC Board Report	Disseminate Key messages about important district topics including progress on LCAP and budget
Advocacy												



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

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0049 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		
20166236	070329/	AT&T CALNET 3				
		PO-170001	1. 01-0000-0-5970.00-0000-2700-700-000-000	6/17		115.92
			WARRANT TOTAL			\$115.92
20166237	070721/	FAGEN FRIEDMAN FULFROST				
		PV-170607	01-0000-0-5829.00-0000-7100-000-000-000	53159/1-8		11,423.50
			01-6500-0-5829.00-0000-7100-000-000-000	53159/1-8		130.00
			WARRANT TOTAL			\$11,553.50
20166238	002270/	FISHMAN SUPPLY CO.				
		PO-170161	1. 01-0000-0-4300.00-0000-8211-104-000-000	1082401, 1082621		638.66
			WARRANT TOTAL			\$638.66
20166239	000701/	HYDREX PEST CONTROL				
		PO-170014	1. 01-0000-0-5525.00-0000-8200-000-000-000	6/17		235.00
			WARRANT TOTAL			\$235.00
20166240	070201/	KENTFIELD SCHOOL DISTRICT				
		PV-170610	01-6500-0-5835.00-5770-1182-700-000-000	17098		198.33
			WARRANT TOTAL			\$198.33
20166241	002220/	NORTH BAY TAXI				
		PV-170611	01-3010-0-5840.00-0000-3600-104-000-000	5/17 Student Transportation		2,765.00
			WARRANT TOTAL			\$2,765.00
20166242	000016/	OFFICE DEPOT				
		PV-170605	01-0000-0-4300.00-0000-7110-725-000-000	933830776001		74.49
			WARRANT TOTAL			\$74.49
20166243	000073/	PEARSON				
		PV-170606	01-6500-0-4300.00-5770-1110-700-000-000	11156017		322.68
			WARRANT TOTAL			\$322.68
20166244	071004/	PLAN				
		PO-170152	1. 01-0000-0-5840.00-1110-2700-104-000-000	2017-03		11,666.85
			WARRANT TOTAL			\$11,666.85

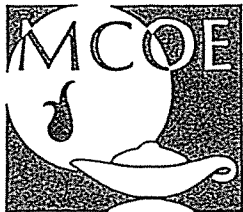
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0049 GENERAL FUND  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT
20166245	070843/	ALAN ROTHKOP				
		PV-170612	01-8150-0-4300.00-0000-8100-735-000-000	Truck parts		14.70
			WARRANT TOTAL			\$14.70
20166246	070792/	TURNING GREEN				
		PV-170614	01-1100-0-4319.00-1110-1010-104-000-000	1277		96.18
			WARRANT TOTAL			\$96.18
20166247	070677/	LYDIA TUVESON				
		PO-170077	1. 01-6500-0-5835.00-5770-1182-700-000-000	10LT2016-2017		456.50
			WARRANT TOTAL			\$456.50
20166248	002172/	WILLOW CREEK ACADEMY				
		PV-170609	01-0000-0-5970.00-0000-2700-700-000-000	Reimburse ATT Payments		552.42
			WARRANT TOTAL			\$552.42
20166249	070944/	FELICIA YOUNGER				
		PV-170608	01-0000-0-4300.00-0000-2700-104-000-000	Juneteenth Outreach		23.01
			WARRANT TOTAL			\$23.01
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	14	TOTAL AMOUNT OF CHECKS:	\$28,713.24*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	14	TOTAL AMOUNT:	\$28,713.24*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0049 GENERAL FUND  
FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20166250	070792/	TURNING GREEN				
		PV-170614	13-5310-0-4300.00-0000-3700-700-000-000	1277		93.30
			13-5310-0-4700.00-0000-3700-700-000-000	1277		866.85
			13-5310-0-5849.00-0000-3700-700-000-000	1277		4,869.38
			WARRANT TOTAL			\$5,829.53
20166251	070816/	UNFI				
		PV-170613	13-5310-0-4700.00-0000-3700-700-000-000	19922792-003		300.00
			WARRANT TOTAL			\$300.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$6,129.53*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$6,129.53*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	16	TOTAL AMOUNT OF CHECKS:	\$34,842.77*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	16	TOTAL AMOUNT:	\$34,842.77*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	16	TOTAL AMOUNT OF CHECKS:	\$34,842.77*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	16	TOTAL AMOUNT:	\$34,842.77*

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# MARIN COUNTY

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### VENDOR PAYMENT CERTIFICATION

Date 6/28/17

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 \$ 158,657.88.

FUND NUMBER

BATCH NUMBER

AMOUNT

01

50

72,717.44

14

50

85,940.44

Authorized Signature

Amy Prescott



DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0050 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
20167217	070935/	CINTAS CORPORATION													
		PV-170627		01	-8150	-0	-4300	.00	-0000	-8100	-104	-000	-000	626131141	189.00
		WARRANT TOTAL													\$189.00
20167218	002270/	FISHMAN SUPPLY CO.													
		PV-170629		01	-0000	-0	-4400	.00	-0000	-8211	-104	-000	-000	1083852	654.70
		WARRANT TOTAL													\$654.70
20167219	070785/	HANNAH PROJECT													
		PV-170624		01	-0000	-0	-5840	.00	-1430	-1020	-104	-000	-000	5255 Freedom School	7,000.00
		WARRANT TOTAL													\$7,000.00
20167220	000039/	KAISER FOUNDATION													
		PV-170620		01	-0000	-0	-9526	.00	-0000	-0000	-000	-000	-000	578-0002	12,433.30
				01	-0000	-0	-9526	.00	-0000	-0000	-000	-000	-000	16734-0001	10,864.17
		WARRANT TOTAL													\$23,297.47
20167221	070988/	VANESSA LYONS													
		PV-170617		01	-9471	-0	-5800	.00	-1110	-1010	-700	-000	-000	6/17 Garden Work	1,250.00
		WARRANT TOTAL													\$1,250.00
20167222	000045/	MARIN COUNTY OFFICE OF EDUC													
		PV-170628		01	-0000	-0	-4300	.00	-0000	-7110	-725	-000	-000	MCSBA dinner	105.00
				01	-0000	-0	-5300	.00	-0000	-7110	-725	-000	-000	16-17 dues	75.00
		WARRANT TOTAL													\$180.00
20167223	071017/	ZAKI MOKHEMER													
		PV-170616		01	-6500	-0	-5840	.00	-5770	-3600	-700	-000	-000	Reimburse Transp. Costs	6,935.00
		WARRANT TOTAL													\$6,935.00
20167224	000015/	MSIA DENTAL													
		PV-170621		01	-0000	-0	-9528	.00	-0000	-0000	-000	-000	-000	7/17	2,588.77
		WARRANT TOTAL													\$2,588.77
20167225	000117/	MSIA VISION													
		PV-170622		01	-0000	-0	-9529	.00	-0000	-0000	-000	-000	-000	7/17	384.48

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0050 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						\$384.48
20167226	000058/	P G & E CO				
		PO-170000	2. 01-0000-0-5510.00-0000-8200-000-000-000	6/17 BMLK		271.21
			1. 01-0000-0-5510.00-0000-8200-000-000-103	WCA 6/17		92.52
			WARRANT TOTAL			\$363.73
20167227	071004/	PLAN				
		PV-170625	01-0000-0-5840.00-1110-2700-104-000-000	2017-04		6,418.00
			WARRANT TOTAL			\$6,418.00
20167228	070913/	SEAGATE BRIDGEWAY ASSOCIATES				
		PV-170626	01-0000-0-5555.00-0000-7150-725-000-000	7/17 Rent		5,317.00
			WARRANT TOTAL			\$5,317.00
20167229	070406/	SILYCO				
		PV-170615	01-0000-0-5849.00-0000-2420-700-000-000	June 2017		9,600.00
			WARRANT TOTAL			\$9,600.00
20167230	070200/	STANDARD INSURANCE COMPANY CB				
		PV-170618	01-0000-0-9527.00-0000-0000-000-000-000	6/17		164.55
			01-0000-0-9527.00-0000-0000-000-000-000	6/17		332.24
			WARRANT TOTAL			\$496.79
20167231	000600/	TUHSD				
		PV-170623	01-0000-0-5840.00-1310-1010-104-000-000	585 Math Instruction		8,042.50
			WARRANT TOTAL			\$8,042.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	15	TOTAL AMOUNT OF CHECKS:	\$72,717.44*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	15	TOTAL AMOUNT:	\$72,717.44*

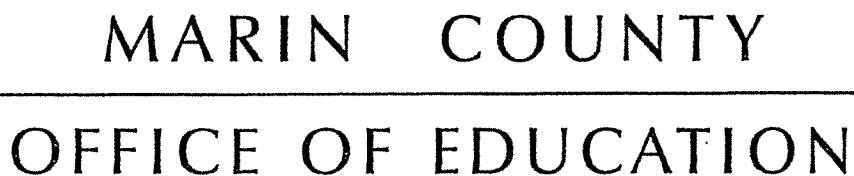
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0050 GENERAL FUND

FUND : 14 DEFERRED MAINTENANCE 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	
20167232	002172/	WILLOW CREEK ACADEMY				
		PV-170619	14-0000-0-5631.00-0000-8110-103-000-000		WCA Exterior Lighting	85,940.44
			WARRANT TOTAL			\$85,940.44
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$85,940.44*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$85,940.44*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	16	TOTAL AMOUNT OF CHECKS:	\$158,657.88*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	16	TOTAL AMOUNT:	\$158,657.88*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	16	TOTAL AMOUNT OF CHECKS:	\$158,657.88*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	16	TOTAL AMOUNT:	\$158,657.88*

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DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0001 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
20168086	000609/	AMERICAN EXPRESS													
		CL-170001		01-0000-0-4300.00-0000-7200-725-000-000										Amex Dues	95.00
		CL-170002		01-0000-0-4300.00-0000-2700-104-000-000										Graduation/Staff	234.00
		CL-170003		01-0000-0-4300.00-1130-1010-104-000-000										Athletics	201.56
		CL-170004		01-8150-0-5230.00-0000-8110-104-000-000										Rothkop Workshop	355.37
		CL-170005		01-0000-0-5960.00-1430-2700-104-000-000										Postage	106.36
				WARRANT TOTAL											\$992.29
20168087	070358/	AT&T													
		CL-170015		01-0000-0-5970.00-0000-7200-700-000-000										6/17	50.35
				WARRANT TOTAL											\$50.35
20168088	002553/	LA DONNA BONNER													
		CL-170025		01-0000-0-4300.00-1430-1020-104-000-000										Math Class Supplies	93.80
				WARRANT TOTAL											\$93.80
20168089	000256/	BUCK'S SAW SERVICE													
		CL-170008		01-8150-0-4300.00-0000-8100-735-000-000										Mower part	28.10
				WARRANT TOTAL											\$28.10
20168090	070132/	CAPITAL ONE COMMERCIAL													
		CL-170016		01-0000-0-4300.00-0000-2700-104-000-000										Graduation	173.51
				WARRANT TOTAL											\$173.51
20168091	071018/	CHRISTY WHITE ASSOCIATES													
		CL-170011		01-0000-0-5809.00-0000-7191-700-000-000										13648	12,154.50
				WARRANT TOTAL											\$12,154.50
20168092	070761/	CON E SOLUTIONS													
		CL-170021		01-0000-0-5840.00-0000-7705-700-000-000										5-6/17	690.00
				WARRANT TOTAL											\$690.00
20168093	001807/	EMPLOYMENT DEVELOPMENT DEPT.													
		CL-170014		01-0000-0-9515.00-0000-0000-000-000-000										Q2 2017 - 94241171	374.53
				WARRANT TOTAL											\$374.53

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0001 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	
20168094	002810/	FRANCHISE TAX BOARD													
		CL-170020		01	-0000	-0-9517	.00	-0000	-0000	-000	-000	-000		2016 Use Tax	454.27
														WARRANT TOTAL	\$454.27
20168095	000023/	GOODMAN BUILDING SUPPLY CO.													
		CL-170019		01	-8150	-0-4300	.00	-0000	-8100	-735	-000	-000		6/17	343.74
														WARRANT TOTAL	\$343.74
20168096	070614/	MEDICAL BILLING SYSTEMS INC.													
		CL-170023		01	-0000	-0-5840	.00	-0000	-7200	-725	-000	-000		1105	800.00
														WARRANT TOTAL	\$800.00
20168097	000058/	P G & E CO													
		CL-170006		01	-0000	-0-5510	.00	-0000	-8200	-000	-000	-000		6/17 BMLK	2,942.21
		CL-170007		01	-0000	-0-5510	.00	-0000	-8200	-000	-000	-103		6/17 WCA	3,018.07
														WARRANT TOTAL	\$5,960.28
20168098	000990/	QUILL CORP.													
		CL-170026		01	-0000	-0-4300	.00	-1430	-1020	-104	-000	-000		7892468	198.29
														WARRANT TOTAL	\$198.29
20168099	070789/	SCHOOL FACILITY CONSULTANTS													
		CL-170018		01	-0000	-0-5840	.00	-0000	-7200	-700	-000	-000		10647	225.00
														WARRANT TOTAL	\$225.00
20168100	001206/	SHELL OIL CO.													
		CL-170013		01	-0000	-0-4301	.00	-0000	-8110	-735	-000	-000		6/17 Gas Usage	213.25
														WARRANT TOTAL	\$213.25
20168101	070200/	STANDARD INSURANCE COMPANY CB													
		CL-170024		01	-0000	-0-9527	.00	-0000	-0000	-000	-000	-000		6/17	164.55
														WARRANT TOTAL	\$164.55
20168102	070792/	TURNING GREEN													
		CL-170022		01	-1100	-0-4300	.00	-1110	-1010	-104	-000	-000		1283	628.00
														WARRANT TOTAL	\$628.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0001 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
20168103	070677/	LYDIA TUVESON														
		CL-170012			01		6500-0-5835.00-5770-1182-700-000-000								11LT2016-2017	166.00
							WARRANT TOTAL									\$166.00
20168104	070759/	VERIZON WIRELESS														
		CL-170017			01		0000-0-5970.00-0000-7200-700-000-000								6/17	418.49
							WARRANT TOTAL									\$418.49
20168105	002172/	WILLOW CREEK ACADEMY														
		CL-170010			01		0000-0-8096.00-0000-9200-103-000-000								July 17 in lieu	206,450.00
							WARRANT TOTAL									\$206,450.00
*** FUND	TOTALS ***						TOTAL NUMBER OF CHECKS:	20							TOTAL AMOUNT OF CHECKS:	\$230,578.95*
							TOTAL ACH GENERATED:	0							TOTAL AMOUNT OF ACH:	\$ .00*
							TOTAL EFT GENERATED:	0							TOTAL AMOUNT OF EFT:	\$ .00*
							TOTAL PAYMENTS:	20							TOTAL AMOUNT:	\$230,578.95*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 07/12/2017

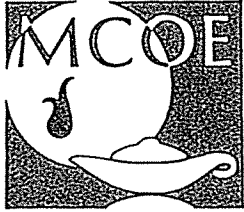
BATCH: 0001 GENERAL FUND

FUND : 78 PASS-THROUGH ~ REVENUES

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
20168106	002172/	WILLOW CREEK ACADEMY												
		CL-170009					78-0000-0-9620.00-0000-0000-000-000						May 17 A Bulletins	19,145.13
													WARRANT TOTAL	\$19,145.13
*** FUND	TOTALS ***													
													TOTAL NUMBER OF CHECKS:	1
													TOTAL AMOUNT OF CHECKS:	\$19,145.13*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$0.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$0.00*
													TOTAL PAYMENTS:	1
													TOTAL AMOUNT:	\$19,145.13*
*** BATCH TOTALS ***														
													TOTAL NUMBER OF CHECKS:	21
													TOTAL AMOUNT OF CHECKS:	\$249,724.08*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$0.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$0.00*
													TOTAL PAYMENTS:	21
													TOTAL AMOUNT:	\$249,724.08*
*** DISTRICT TOTALS ***														
													TOTAL NUMBER OF CHECKS:	21
													TOTAL AMOUNT OF CHECKS:	\$249,724.08*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$0.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$0.00*
													TOTAL PAYMENTS:	21
													TOTAL AMOUNT:	\$249,724.08*

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## VENDOR PAYMENT CERTIFICATION

Date 7/12/17

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 \$ 89,537.18.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>2</u>	<u>89,426.62</u>
<u>13</u>	<u>2</u>	<u>110.56</u>

Authorized Signature 

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0002 GENERAL FUND  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE										ABA NUM	ACCOUNT NUM	
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20168227	070873/	ADVANCED SECURITY SYSTEMS													
		PO-180023	1.		01-0000-0-5840.00-0000-8300-103-000-000									385215	97.50
			2.		01-0000-0-5840.00-0000-8300-104-000-000									385215 BMLK	97.50
		WARRANT TOTAL													\$195.00
20168228	071020/	AERIES SOFTWARE													
		PO-180033	1.		01-0000-0-5840.00-0000-7205-700-000-000									M&S 5734	4,500.00
		WARRANT TOTAL													\$4,500.00
20168229	001613/	ASSOC. OF CALIFORNIA SCHOOL													
		PO-180046	1.		01-0000-0-5300.00-0000-7150-700-000-000									McCoy 17-18 membership	1,525.00
		WARRANT TOTAL													\$1,525.00
20168230	002550/	ASSOCIATED VALUATION SERVICES													
		PO-180020	1.		01-0000-0-5849.00-0000-7200-700-000-000									5597	292.59
		WARRANT TOTAL													\$292.59
20168231	000006/	BAY CITIES REFUSE INC													
		PO-180004	1.		01-0000-0-5550.00-0000-8200-103-000-000									7/17	697.25
		WARRANT TOTAL													\$697.25
20168232	070935/	CINTAS CORPORATION													
		PV-180001			01-8150-0-4300.00-0000-8100-104-000-000									626133572	189.00
		WARRANT TOTAL													\$189.00
20168233	070368/	COMCAST													
		CL-170031			01-0000-0-5940.00-0000-7200-700-000-000									6/17	151.16
		WARRANT TOTAL													\$151.16
20168234	002711/	CSBA C/O WESTAMERICA BANK													
		PO-180031	1.		01-0000-0-5300.00-0000-7110-700-000-000									32858-Q8G4Q3	4,784.00
		PO-180032	1.		01-0000-0-5840.00-0000-7110-700-000-000									35289-Y7Q2Q9	3,080.00
		WARRANT TOTAL													\$7,864.00
20168235	001188/	EBSCO													
		PO-180035	1.		01-0000-0-4300.00-1110-2420-104-000-000									6292	156.67

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0002 GENERAL FUND  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL						\$156.67
20168236	000523/	FIREMASTER				
		CL-170029	01-8150-0-5600.00-0000-8110-104-000-000	423883		195.00
			WARRANT TOTAL			\$195.00
20168237	002854/	FOLLETT SCHOOL SOLUTIONS				
		PO-180034	1. 01-0000-0-5840.00-1110-2420-104-000-000	1266475		370.51
			WARRANT TOTAL			\$370.51
20168238	070785/	HANNAH PROJECT				
		PV-180002	01-0000-0-5840.00-1430-1020-104-000-000		Freedom School Final Payment	7,000.00
			WARRANT TOTAL			\$7,000.00
20168239	071011/	INSTITUTE FOR APPLIED BEHAVIOR				
		CL-170028	01-6500-0-5849.00-5770-1100-700-000-000	May 17		2,562.00
			WARRANT TOTAL			\$2,562.00
20168240	070965/	NORTHWEST EVALUATION				
		PO-180043	1. 01-0000-0-5840.00-0000-2700-104-000-000	58973		2,212.00
			WARRANT TOTAL			\$2,212.00
20168241	002402/	RENAISSANCE LEARNING				
		PO-180036	1. 01-0000-0-5840.00-1110-1010-104-000-000	RPRNQ1729380		5,227.00
			WARRANT TOTAL			\$5,227.00
20168242	071012/	SENECA				
		CL-170033	01-6500-0-5849.00-5770-1100-700-000-000	HEI APR 17		1,864.30
		CL-170034	01-6500-0-5849.00-5770-1100-700-000-000	PEA-APR 17		1,342.90
			WARRANT TOTAL			\$3,207.20
20168243	070204/	SJCOE				
		PO-180037	1. 01-0000-0-5803.00-0000-7200-700-000-000	17180311		450.00
			WARRANT TOTAL			\$450.00
20168244	000082/	STATE BOARD OF EQUALIZATION				
		CL-170027	01-0000-0-9517.00-0000-0000-000-000-000	27300068		454.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0002 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														\$454.00
20168245	071019/	SWIFT TREE CARE												
		CL-170032					01-8150-0-5600.00-0000-8110-103-000-000						10412	2,400.00
WARRANT TOTAL														\$2,400.00
20168246	070773/	U.S. BANK - PARS 6745029300												
		PO-180045	1.				01-0000-0-3901.00-1110-1010-104-000-000						Retirement Plan year 2	49,778.24
WARRANT TOTAL														\$49,778.24
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:		20	TOTAL AMOUNT OF CHECKS:		\$89,426.62*					
				TOTAL ACH GENERATED:		0	TOTAL AMOUNT OF ACH:		\$ .00*					
				TOTAL EFT GENERATED:		0	TOTAL AMOUNT OF EFT:		\$ .00*					
				TOTAL PAYMENTS:		20	TOTAL AMOUNT:		\$89,426.62*					

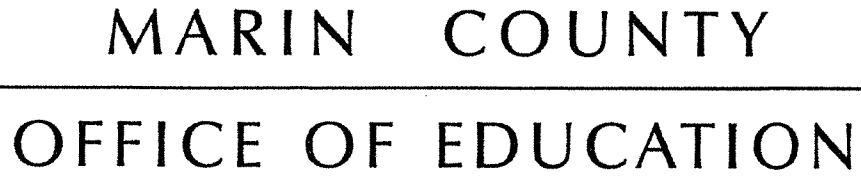
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0002 GENERAL FUND

FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20168247	070841/	ECOLAB				
		CL-170030	13-5310-0-5840.00-0000-3700-101-000-000	6012590		110.56
			WARRANT TOTAL			\$110.56
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS: 1	TOTAL AMOUNT OF CHECKS:		\$110.56*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$ .00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$ .00*
			TOTAL PAYMENTS: 1	TOTAL AMOUNT:		\$110.56*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS: 21	TOTAL AMOUNT OF CHECKS:		\$89,537.18*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$ .00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$ .00*
			TOTAL PAYMENTS: 21	TOTAL AMOUNT:		\$89,537.18*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS: 21	TOTAL AMOUNT OF CHECKS:		\$89,537.18*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$ .00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$ .00*
			TOTAL PAYMENTS: 21	TOTAL AMOUNT:		\$89,537.18*

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DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0003 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
20169394	070329/	AT&T CALNET 3													
		CL-170048		01-0000-0-5970.00-0000-2700-700-000-000									6/17		257.49
		WARRANT TOTAL													\$257.49
20169395	001811/	STATE OF CALIFORNIA													
		CL-170035		01-0000-0-5821.00-0000-7200-725-000-000									241843		128.00
		WARRANT TOTAL													\$128.00
20169396	071021/	CENGAGE LEARNING													
		P0-180042	1.	01-0000-0-4300.00-1110-1010-104-000-000									60777432		759.10
		WARRANT TOTAL													\$759.10
20169397	070722/	CYPRESS SCHOOL													
		CL-170038		01-6500-0-5833.00-5750-1185-700-000-000									33517		5,845.00
		WARRANT TOTAL													\$5,845.00
20169398	070721/	FAGEN FRIEDMAN FULFROST													
		CL-170040		01-0000-0-5829.00-0000-7100-000-000-000									53641 1-5		5,678.89
		WARRANT TOTAL													\$5,678.89
20169399	000701/	HYDREX PEST CONTROL													
		CL-170037		01-0000-0-5525.00-0000-8200-000-000-000									214593		150.00
		WARRANT TOTAL													\$150.00
20169400	000039/	KAISER FOUNDATION													
		PV-180004		01-0000-0-9526.00-0000-0000-000-000-000									8/17		27,955.41
		WARRANT TOTAL													\$27,955.41
20169401	070201/	KENTFIELD SCHOOL DISTRICT													
		CL-170039		01-6500-0-5835.00-5770-1182-700-000-000									17101		396.67
		WARRANT TOTAL													\$396.67
20169402	000045/	MARIN COUNTY OFFICE OF EDUC													
		CL-170043		01-0000-0-4300.00-0000-2700-104-000-000									170973		57.00
		WARRANT TOTAL													\$57.00
20169403	001019/	MARIN PUPIL TRANS. AGENCY													
		CL-170042		01-9002-0-7143.00-5001-9200-700-000-000									17-142		244.31

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0003 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		
	PO-180048	1.	01-9002-0-7143.00-5001-9200-700-000-000	18-9		30,297.00
			WARRANT TOTAL			\$30,541.31
20169404	070470/		MARIN RESOURCE RECOVERY CENTER			
	PO-180007	1.	01-0000-0-5550.00-0000-8200-103-000-000	7/17		186.25
		2.	01-0000-0-5550.00-0000-8200-104-000-000	7/17		186.25
			WARRANT TOTAL			\$372.50
20169405	071015/		MCCDC			
	CL-170049		01-9472-0-5840.00-0000-2495-104-000-000	Younger 6/17		4,486.37
	PO-180049	1.	01-9472-0-5840.00-0000-2495-104-000-000	Younger 7/17		4,604.18
			WARRANT TOTAL			\$9,090.55
20169406	070232/		MEKISICH HORTICULTURAL SERVICE			
	CL-170046		01-9471-0-5840.00-1110-1010-104-000-000	Irrigation WCA		536.45
			WARRANT TOTAL			\$536.45
20169407	000899/		MICHAEL'S TRANSPORTATION SERV			
	CL-170045		01-9473-0-5819.00-1110-1010-104-000-000	98394		1,020.25
	PV-180008		01-9473-0-5819.00-1110-1010-104-000-000	98643 7/14 trip		904.50
			WARRANT TOTAL			\$1,924.75
20169408	000015/		MSIA DENTAL			
	PV-180005		01-0000-0-9528.00-0000-0000-000-000-000	8/17		2,588.77
			WARRANT TOTAL			\$2,588.77
20169409	000117/		MSIA VISION			
	PV-180006		01-0000-0-9529.00-0000-0000-000-000-000	8/17		363.12
			WARRANT TOTAL			\$363.12
20169410	002220/		NORTH BAY TAXI			
	CL-170041		01-3010-0-5840.00-0000-3600-104-000-000	6/17 Transportation		810.00
			WARRANT TOTAL			\$810.00
20169411	000016/		OFFICE DEPOT			
	CL-170044		01-0000-0-4300.00-0000-7110-725-000-000	938590399001		59.28



DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0003 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						\$59.28
20169412	070913/	SEAGATE BRIDGEWAY ASSOCIATES				
	PV-180003	01-0000-0-5555.00-0000-7150-725-000-000		8/17	DO Rent	5,317.00
WARRANT TOTAL						\$5,317.00
20169413	071012/	SENECA				
	CL-170036	01-6500-0-5849.00-5770-1100-700-000-000		HEI JUN 17		1,317.60
WARRANT TOTAL						\$1,317.60
20169414	070200/	STANDARD INSURANCE COMPANY CB				
	PV-180007	01-0000-0-9527.00-0000-0000-000-000-000		7/17		164.55
WARRANT TOTAL						\$164.55
20169415	070677/	LYDIA TUVESON				
	PV-180009	01-6500-0-5835.00-5770-1182-700-000-000		01LT 17-18		166.00
WARRANT TOTAL						\$166.00
20169416	070525/	US BANCORP EQUIP. FINANCE INC				
	PO-180012	2. 01-0000-0-5605.00-0000-2700-104-000-000		7/17	BMLK	444.31
		1. 01-0000-0-5605.00-0000-7200-700-000-000		7/17		444.31
WARRANT TOTAL						\$888.62
*** FUND	TOTALS ***	TOTAL NUMBER OF CHECKS:	23	TOTAL AMOUNT OF CHECKS:		\$95,368.06*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$ .00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$ .00*
		TOTAL PAYMENTS:	23	TOTAL AMOUNT:		\$95,368.06*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 07/28/2017

BATCH: 0003 GENERAL FUND

FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20169417	070841/	ECOLAB				
		PO-180050	1. 13-5310-0-5605.00-0000-3700-700-000-000		6320190	110.56
			WARRANT TOTAL			\$110.56
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$110.56*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$0.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$0.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$110.56*

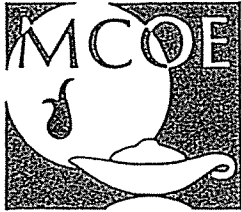
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0003 GENERAL FUND

FUND : 14 DEFERRED MAINTENANCE 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		
20169418	000608/	BURKELL PLUMBING				
		CL-170047	14-0000-0-5600.00-0000-8110-104-000-000	46509		6,800.00
			WARRANT TOTAL			\$6,800.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$6,800.00*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$0.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$0.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$6,800.00*
*** BATCH	TOTALS ***		TOTAL NUMBER OF CHECKS:	25	TOTAL AMOUNT OF CHECKS:	\$102,278.62*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$0.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$0.00*
			TOTAL PAYMENTS:	25	TOTAL AMOUNT:	\$102,278.62*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF CHECKS:	25	TOTAL AMOUNT OF CHECKS:	\$102,278.62*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$0.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$0.00*
			TOTAL PAYMENTS:	25	TOTAL AMOUNT:	\$102,278.62*

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# 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 8/2/2017

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 \$ 188,619.81.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>4</u>	<u>188,619.81</u>

Authorized Signature

Amy Prescott

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0004 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
20169896	070873/	ADVANCED SECURITY SYSTEMS													
		PO-180023	1.	01-0000-0-5840.00-0000-8300-103-000-000									8/17 WCA		97.50
			2.	01-0000-0-5840.00-0000-8300-104-000-000									8/17 BMLK		97.50
				WARRANT TOTAL											\$195.00
20169897	002392/	JENNIFER BANKS													
		CL-170050		01-9472-0-4300.00-1110-1010-104-000-000									Student Council Supplies		304.20
		PV-180010		01-9772-0-4300.00-1110-1010-104-000-000									Student Council Supplies		11.12
				WARRANT TOTAL											\$315.32
20169898	000006/	BAY CITIES REFUSE INC													
		PO-180004	1.	01-0000-0-5550.00-0000-8200-103-000-000									8/17		697.25
				WARRANT TOTAL											\$697.25
20169899	000608/	BURKELL PLUMBING													
		PV-180012		01-8150-0-5840.00-0000-8110-104-000-000									47472		362.50
				WARRANT TOTAL											\$362.50
20169900	002525/	CSEA													
		CL-170051		01-0000-0-5840.00-0000-7200-700-000-000									Egenlauf Dues		294.00
				WARRANT TOTAL											\$294.00
20169901	002547/	DISCOVERY OFFICE SYSTEMS													
		PO-180011	2.	01-0000-0-5605.00-0000-2700-104-000-000									7/17 DO		740.30
			1.	01-0000-0-5605.00-0000-7200-700-000-000									7/17 BMLK		1,036.79
				WARRANT TOTAL											\$1,777.09
20169902	002270/	FISHMAN SUPPLY CO.													
		PO-180009	1.	01-0000-0-4300.00-0000-8211-104-000-000									1088433, 1089205		225.97
				WARRANT TOTAL											\$225.97
20169903	000023/	GOODMAN BUILDING SUPPLY CO.													
		CL-170055		01-8150-0-4300.00-0000-8100-735-000-000									June purchases		94.17
		PO-180008	1.	01-8150-0-4300.00-0000-8110-103-000-000									8/17 WCA		121.72
			2.	01-8150-0-4300.00-0000-8110-104-000-000									8/17 BMLK		121.50

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0004 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						\$337.39
20169904	071024/	HERC RENTALS				
		PV-180013	01-8150-0-5600.00-0000-8110-103-000-000	2940	1972-001	60.00
			01-8150-0-5600.00-0000-8110-104-000-000	2940	1972-001	60.00
			WARRANT TOTAL			\$120.00
20169905	000701/	HYDREX PEST CONTROL				
		PO-180014	2. 01-0000-0-5525.00-0000-8200-104-000-000	7/17	BMLK	85.00
			WARRANT TOTAL			\$85.00
20169906	002345/	KONE INC.				
		PO-180006	1. 01-8150-0-5840.00-0000-8110-103-000-000	7/17	WCA	65.64
			2. 01-8150-0-5840.00-0000-8110-104-000-000	7/17	BMLK	65.64
			WARRANT TOTAL			\$131.28
20169907	002712/	MALUGANI TIRE CENTER				
		CL-170052	01-8150-0-5840.00-0000-8110-103-000-000	1110029		162.42
		CL-170053	01-8150-0-5840.00-0000-8110-104-000-000	1110029		162.41
			WARRANT TOTAL			\$324.83
20169908	000580/	MARIN COUNTY SHERIFF DEPART.				
		CL-170054	01-0000-0-5821.00-0000-7200-700-000-000	10377		120.00
			WARRANT TOTAL			\$120.00
20169909	070470/	MARIN RESOURCE RECOVERY CENTER				
		PO-180007	1. 01-0000-0-5550.00-0000-8200-103-000-000	7/17	WCA	451.25
			2. 01-0000-0-5550.00-0000-8200-104-000-000	7/17	BMLK	451.25
			WARRANT TOTAL			\$902.50
20169910	000058/	P G & E CO				
		PO-180000	1. 01-0000-0-5510.00-0000-8200-103-000-000	7/17	WCA	1,613.79
			2. 01-0000-0-5510.00-0000-8200-104-000-000	7/17		2,334.48
			WARRANT TOTAL			\$3,948.27

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0004 GENERAL FUND  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20169911	070222/	PROTECTION ONE				
		PV-180011	01-0000-0-5840.00-0000-8300-103-000-000	7-8/2017		858.60
			01-0000-0-5840.00-0000-8300-104-000-000	7-8/2017		837.76
			01-0000-0-5840.00-0000-8300-700-000-000	7-8/2017		176.56
			WARRANT TOTAL			\$1,872.92
20169912	070759/	VERIZON WIRELESS				
		PO-180013	1. 01-0000-0-5840.00-0000-7200-700-000-000	8/17		418.49
			WARRANT TOTAL			\$418.49
20169913	002172/	WILLOW CREEK ACADEMY				
		PV-180014	01-0000-0-8096.00-0000-9200-103-000-000	August 2017 in lieu		176,492.00
			WARRANT TOTAL			\$176,492.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	18	TOTAL AMOUNT OF CHECKS:	\$188,619.81*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	18	TOTAL AMOUNT:	\$188,619.81*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	18	TOTAL AMOUNT OF CHECKS:	\$188,619.81*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	18	TOTAL AMOUNT:	\$188,619.81*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	18	TOTAL AMOUNT OF CHECKS:	\$188,619.81*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	18	TOTAL AMOUNT:	\$188,619.81*

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**SAUSALITO MARIN CITY SCHOOL DISTRICT  
BOARD MEETING MINUTES  
June 20, 2017**

**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 6:02 p.m.

**PLEDGE OF ALLEGIANCE**

Trustee Newmeyer 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: 9.01: Review of District Fund Balances, 10.03: 2017-2018 Consolidated Application for Funding and Expenditure Reports for 2015-2016 and 2016-2017, 11.01: Approval of the 2017-2018 Local Control Accountability Plan (LCAP) , 11.02: Approval of the 2017-2018 Budget, 11.03: Resolution 746 – 2017-2018 Education Protection Account, 11.09: Approval of the 2017-2018 Agreement with Parent Leadership Action Network (PLAN), 11.10: Approval of the MOU with the Hannah Project for Academic Achievement.

Trustee Newmeyer made the same comment.

Trustees Van Alst and Newmeyer requested that the above matters be grouped together to minimize disruption to the meeting.

**M/s/c Van Alst/Newmeyer to Group Together the Items Pertaining to the Recusal**

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

**Noes:** None

**BOARD COMMUNICATIONS**

Trustee Turner said she was honored to attend the graduation ceremony at Bayside Martin Luther King Jr. Academy.

Trustee Green said she attended the Juneteenth celebration at the Marin City Recreation Center.

Trustee Van Alst said that she also enjoyed attending the graduation celebration at Bayside MLK Jr. Academy. It was a fabulous event, she said.

**ORAL COMMUNICATIONS**

Zared Lloyd director of the Defenders Program at the Wellness Center said that he will be taking six children from the community on a trip to Cuba. He said that the group is still seeking donations to pay for travel costs.



Kate Stohr, a parent, invited everyone to attend a town hall forum to discuss ways for parents at both schools in the district to cooperate and pool resources.

Ian Sobieski, a local resident, said he would like to know why the Board did not proceed with the Willow Creek Academy application for facilities funding under Proposition 51.

#### **CONSENT AGENDA**

##### **Roll Call Van Alst/Green to Approve the Following Consent Agenda items:**

Payment of Warrants – Batches 47-48

Minutes of the May 16, May 30, June 5 and June 6, 2017 Board Meetings

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

**Noes: None**

**Resolution 749 - Authorization of Tax Anticipation (TAN)**

**Roll Call Newmeyer /Van Alst to Approve Resolution 749 - Authorization of Tax Anticipation (TAN)**

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

**Noes: None**

**Approval of the Interim CBO Agreement for July 1 to December 31, 2017**

**M/s/c Green/Newmeyer to approve the Interim CBO Agreement for July 1 to December 31, 2017**

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

**Noes: None**

**Approval of Change of August Board Meeting Date from August 8, 2017 to August 15, 2017**

**M/s/c Turner/Green to approve Change of August Board Meeting Date from August 8, 2017 to August 15, 2017**

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

**Noes: None**

**Approval of 2017-2018 Membership with the California School Boards Association (CSBA) in the Amount of \$4,784 (Renewal)**

**M/s/c Turner/Van Alst to approve the 2017-2018 Membership with the California School Boards Association (CSBA) in the Amount of \$4,784**

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

**Noes: None**

**Approval of the 2017-2018 Agreement with Medical Billing Systems Inc.**

**M/s/c Green/Turner to approve the 2017-2018 Membership with the California School Boards Association (CSBA) in the Amount of \$4,784**

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

**Noes: None**

#### **POLICY DEVELOPMENT**

**Board Policy and Administrative Regulation 5141.52 - Suicide Prevention**

**M/s/c Green/Van Alst to approve Board Policy and Administrative Regulation 5141.52 - Suicide Prevention**

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

**Noes: None**

At 6:30 p.m., trustees Newmeyer and Van Alst left the meeting.

#### **Discussion of Fund Balances**

Interim CBO Amy Prescott, gave a presentation on balances for each of the funds used by the district.

**2017-2018 Consolidated Application for Funding and Expenditure Reports for 2015-2016 and 2016-2017  
M/s/c Green/Turner to approve the 2017-2018 Consolidated Application for Funding and Expenditure  
Reports for 2015-2016 and 2016-2017**

**Ayes: Barrow, Green, Turner**

**Noes: None**

**Absent: Newmeyer, Van Alst**

#### **Approval of the 2017-2018 Local Control Accountability Plan (LCAP)**

Superintendent McCoy gave a presentation on the LCAP. He said that public comments at the LCAP hearing were considered and the document was revised based on those comments.

Trustee Turner raised the possibility of hiring a grant writer to seek outside funding for the district.

Trustee Green emphasized the importance of continuing the dialogue with the budget advisory committee and Willow Creek Academy to ensure that the budget stays on course as the district moves forward.

Marilyn Mackel thanked the administration for including a counselor in the budget. She said that a successful and qualified grant writer is essential for the district.

**M/s/c Green/Turner to approve the 2017-2018 Local Control Accountability Plan (LCAP)**

**Ayes: Barrow, Green, Turner**

**Noes: None**

**Absent: Newmeyer, Van Alst**

#### **Approval of the 2017-2018 Budget**

Trustee Barrow said that this was a difficult year in which the district had to resort to deficit spending.

Kate Stohr thanked the Board for making the choice to spend reserves for necessary expenditures. She said that fundraising within the community would be a sensible step.

**M/s/c Turner/Green to approve the 2017-2018 Budget**

**Ayes: Barrow, Turner, Green**

**Noes: None**

**Absent: Newmeyer, Van Alst**

#### **Resolution 746 – 2017-2018 Education Protection Account**

The Education Protection Account (EPA) provides the District with general purpose state aid funding pursuant to Proposition 30. The District will be using these funds to offset classroom teacher salaries. The total EPA funds for 2017-2018 is estimated at \$29,768.

**Roll Call Green/Turner to Approve Resolution 746 – 2017-2018 Education Protection Account**

**Ayes: Barrow, Green, Turner**

**Noes: None**

**Absent: Newmeyer, Van Alst**

**Approval of the 2017-2018 Agreement with Parent Leadership Action Network (PLAN)**

Superintendent McCoy said the approval of the Local Control and Accountability Plan and the budget is a testament to the work that PLAN has carried out for the district. He recommended approval of continuing the agreement for next year.

**M/s/c /Turner /Green to approve the 2017-2018 Agreement with Parent Leadership Action Network (PLAN)**

**Ayes: Barrow, Turner, Green**

**Noes: None**

**Absent: Newmeyer, Van Alst**

**Approval of the Memorandum of Understanding with the Hannah Project for Academic Achievement**

Superintendent McCoy said that the Hannah Project's Freedom School began June 19 and there is every indication that it will be a successful community venture.

Bettie Hodges thanked parent liaison Felicia Younger for her efforts in the week before the start of the Freedom School.

**M/s/c Turner/Green to approve the MOU with the Hannah Project for Academic Achievement**

**Ayes: Barrow, Turner, Green**

**Noes: None**

**Absent: Newmeyer, Van Alst**

**ADJOURNMENT**

**M/s/c Green/Turner to Adjourn at 7:30 p.m.**

**Ayes: Barrow, Green, Turner**

**Noes: None**

**Absent: Newmeyer, Van Alst**

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Signature/Date

---

Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
SPECIAL BOARD MEETING MINUTES  
July 26, 2017**

**ATTENDANCE**

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

Superintendent: Will McCoy

The meeting was called to order at 5:05 p.m.

**PERSONNEL**

Principal Employment Agreement

The Board revised the document to change the word "agreement" to "offer" and add language regarding applicable laws of the State Board of Education.

**M/s/c Van Alst/Newmeyer to Approve the Principal Employment Offer with Revisions**

**Ayes: Barrow, Newmeyer, Van Alst**

**Noes: None**

**Absent: Green, Turner**

**ADJOURNMENT**

**M/s/c Newmeyer/Van Alst to Adjourn at 5:16 p.m.**

**Ayes: Barrow, Newmeyer, Van Alst**

**Noes: None**

**Absent: Green, Turner**

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Signature/Date

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Title

Sausalito Marin City School District

Agenda Item: 12.03

Date: August 15, 2017

- |                                     |                                 |                                     |                |
|-------------------------------------|---------------------------------|-------------------------------------|----------------|
| <input type="checkbox"/>            | Correspondence                  | <input checked="" 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 Mosaic Menu Planning Subscription by Heartland Schools Solutions in the amount of \$618.75.

**Background:** The Mosaic Menu Planning Subscription is tool to assist in the production of compliant meals for the National School Nutrition Program and is pre-loaded with the latest USDA Child Nutrition database. This program is utilized by Bayside/MLK and Willow Creek Academy.

**Recommendation:** Approve

**Fiscal Impact:** Paid from the Cafeteria Fund 13

SMCSD:	\$309.38
Willow Creek:	<u>\$309.37</u>
Total	\$618.75

**LCAP Goal(s)/Action(s) Addressed:** Goal 2 Community School, Action 6.

**Attachments:** Annual Support Quote

# Heartland

Heartland Payment Solutions  
dba Heartland School Solutions  
One Heartland Way  
Jeffersonville, IN 47130-5870

**THIS IS NOT AN INVOICE.** Please complete this form and return it by E-Signature to confirm your annual support services for the 2017-2018 school year. Once you sign the form electronically, you will be invoiced approximately one month before the coverage start date listed below.

Annual Support Quote

07/26/2017

**Bill To:**

Sausalito Marin City School District  
200 Phillips Drive  
Accounts Payable

Sausalito

CA 94965-1194

If address information is incorrect, please make corrections above.

**Billing Contact Information:**

First: Last:

Email address:

Phone Number:

Job Title:

Please be aware the above billing contact will be sent all future invoices, statements, and other billing communications.

Customer #	Contract #	Location (if applicable)	Terms	Invoice Date
7287254-020688	MOS_00000457	Sausalito CA	Net 30	8/1/2017

Coverage Start Date	Coverage End Date	Product Code	Item Description	Quantity	Annual Unit Price	Extended Price
9/1/2017	7/31/2018	HSS0467	SUB: Mosaic Menu Planning Director Subscription	1	\$618.75	\$618.75

Pre-Invoice Order Quote Total:

\$

618.75

Please select the corresponding button indicating if you are tax exempt.

Tax Exempt

Taxable

Please use the attachment button if you would  
like to attach your tax exempt form. It is not required.

If you require a PO to be referenced on your invoice, please check the box and provide the PO #.  
NOTE: If you check this box, we cannot process the quote into an invoice until a PO # is provided.

Check the box if you have a PO to attach.

First Name:

Last Name:

Email:

**Please be aware the authorized signer of this document will receive all future annual support quotes.**

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

District: Sausalito Marin City School District

Person completing this form: William McCoy Title: Superintendent

Quarterly Report Submission Date: ☒ July 2017  
☐ October 2017  
☐ January 2018  
☐ April 2018

Date for information to be reported publicly at governing board meeting 8/15/2017

Please check the box that applies:

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

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

William McCoy  
 Print Name of District Superintendent

\_\_\_\_\_  
 Signature of District Superintendent

8/15/2017  
 Date





June 12, 2017

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

Re: 20181213, Promoting Student Health and School Attendance: To support the nutrition and mental health elements of a summer academic program for at-risk children and youth in Marin City.

*All correspondence should include the grant ID number.*

Dear Will McCoy:

1000 North  
Alameda Street  
Los Angeles  
CA 90012  
213.928.8800  
FAX 213.928.8801  
800.449.4149

On behalf of The California Endowment and Bonnie Midura, I am pleased to inform you that The Endowment has awarded Sausalito Marin City School District \$20,000 for the above-referenced grant.

Grant funds are restricted and must be used according to the terms and conditions outlined below. Your acceptance of Endowment funding is your acceptance of these terms and conditions:

1. Use of Funds. Grantee must spend the grant funds only for the purposes described above.
2. Prohibited Uses. Grantee shall not use any portion of the funds granted in a manner inconsistent with Section 501(c)(3) of the Internal Revenue Code, including:
  - a. carrying on propaganda or otherwise attempting to influence legislation,
  - b. influencing the outcome of any specific public election,
  - c. carrying on, directly or indirectly, any voter registration drive,
  - d. inducing or encouraging violations of law or public policy, or
  - e. causing any private inurement or improper private benefit to occur.
3. Payment of Funds to Related Parties of The Endowment. No part of these grant funds shall be paid to any director, officer, or employee (or their family members) of The Endowment for any purpose.
4. Terrorist Activity. The grantee agrees that it will use the grant funds in compliance with all applicable anti-terrorist financing and asset control laws, regulations, rules, and



executive orders, including, but not limited to the USA Patriot Act of 2001 and Executive Order 13224.

5. No Agency. Grantee is solely responsible for all activities supported by the grant funds, the content of any product created with the grant funds, and the manner in which any such product may be disseminated. This Agreement shall not create any agency relationship, partnership, or joint venture between the parties, and Grantee shall make no such representation to anyone.


6. Indemnification. Grantee irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless The Endowment, its officers, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Grantee, its employees, or agents, in applying for or accepting the grant, in expending or applying the grant funds, or in carrying out any project or program to be supported by the grant, except to the extent that such claims, liabilities, losses, or expenses arise from or in connection with any act or omission of The Endowment, its officers, directors, employees, or agents.

Please complete the attached Payment Form so that we may credit your organization's bank account directly within two weeks of your accepting this grant award letter.

If you have any questions please contact me at 213-928-8732 or [dbolt@calendow.org](mailto:dbolt@calendow.org).

Thank you for your efforts to improve individual and community health in California.

Regards,

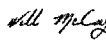
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Doncel Bolt

Grants Analyst

DS  


Received and accepted by:

DocuSigned by:  
  
54A04D1454804A7



### Payment Form

The California Endowment issues electronic payments via an ACH credit directly to your bank account. In order to process your payment, please enter your Bank Name, nine-digit ACH Bank Routing Number and Bank Account Number in the fields below. Please note that any inaccurate information entered may result in a delayed ACH payment or payment by check.

**Please note that fees of \$0.10-\$0.20 cents may be imposed by your bank for each ACH transaction. Please refer to your bank representative for details.**

If you prefer not to receive payment electronically, please enter "N/A" in the fields, and The Endowment will issue a paper check that will be mailed via US post.

Grantee Organization Name	Sausalito Marin City School District
Project Title and File Number	Promoting Student Health and School Attendance (20181213)
Grantee Organization Address	200 Phillips Drive Sausalito, CA 94965
Payee Organization Name	Sausalito Marin City School District
Bank Name	Bank of America
ACH Bank Routing Number	121-000-3
Bank Account Number	01826-80101
Confirm Bank Account Number	01826-80101
Name of Authorized Person Providing Banking Information	William McCoy
Title of Authorized Person Providing Banking Information	Superintendent
Phone Number for Authorized Person Providing Banking Information	925-549-7261
Contact email address (we will send an email confirmation once the ACH is processed)	wmccoy@smcssd.org

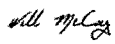
By signing this form, I confirm that the above bank information is accurate and that I authorize The California Endowment to issue an ACH credit to the above named account:



**I further acknowledge that *The California Endowment cannot be held liable for lost funds due to incorrect bank information provided. A funds transfer from The California Endowment's bank to a submitted incorrect bank account will require any future distributions to be in paper check form only.***

Signed by:

Title:

DocuSigned by:  
  
54A04D1454804A7

Superintendent

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## Certificate Of Completion

Envelope Id: 7B4DD24A3CFB4F80ADE09EECF388E6FC

Status: Completed

Subject: 20181213, Grant from The California Endowment to Sausalito Marin City School District

Source Envelope:

Document Pages: 4

Signatures: 3

Envelope Originator:

Supplemental Document Pages: 0

Initials: 2

Doncel Bolt

Certificate Pages: 5

AutoNav: Enabled

Payments: 0

1000 N Alameda St

Envelopeld Stamping: Enabled

Los Angeles, CA 90012

Time Zone: (UTC-08:00) Pacific Time (US &

dbolt@calendow.org

Canada)

IP Address: 64.60.230.130

## Record Tracking

Status: Original

Holder: Doncel Bolt

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6/12/2017 3:58:40 PM

dbolt@calendow.org

## Signer Events

Doncel Bolt

dbolt@calendow.org


ACA Grants Analyst

The California Endowment

Security Level: Email, Account Authentication  
(Optional)

**Electronic Record and Signature Disclosure:**  
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## Signature

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Signed: 6/12/2017 4:02:04 PM

Dolores Estrada

destrada@calendow.org

Director, Grant Operations

The California Endowment

Security Level: Email, Account Authentication  
(Optional)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

DS  


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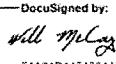
Will McCoy

wmccoy@smcsd.org

Superintendent

Security Level: Email, Account Authentication  
(Optional)

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## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

**Carbon Copy Events**

Electronic Approvals  
eapprovals@calendow.org  
The California Endowment  
Security Level: Email, Account Authentication  
(Optional)  
**Electronic Record and Signature Disclosure:**  
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TCE Grant Reports  
tcegrantreports@calendow.org  
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(Optional)  
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**COPIED**

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**Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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Certified Delivered	Security Checked	6/19/2017 9:49:19 AM
Signing Complete	Security Checked	6/19/2017 9:49:19 AM
Completed	Security Checked	6/19/2017 9:49:19 AM

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

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### **Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures in electronic format on the terms and conditions described below, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this ELECTRONIC CONSENT; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify The California Endowment as described above, I consent to receive through electronic means notices, disclosures, authorizations, acknowledgements, and other documents made available to me by The California Endowment during the course of my relationship with you.

## **ELECTRONIC CONSENT DISCLOSURE**

From time to time, The California Endowment (we, us or Organization) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system.

Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive



notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive notices and consents electronically from us or to sign documents electronically from us.

#### **How to contact The California Endowment**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us, please email or call your Endowment representative directly.

#### **To advise The California Endowment of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to your Endowment representative and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address.

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

#### **To request paper copies from The California Endowment**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail your Endowment representative and in the body of such request you must state your e-mail address, full name and title, legal name of organization, US Postal address, and telephone number.

#### **To withdraw your consent with The California Endowment**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent or you may;
- ii. send an e-mail to your Endowment representative and in the body of such request you must state your e-mail, full name and title, legal name of organization, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

#### **Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari®, 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum



Enabled Security Settings:	Allow per session cookies
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\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Sausalito Marin City School District

Agenda Item: 13.01

Date: August 15, 2017

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

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

**Item:** Consider Approval of the Revised 2017-2018 School Calendar

**Background:**

The revised calendar reflects a later start for students (September 5) and a later last day of school (June 26). We have brought this idea to both bargaining units as well as our community partners. We are actively informing parents and families of the alternate start date and have arranged for program options in the community (Parks and Recreation Department) for our students during the interim period prior to the first day of school.

**Recommendation:**

Approve

**Attachments:**

Revised Calendar

# Sausalito Marin City School District | 2017-2018 CALENDAR Revised 8/15/17

**Staff Development/Teacher Work Days** **Holidays** **Local Holiday** **Minimum Day**

JULY 2017						
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 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			

1-5 Winter Break  
8 Students Return  
15 M.L. King Jr. Day

17 Staff; 17 Student days

AUGUST 2017						
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		

21-31 All Staff Dev. Day/  
Work Days

9 Staff; No Student days

FEBRUARY 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			

19 Presidents' Day  
19-22 Mid-Winter Break  
23 Lincoln's Day

15 Staff; 15 Student days

SEPTEMBER 2017						
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

1 All Staff Dev. Day/  
Work Days  
4 Labor Day  
5 First Day of School  
Minimum Day  
13 Back to School Night

20 Staff; 19 Student days

MARCH 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

3 End of 2<sup>nd</sup> Trimester  
15-16 Parent Conferences/  
Minimum Days  
23 Teacher Staff Dev. Day

22 Staff; 21 Student days

OCTOBER 2017						
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				

5-6 Parent Conferences/  
Minimum Day  
13 Teacher Staff Dev. Day  
31 Minimum Day

22 Staff; 21 Student days

APRIL 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					

9-13 Spring Break  
13 Classified In Lieu Day

16 Staff; 16 Student days

NOVEMBER 2017						
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 1<sup>st</sup> Trimester  
10 Veterans Day  
20-24 Thanksgiving Recess  
23 Thanksgiving  
24 Local Holiday  
Classified In-Lieu Day

16 Staff; 16 Student days

MAY 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		

23 Open House  
28 Memorial Day

22 Staff; 22 Student days

DECEMBER 2017						
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						

22-29 Winter Break  
21 Minimum Day  
22 Local Holiday  
25 Holiday  
28-29 Local Holidays

15 Staff; 15 Student days

JUNE 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

26 Last Day of School/  
Minimum Day  
27 All Staff Work Day

19 Staff; 18 Student Days

Board Approved:

SDTA Approved:

CSEA Approved:

Sausalito Marin City School District

Agenda Item: 13.02

Date: August 15, 2017

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

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

**Item:** Consider Approval of the 2017-2018 Data Processing Consortium through Marin County Office of Education (MCOE) in the Amount of \$2,307 Paid by General Fund Unrestricted Base Funds (Renewal).

**Background:** MCOE provides the District data processing and network services for the QSS financial system.

**Fiscal Impact:** \$2,307 - Paid by General Fund Unrestricted Base Dollars.

**Recommendation:** Approve

**Attachments:** 2017-18 QSS Business and Financial Data Processing Services



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# MARIN COUNTY

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## OFFICE OF EDUCATION

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1111 Las Gallinas Avenue/P.O. Box 4925  
San Rafael, CA 94913-4925  
[marincoe@marin.k12.ca.us](mailto:marincoe@marin.k12.ca.us)

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

(415) 472-4110  
FAX (415) 491-6625  
TDD (415) 491-6611

June 23, 2017

To: William McCoy, Superintendent  
Sausalito Marin City School District

From: Dane Lancaster, Senior Director Information Technology  
Marin County Office of Education

Subject: Marin County Data Processing Consortium  
2017-18 QSS Business and Financial Data Processing Services

The Marin County Schools Data Processing Consortium provides data processing and network services to Marin County Public Schools for QSS business and financial systems. This agreement shall commence on July 1, 2017 and continue through June 30, 2018. ***The costs listed may change according to salary and/or benefit adjustments granted by the Superintendent/Governing Board.***

### **Business Data Processing Services Costs and Distribution - QSS**

Data Processing Operations actual expenses will be pro-rated by P2 ADA and distributed as show on page 2

### **ESTIMATED 2017-2018 DATA PROCESSING SERVICES CHARGES.**

Actual expenses include portions of salaries and benefits of Marin County Office of Education Information Services data processing staff, data processing supplies, equipment repairs, replacement and maintenance, hardware and software support contracts, data backup and security, training, and consultants.`

District	16-17 P2 ADA	% Total P2 ADA	17-18 Estimated Consortium Operating Expenses
<u>Bolinas-Stinson</u>	NA	NA	1,200
<u>Dixie Elementary</u>	1,908	7.96%	29,748
<u>Kentfield Elementary</u>	1,209	5.04%	18,849
<u>Laguna Joint Elementary</u>	NA	NA	1,200
<u>Lagunitas Elementary</u>	247	1.03%	3,851
<u>Larkspur-Corte Madera</u>	1,493	6.23%	23,277
<u>Lincoln Elementary</u>	NA	NA	1,200
<u>Marin COE</u>	NA	NA	60,320
<u>Mill Valley Elementary</u>	3,020	12.59%	47,085
<u>Nicasio</u>	NA	NA	1,200
<u>Novato Unified</u>	NA	NA	1,200
<u>Reed Union Elementary</u>	1,466	6.11%	22,856
<u>Ross Elementary</u>	368	1.53%	5,737
<u>Ross Valley Elementary</u>	2,136	8.91%	33,302
<u>San Rafael City Elementary</u>	4,616	19.25%	71,968
<u>San Rafael City High</u>	2,401	10.01%	37,434
<u>Sausalito Marin City</u>	148	0.62%	2,307
<u>Shoreline Unified</u>	482	2.01%	7,515
<u>Tamalpais Union High</u>	4,484	18.70%	69,910
<b>Total P2 ADA</b>	<b>23,978</b>		<b>440,160</b>

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Deputy Superintendent of Schools

\_\_\_\_\_  
Sausalito Marin City  
District

\_\_\_\_\_  
Marin County Office of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please sign and return the contract by **July 1, 2017**.

If you have any questions about the Data Processing Consortium, please contact me at 499 5847 or [dane@marinschools.org](mailto:dane@marinschools.org)

Cc: Amy Prescott  
Business Office

Sausalito Marin City School District

Agenda Item: 13.03

Date: August 15, 2017

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

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

**Item:** Consider Approval of the 2017-2018 Garden Education Coordinator Contract in the Amount of \$20,010 Paid by General Fund Unrestricted Base Funds (Renewal).

**Background:** The Garden Education Coordinator provides nutrition education to the grades TK-8 at Bayside Marin Luther King Junior Academy, working closely with classroom teachers and The Conscious Kitchen.

**Fiscal Impact:** \$20,010 - Paid by General Fund Unrestricted Base Dollars.

**Recommendation:** Approve

**Attachments:** 2017-2018 Garden Education Coordinator Contract

**Sausalito Marin City School District  
Bayside Martin Luther King Junior Academy  
Garden Education Coordinator  
Contract Employment Agreement  
2017-2018**

This agreement ("Agreement"), effective July 1, 2017 through June 30, 2018, between the Sausalito Marin City School District and Teens Turning Green (collectively, the "Employers") and Vanessa Lyons ("Employee") (collectively, the "Parties") governs the Employee's employment as Garden Education Coordinator.

The Parties are in agreement that the Garden Education Coordinator shall have the following roles, responsibilities, and terms of employment:

**Job Tasks:**

- Prepare and teach 5 nutrition classes and 5 garden classes over the course of each school trimester (50%)
- Meet with teachers to schedule classes and collaborate on class material (20%)
- Attend staff meetings and school functions necessary as an ambassador of the garden program (10%)
- Collaborate with garden maintenance coordinator to implement garden improvements and projects (10%)
- Coordinate / collaborate field trips during the course of the trimester (5%)
- Attend weekly check in's with Conscious Kitchen Program Director (5%)

**Expectations:**

- The employee acts as an ambassador for The Conscious Kitchen program by treating students, teachers and administrators with respect
- The employee will take care with all garden equipment within our program and on school property
- The employee works proactively as part of the Conscious Kitchen team through effective and consistent communication

**Work Schedule:**

- Class schedule to be determined with teachers on a weekly basis.
- School is in session at Bayside Martin Luther Junior Academy August 24, 2017 through June 15, 2017.

**Compensation:**

- Employee will be paid \$30/hour, not to exceed an average of 17 hours per week (Approximately 38 Weeks) for the school year 2017-2018, to be paid by the Sausalito Marin City School District
- The contract amount not to exceed \$20,010 (\$30 x 667 Hours = \$20,010)
- Employee will submit an invoice to the Sausalito Marin City School District on a monthly basis

**Work Location:**

- Bayside Martin Luther King Junior Academy, 200 Phillips Drive, Sausalito (Marin City), California

**Reporting:**

- The Garden Education Coordinator is under the supervision of the Sausalito Marin City School District Principal, David Finnane.
- This position also reports to Judi Shils, Director of The Conscious Kitchen, a program of Turning Green.



**At-Will Employment:**

This employment is at-will. The employment relationship can be terminated at any time, including before the end of the Employment Term, by any party, with or without cause.

**Integration:**

This document constitutes the entire agreement between the Parties. The Parties understand that any representations or promises, whether oral or in writing, other than those specified in this Agreement, have no effect.

**Sausalito Marin City School District:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Conscious Kitchen, a Program of Teens Turning Green:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Garden Education Coordinator:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sausalito Marin City School District

Agenda Item: 13.04

Date: August 15, 2017

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

☐ Consent Agenda

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

**Item:** Consider Approval of the 2017-2018 Agreement with Fagen Friedman & Fulfroost for Legal Services

**Background:**

This is an annual renewal of the contract with Fagen, Friedman and Fulfroost. As we have several pending issues, it is recommended that we renew this contract.

**Fiscal Impact:**

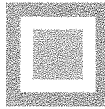
\$100,000 Budgeted for 2017-2018 from General Fund, Unrestricted Base Funds

**Recommendation:**

Approve

**Attachments:**

2017-2018 Agreement with Fagen Friedman & Fulfroost for Legal Services



## AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Sausalito Marin City School District ("Client") and the law firm of Fagen Friedman & Fulfroft LLP ("Attorney"). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2017 through June 30, 2018:

**1. CONDITIONS.** This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

**2. SCOPE OF SERVICES.** Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client's inquiries.

**3. CLIENT'S DUTIES.** Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client's attention, to abide by this Agreement, to pay Attorney's bills on time and to keep Attorney advised of Client's address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

**4. CONSULTANT SERVICES.** Attorney may provide consulting services in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney Communication Services and Education Consultants. These services are intended to support Client with communications work or educational consultant services related to labor and employment matters, special education and student matters, high-profile litigation and settlement agreements, in addition to employee, community, inter-governmental and media relations.

**5. EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING.** In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney's office. Most of Attorney's electronic data, including emails and documents, are stored in this manner. Although Attorney will take reasonable precautions to keep email and other electronic data confidential and secure, because technology and cyber threats continue to evolve, there may be risks communicating and storing electronic data in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client's representatives and agents, as well as to having communications, documents and electronic data pertinent to Client's matter(s) stored through a cloud-based service.

**6. LEGAL FEES AND BILLING PRACTICES.** Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney's prevailing rates for all time spent on Client's matter by Attorney's legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney's number of years of experience.

The rates on this schedule are subject to change on 30 days' written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is

reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

**7. COSTS AND OTHER CHARGES.** (a) Attorney will incur various costs and expenses in performing legal services under this Agreement. Except as otherwise stated, Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. These include fees fixed by law or assessed by public agencies, messenger and other delivery fees, out of office copying/reproduction costs, and travel costs (including mileage charged at the standard IRS rate, parking, transportation, meals and hotel costs, if applicable), and other similar items. The following costs shall not be charged:

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Mileage	IRS Standard Rate

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

**8. BILLING STATEMENTS.** Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

**9. DISCHARGE AND WITHDRAWAL.** Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation of Client, Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services. If Client has not requested delivery of the files, Attorney may destroy all such files in its possession seven (7) years after the conclusion of the representation.

**10. DISCLAIMER OF GUARANTEE AND ESTIMATES.** Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

**11. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

**12. MODIFICATION BY SUBSEQUENT AGREEMENT.** This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

**13. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

**14. MEDIATION CLAUSE.** If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

**15. EFFECTIVE DATE.** This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Sausalito Marin City School District

Fagen Friedman & Fulfroft LLP

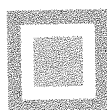


\_\_\_\_\_  
Will McCoy, Superintendent

Chris Keeler, Managing Partner

DATE: \_\_\_\_\_

DATE: May 27, 2017



Fagen Friedman & Fulfroft LLP

**PROFESSIONAL RATE SCHEDULE**

**Sausalito Marin City School District**  
***July 1, 2017 through June 30, 2018***

**1. HOURLY PROFESSIONAL RATES**

**Client agrees to pay Attorney by the following standard hourly rate:**

Associate	\$240 - \$280 per hour
Partner	\$300 - \$335 per hour
Of-Counsel	\$335 per hour
Paralegal/Law Clerk	\$160 - \$200 per hour
Paralegal/Law Clerk ( <i>Bar Admitted Outside CA</i> )	\$230 per hour
Education Consultant	\$220 per hour
Communication Services Consultant	\$280 per hour

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

**2. ON-SITE LEGAL SERVICES**

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

**3. COSTS AND EXPENSES**

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

Sausalito Marin City School District

Agenda Item: 13.05

Date: August 15, 2017

- |  |   |
|--|---|
| <input type="checkbox"/> Correspondence                        | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports                               |   |
| <input type="checkbox"/> General Functions                     |   |
| <input type="checkbox"/> Pupil Services                        |   |
| <input type="checkbox"/> Personnel Services                    |   |
| <input 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 District must employ teachers who are appropriately credentialed according to the California Ed. Code. Occasionally, the need arises to assign a teacher to teach in an area in which they have experience and education but may not have completed a second credential. This most frequently occurs at the middle school when the master schedule changes to accommodate new sections and differences in enrollment by grade level. Teachers who are credentialed in one area may apply for a Limited Assignment Permit to teach another subject for up to three years while they are working on obtaining an additional credential.

Less frequently, the District advertises for a position for which there is no appropriately CA credentialed applicant. In this case, The District can hire the most qualified applicant and declare a need to hire the candidate with an Emergency Permit. Emergency Permits are also temporary in nature and require the holder to demonstrate satisfactory progress towards obtaining an appropriate credential.

**Fiscal Impact:** None

**Recommendation:**

Approve

**Attachments:**

2017-2018 Declaration of Need





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

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2017-2018

Revised Declaration of Need for year: \_\_\_\_\_

### 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 08 /15 /17 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

8/15/17

*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>EMail 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	1
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](http://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.

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

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Sausalito Marin City School District

Agenda Item: 13.06

Date: August 15, 2017

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

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

**Item:** Consider Approval of the 2017-2018 Revised Memorandum of Understanding with the Hannah Project for Summer School in the Amount of \$25,000

**Background:**

We were able to secure this donation from the California Endowment through MCOE (Walt Buster) to support food programs and counseling services at Freedom School. We are incredibly grateful for the contribution and are working on a report that will show that the donation matches the expenditures from Freedom School in these areas.

**LCAP Goal(s)/Action(s) Addressed:** Goal 1, Action 10

<b>Fiscal Impact:</b>	\$20,000	California Endowment Donation
	<u>\$ 5,000</u>	Supplemental/Concentration Funds
	<b>\$25,000</b>	<b>Total</b>

**Recommendation:** Approve

**Attachments:** 2017-2018 Hannah Project MOU

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE HANNAH PROJECT PARTNERSHIP FOR ACADEMIC ACHIEVEMENT, A NON-PROFIT**  
**ORGANIZATION, AND THE SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**August 15, 2017**

**I. Parties**

- a. The purpose of this Memorandum of Understanding (“MOU”) is to establish a relationship between the Sausalito Marin City School District (“SMCSD”) and the CONTRACTOR - Hannah Project Partnership for Academic Achievement ( The Hannah Project)

**II. Purpose**

- a. BOTH PARTIES HEREBY enter into this MOU to enable CONTRACTOR to provide a summer academic and enrichment program on the Bayside Martin Luther King School (“School”) campus.

**III. Duration**

- a. The MOU shall be in effect from June 19, 2017 through July 28, 2017.

**IV. CONTRACTOR Background/ Scope of Services/Goals and Expectations/Responsibilities**

**A. CONTRACTOR Background**

The Hannah Project Partnership for Academic Achievement is a community-based education and cultural nonprofit organization located in Marin City, California. Leveraging culture and the arts to undergird its educational programming and advocacy efforts, the Hannah Project seeks to build community and promote the value of achievement among low income underserved youth in Marin City and Marin County as a whole.

Its education programming is focused on equipping youth ages 8 -22 and their families with skills and strategies that build academic proficiency, develop character, and prepare for success in high school, college, and career. Programming is year-round, and sets high standards for student behavior while strengthening families’ abilities to be strong advocates for their children.

In partnership with the Children’s Defense Fund, the Hannah Project operates **The Hannah CDF Freedom School**, a six-week summer enrichment program focused on language arts and reading in the context of the students’ own cultural heritage.

The purpose of Freedom Schools is to nurture children’s love of reading and improve their proficiency in it, while connecting to their culture and creating opportunities for them to participate in community service and social action

**B. CONTRACTOR Scope of Services:**

The Hannah Project agrees to:

1. Operate the Hannah CDF Freedom School at the Bayside Martin Luther King Jr. Academy for a six week period beginning June 19 through July 28, 2017
2. Enroll up to 70 students in third through seventh grades.
3. Provide a full-day enrichment program which will include
  - A morning assembly referred to as Harambee
  - 150 minutes of reading and language arts activities daily consistent with common core standards
  - 120 minutes of music, dance, drama, spoken word, sports, physical activity, and art during the afternoons
  - Two fifteen- minute mindfulness periods
  - Breakfast, lunch, and a snack
  - Weekly field trips
  - Weekly parent meetings
  - A day of Social Action
  - Closing Finale
  -

C. **CONTRACTOR Goals and Expectations**

The Hannah CDF Freedom Schools® program provides summer enrichment through a research-based and multicultural curriculum that offers children and families five essential components: *high quality academic and character-building enrichment; parent and family involvement; civic engagement and social action; intergenerational servant leadership development; and nutrition, health and mental health with the specific goal to:*

- a. Mitigate summer reading loss and improving reading
- b. Improve reading fluency and comprehension
- c. Instill in children the intrinsic value of reading, high achievement, community service and social action;
- d. Promote a multi-cultural curriculum, books, daily lesson plans and creative activities that reinforce non-violent conflict resolution and cooperation;
- e. Build consistent relationships with the children; and
- f. Encourage children to believe they can make a difference in themselves, their family, their community, their country and world.

D. **CONTRACTOR Responsibilities:**

- a. **Compliance** – The CONTRACTOR, its personnel, including subcontractors, will comply with any policy and systems in place at SMCSD and the School. This includes, but is not limited to Anti-Discrimination :
- b. **Insurance**— CONTRACTOR shall provide evidence of general liability insurance that names SMCSD as an additional insured, for operation, students, volunteers, and personnel at location where CONTRACTOR provides programs/services with at least \$1M in coverage, and furnish certificate of said insurance to SMCSD.
- c. **Confidentiality**—CONTRACTOR shall maintain strict confidentiality of all information about individual students received under this MOU and will not disseminate such information without the express written consent of SMCSD. CONTRACTOR will comply with FERPA, and will be allowed to use the data received to solicit funding to continue to expand its services/program, so long as there is no information from which the identity of any student in the CONTRACTOR’s program as a participant could be made.
- d. All Hannah Project staff and volunteers shall be subject to the Tuberculosis (TB) Testing | Marin Health and Human Services and fingerprint clearance requirements in law and Board policy. (Education Code 8483.4)

V. **Responsibilities of Sausalito Marin City School District**

The SMCSD will be responsible for the following:

- A. **Space**—Provide a suitable classroom or space at the School to be agreed upon by School and the CONTRACTOR, including access to the school kitchen, multi-purpose room, playground and fields, and requisite administrative space.
- B. **Access to Space** – Provide a key to the facility and entry code to allow access for program related meetings and activities.
- C. **Janitorial Service**—Provide necessary services to maintain this space, including janitorial services, maintenance, utilities, and technology support.
- D. **Funding** – Provide funding for expansion of Hannah Freedom School from 50 to 70 students calculated @ 70 students.

•	\$20,000	CA Endowment Donation
	<u>\$ 5,000</u>	Supplemental Concentration Funds
	\$25,000	Total

E. **Data**—Ensure that CONTRACTOR has reasonable access to student assessment and evaluation data necessary to inform instruction and periodically review student progress and to provide the study.

1. For the purpose of cohort determination, for instructional purposes, or for academic research purposes, at the sole discretion of SMCSO, provide CONTRACTOR access to student assessment data for all students at School(s) including, but not limited to, California Standards Test (CST) scores and site-based assessments. Students identified may be protected by the use of ID numbers.
2. Provide CONTRACTOR with any other student information reasonably necessary to provide its services consistent with the CONTRACTOR's program and to evaluate the impact of its program on students at School.

## **VII. Termination**

Either party may terminate this MOU at any time, without cause, with 30 day written notice to the other party. This agreement may be amended by mutual consent of the parties. All amendments must be in writing and signed by both parties.

## **VIII. Hold Harmless/Indemnity**

Each party to this MOU agrees to indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

IN WITNESS THEREOF, the parties to this agreement have duly executed it on the day, month and year set forth below.

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

District Superintendent, William McCoy

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

Bettie Hodges, Executive Director, Hannah Project Partnership for Academic Achievement

Sausalito Marin City School District

Agenda Item: 13.07

Date: August 15, 2017

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

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

**Item:** Consider Approval of the Agreement with the Flippen Group to Provide Professional Development on August 21, 2017 in the amount of \$5,500.

**Background:**

The Flippen Group provides "Capturing Kids Hearts" training. Some of our team (Classified and Certificated) were able to attend a training in the spring of 2017, but with the many new staff members it is appropriate to have everyone trained on this approach. The purpose of the training is to emphasize the importance of building positive relationships with students. Strategies and techniques for doing so are provided, demonstrated and discussed at length. This training will have a high level of impact regarding school climate and culture, when applied and monitored regularly.

**LCAP Goal(s)/Action(s) Addressed:**

Goal 4: Safe and Healthy School Climate, Action 3

**Recommendation:** Approve

**Fiscal Impact:** \$5,500 Paid from Supplemental/Concentration Funds

**Attachments:** Flippen Group Confirmation Agreement



# Professional Development Confirmation Agreement

Prepared for

## Sausalito Marin City School District

July 26, 2017





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

Thank you for selecting The Flippen Group to provide your staff development needs. We look forward to serving you. Our goal is to provide you with a training that will both motivate and empower the participants to a new level of success. Please take a moment to review the information that follows and then sign and return this form to us promptly in order to confirm your training reservation.

#### SECTION 1: TRAINING INFORMATION

**Training:** Winning Culture™ (full day)  
**Dates:** August 21, 2017 (Monday)  
**Times:** 8:00am – 4:00pm  
**Location:** TBA  
**Audience:** TBA (up to 250 people)  
**Presenters:** 1 trainer from The Flippen Group

#### SECTION 2: TRAINING SET-UP SPECIFICATIONS

*Note: All facility details will need to be coordinated and funded by Sausalito Marin City School District. As you know, the environment in which the training is conducted impacts training effectiveness. In order to ensure outstanding results for those attending, we will need your help in arranging the facility, based on the specifications found below.*

- The following pieces of equipment to be provided, set up, and tested for function prior to our arrival at the presentation:
  - Wireless lavalier microphone allowing much freedom of movement (for groups of 50 or more people)
  - Table or podium for materials
  - Video projector (complete with large overhead screen, laptop computer, and speakers)
- Location must have good lighting that can be dimmed and brightened on demand for viewing video clips.
- Location must have comfortable seating and good acoustics.
- Cannot be held in a gymnasium.

#### SECTION 3: YOUR INVESTMENT

**Contract Fee:** \$4,500.00  
**Travel Fee:** \$1,000.00\*  
**Total:** \$5,500.00

**Other charges** (if applicable): An additional fee may apply if audience exceeds 250 people. (Our facilitators are sometimes determined by group size. Final participant numbers are due 30 days prior to the event.

For services performed in the state of New Mexico, sales tax applies at the rate of 5.125%.

*\*Travel packages will be billed at rate of \$1,000.00 for one-day events, \$1,500.00 for two-day events and \$1,800.00 for three-day events (per trainer). Travel rates are subject to change. Travel expenses that The Flippen Group incurs and are cancelled as a result of rescheduling or cancelling of a service without two weeks notice, may result in an extra charge to your organization.*

Sausalito Marin City School District  
Authorized Signer Initials \_\_\_\_\_

The Flippen Group • 800.316.4311 • [www.flippengroup.com](http://www.flippengroup.com)  
1199 Haywood Drive • College Station, TX 77845

August 21, 2017



#### SECTION 4: PAYMENT POLICIES

- Purchase order is required 45 days prior to each scheduled event.
- The fee for each service, including travel (if applicable); will be billed when services are rendered.
- Invoices are due upon receipt. Please make all checks payable to Flippen Group.

#### SECTION 5: EVENT CONFIRMATION

- Both parties will consider this program confirmed upon the signing of this agreement prior to August 4, 2017. Upon execution of this Agreement, The Flippen Group will reserve your function at the exclusion of all other business opportunities.
- Sausalito Marin City School District grants The Flippen Group permission to contact its employees and or faculty members via email.

#### SECTION 6: RESCHEDULING/CANCELLATION POLICY

- The Flippen Group can honor rescheduling requests 90 days or more before the first day of the event at no penalty and can be rescheduled for another time based on availability.
- Should Sausalito Marin City School District notify The Flippen Group less than 90 days before the first day of the event, then both parties understand this event has been cancelled and the full contract fee will be assessed.
- Force Majeure: Neither party shall be liable for any failure to perform its obligations where such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity [or telephone service], and no other Party will have a right to terminate this Agreement in such circumstances.
- Any Party asserting Force Majeure as an excuse shall have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other Party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

#### SECTION 7: INTELLECTUAL PROPERTY POLICY

- The Flippen Group's intellectual property is a crucial part of providing training materials and consulting services to its clients, and The Flippen Group could not continue its work if its clients did not honor and respect The Flippen Group's intellectual property rights. None of our work or work product is done on a "work for hire" basis, and all of our material and work product is owned exclusively by The Flippen Group and is subject to one or more of the following: copyright, trademark, patent, license, or trade secret. Intellectual property and learning/know-how that may be developed while working with any client shall remain the property of The Flippen Group. By entering into this agreement you are expressly acknowledging and agreeing to the matters set forth in this paragraph, and you are agreeing that none of the training materials, notebooks, videos, presentations, processes, concepts, or parts thereof may be used by you, for any purpose, without the express advance written consent of The Flippen Group. In addition, you are agreeing to have any of your engaged contractors or subcontractors sign an agreement to protect The Flippen Group's intellectual property.
- Video and/or audio taping is strictly prohibited without prior written approval by The Flippen Group.
- Media representatives are not allowed to attend training without prior written approval by The Flippen Group.

Sausalito Marin City School District  
Authorized Signer Initials \_\_\_\_\_



#### SECTION 8: CONFIRMATION

I have read and understand the policies of The Flippen Group as printed in this agreement, and, as the contact person for this training, I will endeavor to see that all policies and related details are understood and completed by all involved parties in the planning of this event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Group contact person or representative)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

#### SECTION 9: CONTACT US

If you have any questions or need additional assistance, please do not hesitate to contact us.

The Flippen Group  
Attn: Sharon Centala  
1199 Haywood Drive  
College Station, TX 77845

Phone: 888-608-8488  
Fax: 877-941-4700  
sharon.centala@flippengroup.com

Sausalito Marin City School District  
Authorized Signer Initials \_\_\_\_\_

Sausalito Marin City School District

Agenda Item: 13.08

Date: August 15, 2017

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

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

**Item:** Consider Approval of the Revised 2017-2018 Board Meeting Calendar

**Background:**

There has been a request that the Board Meetings be changed to an alternate regular date in order to reduce conflicts with other meetings in the area such as Sausalito City Council Meetings.

**Recommendation:**

Approve

**Attachments:**

Revised Board Meeting Calendar

**Sausalito Marin City School District  
Board of Trustees Meeting Dates  
2017-2018**

**CURRENT**

**PROPOSED**

Tuesday, September 12, 2017	Wednesday, September 13, 2017
Tuesday, October 10, 2017	Wednesday, October 11, 2017
Tuesday, November 14, 2017	Wednesday, November 15, 2017
Tuesday, December 12, 2017	Wednesday, December 13, 2017
Tuesday, January 09, 2018	Wednesday, January 10, 2018
Tuesday, February 13, 2018	Wednesday, February 14, 2018
Tuesday, March 13, 2018	Wednesday, March 14, 2018
Tuesday, April 10, 2018	Wednesday, April 11, 2018
Tuesday, May 29, 2018	Wednesday, May 30, 2018
Tuesday, June 19, 2018	Wednesday, June 20, 2018

**Sausalito  
Board Meeting Dates**

Sausalito Marin City School District	Willow Creek Academy	Sausalito City Council
Tuesday, September 12, 2017	Thursday, September 21, 2017	Tuesday, September 12, 2017
Tuesday, October 10, 2017	Thursday, October 12, 2017	Tuesday, September 26, 2017
Tuesday, November 14, 2017	Thursday, November 16, 2017	Tuesday, October 10, 2017
Tuesday, December 12, 2017	Thursday, December 07, 2017	Tuesday, October 24, 2017
Tuesday, January 09, 2018	Thursday, January 18, 2018	Tuesday, November 14, 2017
Tuesday, February 13, 2018	Thursday, February 15, 2018	Tuesday, November 28, 2017
Tuesday, March 13, 2018	Thursday, March 08, 2018	Tuesday, December 12, 2017
Tuesday, April 10, 2018	Thursday, April 19, 2018	
Tuesday, May 29, 2018	Thursday, May 17, 2018	
Tuesday, June 19, 2018	Thursday, June 21, 2018	

Sausalito Marin City School District

Agenda Item: 13.09

Date: August 15, 2017

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

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

**Item:** Consider Approval of the 2017-2018 Memorandum of Understanding with the Boys and Girls Club to Provide After School Services for Students at Bayside Martin Luther King Jr. Academy in the Amount of \$95,799.

**Background:**

The Boys and Girls Club of Marin & Petaluma provides after school care to the children at Bayside MLK Jr. Academy.

**LCAP Goals /Action(s) Addressed:** Goal 2, Action 7

**Recommendation:** Approve

<b>Fiscal Impact:</b>	ASES Funding	\$70,799
	Supplemental/Concentration Funds	<u>\$25,000</u>
	Total	\$95,799

**Attachments:** 2017-2018 MOU with the Boys and Girls Club

**MEMORANDUM OF UNDERSTANDING**  
Between Sausalito Marin City School District and  
Boys & Girls Clubs of Central Sonoma County  
For the 2017-2018 School Year

This Memorandum of Understanding ("MOU") is entered into August 11, 2017, between the Sausalito Marin City School District ("SCHOOL DISTRICT") as the Lead Educational Agency and Boys & Girls Clubs of Central Sonoma County ("BGCCSC") regarding the operation of an after school programs at Bayside Martin Luther King Academy ("SCHOOL").

WHEREAS, The SCHOOL DISTRICT and BGCCSC believe there is an unmet need for high quality, affordable after school programs and agree to work in partnership to expand existing programs during the 2017-2018 school year; and

WHEREAS, funding is available through the State of California After School Education and Safety ("ASES") grant program to provide funding for after school programs through cooperative agreements between the school districts and the after school care providers; and

WHEREAS, it is to the mutual benefit of the SCHOOL DISTRICT, BGCCSC and students at the SCHOOL for the SCHOOL DISTRICT and BGCCSC to work as partners under the guidelines of the ASES grant to expand the availability of quality after school programs;

*NOW, THEREFORE, THE SCHOOL DISTRICT AND BGCCSC AGREE AS FOLLOWS:*

1. This MOU represents an overview of the services and responsibilities in the ASES grant. It is understood that all requirements and assurances will be met.
2. BGCCSC will provide direct services for at least 85% of 65 students daily to meet the requirements for the ASES grants.
3. BGCCSC will maintain timely records for attendance and fiscal reporting and program evaluation. BGCCSC will prepare an annual performance report based on federal guidelines for review by the SCHOOL DISTRICT at least one week prior to the submission date.
4. BGCCSC will complete the State reports through ASSIST. SCHOOL DISTRICT will supply BGCCSC with all pertinent student data. BGCCSC will provide a copy of the ASSIST report to the SCHOOL DISTRICT.
5. The SCHOOL DISTRICT will pass through \$95,799 in funding yearly to BGCCSC, based on a monthly invoice from BGCCSC in the amount of \$9,580 for 10 months for "Services & Other Operating Expenses." Funds are allocated from ASES grant and other DISTRICT funds.
6. The SCHOOL DISTRICT and BGCCSC will each be responsible for meeting the "Match Requirements", as outlined in the ASES agreements. Minimally, the SCHOOL DISTRICT contribution is \$9,281.25 for in-kind facility usage.
7. The SCHOOL DISTRICT and BGCCSC will jointly seek out additional funding to further enhance and expand after school programs.



8. BGCCSC will ensure all after school program staff who directly supervise students pass a background check per state law within 30 days of hire, meet the minimum qualifications for an instructional aide by passing the Instructional Aide test and provide a negative TB test, save current SCHOOL DISTRICT employees whose compliance requirements will be monitored by District.

9. The SCHOOL will provide space, at least one classroom per 20 students, for the ASES program to operate until at least 6 PM and for at least 15 hours per week to meet the required number of hours serving the designated number of students.

10. The SCHOOL DISTRICT and BGCCSC will ensure alignment with the scope of any existing facility use agreements. SCHOOL DISTRICT will provide custodial services and the availability of specific facilities to be used by BGCCSC.

11. The SCHOOL DISTRICT and participating schools will provide a liaison to communicate between the regular school day program and the after school program. The SCHOOL DISTRICT and BGCCSC will work together on the integration of the after school program with the Regular Day Program as necessary.

12. BGCCSC will provide parent information, registration and communication, including a parent and child orientation.

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13. The SCHOOL will recruit students through referrals when requested by BGCCSC. SCHOOL will encourage all afterschool sports and enrichment participants to become Club Members.

14. BGCCSC will ensure that the program contains a balance of components including educational literacy and enrichment.

15. BGCCSC or SCHOOL DISTRICT will provide a nutritious snack to each enrolled child in attendance daily

16. If applicable, BGCCSC and SCHOOL DISTRICT will work together to provide safe transportation between school sites and BGCCSC operated locations. The SCHOOL DISTRICT will assist BGCCSC with finding transportation, as needed, to transport students for BGCCSC sponsored activities.

17. If either the SCHOOL DISTRICT or BGCCSC fails to perform any of its obligations under this MOU, within the time and in the manner provided or otherwise violates any of the terms of this MOU, either party may terminate this MOU by giving sixty (60) days written notice of such termination, stating the reason. Prior to termination of this MOU, the SCHOOL DISTRICT and BGCCSC will jointly participate in a conflict resolution process and seek to redress areas of disagreement in an effort to avoid termination of this agreement.

18. It is expressly agreed that BGCCSC shall have no authority to make any contract or binding promise of any nature on behalf of the SCHOOL DISTRICT, whether oral or written, without the express written consent of the SCHOOL DISTRICT.

19. The SCHOOL DISTRICT & BGCCSC will add the other as Additional Insured on their general liability insurance policies. BGCCSC shall maintain insurance as indicated below:

a) Worker's compensation insurance with statutory limits as required by the Labor Code of the State of California.

b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not limited to: premises and operations liability and personal injury liability.

20. This MOU constitutes a legally binding agreement. Except to the extent of the financial contributions expressly agreed to in this MOU, neither the SCHOOL DISTRICT nor BGCCSC shall be liable for any claims in tort or contract. The SCHOOL DISTRICT and BGCCSC agree to defend, indemnify, and hold each other harmless against any and all claims or legal actions. The SCHOOL DISTRICT and BGCCSC are solely responsible for any and all liability costs arising from its acts or omissions in circumstances within its sole control. The SCHOOL DISTRICT and BGCCSC shall defend, indemnify and hold harmless the other agency, their governing boards, employees and agents, against any and all such claims or legal actions, except to the extent such liability or costs arises from the agency's own contributory negligence or willful misconduct.

Signatures of Authorized Representatives:

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Will McCoy, Superintendent  
Sausalito Marin City School District

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Jennifer Weiss, Acting Chief Executive Officer  
Boys & Girls Clubs of Central Sonoma County

## Sausalito Marin City School District

Agenda Item: 14.01

Date: August 15, 2017

- |  |   |
|--|---|
| <input type="checkbox"/> Correspondence                  | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports                         |   |
| <input type="checkbox"/> General Functions               |   |
| <input type="checkbox"/> Pupil Services                  |   |
| <input 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:** Personnel Action Report

### **Background:**

As part of the hiring process, the District is required to report any cases where a teacher does not hold a Clear Teaching Credential. Through our interview and hiring process, we have two candidates that are in the process of attaining their Clear Teaching Credentials, but have not been able to complete that process as of the first day of school. As such, this Personnel Item identifies those teachers and the current status of their Credential work.

LeShawn Holcomb is pursuing his Multiple Subject Teaching Credential. He has been admitted to an Intern program, and will be taking classes all year to complete his coursework requirements. LeShawn has extensive experience working with students through his employment as a Servant Leader Intern with Freedom School, and his work as a drama teacher previously. LeShawn Holcomb will be employed as an Elementary Teacher in the 5/6 combo class. Until he has his Clear Credential, he is eligible to be in the classroom as a teacher utilizing the state Variable Term Waiver option.

Florent Marie Mofo Wamba is pursuing a Single Subject Teaching Credential in Science. He has teaching experience in both Cameroon and South Africa. Mr. Mofo Wamba is working with National, State and County Agencies to attain the needed citizenship and teaching credential so that he can work at Bayside MLK. Until all credentials and citizenship paperwork is complete, he will be volunteering in our classrooms with a Credentialed Teacher in the Math and Science classroom. We have reasonable belief that all paperwork and credential challenges will be resolved successfully, however, in the event that he is unable to attain permanent citizenship and a Clear Teaching Credential the Credentialed Teacher in Math and Science will continue with that assignment. There will be no break in service for our students, and they will be able to have a consistent teacher with them throughout the year.

**Recommendation:** Approve

**Attachments:** PAR

Sausalito Marin City School District  
Personnel Action Report  
2017/2018-2

Date of Board Meeting: August 15, 2017

Action	Name	Title	FTE	Site	Effective Date
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**Certificated**

Rescinded	Schad, Alex	Kindergarten Teacher	1.0	BMLK	8/1/2017
Resigned	Moller, Maureen	Kindergarten Teacher	1.0	BMLK	7/24/2017
Hired	Bunting, Lauren	Kindergarten Teacher	1.0	BMLK	8/21/2017
*Hired	Holcomb, LeShawn	5/6 Middle School Teacher	1.0	BMLK	8/21/2017
*Hired	Mofo Wamba, Florent Marie	Science Teacher	1.0	BMLK	8/21/2017

\*Employee: LeShawn Holcomb

Assignment: Elementary Teacher (5/6 Combination Class)

Credential/Permit: Variable Term Waiver

\*Employee: Florent Marie Mofo Wamba

Assignment: Science Teacher

Credential/Permit: Emergency Permit (Once he is eligible to work in the United States)  
followed by coursework culminating in eligibility for a Clear Science Teaching Credential.



Commission on Teacher Credentialing  
Certification Division  
ATTN: Waiver Unit  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Email: [waivers@ctc.ca.gov](mailto:waivers@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

CTC Use Only

CTC Use Only	
W	Z

## VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent waivers only**.

<b>1. EMPLOYING AGENCY</b> (include mailing address) Sausalito Marin City School District 200 Phillips Drive Sausalito CA 94965 NPS/NPA (list county code _____)	<b>County/District</b> CDS Code 21-47	<b>Contact Person:</b> William McCoy <b>Telephone #:</b> 415-332-3190 <b>Email:</b>
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### 2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number

*All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.*

Full Legal Name LESHAWN DARNELL HOLCOMB  
First Middle Last

Former Name(s) \_\_\_\_\_ Birth Date \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

F \_\_\_\_\_ Email \_\_\_\_\_

Waiver Title \_\_\_\_\_

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment 5TH/6TH GRADE TEACHER

Indicate specific position and grade level (e.g. chemistry teacher, grades 11-12)

- For bilingual assignment list LANGUAGE: \_\_\_\_\_
- Is this a full time position? ☒ Yes ☐ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) \_\_\_\_\_
- Is this a subsequent waiver? (see #9 for additional information) ☐ Yes ☐ No