

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

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE		
Corrective Action #: 1	Category: Personnel		
Agency/Group(s): <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			
Action Description: Ensure that properly credentialed teachers are providing all subject area instruction, including Physical Education.			
Action Status: In Process ✓ On Going Action Lead: Superintendent, SMCSD			
Status Update:			
Area	Credential Finding	Status	Update
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 th 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>
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 8th grade class.</p> <p>Currently, the district is recruiting a full-time single credential Math and</p>

Assistant Principal	During dis...	olved	Science teacher to teach the 7 th and 8 th grades for the 2017-18. 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	Classific... instruction... teacher of record. For... individual teaching a P.E. class to several groups of students during the day must have an authorization to teach the subject.		9/14/17: The district has not yet secured a credentialed PE teacher for the middle school grades. As allowed by the CTC, grades TK – 6 is taught by their classroom teacher. 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.

Fell through Monday

Previous Update(s) Provided:

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

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 75	Category: Policies & Regulations
Agency/Group(s): <input checked="" 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	
Action Description: Review all existing agreements/Memoranda of Understanding (MOUs).	
Action Status: COMPLETED ✓ On Going Action Lead: Chief Business Official, SMCSD	
Status Update: 9/6/17: As part of the budget development process, all MOU's have now been reviewed.	

<p>Previous Update(s) Provided: 5/16/17: As part of the Budget Advisory Committee (BAC) recommendations to the board, the BAC presented at the 4/25/17 meeting, Advisory Recommendation #6: Revise MOU with Willow Creek that included three options as follows: Option 1. Special Education Services share of costs (projected revenue = \$750K) Option 2. Utilities Costs (projected revenue = \$98K) Option 3. Ensure accurate division of contract expenses (projected revenue = \$5K)</p> <p>4/25/17: As part of the board's direction to the Budget Advisory Committee (BAC) to address the budget deficit, the BAC is reviewing existing agreements and MOUs, including a recommendation to revisit the WCA MOU.</p>

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

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 8 6	Category: Students
Agency/Group(s): <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 checked="" type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input checked="" type="checkbox"/> Williams Complaint	
Action Description: Address Instructional Materials Insufficiency	
Action Status: COMPLETED ✓ On Going Action Lead: Superintendent, SMCSD	
Status Update: The district conducted a thorough inventory of all textbooks and instructional materials in August, 2017. All students and classrooms have grade level textbooks and all classrooms are equipped with textbooks and instructional materials.	

Previous Update(s) Provided: 4/11/17 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.
--

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

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 7	Category: Students
Agency/Group(s): <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input 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 type="checkbox"/> Williams Complaint	
Action Description: Restore educational enrichment programs.	
Action Status: In Process ✓ On Going Action	
Lead: Superintendent, SMCSD	
Status Update: As outlined in the district's LCAP, arts and music have been restored. However, the LCAP does not provide for the restoration of foreign language.	

Partially

Previous Update(s) Provided:

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

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 8	Category: Students
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input 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 type="checkbox"/> Williams Complaint	
Action Description: Review the instructional and program needs for students and adjust staffing accordingly.	
Action Status: COMPLETED ✓ On Going Action	
Lead: Superintendent, SMCSD	
Status Update: All grade level, curriculum and subject needs have been reviewed and staffed for the 2017-18 school year according to student enrollment numbers and known needs. However in order to improve student outcomes the district is committed to an ongoing series of assessments for all student needs and an ongoing commitment to best practices is needed to meet those needs.	

Previous Update(s) Provided:

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

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 9	Category: School
Agency/Group(s): <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Term Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> <input checked="" type="checkbox"/> Community Demands <input type="checkbox"/>	
Action Description: Maintain appropriate (Professional Development) for all classroom teachers and Academic	
Action Status: COMPLETED <input checked="" type="checkbox"/> On Going Action	
Lead: Superintendent, SMCSD	
Status Update: All current teachers hold CLAD certifications or equivalent.	

Previous Update(s) Provided:

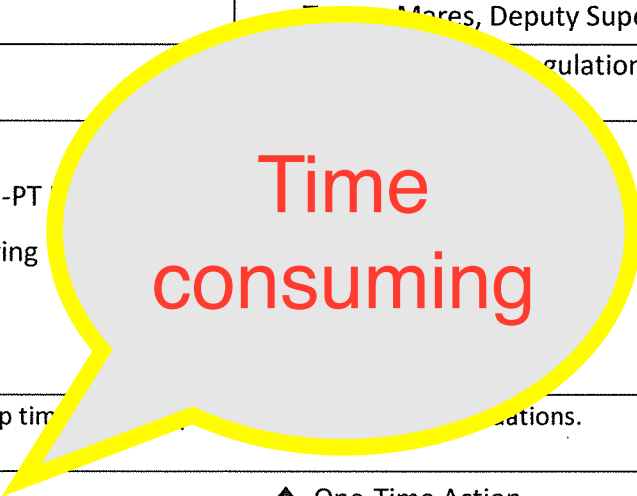
Sausalito Marin City School District (SMCSD)
INVENTORY OF CORRECTIVE ACTIONS UPDATE

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCS David Finnane, Principal BMLK
Corrective Action #: 10	Category: Personnel
Agency/Group(s): <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	
Action Description: Ensure classes have been assigned a permanent teacher within the first 20 working days of the semester.	
Action Status: In Process ✓ On Going Action	
Lead: David Finnane, Principal BMLK	
Status Update: The district continues to pursue a credentialed PE teacher to teach grades 7 and 8. Classroom teachers are teaching PE for grades TK – 6.	

Previous Update(s) Provided: 8/15/17: 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.

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

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD [Redacted], Deputy Superintendent, MCOE
Corrective Action #: 15 Regulations	
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring s <input type="checkbox"/> Community Demands	
Action Description: Develop tim ations.	
Action Status: In Process ♦ One-Time Action Lead: Superintendent, SMCSD	
Status Update: FCMAT will be conducting an update to the 2016 Report during the Fall of 2017. Through this process, the district has begun working towards finalizing a timeline for all items contained in the report.	



Previous Update(s) Provided:

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

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE		
Corrective Action #: 17	Category: Policies & Regulations		
Agency/Group(s): <input checked="" 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			
Action Description: Review and follow up on any audit exceptions or management letter findings or recommendations, descriptions of corrective actions or plans to correct items.			
Action Status: In Process <input checked="" type="checkbox"/> On Going Action Lead: Chief Business Official, SMCSD			
Status Update: All findings have been resolved with the exception of the following findings which are currently in process of resolution.			
Audit Finding	Area of Finding	Status	Update
2016-001	Financial Reporting – Unaudited Actuals Recommendation: The District should develop a comprehensive financial reporting checklist, which can be used by staff during the year-end closing process, to prevent material misstatements from occurring in the future. District personnel should receive in-service training to understand the significance of year-end cut-off procedures The District should establish internal control procedures to ensure that account coding is properly reviewed by appropriate supervisors.	In Process	9/14/17: The district is pending to provide in-service training, a checklist, and a written procedure in time for close of the 2016-17 year.
2016-007	Clearing Accounts Reconciliation Recommendation: The District should establish appropriate written procedures to ensure that clearing accounts, used to facilitate the payment of health and welfare benefits, are reconciled on a monthly basis and that the reconciliations are retained for audit purposes. Errors detected during the reconciliation process, should be investigated and resolved in a timely manner to ensure that the related	In Process	9/14/17: The district is anticipated to resolve this finding by December 30, 2017.

MCOE Report to SMCSD-Inventory of Corrective Actions Update

	liability and expenditure balances are properly reported.		
2016-009	<p>Ratio of Administrative Employees to Teachers</p> <p>Recommendation: The District should review Administrative and Teacher FTEs to ensure they are in compliance with the requirements of Education Code Section 41402.</p>	In Process	9/14/17: The district is aware of this finding and is managing it going into the 2017-18 school year.
2016-014	<p>Cafeteria Operations</p> <p>Recommendation: The District should review the criteria, circumstances, or conditions, specified on the California Department of Education website, that allow the claim to be considered for payment, and determine if the District may still qualify for to receive payment for the late claim.</p> <p>The District should establish appropriate procedures to ensure that child nutrition reimbursements are received and recorded appropriately on the general ledger. Reimbursements that are not received in a timely manner should be investigated by District personnel.</p> <p>The District should keep track all the number of meals served, ala carte sales made, and any catered meals provided to individuals, other than students of the District, in order to properly track the nonprogram foods served during the year. The District should also establish procedures to enable them to properly collect funds from the sale of nonprogram foods and beverages. The District should complete the USDA's nonprogram food revenue tool or its equivalent to ensure that nonprogram food revenues are at least covering the nonprogram food costs.</p>	In Process	9/14/17: The district is in the process of resolving this finding by the end of the school year, June 2018.

Previous Update(s) Provided:

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

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD David Finnane, Principal BMLK
Corrective Action #: 21	Category: Students
Agency/Group(s): <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	
Action Description: Create school schedules that prioritize core instructional programs that maximize student learning and comply with the Collective Bargaining Agreements.	
Action Status: COMPLETED ✓ On Going Action Lead: David Finnane, Principal BMLK	
Status Update: During the Spring and Summer, the Superintendent met informally and formally with members of the Sausalito District Teachers Association (SDTA) to finalize both the instructional schedule and school calendar. The Superintendent and Principal will consult with the SDTA when developing core instructional programs that maximize student learning and ensure adherence with Collective Bargaining Agreements.	
Previous Update(s) Provided:	

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

Date of Report: 9/14/2017	Principal, SMCSD
Corrective Action #: 22	
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Su <input type="checkbox"/> Community Demands <input type="checkbox"/> William	
Action Description: 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.	
Action Status: In Process ✓ On Going Action	
Lead: David Finnane, Principal BMLK	
Status Update: The Superintendent and Principal have begun a process of identifying existing staff skills and knowledge and subsequent staff development needs in order to identify areas of critical need.	
Previous Update(s) Provided:	



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

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD David Finanne, Principal BMLK
Corrective Action #: 23	Category: Students
Agency/Group(s): <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	
Action Description: Provide subject matter instruction for middle school students. Realign funding priorities as needed to ensure that this occurs.	
Action Status: COMPLETED ✓ On Going Action	
Lead: David Finnane, Principal BMLK	
Status Update: A math and science teacher and an English Language Arts (ELA) and Social Studies intern teacher have been employed to serve 7th and 8th grade students. Additionally, support from the Superintendent is provided to the intern teacher for ELA. Alignment and articulation between BMLK and Tamalpais High School is provided through a collaboration with Tamalpais High School.	
Previous Update(s) Provided:	

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCS Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 27	Category: Personnel
Agency/Group(s): <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	
Action Description: Consider reconfiguring staffing to align with the number of students being served.	
Action Status: COMPLETED ✓ On Going Action Lead: Superintendent, SMCS	
Status Update: Staffing is aligned with the number of students served by grade level and needs.	
Previous Update(s) Provided:	

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

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 60	Category: Internal Controls
Agency/Group(s): <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	
Action Description: Provide monthly updates to the Board on outstanding actions.	
Action Status: In Progress <input checked="" type="checkbox"/> On Going Action Lead: Superintendent, SMCSD	
Status Update: Superintendent McCoy presented to the board at its 8/15/17 meeting with an update to Inventory of Corrective Actions: 1, 2, 10, 11, 12, 18, 28, 41, 43, 50, 53, 60, 68, 89 and 101. The board will continue to receive monthly updates at its regular board meeting on the status of individual corrective actions.	

Previous Update(s) Provided:

8/15/17: 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.

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.

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 65	Category: Internal Controls
Agency/Group(s): <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	
Action Description: Monitor open accounts with updated and authorized signers.	
Action Status: COMPLETED ✓ On Going Action Lead: Chief Business Official, SMCSD	
Status Update: The district has closed banking accounts which were not in use and has opened a clearing checking account with authorized signers.	

Previous Update(s) Provided:

Date of Report: 9/14/2017	By: William McCoy, Superintendent, SMCS Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 66	Category: Internal Controls
Agency/Group(s): <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	
Action Description: Reconcile bank accounts	
Action Status: COMPLETED ✓ On Going Action	
Lead: Chief Business Official, SMCS	
Status Update: The district has reconciled all bank accounts.	

Previous Update(s) Provided:

Sausalito Marin City School District | Inventory - Corrective Actions

New

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
1	Personnel	√	SUPT	Ensure that properly credentialed teachers are providing all subject area instruction, including physical education.	7	Coordination with MCOE with each new hire	By Start of each School Year	In Process	4/11/17 5/16/17 8/15/17 9/14/17
2	Policies & Regs	√	SUPT	Implement effective LCAP Process and Development.	4	Budget & LCAP Calendar	Dec, with Budget Calendar Adoption	In Process	8/15/17
3	Policies & Regs	√	BOARD	Recognize and demonstrate primary responsibility to students enrolled in the district's Bayside Martin Luther King, Jr. Academy.	4	TBD	TBD	Not Started	
4	WCA	√	SUPT	Renegotiate WCA MOU and Funding.	4	TBD	Begin 2017-18; Complete Jan 2019	In Process	
5	Policies & Regs	√	CBO	Review all existing agreements/Memoranda of Understanding (MOUs).	3	N/A	N/A	COMPLETED	4/11/17 5/16/17 9/14/17
6	Students	√	SUPT	Address Instructional Materials Insufficiency.	3	Board Reporting within 1st six weeks of school year	By Start of School Year	COMPLETED	4/11/17 9/14/17
7	Students	√	SUPT	Restore educational enrichment programs.	3	LCAP	TBD	In Process	9/14/17
8	Students	√	SUPT/PRIN	Review the instructional and program needs for students and adjust staffing accordingly.	3	LCAP	Aug-17	COMPLETED	9/14/17
9	Personnel	√	CBO	Maintain appropriate CLAD teacher requirements.	3	Coordination with MCOE with each new hire	By Start of School Year	COMPLETED	9/14/17
10	Personnel	√	PRINCIPAL	Ensure classes have been assigned a permanent teacher within the first 20 working days of the semester.	3	Principal Report to Superintendent	Within first 20 days of Semester	In Process	8/15/17 9/14/17
11	Students	√	PRINCIPAL	Ensure students have textbooks or instructional materials to use at home or after school.	3	Principal Report to Superintendent	By Start of School Year	COMPLETED	8/15/17

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
12	Students	√	PRINCIPAL	Develop Individual Learning Plans (ILP) for students.	2	TBD	Jan-18	In Process	4/11/17 5/16/17 8/15/17
13	Students	√	TBD	Ensure an Equitable Education for students of the district.	2	TBD	TBD	In Process	
14	Students	√	TBD	Develop an Education Reform Plan.	2	TBD	TBD	In Process	
15	Policies & Regs	◆	SUPT	Develop timeline to implement FCMAT recommendations.	2	FCMAT Updates	Jan-18	In Process	9/14/17
16	Policies & Regs	◆	CBO	Establish proper account coding.	2	N/A	N/A	COMPLETED	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.	2	Resolution of 2015-16 Audit Findings Report	TBD	In Process	9/14/17
18	Students	√	SUPT	Develop and Implement Compensatory Education including Summer School	1	N/A	N/A	COMPLETED	4/11/17 5/16/17 8/15/17
19	Students	◆	SUPT	Develop Transitional Kindergarten and Preschool outreach strategies.	1	TBD	TBD	In Process	5/16/17
20	Students	√	TBD	Maintain sufficient classroom space.	1	TBD	TBD	Unkown	
21	Students	√	SUPT	Create school schedules that prioritize core instructional programs that maximize student learning and comply with the Collective Bargaining Agreements.	1	Annual Collective Bargaining Sessions	Spring	COMPLETED	9/14/17
22	Students	√	SUPT/PRIN	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.	1	LCAP Calendar	Jan-18	In Process	9/14/17

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
23	Students	√	SUPT/PRIN	Provide subject matter instruction for middle school students. Realign funding priorities as needed to ensure that this occurs.	1	N/A	N/A	COMPLETED	9/14/17
24	WCA	◆	TBD	Recognize and demonstrate relationship with WCA as charter school authorizer.	1	TBD	TBD	Unkown	
25	Facilities	√	TBD	Annually re-evaluate in a public setting facility use provisions including effects on Bayside/MLK students.	1			Not Started	
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.	1			Not Started	
27	Personnel	√	TBD	Consider reconfiguring staffing to align with the number of students being served.	1	N/A	N/A	COMPLETED	9/14/17
28	Personnel	◆	SUPT	Review the need for both a superintendent and a principal; consider combining these roles in one position.	1	N/A	N/A	COMPLETED	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...	1			Not Started	
30	Policies & Regs	√	TBD	Honor the commitments made in board bylaws and policies.	1			Not Started	
31	Policies & Regs	√	TBD	Ensure that all volunteers and employees follow board policies and administrative regulations.	1			Not Started	
32	Internal Controls	√	TBD	Assess all requests for expenditures for goods and services to ensure financial resources equitably support all district students.	1			Not Started	
33	WCA	√	TBD	Review Demographics at WCA related to the decline in African American Students.	1			Not Started	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
34	WCA	√	TBD	Ensure that all students have equal access to WCA, regardless of race, ethnicity, socio-economic level, or disability.	1			Not Started	
35	Students	√	TBD	Implement strategies to address decline in academic performance.	1			Not Started	
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.	1			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.	1	TBD	TBD	In Process	5/16/17
38	Facilities	◆	TBD	Obtain and maintain equipment listings from director of maintenance and operations.	1			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.	1			In Process	
40	Facilities	√	DIR. MAINTENANCE	Ensure restrooms are fully operational, maintained and accessible, cleaned regularly, and stocked at all times.	1			COMPLETED	4/11/17
41	Personnel	√	SUPT/PRIN	Develop comprehensive Staff Professional Development Plan.	1	Professional Development Calendar	Oct-17	In Process	4/11/17 5/16/17 8/15/17
42	Personnel	√	TBD	Comply with Administrative/Teacher ratio requirement.	1			Follow Up Needed	
43	Personnel	√	CBO	Provide training for proper attendance accounting.	1	TBD	Oct-17	In Process	8/15/17
44	Personnel	◆	TBD	Consider online, read-only access to financial information by site administrators and department managers...	1			Not Started	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
45	Personnel	◆	TBD	Consider commissioning a study to determine appropriate staffing levels for both certificated and classified employees.	1			Not Started	
46	Personnel	◆	TBD	Review confidential employees' work responsibilities to ensure they meet Government Code Section 3540.1 requirements.	1			Not Started	
47	Personnel	◆	TBD	Revise confidential employee job descriptions (and classifications) as needed.	1			Not Started	
48	Personnel	◆	TBD	Send personnel staff members to training conducted by CODESP and/or CPS on a variety of pertinent subjects.	1	TBD	Dec-17	In Process	
49	Personnel	√	TBD	Communicate to every employee the expectation of compliance with all policies and procedures, code of ethics and standards of conduct.	1	TBD	TBD	In Process	
50	Personnel	√	CBO	Develop and implement ongoing employee fraud prevention training programs.	1	In collaboration with District Auditors	Oct-17	In Progress	8/15/17
51	Personnel	√	TBD	Ensure that employees are cross-trained in key areas of responsibility.	1			Not Started	
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.	1			Not Started	
53	Personnel	√	CBO	Ensure that each employee understands their responsibility for records retention.	1	Procedures / Policy Manual	By Mid School Year	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.	1	TBD	TBD	In Process	
55	Personnel	√	TBD	Depending on the leadership structure, review the need for other positions such as director of facilities and assistant principal.	1	TBD	TBD	In Process	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
56	Personnel	◆	TBD	Conduct a salary study of its management positions to ensure equity both within the district and with comparable districts.	1			Unkown	
57	Personnel	√	COMMUNITY SCHOOL COORD.	Ensure written agreements between each organization and district is approved by the board, includes certification of all applicable employee clearances.	1	TBD	TBD	Partially Implemented	
58	Personnel	√	TBD	Revise job descriptions as necessary among district office staff to accommodate the changes in procedures.	1	TBD	TBD	In Process	
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.	1	N/A	N/A	COMPLETED	4/11/17
60	Internal Controls	√	SUPT	Provide monthly updates to Board on outstanding actions.	1			In Process	4/11/17 5/16/17 8/15/17 9/14/17
61	Internal Controls	√	TBD	Implement Year End financial procedures.	1	Procedures / Policy Manual	Dec-17	In Process	
62	Internal Controls	√	TBD	Establish and maintain better communication at all levels of the organization.	1			In Process	
63	Internal Controls	√	CBO	Ensure employee timesheets are signed prior to processing the timesheets for payment.	1	N/A	N/A	COMPLETD	4/11/17
64	Internal Controls	√	CBO	Develop and implement proper procedures for cash handling.	1	Procedures / Policy Manual	TBD	Partially Implemented	
65	Internal Controls	√	CBO	Monitor open accounts with updated and authorized signers.	1	N/A	N/A	COMPLETED	9/14/17

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
66	Internal Controls	√	CBO	Reconcile bank accounts.	1	N/A	N/A	COMPLETED	9/14/17
67	Internal Controls	√	CBO	Reconcile holding accounts.	1	In collaboration with MCOE	TBD	In Process	
68	Policies & Regs	√	CBO	Maintain annual Statement of Economic Interests.	1	N/A	N/A	COMPLETED	5/16/17 8/15/17
69	Internal Controls	√	TBD	Reconcile and maintain ASES program records.	1	TBD	TBD	In Process	
70	Internal Controls	◆	TBD	Establish procedures for FRPM and/or EL eligible.	1			In Process	
71	Internal Controls	◆	TBD	Establish appropriate procedures child nutrition program.	1	TBD	TBD	In Process	
72	Policies & Regs	√	TBD	Provide clear and concise budget presentations and materials.	1	TBD	TBD	In Process	
73	Internal Controls	◆	TBD	Implement sound financial internal control structure.	1			Partially Implemented	
74	Internal Controls	◆	TBD	Take immediate steps to construct separate travel request and reimbursement forms that more closely meet needs.	1			In Process	
75	Policies & Regs	◆	TBD	Establish meal and mileage rates for use in employee travel.	1			Not Started	
76	Policies & Regs	◆	TBD	Implement the procedures for travel expenditures.	1			In Process	
77	Policies & Regs	◆	TBD	Implement the procedures regarding revolving account transactions.	1	TBD	TBD	Partially Implemented	
78	Policies & Regs	√	CBO	Update all board policies and administrative regulations by the end of the fiscal year.	1	TBD	TBD	In Process	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
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.	1	TBD	TBD	In Process	
80	Policies & Regs	√	TBD	Ensure that all board policies and administrative regulations are posted to its website.	1			In Process	
81	Policies & Regs	√	TBD	Annually adopt and communicate board approved budget goals and objectives.	1			In Process	
82	Policies & Regs	◆	SUPT	Implement a set of board-approved guiding principles outlining the district's financial priorities for use in decision making.	1			Not Started	
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.	1			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.	1			In Process	
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.	1			Follow Up Needed	
86	Internal Controls	√	CBO	Prohibit the inclusion of carryover balances during budget development.	1	N/A	N/A	COMPLETED	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.	1			Not Started	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
88	Internal Controls	√	TBD	Periodically assess fiscal health to help ensure its viability.	1			In Process	
89	Internal Controls	√	CBO	Provide regular and frequent budget revisions to the governing board for approval.	1	N/A	N/A	COMPLETED	8/15/17
90	Internal Controls	√	TBD	Perform annual and periodic duties to ensure compliance with state and federal regulations.	1			Not Started	
91	Internal Controls	√	TBD	Ensure that the required current state and federal legal employment notices are posted in staff lounges.	1			Not Started	
92	Internal Controls	√	TBD	Ensure that the board meeting calendar contains financial reporting deadlines to ensure compliance.	1	TBD	TBD	In Process	
93	Policies & Regs	√	TBD	Survey the board regarding specific areas of interest or topics for which they would like additional explanation or training.	1			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.	1			Not Started	
95	Internal Controls	◆	CBO	Review processes for applying indirect costs and revise procedures beginning with fiscal year 2011-12.	1			Not Started	
96	Policies & Regs	√	SUPT	Improve communication practices, identify measurable objectives and implement strategies to achieve those objectives.	1			Not Started	
97	Internal Controls	◆	CBO	Develop and implement fraud detection methods.	1			Not Started	
98	Internal Controls	◆	CBO	Create a policies and procedures manual for the business department.	1			Not Started	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
99	Personnel	◆	CBO	Implement payroll procedures that will provide a sound internal control structure.	1	TBD	TBD	In Process	
100	Personnel	◆	TBD	Revise job descriptions as necessary among district office staff to accommodate revised payroll procedures.	1			Not Started	
101	Personnel	◆	CBO	Establish an individual payroll file for each employee.	1	N/A	N/A	COMPLETED	8/15/17
102	Personnel	◆	TBD	Implement a calendaring system in the Personnel Department to track the dead-lines for employee evaluations.	1			Not Started	
103	Personnel	√	TBD	Provide sites/departments with notifications from the Personnel Department regarding deadlines for employee evaluations, and track compliance with the evaluation deadlines.	1			Not Started	
104	Personnel	√	TBD	Provide district administrators / department heads with training in documenting employee performance.	1			Not Started	
105	Personnel	◆	TBD	Implement the procedures for employee recruitment / selection.	1			Not Started	
106	Personnel	◆	TBD	Submit the certificated and classified employment application forms to legal counsel for evaluation.	1			Not Started	
107	Personnel	◆	TBD	Adopt standardized forms for use in the employee selection process.	1			In Process	
108	Personnel	◆	TBD	Implement Defensible Employment Testing for meeting selection requirements.	1			Not Started	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
109	Personnel	√	TBD	Provide annual notice to each employee to confirm their vacation and personal necessity/sick leave balances.	1			In Process	
110	Personnel	◆	TBD	Implement the procedures for employee resignations and retirements.	1			In Process	
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.	1			Not Started	
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.	1			Not Started	
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.	1			Not Started	
114	Internal Controls	◆	TBD	Review employee change of status form.	1			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.	1			Not Started	
116	Internal Controls	◆	TBD	Establish steps to process the district's position control transactions.	1			Not Started	
117	Internal Controls	◆	TBD	Implement the procedures for purchase orders.	1			In Process	
118	Internal Controls	◆	TBD	Utilize open purchase orders for ongoing purchases of inexpensive items from the same vendor.	1			In Process	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON- GOING \ ONE- TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
119	Internal Controls	◆	TBD	Consult with legal counsel regarding its July 2011 award of its contract for the food service program.	1			Not Started	
120	Internal Controls	◆	TBD	Immediately contact legal counsel with questions regarding bidding.	1			Unkown	
121	Internal Controls	◆	TBD	Meet with legal counsel to obtain a complete set of competitive bidding documents.	1			Unkown	
122	Internal Controls	◆	TBD	Provide training for staff on bidding requirements and procedures.	1			Unkown	
123	Internal Controls	◆	TBD	Establish a policy requiring three quotes to be obtained when items exceed a specified amount.	1			Unkown	
124	Internal Controls	◆	CBO	Issue district credit cards in both the individual's name and the district's name.	1	N/A	N/A	COMPLETED	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.	1	TBD	TBD	In Process	
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.	1			In Process	
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.	1			Not Started	
128	Policies & Regs	√	TBD	Review grant proposals and implementation details to ensure that services align with the district's goals and follow board policy.	1			Not Started	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
129	WCA	√	TBD	Faithfully implement the provisions of the MOU, even when they are not favorable to WCA.	1			Not Started	
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.	1			In Process	
131	WCA	√	TBD	Establish separation between operational and fiscal structures for WCA facilities, purchasing, administrative and other services.	1	TBD	TBD	In Process	
132	WCA	√	TBD	Hold public hearing about provisions of charter within 30 days after receiving petition.	1			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.	1			Unkown	
134	WCA	√	TBD	Establish a formal charter school oversight review process consistent with the requirements in the California Education Code....	1			Not Started	
135	WCA	√	TBD	Revise the current MOU to correct inconsistencies with requirements in the California Education Code and Title 5, California Code of Regulations.	1	TBD	TBD	In Process	
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.	1			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.	1			Not Started	
138	WCA	√	TBD	Initiate a comprehensive review of WCA's enrollment practices...	1			Not Started	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
139	WCA	√	TBD	Immediately require the charter school to cease refusing enrollment to special needs students (SDC).	1	TBD	TBD	In Process	
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.	1			Unkown	
141	WCA	√	TBD	Ensure that WCA's charter petition and its website provide the same information regarding admission priority order and classifications.	1			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.	1			Unkown	

NOTES

Actions are displayed in order of frequency.

√ = Ongoing

◆ = One-Time

LEGEND

Green = Facilities

Peach = Personnel

Blue = Policies and Regulations

Gray = Internal Controls

Pink = WCA

Yellow = Students

COMPLAINT / FINDING CLASSIFICATIONS

FCMAT

MCOE 9-PT PLAN

AUDIT FINDING

UNIFORM COMPLAINT (UCP)

WILLIAMS COMPLAINT

MCOE CREDENTIAL MONITORING

INSTRUCTIONAL MAT'L INVENTORY

COMMUNITY DEMANDS