



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

Thursday, May 9, 2019

- 4:00 p.m. Open Session – Bayside Martin Luther King Jr. Multi-Purpose Room
4:01 p.m. Closed Session – Bayside Martin Luther King School Conference Room
6:00 p.m. Open Session – Bayside Martin Luther King Jr. Multi-Purpose Room
1. **OPEN SESSION – Call to Order**
 2. **CLOSED SESSION – AGENDA**
 - 2.01 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code 54956.9(b)(1)):**
CTRG v. SMCSO, MCSC Case No. CIV 1802001
 - 2.02 **COLLECTIVE BARGAINING SESSION – CALIFORNIA SCHOOL EMPLOYEES’ ASSOCIATION**
GC Section 3549.1 (a)
 - 2.03 **COLLECTIVE BARGAINING SESSION – SAUSALITO TEACHERS’ ASSOCIATION**
GC Section 3549.1 (a)
 - 2.04 **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (GOVERNMENT CODE 54956.9)**
Willow Creek Academy v. Sausalito Marin City School District; Mary Jane Burke (Case No. CIV 1900855)
 - 2.05 **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 – One Case WCA
 - 2.06 **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 – One Case
 3. **RECONVENE TO OPEN SESSION & REPORT OUT OF CLOSED 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. **ACKNOWLEDGMENTS** 10 minutes
 - 7.01 Deborah Meshel – Nurse Instructor, Dominican University
 8. **PRESENTATIONS** 30 minutes
 - 8.01 Todd Lee - Greystone West, Facilities Needs Analysis

9. 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.

10. CORRESPONDENCE

15 minutes

- 10.01 Marin County Office of Education – Second Interim Budget Review
- 10.02 Willow Creek Academy Response to 2018-2019 District Oversight Budget Review
- 10.03 Willow Creek Academy – 2019-2020 Budget Follow Up
- 10.04 Willow Creek Academy's Response to District Final Offer for 2019-2020 Proposition 39 Facilities Request
- 10.05 Willow Creek Academy – Facilities Safety

11. REPORTS

30 minutes

- 11.01 Superintendent
- 11.02 Site Leadership - David Finnane
- 11.03 Willow Creek Academy

12. COMMITTEE REPORTS

10 minutes

- 12.01 LCAP/Budget – Trustee Members: Turner, Van Alst
- 12.02 Charter Oversight – Trustee Member: Hough
- 12.03 Community School – Trustee Members: Green, Turner
- 12.04 Facilities – Trustee Members: Green, Van Alst
- 12.05 Collaboration – Trustee Members: Turner, Van Alst
- 12.06 Policy – Ad Hoc (Expires June 2020) – Trustee Members: Hough, Van Alst
- 12.07 Superintendent Committees

13. DISCUSSION / INFORMATION ITEMS

14. CONSENT AGENDA

5 minutes

- 14.01 Payment of Warrants – Batches 33-36
- 14.02 Minutes of the March 14, April 4 and April 11, 2019 Board Meetings
- 14.03 Quarterly Report on Williams Uniform Complaints

15. ACTION ITEMS - Items Removed from the Consent Agenda: Any item removed from the Consent Agenda may be discussed and acted upon individually

45 minutes

- 15.01 Consider Approval of Designating the Schoolsite Council as the Parent Advisory Committee for the Local Control & Accountability Plan for the 2018-2019 LCAP Update
- 15.02 Consider Approval of the 2019-2020 Bayside MLK Jr. Academy Vision Plan
- 15.03 Consider Approval of the District's 2019-2020 Initial Proposal to the Sausalito District Teachers' Association
- 15.04 Consider Approval of the 2019-2020 Board Meeting Dates
- 15.05 Consider Approval of Final Superintendent Community Interview Panel
- 15.06 Consider Approval of the Revised 2019-2020 Bayside MLK Jr. Academy Calendar
- 15.07 Consider Approval of Fungicide Remediation at Willow Creek Academy by American Technologies - \$58,000
- 15.08 Consider Approval of Proposal from Protera, Industrial Hygienist – Testing & Inspection at Willow Creek Academy, \$6,975

Entire board packet on www.smcsd.org/School Board/Meeting Agendas and Minutes

- 16. PERSONNEL ACTION ITEMS** 15 minutes
- 16.01** Consider Approval of Hire of Michael Britt, .5 FTE Music Teacher
 - 16.02** Consider Approval of Hire of Samantha Kelly, 1.0 FTE 1st Grade Teacher
 - 16.03** Consider Approval of Leave of Absence for Julianne Edmondson, Resource Specialist
 - 16.04** Consider Approval of the Administrative Assistant Job Description
 - 16.05** Consider Approval of 1.0 FTE Maintenance & Operations Director Position
 - 16.06** Consider Approval of the Controller Job Description and Salary Schedule
- 17. POLICY DEVELOPMENT** 10 minutes
- 17.01** Board Bylaw 9130 – Board Committees – First Read
- 18. FUTURE MEETINGS**
- 18.01** The next Regular Meeting of the Board of Trustees will be on Thursday June 13, 2019 in the Bayside Martin Luther King School Multi-Purpose Room
- 19. FUTURE TOPICS**
- 20. ADJOURNMENT**

Sausalito Marin City School District

Facilities Needs Analysis 2019

2012 Facilities Recommendations

In 2012, Greystone West performed a comprehensive facilities needs assessment analysis for the Sausalito Marin City School District.

Broad recommendations for each site included:

Martin Luther King Jr. Academy: Acoustic treatments throughout building, additional cabinets, minor maintenance projects, a covered eating area, path of travel improvements, field modernization and fencing projects.

Willow Creek Academy: Siding repairs, repainting, roof evaluation, downspout and gutter replacement, augmented exterior lighting, playground replacement, remodeled toilet rooms and miscellaneous site improvements.

2019 Facilities Recommendations

Very few of the issues identified in 2012 have been addressed.

Due to a marine environment with harsh salt air the progression of weathering for building finishes and waterproofing systems occurs more rapidly at SMCSD Campuses.

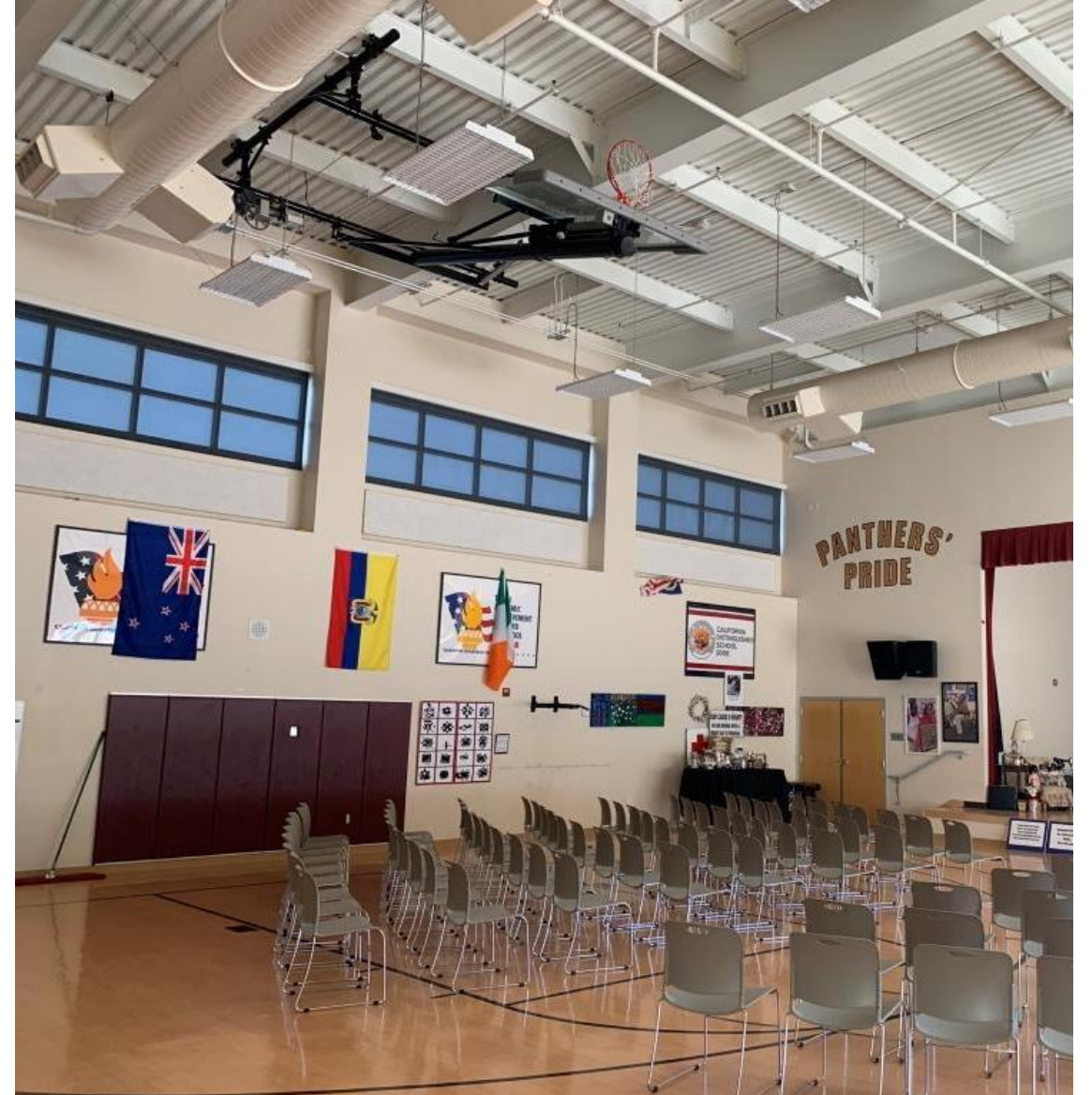
Martin Luther King Jr. Academy: The needs of this site are largely identical to 2012 with a few exceptions (modular buildings constructed in 2013).

Willow Creek Academy: The needs of this site have advanced from roofing repair, repainting and selected siding replacement to the large scale failure of these systems to adequately waterproof buildings. Extensive remediation measures will be required.

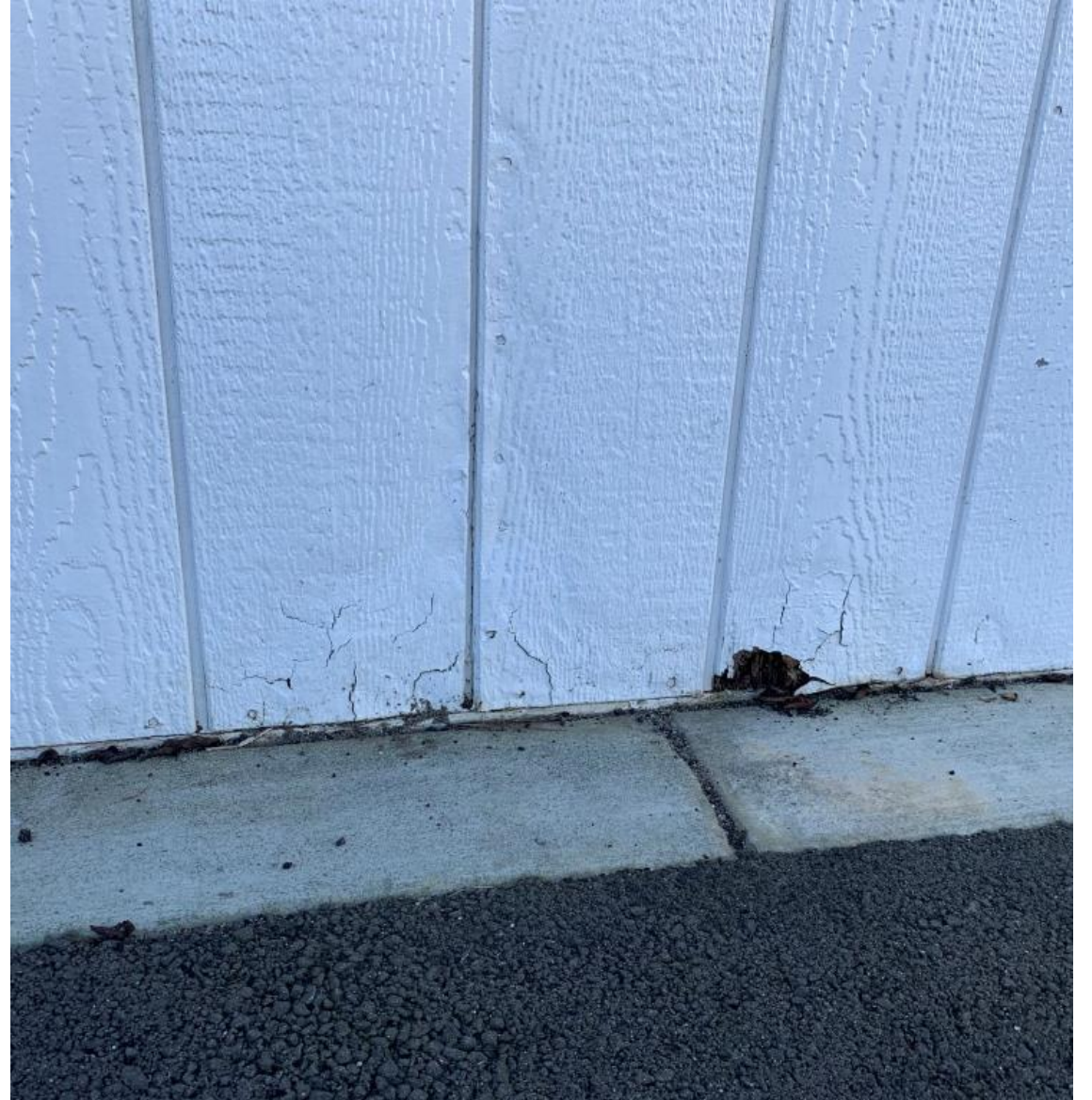
Martin Luther King, Jr. Academy

- Acoustic treatments needed throughout building to mitigate noise
- Additional Cabinets (Casework)
- Portable Classrooms have exceeded typical lifespan
- Annex Building requires demolition
- Minor painting and maintenance needs
- Asphalt Paving Repairs









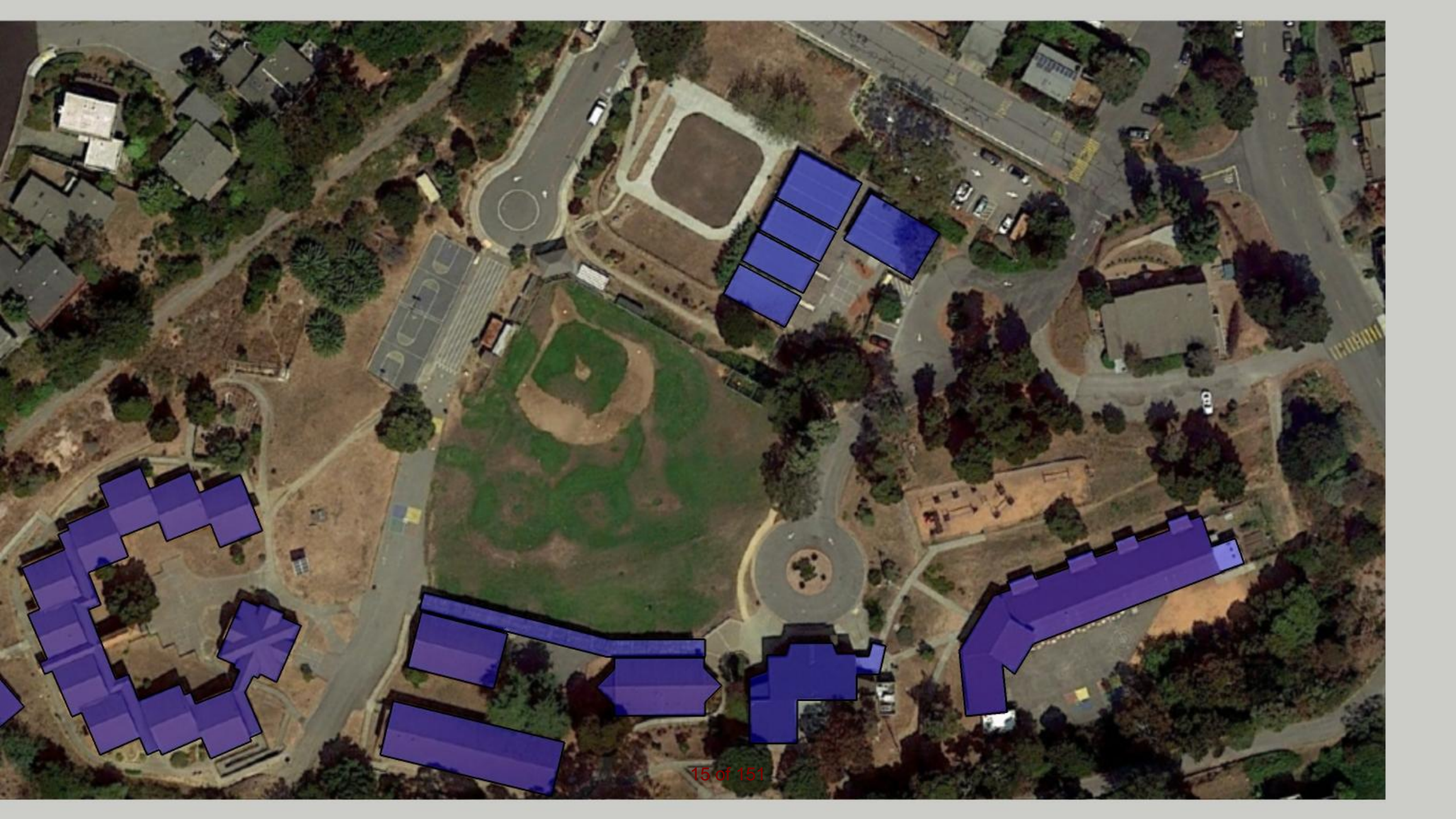




Asphalt paving adjacent to Annex building is in need of repair and selected replacement. Annex building should be demolished.

Willow Creek Academy

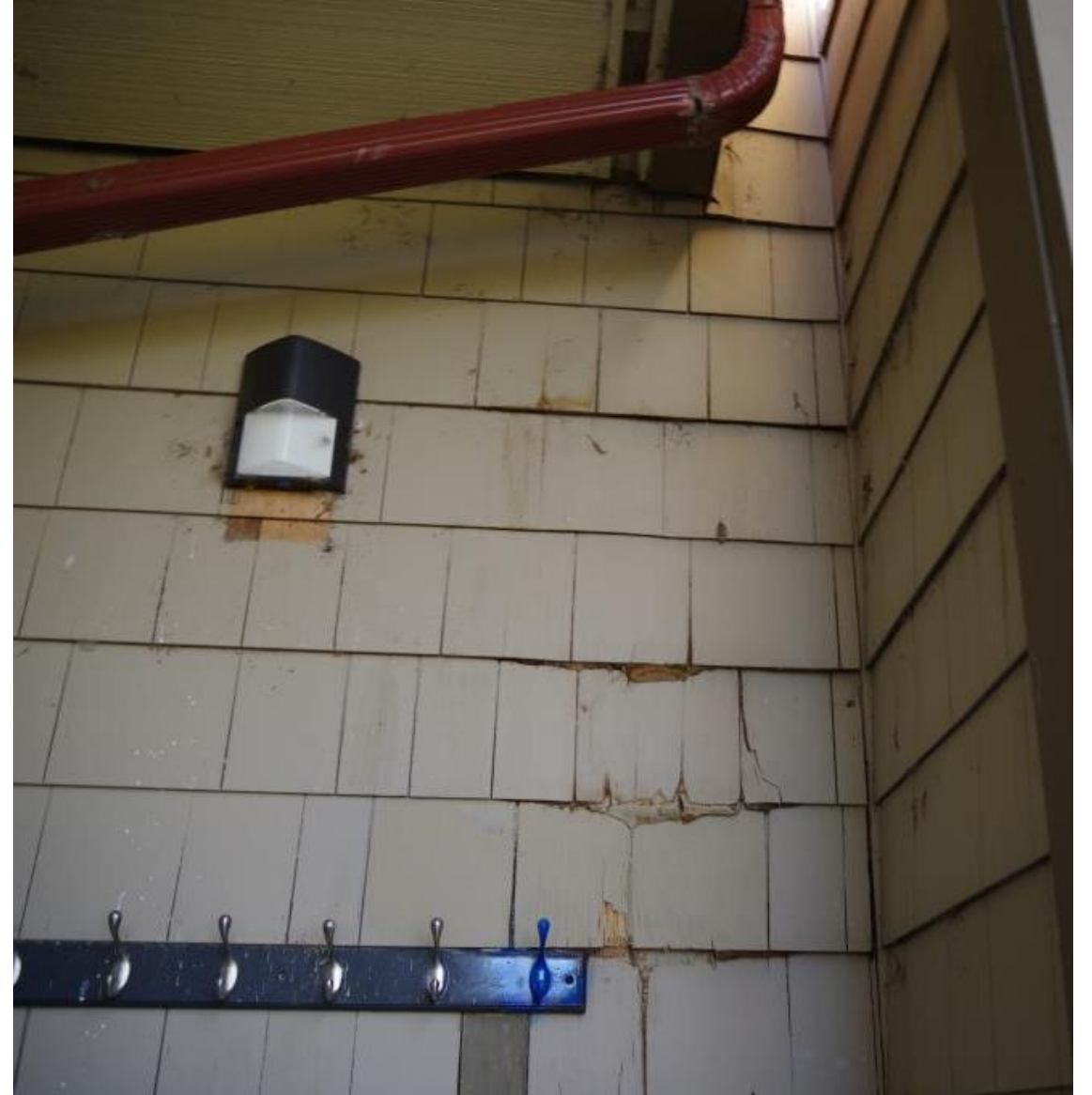
- Extensive Repair/Replacement of Siding, Repaint
- Roof Evaluation and Repair/Replacement
- Extensive Downspout & Gutter Replacement
- Replace/Augment Exterior Lighting
- Entry road drainage improvements
- Repair/Replace outdated playground and play surfacing
- Asphalt Paving Repairs/ Bus Circle Modification
- Toilet Room Modernizations Required
- Gas pipe salt corrosion and flexible lines between buildings
- Gutters guards require replacement

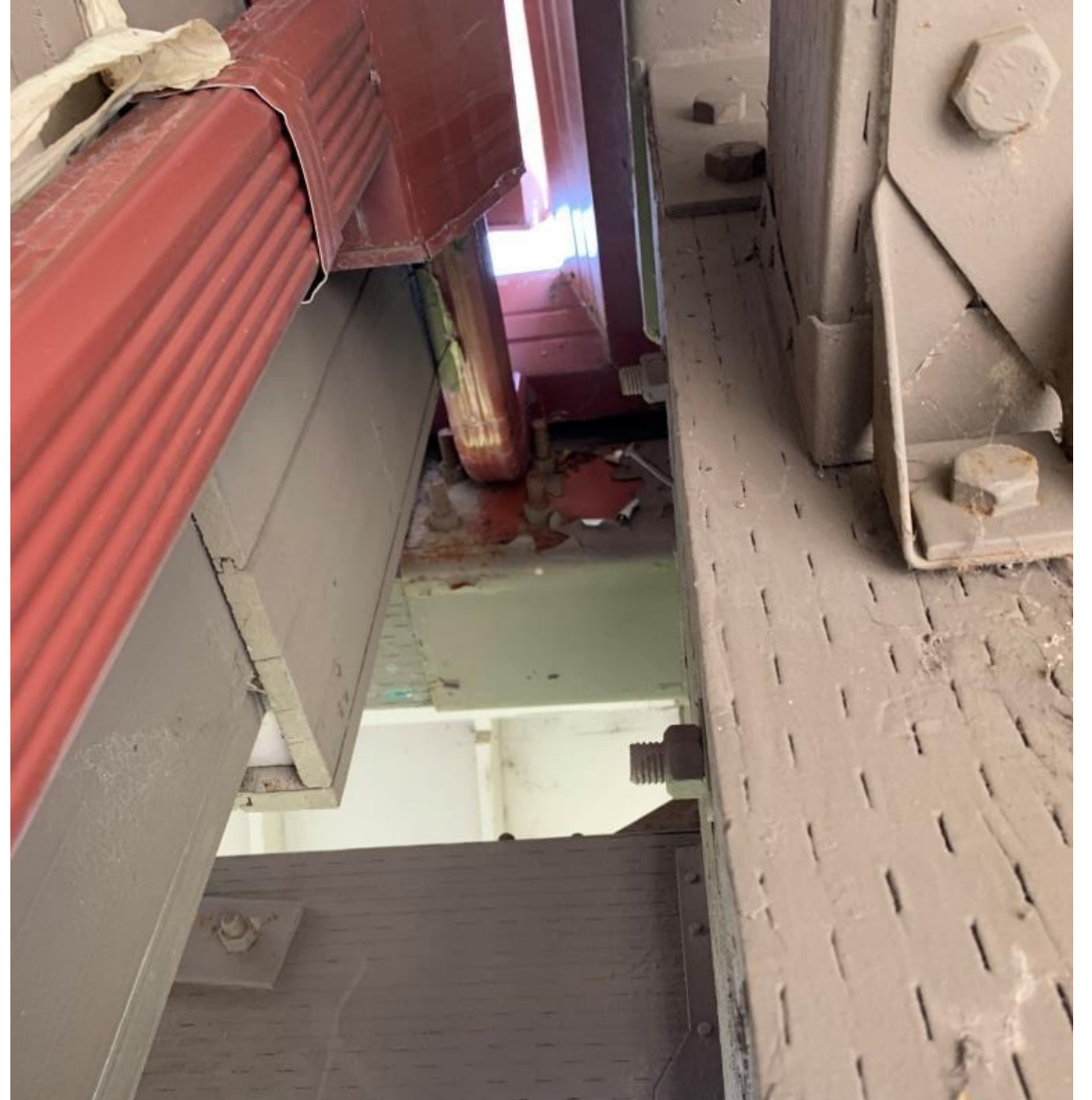
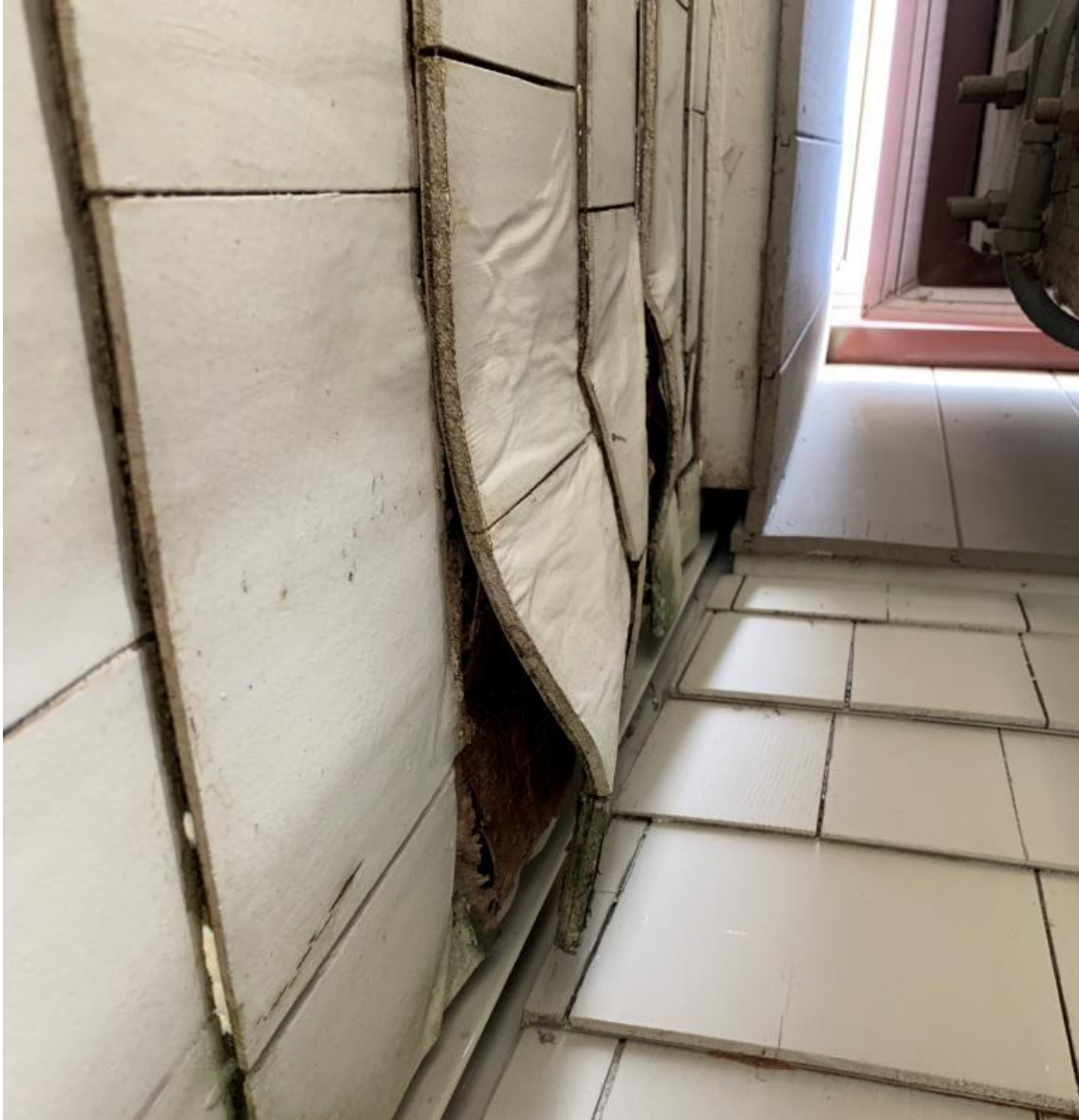


Waterproofing Issues

- Siding has failed in multiple locations.
- Water intrusion is occurring in roof structures.
- Acoustic tiles beginning to fall from ceiling.
- Dry Rot is occurring at posts and beams supporting covered walkways.
- Powder coat and paint are failing at handrails and support hardware.
- Dry Rot is occurring at stair posts.

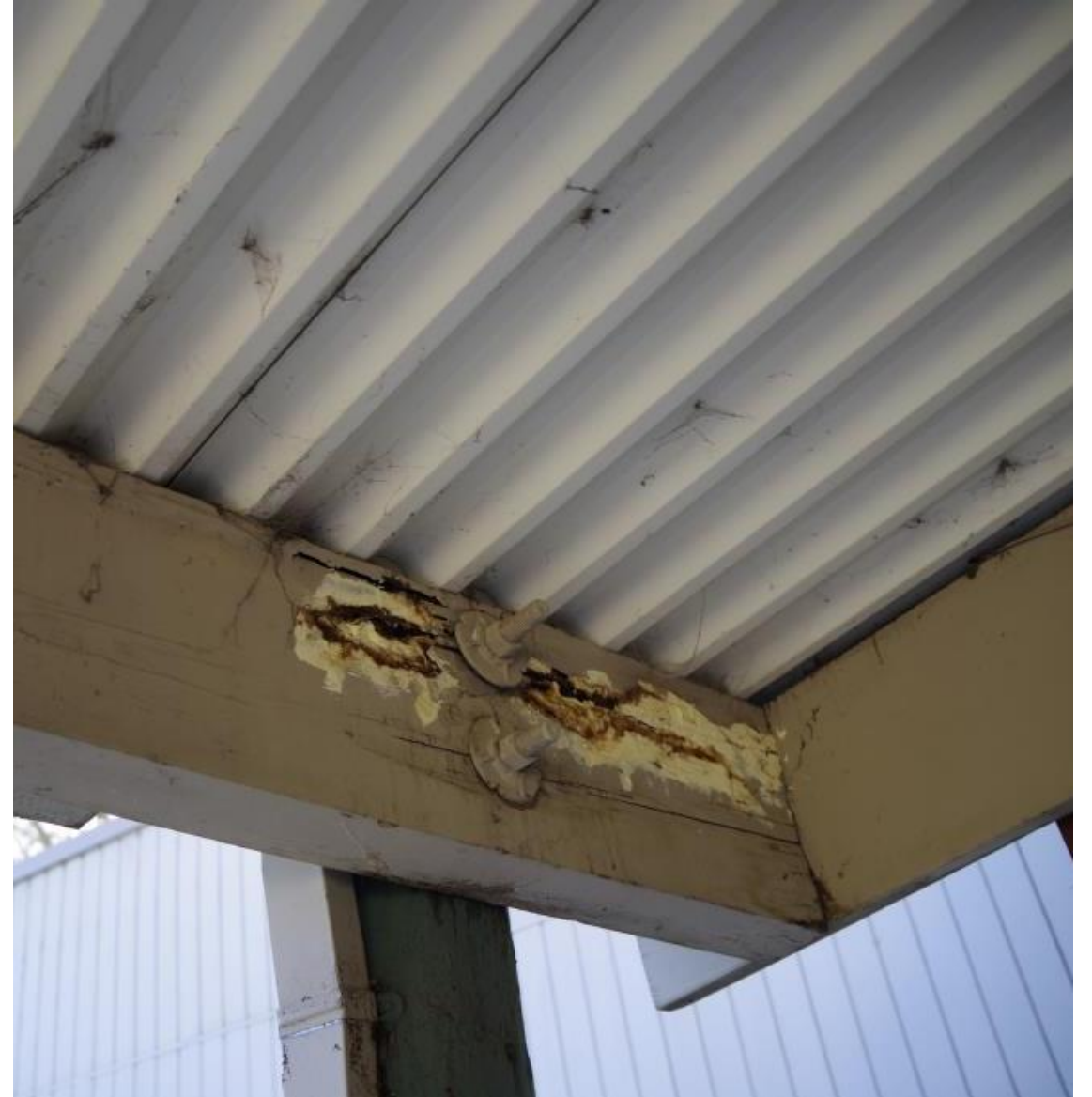




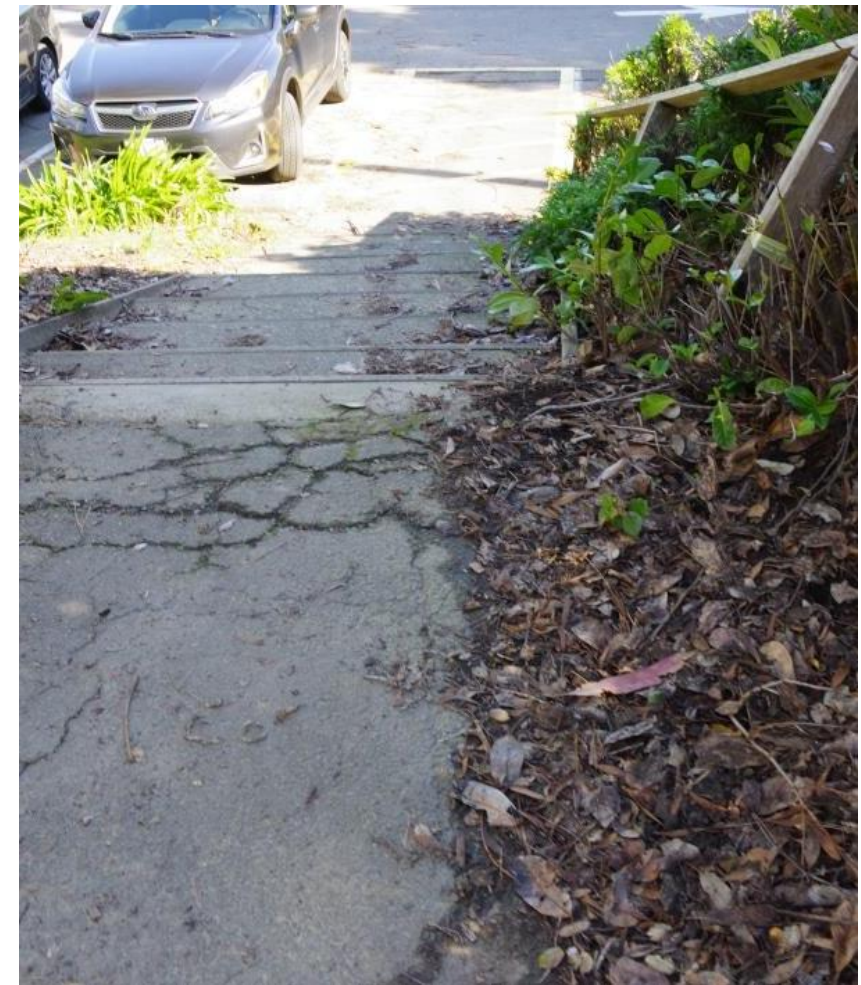








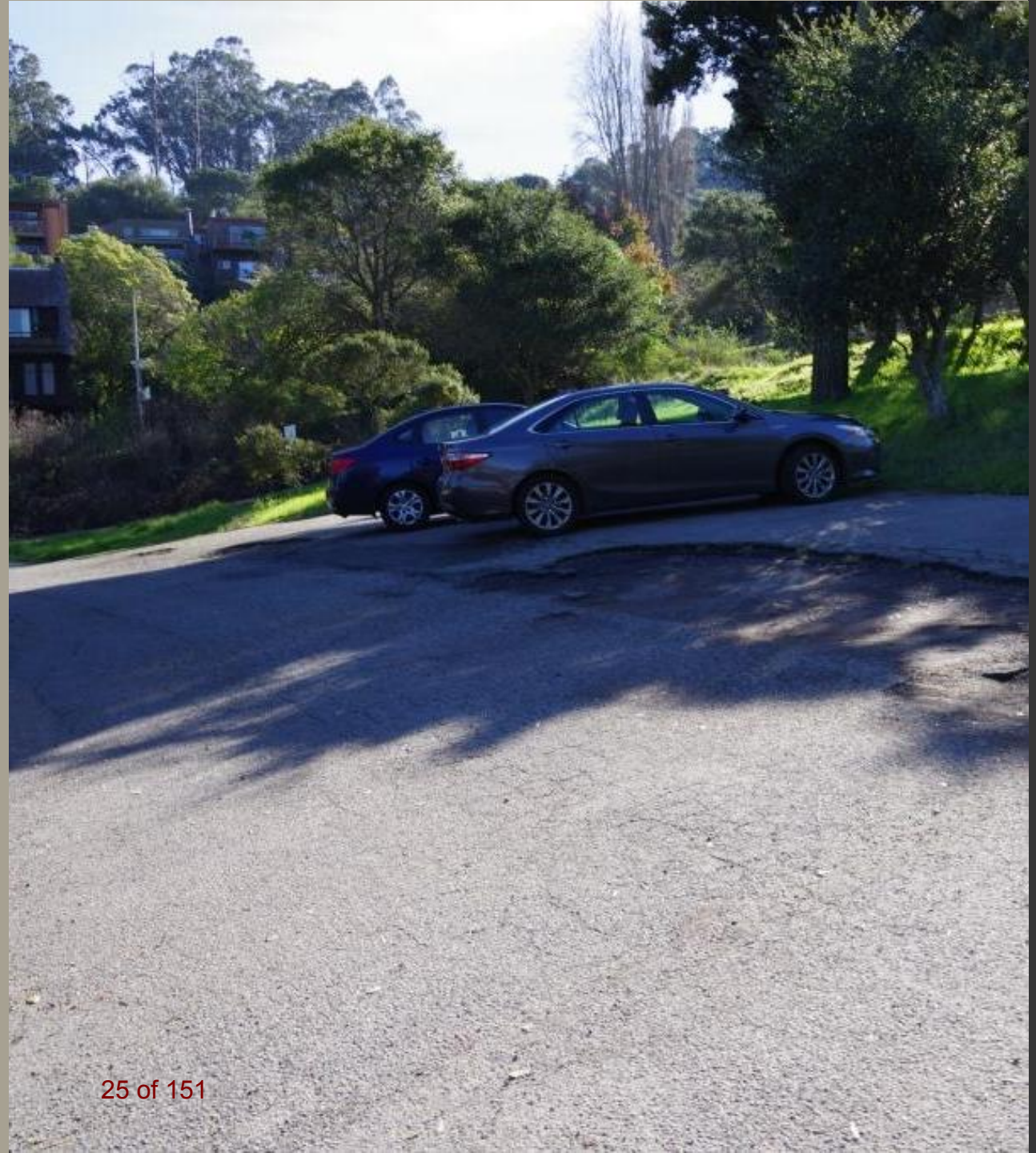




- Bus Circle does not adequately accommodate turning radius of busses
- Miscellaneous paving repairs throughout campus are required



Parking lot paving outside of preschool requires repair, infill of potholes and repaving.





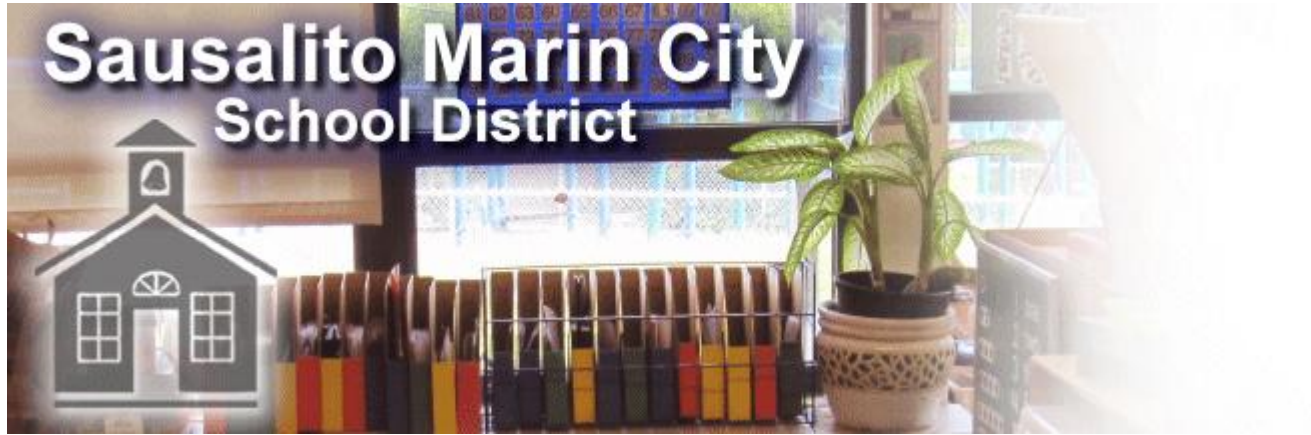
Road leading into main Willow Creek Academy requires pothole repair and repaving.

WILLOW CREEK

	Upper Campus	\$1,362,035
	MUR/Classroom Bldg	\$259,767
	K-Pod	\$386,345
	Lower Campus	\$730,159
	Total WCA	\$2,738,307

Austerity Recommendations

- Willow Creek Academy requires repairs for the site to continue functioning safely.
- Greystone West has developed an austerity budget based on the minimum amount of roofing, siding and painting necessary to re-establish water tight building envelopes.
- Additional work should strongly be considered when funding allows.



Complete Facilities Needs

- When funding allows a more complete bond and construction program should be considered.

MLK	Building / Location	\$
	Main Building	\$ 2,809,107
	Modular Building	\$ 373,148
	Portables	\$ 2,285,230
	Annex / Parking Lot	\$ 3,184,652
	Total MLK Base	\$ 8,652,138
MLK Options	Building / Location	\$
	Turf Field	\$ 5,746,255
	Track	\$ 795,436
	Total MLK Options	\$ 6,541,691

Estimated costs of work at MLK

WCA	Building / Location	\$
	Upper Campus	\$ 12,757,473
	MUR / Classroom Bld	\$ 3,811,150
	K-Pod	\$ 5,084,209
	Lower Campus	\$ 5,317,918
	Portables	\$ 1,487,583
	Site Work	\$ 2,545,481
	Total WCA	\$ 31,003,814

Estimated costs of work at WCA

TOTAL ESTIMATED FACILITIES NEEDS

Total Base	\$	39,655,952
FF&E	\$	500,000
Administrative Expense	\$	450,000
Total Direct Cost	\$	40,605,952
5% Program Reserve	\$	2,030,298
Revenue Required	\$	42,636,250
with Options	\$	49,505,025



MARIN COUNTY

OFFICE OF EDUCATION

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

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

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

April 15, 2019

Ms. Ida Green, President
Sausalito Marin City School District
893 Drake Avenue
Marin City, CA 94965

Dear Ms. Green,

Our office has completed its review of the Sausalito Marin City School District's second interim budget report for 2018-19 in compliance with the provisions of Education Code 42131(a)(2). The Governing Board approved the budget with a positive certification that the District will be able to meet its financial obligations for the current and subsequent two (2) years.

The Code requires the County Superintendent to approve or change interim report certifications after examining the report to determine whether it complies with the standards and criteria established pursuant to Education Code 33127 and determining whether the interim budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.

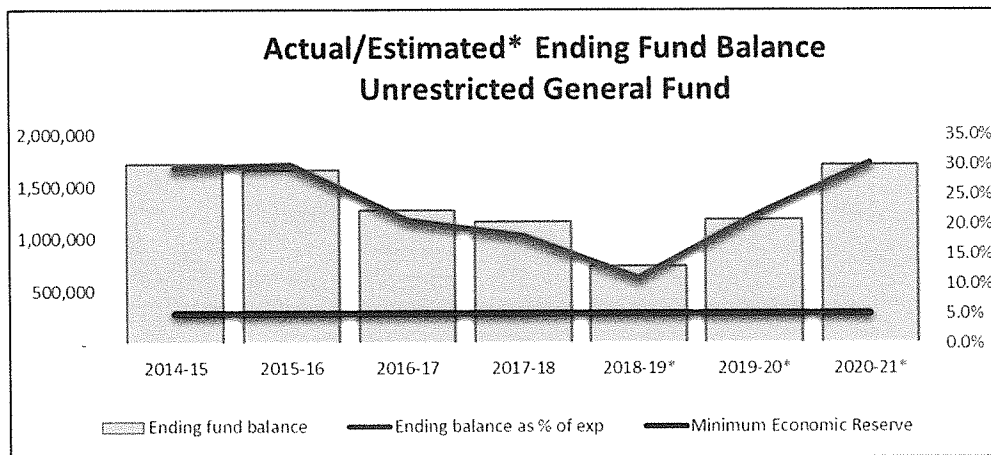
The County Superintendent of Schools engaged the services of an independent third party, the Fiscal Crisis Management Assistance Team (FCMAT) to perform the review of the Sausalito Marin City School District's 2018-19 second interim budget and, upon completion, provide their findings and recommendations. Based upon our review of FCMAT's findings and recommendations, the second interim budget of the Sausalito Marin City School District has been approved, however, as detailed in the letter below, in concurrence with FCMAT's recommendations and findings, the District must provide additional documents and information updates as follows:

- Provide a 'Third Interim' report to update the District's estimated ending fund balances and cash projections for all funds no later than June 10, 2019.
- Ensure the 2019-20 adopted budget is based on 2018-19 estimated actuals.
- Continue to communicate regularly with the county office on the progress of negotiations regarding the Willow Creek Academy Memorandum of Understanding (MOU), the Special Education Agreement, and Facilities Agreement.
- Ensure the board identifies the impacts of these various agreements with Willow Creek Academy for inclusion in the district's 2019-20 adopted budget and submission to the county superintendent on or before July 1, 2019.

BUDGETARY POSITION FOR SAUSALITO MARIN CITY SCHOOL DISTRICT

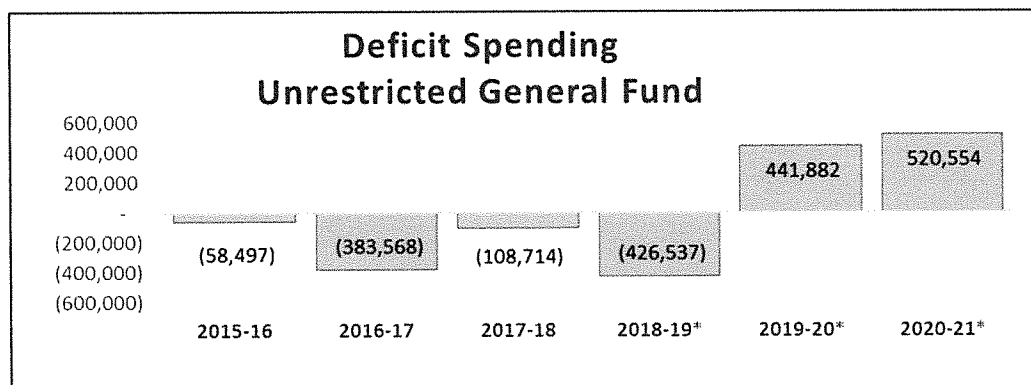
The District's second interim budget and multi-year projection reflects a fairly stable budgetary position in comparison to the first interim budget. The following graph depicts the District's estimated ending balance in the second interim budget and multi-year projection for the unrestricted general fund, with both the state required minimum reserve and the District's actual reserve as a percentage of total expenditures. The District's ending balance meets the minimum required reserve requirement for the current and both subsequent years, however, the multi-year projection assumes the elimination of expenditures and transfers on behalf of the Willow Creek Academy Charter School (Charter) in anticipation of a renegotiated memorandum of understanding (MOU) with the Charter. Any changes to the assumptions relative to the MOU will impact the District's ability to begin the necessary recovery of the fund balance.

As noted above, the District must provide progress of negotiations regarding the Willow Creek MOU. In addition, the impacts of the various agreements with Willow Creek Academy should be identified and approved by the board for inclusion in the District's 2019-20 adopted budget and multi-year projection.



OPERATING DEFICITS

The District's second interim budget projection reflects an operating deficit for the budget year before returning to a balanced budget and reserve recovery in the subsequent years of the multi-year projection as displayed in the following chart. We note the District's return to reserve recovery is made possible by eliminating expenditures associated with supporting the operations of the Willow Creek Academy.



LOCAL CONTROL FUNDING FORMULA (LCFF) AND LOCAL CONTROL & ACCOUNTABILITY PLAN (LCAP)

The District is community funded, meaning local property taxes exceed the LCFF entitlement. The District's multi-year projection is based on a secured property tax growth rate of 4.8%, as compared to 5.8% for 2018-19. The associated increase in property tax revenues is likely insufficient to fund the increased cost of pensions at the current statutory rates and any other increases beyond the District's control, such as step and column movement on the salary schedule and health benefit cost increases. In addition, the local cost of special education is increasing at twice the rate of increase in the program overall because state and federal funding have failed to keep up with the annual inflation leaving the District to fund an ever greater proportion of the costs.

There have been a number of changes relative to the LCAP that become effective with the 2018-19 Annual Update and 2019-20 LCAP, the third and final year of a three-year plan. One of the most significant of these changes is the requirement to include a Budget Overview for Parents with the LCAP, including making the document available for review by the Parent Advisory Council and at the LCAP Public Hearing.

FEDERAL BUDGET

The Administration recently released its Fiscal Year (FY) 2020 budget, and similar to the previous two years, proposes a 12% cut to Education funding incorporating the elimination of a number of federal programs of importance including the Title II funding for professional development. The Administration's budget is unlikely to be approved given the change in the makeup of the House, nonetheless, the federal budget continues to add an element of uncertainty to district budgets.

The Federal Addendum to the Local Control and Accountability Plan, a key element of the compliance requirements for federal funding under the Every Student Succeeds Act (ESSA) will be required for the first time with the 2019-20 LCAP. In addition, ESSA regulations requiring districts to report per pupil expenditures at the school and district level begins this year. We continue to monitor the programmatic, fiscal and reporting changes related to the ESSA to ensure we can provide districts with the most relevant guidance and training.

SALARY SETTLEMENTS

The District has not settled negotiations with the classified bargaining unit for 2018-19. Due to the ongoing nature of these costs, any permanent increases to salary require permanent and ongoing funding sources.

When the District and bargaining unit are ready to settle negotiations, Government Code 3547.5 requires the District to publicly disclose costs, as certified by the superintendent and chief fiscal officer. Please provide a Public Disclosure of Collective Bargaining Agreement including the tentative agreement(s) and multi-year projection to our office 10 working days prior to Board approval. Budget revisions associated with salary settlements should be approved within 45 days of Board approval.

CHARTER SCHOOLS

We would like to extend our appreciation to the District for providing a copy of the District's review of the charter school's second interim budget report conducted in the course of the District's oversight role as detailed in Education Code section 4760.

RESERVES

The District maintains the state-required minimum reserve for economic uncertainty of 5% of total general fund expenditures in the current and two subsequent years.

All school districts, whether state aid or community funded, are well advised to establish higher than minimum reserves in order to provide for the financial flexibility to absorb unanticipated expenditures without significant disruption to educational programs, cash flow deferrals and general economic uncertainties. Higher than minimum reserves allows the District to better ensure a consistent and stable program offering for students.

CONCLUSION

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

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

Sincerely,

MARY JANE BURKE
Marin County Superintendent of Schools

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

KATE LANE
Assistant Superintendent

Cc: Terena Mares, Interim Superintendent
Terri Ryland, Interim Business Official

Enc.

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

April 15, 2019

Mary Jane Burke, Superintendent
Marin County Office of Education
1111 Las Gallinas Avenue
San Rafael, CA 94903

Dear Superintendent Burke:

The purpose of this management letter is to provide the Marin County Office of Education with the findings and recommendations identified by the Fiscal Crisis and Management Assistance Team (FCMAT) following completion of a document review and analysis as outlined below.

In October 2018, FCMAT and the county office entered into a management-assistance agreement that states FCMAT will perform the following:

1. Perform an independent review, per Education Code Section 42130, of the Sausalito Marin City School District's 2018-19 Second Interim financial report using Marin COE's process and checklist.

FCMAT obtained the necessary documents from the county office from April 1, 2019 through April 8, 2019. The FCMAT study team reviewed the documentation and utilized the county office's budget review checklist to perform the analysis discussed in this management letter.

This draft management letter contains the study team's findings and recommendations. Please review this draft document and provide any suggested changes or revisions by April 15, 2019.

Study Team

The study team was composed of the following members:

Jennifer Noga, CFE
FCMAT Intervention Specialist
Bakersfield, CA

Leonel Martínez
FCMAT Technical Writer
Bakersfield, CA

Each team member reviewed the draft management letter to confirm accuracy and achieved consensus on the final recommendations.

FCMAT

Michael H. Fine, Chief Executive Officer

1300 17th Street - CITY CENTRE, Bakersfield, CA 93301-4533 • Telephone: 661-636-4611 • Fax: 661-636-4647
755 Baywood Drive, 2nd Floor, Petaluma, CA 94954 • Telephone: 707-775-2850 • Fax: 661-636-4647 • www.fcmat.org

Administrative Agent: Mary C. Barlow, Office of Kern County Superintendent of Schools

Introduction

Located in Marin County, the Sausalito Marin City School District has a governing board composed of five members who are elected at large. The district serves approximately 119 students in kindergarten through eighth grade at Bayside Martin Luther King Jr. Academy in the unincorporated community of Marin City. The district is also the authorizing agency for the Willow Creek Academy Charter School, an independent, direct-funded charter school organized as a California nonprofit public benefit corporation and located in the city of Sausalito. The charter school serves approximately 409 students in kindergarten through eighth grade.

Findings

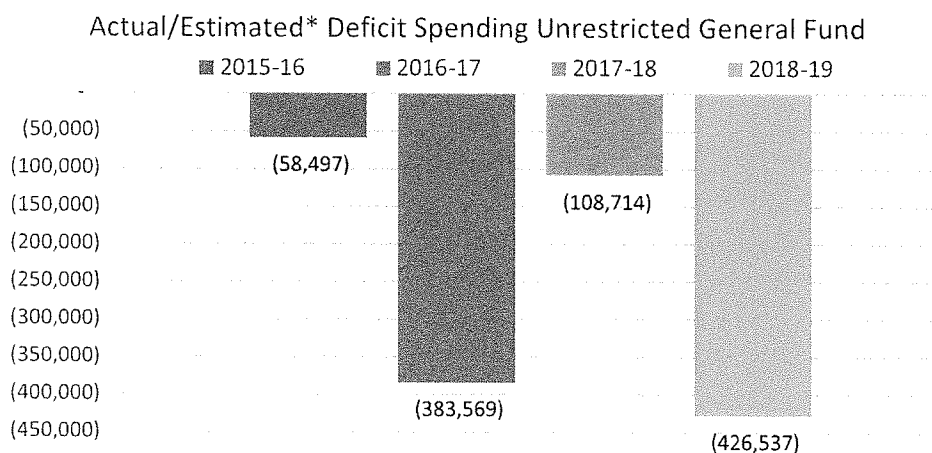
During FCMAT's review, the team found several areas of concern related to the district's fiscal solvency. They are outlined below.

Budget Report

FCMAT's review discovered a number of anomalies between the written budget assumptions and the district's 2nd Interim Standardized Account Code Structure (SACS) budget documents itself, making it impossible to quantify the exact impact to the budget. Because of the scrutiny faced by the district, internal controls concerning the district's financial report should be strengthened to ensure accuracy in all accounting and budget reporting.

Operating Deficits

The district projects an operating deficit of \$426,537 in the unrestricted general fund for 2018-19. Although some deficit spending may be a result of one-time costs utilizing prior-year funding sources, ongoing structural deficits threaten a school district's financial stability and future educational programs. The district projects the elimination of deficit spending in subsequent years because it anticipates the cessation of expenditures related to the Willow Creek Academy Charter School. A memorandum of understanding (MOU) between the district and Willow Creek is scheduled to expire on June 30, 2019. If the yet-to-be-negotiated new MOU for July 1, 2019 forward includes terms and obligations similar to those of the existing MOU paid by the district to or on behalf of the charter school, the projected fund balances in 2019-20 and 2020-21 will be materially affected. Therefore FCMAT encourages the district to recognize and monitor the causes of deficit spending.



Property Tax Estimates

The district is considered a community funded (previously referred to as basic aid) district because its property taxes are more than the Local Control Funding Formula (LCFF) entitlement. Dependence on property taxes means dependence on assessed property values. The district projects a 4.60% annual increase in property tax revenue for fiscal year 2019-20 and a 4.12% annual increase in fiscal year 2020-21; however, if this increase does not materialize, deficit spending and the estimated ending fund balance will be directly affected, increasing the risk of insolvency. The district should work closely with the county office in projecting future property tax values.

Salary Settlements

The California Government Code requires a local education agency to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (G.C.) Section 3547.5 states the following:

Before a public employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer ...

Assembly Bill (AB) 2756 (Daucher) made minor changes to the collective bargaining reporting language, requiring the superintendent and chief business official to certify in writing that the district can meet the costs incurred under the proposed agreement during the term of the contract. This certification is also required to itemize any budget revision necessary to meet the costs of the agreement in each year of its term [G.C. Section 3547.5(b)].

The district has not settled negotiations with the classified bargaining units for 2018-19. Because these costs are ongoing, any increases to salary require permanent and ongoing funding sources. Additionally, negotiations could impede the minimum reserve requirements. The district will need to provide the county office with all the information necessary to understand the financial impact of any final collective bargaining agreement reached pursuant to Government Code 3543.2 [G.C. Section 3540.2(d)].

Contributions

The unrestricted general fund contributed \$156,330 to the cafeteria fund in 2017-18, and is projected to contribute \$126,900 in 2018-19, and for both subsequent fiscal years. The district's board policy states this fund should be self-sufficient; the district should identify areas of cost reductions and/or revenue increases and work toward discontinuing the cafeteria fund's reliance on the general fund.

Debt Service

On February 12, 2012, the district issued certificates of participation with an annual debt service payment of approximately \$195,000. The district pays this debt from its special reserve fund for capital outlay projects (Fund 40); however, the general fund reimburses this source so that the fund balance remains intact; this has been a board priority. The district's second interim report includes an assumption that the Willow Creek Academy will contribute a proportionate share toward this debt service obligation. There is no written agreement to support this assumption. The district should change its assumption in its multiyear projection until an agreement has been reached with the Willow Creek Academy.

Reserves for Economic Uncertainties

The district proposes to meet the state-required 5% minimum reserve for economic uncertainty in the current year with an unrestricted general fund balance reserve of \$686,357. Additionally, the district projects a positive fund balance for the two subsequent fiscal years because of the assumption that certain current expenditures related to the Willow Creek Academy Charter School will cease. If any of the current obligations are recommitted in a newly negotiated MOU, the positive fund balance projections may not materialize and the district's fiscal stability will be at risk. One mitigating factor is the \$1.4 million in unrestricted funds held in special reserve fund for capital outlay projects (Fund 40) that the district received in insurance proceeds from a previous catastrophic loss.

Memorandum of Understanding with Willow Creek Academy

Current negotiations between the district and the Willow Creek Academy School regarding a revised MOU are critical to the district's fiscal health for fiscal year 2019-20 and beyond. To date, a number of items continue to be undefined related to the degree of the district's financial commitment to Willow Creek Academy. After the district's approval of the second interim report, the Willow Creek's board of directors approved an agreement to work with the Sausalito Marin City School District for the delivery of special education services. The district has not yet adopted this agreement.

Other Considerations

In December, the district received a letter from the state attorney general's office stating it violated anti-discrimination laws at Bayside Martin Luther King Jr. Academy. Because of this opinion, the district could be required to expend unknown amounts in legal fees and operational costs to remedy the attorney general's finding of segregation and discriminatory conditions. Sufficient time has lapsed that the district should have formulated an estimate of these potential expenditures to be included in the second interim report. Since no estimate was considered in the multiyear projections at second interim, estimates should be made as soon as practically possible and updates made to the multiyear financial projections.

Recommendations

As a part of the interim review process, Education Code Section 42131 requires that the county superintendent of schools review and analyze district interim reports in accordance with State Board Criteria and Standards pursuant to Education Code Section 33127. Each interim is reviewed to determine whether the school district can meet its multiyear financial commitments and to identify technical corrections needed to bring the budget into state standardized reporting compliance. FCMAT's analysis found that in order for the county office to concur with the district's positive self-certification, the district will need to maintain the expenditure reductions as reflected in the 2018-19 second interim multiyear projection to meet the required reserve in the current and two subsequent years. The county office should require the following concerns to be addressed before the district submits its 2019-20 adopted budget:

- Ensure that the 2018-19 estimated actuals prepared at the time of the 2019-20 adopted budget is built and updated with higher levels of accuracy. To this end, the county office should require the district file a third interim report updating fund balances and cash projections for all funds no later than June 10, 2019.
- Ensure that the 2019-20 adopted budget is based on updated 2019-20 estimated actuals, more attention to accuracy and reasonable assumptions.

- Continue to communicate weekly with the county office on the progress of negotiations (meeting agendas and minutes, if possible) regarding a new MOU with the Willow Creek Academy.
- Ensure the board identifies the impacts of a fully negotiated and signed MOU with Willow Creek Academy for inclusion in the district's 2019-20 adopted budget and submission to the county superintendent on or before July 1, 2019.

FCMAT would like to thank the Marin County Office of Education staff for its cooperation and assistance in this review. Please do not hesitate to contact us if we can assist your county office in any way.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Noga". The signature is fluid and cursive, with the first name "Jennifer" written in a larger, more prominent script than the last name "Noga".

Jennifer Noga, CFE

Intervention Specialist



Willow Creek
ACADEMY

April 15, 2019

Terena Mares, Interim Superintendent
Sausalito Marin City School District
200 Philips Drive
Marin City, CA 94965

Dear Ms. Mares:

We received your letter dated April 1, 2019 regarding the Willow Creek Academy (WCA) second interim budget and are pleased to provide the following responses to your oversight review questions.

Second Interim 2018/19 Budget

You inquired about the change to current year insurance and recruiting expenses. Otherwise, your letter indicated adjustments to expenses appear reasonable and you did not have other questions about current year revenue.

Insurance expense in account 540000001127000 is \$40,000. This is an increase of \$22,820 from the original budget and compares to prior year of \$4,934. The reason for the increase is a duplicate miscoding of the SMCSO invoice for FY 2017/18 of \$11,841, charging this expense to FY 2018/19.

We confirm that the recruiting expense of \$40,000, in account 583500001127000 'Employee recruitment fee', relates to the current Head of School search.

Multi-year Projection

As you noted, for FY 2019/20, we are budgeting for the District to provide no basic aid sharing to WCA, and budgeting for the planned special education and facilities charges from the District.

The multi-year projection reflects an increase in local revenue of approximately \$814,000 in FY 20/21. This increase results primarily from the anticipated memorandum of understanding with the SMCSO, which we expect to be resolved during FY 2019/20. The amount is a conservative assumption for basic aid excess sharing, as it represents approximately 25% of property tax revenue in excess of LCFF entitlements to both schools.

It is not appropriate to comment on other potential plans to ensure fiscal solvency, given our current litigation with the SMCSO.

Sincerely,

Digitally signed by:

Kurt Weinsheimer

00A52739C703449...

Kurt Weinsheimer

Board President, Willow Creek Academy

From: Kurt Weinsheimer

Sent: Friday, May 3, 2019 2:16 PM

Subject: 2019/2020 Budget Follow-up

Dear Superintendent Mares and District Board:

I am writing with regard to the upcoming budget deadline for 2019/2020 and the continued need for dialogue and creative problem-solving to avoid continued deficit spending by the district and cuts to either school's budgets. Please include this email and attachments in your May 9 Board Packet.

As you are aware, the current 2018/2019 District budget allocates revenues and covers costs as follows: it provides each school with the state mandated per-students grants (LCFF):

~\$1.9 million to Bayside/MLK (120 students = \$16,666/student)

~\$3.4 million to Willow Creek (410 students = \$7804/student)

With this in mind, here is a breakdown of total District public revenue (primarily local property taxes) less the legally required allocation for each school for this school year (2018/19), which yields the "basic aid excess" revenue our district enjoys:

~\$8.9M Total District funding

~(\$1.9M) Bayside MLK entitlement

~(\$3.4M) WCA entitlement

~\$3.6M Excess District Revenue

This year, the district uses the \$3.6M in excess revenues it receives to cover special education and facilities for both schools and to cover district overhead:

~\$1.4M to Bayside/MLK

~\$1M to Willow Creek

~\$600K to District overhead

~\$3.6M Excess District Revenue

Total funding support from the District to each school and for District overhead is:

~\$3.5M to Bayside/MLK (~\$3.3M entitlement + \$200k revenue sharing)

~\$4.8M to Willow Creek (~\$4.4M entitlement + \$400k revenue sharing)

~\$600K SMCSO overhead

~\$8.9M Total District funding

As the numbers detail, the District currently spends significantly more per student on Bayside/MLK (serving ~110 students) than WCA (serving ~410 students). Even when you account for overhead, special education and facilities costs, the per student allocation for Bayside MLK is ~\$32K and for WCA is ~12K.

The attached spreadsheet provides the detail on these calculations and, more importantly, provides the transparency in budgeting that has been so sorely lacking in the District's recent Board packets. We welcome any additions, refinements or corrections but urge the District to make a practice of providing such transparency.

The 2019/2020 District Budget proposal dramatically and illegally tips the scales away from equity for WCA students. If approved, Bayside/MLK would receive its state mandated per-

From: Kurt Weinsheimer

Sent: Friday, May 3, 2019 2:16 PM

Subject: 2019/2020 Budget Follow-up - page 2

student funding of ~\$2 million PLUS **100%** of the District's ~\$3.0 million in excess tax revenues. So Bayside/MLK will have ~\$5 million for 110 students, while WCA will receive \$3.4 million for 410 students.

Furthering the inequity, for special education and facilities, Bayside would then have that extra \$3.5 million to cover those costs, retaining its entire LCFF funding for in-classroom support. Meanwhile, the District plans to charge Willow Creek ~\$800k for special education and facilities (net WCA's special ed funding from the State/Fed.), without providing any other resources to help cover such costs. As a result, Willow Creek would have to divert ~\$800,000 of its \$3.4 million LCFF budget plus outside funding (which currently goes to support teachers, staff and classroom resources) to cover special ed and facilities, or be forced to deplete its reserves.

How can the District move forward with a proposed Budget that hurts the only desegregated school in the district and creates the exact inequality in school resourcing that the AG has determined violates Civil Rights law?

Regarding moving forward, we received no response to our February 11, 2019 letter (attached) which proposed an equitable solution to allocate the District's funding based on student need:

- The excess revenue of the District should be allocated to the two schools using the ratio of Local Control Funding Formula ("LCFF") revenue received by each school. As you know, LCFF is the formula used by the State of California to allocate school funding according to student need, with greater allocation going to low-income and English Learner students. This allocation would favor BMLK on a per-student basis.
- Each school would be responsible for covering its educational expenses from its LCFF funding and its share of the excess revenue, including special education and appropriate facilities and maintenance charges. If WCA continued to partner with the District for these services, WCA would pay for those services from its budgeted revenue.

We continue to be prepared to discuss equitable solutions, but time is running out before a final 2019/2020 Budget must be approved.

Please let us know how you would like to move forward.

Thanks,

Kurt Weinsheimer
President, Willow Creek Academy Board



Willow Creek
ACADEMY

February 11, 2019

Dear President Green:

I am in receipt of a letter dated January 30, 2019 from Interim Superintendent Terena Mares. The letter: (1) demands that Willow Creek Academy ("WCA") revise its budget projections to reflect the \$1 million in cuts and fees the Sausalito Marin City School District ("Board") tentatively adopted ten months ago, promising dialogue it has since refused to have; (2) further demands that WCA detail its financial planning around special education; and (3) promises a response to WCA's Proposition 39 request. I will address the first two points here and respond separately to the District's Proposition 39 preliminary offer we received two days later.

I. Ms. Mares's Letter Violates Contract with The District for Her Services.

Ms. Mares's letter is deeply troubling on multiple levels. The first is that it violates the contract with the District for her services. That contract prohibits her from participating in decisions relating to WCA's charter renewal. Yet the letter asserts that WCA's second interim budget must be changed in a way that represents a "material change" to the charter that the Board just renewed. Please admonish her from continuing this course of conduct.

II. The District Has Rejected WCA's Repeated Requests To Discuss The Budget Projections The Letter Demands WCA Address.

The January 30 letter treats as final massive fees and zero sharing on our largest public school when, for nearly a year, the Board and the Superintendent have been assuring WCA and the public that they would engage in dialogue before finalizing such a disastrous decision. As you know, no such dialogue has occurred, despite repeated calls from WCA and the community for the District to honor those promises.

I think it is important to summarize the history of this issue. In March last year, a bare 3-person majority of the Board (one voting under protest) adopted the recommendation of the "Budget Advisory Committee" -- from which WCA was excluded, and which was stacked with anti-WCA partisans -- to balance the District's budget on the backs of WCA students. It recommended the District not share any of the \$3.4 million in excess revenue our District enjoys and to impose the maximum charges on WCA for facilities and special education. The 3-person majority then passed a 2019/2020 Budget that reflected the same "max fee, zero share" approach.

WCA made it clear the proposed District Budget would not solve the District's budget challenges, but simply shift the deficit burden from the District overall to one school -



Willow Creek
ACADEMY

WCA. Unless this decision is changed it will result in an annual cut of roughly \$1 million - - 25% -- from the WCA budget starting this July.

The Superintendent recommended this result, and the three Board members adopted it, without any analysis of how these cuts would affect the students, without any consideration of alternatives that would not harm children, and without any meaningful discussion of the issue *at all*. The Superintendent and the Board did, however, vow to conduct an open and transparent dialogue with WCA and the community before finalizing these draconian cuts. They emphasized that there was plenty of time to have that dialogue and make appropriate changes. You can see that discussion starting at 3:48 (hours/mins) on the video of the March 13, 2018, Board meeting.

Ten months have passed, and the promised dialogue never happened. WCA has repeatedly requested the District to engage: it made these requests in meetings with District representatives, during public comment at public Board meetings and in multiple written requests to the Superintendent and Board. These pleas, and those of the community, have been ignored.

Against that backdrop, the January 30 letter is dismaying. It treats this District budget decision, which the District Board has yet to discuss and promised to review with stakeholders, as final. It demands that WCA must now show how it will cope with these cuts that clearly violate California law requiring full and fair funding for *all* public-school students -- including those who attend independent public charter schools. To make matters worse, the letter threatens WCA's charter, suggesting that this issue -- which long predates the recent renewal of WCA's charter -- represents a "material change" in its application.

It is difficult to understand how Ms. Mares would have the authority to finalize a Board decision that the Board itself has never actually discussed. Deepening the concern is that her demands faithfully track the position of the Marin County Office of Education, which has threatened the District with a financial takeover unless the District acts unlawfully to charge Willow Creek the maximum and share none of its millions of dollars in excess local property tax monies - monies generated by taxpayers that include many WCA parents. In other words, the letter reads more consistently with MCOE's position than with SMCS D's position.

III. The District Letter Mischaracterizes WCA's Statements Regarding the District's Budget Projections.

A second troubling element of the letter is that it grossly mischaracterizes the facts around WCA's charter renewal. The letter says, "During the Charter's presentation, the Charter represented its ability to manage the impact of the loss of financial benefits



Willow Creek
ACADEMY

associated with the current MOU, set to expire on June 30, 2019.” This is flatly incorrect. When I presented on the charter renewal at the June 26, 2018, meeting, I never assured the Board and staff that the \$1 million cut in WCA funding proposed by District staff for 2019-20 would not be a problem for the 80% of District students attending WCA. In fact, I noted this would simply shift the deficit from the District Budget to the WCA Budget. Although Ms. Mares asked me ahead of the meeting to make such a representation, I declined and never said anything of the sort.

It’s important that all stakeholders understand what led to the inclusion of the Slide 33 the January 30 letter highlights from the charter presentation -- and what I said about it at the meeting. WCA submitted its renewal petition on May 3, 2018. As noted, by that point in time, the WCA draft budget and the District draft budget for 2019-20 already differed: The District’s budget assumed massive cuts and WCA’s did not. Between May 3 and late June 2018, the only feedback we received from the District was requests for additional information, which we provided -- and none of that information changed WCA’s fiscal projection for the 2019-2020 school year. The first public hearing on the charter renewal was on May 29, 2018 -- again, there was no mention of the differences in out-year fiscal projections posing a threat to the renewal petition.

The charter renewal petition was agendized for a vote at the June 26, 2018 meeting. The packet included the written analysis and recommendation from District staff that the WCA Charter Renewal be approved. The report acknowledged the difference in District and WCA out-year budget projections but indicated that they should not be an impediment to the renewal of the charter petition given there was a year to make adjustments.

We heard no negative feedback on the petition from either the District or the Marin County Office of Education -- until the day before the June 26 hearing. That day, I received a phone call from Ms. Mares advising me that she intended to advise the Board at the meeting the following day that the petition should not be approved due to the 2019/2020 budget misalignment. Ms. Mares urged us to delay the application beyond the statutory deadline for hearing and indicated the perceived problem could be avoided only if WCA modified its supporting budget materials to align with the still-tentative “max fee, minimum share” District Budget. That is, Ms. Mares was pressing WCA to take the position that the cuts and fees could be weathered without affecting WCA’s programming.

I reminded Ms. Mares of the many budget solutions available to discuss over the next year, and I declined to revise our budget documents. Instead, I proposed to include a slide in our presentation -- the Slide 33 Ms. Mares is now citing -- acknowledging the differences in out-year projections. Ms. Mares agreed that this information would be sufficient for her to recommend approval, giving the District the needed runway over the



Willow Creek
ACADEMY

next year to collaborate transparently with Willow Creek and the community to solve the fiscal challenges. In good faith, we agreed. Upon receiving the revised presentation, Ms. Mares emailed back "Thank you Kurt. Appreciate the opportunity to work together to get to a solution."

When presenting Slide 33, I did not, as Ms. Mares now asserts "represent [WCA's] ability to manage the impact of the potential loss" of funding. What I actually said was that these assumptions would create a deficit at WCA, then pointed to the need for financial discussions between the District and WCA and highlighted multiple ways to close the gap -- most notably by continuing to share the District's excess tax revenue and make cuts in District overhead. Please review the video from the June 26, 2018 meeting from 2:10:15(hours/mins/seconds) to 2:16:53. As noted, the District has so far ignored our requests to have those discussions.

This history makes clear that it is not incumbent on WCA solve the District's budget deficit nor to provide follow-on information to support its charter renewal, as the letter asserts. Rather, it is incumbent on the District to provide fair funding and collaborate with WCA in the substantive budget dialogue it should have started last June. Below, we make a final proposal to resolve this issue without harming children and would welcome the opportunity to discuss this proposal.

IV. The Letter Mischaracterizes the Status Of Special Education Discussions

The situation is similar with respect to the District's demand that WCA provide budget detail with respect to the establishment of a separate special education program. Currently, the District provides special education services for both WCA and Bayside/MLK. WCA's preference is and always has been to continue to run a single District-wide special education program. We believe that this creates consistency of service and efficiencies for the delivery of services at both campuses, among other benefits for both the District and WCA. However, the District forced WCA to look at other options in two ways: during the Budget Advisory Committee process, the recommendation was to charge WCA ~\$900,000 for special education services (the District currently estimates those services actually cost ~\$600,000). Knowing WCA could not afford this, the District simply eliminated all special education services for WCA in the 2019/2020 Budget (while preserving them for Bayside/MLK) with zero allocation of excess tax revenue for WCA to cover this new expense.

The District indicated in 2018 that it would be conducting an analysis of the options for Special Education, but it has yet to publicly discuss any such analysis. With zero dialogue on other solutions since June, the District left us with no choice but to explore the option of joining the El Dorado County SELPA so that we could continue delivering cost-effective special education services.



Willow Creek
ACADEMY

Your letter states that the District is “open and willing to engage in discussions” on this issue. We believe that is the right next step and should happen as soon as possible -- with participation by Board members.

V. The Proposed Budget For 2019-2020 Violates California Law Requiring Full and Fair Funding for Public Charter Schools.

In its current form, the staff's recommended budget for 2019-2020 violates the California law requiring “full and fair” funding for public charter schools. It also likely violates Prop. 39's rules and regulations regarding the calculation of the pro rata share fees. It also appears to violate equal protection principles, given the drastically lower funding for a majority of our District's underprivileged students attending WCA relative to per-student funding for the same category of students at Bayside/MLK. The District has ignored the legal authorities we have cited indicating such concerns and made no attempt to adjust their budget to avoid such violations.

We have been citing the relevant legal authorities to the District literally for years. Attached to this letter is the most recent communication on this subject, a December 8, 2018, letter from WCA Board member Johanna VanderMolen. It quotes and cites controlling Education Code provisions and appellate case law, as well as guidance from the California School Board, that make clear that public charter schools are entitled to full and fair funding on exactly the same footing as other public schools. Like the communications before it, we have never received a response to this letter.

VI. In A Final Effort to Resolve The Budget Issue, WCA Proposes To Allocate The District's Excess Revenue Based On Need And Will Pay The District For Services and Facilities Received.

While the District's ten months of budget silence, followed by Ms. Mares's letter demanding that WCA reconcile its budget with the District's for 2019-20, seem clear enough that the District has no intention of engaging in good faith dialogue, any doubt was eliminated by the letter I received last Friday from Ms. Mares addressed to the Marin County Office of Education. In that letter, Ms. Mares states clearly: “The SMCSO is not in a position to move forward with discussions surrounding a Memorandum of Understanding (MOU) with Willow Creek Academy (WCA) at this time.” The letter implies that this is due to ongoing secret discussions with the California Attorney General's Office (“AG”).

Of course, discussions with the AG cannot excuse the District Board from: (a) discharging its fundamental legal duty to act in the best interests of its all students at



Willow Creek
ACADEMY

both schools; or (b) following the law set forth above. Nor can discussions that started last month explain the District's budget inaction and refusal to engage in good faith dialogue for the past ten months. It is difficult not to see this excuse as anything other than a pretext for a course of action that the Board was already fixed upon well before discussions with the AG began.

While these facts suggest that the District has no interest in a mutually agreeable resolution, we will nonetheless make a final proposal in an effort to avoid the necessity of seeking judicial intervention to ensure that public resources are allocated in a manner consistent with California law and principles of equity. We believe the following proposal meets the mutual interests and goals of both the District and WCA (e.g., maintaining open dialogue between the District and WCA to make decisions in the best interest of all in-District students and to avoid the unnecessary drain of monies and staff time on litigation etc.). Subject to approval by WCA and District Boards, we propose the following basic approach to resource allocation:

- The excess revenue of the District (i.e., the portion of the revenue that exceeds what the District would receive if it were state-funded) should be allocated to the two schools using the ratio of Local Control Funding Formula ("LCFF") revenue received by each school. As you know, LCFF is the formula used by the State of California to allocate school funding according to student need, with greater allocation going to low-income and English Learner students. This allocation would favor BMLK on a per-student basis.
- Each school would be responsible for covering its educational expenses from its LCFF funding and its share of the excess revenue, including special education and appropriate facilities and maintenance charges. If WCA continued to partner with the District for these services, WCA would pay for those services from its budgeted revenue.
- The District and WCA will meet to discuss options to optimize funding for all students in the District.

We ask that the Board agendaize this proposal for its February 14 meeting.

Sincerely
DocuSigned by:

Kurt Weinsheimer

Kurt Weinsheimer

Willow Creek Academy Board President

Willow Creek Academy July 1 Budget 2018/19

WCA/SMCSD/BM LK budet comparison with proposed district charges	SMCSD/ BMLK 17/18	WCA 17/18	SMCSD/B MLK budget 18/19 2nd interim	WCA budget 18/19 2nd interim	SMCSD/ BMLK 19/20 Budget	WCA 19/20 (w/ SMCSD charges)
Enrollment	110	410	110	410	110	410
Revenue						
Total Local Control (LCFF) revenue and basic aid excess	4,479,275	3,205,000	4,892,087	3,390,384	5,087,157	3,429,815
Federal Revenues	314,949	166,000	283,796	157,849	283,796	206,142
State Revenues - Othe	373,868	365,000	342,420	249,582	322,180	358,353
Local Revenues (incl WCF and BAE)	717,791	726,000	606,263	857,407	275,263	488,350
Total Revenue	5,885,883	4,462,000	6,124,566	4,655,222	5,968,396	4,482,660
Expenses						
Certificated Salaries	1,723,829	1,694,000	1,738,127	1,774,293	1,788,621	1,800,751
Classified Salaries	1,023,256	1,085,000	843,839	1,080,353	647,367	1,114,693
Employee Benefits	1,045,993	465,000	1,106,856	487,627	1,048,776	498,483
Books and Supplies	135,591	311,000	164,168	316,893	159,130	287,412
Services, and Other Operating Costs	1,526,507	775,000	1,657,578	786,519	1,196,402	1,571,159
Depreciation and other	652,874	19,000	933,120	12,127	432,509	8,069
SMCSD Basic aid deficit		43,000				
Total Expenses	6,108,050	4,392,000	6,443,688	4,457,812	5,272,805	5,280,567
Net increase/(decrease Increase/Decrease in Fund Balance	-222,167	70,000	-319,122	197,410	695,591	-797,907
Fund balances:						
District fund reclassifications			-154,965		-277,526	
Beginning fund balance		1,117,000	1,238,661	1,186,404	764,574	1,383,814
Fund transfers						
Ending fund balance	1,239,000	1,187,000	764,574	1,383,814	1,144,000	585,907



LAW OFFICES OF YOUNG, MINNEY & CORR, LLP
THE CHARTER LAW FIRM

APRIL 30, 2019

PAUL C. MINNEY ESQ.
FOUNDER/PARTNER • ATTORNEY AT LAW
pminney@mycharterlaw.com

SENT VIA: EMAIL & U.S. MAIL
tmares@marinschools.org

Interim Superintendent Terena Mares
Sausalito Marin City School District
200 Phillips Drive
Marin City, CA 94965

Re: *Willow Creek Academy*
Response to District Final Offer
Proposition 39 2019-2020

Dear Superintendent Mares:

Our office represents Willow Creek Academy (“WCA”). WCA is in receipt of the Sausalito Marin City School District’s (“District”) April 1, 2019 letter (“Final Offer”) regarding WCA’s request for facilities under Proposition 39 (“Prop. 39”) for the 2019-2020 school year (“Request”).

The District’s Final Offer is for exclusive use of the facility at 636 Nevada Street in Sausalito, with the exception of the RSP room and the District regional SELPA portable. The District’s Final Offer is based on a projected in-District classroom ADA of 310.84.

California Code of Regulations, Title 5 (“5 CCR”) section 11969.9 subd. (i) of the Prop. 39 Implementing Regulations (the “Implementing Regulations”) requires WCA to notify the District whether or not WCA intends to occupy the offered space. Accordingly, despite the deficiencies in the Final Offer (which are identified herein to the extent practicable, with all rights reserved) and as set forth in the response to the Preliminary Offer, which is incorporated here by reference, WCA accepts and intends to occupy the offered space, without acknowledging its sufficiency under applicable local, state, or federal law and without waiving any of its legal rights under applicable local, state, or federal law, including Proposition 39 rights and remedies.

Please be advised that the District’s failure to provide a timely and legally compliant offer of facilities jeopardizes WCA’s continued operations and will cause WCA to incur substantial expenses and harm to its program.

The District's Final Offer Does Not Substantively Respond to the Charter School's Concerns and Contains the Same Illegalities.

WCA is disappointed at the tone and content of the District's Final Offer, which does not address the substantive concerns outlined in WCA's response to the Preliminary Proposal ("Response") or respond to the school's Prop. 39 analysis, but rather attacks WCA, and provides a biased and inaccurate summary of the "background" of the history and current dispute between the District and WCA and a facilities analysis without any grounding in the language and formulas of Prop. 39. Nonetheless, as the District states as well, WCA seeks to resolve this matter amicably so that both WCA and the District may focus on their identical missions to educate students. WCA also appreciates the District's commitment to replace the cafeteria tables on the site that present a safety hazard to students.

Clarification Regarding the District's Summary of the "Background" of the Parties.

The District's summary of the "background" of WCA's Prop. 39 request is replete with inaccuracies. Below, we address many of those inaccuracies, but any failure to address every single assertion by the District should not be construed as an acceptance of the District's characterization.

To begin, it is inaccurate to characterize the Bayside Martin Luther King, Jr. Academy ("Bayside MLK" or "BMLK") site as "historically [a] middle school." The BMLK campus was built as a middle school, and operated as such for four years, from 2009 – when it first opened – until 2013. At that time, the Bayside elementary and MLK middle schools were consolidated at the site and three new state-of-the-art classrooms were added to accommodate the new grade levels. As such, the school operated for 4 years as a middle school and has now operated longer as a K-8.

More critically, WCA has never "insisted" that its facilities be "in Sausalito rather than the campus in Marin City." WCA was founded on the Sausalito campus because there was no available Marin City facility when WCA opened, and there has been no reason, until now, to consider using space in Marin City.

It is also simply false to represent that the District consolidated its two schools to make room for WCA. The reasons given by the District Board – and by then-superintendent Valerie Pitts – for consolidating Bayside Elementary School and MLK Middle School in Marin City were: (a) the District could not afford to operate three schools, each with their own administration, faculty, facilities, etc.; (b) the research indicated that a single-site K-8 was the preferred model for student success; and (c) community members sought a K-8 "community school" in Marin City, easily accessible by local families. To be clear, District leadership did not make that decision "in order to provide WCA with its own campus." WCA had zero influence in or role in the decision and did not weigh in on it publicly or privately. Notably, the 2008 Marin Grand Jury report had recommended the consolidation of Bayside and MLK, essentially for the reasons given by District leadership at the time.



It is also untrue that the District has provided WCA with facilities or funding “above and beyond” what is required by Prop. 39 and the Education Code. The opposite is true. Since WCA’s founding, the District has never met its legal obligation to provide “full and fair” funding to WCA – every year, it has allocated all or nearly all of its basic aid excess to Bayside MLK. Furthermore, since the construction of the new campus in Marin City, the District has also failed to provide “reasonably equivalent” facilities to WCA, given the far superior space at the new campus in both quantitative and qualitative terms.

In a spirit of compromise, to avoid unnecessary strife, and because the District generally did allocate some modest share of its ample excess funding to WCA, WCA has in the past essentially acquiesced in this inequity. Now that the District has voted repeatedly and without dialogue to slash WCA’s funding to unsustainable levels, and to share *none* of its excess revenue, WCA can no longer responsibly accede to this inequitable and unlawful conduct. While the allocation of basic aid excess funds may be subject to discretion, the District has abused that discretion in a way that clearly violates the Education Code and principles of equal protection.

In addition, the suggestion that the District “is not in a position” to equitably share excess resources, or that it “threatens the District’s fiscal solvency” is also untrue. WCA has pointed out ways that the District can fix its deficit spending *without* slashing WCA’s budget (e.g., paying down debt with the roughly \$1 million now sitting in the bank and consolidating the Superintendent and CBO positions).

Finally, it is incorrect to assert that WCA’s Prop. 39 request is not aimed at securing reasonably equivalent facilities. The District’s own Facilities Director has characterized WCA campus as “not in good repair.” His assessment concludes that “some deficiencies note[d] are critical and widespread.” At a recent Board meeting, the Facilities Director informed the Board and Ms. Mares that WCA’s campus has widespread “metastatic wet rot” that threatens the health and safety of students and may require the razing of multiple buildings within 3-5 years if not addressed immediately. WCA’s request seeks to rectify this unacceptable situation, as well as the quantitative disparity in space allocation

In addition, while the Attorney General’s December 11, 2018 letter does assert that Bayside MLK has not received “critical education resources” that are “comparable” to those allocated to WCA, the letter unfortunately provides no underlying evidence or analysis for this conclusion, which appears to be irreconcilable with publicly available facts. Bayside MLK has always received a disproportionately larger allocation of resources than WCA, somewhere between three and four times more per student. The AG could be referring to programming cuts imposed at Bayside MLK in the 2014-2016 time frame (attributable not to any increased allocation to WCA, but to the loss of private grants), but all such programming has been restored. Given that the Attorney General’s unexplained and opaque conclusion is irreconcilable with public knowledge, and does not speak to facilities at all, it can hardly form the basis for refusing to provide reasonably equivalent facilities as required by law.



WCA's Prop. 39 Request Did Not Say That Allocation of the Nevada Campus Was Reasonably Equivalent.

The sum total of the District's position appears to be that, because WCA requested the Nevada Campus, the District is excused from its obligations to perform a reasonable equivalence analysis and otherwise comply with the requirements of Prop. 39. The District is incorrect. WCA did not ask for the current facility in its current condition, nor are the District's obligations or WCA's entitlement under the law waived by the initial Request, especially when (a) the District rejected WCA's initial request by quadrupling the charges it intends to impose for the substandard space; and (b) WCA made clear in its Response that the District's proposal does not offer reasonably equivalent facilities.

Scattered throughout the Final Offer are attempts by the District to justify its failure to allocate reasonably equivalent facilities by falsely claiming that WCA has always "insisted" it be placed on the Nevada Campus, and that because of this, all of its objections to the condition and capacity of the site are somehow without merit. The Final Offer claims falsely that WCA, in effect, irrevocably waived its entitlement to reasonably equivalent facilities by requesting the above-cited space at the Nevada Campus. In fact, the Request was clear that the identified space was a floor, not a ceiling – stating that the facility "must provide the following," without addressing whether this allocation of facilities is reasonably equivalent. As explained, the Request was part of a larger, in-lieu approach to the allocation of resources, which the District has rejected.

The Final Offer also complains that the Request did not identify any concerns with the Nevada Campus, thereby ignoring the numerous concerns outlined in the response to the Preliminary Offer. In any case, the District fails to cite to any statute, regulation or case law that requires a charter school to detail concerns about reasonable equivalence in the initial request. A Prop. 39 request need only contain "information regarding the district school site and/or general geographic area in which the charter school wishes to locate" and "information on the charter school's educational program, if any, that is relevant to assignment of facilities." (5 CCR §11969.9(c)(1)(E) and (F).)

As WCA explained in its Response, the initial Request reflected a willingness to accept space that was not reasonably equivalent, provided the compromise arrangements with respect to overall resource allocation that have existed between the District and WCA for the last five years continued. The District has since made clear it does not intend to continue the prior arrangements, and accordingly, WCA will insist that the District meet the letter of its legal obligations to WCA.

The suggestion that WCA's response to the District's preliminary offer violates the Prop. 39 regulations mischaracterizes both the offer and the regulations. There is an obvious and major difference between WCA's initial Request and the District's Preliminary Proposal: the District proposed to quadruple the charges imposed on WCA for its substandard space. Moreover, the relevant regulation specifically authorizes a charter school to "express[] any concerns" and make "counter proposals" in responding to a preliminary proposal. That is precisely what WCA did; WCA provided substantive and detailed concerns, including disputing the District's claim that the



Nevada Campus is reasonably equivalent or that the Request somehow relieved the District of its obligations under Prop. 39, and identifying the many health, safety and condition issues with the buildings on the Nevada Campus. Further, WCA's concern is that this approach of imposing maximum charges while allocating grossly inferior space is illegal, and its counter-proposal simply sought, and continues to seek, compliance with applicable law.

With this additional information, the Final Offer was the District's opportunity to respond to WCA's concerns. Instead, the District reiterated its prior points already detailed in its Preliminary Proposal without addressing the numerous concerns listed in WCA's response.

The Condition of the Nevada Campus is Not Reasonably Equivalent.

The condition of the Nevada Campus is not reasonably equivalent as defined by Prop. 39 and as detailed in the Response. Indeed, the District's own Facilities Director has characterized the condition of the Nevada Campus as having "critical and widespread deficiencies." The District's attempts to minimize or obfuscate the realities of the condition of the campus are not just mistaken, they are irresponsible, as WCA has been communicating these concerns to the District for years, with no resolution in sight for many, if not most, of these concerns.

The District's Final Offer suggests that the condition of the two campuses is reasonably equivalent because "the mechanical, plumbing, electrical and fire-life-safety system all comply with applicable codes" and are "appropriately equipped and wired for electricity, phone and broadband use."

But Prop. 39 requires an assessment of comparative condition, not just code compliance. As explained in WCA's Response, the condition of all of these systems is not reasonably equivalent as there are numerous health and safety issues with them. In addition, it is not correct that the systems comply with current codes (or, in many instances, superseded codes). Exposed wires and outlet and voltage issues are not in compliance with any version of the Code, much less any current standards.

Moreover, the technology infrastructure on the Nevada Campus is not reasonably equivalent to that at Bayside MLK; this is not disputed by the Final Offer, which claims that WCA's lower campus was constructed in 1991 (28 years ago) with "upgraded technology." Needless to say, technology infrastructure from 28 years ago (before the internet was widely used or even in most schools) is not functional, much less reasonably equivalent to the new school-wide Audio-Visual system at BMLK, which includes ceiling projectors, speakers and screens, and technology infrastructure from just 10 years ago or sooner.

The District then attempts to excuse its failure to properly maintain the Nevada Campus by making the allegation that "Notably, towards the end of the 2016-17 school year, though not required to do so, the District allocated Charter School approximately \$150,000 to use for facilities improvements. WCA has not used the majority of these funds to make facilities improvements despite its concerns. And while Charter School overemphasizes the extent of necessary



maintenance and repairs, Charter School's failure to commit these resources towards necessary improvements is noteworthy." This allegation is false. The MOU required the District to allocate a share of property tax growth above 2% to WCA for the 2016-17 and 2017-18 school years. For the 2016-17 year, it required that approximately 50% of this go to facilities improvements. These allocations were mandatory, and thus the District was in fact required to make them. Nor is it true that WCA has not used the majority of these funds – the entirety of this allocation (which the District was more than one year late in providing) has been committed to facilities improvements. Just as critically, the handful of projects this funding will cover does not begin to address the major deferred maintenance issues on the campus.

Lastly, while WCA appreciates the District's commitment to use any pro rata share payments made by WCA to perform repairs on the campus, we note that at a recent Board meeting, Trustee Caroline Van Alst pointed out that this proposal to allocate these funds to facilities on the Nevada Campus sets a budget priority without Board input (the full Board was not apprised of, let alone given an opportunity for input on, the Final Offer before it was made). She also pointed out that it included no analysis of the impact on the District's operating deficit or reserves. As such, it is far from clear whether the District will in fact use the funding for campus repairs. In addition, even if it does, and even if WCA and the District agree to the full pro rata share payment demanded (which may not occur), the approximately \$223,000 would not even begin to address the urgent and substantial repairs needed on the Nevada Campus.

In sum, the Final Offer still does not address the significant differences in the condition of the Bayside MLK campus as compared to the Nevada Campus, or WCA's concerns, outlined in detail in the Response, that not only is Bayside MLK in much better condition across all categories of assessment, but that the condition of the Nevada Campus presents significant concerns for the health and safety of WCA students. As such, the Final Offer and its allocated facilities do not comply with Prop. 39.

The Final Offer Does Not Allocate Reasonably Equivalent Facilities.

The Final Offer totally fails to respond to WCA's request that the District actually perform the teaching station to ADA ratio analysis, as well as the square footage analysis of the specialized and non-teaching station space, that are required by Prop. 39. The District's Final Offer contains no such analysis and continues to claim (with no citation to relevant statute, regulation or case law) that its lack of legal compliance is excused because WCA purportedly asked to be placed on the Nevada Campus in its current configuration.

It could not be clearer that the District's failure to conduct this analysis violates the law. In *Bullis Charter School v. Los Altos School District*, the court stated:

"While a Proposition 39 analysis does not necessarily compel a school district to allocate and provide to a charter school each and every particular room or other facility available to the comparison group schools, it must at least account for the comparison schools' facilities in its proposal. A determination of reasonable



equivalence can be made only if facilities made available to the students attending the comparison schools are listed and considered. And while mathematical exactitude is not required (*c.f.*, *Sequoia, supra*, 112 Cal.App.4th at p. 196 [charter school need not provide enrollment projections with “arithmetical precision”]), **a Proposition 39 facilities offer must present a good faith attempt to identify and quantify the facilities available to the schools in the comparison group—and in particular the three categories of facilities specified in regulation 11969.3, subdivision (b) (i.e., teaching stations, specialized classroom space, and nonteaching station space)—in order to determine the “reasonably equivalent” facilities that must be offered and provided to a charter school....** because the District did not satisfy its obligation of presenting a complete and fair facilities offer to Bullis from which it could be determined that “reasonably equivalent” facilities were provided. The court therefore should have granted mandamus and declaratory relief finding that the District's Facilities Offer for the 2009–2010 School Year did not comply with Proposition 39 and the implementing regulations.”

(*Bullis Charter School v. Los Altos School Dist.* (2011) 200 Cal.App.4th 1022, 1064; emphasis added.)

The District Has Failed to Allocate Reasonably Equivalent Teaching Stations.

To determine the number of teaching stations to be allocated to a Charter School, a school district must follow a three-step process, as explained by the California Supreme Court in *California Charter Schools Association v. Los Angeles Unified School District* (2015) 60 Cal. 4th 1221 (“CCSA v. LAUSD”):

“First, the district must identify comparison group schools as section 11969.3(a) prescribes. Second, the district must count the number of classrooms in the comparison group schools using the section 1859.31 inventory and then adjust those classrooms ‘provided to’ students in the comparison group schools. Third, the district must use the resulting number as the denominator in the ADA/classroom ratio for allocating classrooms to charter schools based on their projected ADA.” (*Id.*, at 1241.)

The District’s capacity analysis must be based on the capacity and ADA projected for the same fiscal year as the request year. (*Id.* at 1238.) In calculating the number of classrooms that the District will make available to the Charter School, the District must count the number of classrooms in the comparison group schools and cannot use districtwide norming ratios. (*Id.* at 1236.)

Under 5 CCR section 11969.3(b)(1), “[t]he number of teaching stations (classrooms) shall be determined using the classroom inventory prepared pursuant to California Code of Regulations, Title 2, section 1859.31, adjusted to exclude classrooms identified as interim housing.”



Classrooms shall be provided “in the same ratio of teaching stations (classrooms) to ADA as those provided to students in the school district attending comparison group schools.” (*Id.*) As the number of classrooms provided to students varies by grade range in order to meet the age-appropriate facilities needs of students in each grade range, the number of classrooms should be counted at each grade range (K, 1-3, and 4-5). In addition, there is no such thing as a fractional classroom for a single grade level of students; thus, fractional classrooms must be rounded up to maintain reasonably equivalency.

In *CCSA v. LAUSD*, the Court explained further that classrooms used for preschool or adult education, or by other charter schools, are not counted as classrooms provided to the District’s non-charter K-12 public school students. (*CCSA v. LAUSD, supra*, at 1240.) However, the Court held that “counting classrooms ‘provided to’ district students for the purposes of 5 CCR section 11969.3(b)(1) is not the same as counting only those rooms a district elects to staff with a teacher.” (*Id.* at 1241.) The Court reasoned that “[c]ounting only those classrooms staffed by an assigned teacher would effectively impute to charter schools the same staffing decisions made by the District. But there is no reason to think a charter school would necessarily use classrooms in the same way that the District does.” (*Id.*)

On a practical level, even if certain rooms are not used for classroom instruction, students nonetheless benefit from these additional rooms, either in the form of having additional space to use for break out instruction or storage, or in having less crowded classrooms. Thus, the District is required by the Supreme Court’s ruling to count all of the classrooms provided to students in the District for classroom instruction regardless of whether the classrooms are staffed by teachers or not, and use the resulting number as the denominator in the ADA/classroom ratio for allocating classrooms to charter schools based on their projected ADA.

To find the numerator in the ADA/classroom ratio, the District must determine the comparison school’s ADA “using projections for the *fiscal year* and grade levels for which facilities are requested.” (5 CCR §11969.3(b)(1) [*emphasis added*].) The District must then arrive at an average ADA/classroom ratio for the comparison school, and apply this to the Charter School’s projected ADA to arrive at the Charter School’s allocation of teaching stations.

The District has failed to perform the required analysis in the Final Offer, and also apparently has chosen to withhold the data necessary to perform this analysis. WCA is not certain why the District is refusing to provide this information, but can only assume that under a correct Prop. 39 analysis WCA would be entitled to additional classrooms. For example, the District claims that WCA “underestimates the projected 2019-20 ADA at Bayside MLK” but then chooses to not provide its actual projected ADA.

Given that, according to the California Department of Education, the school has lost 42 students over the last two years (from a 161 enrollment in 2016-2017 to 119 in 2018-2019), any projection that its enrollment and thus ADA will increase next year seems unreasonable. Nonetheless, even using the school’s 2018-2019 CBEDS enrollment of 119, and assuming the



District's attendance rate is 96%, even though the average attendance rate for Bayside/MLK is lower, the estimated current ADA for Bayside/MLK is 114.24.

According to the facilities documents provided on the District's website and the Final Offer, the Bayside/MLK site has 14 total classrooms on the school site (see attached **Exhibit A**). The Final Offer claims that nine (9) of these rooms are used for general instruction, including transitional kindergarten, and one is used as a special day class. As such, we have assumed that ten (10) of the teaching stations on the site are either used for general instruction or are unassigned, and thus must be counted in the teaching station to ADA ratio.

As a result, the teaching station to ADA ratio at Bayside/MLK is $114.24 \div 10 = 11.42$.

Applied to WCA's projected in-District ADA of 310.84, WCA would be entitled to 27.22, or **twenty-eight teaching stations**. The District's Preliminary Offer allocates eighteen (18) teaching stations¹ to WCA, ten (10) fewer than should be allocated, and thus fails to allocate a reasonably equivalent number of teaching stations as required by Prop. 39.

The District has Failed to Allocate Reasonably Equivalent Specialized Classroom Space and Non-Teaching Station Space.

WCA reiterates and incorporates herein its arguments regarding the lack of reasonably equivalent allocation of specialized and non-teaching station space from its Response.

Pro Rata Share Calculation.

The District continues to improperly calculate the pro rata share to be charged to WCA, and the Final Offer does not address several of the concerns with the calculation outlined in the Response.

For example, the Final Offer states that "the Charter School shall provide custodial service and supplies for the building facilities that have been allocated to the Charter School for its exclusive use....[and] the District shall provide landscape and grounds maintenance and custodial service for common areas, outdoor areas, and any shared building space." The Final Offer also claims that the District has excluded "routine grounds maintenance / custodial costs" from the pro rata share calculation.

¹ Oddly, the Final Offer complains that "...there are a total of 26 classrooms at the Nevada Campus included in the offer of facilities to Charter School, not 18 as implied by Charter School." WCA did not "imply" that the Nevada Campus only has 18 classrooms, but rather that 18 of the 26 classrooms on the site are for general instruction, and the remaining 8 are for specialized and non-teaching station space. We assume the District does not wish to claim that all 26 rooms on the site are general teaching stations, as then the District would not be allocating any specialized classroom space, and much less non-teaching station space, thus making their allocation of facilities even less legally compliant.



As set forth in detail in the Response, the pro rata share calculation may not include any District facilities costs for ongoing operations and maintenance (as these costs are costs that are incurred by WCA under the law), just major and deferred maintenance costs.

The District includes five categories of costs in its pro rata share calculation: "Classified Staff – No Custodial," "Employee Benefits," "Supplies," "Operating Expenses," "Facility Lease Payments," and "Deferred Maintenance," for a total of \$414,129 in claimed facilities costs. It states that Utilities are paid by WCA.

However, as noted above, WCA is entitled to perform the ongoing operations and maintenance on its campus, which includes custodial services and day to day maintenance, and the District may only perform the major and deferred maintenance. It is WCA's understanding that the District maintains only three maintenance-related employees and does not perform any of the major maintenance on its site – rather, it contracts with outside vendors to perform major maintenance.

As such, none of the District's costs associated with its Custodial/Maintenance/Grounds/Driver Staff may be included in the pro rata share, nor may operating expenses or supplies.

The FUA provided by the District states that WCA will be responsible for landscaping; this is inconsistent with the Final Offer. The parties will need to work together to come to agreement on this, as under Prop. 39 landscaping is WCA's responsibility, and these costs may not be included in the pro rata share calculation.

In addition, while the line item in the pro rata share for utilities says "Paid by WCA," the line item for "Operating Expenses," a facility cost of \$169,041, is included in the pro rata share calculation. Yet the tab "Data-Revised" in the District's spreadsheet actually show the District has included utilities in this facility cost, when those are required to be removed (as stated in the Final Offer and Facilities Use Agreement):

Services Allocation For Pro-Rata Share			
STAFF DEVELOPMENT/INSERVICE	MAINTENANCE	WILLOW CREEK ACADEMY	500.00
ELECTRICITY	OPERATIONS	WILLOW CREEK ACADEMY	37,000.00
PEST CONTROL	OPERATIONS	WILLOW CREEK ACADEMY	1,200.00
WATER	OPERATIONS	WILLOW CREEK ACADEMY	22,000.00
SEWER	OPERATIONS	WILLOW CREEK ACADEMY	23,000.00



DISPOSAL/GARBAGE REMOVAL	OPERATIONS	WILLOW CREEK ACADEMY	10,000.00
RENTALS LEASES & REPAIRS	MAINTENANCE	WILLOW CREEK ACADEMY	8,000.00
OTHER CONTRACT SERVICES	SECURITY	WILLOW CREEK ACADEMY	9,500.00
OTHER CONTRACT SERVICES	MAINTENANCE	WILLOW CREEK ACADEMY	47,400.00
			Maintenance
			Overbudget: 10,441.07
			169,041.07

Thus, at a minimum, \$93,700 must be removed from the "Operations" line item as these amounts are utilities costs that WCA pays for itself.

In addition, the District has still not addressed the \$195,600 in "Facility Lease Payments" included with the pro rata share payment. The District owns only two facilities, Bayside/MLK and WCA, and operates its offices out of the Bayside/MLK site, and all portables on both sites are old and, we believe, owned by the District. As the District has not provided the additional information regarding these expenditures, which WCA requested in the Response, the District is now in violation of the Public Records Act, and WCA will assume that these costs will not be include in the pro rata share calculation until and unless the District demonstrates these costs are appropriately included.

Facilities Use Agreement.

The District has made a number of substantive changes to the Facilities Use Agreement ("FUA") attached to the Final Offer, a number of which are not acceptable to WCA. We have listed only a few here.

For example, WCA does not agree to provide the District with residency verification documentation that is "consistent with the District's own and then-current residency verification policies and processes." WCA does not need to comply with the District's requirements, but only with its own policies and procedures and applicable law and will not subject its parents to the District's different requirements when it already collects legally-compliant residency verification documents from its parents. In addition, WCA is not willing to provide the District with another opportunity to create disputes between the parties, and the District's current counsel, on behalf of another of its school district clients, has made residency verification a source of great friction between the charter school and school district, with the school district even performing home visits on a large number of charter school families as part of the residency verification process.

In addition, the District has refused to provide WCA with alternative facilities in a situation where the Nevada Campus is damaged or destroyed. This is not how the District would treat its own students, and would put the District out of compliance with Prop. 39.



The section on legal compliance has been revised by the District to contain a number of duplicative provision and removes much of the Prop. 39-dictated balance between the parties related to obligations for legal compliance.

The insurance section contains a number of unacceptable changes, including giving the District the ability to refuse to accept insurance through a joint powers authority (even though they are legally authorized by statute), and requiring any insurance company to provide notice of cancellation to the District, when WCA has previously informed the District that insurance companies are now refusing to provide this notice.

The default section contains a number of unacceptable changes, including a lack of remedies, and excessively short timelines for WCA to remedy alleged defaults, as well as no provision at all for defaults by the District of its obligations under the FUA. The version provided by WCA was fair and balanced the obligations and remedies of both parties; the District's version removes any balance from the language.

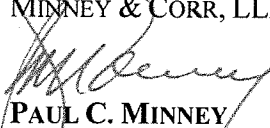
Please provide WCA with a Word version of the FUA so that it might provide the District with proposed redline changes.

WCA does note that it will proceed to negotiate the terms of an FUA in good faith, but access to its allocated facility cannot be conditioned on finalizing the terms of an FUA; Prop. 39 only requires the parties to "negotiate an agreement regarding use of and payment for the space." (5 CCR Section 11969.9(k).)

* * *

WCA looks forward to working with the District to negotiate the terms of WCA's occupancy of the Nevada Campus and the Facilities Use Agreement.

Please do not hesitate to call me if you have any questions.

Sincerely,
LAW OFFICES OF YOUNG
MINNEY & CORR, LLP

PAUL C. MINNEY
ATTORNEY AT LAW

cc: Sausalito Marin City School District Board of Trustees



May 3, 2019

TO:

SAUSALITO MARIN CITY BOARD OF TRUSTEES

Joshua Barrow

Caroline Van Alst

Debra Turner

Ida Green

Bonnie Hough

COPY:

Interim Superintendent Terena Mares

WCA Board of Trustees

Tara Seekins, Head of School

FROM:

Dr. Johanna VanderMolen

It is unfortunate that I again address the issue of facility safety at the Willow Creek Academy campus. For the third time, a child or employee has been seriously hurt by the unstable cafeteria tables. As you are aware, two times in the past two years students have been injured by the large, heavy tables collapsing onto them. As I shared with you at a previous Sausalito Marin City School District Board Meeting this year, in one instance an ambulance was dispatched to take the injured student to the hospital.

Yesterday WCA Head of School Tara Seekins informed me that David, WCA custodian, was preparing tables for lunch by moving them from their stored positions on the wall. As he was rolling one table out, a second table adjacent to the first one fell from the wall and slammed into his head. David went to the emergency room and sustained a concussion. We are relieved to know that his CT scan came back clear, but he was unable to return to work for the remainder of the week.

Upon hearing of this injury, Interim Superintendent Mares immediately informed Ms. Seekins that temporary tables will be brought to the school to be used in the cafeteria for the rest of the

year. We are thankful for this. I also realize that the District is planning to fix the tables this summer.

However, we at WCA continue to worry that the WCA campus facilities, through years of neglect, will continue to slowly crumble and become an added safety hazard to students and staff -- in ways beyond the unsafe cafeteria tables. As you know, the SMCSD Board of Trustees has ultimate responsibility for safe facilities at both the Bayside MLK and WCA campuses.

In spite of the differences that WCA and SMCSD might have concerning charter issues, I truly believe that we ALL want out students and staff at all campuses to work and be educated in safe facilities. I ask that the SMCSD Board please address the crumbling aspects of the WCA buildings with concrete plans and actions and to reassure the community that safety for students and staff is the District's highest priority. I believe that none of us want another person to be injured due to facility negligence.

Thank you.

Sausalito Marin City School District

Payment of Warrants

5/9, 2019

Attached warrants include:

Batch 33 Fund 01 in the amount of \$244,932.20

Batch 33 Fund 13 in the amount of \$2,109.24

Batch 33 Fund 40 in the amount of \$49,227.58

Batch 33 Fund 78 in the amount of \$154,991.45

Batch 34 Fund 01 in the amount of \$136,706.25

Batch 34 Fund 13 in the amount of \$871.94

Batch 34 Fund 14 in the amount of \$7,478.00

Batch 35 Fund 01 in the amount of \$54,037.59

Batch 35 Fund 13 in the amount of \$1,934.77

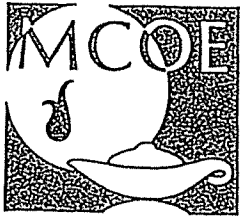
Batch 36 Fund 01 in the amount of \$191,581.37

Batch 36 Fund 13 in the amount of \$122.04

Batch 36 Fund 14 in the amount of \$650.00

Prepared by Vida Moattar

Sausalito Marin City School District Business Office



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 4/3/19

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 \$ 451,260.47.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>33</u>	<u>244,932.20</u>
<u>13</u>	<u>33</u>	<u>2,109.24</u>
<u>40</u>	<u>33</u>	<u>49,227.58</u>
<u>78</u>	<u>33</u>	<u>154,991.45</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Authorized Signature

[Signature]

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 04/05/2019

04/04/19 PAGE 56

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0033 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
20230068	070873/	ADVANCED SECURITY SYSTEMS														
		PO-190023	1.	01-0000-0-5840.00-0000-8300-103-000-000										4-6/2019 WCA		102.00
			2.	01-0000-0-5840.00-0000-8300-104-000-000										4-6/2019 BMLK		292.50
				WARRANT TOTAL												\$394.50
20230069	000609/	AMERICAN EXPRESS														
		PV-190424		01-0000-0-4300.00-0000-7110-700-000-000										District office supplies		90.43
				01-0000-0-5240.00-0000-2700-104-000-000										Lodging-Para Conference 3/19		1,419.20
				01-0000-0-5839.00-0000-2140-700-000-000										Hotel cancel fees-shipping fee		330.29
				01-3183-0-5240.00-0000-7100-700-000-000										AAMA Spring Symposium		1,500.00
				01-3183-0-5240.00-1110-1010-104-000-000										AAMA Spring Symposium		1,500.00
				WARRANT TOTAL												\$4,839.92
20230070	000006/	BAY CITIES REFUSE INC														
		PO-190004	1.	01-0000-0-5550.00-0000-8200-103-000-000										4/19 WCA		746.25
		PO-190102	1.	01-0000-0-5550.00-0000-8200-104-000-000										4/19 BMLK		801.00
				WARRANT TOTAL												\$1,547.25
20230071	070513/	BOYS AND GIRLS CLUB														
		PO-190019	2.	01-0000-0-5840.00-1110-1010-104-000-601										1517		12,285.00
				WARRANT TOTAL												\$12,285.00
20230072	070935/	CINTAS CORPORATION														
		PV-190423		01-8150-0-5840.00-0000-8110-104-000-000										4019291509		494.99
				WARRANT TOTAL												\$494.99
20230073	071110/	TOWN OF CORTE MADERA														
		PV-190421		01-3183-0-5240.00-0000-7100-700-000-000										MCCMC 4/24 meeting-Hough		55.00
				WARRANT TOTAL												\$55.00
20230074	070049/	BROOKS DEBRUIN														
		PV-190433		01-8150-0-5230.00-0000-8110-735-000-000										3/2019 Mileage		48.72
				WARRANT TOTAL												\$48.72

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 04/05/2019

04/04/19 PAGE 57

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0033 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
20230075	002890/	LOUIS EDNEY													
		PV-190434				01-0000-0-5230.00-1110-2140-104-000-000								Mileage, parking 3/2019	117.36
						WARRANT TOTAL									\$117.36
20230076	001807/	EMPLOYMENT DEVELOPMENT DEPT.													
		PV-190425				01-0000-0-9515.00-0000-0000-000-000-000								94241171 Q1, 2019	346.93
						WARRANT TOTAL									\$346.93
20230077	071025/	DAVID FINNANE													
		PV-190435				01-0000-0-4300.00-0000-2700-104-000-000								BMLK uniforms	110.37
						WARRANT TOTAL									\$110.37
20230078	071111/	GOTELLI PLUMBING													
		PV-190428				01-8150-0-5840.00-0000-8110-103-000-000								52772	231.25
						WARRANT TOTAL									\$231.25
20230079	071028/	JAMAL GRAHAM													
		PV-190426				01-0000-0-4300.00-0000-2700-104-000-000								BMLK uniform pants	49.77
		PV-190427				01-0000-0-5840.00-0000-2700-104-000-000								Uniform laundry 3/29/18	36.50
						WARRANT TOTAL									\$86.27
20230080	071080/	MOMENTUM IN TEACHING LLC													
		PO-190027	1.			01-0000-0-5240.00-1110-2140-104-000-000								411c	2,372.00
			2.			01-4035-0-5240.00-1110-2140-104-000-000								411c balance	3,237.00
						WARRANT TOTAL									\$5,609.00
20230081	070222/	PROTECTION ONE/ADT													
		PO-190005	4.			01-0000-0-5840.00-0000-8300-103-000-000								4/19 WCA	213.59
			1.			01-0000-0-5840.00-0000-8300-104-000-000								4/19 BMLK	693.14
			2.			01-0000-0-5840.00-0000-8300-700-000-000								4/19 District	89.13
						WARRANT TOTAL									\$995.86
20230082	071067/	SAMANTHA SHURA													
		PO-190135	1.			01-6500-0-5835.00-5770-1182-700-000-000								OT services 3/19	1,567.50
						WARRANT TOTAL									\$1,567.50

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 04/05/2019

04/04/19 PAGE 58

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0033 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		
20230083	070200/	STANDARD INSURANCE COMPANY CB				
		PV-190429	01-0000-0-9527.00-0000-0000-000-000	4/19		496.46
			WARRANT TOTAL			\$496.46
20230084	000300/	TRANSBAY SECURITY SERVICE				
		PV-190430	01-8150-0-5840.00-0000-8110-104-000-000	73487		121.63
			WARRANT TOTAL			\$121.63
20230085	070759/	VERIZON WIRELESS				
		PO-190013	1. 01-0000-0-5840.00-0000-7200-700-000-000	3/19		152.19
			WARRANT TOTAL			\$152.19
20230086	002172/	WILLOW CREEK ACADEMY				
		PV-190432	01-0000-0-8096.00-0000-9200-103-000-000	April 2019 in lieu payment		215,432.00
			WARRANT TOTAL			\$215,432.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	19	TOTAL AMOUNT OF CHECKS:	\$244,932.20*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	19	TOTAL AMOUNT:	\$244,932.20*

04/04/19 PAGE 59

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 04/05/2019

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	
20230087	071066/	EARL'S ORGANIC PRODUCE				
		PV-190437	13-5310-0-4700.00-0000-3700-700-000-000	848067, 848414		443.50
			WARRANT TOTAL			\$443.50
20230088	070841/	ECOLAB				
		PO-190045	1. 13-5310-0-5605.00-0000-3700-700-000-000	2889314		116.31
			WARRANT TOTAL			\$116.31
20230089	070827/	MARIN SUN FARMS				
		PV-190438	13-5310-0-4700.00-0000-3700-700-000-000	443936		151.25
			WARRANT TOTAL			\$151.25
20230090	070973/	ROCK ISLAND REFRIGERATED				
		PV-190436	13-5310-0-4700.00-0000-3700-700-000-000	1159000, 1213449		209.40
			WARRANT TOTAL			\$209.40
20230091	070816/	UNFI				
		PV-190439	13-5310-0-4700.00-0000-3700-700-000-000	13127542-003		1,188.78
			WARRANT TOTAL			\$1,188.78
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:	\$2,109.24*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	5	TOTAL AMOUNT:	\$2,109.24*

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 04/05/2019

04/04/19 PAGE 60

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0033 GENERAL FUND
FUND : 40 SPECIAL RESERVE-CAP OUTLAY #1

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		
20230092	002616/	US BANK				
		PV-190422	40-0000-0-7438.00-0000-9100-000-000-325		2013 Construct Proj Interest	49,227.58
			WARRANT TOTAL			\$49,227.58
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$49,227.58*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$49,227.58*

APY250 L.00.05

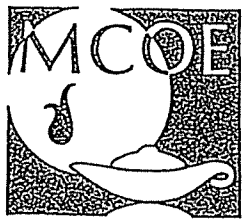
Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 04/05/2019

04/04/19 PAGE 61

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
 BATCH: 0033 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		
20230093	002172/	WILLOW CREEK ACADEMY				
		PV-190431	78-0000-0-9620.00-0000-0000-000-000-000	1-2/19 A Bulletins		154,991.45
			WARRANT TOTAL			\$154,991.45
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$154,991.45*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$154,991.45*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	26	TOTAL AMOUNT OF CHECKS:	\$451,260.47*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	26	TOTAL AMOUNT:	\$451,260.47*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	26	TOTAL AMOUNT OF CHECKS:	\$451,260.47*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	26	TOTAL AMOUNT:	\$451,260.47*

Printed: 04/04/2019 10:42:04



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 4/17/19

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 \$ 145,056.19.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>34</u>	<u>136,706.25</u>
<u>13</u>	<u>34</u>	<u>871.94</u>
<u>14</u>	<u>34</u>	<u>7,478.00</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Authorized Signature

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 04/19/2019

04/18/19 PAGE 40

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0034 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
20231269	070329/	AT&T CALNET 3													
		PO-190001	1.	01-0000-0-5970.00-0000-2700-104-000-000									4/19		1,088.05
															\$1,088.05
20231270	002547/	DISCOVERY OFFICE SYSTEMS													
		PO-190011	2.	01-0000-0-5605.00-0000-2700-104-000-000									2/19 overage BMLK		151.76
			1.	01-0000-0-5605.00-0000-7200-700-000-000									2/19 overage DO		151.76
															\$303.52
20231271	070721/	FAGEN FRIEDMAN FULFROST													
		PO-190155	2.	01-6500-0-5829.00-0000-7100-700-000-000									62743 1-2 partial		2,899.50
		PV-190441		01-6500-0-5829.00-0000-7100-700-000-000									62743 1-2		4,351.00
															\$7,250.50
20231272	002270/	FISHMAN SUPPLY CO.													
		PO-190009	1.	01-0000-0-4300.00-0000-8210-104-000-000									1181775.1, 1184070		208.93
															\$208.93
20231273	070876/	GATEWAY LEARNING GROUP													
		PV-190444		01-6500-0-5835.00-5770-1182-700-000-000									1800756		110.25
															\$110.25
20231274	000321/	HEINEMANN EDUCATION													
		PO-190168	1.	01-0000-0-5840.00-0000-2700-104-000-000									7053454, CM 1049453		2,264.59
															\$2,264.59
20231275	070945/	INFINITY COMMUNICATIONS													
		PO-190043	1.	01-0000-0-5840.00-0000-7200-700-000-000									9317		1,125.00
															\$1,125.00
20231276	070386/	KEYGENT LLC													
		PV-190445		01-0000-0-5840.00-0000-7200-700-000-000									21-65474-02019-01		1,575.00
															\$1,575.00
20231277	071104/	KIDDER MATHEWS INC													
		PV-190443		01-0000-0-5840.00-0000-7380-700-000-000									AC19 036		729.05

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 04/19/2019

04/18/19 PAGE 41

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0034 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						\$729.05
20231278	002345/	KONE INC.				
		PO-190006	2. 01-8150-0-5840.00-0000-8110-104-000-000	4/19	BMLK	141.64
			WARRANT TOTAL			\$141.64
20231279	070624/	LARKSPUR CORTE MADERA SCHOOL				
		PO-190093	2. 01-8150-0-5840.00-0000-8110-104-000-000	62		7,356.42
			WARRANT TOTAL			\$7,356.42
20231280	001374/	MARIN FENCE COMPANY				
		PO-190169	1. 01-8150-0-5840.00-0000-8110-104-000-000	79572		3,993.00
			WARRANT TOTAL			\$3,993.00
20231281	000047/	MARIN MUNICIPAL WATER DST				
		PO-190010	1. 01-0000-0-5535.00-0000-8200-103-000-000	2-4/19	WCA	2,314.42
			2. 01-0000-0-5535.00-0000-8200-104-000-000	2-4/19	BMLK	937.30
			WARRANT TOTAL			\$3,251.72
20231282	070949/	MCPHERSON & JACOBSON LLC				
		PV-190446	01-0000-0-5840.00-0000-7200-700-000-000	2262		750.00
			WARRANT TOTAL			\$750.00
20231283	000046/	MCSBA				
		PO-190154	1. 01-0000-0-5240.00-0000-7150-700-000-000	3/27/19	Meeting	135.00
			WARRANT TOTAL			\$135.00
20231284	000899/	MICHAEL'S TRANSPORTATION SERV				
		PO-190167	1. 01-0000-0-5819.00-1335-1010-104-000-000	109110		2,208.00
			WARRANT TOTAL			\$2,208.00
20231285	000058/	P G & E CO				
		PO-190000	1. 01-0000-0-5510.00-0000-8200-103-000-000	3/19	WCA	3,358.97
			2. 01-0000-0-5510.00-0000-8200-104-000-000	3/19	BMLK	3,190.63
			WARRANT TOTAL			\$6,549.60
20231286	071079/	RYLAND CONSULTING				
		PO-190121	1. 01-0000-0-5840.00-0000-7300-700-000-000	2301		4,120.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0034 GENERAL FUND
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	DEPOSIT TYPE SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
-----										-----
WARRANT TOTAL										\$4,120.00
20231287	070406/	SILYCO								
		PO-190016	1.	01-0000-0-5849.00-0000-7706-700-000-000				MAR2019		6,480.00
WARRANT TOTAL										\$6,480.00
20231288	001341/	SONOMA COUNTY OFFICE OF ED.								
		PO-190170	1.	01-0000-0-5829.00-0000-7100-700-000-000				Retainer - balance of 18-19		40,000.00
WARRANT TOTAL										\$40,000.00
20231289	001531/	STAPLES								
		PO-190164	1.	01-1100-0-4300.00-1110-1010-104-000-000				Kelly Supplies		61.54
		PV-190440		01-1100-0-4300.00-1110-1010-104-000-000				School supplies		24.00
WARRANT TOTAL										\$85.54
20231290	070879/	SUNNY HILLS SERVICES								
		PO-190103	1.	01-6500-0-5833.00-5750-1185-700-000-000				3/19 - 2 students		12,877.90
WARRANT TOTAL										\$12,877.90
20231291	071105/	BRITTANY VIANI								
		PV-190442		01-6500-0-5840.00-5770-3600-700-000-000				Pupil Transp. 2-3/19		304.50
WARRANT TOTAL										\$304.50
20231292	000159/	WELLS FARGO VENDOR FIN SERV								
		PO-190153	2.	01-0000-0-5605.00-0000-2700-104-000-000				69487429 BMLK		485.57
			1.	01-0000-0-5605.00-0000-7200-700-000-000				69487429 DO		485.57
WARRANT TOTAL										\$971.14
20231293	002172/	WILLOW CREEK ACADEMY								
		PV-190447		01-0000-0-7299.00-0000-9200-103-000-000				March 2019 Basic Aid Excess		32,826.90
WARRANT TOTAL										\$32,826.90
*** FUND	TOTALS ***									
			TOTAL NUMBER OF CHECKS:	25				TOTAL AMOUNT OF CHECKS:		\$136,706.25*
			TOTAL ACH GENERATED:	0				TOTAL AMOUNT OF ACH:		\$.00*
			TOTAL EFT GENERATED:	0				TOTAL AMOUNT OF EFT:		\$.00*
			TOTAL PAYMENTS:	25				TOTAL AMOUNT:		\$136,706.25*

APY250 L.00.05

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 04/19/2019

04/18/19 PAGE 43

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
 BATCH: 0034 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		
20231294	071066/	EARL'S ORGANIC PRODUCE				
		PV-190451	13-5310-0-4700.00-0000-3700-700-000-000	850893		260.50
			WARRANT TOTAL			\$260.50
20231295	070841/	ECOLAB				
		PO-190045	1. 13-5310-0-5605.00-0000-3700-700-000-000	3106168		135.94
			WARRANT TOTAL			\$135.94
20231296	070815/	MARIN CHEESE COMPANY				
		PV-190450	13-5310-0-4700.00-0000-3700-700-000-000	565504		301.00
			WARRANT TOTAL			\$301.00
20231297	070799/	VERITABLE VEGETABLE INC.				
		PV-190449	13-5310-0-4700.00-0000-3700-700-000-000	1290696		174.50
			WARRANT TOTAL			\$174.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	4	TOTAL AMOUNT OF CHECKS:	\$871.94*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	4	TOTAL AMOUNT:	\$871.94*

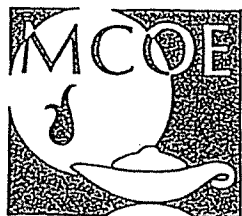
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0034 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		
20231298	071112/	HARDWARE TECH INC.				
	PO-190149	1.	14-0000-0-5600.00-0000-8110-104-000-000	72527, 72528		6,078.00
	PO-190160	1.	14-0000-0-5600.00-0000-8110-104-000-000	72526		1,350.00
			WARRANT TOTAL			\$7,428.00
20231299	071097/	RONALD NERVIANI				
	PV-190448		14-0000-0-5600.00-0000-8110-103-000-000	4934		50.00
			WARRANT TOTAL			\$50.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$7,478.00*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$7,478.00*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	31	TOTAL AMOUNT OF CHECKS:	\$145,056.19*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	31	TOTAL AMOUNT:	\$145,056.19*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	31	TOTAL AMOUNT OF CHECKS:	\$145,056.19*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	31	TOTAL AMOUNT:	\$145,056.19*

Printed: 04/18/2019 09:02:09



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 4/27/19

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 \$ 55,972.36.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>35</u>	<u>54,037.59</u>
<u>13</u>	<u>35</u>	<u>1,934.77</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Authorized Signature 

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 04/26/2019

04/25/19 PAGE 37

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0035 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
20232051	071116/	ACTION WITHOUT BORDERS													
		PV-190171	1.	01-0000-0-5300.00-0000-2700-104-000-000										Job posting 4/23/19	95.00
														WARRANT TOTAL	\$95.00
20232052	071018/	CHRISTY WHITE ASSOCIATES													
		PV-190126	1.	01-0000-0-5809.00-0000-7191-700-000-000									14863		6,444.90
														WARRANT TOTAL	\$6,444.90
20232053	070935/	CINTAS CORPORATION													
		PV-190454		01-8150-0-5840.00-0000-8110-104-000-000									4020103240, 20226008		10.12
														WARRANT TOTAL	\$10.12
20232054	071115/	EMERALD DATA SOLUTIONS INC.													
		PV-190462		01-0000-0-9330.00-0000-0000-000-000-000									218956 Board Docs.		6,500.00
														WARRANT TOTAL	\$6,500.00
20232055	071111/	GOTELLI PLUMBING													
		PV-190456		01-8150-0-5840.00-0000-8110-103-000-000									52977		190.49
														WARRANT TOTAL	\$190.49
20232056	071028/	JAMAL GRAHAM													
		PV-190455		01-0000-0-5840.00-0000-2700-104-000-000									Uniform Cleaning		16.00
														WARRANT TOTAL	\$16.00
20232057	071113/	IDA GREEN													
		PV-190459		01-0000-0-4300.00-0000-2495-104-000-000									Food for 4/22-23/19 meetings		99.00
														WARRANT TOTAL	\$99.00
20232058	071035/	CLAIRE HARTY													
		PV-190458		01-0000-0-5230.00-1110-1010-104-000-000									Ed Materials & Mileage		39.44
				01-6500-0-5240.00-5770-1110-700-000-000									Ed Materials & Mileage		15.13
														WARRANT TOTAL	\$54.57
20232059	071114/	WILLIAM HUYETT													
		PV-190460		01-0000-0-4300.00-0000-2495-104-000-000									Domino's gratuity 4/23/19		20.00
														WARRANT TOTAL	\$20.00

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 04/26/2019

04/25/19 PAGE 38

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0035 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
20232060	000039/	KAISER FOUNDATION				
		PV-190464	01-0000-0-9526.00-0000-0000-000-000-000		578-0002	15,992.80
			01-0000-0-9526.00-0000-0000-000-000-000		16734-0001	12,125.39
			WARRANT TOTAL			\$28,118.19
20232061	071007/	ALLURA LEHRER				
		PV-190461	01-6500-0-4300.00-5770-1110-700-000-000		Testing materials	137.85
			WARRANT TOTAL			\$137.85
20232062	070612/	JEFF MCNAUGHTON				
		PV-190463	01-8150-0-4301.00-0000-8110-104-000-000		Gas for District Van	20.00
			WARRANT TOTAL			\$20.00
20232063	000015/	MSIA DENTAL				
		PV-190465	01-0000-0-9528.00-0000-0000-000-000-000		5/19	3,092.67
			WARRANT TOTAL			\$3,092.67
20232064	000117/	MSIA VISION				
		PV-190466	01-0000-0-9529.00-0000-0000-000-000-000		5/19	428.80
			WARRANT TOTAL			\$428.80
20232065	071012/	SENECA				
		PV-190452	01-0000-0-5840.00-1110-1030-104-000-000		HEI-MAR19	3,200.00
			WARRANT TOTAL			\$3,200.00
20232066	001341/	SONOMA COUNTY OFFICE OF ED.				
		PV-190457	01-0000-0-5829.00-0000-7100-700-000-000		2/2019 billing	3,735.00
			WARRANT TOTAL			\$3,735.00
20232067	070879/	SUNNY HILLS SERVICES				
		PV-190453	01-6500-0-5833.00-5750-1185-700-000-000		SM lto1 0618	1,875.00
			WARRANT TOTAL			\$1,875.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	17	TOTAL AMOUNT OF CHECKS:	\$54,037.59*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	17	TOTAL AMOUNT:	\$54,037.59*

APY250 L.00.05

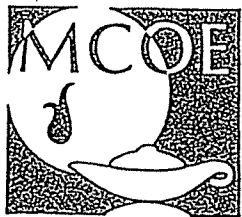
Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 04/26/2019

04/25/19 PAGE 39

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0035 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		
20232068	071066/	EARL'S ORGANIC PRODUCE				
	PV-190467	13-5310-0-4700.00-0000-3700-700-000-000		852411, 852633		479.00
		WARRANT TOTAL				\$479.00
20232069	070816/	UNFI				
	PV-190468	13-5310-0-4700.00-0000-3700-700-000-000		13163962-003		1,455.77
		WARRANT TOTAL				\$1,455.77
*** FUND	TOTALS ***					
		TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:		\$1,934.77*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	2	TOTAL AMOUNT:		\$1,934.77*
*** BATCH TOTALS ***						
		TOTAL NUMBER OF CHECKS:	19	TOTAL AMOUNT OF CHECKS:		\$55,972.36*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	19	TOTAL AMOUNT:		\$55,972.36*
*** DISTRICT TOTALS ***						
		TOTAL NUMBER OF CHECKS:	19	TOTAL AMOUNT OF CHECKS:		\$55,972.36*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	19	TOTAL AMOUNT:		\$55,972.36*

Printed: 04/25/2019 13:04:31



MARIN COUNTY

OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925
SAN RAFAEL, CA 94913-4925
marincoe@marin.k12.ca.us

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

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

VENDOR PAYMENT CERTIFICATION

Date 5/1/19

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 \$ 192,353.41.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>36</u>	<u>191,581.37</u>
<u>13</u>	<u>36</u>	<u>122.04</u>
<u>14</u>	<u>36</u>	<u>650.00</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Authorized Signature

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0036 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
20232750	002392/	JENNIFER BANKS													
		PV-190482		01	9772	0-4300	00	1110	1010	104	000	000		Student Council Expenses	114.77
														WARRANT TOTAL	\$114.77
20232751	070513/	BOYS AND GIRLS CLUB													
		PO-190019	2.	01	0000	0-5840	00	1110	1010	104	000	601	1530		12,285.00
														WARRANT TOTAL	\$12,285.00
20232752	000608/	BURKELL PLUMBING													
		PV-190474		01	8150	0-5840	00	0000	8110	103	000	000	57044		244.10
														WARRANT TOTAL	\$244.10
20232753	070935/	CINTAS CORPORATION													
		PV-190469		01	8150	0-5840	00	0000	8110	104	000	000	4020972553		534.62
														WARRANT TOTAL	\$534.62
20232754	071117/	COAST LANDSCAPE MAINTENANCE													
		PV-190470		01	8150	0-5840	00	0000	8110	103	000	000	53455	Fire Mitigation WCA	4,912.00
														WARRANT TOTAL	\$4,912.00
20232755	070049/	BROOKS DEBRUIN													
		PV-190478		01	8150	0-5230	00	0000	8110	735	000	000	4/19	Mileage	55.68
														WARRANT TOTAL	\$55.68
20232756	070721/	FAGEN FRIEDMAN FULFROST													
		PO-190155	1.	01	0000	0-5829	00	0000	7100	700	000	000	63183	1-3	921.91
		PV-190480		01	6500	0-5829	00	0000	7100	700	000	000	63183	1-3 partial	7,647.17
														WARRANT TOTAL	\$8,569.08
20232757	002601/	FIRST STUDENT INC.													
		PV-190473		01	0000	0-5819	00	1335	1010	104	000	000	9274314		466.09
														WARRANT TOTAL	\$466.09
20232758	000701/	HYDREX PEST CONTROL													
		PO-190014	1.	01	0000	0-5525	00	0000	8200	103	000	000	5/19	WCA	150.00
			2.	01	0000	0-5525	00	0000	8200	104	000	000	5/19	BMLK	85.00

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 05/03/2019

05/02/19 PAGE 37

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0036 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						\$235.00
20232759	070988/	VANESSA LYONS				
	PO-190080	1.	01-9471-0-5800.00-1110-1010-104-000-000	4/19 Garden Work		1,980.00
			WARRANT TOTAL			\$1,980.00
20232760	000045/	MARIN COUNTY OFFICE OF EDUC				
	PO-190122	1.	01-0000-0-5840.00-0000-7150-700-000-000	190727		57,367.93
	PV-190472		01-0000-0-5840.00-0000-2700-104-000-000	190740		27,794.76
			01-0000-0-5840.00-0000-7300-700-000-000	190740		11,912.04
			WARRANT TOTAL			\$97,074.73
20232761	070071/	MSIA - PROP. LIABILITY				
	PV-190479		01-0000-0-5400.00-0000-7200-700-000-000	MSIA-2019PL-037		1,000.00
			WARRANT TOTAL			\$1,000.00
20232762	000058/	P G & E CO				
	PO-190000	1.	01-0000-0-5510.00-0000-8200-103-000-000	4/19 WCA		3,044.63
		2.	01-0000-0-5510.00-0000-8200-104-000-000	4/19 BMLK		2,763.70
			WARRANT TOTAL			\$5,808.33
20232763	070222/	PROTECTION ONE/ADT				
	PO-190005	4.	01-0000-0-5840.00-0000-8300-103-000-000	5/19 WCA		213.59
		1.	01-0000-0-5840.00-0000-8300-104-000-000	5/19 BMLK		693.14
		2.	01-0000-0-5840.00-0000-8300-700-000-000	5/19 District		89.13
			WARRANT TOTAL			\$995.86
20232764	001341/	SONOMA COUNTY OFFICE OF ED.				
	PV-190477		01-0000-0-5829.00-0000-7100-700-000-000	3/19 billing		19,482.75
			WARRANT TOTAL			\$19,482.75
20232765	070200/	STANDARD INSURANCE COMPANY CB				
	PV-190475		01-0000-0-9527.00-0000-0000-000-000-000	5/19		496.46
			WARRANT TOTAL			\$496.46

APY250 L.00.05

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 05/03/2019

05/02/19 PAGE 38

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
 BATCH: 0036 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
20232766	002172/	WILLOW CREEK ACADEMY												
		PV-190471		01-0000-0-7299.00-0000-9200-103-000-000									April 2019 Basic Aid Excess	32,826.90
													WARRANT TOTAL	\$32,826.90
20232767	071078/	WULFF HANSEN & CO												
		PV-190481		01-0000-0-5840.00-0000-2700-104-000-000									Restoration of S&P Rating	4,500.00
													WARRANT TOTAL	\$4,500.00
*** FUND	TOTALS ***													
													TOTAL NUMBER OF CHECKS:	18
													TOTAL AMOUNT OF CHECKS:	\$191,581.37*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$0.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$0.00*
													TOTAL PAYMENTS:	18
													TOTAL AMOUNT:	\$191,581.37*

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 05/03/2019

05/02/19 PAGE 39

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0036 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		
20232768	070841/	ECOLAB				
	PO-190045	1.	13-5310-0-5605.00-0000-3700-700-000-000	3230835		122.04
			WARRANT TOTAL			\$122.04
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$122.04*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$122.04*

APY250 L.00.05

Marin County Office of Education
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 05/03/2019

05/02/19 PAGE 40

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
 BATCH: 0036 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		
20232769	070574/	R & S ERECTION OF SANTA ROSA				
	PV-190476		14-0000-0-5600.00-0000-8110-103-000-000	80733, 80738		350.00
			14-0000-0-5600.00-0000-8110-104-000-000	80733, 80738		300.00
			WARRANT TOTAL			\$650.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$650.00*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$650.00*
*** BATCH	TOTALS ***		TOTAL NUMBER OF CHECKS:	20	TOTAL AMOUNT OF CHECKS:	\$192,353.41*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	20	TOTAL AMOUNT:	\$192,353.41*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF CHECKS:	20	TOTAL AMOUNT OF CHECKS:	\$192,353.41*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	20	TOTAL AMOUNT:	\$192,353.41*

Printed: 05/02/2019 14:34:23

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
March 14, 2019**

ATTENDANCE

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

Interim Superintendent: Terena Mares

The meeting was called to order at 6:15 p.m.

CLOSED SESSION

Due to an unforeseen delay, no closed session was held.

PLEDGE OF ALLEGIANCE

Trustee Turner led the pledge of allegiance.

REORGANIZATION OF AGENDA

Superintendent Mares asked that Principal Finnane's presentation be moved to the section before the budget.

M/s/c Van Alst/Turner to Approve the Agenda as Re-organized

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

BOARD COMMUNICATIONS

Trustee Green said that she attended a Sausalito City Council meeting and heard presentations from Principal Finnane and Head of School Tara Seekins about the great work that is happening at both schools.

Trustees Green and Turner attended the African American Male Achievement Symposium in Oakland. Trustee Tuner said she was impressed by the engagement of the young students in the symposium.

ACKNOWLEDGMENTS

Juliet Simpson – First Grade Classroom Volunteer

Jennifer Banks thanked Ms. Simpson and said she is devoted, humble, caring, helpful, friendly and thoughtful. She is in the classroom every day with a smile on her face and the students love her. Juliet Simpson said that she taught for 41 years and still loves teaching. The students are wonderful and my biggest wish is that they all succeed, she said. Jennifer Banks presented Ms. Simpson with a group picture of the class.

ORAL COMMUNICATIONS

Stephen Myers said that his family has been forced to take legal action to get the necessary intervention for his daughter. He told the Board that for the past three years, his daughter's learning differences have not been addressed and she has been bullied, harassed and forced to stay home from school. In 10 weeks of private tutoring over the last summer, her reading skills improved by five grades. He asked the District to address his concerns.

Glenda Gentry said that she is representing the Center for Excellence, which supports and augments the District's work in the area of the arts. She reported that a three-member team attended a workshop offered by

the California Arts Project to learn about the new arts standards which emphasize what students can do rather than what they know.

CORRESPONDENCE

Young, Minney & Corr, LLP – Response to Fair Political Practices Commission

Superintendent Mares said this letter offered an opinion on the current recusal by trustee Barrow based on concerns about the Attorney General matter.

Jeff Knowles - Board Responsibility to Charter School

Ms. Mares said she cannot comment on this because of the pending litigation

REPORTS

Superintendent

Ms. Mares said that she gave an update on the District to the Sausalito City Council. We are in the midst of planning for next year, she told the Board.

Facilities

Wolf Gutscher said the facilities needs analysis at both campuses is underway. The next order of business is changing the cafeteria seating at WCA and the entrance doors at BMLK.

Site Leadership

David Finnane said that he attended the African American Male Achievement Symposium; this renewed his absolute focus on the assets of our kids. The third round of MAP assessments are underway; we will share the results in April, he said. Students continue to make noticeable progress here at BMLK, he told the Board.

Willow Creek Academy

Speaking for Tara Seekins, Kristine Duran said some WCA students went on Outward Bound excursion. Enrollment for 2019-2020 is predicted to be at cap for each classroom.

COMMITTEE REPORTS

LCAP/Budget – Trustee Members: Turner, Van Alst

Trustee Van Alst reported that members met to discuss LCAP Goal 1 and the arts program.

Charter Oversight – Trustee Member: Hough

Trustee Hough said she attended the WCA board meeting and is waiting for counsel to know how to proceed further in the face of the lawsuit.

Community School – Current Trustee Members: Green, Hough

ACTION – Consider Appointment of Trustee Turner to the Community School Committee

M/s/c Hough/Van Alst to Approve the Appointment of Trustee Turner to Replace Trustee Hough to the Community School Committee

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

The committee did not meet in March.

Collaboration – Trustee Members: Turner, Van Alst

The committee did not meet in March.

Policy – Ad Hoc (Expires June 2020) – Trustee Members: Hough, Van Alst

Members said a meeting is scheduled for next week to review the transfer and admissions policy.

Superintendent Committees

Nothing to report

DISCUSSION / INFORMATION ITEMS

Kidder Mathews Report

Ms. Mares said the report confirms the distance of trustee Barrow's house from the BMLK campus.

Online Agenda Platform for the District

Ms. Mares said the agenda posting process must be updated to facilitate searching documents and complying with the Americans with Disabilities Act requirements. The first option is Agenda Online by CSBA and the other is Board Docs which is more costly but searchable. She showed samples of both products to the audience.

CONSENT AGENDA

Roll Call M/s/c Van Alst/Turner to Approve the Following Consent Agenda Item:

Payment of Warrants – Batches 25-29

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

Sausalito Marin City School District Comprehensive School Safety Plan

Principal Finnane said this has not been addressed recently. Worked with Mike Grant at MCOE and put together a plan for our school. Modeled after MCOE's plan. Identifies all areas of safety concern for a school. We practice fire and lockdown drills monthly. If we get feedback from staff for adjustments, we will bring it back to the Board for approval.

Mares said this needs constant attention and updating. Balance between being open and inclusive and safe. We have replaced padlocks on gates. We have installed panic bars. Perimeter of campus is now much safer.

M/s/c Van Alst/Hough to Approve the Sausalito Marin City School District Comprehensive School Safety Plan

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

2018-2019 Second Interim Budget

Superintendent Mares said the District is working to find cost savings. So far the \$700K deficit has been reduced to \$436K and the ending balance of \$750K shows an improvement of \$250K over the June budget. Our maintenance director is now half time. The school facilities fund has been reduced by \$216K because basic aid excess payments to WCA have increased significantly. The County has lowered its property tax estimates. In zeroing out the impact of the existing MOU with WCA, we took out special education revenues and expenses, basic aid excess as well as maintenance and utilities costs. Since then, we have made positive progress around special education cost sharing with WCA and will bring a report on that to the April meeting.

The District has been served with a WCA lawsuit but hopes to reach a resolution in the near future. Finally, the District is negotiating with bargaining units, reconfiguring staffing positions and working to make sure that cost efficiencies roll over into subsequent years.

Trustee Van Alst asked if the Local Control Funding Formula calculation for BMLK could be included in future budget reports. She said that out of the approximately \$8 million in property tax revenue, \$3.36 million is currently earmarked for WCA in lieu payments, which leaves \$4.892 million, including basic aid excess funds. She asked what portion of this amount is the LCFF mandated allocation for BMLK, and what is the amount that the District may apportion at its discretion. We should be as transparent as possible in showing how we use the basic aid excess amount, she said.

Regan Fulton asked that the District provide equal access to all children and not savage the WCA budget.

Melanie Meharchand shared a video that WCA students had made to show their love and appreciation for their school.

Jeff Knowles said the District has \$8 million in revenue and \$2.9 to \$3.7 million in basic aid excess which is discretionary income. Right now the budget says that none of that goes to WCA. That is why we had to go to litigation - to protect the kids. But we are happy to continue the conversation, he told the Board.

Richard Bohnet said there is no reason for the District to pay facilities costs for WCA and not charge rent for its property. He continued: We are spending too much time on legal issues. A lawsuit does not lead to cooperation; it goes in the opposite direction. It is offensive. I object to it and I hope most of you do too.

Joan Cox asked that the District share its basic aid excess revenues more equitably. WCA is shouldering the burden of many high need students and its funding is being depleted. She said the obvious way to reduce inefficiencies is to merge the schools and possibly merge the District with neighboring districts.

Ellen Franz said she never saw WCA parents at board meetings when BMLK programs were being decimated. She continued: We need counselors, math teachers, science teachers. Harm has been done. Perhaps if there had been public input when the MOU with WCA was approved, we would be in a different place now.

M/s/c Turner/Hough to Approve the 2018-2019 Second Interim Budget

Ayes: Green, Hough, Turner

Noes: Van Alst

Absent: Barrow

Superintendent Search – Stakeholder Input Process

Ms. Mares said that the announcement has been posted by the search firm. She said a member of the classified staff would be added to the stakeholder group.

Trustee Van Alst said that she would like all stakeholders to feel that they are being heard. Trustee Turner agreed that this is a vital step in the process.

M/s/c Van Alst/Turner to Approve the Superintendent Search – Stakeholder Input Process

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

Low-Performing Students Block Grant (LPSPG) Plan

Ms. Mares said this is a small grant generated by student assessment data that will help fund purchase of library literature for the TK classroom.

M/s/c Hough/Van Alst to Approve the Low-Performing Students Block Grant (LPSPG) Plan

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

Shiffler Proposal for Replacement of WCA MPR Tables, Including Demolition. Estimated Installation: Summer 2019

Wolf Gutscher said that he expects the installation to be completed in June.

M/s/c Hough/Turner to Approve the of Shiffler Proposal for Replacement of WCA MPR Tables, Including Demolition

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

Hardware Tech Inc. Proposal to Repair Doors at Bayside MLK Jr. Academy

Wolf Gutscher reported that inferior hardware was used during initial installation of the doors.

M/s/c Van Alst/Turner to Approve the Hardware Tech Inc. Proposal to Repair Doors at Bayside MLK Jr. Academy

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

Certificated Leave of Absence Request – Jennifer Banks

M/s/c Van Alst/Hough to Approve the Certificated Leave of Absence Request – Jennifer Banks

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

ADJOURNMENT

M/s/c Van Alst/Turner to Adjourn at 9:07 p.m.

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

Signature/Date

Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
April 4, 2019**

ATTENDANCE

Board Members Present: Ida Green, Bonnie Hough, Debra Turner, Caroline Van Alst
Absent: Joshua Barrow
Interim Superintendent: Terena Mares

The meeting was called to order at 4:30 p.m.

CLOSED SESSION

The Board and Superintendent convened closed session at 4:31 p.m.

RECONVENE TO OPEN SESSION

Open session reconvened at 6:15 p.m.

REPORT OUT OF CLOSED SESSION

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

PLEDGE OF ALLEGIANCE

Trustee Van Alst led the pledge of allegiance.

BOARD COMMUNICATIONS

Trustee Turner said she had the privilege of talking to two former BMLK students who are now in high school and doing well. She said they and their peers are the reason she is dedicated to her work as a trustee.

Trustee Green said she attended an outdoor art exhibit about the book *The Penalty for Success: My Father Was Lynched in Alabama*. The author, Josephine Bolling McCall will be at Book Passage in Corte Madera on April 6.

California Collaborative for Educational Excellence (CCEE)/ Community Advisory Council

Superintendent Mares said that CCEE was established in 2016 with a mandate to help districts raise their students' academic achievement. Sausalito Marin City was the second district selected as a pilot project – this work is now coming to an end with a final report expected to go to the legislature in November 2019.

Amanda Otte of CCEE gave a PowerPoint presentation on the work of her organization. She said that her colleagues began their work by holding stakeholder forums and trying to understand the local context. This led to their support for the community school project. The District has made great strides to ensure that this goal is aligned with the mission and vision of the school.

ORAL COMMUNICATIONS

Ellen Franz read a letter that she had sent to the Marin Independent Journal. She said that educational programs at Bayside MLK Jr. Academy have been dismantled since 2011 and as students' access to appropriate and equitable education decreased, parents removed their children, transferring them principally to the charter school. She said that the actions of the Board since 2019 have led to the current critical need for restoration of a strong educational program at Bayside MLK. In conclusion, she said that she hopes everyone can work together to find a way through this challenging time, acknowledging the past and what must happen to make Bayside MLK whole again.

Jeff Knowles said that Trustee Barrow's recusal, based on an issue raised by the Attorney General relating to his residence being within 500 ft. of the school, is a matter for concern. Through a Public Records Request, Willow Creek Academy has seen a copy of the District's letter to the Fair Political Practices Commission (FPPC) asking for their advice in the matter. In it, the District identifies six hypothetical scenarios for improvements at Bayside MLK. These range from creating a magnet school, changing grade levels, improving the arts and music programs to demolishing and revamping the Annex building and creating a community school. He continued: this is the bread and butter work of a school board that Trustee Barrow should be doing, and there is no reason that he should be kicked off the Board for living in proximity to the school. We should all be deeply troubled that the AG has suggested that Mr. Barrow should not participate in these discussions. All of us must be a part of a transparent dialogue on how to improve our public school. Further, the FPPC has said that it cannot render an opinion on mere hypotheticals and has asked for more details on the actions that the District wishes to implement. Bring this discussion into the open, he told the Board.

CORRESPONDENCE

City of Sausalito to California Attorney General

Jennifer Conway thanked the Sausalito City Council for paying attention to the District schools and asking for transparency and inclusion in the AG process. She also thanked the editorial board of the Marin Independent Journal for asking for an end to secrecy and inclusion of the community in the AG matter. She said that the public currently has no understanding of the process and wants to know when it will be brought into the conversation. She asked the Board to press the AG to allow the community to know what to expect and some idea of what is happening. She said: Keeping us in the dark is building mistrust and creating anxiety. We have no information whatsoever and see the defunding of WCA go from \$1 million to \$1.2 million without hearing anything from the Board. Bring us into the conversation.

Jamie Whittington said that because an earlier Board systematically deprived Bayside MLK Jr. Academy of certificated teachers, art programs, counselors and facility improvements, some Marin City parents moved their children to the charter school. So when Willow Creek Academy claims that it is entitled to more funding because it serves 80% of the children, it is using a corrupt premise. Now, to bring the District into compliance with State and Federal civil rights laws, the Board is allocating some of its discretionary funds back to BMLK. Regarding calls for more transparency, she said that the office of the

AG interviewed WCA representatives who had ample opportunity to explain their position during the investigation.

**Young, Minney & Corr to California Attorney General
Fair Political Practices Commission (FPPC)**

Trustee Van Alst asked for an update on the FPPC letter. Ms. Mares said that as Jeff Knowles explained in his public comments, the FPPC has asked for more specificity regarding the District's future decisions. She said that the Board has directed counsel to submit examples of concrete decisions that will come before the Board, such as approving budgets and the LCAP. The District hopes to hear back in the near future.

REPORTS

Superintendent

Ms. Mares said that Jay Huck, a parent from the Ross District, raised almost \$20K for BMLK students in the course of an annual fundraiser/outing with other parents. All the generous donors are named in the consent agenda item coming before the Board later in the evening. The money will go towards stocking our classroom libraries with leveled books.

The District will also receive about \$170K next year as it qualified for a Federal grant targeting chronically low- performing schools under the Every Student Succeeds Act.

The District had to spend \$4500 to restore its Standard & Poor rating. Because of staff turnovers, their warning email was missed, but thanks to the intervention of Wulff Hansen, our municipal advisor, we were able to avoid a \$10K re-instatement fee.

The facilities needs analysis has not been completed – it will be brought to the Board at a later date. She said the District is continuing to make progress on the special education agreement with WCA.

The District has received several public records requests, three from WCA, one from a WCA parent regarding inter-district transfers, and two from the Marin Independent Journal.

Kurt Weinsheimer thanked Superintendent Mares for catching the S&P rating problem. He said that the consequences of mismanagement can add up and asked the District to focus on its operations.

Site Leadership

David Finnane gave an update on the latest developments at BMLK. He said: Students will have a publishing party to celebrate their latest round of writing. We are optimistic about the direction of the Boys and Girls Club and look forward to a productive year in 2019-2020. Our middle school students are slated to participate in substance abuse and sexual health education classes in the coming weeks. We have begun planning the Summer Bridge program for next year's kindergarteners and we are meeting with Bettie Hodges and others to talk about this summer's Freedom School and what we can do to engage as many children as possible in the program.

Mr. Finnane then gave a report on the Measures of Academic Progress (MAP) and Educational Software for Guiding Instruction (ESGI) testing data. He shared the good news that in reading, the total number of students meeting or exceeding targets rose from 39 to 61% from December to March. This shows that our work is paying dividends. In math, 1st and 2nd graders exceeded their growth target. But there are areas that still need improvement: Math scores for grades three and up showed a slight decline.

When comparing the September and March testing windows, the ESGI kindergarten data shows considerable advancement. This growth and the improvements shown by first and second graders, indicate that the lower grades are gearing up for success in the coming years and affirm for all staff that their work is bearing fruit.

Willow Creek Academy

Head of School Tara Seekins said she talked about the school's program at the most recent City Council meeting. A new elective for 7th and 8th graders at WCA is the Community Leadership class, in which students plan projects to improve the community and learn leadership by planning assemblies.

WCA has applied for eRate funds through the federal Universal Service Program for Schools & Libraries to upgrade the school's internet service. The spring testing period for Measures of Academic Progress assessments has concluded. Ms. Seekins asked the audience to see an exhibit by first graders on civil rights heroes at the Marin City library.

COMMITTEE REPORTS

LCAP/Budget – Trustee Members: Turner, Van Alst

Trustee Van Alst reported that the committee is meeting on April 5.

Charter Oversight – Trustee Member: Hough

No report.

Community School –Trustee Members: Green, Turner

Trustee Green reported that the community school manager job has been posted. She said that the committee is exploring how the I Have A Dream Foundation, which works to ensure that all children have the opportunity to pursue higher education, can be a part of our community by offering support to our children.

Trustee Turner said this is an organization that makes a long term commitment and their work looks promising for our district.

Facilities – Trustee Members: Green, Van Alst

This committee is still waiting for Facilities Needs report

Collaboration – Trustee Members: Turner, Van Alst

No report.

Policy – Ad Hoc (Expires June 2020) – Trustee Members: Hough, Van Alst

Members reported that they are working on policies regarding inter-distinct transfers and board committees.

Superintendent Committees

Ms. Mares said that the Communications committee is meeting but has not yet distributed any materials. She said that a sub-committee of the Budget committee, focusing on budget transparency, will meet in the near future.

Willow Creek Academy 2018-2019 Second Interim Budget

Superintendent Mares said the District performed a review and submitted an oversight report in response to the second interim budget. She said that the District has asked questions about WCA's plans to eliminate a 2019-2020 deficit of \$800K in the following fiscal year and expects a response by April 15.

District Oversight Report - Willow Creek Academy 2018-2019 Second Interim Budget

Sebastian Ferando said the easiest way to solve the current budget problems would be to combine the schools and have the community come together.

Trustee Turner said collaboration takes a level playing field and a willingness to listen. It's hard to meet when the other side has a superior attitude.

Sausalito Marin City School District 2019-2020 Prop. 39 Offer of Facilities to Willow Creek Academy

Ms. Mares said the District has provided a final offer to WCA. The charter has 30 days to respond to this offer.

Trustee Van Alst asked how the Board is involved in the process. Ms. Mares said that the Superintendent as well as the Board president and vice president were included in the drafting of the letter. Trustee Van Alst said it would be helpful for the entire Board to see the letter before it goes out in preparation for the board meeting. She said two things are missing: One is the calculation spreadsheet for the \$223K sum mentioned in the letter and the other is a complete comparison of both campuses that informed the District response. She also asked for clarification regarding the District's decision to charge WCA a pro-rata share of facilities costs going forward.

Kurt Weinsheimer said for 2019-2020, WCA made the offer to accept accepted outdated, smaller per-student spaces in exchange for paying less than the maximum allowed for facilities and a modest share of excess tax dollars from the District. The District proposed to increase facilities fees by 400% and cut all sharing of excess tax dollars. This has left WCA no recourse but to request a by-the-book, quantitative allocation of space to its students. The District did not provide a by-the-book, quantitative response. He

said that WCA stands ready to re-open discussions about a fair and mutually agreeable alternative to ensure that all students have a safe and productive space to learn.

Jeff Knowles said that Prop. 39 has two components, quantitative and qualitative. The quantitative part – square footage times the number of students - shows that WCA is entitled to 12 more classrooms, when compared to the facilities offered at Bayside MLK Jr. Academy. The qualitative part concerns the condition of the campus, which the District letter indicated is fair. But the director of maintenance in his report to the Board said the WCA campus is in dire shape. We should have a discussion about these issues, he concluded.

CONSENT AGENDA

Trustee Van Alst asked that the March 14 minutes be pulled from the consent agenda. She asked that the record of discussions around the second interim budget should include comments by Board members.

M/s/c Van Alst/ Hough/All to Remove the March 14, 2019 Minutes from the Consent Agenda

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

Roll Call M/s/c Van Alst/Turner to Approve the Following Consent Agenda Items:

Payment of Warrants – Batches 30-32

Minutes of the February 14 and 25, March 4, 7 and 25, 2019 Board Meetings

Donations for Classroom Libraries:

Jay Huck

Jeffrey & Leslie Bergholt - \$2000

Michael Craig - \$2000

William Hawthorne - \$2000

Steven & Margo Hays – 2000

Andrea Paradise - \$1750 (plus a matching \$1750 from employer)

Daniel & Linsey Perlov - \$2000

David & Amy Schaeffer - \$2000

David & Sarah Swain - \$2000

Michael & Kari Zazzara - \$2000

Approval of the Proposal from Marin Fence Company for a New Gate Closer At BMLK

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

Public Hearing: Sausalito District Teachers' Association's (SDTA) Initial Proposal for 2019 – 2020

At 8:47 p.m., Trustee Green opened the hearing.

Superintendent Mares said this is a procedural item that allows the District to enter into negotiations with the teachers' union.

M/s/c Hough/Turner to Approve Negotiations with the Sausalito District Teachers' Association's (SDTA) for 2019-2020

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

At 8:50 p.m., the hearing was closed.

Agreement with Wulff Hansen for Municipal Advisory Services

Superintendent Mares said this service is necessary to restore the District's Standard & Poor credit rating. It is an expenditure of \$4500 to avoid a \$10K cost in the future.

M/s/c Hough/Turner to Approve the Agreement with Wulff Hansen for Municipal Advisory Services

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

Proposal from Board Docs for Agenda Posting Management

Speaking via a conference call, Cheryl Domby, a representative from Board Docs, gave an overview of the platform. Trustee Hough asked if Willow Creek Academy could share the license to use this service. Ms. Mares said that since the charter school is authorized by the District, it would be allowed to share the same platform.

M/s/c Hough/Van Alst to Approve the Proposal from Board Docs for Agenda Posting Management

Ayes: Green, Hough, Turner

Noes: None

Absent: Barrow

ADJOURNMENT

M/s/c Van Alst/Hough to Adjourn at 9:05 p.m.

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

Signature/Date

Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT
SPECIAL BOARD MEETING MINUTES
April 11, 2019**

ATTENDANCE

Board Members Present: Ida Green, Bonnie Hough, Debra Turner, Caroline Van Alst

Absent: Joshua Barrow

Interim Superintendent: Terena Mares

The meeting was called to order at 5:17 p.m.

CLOSED SESSION

The Board convened the closed session at 5:18 p.m.

RECONVENE TO OPEN SESSION

Open session reconvened at 8:50 p.m.

Trustee Green reported that no action was taken in closed session.

ADJOURNMENT

M/s/c Turner/Van Alst to Adjourn at 8:51 p.m.

Ayes: Green, Hough, Turner, Van Alst

Noes: None

Absent: Barrow

Signature/Date

Title

Quarterly Report on Williams Uniform Complaints
[Education Code Section 35186]
Fiscal Year 2018-19

District: Sausalito Marin City

Person completing this form: Terena Mares

Title: Interim Superintendent

Quarterly Report Submission Date: (check one)

☐	July 2018	(4/1/18 to 6/30/18)
☐	October 2018	(7/1/18 to 9/30/18)
☐	January 2019	(10/1/18 to 12/31/18)
☒	April 2019	(1/1/19 to 3/31/19)

Date for information to be reported publicly at governing board meeting: May 9, 2019

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		
Totals	0		

Terena Mares

Name of District Superintendent

Signature of District Superintendent

Sausalito Marin City School District

Agenda Item: 15.01

Date: May 9, 2019

- | | |
|--|---|
| ☐ Correspondence | ☐ Consent Agenda |
| ☐ Reports | |
| ☐ General Functions | |
| ☐ Pupil Services | |
| ☐ Facilities | |
| ☐ Personnel Services | |
| ☐ Financial & Business Procedures | |
| ☐ Curriculum and Instruction | |
| ☐ Policy Development | |
| ☐ Public Hearings | |
| ☒ Local Control & Accountability Plan (LCAP) | |

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

Item: Designation of Schoolsite Council to serve as the Parent Advisory Committee for LCAP

Background:

Education Code Section 52063 requires school districts to establish a parent advisory committee to provide advice to the governing board on the LCAP.

Education Code Section 65000 requires parity between parents, and/or community members selected by parents, and school personnel to represent the membership of the Schoolsite Council.

Education Code Section 52063 further allows the governing board to use an already established committee to meet the requirement to establish a parent advisory committee. Due to the small size of the school and district, administration recommends the use of the Schoolsite Council to serve as the LCAP Parent Advisory Committee.

A robust and engaged parent and family (Parent) community is critical to the vibrancy of the school's culture and climate. Moreover, the district's LCAP Goal #3 is dedicated to Family and Community Engagement. Administration is committed to building a stronger and more engaged Parent community with the added assistance of the Community School Manager. Through this commitment and added personnel administration envisions a separate LCAP parent advisory committee in the future. Administration further envisions the Community School Manager to become a key member in the Schoolsite Council.

Fiscal Impact: None

Addresses LCAP Goal(s)/Actions(s): Goal 3 – Family and Community Engagement, Action 2

Recommendation: Approval

Sausalito Marin City School District

Agenda Item: 15.02

Date: May 9, 2019

- | | |
|--|---|
| ☐ Correspondence | ☐ Consent Agenda |
| ☐ Reports | |
| ☐ General Functions | |
| ☒ Pupil Services | |
| ☐ Facilities | |
| ☐ Personnel Services | |
| ☐ Financial & Business Procedures | |
| ☐ Curriculum and Instruction | |
| ☐ Policy Development | |
| ☐ Public Hearings | |
| ☒ Local Control & Accountability Plan (LCAP) | |

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

Item: 2019-20 Bayside MLK Jr. Academy Vision Plan

Background: The LCAP provides a series of board approved goals, outcomes, measurements and actions that have been crafted through a series of input sessions across the past 3-4 years. These goals, outcomes and actions together have provided the framework for the school's transformation process. For the past year, administration has been seeking, through local input and research-based best practices, how best to cultivate the strengths and potential of each student in achieving the identified goals of the LCAP.

The 2019-20 Bayside MLK Vision Plan proposes a refined path forward in achieving the goals of the LCAP. Driven by data and input, gathered both locally and throughout the nation, the proposed Vision Plan encompasses both academic rigor and the environmental conditions needed for social and emotional learning. These elements are built upon an emerging culturally relevant curriculum and pedagogy in addition to culture and climate investments already identified in the district's budget.

Fiscal Impact: Additional 2019-20 General Fund Net Cost = \$98,000

Addresses LCAP Goal(s)/Actions(s):

Goal 1 (G1), Student Achievement

(G1) Student Success Coaches

Funding Source: General Fund, \$98,000

Student Success Coaches in TK/K, First, Second, Third and Fourth/Fifth Classrooms. The net cost is achieved through the reclassification of all Classroom Paraprofessional positions to Classroom

Student Success Coaches, including the reclassification of a Student Intervention Facilitator position and one additional position. The Vision also proposes to increase hours per day from six (6) to seven (7) hours. The additional daily time allows for better teacher collaboration and continuity of day-to-day instruction. Additionally, the Student Success Coaches are proposed to work a longer year, increasing from 183 days as Paraprofessionals to 190 days as Student Success Coaches. The additional days will provide for additional days for comprehensive training and strengthening of social and emotional learning support strategies and trauma informed practices. Additionally, Student Support Coaches will be required to attend weekly sessions with administration to reinforce and support classroom management strategies. A draft job description for the Student Success Coach is provided. Currently, administration is working with the classified employee union (CSEA) and if the Vision Plan is approved, a final job description will come back to the board for approval.

(G1)Tier II Intervention

Funding Source: ESSA/CSI*

READ 180 - Reassigned classroom teacher to an Intervention Specialist who will push into grades 1-8 for 30-40 minutes each day to conduct an academic workshop using READ 180, a blended learning solution that accelerates learning for struggling readers by merging the latest research in brain science and adaptive technology. "Engineered to unlock the science behind reading success, READ 180 incorporates the latest research on how the brain learns to read." READ 180 has proven successful with all demographics. READ 180 interweaves language, word-recognition, and executive-function skills and the social-emotional state. Students track their growth in real time, building motivation to continue progressing and navigating confidently through their learning process.

Dreambox Math – Academic workshop is a PreK-8 math solution driven by technology that continually assesses students to present them with targeted instruction using adaptive technology that evaluates the strategies used to solve problems. Dreambox is designed to meet students where they are in closing their math gaps by making math relevant and empowering educators by providing real-time data and academic insights to inform teaching and learning. Teachers will work to support students in alignment with the curriculum with support from the District's Curriculum and Instructional Coach.

(G1)Arts

Funding Source: General Fund, 89,100 (Previously approved with 2019-20 Multiyear Budget)

2019-20 marks Year 1 of the 5-year Strategic Art Plan, adopted by the board in 2018. The current Vision Plan includes a shift from .40 FTE in both art and music to .30 in art and .50 music. Details of the 5-Year Strategic Art Plan will be embedded into the 2019-20 LCAP Update at no new additional costs. As part of the 5-Year Plan, the District will begin to implement the new California Arts Standards, including the new Media Arts standards. The 5-year Art Plan has already been incorporated into the district's Multiyear budget.

(G1)Curriculum and Instructional Coaching

Funding Source: MCF P3 Grant

Full-time Curriculum and Instructional Coach to support teachers with the use of data driven instruction with emphasis on reading and writing workshop implementation and conceptual math instruction. The Curriculum and Instructional Coach will continue to use MAP assessment data to assist teachers with developing unit and lesson plans for cohorts of students. MAP assessments are conducted four times each year.

(G1)Professional Development

Funding Source: Multi-funded

- **General Fund Professional Development Budget, \$45,000 (Reading/Writing Workshop, Courageous Conversations, TCAP)**
 - **County of Marin PEI Grant (Trauma Informed)**
 - **ESSA/CSI* (Math Coach)**
-
- Continuation of Reading and Writing Workshop training and coaching on campus and throughout the school year with a focus on balanced literacy.
 - Courageous Conversations, Beyond Diversity - Two full days in August on campus with all staff, “designed to help educators and administrators understand the impact of race on student learning and investigate the role that racism plays in institutionalizing academic achievement disparities. Staff will engage in a thoughtful, compassionate exploration of race and racism and grapple with how each influences the culture and climate of our schools; and practice using strategies for identifying and addressing policies, programs, and practices that negatively impact achievement for students’ of color and serve as barriers.”
 - The California Arts Project (TCAP), provide opportunities for teachers to attend workshops conducted by TCAP.
 - Continuation of Trauma Informed practices trainings provided by Seneca.
 - Math coaching and intervention support provided throughout the year for all grades with added emphasis for grades sixth, seventh and eighth.

(G1)Classroom Leveled Libraries

Funding Source: Local Marin County donations

Through local donations, each classroom will contain leveled libraries. Specifically, the Vision Plan includes providing students with culturally authentic reading materials. A primary source for these materials is Lee and Low Books, which is a multicultural children’s book publisher, with special emphasis on the richness of today’s cultures. Lee and Low Books convey a realistic vision of what the world looks like today.

Goal 2 (G2), Community School

Community School Manager

Funding Source: General Fund, \$120,000 (Previously approved with 2019-20 Multiyear Budget)

Hire Community School Manager to take the Community School from concept to reality while aligning supports with the school’s programs and vision.

(G3) Goal 3, Family and Community Engagement

Hire Community School Manager to improve upon and expand strategies to strengthen family outreach and connections.

Goal 4 (G4), School Climate

(G1,G4)Student Success Coaches

(G1,G4)Courageous Conversations/Beyond Diversity trainings

(G4) Culturally Relevant School Library**Funding Source: Marin County Library**

The District has partnered with Marin City Library to embed over \$10,000 of new literature with a focus on culturally relevant content. Hundreds of books were culled from the library through the support of our Library Specialist and the Marin County Public Library and the Marin City Library staff.

Additionally, new programming in the areas of STEAM and engineering were also introduced to our Library.

(G4) Expand culturally embedded instructional strategies**Funding Source: ESSA/CSI*, MCF P3**

PK-3 teachers have access to trainings with focus on creative learning spaces that celebrate the equity and cultural relevancy of students. The District is currently pursuing other opportunities to expand and strengthen culturally embedded instructional strategies.

(G4) Mindfulness**Funding Source: ESSA/CSI*****Unconditional Education Coach – Funding Source: County of Marin PEI Grant**

While the school has been without an Unconditional Education (UE) Coach for the majority of the school year, the school anticipates the hiring, through Seneca, of another UE Coach prior to the start of the 2019-20 school year. The UE Coach's focus is on supporting schoolwide culture and climate in addition to supporting the school's Coordination of Services Team (COST) for student and family referrals.

Recommendation: Approval***ESSA/CSI Grant - \$172,442**

The Federal Every Student Succeeds Act provided funding to the states for targeted assistance. Each state then identified eligibility for those funds. California determined eligibility for the comprehensive support and improvement (CSI) through performance on the state's California Assessment of Student Performance (CAASPP). Bayside MLK met the criteria for CSI and has been granted these funds. The District must partner with stakeholders to locally develop and implement a plan to improve student outcomes. Schools eligible for CSI are required to develop school plans to improve student outcomes and the Schoolsite Council has been charged with approving that plan. These are one-time funds allocated for use across three years.

Bayside Martin Luther King, Jr. Academy

Vision and Proposal for 2019-2020

May 9, 2019

1

Bayside MLK's Students' Strengths

Our Students Demonstrate...

Resilience

Determination

Imagination

Intelligence

Persistence

Advocacy

Loyalty

Exuberance

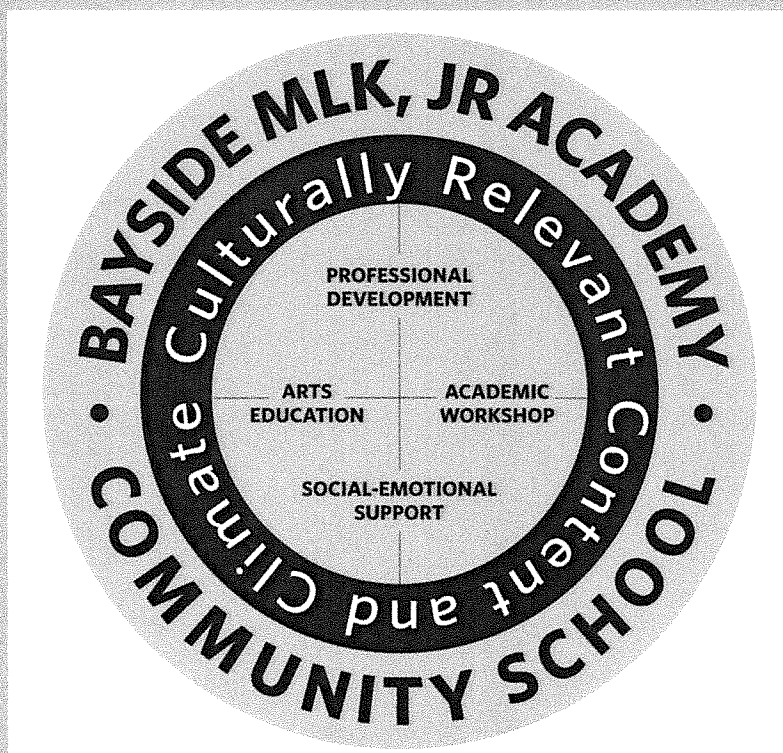
Integrity

Pride

Compassion

Empathy

Vision 2019-2020



Vision: Key Components

Community School Manager and Parent Outreach*

Strategic Arts Education 5 Year Plan*

Culturally Relevant Content and Climate Professional Development**

Response To Intervention (RTI) Academic Workshops**

Math Instructional Coaching, all grades with focus on 6,7,8**

Mindfulness Model**

Student Success Coach Model

***Previously included in the projected 2019-2020 budget**

****Grant Funded**

Vision Investment

SMCSD

1 - Literacy Workshop Teacher	Reassigned Teacher
Reclassify Paras to Student Success Coaches	26,000
2 - Additional Student Success Coaches/Reassign (Net)	50,000
Hours & Days Extension	22,000
Total SMCSD 2019-20 Investment	\$98,000

***Community School Manager, Professional Development, Arts Staffing, and Leveled, Culturally Relevant Classroom Libraries are already included in the projected 2019-20 Budget**

Vision Investment

ESSA - Comprehensive Support and Improvement Grant, \$172,442

Read 180 Curriculum - Literacy Academic Workshop (3 Year Subscription)	\$108,000
Dreambox Math - Math Academic Workshop	4,000
Math Instructional Coaching, all grades with focus on 6,7,8	12,000
Mindfulness Programming	18,000
Culturally embedded instructional strategies	TBD

Questions and Comments

SAUSALITO MARIN CITY SCHOOL DISTRICT

Interim Superintendent: Terena Mares
Board of Trustees: Ida Green(President), Joshua Barrow, Bonnie Hough,
Debra Turner and Caroline Van Alst

1895 - 2019

Date: May 6, 2019

To: Sausalito District Teachers Association

From: Terena Mares, Superintendent, Sausalito Marin City School District

Re: Contract Negotiations for a Successor Collective Bargaining Agreement

In accordance with the rules and regulations of the Education Employment Relations Act (EERA) and the provisions of the current collective bargaining agreement between the Sausalito District Teachers Association and the Sausalito Marin City School District, the District proposes the following as its initial contract proposal for a successor contract.

Article XI Transfers

The District has an interest in creating greater flexibility for voluntary and involuntary transfers.

Article XIV Salaries

The District has an interest in maintaining financial stability.

Article XV Certificated Employee Benefits

The District has an interest in maintaining financial stability.

**Sausalito Marin City School District
Board of Trustees Meeting Dates
2019-2020**

The board will meet on the second Thursday of each month except as noted

August 8

September 12

October 10

November 14

December 12 (Organizational Meeting)

January 9

February 13

March 12

April 2 (April 9 falls during Spring Break)

May 14

June 11* (LCAP and Budget Hearings)

June 18* (LCAP and Budget Adoption)

* NOTE: The Board will meet on the 2nd and 3rd Thursdays in June due to the LCAP/Budget Process

Sausalito Marin City School District

Agenda Item: 15.05

Date: May 9, 2019

- | | | | |
|-------------------------------------|--|--------------------------|----------------|
| ☐ | Correspondence | ☐ | Consent Agenda |
| ☐ | Reports | | |
| ☒ | General Functions | | |
| ☐ | Pupil Services | | |
| ☐ | Facilities | | |
| ☐ | Personnel Services | | |
| ☐ | Financial & Business Procedures | | |
| ☐ | Curriculum and Instruction | | |
| ☐ | Policy Development | | |
| ☐ | Public Hearings | | |
| ☐ | Local Control & Accountability Plan (LCAP) | | |

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

Item: Finalize Superintendent Community Interview Panel

Background: During its February 25, 2019 board meeting the board identified a list for the superintendent community interview panel. Due in part to the size of the facility, the board needs to finalize the number of community members.

Fiscal Impact: None

Recommendation: Finalize list of community interview panel members

Sausalito Marin City School District

Agenda Item: 15.06

Date: May 9, 2019

- | | | | |
|-------------------------------------|--|--------------------------|----------------|
| ☐ | Correspondence | ☐ | Consent Agenda |
| ☐ | Reports | | |
| ☐ | General Functions | | |
| ☒ | Pupil Services | | |
| ☐ | Facilities | | |
| ☐ | Personnel Services | | |
| ☐ | Financial & Business Procedures | | |
| ☐ | Curriculum and Instruction | | |
| ☐ | Policy Development | | |
| ☐ | Public Hearings | | |
| ☐ | Local Control & Accountability Plan (LCAP) | | |

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

Item: Revised 2019-2020 Bayside MLK Jr. Academy Calendar

Background: On April 4, 2019 the board approved the 2019-2020 Academic Calendar. Upon further review, administration has detected an error in the number of instructional days. The attached Academic Calendar corrects the number of days to 180.

Fiscal Impact: None

Recommendation: Approve

Sausalito Marin City School District | 2019-2020 Calendar REVISED

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

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

4 Independence Day

JANUARY 2020						
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 New Year's Day Holiday
1-3 Winter Break
6 Students Return
20 M.L. King Jr. Day
19 Student days

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

23 First Day of School
23 Minimum Day
6 Student Days

FEBRUARY 2020						
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

17 Presidents' Day
17-21 Mid-Winter Break
21 Lincoln's Day
15 Student days

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

2 Labor Day
Back to School Night
20 Student days

MARCH 2020						
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				

13 End of 2nd Trimester
26-27 Parent Conferences/
Minimum Days
22 Student days

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

10-11 Parent Conferences/
Minimum Days
31 Minimum Day
23 Student days

APRIL 2020						
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		

6-10 Spring Break
10 Classified In Lieu Day
17 Student days

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

11 Veterans Day
15 End of 1st Trimester
25-29 Thanksgiving Recess
28 Thanksgiving
29 Local Holiday
15 Student days

May 2020						
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 Open House
25 Memorial Day
19 Student days

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

23-31 Winter Break
20 Minimum Day
24 Local Holiday
25 Holiday
30 Class. In-Lieu Day
31 Local Holiday
15 Student days

JUNE 2020						
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				

10 Last Day of School/
Minimum Day
End of 3rd Trimester
11 Teacher Work Day
8 Student Days



May 2, 2019

Wolf Gustscher
Sausalito-Marin City School District
200 Phillips Drive
Sausalito, CA 94965

RE: Microbial Investigation Work
636 Nevada Street
Sausalito, CA 94965
Classroom 21-23-25-26-27 Only- One location each
Library- 5 Locations Only

American Technologies Incorporated (ATI) is pleased to present the following proposal for the fungicide remediation at the above referenced address. The scope of work will involve setting up a containment in Classrooms- 21-23-25-26-27 and remove the visual water impacted ceiling/wall materials as needed. Perform a visual inspection and have an IH take samples, photos and close the areas back up. Matching of the sheetrock and ceiling tiles will be close as possible only. No warranty for an exact match. The same scope will be performed in the Library area within 5- locations as walked. All 3rd party testing will be completed by others and is excluded from this scope. One lift sample and one air sample will be taken from each location and containment. Owner shall supply clear access, water, power and restrooms. The work will take place on June 10th, and be completed on or before June 30th, 2019 Work is to the visual water damaged areas only, No other areas will be done under this investigation scope. All work will be completed on a TM basis and tracked on daily sheets. This proposal does include installing new sheetrock and ceiling tiles where needed. Painting shall be as close match as possible. Prevailing wage is assumed and covered for in this proposal.

1.1 Remediation and Removal. The following work will be performed.

- (a) Gypsum wallboard will be removed and discarded from the ceiling/walls as need only. The classroom areas 21-23-25-26-26 limited to water stained areas only, Library area- 5 locations limited.
- (b) High efficiency particulate air (HEPA) filtration, wet wiping, etc. with a suitable biocide agent (dilute household bleach or Oxine®) in order to remove all visible mold. All such surfaces shall be additionally treated with the biocide-containing upon successful passing of "clearance" sampling.
- (c) Gypsum wallboard sheathing located on the interior side of exterior perimeter walls shall be cleaned using combinations of vacuuming with

equipment having HEPA filtration, wet wiping, etc. with a suitable biocide agent in order to remove all visible mold. Where small quantities (up to several square inches) of visible mold cannot be removed using such methods, the gypsum wallboard paper backing may be cut out, leaving the remainder of the gypsum sheathing intact. All such surfaces shall be additionally treated with the biocide-containing encapsulant upon successful passing of "clearance" sampling.

- (d) Where visible mold reservoirs cannot be completely removed under or between studs or other wall locations, the surfaces shall be treated with the biocide-containing encapsulant after the consultant and owner representative have authorized such work.

Floors and Carpets will be vacuumed with a HEPA filtered vacuum cleaner. A mist will be applied to minimize airborne particles prior to removal.

1.2 Decontamination Removal Requirements and Methods.

- (a) Client shall provide that all furniture, contents, draperies and appliances will be removed from the rooms where the work is to be performed.
- (b) A decontamination containment enclosure will be erected for the purpose of personnel to enter and exit the contaminated areas.
- (c) All openings to Heating, Ventilation, and Air Conditioning (HVAC) systems shall be sealed and deactivated prior to the start of work, and shall remain inactive and sealed until all work is complete and final clearance sampling received.
- (d) The area involving the removal of fungal contamination will be isolated as determined. All doors, windows, etc. to adjacent area(s) will be sealed with 2 layers of 6 mil clear poly sealed with tape. The work area enclosure shall be constructed to ensure against the spread of spores outside of the work area. All surfaces shall be protected using at least two layers of six mil poly sheeting. The plastic sheeting (poly) shall be sized in lengths and widths to minimize the frequency of joints. The minimum thickness deemed necessary for protection of the building and personnel outside of the decontamination removal area(s), shall be 6mil.
- (e) Seal off all HVAC system openings in controlled area(s) with 2 layers of 6 mil clear poly sealed with tape. If the HVAC system is to remain on (constantly and/or at random times) during the rehabilitation process, then ATI shall install hard coverings (i.e. sheet metal) to conform over and around the openings(s) plus the two layers of 6 mil poly if the poly covering

will not remain in place during the operation of the HVAC system due to pressure within the system.

- (f) Seal off all air plenum(s) with a hard barrier (i.e. drywall, plywood, fiberboard, etc).
- (g) The contractor shall provide a worker decontamination enclosure system (decon) at the entrance to the work area consisting of at least three totally enclosed chambers: equipment/supply storage area/dressing area; and dirty room. The dirty room shall be the only direct entry/exit to the actual work area. The materials of construction shall be drywall, plywood or equivalent. The decon and the area the decon is located in shall be isolated in the same manner as the work area.
- (h) (ATI) shall establish a work area ventilation system such that air from within the work area is exhausted outside the building and passes through a series of air filters with the final air filter being a HEPA air filter. The ventilation system shall be such that a negative pressure situation is created inside the containment/work area for the duration of the project.
- (i) No work will start within the containment/work area until the negative pressure situation is achieved throughout the containment/work area.
- (j) Once negative pressure has been achieved and the project started, the pressure differential must be maintained throughout the project until after final clearances have been obtained and the decon has been torn down.
- (k) The ventilation system shall be capable of completely filtering the air within the containment/work area at a minimum of six (6) times per hour.
- (l) Workers inside the containment shall wear, at a minimum, NIOSH approved half-face air purifying respirators with a combination HEPA and either an organic vapor, sodium hypochlorite, or acid gas filter cartridges (as recommended by the antimicrobial chemicals manufacturer).
- (m) All Remediation personnel performing mold remediation work, including personnel who may access work areas for any other purposes, must be appropriately trained as outlined below:
 - The hazards associated with working with mold, MCM, dusts, and other debris in accordance with T8, CCR, §5194 (Hazard Communication Standard).

- The appropriate use, maintenance, and limitations of respirators in accordance with T8, CCR, §5144 (Respiratory Protection Standard), including appropriate respirator fit testing.

Entry and exit from a NPE shall be performed via a zipper-flap that is installed in such enclosures. In addition, workers shall wear two pairs of disposable coveralls during such work, and shall HEPA-vacuum and then remove the outer suit prior to leaving the enclosures. Further decontamination efforts (i.e. use of wet methods) shall be performed at a pre-determined location, such as a three-stage decontamination unit at a nearby work area.

1.3 Disposal Requirement.

- (a) All waste and debris generated during mold remediation work shall be promptly cleaned up (i.e. using vacuum cleaners equipped with HEPA filtration and/or wet-wiping methods) and shall be placed in impermeable plastic bags or wrapped in impermeable plastic sheeting. The outer surface of such bags and sheeting shall be HEPA-vacuumed and/or wet-wiped to remove any excess debris, which may contain mold spores, prior to removal from Work Areas. All waste and debris will be removed from the Work Area through the decontamination chamber and placed in rolling plastic storage bins. The rolling bins shall then be removed to the designated outdoor area for transfer of the waste and debris bags to closed-top bins for later disposal.
- (b) All waste and debris generated during removal work shall be promptly cleaned up and placed in leak-tight containers.
- (c) Waste and debris will be disposed as regular municipal construction waste. All removed mold contaminated material; plastic sheeting, cleaning materials, and personal protective equipment that have been decontaminated prior to bagging or containerization may be treated as ordinary construction waste and debris. The waste and debris shall be double-bagged and/or double-wrapped within Work Areas using impermeable plastic bags and/or sheeting that are appropriately labeled. Upon removal from Work Area, such waste shall be properly disposed.

1.4 Clearance Monitoring.

- (a) Clearance monitoring of the premises will be performed by other professionals (i.e. – Industrial Hygienists). Client shall bear responsibility for any surface or air testing for mold at Client's expense, unless other arrangements have been made by ATI and Client.

1.5 Disposal Requirements.

- (a) If a waste manifest becomes necessary, the client or building owner shall be designated as the generator. The client will be responsible for obtaining a generator number through the Environmental Protection Agency at (916) 324-1781. ATI/AR will assist when necessary. The Hazardous Waste Tax Account number can be obtained at (916) 323-9555.

1.6 Agency Notice Requirements.

- (a) The agencies require the notification to be identified as either a "renovation" project defined when non-load bearing walls are being disturbed or a "demolition defined" project when any structural load bearing wall that is disturbed. The client shall inform ATI how the notification is to be made.

1.5 Limitations on Responsibility. ATI will not be responsible for the following:

- (a) Damage to remaining items due to decontamination efforts.
- (b) Marks on floors, walls, or wallpaper due to adhering layers of polyethylene, or the removal of mold-containing material.
- (c) Damage to the substrate in connection with removing, decontamination and encapsulation.
- (d) Damage caused by removal of fixtures and cabinets when the wallboard is removed. If items are to be saved, it is recommended that the removal be completed before remediation begins.
- (e) Damage to the exterior trim, windows, and interior walls caused by the demolition and vibration activity during remediation.
- (f) Damage to baseboards or cove base removed to access wallboard.
- (g) Damage caused to the cabinets while scraping or prying up the floor.
- (h) Damage caused by any conditions existing as of the date ATI performs its work site inspection whether due to fire, water damage or other causes.
- (i) Damage to asphalt or concrete surfaces caused by any waste container required in connection with the Work.
- (j) Any gas, electric or water failure. ATI technicians do not disconnect or reconnect appliances.

- (k) Any deviations to this proposal or Scope of Work could cause.
- (l) Contractor and Client acknowledge, by initialing this "Limitation of Liability" provision, that they have read and understand this provision and that they expressly agree, after arms-length negotiation, that Contractor's liability for any injury to property or person including but not limited to injuries relating to alleged microbial contamination arising from or relating to Contractor's negligent acts or omissions in the performance of Contractor's work under the Contract shall not exceed \$5,000 or the Contract Sum, whichever is greater. Contractor shall further not be liable for any damages or alleged injuries occurring after the performance of this contract and testing demonstrating that mold within this scope of work has been successfully remediated. Client agrees to this Limitation of Liability on his own behalf, as well as on behalf of all minors for whom Client is responsible. This Limitation of Liability shall not apply to liability for willful misconduct of Contractor.

Initials: _____

1.8 Arbitration.

- (a) All disputes involving claims of \$5,000 or less shall be resolved in Small Claims Court in Orange County, California, unless the parties mutually agree otherwise. Any controversy or claim arising out of or related to this Contract or the breach of any provision thereof which involves a claim in excess of \$5,000 shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect, unless the parties mutually agree otherwise. The arbitration shall be conducted in Orange County, California, unless the parties agree otherwise. The parties shall have the same rights to conduct discovery in the arbitration as if the matter was filed in court. The arbitrator shall make written findings of fact and conclusions of law at the conclusion of the arbitration. Either party may serve written notice of demand for arbitration on the other party, and shall concurrently therewith file such demand with the American Arbitration Association. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. The arbitrator may award attorney's fees and costs to the prevailing party in the arbitration.

BY INITIALING BELOW, THE PARTIES ACKNOWLEDGE THAT THEY HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE THAT THEY ARE WAIVING THEIR RIGHT TO A JURY TRIAL.

CONTRACTOR'S INITIALS: _____

CLIENT'S INITIALS: _____

2. Contract Price and Payment.

- 2.1 **Price.** ATI will perform the work described in this proposal for the sum of NTE **ESTIMATE \$58,800** (Contract Price). This amount includes the cost of all labor, material, transportation, and disposal of the waste.

2.2 Payment Terms

- (a) Payment will be due upon completion.
- (b) Any payment due and unpaid for more than 30 days, shall bear interest from the date payment was due at the lesser of eighteen percent (18%) per annum or the maximum rate permitted by law. The Client will be responsible for any attorneys' fees and collection costs ATI incurs in enforcing collection.
- (c) The Client shall, upon ATI's written request provide ATI with any information that is necessary or relevant for ATI to evaluate, give notice of or enforce mechanics lien rights. Such information shall include a correct statement of the record legal title to the property on which the Work is being performed, Client's interest in such property as of the date the Agreement (described below) is signed and, within five (5) days after any change, information concerning such change.

Please sign where indicated below if you desire to accept this proposal and authorize ATI to perform the Work. You should retain a copy for your records and return the executed original to ATI's office. ATI will then prepare a Property Damage Repair Agreement, which incorporates the terms of this proposal and other material terms and conditions applicable to the Work. You and an authorized ATI representative must sign the Agreement before the Work can be scheduled.

Respectfully submitted,

American Technologies, Inc. (License #571784)

Danny Bachlor

Project Director

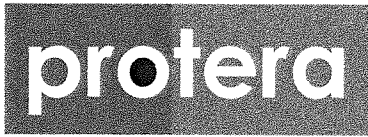
Authorized and Accepted

By: _____

Generator ID# _____

Title: _____

Tax ID # _____



2603 Camino Ramon, Suite 200
San Ramon, CA 94583
877 285 8450 877 285 1445 fax

May 3, 2019

Willow Creek Academy
636 Nevada St.
Sausalito, CA 94965
Attn: Wolf Gustscher

RE: Willow Creek Academy – 636 Nevada St Sausalito, CA 94965

Protera Inc. is pleased to provide this estimate for Mold Testing and Inspection to be performed concurrently via access provided by ATI during their destructive testing inspection. Due to concerns regarding possibly roof leaks, ATI will be onsite to set containment, cut one inspection in each of the five classrooms and cut five inspection holes in the library. The goal is to be able to perform a visual inspection of the cavity below the roof system for water damage or mold growth.

Protera Inc's role will be to test for mold in the ceiling cavity via swab testing of accessible materials via access hole provided by ATI. Following the sealing of the attic cavity and running of HEPA filtered air scrubbers for 24 hours, Mold spore ambient non-viable air tests will be performed using Air-O-Cell Spore trap cassettes and examined under direct microscopic analysis. Two outdoor ambient mold spore air samples will be taken from the outdoor environment each day air testing is performed, to establish a baseline for typical mold spore levels in the area.

Based on the results of swab and air testing performed Protera Inc. will provide reporting in the form of photo documentation, as well as a protocol for remediation of mold as identified through sampling and inspection.

Pricing

Technician Site Time :	\$125 per hr	3 hrs per day
		\$1,875
Mold Swab Sampling	\$75ea swab (20)	\$1,500
Mold Baseline Outdoor Samples	\$75ea 2 per day	\$ 750
Mold Ambient Indoor Samples	\$75ea (10)	\$ 750
Protocol & Documentation	\$350 per room (6)	\$2,100

Total: **\$6,975**

** pricing will be finalized per the above fee schedule.

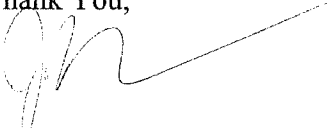
Limitations:

This proposal assumes that scheduled access will be provided without interruption on agreed upon sampling day for units. Sampling times/days will take place from 8am to 5pm Monday through Friday. Client will be responsible to provide access to facilities.

Protera Inc. will provide all necessary materials and equipment to perform sampling procedures, with the exception of high reach ladders if required. The pricing schedule and work terms included in this bid proposal are effective for 30 days from today.

Please do not hesitate to contact me with any questions regarding this proposal. We look forward to working with you on this project.

Thank You,



Joe Rotondo
Project Manager

ACCEPTED By:

Signature: _____

Date: _____

Print name: _____

Sausalito Marin City School District

Agenda Item: 16.01

Date: May 9, 2019

- | | |
|---|---|
| ☐ Correspondence | ☐ Consent Agenda |
| ☐ Reports | |
| ☐ General Functions | |
| ☐ Pupil Services | |
| ☐ Facilities | |
| ☒ Personnel Services | |
| ☐ Financial & Business Procedures | |
| ☐ Curriculum and Instruction | |
| ☐ Policy Development | |
| ☐ Public Hearings | |
| ☐ Local Control & Accountability Plan (LCAP) | |

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

Item: Hire Michael Britt, .50 FTE Music Teacher

Background: The District has been without a music teacher since January 2019, following the retirement of Ms. Jonnette Newton. Since then the District has searched for a .20 FTE Music Teacher, the same FTE as Ms. Newton held. Michael Britt applied for and was offered the position. When the panel saw and experienced him in the classroom with children, the Center for Excellence (CFE) set forth a campaign to raise the money to hire Mr. Britt at .40 FTE for the remainder of the year, where the position is set to increase as part of the 5-Year Strategic Art Plan.

Administration worked to determine classroom schedules could benefit from the additional music time. Since classes have been without music since January the additional time allowed students to make up for the loss of music time.

CFE then raised enough money to fund Mr. Britt at .50 FTE for the remainder of the 2018-19 school year. Ms. Franz, BMLK Art Teacher then voluntarily reduced her time for 2019-20 from .40 FTE (again, a part of the 5-Year Strategic Art Plan) to .30 FTE, ensuring that a .50 Music FTE could be sustained into 2019-20.

Dr. Michael Britt has years of experience teaching K-8 general music and choir. Dr. Britt is also a private music instructor to students in the East Bay.

Fiscal Impact: None (Previously budgeted)

Recommendation: Approve

Sausalito Marin City School District

Agenda Item: 16.02

Date: may 9, 2019

- | | | | |
|-------------------------------------|--|--------------------------|----------------|
| ☐ | Correspondence | ☐ | Consent Agenda |
| ☐ | Reports | | |
| ☐ | General Functions | | |
| ☐ | Pupil Services | | |
| ☐ | Facilities | | |
| ☒ | Personnel Services | | |
| ☐ | Financial & Business Procedures | | |
| ☐ | Curriculum and Instruction | | |
| ☐ | Policy Development | | |
| ☐ | Public Hearings | | |
| ☐ | Local Control & Accountability Plan (LCAP) | | |

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

Item: Hire Samantha Kelly, 1.0 FTE 1st Grade Teacher

Background: The board approved a leave of absence for Jennifer Banks for the 2019-20 school year. Ms. Banks currently teaches 1st grade. In response administration conducted a search for a teacher during Ms. Banks' leave.

Samantha Kelly comes to us from One Purpose School in Bayview Hunters Point. Ms. Kelly has three (3) years experience teaching 1st grade and her references were exemplary. We are pleased to bring Ms. Kelly on board at Bayside/MLK.

Fiscal Impact: Savings due to lower salary schedule placement – Ms. Banks is a senior teacher.

Recommendation: Approve

From: **Julianne Edmondson**

Date: Thu, Apr 25, 2019 at 4:23 PM

Mr. Finnane and Susan,

I am writing to formally request a leave of absence for the 2019/2020 school year. I am making this request under the provisions of Article VIII, Section 8 of the Collective Bargaining Agreement in order to meet the needs of a family member with a serious health condition.

I understand that this request must be approved by the school board.

I don't make this request lightly, and I am grateful for the support you both have given me over the past two years.

Thank you for your thoughtful consideration of my request.

With kindest regards,

Julianne Edmondson

Sausalito Marin City School District

Agenda Item: 16.04

Date: May 9, 2019

- | | |
|---|---|
| ☐ Correspondence | ☐ Consent Agenda |
| ☐ Reports | |
| ☐ General Functions | |
| ☐ Pupil Services | |
| ☐ Facilities | |
| ☒ Personnel Services | |
| ☐ Financial & Business Procedures | |
| ☐ Curriculum and Instruction | |
| ☐ Policy Development | |
| ☐ Public Hearings | |
| ☐ Local Control & Accountability Plan (LCAP) | |

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

Item: Administrative Assistant, District Office

Background: The District's current Administrative Assistant is retiring, effective June 30, 2019. Along with a thorough review of duties and consultation with the current Administrative Assistant, administration is recommending a revision to the Administrative Assistant, District Office Job Description so that it more accurately captures the appropriate duties of the position.

Fiscal Impact: None

Recommendation: Approval

SAUSALITO MARIN CITY SCHOOL DISTRICT

CLASSIFICATION Confidential Employee
TITLE Administrative Assistant, District Office
WORK YEAR 246Days (12 Months)

JOB DEFINITION

Administrative Assistant to the District Office

ESSENTIAL DUTIES

- Assist in general administrative operations, ~~research projects~~, and routine clerical duties
- Compile District data and maintain databases, records, and reports
- Act as District point of first contact; answering phones, greeting visitors, and providing information or direction
- Compose, prepare, and maintains ~~records of~~ District correspondence
- Assist with ~~Maintain~~ maintaining District's policies, administrative regulations, and procedures manuals
- Schedule, coordinate and maintain Superintendent calendars and appointments
- ~~Act as District liaison~~ Provides basic administrative secretarial support for with Superintendent, Board of Trustees, Principals, Parent Clubs, Coordinating Councils, Administrative Cabinet and the media
- Maintain confidentiality, a professional demeanor, and a clean and orderly office
- Prepares and publishes the District School Year Calendar
- Participate in professional development, trainings and tutorials to stay current in software applications
- Answer inquiries of District personnel
- ~~Process requests for flyer distribution at the schools~~
- Maintain staff, District and Community directories
- ~~Responsible for collection of information, preparation and distribution of First Day Packet, information for parents and students~~
- ~~Assist special education director with registration and establishment of proof of residency for pre-school services provided by the county~~ ^[TM1]
- ~~Obtain Spanish language translation services for documents as required~~
- ~~Distribute weekly attendance report based on information provided by sites~~ ^[TM2]
- Perform other duties as assigned

Under the direction of the Superintendent:

- Assist Superintendent in their ~~his~~ ^{her} role as Secretary to the Board of Trustees and in their ~~his~~ ^{her} District and County responsibilities

- Attend Board meetings as recording secretary and prepare minutes
- ~~Under direction from the Superintendent, prepare and distribute~~ Prepare and distribute Board packets
- Maintain official records of Board resolutions
- ~~Responsible for collection of information, preparation, and distribution of School Accountability Report Card (SARC)~~ [TM3]
- Send communications to staff, parents, and community as ~~directed~~ needed
- Process daily mail addressed to Superintendent and Board of Trustees
- Prepare and file with various agencies: bond, parcel tax, and election documents and statements of economic interest
- Prepare and file necessary paperwork for annual organizational meeting
- Prepare Annual Organizational Meeting materials and agenda planning calendars
- ~~Provide administrative secretarial support for a variety of committees~~
- Provide information on the District's interdistrict transfer policies/procedures
- Review interdistrict transfer requests for completeness, verify information, process requests, maintain ongoing report, maintain files
- Advise school site personnel on student residency issues

Under the direction of the Superintendent Chief Business Officer (CBO):

- Prepare payroll
- Perform responsible and detailed bookkeeping; such as audit timesheets, compute salary expenditures, and process insurance and membership reports
- Maintain absence tracking records
- Process accounts payable
- Track and order District Office supplies
- Handle cash receipts
- ~~and deposits~~

~~Under the direction of the Human Resources Manager:~~

- ~~Assists with hiring process, including job posting distribution, interview preparation and new hire paperwork processing~~
- ~~Maintain organization of paper flow and filing~~

QUALIFICATIONS (REQUIRED)

Ability to:

- Excellent secretarial skills including data entry and data processing.
- Execute the operations, procedures and policies of the District Office
- Demonstrate and maintain technological proficiency with emphasis on common software, website, and databases
- Keep accurate records and compile reports
- Keyboard at 60 w.p.m.
- Independent judgment and initiative
- Understand and carry out oral and written instructions in English

- Remain flexible, focused, and friendly during interruptions and distractions
- Follow direction
- Compile and organize reports and memoranda
- Compose effective correspondence, independently take notes at meetings, and transcribe into minutes and report
- Establish and maintain cooperative working relationships with Board members, administrators, teachers, classified staff, parents and the community at large

(DESIRED)

- Knowledge of ~~accounting~~ bookkeeping procedures and practices and the ability to apply this knowledge to related duties
- Operating knowledge of office equipment.

Education and Experience

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described. Bachelor's degree or equivalent in accounting, public administration, or business administration including courses in accounting, preferred. Successful completion of college courses and five year's equivalent office experience

Experience

Five years of increasingly responsible experience in the field of accounting or auditing, including at least three years in supervisory accounting work. Experience in a County Office of Education or school district preferred.

Knowledge of:

- Modern office practices and procedures;
- Public contact techniques;
- Accepted business English usage;
- Telephone etiquette;
- Safe work practices;

Skills In:

Language Skills:

- Written communication to prepare clear, concise letters, memoranda and other written documents with correct grammar, punctuation and spelling;
- Oral communication skills to communicate effectively with Marin County Office of Education personnel, administrative staffs, parents, students and the general public demonstrating tact, diplomacy and sensitivity to individual concerns;

- Reading comprehension skills to interpret policies, administrative regulations and programs and accurately explain to others; Mathematical Skills;
- Computational skills involving addition, subtraction, multiplication, and division using whole numbers.

Reasoning ability:

- Ability to apply common sense understanding to carry out simple instructions;
- Ability to deal with standardized situations with occasional variables;
- Decision making skills to exercise independent thinking and good judgment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to talk or hear;
- Uses hands to finger, handle, or feel;
- Reaches with hands and arms;
- Occasionally required to stand and walk;
- Occasionally lifts and/or moves up to 25 pounds;
- Vision abilities required include close vision, color vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions;
- Frequently works with a video display terminal for prolonged periods;
- The noise level is typical of an open office work environment with background noise of telephones and conversations;
- Works under conditions which might create stress;
- Functions with numerous interruptions.

SAUSALITO MARIN CITY SCHOOL DISTRICT

CLASSIFICATION Confidential Employee
TITLE Administrative Assistant, District Office
WORK YEAR 246Days (12 Months)

JOB DEFINITION

Administrative Assistant to the District Office

ESSENTIAL DUTIES

- Assist in general administrative operations and routine clerical duties
- Compile District data and maintain databases, records, and reports
- Act as District point of first contact; answering phones, greeting visitors, and providing information or direction
- Compose, prepare, and maintains District correspondence
- Assist with maintaining District's policies, administrative regulations, and procedures manuals
- Schedule, coordinate and maintain Superintendent calendars and appointments
- Provides basic administrative secretarial support for Superintendent, Board of Trustees, Councils, Administrative Cabinet
- Maintain confidentiality, a professional demeanor, and a clean and orderly office
- Prepares and publishes the District School Calendar
- Participate in professional development, trainings and tutorials to stay current in software applications
- Answer inquiries of District personnel
- Maintain staff directories
- Obtain Spanish language translation services for documents as required
- Perform other duties as assigned

Under the direction of the Superintendent:

- Assist Superintendent in their role as Secretary to the Board of Trustees and in their District and County responsibilities
- Attend Board meetings as recording secretary and prepare minutes
- Under direction from the Superintendent, prepare and distribute Board packets
- Maintain official records of Board resolutions
- Send communications as directed
- Process daily mail addressed to Superintendent and Board of Trustees
- Prepare and file with various agencies: bond, parcel tax, and election documents and statements of economic interest
- Prepare and file necessary paperwork for annual organizational meeting

- Prepare Annual Organizational Meeting materials and agenda planning calendars
- Provide information on the District's interdistrict transfer policies/procedures
- Review interdistrict transfer requests for completeness, verify information, process requests, maintain ongoing report, maintain files
- Advise school site personnel on student residency issues

Under the direction of the Superintendent:

- Prepare payroll
- Perform responsible and detailed bookkeeping; such as audit timesheets, compute salary expenditures, and process insurance and membership reports
- Maintain absence tracking records
- Process accounts payable
- Track and order District Office supplies
- Handle cash receipts
- Assists with hiring process, including job posting distribution, interview preparation and new hire paperwork processing
- Maintain organization of paper flow and filing

QUALIFICATIONS (REQUIRED)

Ability to:

- Excellent secretarial skills including data entry and data processing.
- Execute the operations, procedures and policies of the District Office
- Demonstrate and maintain technological proficiency with emphasis on common software, website, and databases
- Keep accurate records and compile reports
- Keyboard at 60 w.p.m.
- Independent judgment and initiative
- Understand and carry out oral and written instructions in English
- Remain flexible, focused, and friendly during interruptions and distractions
- Follow direction
- Compile and organize reports and memoranda
- Compose effective correspondence, independently take notes at meetings, and transcribe into minutes and report
- Establish and maintain cooperative working relationships with Board members, administrators, teachers, classified staff, parents and the community at large

(DESIRED)

- Knowledge of accounting procedures and practices and the ability to apply this knowledge to related duties
- Operating knowledge of office equipment.

Education

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described. Bachelor's degree or equivalent in accounting, public administration, or business administration including courses in accounting, preferred.

Experience

Five years of increasingly responsible experience in the field of accounting or auditing, including at least three years in supervisory accounting work. Experience in a County Office of Education or school district preferred.

Knowledge of:

- Modern office practices and procedures;
- Public contact techniques;
- Accepted business English usage;
- Telephone etiquette;
- Safe work practices;

Skills In:

Language Skills:

- Written communication to prepare clear, concise letters, memoranda and other written documents with correct grammar, punctuation and spelling;
- Oral communication skills to communicate effectively with Marin County Office of Education personnel, administrative staffs, parents, students and the general public demonstrating tact, diplomacy and sensitivity to individual concerns;
- Reading comprehension skills to interpret policies, administrative regulations and programs and accurately explain to others; Mathematical Skills:
- Computational skills involving addition, subtraction, multiplication, and division using whole numbers.

Reasoning ability:

- Ability to apply common sense understanding to carry out simple instructions;
- Ability to deal with standardized situations with occasional variables;
- Decision making skills to exercise independent thinking and good judgment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to talk or hear;
- Uses hands to finger, handle, or feel;
- Reaches with hands and arms;
- Occasionally required to stand and walk;
- Occasionally lifts and/or moves up to 25 pounds;

- Vision abilities required include close vision, color vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions;
- Frequently works with a video display terminal for prolonged periods;
- The noise level is typical of an open office work environment with background noise of telephones and conversations;
- Works under conditions which might create stress;
- Functions with numerous interruptions.

Sausalito Marin City School District

Agenda Item: 16.05

Date: May 9, 2019

- | | |
|---|---|
| ☐ Correspondence | ☐ Consent Agenda |
| ☐ Reports | |
| ☐ General Functions | |
| ☐ Pupil Services | |
| ☒ Facilities | |
| ☒ Personnel Services | |
| ☐ Financial & Business Procedures | |
| ☐ Curriculum and Instruction | |
| ☐ Policy Development | |
| ☐ Public Hearings | |
| ☐ Local Control & Accountability Plan (LCAP) | |

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

Item: Approve Hire of 1.0 FTE Maintenance & Operations Director Position

Background: During the 2018-19 school year the District has contracted with Larkspur Corte Madera School District (LCMSD) for .50 of a Director of Maintenance position. Wolf Gutscher has been serving the District in this role. Effective June 30, 2019, Mr. Gutscher will be retiring. Additionally, LCMSD notified the district they are removing the .50 Director position from their ranks. Consequently, the District needs to seek a Director of Maintenance. While the current arrangement with Mr. Gutscher worked well, it is clear the District's facilities needs require more time from a "working" Director of Maintenance position.

Fiscal Impact: Approximately \$31,000, depending on experience (based on Step 5 of 8 steps)

Recommendation: Approve

Sausalito Marin City School District

Agenda Item: 16.06

Date: May 9, 2019

- | | |
|---|---|
| ☐ Correspondence | ☐ Consent Agenda |
| ☐ Reports | |
| ☐ General Functions | |
| ☐ Pupil Services | |
| ☐ Facilities | |
| ☒ Personnel Services | |
| ☐ Financial & Business Procedures | |
| ☐ Curriculum and Instruction | |
| ☐ Policy Development | |
| ☐ Public Hearings | |
| ☐ Local Control & Accountability Plan (LCAP) | |

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

Item: Controller Job Description and Salary Schedule

Background: Administration has been reviewing job functions of the district office in order to identify efficiencies and stronger internal controls. A Controller position would be coupled with a consultant to perform the role of Chief Business Official (CBO), and would provide an added layer of accountability. However, administration seeks to simultaneously pursue a strong CBO candidate according the District's existing job description and salary schedule in the event that a suitable candidate for Controller is not located. Administration proposes to post these two positions simultaneously in order to cast a wide net for the best candidate. Only one position will be filled.

Fiscal Impact: Neutral. If a Controller position is created, the difference in costs between a full-time CBO would be budgeted as a contracted service.

Recommendation: Approval

Sausalito Marin City School District

Controller Job Description

Work Year: 12 months

Summary of Basic Functions & Responsibilities

Under general direction of the Superintendent or designee, plans, organizes, supervises, and carries out the day-to-day functions of accounting, payroll and financial record keeping in the business office; provides direction to school units; responsible for financial record keeping including revenue and expenditure reports; to perform analysis and project financial support. Understand and work effectively with people from different cultures.

Essential Duties & Responsibilities

The major functions and job responsibilities of the Controller include the following:

- Support the development and execution of the district's budget
- Support the district's budget reporting cycles.
- Report district financial accounting and reporting.
- Supervise the preparation of the District payroll.
- Maintain records.
- Supervise the administration of fringe benefit programs.
- Account for the district's income and expenses to meet the requirements established by the California School Accounting Manual and generally accepted accounting principles as established by the AICPA.
- Monitor cash flow.
- Control the data processing operations of the Business Division.
- Handle payment of district obligations accurately and expeditiously.
- Gather and report attendance data for State reporting purposes.
- Compile and review all assigned work.
- Evaluate the performance of business office staff members.
- Handle the function of internal auditing of financial and non-financial materials of district information in regard to generally accepted accounting and auditing guidelines.
- Audit and certify reports required by governmental agencies, i.e. annual financial, excess cost, project reimbursement, others as required.
- Audit and review of student body accounts.
- Perform special studies requested by management – time, cost, system, etc.
- Review and improve systems and procedures dealing with the effective utilization of personnel, office space, forms and supplies, equipment.
- Handle varied problems of all nature dealing with district fiscal activities.
- Attend staff, departmental, management and other meetings as required.

- Coordinate activities with the schools and other departments in the district.
- Establish and maintain a cooperative and harmonious working relationship with those contacted in the course of work.
- Provide timely and effective communication regarding incidents and/or situations that might impact the district office/schools to appropriate district personnel.
- Establish annual objectives deemed appropriate by the supervisor.
- Gather appropriate data in support of the status of district and school grants and projects.
- Other duties assigned by the supervisor will have been effectively accomplished.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge and Abilities:

- Principles and methods of public and business administration and management;
- Principles, practices and techniques of governmental and/or school accounting;
- Principles and practices of data processing, school budgetary preparation and control;
- Techniques of supervision, program budgeting on various equipment & software

Education:

- Desirable - B.A. or B.S. in business or public administration

Experience:

- Five or more years of accounting supervisory experience
- Experience with schools, city councils, and other governmental and private agencies desirable.

Licenses and Certificates:

- Valid Driver's License
- Fingerprint Clearance from the Department of Justice and Federal Bureau of Investigation

Personal Qualifications:

- Character, personality, social capability to relate effectively with staff and community; demonstrated ability to work with a variety of groups. Understand and work effectively with people from different cultures.

Language Skills:

- Written communication to prepare clear, concise letters, memoranda and other written documents with correct grammar, punctuation and spelling;
- Oral communication skills to communicate effectively with Sausalito Marin City School District personnel, administrative staffs, parents, students and the general public demonstrating tact, diplomacy and sensitivity to individual concerns;
- Reading comprehension skills to interpret policies, administrative regulations and programs and accurately explain to others;

Reasoning ability:

- Ability to apply common sense understanding to carry out simple instructions;
- Ability to deal with standardized situations with occasional variables;
- Decision making skills to exercise independent thinking and good judgment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to talk or hear;
- Uses hands to finger, handle, or feel;
- Reaches with hands and arms;
- Occasionally required to stand and walk;
- Occasionally lifts and/or moves up to 25 pounds;
- Vision abilities required include close vision, color vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions;
- Frequently works with a video display terminal for prolonged periods;

- The noise level is typical of an open office work environment with background noise of telephones and conversations;
- Works under conditions which might create stress;
- Functions with numerous interruptions.

Sausalito Marin City School District

Classified Salary Schedule: Management

2016-2017
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
Controller (34)	\$89,648	\$93,682	\$97,898	\$102,303	\$106,907	\$111,718	\$116,745	\$121,999
Director of Facilities (32)	\$70,587	\$74,116	\$77,822	\$81,713	\$85,799	\$89,659	\$93,695	\$97,910

BENEFITS

Chief Business Official

- Based on 12 month employment (246 work days + 15 holidays = 261 paid days)
 - Paid Holidays: 13 Holidays & 2 In Lieu days
- Vacation
 - 15 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

Controller

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

Director of Facilities

- 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
- Vacation
 - 15 Vacation days

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

SAUSALITO MARIN CITY SCHOOL DISTRICT
Sausalito, California

Bylaw
adopted:

Board Bylaws

BB 9130(a)

BOARD COMMITTEES

The Board of Trustees may establish a committee whenever it determines that such a committee would benefit the district by providing diverse viewpoints, specialized knowledge or expertise, or increased efficiency. Such committees may be subcommittees of the Board or committees that include members of the community, staff, or other stakeholder groups.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 9140 - Board Representatives)

Upon establishing a committee, the Board shall clearly define the committee's purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the Board and/or the Superintendent/Principal or designee. Unless specifically authorized by the Board to act on its behalf, the committee shall act in an advisory capacity.

~~Except for subcommittees of the Board, committee members shall, as appropriate, be recommended by the Superintendent/Principal or designee and appointed by the Board president, subject to Board approval.~~

The Superintendent/Principal or designee may create committees other than board committees and shall provide regular reports to the board, including but not limited to, membership, purpose and activities of the committee(s).

(cf. 9121 - President)

The Superintendent/Principal or designee shall provide committee members with information and assistance necessary for the fulfillment of the committee's charges, and may serve as a non-voting advisor to the committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and agencies.

Any committee not required by law may be dissolved when its duties or term has been completed or whenever the Board deems necessary.

Committee Meetings

Unless otherwise exempted by law, Board-created committees shall provide public notice of their meetings and conduct meetings in accordance with Government Code 54950-54963 (the Brown Act).

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

However, Board subcommittees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees.

BB 9130(b)

BOARD COMMITTEES (continued)

Standing committees of the Board, irrespective of membership, are those that have a continuing subject matter jurisdiction or a meeting schedule established by action of the Board. (Government Code 54952)

Standing committees with a continuing subject matter jurisdiction include, but are not limited to, those responsible for providing advice on budgets, audits, Board policy, contracts, and personnel matters at the Board's request.

(cf. 3100 - Budget)

(cf. 3430 - Investing)

(cf. 9310 - Board Policies)

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

Whenever any advisory or standing committee, including a committee not otherwise subject to the Brown Act, posts a meeting agenda at least 72 hours in advance of the meeting, that meeting shall be considered as a regular meeting of the Board for purposes of the Brown Act and therefore must be held within district boundaries unless otherwise authorized by law. (Government Code 54954)

Committees may meet in a closed session during a regular or special meeting only for those purposes specifically authorized by law for closed sessions held by the Board.

(cf. 9321 - Closed Session Purposes and Agendas)

Legal Reference: (see next page)

BB 9130(c)

BOARD COMMITTEES (continued)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35024 Executive committee

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

54950-54963 The Brown Act, especially:

54952 *Legislative body, definition*

54952.2 *Definition of meeting*

54954 *Time and place of regular meetings; special meetings; emergencies*

54954.3 *Opportunity for public to address legislative body*

54957 *Closed session purposes*

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

ATTORNEY GENERAL OPINIONS

81 *Ops. Cal. Atty. Gen.* 156 (1998)

80 *Ops. Cal. Atty. Gen.* 308 (1997)

79 *Ops. Cal. Atty. Gen.* 69 (1996)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2014

WEB SITES

CSBA: <http://www.csba.org>

National School Boards Association: <http://www.nsba.org>