



SAUSALITO MARIN CITY SCHOOL DISTRICT

Board of Trustees: Ida Green - President, Debra Turner - Vice President, Bonnie Hough - Clerk, Joshua Barrow, Caroline Van Alst
Interim Superintendent: Terena Mares

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

Monday, March 4, 2019

5:30 p.m. Open Session – Bayside Martin Luther King Jr. Multi-Purpose Room

6:30 p.m. Closed Session – Bayside Martin Luther King School Conference Room (**Approximate Time**)

1. OPEN SESSION – Call to Order

2. PLEDGE OF ALLEGIANCE

3. ORAL COMMUNICATIONS

15 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.

4. COMMITTEE REPORTS

10 minutes

4.01 Community School – Trustee Membership Appointment

5. ACTION ITEM

30 minutes

5.01 Consider Approval of the Superintendent Search Process and Brochure

5.02 Consider Approval of "Community School Manager" Job Designation on Salary Schedule

6. CLOSED SESSION – AGENDA

6.01 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 – One Case

6.02 COLLECTIVE BARGAINING SESSION – California School Employees Association

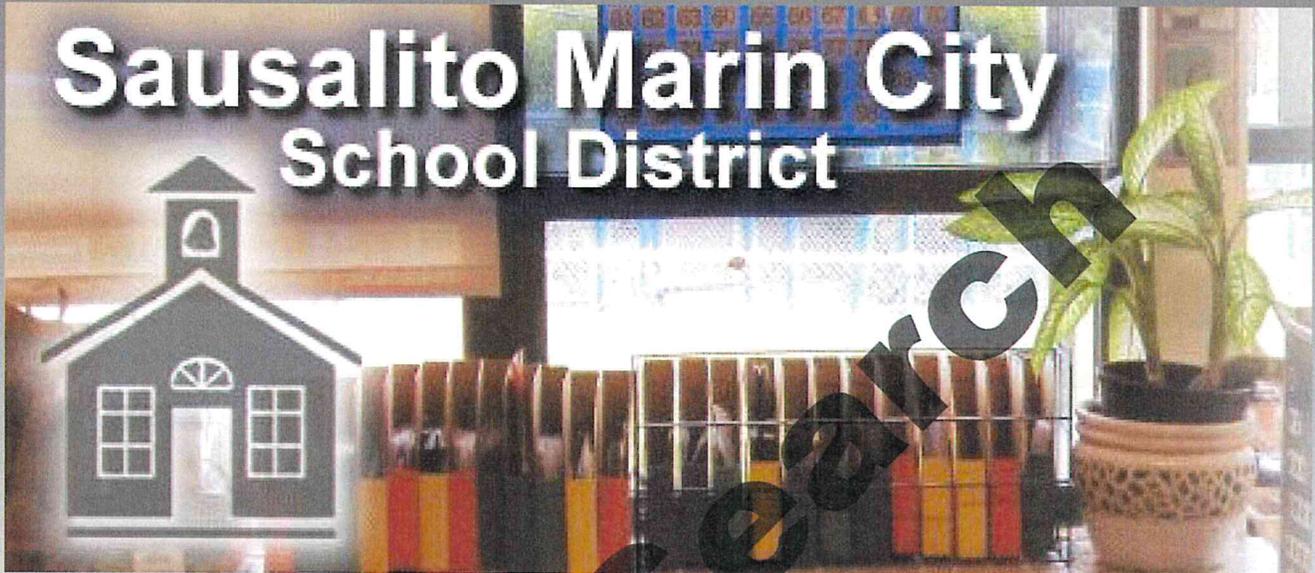
With respect to every item of business to be discussed in Closed Session pursuant to GC Section 3549.1 (a)

7. RECONVENE TO OPEN SESSION

8. REPORT OUT OF CLOSED SESSION

9. ADJOURNMENT

*An Invitation to Apply for the Position of
Superintendent*



Sausalito & Marin City, California

The Position

The Sausalito Marin City School District, Marin City, California, Board of Trustees is seeking a highly qualified and fully certified superintendent of schools. The Board wishes to have the successful candidate assume the responsibilities of the position August 1, 2016.

McPherson & Jacobson, L.L.C., Executive Recruitment and Development, in collaboration with the California School Boards Association, has been engaged as the consultant in a search for outstanding candidates. They will assist the board of trustees in identifying and screening the candidates.

The Qualifications

The candidate must have the background, skills, and abilities essential for excellence in educational leadership. The board recognizes that selecting a superintendent is one of the most important decisions it will make. The board has identified the following desired characteristics:

- A competent inspirational, and visionary leader who can create a climate of trust and mutual respect with staff and community. A person who has the ability to connect, inspire, and listen to the needs of the district, schools, community, and work with an engaged political environment.
- A passionate leader committed to all students who is experienced with the needs of special education students, and has worked and been successful with minority students and communities, and has had experience with Charter schools.
- An optimistic experienced school leader who articulates a clear vision; who is collaborative, flexible, a good listener and a creative problem solver; who is able to motivate others and can think “outside the box”.
- A person who fosters and builds caring relationships with the community, parents and staff by embracing diversity, building teamwork, and respecting the role and relationship with the Board of Trustees.
- An effective communicator with written, oral, and 21st Century technology skills. This person must be transparent and visible to the school and community; be inclusive, approachable, and friendly; and be courageous and open to hear opinions from all stakeholders.
- An ethical leader who models high expectations for self, staff, and students and possesses the personal characteristics of honesty, integrity, dependability, humor, loyalty and with a strong work ethic.
- A leader who possesses experience and knowledge in the areas of budget development and fiscal oversight, K-8 curriculum, instruction assessment, technology and professional development. A person who can sustain effective programs and implement new programs to improve student learning and search for grants to provide additional resources for students and staff.



The District

District website <http://www.smcsd.org>



The Sausalito Marin City School District is a Basic Aid District comprised of two public K-8 schools, with a traditional school, Bayside Martin Luther King Jr. Academy, in Marin City a charter school, Willow Creek Academy, in Sausalito. Currently, Bayside MLK has about 143 students, primarily from Marin City with a 90% unduplicated count and Willow Creek Academy has 377 students,

with 150 students from Sausalito, 135 from Marin City and 89 students from outside the District, and a 53% unduplicated count.

The Bayside MLK Jr. campus is comprised of new buildings, constructed in 2010 and 2013, on an 11 acre site that also includes several portable buildings for art, special education, the after school program and a preschool. The Willow Creek Academy campus is comprised of primarily older construction, primarily from the 1970's to 1990's that also includes several portables for the kindergarten grades, the afterschool program and special education. A school bond is scheduled to be on the November 2016 ballot for the District.

The school district enjoys strong community partnerships and seeks to sustain effective integrated programs utilizing a community schools approach. The community provides students with the services of volunteer tutors and mentors every day. Our students move into the 9th grade within the Tamalpais Union High School District.



The Community



The city of Sausalito is located on San Francisco Bay and its unincorporated neighbor, Marin City is located next to Sausalito in southern Marin County with a total Marin County population of 255,000. We are located minutes away from the Golden Gate Bridge and the city of San Francisco. Sausalito and Marin City are bounded by the protected spaces of the Golden Gate National Recreation area, with many miles of hiking trails and nature preserves that include the Marin Headlands area, Muir Woods and Stinson Beach. Sausalito has just over 7,000 residents, while Marin City has a population close to 3,000.

The Bay area is host to many large and small employers, including Bechtel, California Pacific Medical Center, the Deloitte accounting firm, and numerous tech companies, universities as well as the San Francisco Financial District. Several representatives of the technology industry, such as Autodesk and Bio Marin Pharmaceutical, have offices in Marin County as well as Fireman's Fund headquarters.

In addition to Marin General Hospital in southern Marin County, the Kaiser Medical Foundation maintains extensive medical facilities in San Rafael, less than 6 miles away.

Marin County offers a host of open space preserves, theaters and performance centers, as well as easy access to San Francisco and its world class museums, orchestras and theaters. There are golf clubs nearby and numerous other facilities in the area that offer opportunities for swimming, tennis, etc.

UC Berkeley, California State University in San Francisco, Stanford University, Marin Junior College are close as well as UC San Francisco and number of private and public universities in the area offer endless opportunities for higher education.

The Board of Trustees

<u>Name</u>	<u>Position</u>	<u>Expiration of Term</u>
Caroline Van Alst	President	December 2016
Joshua Barrow	Vice President	December 2018
Thomas Newmeyer	Clerk	December 2018
Ida Green	Member	December 2018
William J. Ziegler, Esq,	Member	December 2016

APPLICATION & SELECTION PROCEDURE



All nominations, letters of application, inquiries, credentials and copies of legal proof of administrative qualifications should be addressed to:

McPherson & Jacobson, L.L.C.
 7905 L St., Suite 310,
 Omaha, Nebraska 68127
 Phone (402) 991-7031/(888) 375-4814
 Fax (402) 991-7168
 Email: mail@macnjake.com
 Website: www.macnjake.com

An application for superintendent should include:

- A letter setting forth personal qualifications, experiences and reasons for interest in the position
- A current résumé
- A completed application form (available from www.macnjake.com)
- Reference letters, certificates and licenses, and academic transcripts from colleges/universities indicating degree(s)

Search Timeline:

- Closing date for applications: June 6, 2016
- Selection committee determines finalists to interview: June 28, 2016
- Interviews with the Board of Trustees: July 5-6, 2016
- Selection of new superintendent: July 2016
- Start date: August 1, 2016



Candidates are asked not to contact board members directly. Any effort to do so may eliminate them from consideration. Names of applicants will be held in strict confidence whenever possible; however, McPherson & Jacobson complies with individual states' Freedom of Information laws. In the final process, the school board may visit the district where the candidate is employed, but will not proceed without the knowledge and consent of the candidate.

Sausalito Marin City School District is an Equal Opportunity Employer.

Sausalito Marin City School District

Agenda Item: 5.02

Date: March 4, 2019

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|-------------------------------------|---------------------------------|--------------------------|----------------|
| <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"/> | Facilities | | |
| <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: "Community School Manager" Job Designation on Salary Schedule

Background:

At its February 14, 2019 meeting, the Board approved an updated job description for the Community School Manager position. The previous title for this position was "Community School Coordinator". The new title and job description more fully represent the comprehensive duties and responsibilities that the District wishes the Community School Manager to undertake.

The attached salary schedule updates the title to align with the board approved update to the job description. The backup shows the current and proposed name change for this position.

Fiscal Impact: None

Recommendation: Approval

Sausalito Marin City School District
Classified Salary Schedule: Management
Updated to Include Community School Coordinator – May 16, 2017
2017-2018
SALARY SCHEDULE 32-00 & 33-00

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief Business Official (33)	\$105,000	\$108,531	\$112,000	\$118,000	\$123,900	\$129,971	\$136,470	\$143,294
Director of Facilities (32)	\$70,587	\$74,116	\$77,822	\$81,713	\$85,799	\$89,659	\$93,695	\$97,910
Community School Coordinator Manager	\$65,000	\$68,250	\$71,663	\$75,246	\$79,008	\$82,958	\$87,106	\$91,461

BENEFITS

Chief Business Official (230000)

- Based on 12 month employment (246 work days + 15 holidays = 261 paid days)
 - Paid Holidays: 13 Holidays & 2 In Lieu days
- 26 Vacation Days
- Mileage Stipend of \$100 per month
- Telephone Stipend \$75 per month
- Health Benefits: See Contract
- Sick Leave: One day per month
- 125 Cafeteria Plan is offered

Director of Facilities (238150)

- Based on 12 month employment (246 work days + 15 holidays = 261 paid days)
 - Paid Holidays: 13 Holidays & 2 In Lieu days
- Mileage Stipend of \$100 per month
- Telephone Stipend \$75 per month
- Degree Stipends – AA \$450, BA/BS \$900
- Health Benefits: See Contract
- Sick Leave One day per month
- 125 Cafeteria Plan is offered
- 26 Vacation Days

Community School Coordinator

- Based on 11 month employment (215 work days + 14 holidays = 229 paid days)
 - Paid Holidays: 12 Holidays & 2 In Lieu days
- Degree Stipends – AA \$450, BA/BS \$900
- Health Benefits: See Contract
- Sick Leave One day per month
- 125 Cafeteria Plan is offered

***Placement on salary schedule if hired from outside the district shall be determined by the Superintendent and shall be based on prior experience