



SAUSALITO MARIN CITY SCHOOL DISTRICT

Board of Trustees:
William Ziegler, President
Joshua Barrow, Vice President
Caroline Van Alst, Clerk
Shirley Thornton, Ed. D.
Thomas Newmeyer
Superintendent: Valerie Pitts, Ed.D.

BOARD OF TRUSTEES

Special Board Meeting of May 9, 2013
200 Phillips Drive, Marin City

5:00 p.m. – Closed Session

6:00 p.m. – Open Session

AGENDA

- I. **CALL MEETING TO ORDER** (Board President)
- II. **APPROVAL OF AGENDA ORDER**
- III. **PUBLIC COMMENTS ON CLOSED SESSION AGENDA**
- IV. **RECESS TO CLOSED SESSION TO CONSIDER AND/OR TAKE ACTION UPON ANY OF THE FOLLOWING ITEM(S)**
 - A. With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54956.8: **Lease Agreements and Service Contracts**
 - B. With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957: **Personnel**
- V. **RECONVENE TO OPEN SESSION**
 1. Announcement of Reportable Action Taken in Closed Session
 - A. **PERSONS WISHING TO ADDRESS THE BOARD ON ITEMS NOT ON THE AGENDA**
 - B. **FACILITIES**
 2. Discussion/Action: MLK Field Proposals
 3. Action: Approval to Proceed with Advertisements and Bidding
 - C. **MAINTAIN SOUND FISCAL DISCIPLINE AND OPERATIONS**
 4. Discussion: Budget Development-Willow Creek Academy Supplemental
 - D. **ATTRACT AND RETAIN HIGHLY QUALIFIED STAFF**
 5. Action: Contract Search Services with Hazard Young Attea (HYA)
 - E. **GOVERNANCE**

6. Discussion: Board Strategic Planning

F. CONSENT CALENDAR

The purpose of the Consent Calendar is to group items which may be approved routinely. A Board Member or member of the audience may request removal of an item for discussion. A Roll Call Vote should be taken to include all Resolutions.

7. Action: AB 1200 Disclosure

G. FUTURE BOARD AGENDA ITEMS

Recognitions
Assessment Reports (Writing/Study Island)
Marin & SFUSD Re: Interdistrict Attendance Agreements
Board Self Assessment
District Health Services Overview
Instructional Minutes/Bell Schedule
School Site Survey Results
First Draft – General Fund Budget
First Draft – WCA Budget
Year End After School Program Report
Grade Level Report

H. FUTURE BOARD MEETING DATES

May 21 Originally scheduled for May 23 (Golden Bell Education Evening)
June 13
June 27

I. UPCOMING DATES

May 10 Bayside Reading/Math Achievement Awards Assembly, 2:30 pm
May 15 Bayside Open House, "BBQ and Class Visits", 5:00-7:15 pm
May 21 Bayside Spring Concert Assembly, 1:30-2:45 pm
May 22 MLK Open House, 6:00-7:30 pm
May 23 Golden Bell Education Evening (Awards), 4:30 pm
May 27 School Closed, Memorial Day
June 7 Bayside Achievement Awards Assembly, 8:30 am
June 12 Kindergarten Step Up Ceremony, 10:00 am
June 12 Graduation 8th Grade, 6:30 pm
June 13 4th Grade Step Up Ceremony, 10:00 am
June 13 Last School Day, Minimum Day, Dismissal at 12:30 pm

VI. ADJOURNMENT

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board Meetings shall be adjourned at 10:00 p.m. unless extended to a specific time determined by a majority of the Board.

The Board of Trustees welcomes participation by the public. A person wishing to speak on any item on or off the agenda will be granted up to 3 minutes. The Board will limit the public comment period on any single item to 20 minutes. Members of the public are invited to submit comments in writing. An opportunity is provided for the public to address the Board on items not appearing on the agenda. However, in compliance with Board policy and the Brown Act, the Board is not permitted to discuss or take action on non-agenda items. Estimated times are approximate; actual times may vary. Members of the public who are interested in particular agenda items may wish to arrive early. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request accommodations at least 48 hours in advance of the meeting by contacting the Superintendent's Office at 415-332-3190. Any documents related to an agenda item for open session of a regular board meeting and distributed less than 72 hours before the meeting may be inspected at the District Office, 200 Phillips Drive, Sausalito, CA 94965.

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

Sausalito Marin City School District
Office of the Superintendent

Date: May 9, 2013
To: Board of Trustees
From: Valerie Pitts, Superintendent
Re: Discussion: MLK Field Proposals

Background

For many years a "field of dreams" has been discussed as part of the renovation and completion of the Martin Luther King Jr. Academy. The current field requires significant maintenance and is thus underutilized in its current condition. Rugby and MV Little League and CSD Parks and Rec programs use the fields for practices.

Analysis

Marin City Community Services District and First Base Foundation have both submitted proposals to fund and renovate the field at MLK Jr. Academy. The narrative proposals are attached and additional presentations will be made during the meeting.

Financial Impact

Both proposals are funded by sources other than district funds. District fees would be incurred for legal review and development of lease agreements.

Legal Implications

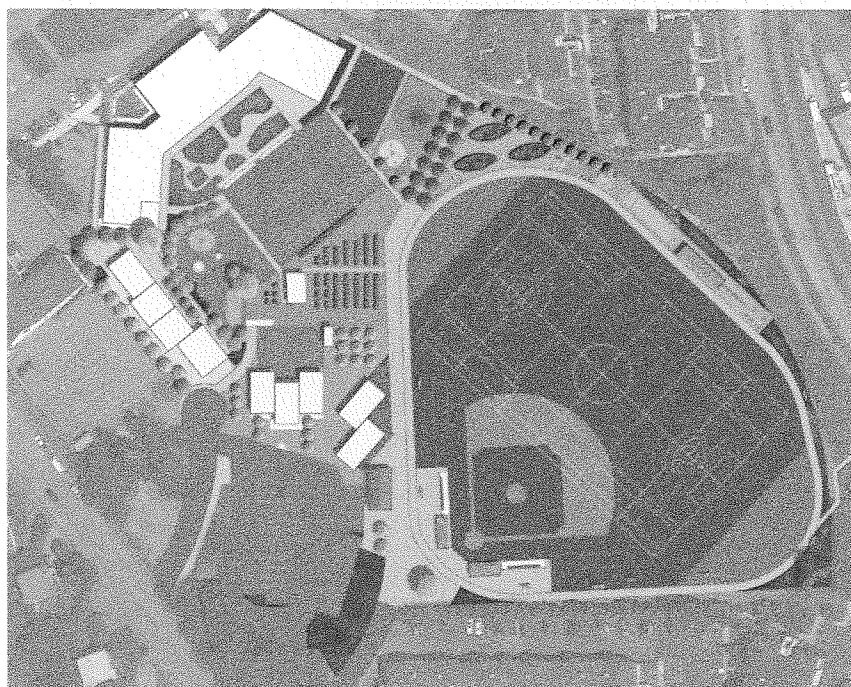
Both proposals require formal lease agreements.

Recommendation

This item is brought before the board for review and discussion. The superintendent recommends Trustees provide further direction for next steps.

Backup attached: Yes X No

Proposal to Develop
Dr. Martin Luther King, Jr. Academy Sports Field
April 30, 2013



Prepared for:
Sausalito-Marín City School District Board
200 Phillips Drive
Marín City, CA 94965

Prepared by:
Marín City Community Services District
630 Drake Avenue
Marín City, CA 94965
Contact: Johnathan Logan
415.332.1441





Johnathan Logan
General Manager
630 Drake Avenue
Marin City, CA 94965
Phone: (415) 332-1441

April 30, 2013

Dr. Valerie Pitts, Superintendent
Sausalito-Marin City School District
200 Phillips Drive
Marin City, CA 94965

Dear Dr. Pitts:

The Marin City Community Services District (MCCSD) is happy to submit a proposal for renovating and operating the Dr. Martin Luther King, Jr. Academy Sports Field in Marin City. The Field is a community asset that is currently underutilized and needs to physically be renovated to increase usage and improve safety for children and adults.

Proposal components include an Executive Summary, Development Plan, Site Operations Plan, Project Financing Plan, and Appendices. My design-build team and I have developed a short presentation for consideration by you and your board. We are available to present at a school board and/or facilities committee meeting in the near future.

I continue to be excited about this project, something MCCSD has been interested in for several years. I welcome your feedback and questions and hope to work together with you on this very worthwhile community project.

Sincerely,

Johnathan Logan, General Manager
Marin City Community Services District

EXECUTIVE SUMMARY

The Marin City Community Services District (MCCSD) proposes to design, finance, renovate and operate the Dr. Martin Luther King, Jr. Academy Ball Field (Field) in exchange for a long term lease agreement with the Sausalito-Marín City School District (SMCSD). The Field is a community asset that is currently underutilized and needs to physically be renovated to increase usage and improve safety for children and adults. The proposed improvements will transform the Field into a lively destination for healthy activities, leisure, and entertainment.

To this end, MCCSD is proposing to make improvements to the Field that include constructing a synthetic turf multi-purpose field, rubberized track, energy efficient lighting, score board, concession stand, restrooms, storage, and other amenities. The plan also includes improving and/or modernizing existing seating, dugouts, and backstops. MCCSD will initially invest \$1.5M into this project and will implement other phases of the project appropriately to align with project goals, timelines and available funding.

To implement this project, a world class design-build team has been assembled that consists of architectural firm Royston Hanamoto Alley and Abey (RHAA) and building contractor Robert A. Bothman, Inc. These two firms have more than 86 years of combined design, project management, construction management, and estimating experience. RHAA has designed more than 500 park projects in the Bay Area and is the architect of record for the Rocky Graham Park Project in Marin City being implemented by MCCSD. Bothman has completed over 400 successful projects within the last 5 years including public school facilities and has an expert knowledge of the DSA process.

This proposal is organized in five sections:

- 1) **Development Plan**, which includes a conceptual design plan for the field, capital project budget, project phases, and information about design-build team.
- 2) **Site Operations Plan**, which includes an ongoing maintenance, operations, scheduling, administrative, fund development, and marketing plan.
- 3) **Financing Plan**, which identifies sources of funding for the capital project and revenue projection scenarios for one year.
- 4) **Appendices**, Request for Statement of Interest (demand survey), Sample Joint Use Agreement, Field Rental Agreement.

DEVELOPMENT PLAN

MCCSD has experience leading master planning processes. In 2009, MCCSD completed a master planning process for its 5 acre site located directly across the street from Dr. Martin Luther King, Jr. Academy. The master plan is currently being updated; however funding in the amount of \$4.93M has been secured to redevelop Rocky graham Park which is Phase I of the implementation plan. This project is underway and currently in the design and environmental study phase. Other Phases include constructing a new gym, teen center, and classrooms and renovating the existing Marin City Recreation Center.

For the Field project, MCCSD has assembled a world class design-build team. MCCSD, Marin-based architectural firm Royston, Hanamoto, Alley, and Abey (RHAA) and bay area building contractor Robert Bothman, Inc. have collaborated to design a master plan for the ball field site. The design-build team has more than 86 years collective experience building parks and fields and have designed, planned and/or built more than 900 projects. Many of these projects have been school facilities, including fields, and the team has expert knowledge of the DSA process. The master plan includes a synthetic turf multi-purpose sports field, bull pen / warm up area, batting cage, dugouts, rubberized perimeter track, children's play area, concession stand, restrooms, storage, ADA field access, modernized back stops, score board, bleacher seating, and public art. MCCSD will initially invest \$1.5M into Phase I of the project. Other phases of the project will be implemented as funding becomes available.

MCCSD proposes that the project be delivered through a Lease-Lease Back agreement with a guaranteed maximum price. This will allow the project to be delivered in an efficient way that contains project cost, allows ongoing value engineering, and complete engagement of the architect and builder through the pre-construction phase of the project.

The remaining portion of this section includes several versions of the Field master plan, project phases, detailed project budget and scope, and summary of qualifications of design-build team.

SITE OPERATIONS PLAN

I. Field Maintenance

Currently MCCSD has three maintenance staff who will also be assigned to maintain the ball field. If and when more help is needed, additional attendance staff can be hired to help maintain the ball field. All of the staff will be properly trained and certified in turf maintenance before they begin work on the field.

Synthetic turf provides a low maintenance and environmentally friendly option for sports fields. MCCSD will work to ensure proper use of the field based to decrease the chance of damage. MCCSD will post signs to inform the community of what is prohibited on the turf field including food, gum, smoking, etc. Regular maintenance based on Turf Maintenance Guidelines will be used to ensure longevity of the field.

Proper Turf Scrub will be used to remove stains, bodily fluids, oil spills, and other spills from the turf. If moss or weed growth occurs, MCCSD will attend to it immediately. High traffic areas will be checked weekly to see if infill levels are sufficient. MCCSD will use the necessary grooming tool and an approved tractor to maintain the field. As suggested by turf maintenance guidelines, the field will be Raked every 4-6 weeks, Brushed every 6-8 weeks, Aerated 3 times per year after the first year, and Swept when necessary to remove debris. Temporary chalk paint lines will be painted by MCCSD staff and maintained properly based on guidelines. Permanent field lines will be monitored regularly to ensure functionality and re-painted when necessary. The field will be washed periodically to remove residues. If non-sporting events are considered, MCCSD will use the proper equipment to protect the turf.

II. Field Operations

MCCSD will be responsible for the day to day operation of the field. Concessions will be managed by MCCSD in all capacities. MCCSD will be responsible for day to day garbage pick-up and general cleanliness of the field. MCCSD will ensure the field is safe for use and will repair damage, sterilize turf when necessary, and will carry out field maintenance as outlined above. Field lighting will be controlled by MCCSD staff. Lights will be turned on at dusk (time dependant of season) and will be on Sunday thru Thursday until 8pm and Friday thru Saturday until 9pm out of respect for surrounding neighbors. Special consideration may be made for special events.

III. Lease Agreements/Structure

MCCSD will be responsible for pursuing and maintaining lease agreements with prospective renters. The Marin City Sausalito School District will have exclusive access to the field between the hours of 8am-3pm Monday thru Friday during the academic year. MCCSD will have access to use or lease the field during all other operational times. MCCSD plans to pursue lease agreements with 3-4 seasonal sporting leagues who will commit to a two to five year contract for use of the field. This will serve as regular expected revenue during the contract period. In an

effort to ensure community accessibility 25% of lease agreement time will be solely dedicated to Marin City Residents and Marin City organizational use. Payment will be subsidized and established based on a sliding scale. Remaining lease agreement time will be allotted for short term use including but not limited to sports camps, special events, and tournaments.

IV. Administration

MCCSD has a long history of managing rental properties. Since it was founded in 1958 MCCSD has managed the lease of the Recreation Center and other campus structures. Currently MCCSD generates over \$150,000 per year in lease revenue of its facilities. To this end, MCCSD will be responsible for general administration with regard to the ball field. MCCSD is prepared to manage scheduling, budgeting, correspondence, outreach/public relations, development and marketing (outline below), complaints, and other administrative tasks with regard to the ball field. MCCSD will also manage and ensure ample staff is available to run all field operations. If necessary, additional staff will be hired by MCCSD to manage the field.

V. Fund Development

MCCSD is dedicated to an ongoing outreach and fund development plan in order to ensure sustainability of field operations. Upon contract agreement MCCSD will distribute an already established market research tool (see attached) to establish interest and possible field use. This tool will be distributed and results will be analyzed regularly. Portions of lease capital will be set aside for long term maintenance needs including turf and other equipment replacement when needed. Along with this, MCCSD will pursue field sponsors, grants, donors, and other fundraising efforts to allow for ongoing improvements to the field. MCCSD will be responsible for posting signage and advertising sponsor support. Publically accessible budget and use reports will be available at the end of each fiscal year.

VI. Marketing

MCCSD plans to have a comprehensive marketing plan with regard to the ball field. Marketing of the field will be integrated in to MCCSD current public outreach via the website, social media, printed/online newsletter, press releases, and email blasts. Special marketing efforts will also be allocated to the field when appropriate. MCCSD will dedicate a page on the website (currently being developed) to the ball field for the community to get information and inquire about use. MCCSD will also throw a grand opening/ribbon cutting ceremony with support from the community once the project is completed.

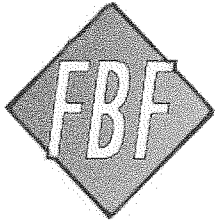
FINANCING PLAN

MCCSD will borrow \$1.5M to finance the field improvements for Phase I and use general fund revenues to service the debt. Specific funding revenue sources to be pledged are MCCSD portion of Marin County Measure A¹ (~\$55K) tax proceeds and portion of property taxes (\$150K). Both of these sources are stable and suitable for this purpose.

Additionally, MCCSD recently won the Chevrolet Diamonds and Dreams sweepstakes—an online promotion that grants baseball field renovations valued at \$40K. Chevrolet conducts this promotion in partnership with Scotts Company and Major League Baseball. They have committed to improving the backstop and dugouts.

Further, the Field will generate revenue through lease agreements with athletic leagues and camps. There is a huge demand for fields in Southern Marin. The following two charts provide two revenue projections. The first is based on \$70 per/hour rental rate, considered to be conservative. The second assumes a \$110 per/hr rental rate considered to be more consistent with the market for field use with lights and synthetic turf.

¹ Measure A is a ¼ cents sales tax increase that was passed by Marin County voters in November 2012. Year 1 revenues to MCCSD are estimated to be \$55K.



THE FIRST BASE FOUNDATION

25th April 2013

Proposal for Marin City Urban Sports Facility & Dusty Baker Field
for
Sausalito Marin City School District and Martin Luther King Jr. Academy

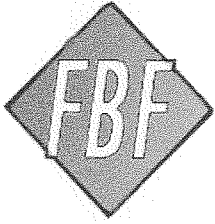
Proposing Organization: **First Base Foundation** - non-profit 501(c)3
Noah Jackson
519 Browning Street
Mill Valley, CA, 94941

Project & Location: **Marin City Urban Sports Facility & Dusty Baker Field**
Martin Luther King Jr. Academy
630 Drake Ave
Marin City, CA, 94965

Proposal: The First Base Foundation proposes to renovate and improve existing structures and create a state-of-the-art sports complex on the site of the Martin Luther King Jr. Academy. This facility and field will create a safe space for Physical Education and after-school athletic programs for students at Martin Luther King Jr. Academy, and will serve as a beacon of community pride and rejuvenation.

Vision: The First Base Foundation is committed to collaborating with the Sausalito Marin City School District and dedicated to furthering their vision for building character and fostering strong relationships of mutual trust and respect through athletics. The First Base Foundation believes every student athlete should have equal opportunities to pursue higher education and/or play professional sports regardless of race, ethnicity, or socioeconomic background.

General Scope The general scope of construction will include a multi-purpose AstroTurf Field that can be use for multiple athletic programs and community events. This will be designed to align with the comprehensive education standards set forth by Martin Luther King Jr. Academy. Additionally, there will be the creation of an Athletic Field House for Joint Use between MLK Academy and FBF. Grandstands will be constructed to hold up to three hundred and seventy-five bucket seats, supporting structures, scoreboard, sports lighting, and upgraded landscaping to create a safe thoroughfare from MLK Academy to the Dusty Baker Field.



THE FIRST BASE FOUNDATION

Facility Design: Brereton Architects shall develop the site plan, grandstand and building structures, and define building materials and structural mechanical systems for preliminary pricing. Site plans will be developed with the Landscape Architects, Abey Arnold Associates. Construction materials and systems will be developed with the General Contractor, Alten Construction. Preliminary sports lighting will be designed by Musco.

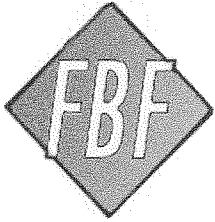
Schematic Design Deliverables:

1. Preliminary site plan illustrating hardscape and landscaped areas, which incorporate landscape coordination, and indicate points of entry, path of travel, and security.
2. Floor plans and sections addressing uses at each level, accessibility, and spectator grandstand site lines.
3. Building facades and materials.
4. Baseball field and alternatives field sport accommodation coordinated with sport lighting layout and preliminary foot-candle study.

Financial Stability & Responsibility: This facility will be built using Private Money. The First Base Foundation will spearhead the fundraising efforts to make this possible. Financial donations will come from:

- Marin Community Foundation
- Major League Baseball
- The Olympic Club Foundation
- The Flora L Thornton Foundation
- Safeway Corporation
- San Francisco Giants
- San Diego Padres
- New York Mets
- Oakland Athletics
- Ken Morris
- Dusty and Melissa Baker
- JMP Securities
- Oakland Children's Hospital
- Tangent Computers INC

The First Base Foundation is prepared to negotiate a Lease-Leaseback Option with the Sausalito Marin City School District that will be encompassed by a Triple-Net Lease.



THE FIRST BASE FOUNDATION

Community Giving: The First Base Foundation will give a percentage of the Yearly Facility Rental Revenue to the Sausalito Marin City School District.

The First Base Foundation will also give a percentage of the Yearly Facility Rental Revenue to students at Martin Luther King Jr. Academy who graduate from eighth grade.

**Promotional &
Community
Programs:**

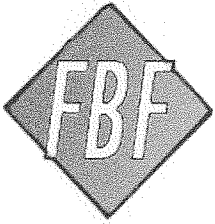
The following identifies the Promotional Meetings for the Community, Construction of Informational Presentation Materials and Programs to be organized by the First Base Foundation.

Based on initial Meetings with the Sausalito Marin City School District, the First Base Foundation will create and organize promotional Presentations Meetings and Informational Documents outlining Community Involvement during the construction phase. First Base Foundation will also inform residents of Community Programs that will be provided for all community members after the renovation of the existing field and construction of the stadium facility at Martin Luther King Jr. Academy.

The First Base Foundation will organize and create PowerPoint presentations for the Sausalito Marin City School District to illustrate the scope of the project, the architectural renderings of the building process, and the Community Involvement in the project.

The First Base Foundation will create PowerPoint Presentations for Town Hall Meetings held in Marin City to raise Community Awareness about the project, so that the Marin City Community is knowledgeable and feels included in the building process.

The First Base Foundation will design, create, and distribute Physical Handouts to Community Members at Town Hall Meetings before the construction and renovation of the Athletic Facility distribution. These Handouts are designed to raise knowledge and awareness regarding the Building Project, and will reiterate the information from the PowerPoint Presentation. These Handouts are for Community Members to bring home and review.



THE FIRST BASE FOUNDATION

Community Planning Deliverables

1. Coordinating Meetings with Architects and Construction
2. Coordinating and Organizing Meetings with Sausalito Marin City School District (SMCSD)
3. Creating and Designing Detailed PowerPoint for SMCSD Meetings
4. Designing, Creating, and Distributing Informational Handouts Packages to Community Members
5. Organizing Informational Community Town Hall Meetings
6. Creating and Designing Detailed PowerPoint for Town Hall Meeting
7. Designing, Creating, and Distributing Informational Handouts Packages to Community Members

Sausalito Marin City School District
Office of the Superintendent

Date: May 9, 2013
To: Board of Trustees
From: Valerie Pitts, Superintendent
Re: Action: Approval to Proceed with Advertisements and Bidding
The Martin Luther King Jr. Academy Site Improvements Project

Background

In January, 2013 Trustees approved schematic design for a combined Bayside/MLK Academy Pre-K-8 school.

Greystone West Construction Management and Quattrochi Kwok Architects are working on the project. A pre-construction services contract was awarded to the lowest bidder JLC Modular. Subsequently, the modular services contract has been awarded to JLC Modular. The site work is to bid under separate contract.

Analysis

The District is planning to start construction this summer for the MLK Academy Site Improvements Package. Currently the Site Package has been sent to DSA and is under plan check review. In order to meet the summer project schedule, we are requesting approval from the Board to advertise this project and hold the job walk and bid opening prior to the June Board Meetings. In June we plan to bring forth the bid results and request to issue Notice of Award to the Site Contractor.

Financial Impact

The construction budget for this project is \$1,200,000.

Legal Implications

This project will be bid in accordance with the standards set forth in the education code.

Recommendation

The superintendent recommends the Board approve proceeding with advertising and bidding for the Martin Luther King Jr Academy Site Improvements Package.

Backup attached: Yes ☐ No ☒

Sausalito Marin City School District
Office of the Superintendent

Date: May 9, 2013
To: Board of Trustees
From: Valerie Pitts, Superintendent, and Paula Rigney, Business Manager
Re: Discussion: Budget Development 2013-2014

Background

District activities related to budget development are outlined in the Budget Development Calendar approved by the Board.

School Districts in California are required to adopt their annual budgets in accordance with the statutory timelines established by Education Code (EC) Section 42127, which requires that on or before July 1st of each fiscal year, the governing board holds a public hearing on the budget for the subsequent fiscal year; the board must file the adopted budget of the district with the County Superintendent of Schools. Currently the District is preparing for the 2013-2014 budget. The District's budget will reflect the priorities, goals and objectives which were developed by the Superintendent and the board in its Strategic Plan:

- Provide safe, healthy, positive learning environments
- Ensure that all students within SMCS D reach a high level of achievement
- Maintain sound fiscal discipline and operations
- Attract, retain and inspire highly qualified staff
- Engage the community by building strong, constructive relationships with students, parents and local groups

Analysis

Budget Development for the coming fiscal year begins when the Governor announces his proposed State Budget in January. The Governor has proposed a budget plan for 2013-2014. There are proposals contained in the Governor's Budget and many details that need to be worked out. Analysis and review of the Governor's budget proposal is ongoing by many of the state and district fiscal advisory groups as they attempt to make a quantifiable explanation of this proposed budget and begin the process of advising school district on how to prepare their budget development for 2013-2014.

The district's 2013-2014 budget is aligned to meet the goals and objectives that will address student and community needs. As always, the District is dedicated to providing wise use of taxpayers' dollars and meeting its financial commitments.

Currently the 2013-2014 Budget includes the following:

- 14 FTE Certificated: 9 self-contained, .Music/Art/Spanish/PE, Sped, Counselor
- 2.0 FTE: Site Administration
- 11.43 FTE: 10.0 FTE: Paraprofessionals, 1.0 FTE School Site Secretary, .43 FTE Cafeteria
- 1.4 FTE: Custodial (per the CASBO formula)
- On-going funds for professional development for staff
- Decrease in books and supplies from 2012-2013 (onetime expenses and elimination in services no longer needed).
- Decrease in services and operating expenditures from 2012-2013 (onetime expenses/carry over/eliminations in services no longer needed/reductions in costs associated with grants); some of the shift of responsibility to site administration
- Slight increase in other outgoing by 8% for possible increases in special education excess costs from County Office of Education, Non-Public School and Non-Public Agency costs.

Financial Impact

The financial impact of the various components of the 2013-2014 budget plan will be determined as the budget is developed.

Legal Implications

None

Recommendation

This item is for information and discussion purposes.

Backup attached: Yes _____ No X_____

Sausalito Marin City School District
Office of the Superintendent

Date: May 9, 2013
To: Board of Trustees
From: Valerie Pitts, Superintendent
Re: Action: Contract Search Services with Hazard Young Attea (HYA)

Background

The Sausalito-Marín City School District Board of Trustees, in a step frequently taken by all responsible boards, is undertaking a review of the structures and systems of their district as they plan for the 2013/2014 school year. In an effort to ensure that they are addressing their goal of serving the needs of all of their students, the Board will conduct a review of the administrative structure and services of the district, including the many shared-services arrangements currently utilized in the district.

Analysis

One of the most important aspects of shared services is that it is responsive to the changing needs and objectives of a school district. As part of the study of the administrative structure and services, the Board has determined that they will move forward with a model that includes the direct hire of a part-time superintendent.

Trustees have worked collaboratively with current interim Superintendent, Valerie Pitts, to refine the structure based on district priorities with a focus on student outcomes. In order to move forward with the selection of a qualified superintendent, the Board can contract with a specialized firm to help with the search. Attached is a proposal from Hazard, Young, Attea for superintendent search services.

Financial Impact

The cost of the contract is \$15,000.

Recommendation

The Superintendent recommends Trustees approve the contract for search services with Hazard, Young, Attea.

Backup Attached: Yes ☒ No ☐



HYA Executive Search Hazard, Young, Attea & Associates

May 1, 2013

E-Mail Memo to Valerie Pitts from Bill Levinson regarding the Superintendent Search Proposal

- I. Meet with Board to develop a search calendar and review FTE, compensation/health benefit parameters, inside candidates and other criteria identified by the board. This meeting will occur the week of May 13th.
- II. Conduct two days (one day for each consultant) of leadership profile interviews with individuals and/or groups designated by the board. Ask four questions:
 - a. What are the strengths of the district?
 - b. What are the challenges the new superintendent will face?
 - c. What qualities are you looking for in a new superintendent?
 - d. Do you have any suggested candidates?
- III. From the interviews, prepare a three-page report summarizing the essential strengths, challenges and qualities and present to the Board (public document). The report will serve as the basis for the consultants' recruitment efforts and screening interview questions.
- IV. Prepare advertisements for EdCal. District to submit notice in Ed Join. Candidates to complete HYA web based application.
- V. Using recommendations from profile interviews and consultant contacts throughout northern California, recruit candidates for the position. Monitor applications.
- VI. Consultants will conduct thirty minute prescreening interviews with the most highly qualified candidates at an off-site confidential location.
- VII. Consultants will conduct thorough reference checks prior to recommending a slate of 3-5 candidates for the Board to interview. Upon the selection of a single finalist a due diligence background report will be generated by Baker Eubanks.

ECRA Group, Inc.
5600 N. River Rd., Rosemont, IL 60018
847.318.0072 • FEIN #27-0092348

- VIII. Consultants will conduct an interview workshop with the Board and assist the Board to develop questions for the interview and will meet with the Board after the interview to assist in the debriefing process to identify the preferred candidate.
- IX. The Board is responsible for conducting a second interview, if needed, and with counsel, negotiating an employment contract with the preferred candidate.

In consideration for Services, the District will pay to ECRA Group, Inc.:

- \$15,000 for the consulting fee for the search. This fee is due in two installments:
 - 50% due at contract signing
 - 50% due when slate is presented
- Reimbursements for advertisements will be billed at the conclusion of the search.
- Reimbursement for travel expenses of candidates invited for interview by the consultants or by the Board, will be billed after the slate is presented and/or at conclusion of the search.
- Reimbursement for consultant expenses related to travel to meet with the Board and/or conduct interviews will be billed at the conclusion of the search.
- Reimbursement of copying, shipping, postage and telephone expenses will be billed at conclusion of the search.
- Should the Board choose to end the search before a superintendent is selected, the Board is responsible for the search fee and all expenses incurred prior to their decision – advertisements, candidate travel expenses, and consultant travel expenses.

If this meets with Board approval, please sign:

William Ziegler, President
Board of Trustees, Sausalito Marin City School District

Sausalito Marin City School District
Office of the Superintendent

Date: May 9, 2013
To: Board of Trustees
From: Valerie Pitts, Superintendent
Re: Action: AB 1200 Disclosure for Sausalito Marin City CTA Settlement

Background

The AB 1200 fiscal oversight process requires a disclosure to the Board in open session and a submittal to the County Office of Education regarding the impacts of any collective bargaining settlement. The disclosure uses a prescribed format. The District has reached a tentative agreement with the Sausalito Marin City School District Teachers Association, which has been analyzed and reported in this agenda item.

Analysis

This document presents the fiscal impact of the SMCSO-CTA agreement reached for the school year 2012-2013 in a format requested by the Marin County Office of Education. It has been posted and made available pursuant to State law. The impact of the tentative certificated settlement is reflected in this document.

Financial Impact

The estimated cost of the SMCSO-CTA settlement is approximately \$11,844 for the current year and \$23,901 in 2013-14 (one year only).

Legal Consideration

The submittal of this report to the Board and County Office is required by law (AB1200).

Recommendation

The Superintendent recommends the Trustees accept this report and direct its submittal to the County Office of Education.

Backup attached: Yes X No

**Marin County Office of Education
Business Services Department**

**PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449**

Name of School District: Sausalito Marin City School District
 Name of Bargaining Unit: CTA-Sausalito Marin City School District Teachers Association
 Certificated or Classified: Certificated

The proposed agreement covers the period beginning: July 1, 2011 and ending: June 30, 2013
 (date) (date)

The Governing Board will act upon this agreement on: May 9, 2013
 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the county office at least ten (10) working days prior to the date the governing board will take action.

A. Proposed Change in Compensation

Compensation	Annual Cost Prior to Proposed Agreement FY	Fiscal Impact of Proposed Agreement		
		2012-13 Increase/(Decrease) FY	2013-14 Increase/(Decrease) FY	Year 3 Increase/(Decrease) FY
1 Salary Schedule Increase (Decrease)	\$1,040,446	\$10,404	\$20,999	\$0
		1.00%	2.00%	0.00%
2 Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Included Above	Included Above	Included Above	Included Above
3 Other Compensation - Increase (Decrease)(Stipends, Bonuses, Longevity, Overtime, etc.)	\$0	\$0	\$0	\$0
Description of other compensation				
4 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicate etc.	\$143,924	\$1,439	\$2,902	
		1.00%	2.00%	0.00%
5 Health/Welfare Plans	\$126,829	\$0	\$0	\$0
		0.00%	0.00%	0.00%
6 Total Compensation - Increase (Decrease) (Total Lines 1-5)	\$1,311,198	\$11,844	\$23,901	\$0
7 Total Number of Represented Employees (Use FTEs if appropriate)	14.80			
8 Total Compensation <u>Average</u> Cost per Employee	\$ 88,594.49	\$ 800.25	\$ 1,614.96	-
		0.90%	1.81%	0.00%

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

2% on the schedule effective January 1, 2013

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

None

11. Please include comments and explanations as necessary.

This final settlement of negotiations is for 2011-2012 and 2012-2013. There was a 0% increase on the 2011-2012 salary schedule.

12. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes ☒ No ☐

If yes, please describe the cap amount.

\$10,191 prorated for FTE (this amount is for a full time employee).

B. Proposed Negotiated Changes in Noncompensation Items (i.e., class size adjustments, etc.)

The three additional days of staff development shall be included as part of the teacher's work year and shall include as part of the teacher's base salary beginning with 2012-13 school year. Teacher's work year shall be 186 work days effective July 1, 2013. Addition of Article XXVI - Early Retirement Incentive Program

C. What are the specific impacts on instructional and support programs to accommodate the settlement?

Please indicate the status of these changes: 1) planning stage, 2) in-progress, or 3) adopted. Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

None

D. What contingency language is included in the proposed agreement? Include specific areas identified reopeners, applicable fiscal years, and specific contingency language.

Standard reopeners included Pay/Benefits and two articles of each party's choice to be determined.

E. Will this agreement create, increase or decrease deficit spending in the current or subsequent year(s)? "Deficit spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

With revisions to current year revenues and other expenditures approved after board adoption of 2012-13 budget an increase deficit "budgeting" reflects from adopted current budget and the two subsequent years. MYP still projects a positive Undesignated Ending Balance in year 3.

F. Describe other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc. Please disclose any other components of the agreement which may or may not affect the district's fund balance in future years.

None

G. Source of Funding for Proposed Agreement

1. Current Year

Beginning fund balance 2012-13 and additional allocation of categorical funds

2. If this is a single year agreement, how will the on-going cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

Large ending fund balance, staffing reductions and other expenditure reductions will allow district to afford this contract.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Sausalito Marin City School District****Unrestricted General Fund**Bargaining Unit: **CTA-Sausalito Marin City School District Teachers Association**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of mm/dd/yy)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 3,422,396.00	\$ -		\$ 3,422,396.00
Remaining Revenues (8100-8799)	\$ 831,316.00	\$ -		\$ 831,316.00
TOTAL REVENUES	\$ 4,253,712.00	\$ -	\$ -	\$ 4,253,712.00
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 1,007,247.00	\$ 7,780.59	\$ 15,752.19	\$ 1,030,779.78
Classified Salaries (2000-2999)	\$ 507,906.00	\$ -		\$ 507,906.00
Employee Benefits (3000-3999)	\$ 478,261.00	\$ 1,067.47	\$ 2,158.94	\$ 481,487.41
Books and Supplies (4000-4999)	\$ 82,755.00	\$ -		\$ 82,755.00
Services, Other Operating Expenses (5000-5999)	\$ 736,298.00	\$ -		\$ 736,298.00
Capital Outlay (6000-6599)	\$ -	\$ -		\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 348,276.00	\$ -		\$ 348,276.00
Direct Support/Indirect Cost (7300-7399)	\$ (12,488.00)	\$ -		\$ (12,488.00)
Other Adjustments				
TOTAL EXPENDITURES	\$ 3,148,255.00	\$ 8,848.06	\$ 17,911.13	\$ 3,175,014.19
OPERATING SURPLUS (DEFICIT)	\$ 1,105,457.00	\$ (8,848.06)	\$ (17,911.13)	\$ 1,078,697.81
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -	\$ -		\$ -
TRANSFERS OUT & OTHER USES (7610-7699)	\$ 209,851.00	\$ -		\$ 209,851.00
CONTRIBUTIONS (8980-8999)	\$ (1,090,211.00)	\$ -		\$ (1,090,211.00)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (194,605.00)	\$ (8,848.06)	\$ (17,911.13)	\$ (221,364.19)
BEGINNING BALANCE	\$ 1,232,781.23			\$ 1,232,781.23
Prior-Year Adjustments/Restatements (9793/9795)				\$ -
CURRENT-YEAR ENDING BALANCE	\$ 1,038,176.23	\$ (8,848.06)	\$ (17,911.13)	\$ 1,011,417.04
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ -			\$ -
Reserved for Economic Uncertainties (9770)	\$ 301,533.00			\$ 301,533.00
Designated Amounts (9775-9780)	\$ 301,533.00			\$ 301,533.00
Unappropriated Amount (9790)	\$ 435,110.23	\$ (8,848.06)	\$ (17,911.13)	\$ 408,351.04

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Sausalito Marin City School District

Restricted General Fund

Bargaining Unit: **CTA-Sausalito Marin City School District Teachers Association**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of mm/dd/yy)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 20,422.00	\$ -	\$ -	\$ 20,422.00
Remaining Revenues (8100-8799)	\$ 1,349,714.00	\$ -	\$ -	\$ 1,349,714.00
TOTAL REVENUES	\$ 1,370,136.00	\$ -	\$ -	\$ 1,370,136.00
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 598,079.00	\$ 2,623.41	\$ 5,246.81	\$ 605,949.22
Classified Salaries (2000-2999)	\$ 394,584.00	\$ -		\$ 394,584.00
Employee Benefits (3000-3999)	\$ 303,344.00	\$ 371.53	\$ 743.06	\$ 304,458.59
Books and Supplies (4000-4999)	\$ 216,888.00	\$ -	\$ -	\$ 216,888.00
Services, Other Operating Expenses (5000-5999)	\$ 963,449.00	\$ -	\$ -	\$ 963,449.00
Capital Outlay (6000-6599)	\$ 15,421.00	\$ -	\$ -	\$ 15,421.00
Other Outgo (7100-7299) (7400-7499)	\$ 168,292.00	\$ -	\$ -	\$ 168,292.00
Direct Support/Indirect Cost (7300-7399)	\$ 12,488.00	\$ -	\$ -	\$ 12,488.00
Other Adjustments				
TOTAL EXPENDITURES	\$ 2,672,545.00	\$ 2,994.94	\$ 5,989.87	\$ 2,681,529.81
OPERATING SURPLUS (DEFICIT)	\$ (1,302,409.00)	\$ (2,994.94)	\$ (5,989.87)	\$ (1,311,393.81)
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -			\$ -
TRANSFERS OUT & OTHER USES (7610-7699)	\$ -			\$ -
CONTRIBUTIONS (8980-8999)	\$ 1,090,211.00			\$ 1,090,211.00
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (212,198.00)	\$ (2,994.94)	\$ (5,989.87)	\$ (221,182.81)
BEGINNING BALANCE	\$ 225,616.02			\$ 225,616.02
Prior-Year Adjustments/Restatements (9793/9795)				\$ -
CURRENT-YEAR ENDING BALANCE	\$ 13,418.02	\$ (2,994.94)	\$ (5,989.87)	\$ 4,433.21
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ -			\$ -
Reserved for Economic Uncertainties (9770)	\$ -			\$ -
Designated Amounts (9775-9780)	\$ -			\$ -
Unappropriated Amount (9790)	\$ 13,418.02	\$ (2,994.94)	\$ (5,989.87)	\$ 4,433.21

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Sausalito Marin City School District

Combined General Fund

Bargaining Unit: CTA-Sausalito Marin City School District Teachers Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of mm/dd/yy)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 3,442,818.00	\$ -	\$ -	\$ 3,442,818.00
Remaining Revenues (8100-8799)	\$ 2,181,030.00	\$ -	\$ -	\$ 2,181,030.00
TOTAL REVENUES	\$ 5,623,848.00	\$ -	\$ -	\$ 5,623,848.00
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 1,605,326.00	\$ 10,404.00	\$ 20,999.00	\$ 1,636,729.00
Classified Salaries (2000-2999)	\$ 902,490.00	\$ -	\$ -	\$ 902,490.00
Employee Benefits (3000-3999)	\$ 781,605.00	\$ 1,439.00	\$ 2,902.00	\$ 785,946.00
Books and Supplies (4000-4999)	\$ 299,643.00	\$ -	\$ -	\$ 299,643.00
Services, Other Operating Expenses (5000-5999)	\$ 1,699,747.00	\$ -	\$ -	\$ 1,699,747.00
Capital Outlay (6000-6599)	\$ 15,421.00	\$ -	\$ -	\$ 15,421.00
Other Outgo (7100-7299) (7400-7499)	\$ 516,568.00	\$ -	\$ -	\$ 516,568.00
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
TOTAL EXPENDITURES	\$ 5,820,800.00	\$ 11,843.00	\$ 23,901.00	\$ 5,856,544.00
OPERATING SURPLUS (DEFICIT)	\$ (196,952.00)	\$ (11,843.00)	\$ (23,901.00)	\$ (232,696.00)
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT & OTHER USES (7610-7699)	\$ 209,851.00	\$ -	\$ -	\$ 209,851.00
CONTRIBUTIONS (8980-8999)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (406,803.00)	\$ (11,843.00)	\$ (23,901.00)	\$ (442,547.00)
BEGINNING BALANCE	\$ 1,458,397.25			\$ 1,458,397.25
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 1,051,594.25	\$ (11,843.00)	\$ (23,901.00)	\$ 1,015,850.26
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties (9770)	\$ 301,533.00	\$ -	\$ -	\$ 301,533.00
Designated Amounts (9775-9780)	\$ 301,533.00	\$ -	\$ -	\$ 301,533.00
Unappropriated Amount - Unrestricted (9790)	\$ 435,110.23	\$ (8,848.06)	\$ (17,911.13)	\$ 408,351.04
Unappropriated Amount - Restricted (9790)	\$ 13,418.02	\$ (2,994.94)	\$ (5,989.87)	\$ 4,433.21
Reserve for Economic Uncertainties Percentage	12%			12%

* Please see question on page 7.

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Sausalito Marin City School District

MYP - Unrestricted General Fund

Enter Bargaining Unit: A-Sausalito Marin City School District Teachers Association

	2012-13	2013-14	2014-15
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
Revenue Limit Sources (8010-8099)	\$ 3,422,396.00	\$ 3,265,129.00	\$ 3,088,483.00
Remaining Revenues (8100-8799)	\$ 831,316.00	\$ 788,053.00	\$ 788,053.00
TOTAL REVENUES	\$ 4,253,712.00	\$ 4,053,182.00	\$ 3,876,536.00
EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 1,030,779.78	\$ 914,659.00	\$ 886,240.00
Classified Salaries (2000-2999)	\$ 507,906.00	\$ 362,978.00	\$ 370,753.00
Employee Benefits (3000-3999)	\$ 481,487.41	\$ 441,598.00	\$ 452,486.00
Books and Supplies (4000-4999)	\$ 82,755.00	\$ 62,755.00	\$ 42,755.00
Services, Other Operating Expenses (5000-5999)	\$ 736,298.00	\$ 656,248.00	\$ 636,248.00
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 348,276.00	\$ 503,276.00	\$ 386,276.00
Direct Support/Indirect Cost (7300-7399)	\$ (12,488.00)	\$ (21,478.00)	\$ (21,478.00)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 3,175,014.19	\$ 2,920,036.00	\$ 2,753,280.00
OPERATING SURPLUS (DEFICIT)	\$ 1,078,697.81	\$ 1,133,146.00	\$ 1,123,256.00
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -		
TRANSFERS OUT & OTHER USES (7610-7699)	\$ 209,851.00	\$ 209,851.00	\$ 142,851.00
CONTRIBUTIONS (8980-8999)	\$ (1,090,211.00)	\$ (1,210,002.00)	\$ (1,210,002.00)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (221,364.19)	\$ 132,995.00	\$ (229,597.00)
BEGINNING BALANCE	\$ 1,232,781.23	\$ 1,011,417.04	\$ 1,144,412.04
CURRENT-YEAR ENDING BALANCE	\$ 1,011,417.04	\$ 1,144,412.04	\$ 914,815.04
COMPONENTS OF ENDING BALANCE:			
Reserved Amounts (9711-9740)	\$ -		
Reserved for Economic Uncertainties - Unrestricted (9770)	\$ 301,533.00	\$ 274,410.00	\$ 254,282.00
Reserved for Economic Uncertainties - Restricted (9770)			
Board Designated Amounts (9775-9780)	\$ 301,533.00	\$ 274,410.00	\$ 254,282.00
Unappropriated Amounts - Unrestricted (9790)	\$ 408,351.04	\$ 595,592.04	\$ 406,251.04
Unappropriated Amounts - Restricted (9790)			

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Sausalito Marin City School District

MYP - Restricted General Fund

Enter Bargaining Unit: **A-Sausalito Marin City School District Teachers Association**

	2012-13	2013-14	2014-15
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
Revenue Limit Sources (8010-8099)	\$ 20,422.00	\$ 20,422.00	\$ 20,422.00
Remaining Revenues (8100-8799)	\$ 1,349,714.00	\$ 1,225,174.00	\$ 1,163,923.00
TOTAL REVENUES	\$ 1,370,136.00	\$ 1,245,596.00	\$ 1,184,345.00
EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 605,949.22	\$ 581,224.00	\$ 590,764.00
Classified Salaries (2000-2999)	\$ 394,584.00	\$ 400,927.00	\$ 408,390.00
Employee Benefits (3000-3999)	\$ 304,458.59	\$ 286,351.00	\$ 288,009.00
Books and Supplies (4000-4999)	\$ 216,888.00	\$ 197,171.00	\$ 197,171.00
Services, Other Operating Expenses (5000-5999)	\$ 963,449.00	\$ 762,053.00	\$ 574,580.00
Capital Outlay (6000-6999)	\$ 15,421.00	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 168,292.00	\$ 223,957.00	\$ 223,957.00
Direct Support/Indirect Cost (7300-7399)	\$ 12,488.00	\$ 21,478.00	\$ 21,478.00
Other Adjustments			\$ -
TOTAL EXPENDITURES	\$ 2,681,529.81	\$ 2,473,161.00	\$ 2,304,349.00
OPERATING SURPLUS (DEFICIT)	\$ (1,311,393.81)	\$ (1,227,565.00)	\$ (1,120,004.00)
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -	\$ -	
TRANSFERS OUT & OTHER USES (7610-7699)	\$ -	\$ -	
CONTRIBUTIONS (8980-8999)	\$ 1,090,211.00	\$ 1,210,002.00	\$ 1,210,002.00
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (221,182.81)	\$ (17,563.00)	\$ 89,998.00
BEGINNING BALANCE	\$ 225,616.02	\$ 4,433.21	\$ (13,129.79)
CURRENT-YEAR ENDING BALANCE	\$ 4,433.21	\$ (13,129.79)	\$ 76,868.22
COMPONENTS OF ENDING BALANCE:			
Reserved Amounts (9711-9740)	\$ -		
Reserved for Economic Uncertainties - Unrestricted (9770)			
Reserved for Economic Uncertainties - Restricted (9770)	\$ -		
Board Designated Amounts (9775-9780)	\$ -		
Unappropriated Amounts - Unrestricted (9790)			
Unappropriated Amounts - Restricted (9790)	\$ 4,433.21	\$ (13,129.79)	\$ 76,868.22

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Sausalito Marin City School District

MYP - Combined General Fund

Enter Bargaining Unit: **A-Sausalito Marin City School District Teachers Associat**

	2012-13	2013-14	2014-15
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
Revenue Limit Sources (8010-8099)	\$ 3,442,818.00	\$ 3,285,551.00	\$ 3,108,905.00
Remaining Revenues (8100-8799)	\$ 2,181,030.00	\$ 2,013,227.00	\$ 1,951,976.00
TOTAL REVENUES	\$ 5,623,848.00	\$ 5,298,778.00	\$ 5,060,881.00
EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 1,636,729.00	\$ 1,495,883.00	\$ 1,477,004.00
Classified Salaries (2000-2999)	\$ 902,490.00	\$ 763,905.00	\$ 779,143.00
Employee Benefits (3000-3999)	\$ 785,946.00	\$ 727,949.00	\$ 740,495.00
Books and Supplies (4000-4999)	\$ 299,643.00	\$ 259,926.00	\$ 239,926.00
Services, Other Operating Expenses (5000-5999)	\$ 1,699,747.00	\$ 1,418,301.00	\$ 1,210,828.00
Capital Outlay (6000-6999)	\$ 15,421.00	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 516,568.00	\$ 727,233.00	\$ 610,233.00
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 5,856,544.00	\$ 5,393,197.00	\$ 5,057,629.00
OPERATING SURPLUS (DEFICIT)	\$ (232,696.00)	\$ (94,419.00)	\$ 3,252.00
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$ -	\$ -	\$ -
TRANSFERS OUT & OTHER USES (7610-7699)	\$ 209,851.00	\$ 209,851.00	\$ 142,851.00
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (442,547.00)	\$ 115,432.00	\$ (139,599.00)
BEGINNING BALANCE	\$ 1,458,397.25	\$ 1,015,850.26	\$ 1,131,282.26
CURRENT-YEAR ENDING BALANCE	\$ 1,015,850.26	\$ 1,131,282.26	\$ 991,683.26
COMPONENTS OF ENDING BALANCE:			
Reserved Amounts (9711-9740)	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties - Unrestricted (9770)	\$ 301,533.00	\$ 274,410	\$ 254,282
Reserved for Economic Uncertainties - Restricted (9770)	\$ -	\$ -	\$ -
Board Designated Amounts (9775-9780)	\$ 301,533.00	\$ 274,410	\$ 254,282
Unappropriated Amounts - Unrestricted (9790)	\$ 408,351.04	\$ 595,592	\$ 406,251
Unappropriated Amounts - Restricted (9790)	\$ 4,433.21	\$ (13,130)	\$ 76,868

J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2012-13	2013-14	2014-15
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 6,066,395.00	\$ 5,603,048.00	\$ 5,200,480.00
b.	State Standard Minimum Reserve Percentage for this District:	0.00%	0.00%	0.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. OR \$50,000	\$ 50,000	\$ 50,000	\$ 50,000

2. Budgeted **Unrestricted** Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9770)	\$ 301,533.00	\$ 274,410.00	\$ 254,282.00
b.	General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$ 408,351.04	\$ 595,592.04	\$ 406,251.04
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9770)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unappropriated Amount (9790)	\$	\$	\$
g.	Total Available Reserves	\$ 709,884.04	\$ 870,002.04	\$ 660,533.04
h.	Reserve for Economic Uncertainties Percentage	11.70%	15.53%	12.70%

3. Do unrestricted reserves meet the state minimum reserve amount?

2012-13

Yes

☒

No

☐

2013-14

Yes

☒

No

☐

2014-15

Yes

☒

No

☐

4. If not, how do you plan to restore your reserves?

5. Total

Compensation Increase in Section A, Line 5, Page 1 (i.e., increase was partially budgeted), explain the variance below:

Page 4a includes only "Unrestricted" adjustments (partial amount of the total compensation). Section A, line 5 include Unrestricted and Restricted

6. Please include any additional comments and explanations of Page 4 as necessary or any other information that you want to provide to assist us in our analysis.

K. SALARY NOTIFICATION REQUIREMENT

The following section is applicable and should be completed when any salary and benefit negotiations are settled after the district's final budget has been adopted.

COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT BASE REVENUE LIMIT

	2009-10	2010-11	2011-12	2012-13
a. Prior-Year Base Revenue Limit (BRL) per ADA:	\$ 6,513	\$ 6,763	\$ 6,739	\$ 6,739
Plus: COLA (enter amount per ADA)	\$ 250.00	\$ (24.00)	\$ 137.00	\$ 203.00
Plus: 2006-07 Equalization Aid (enter amount per ADA)				\$ -
b. Current Year BRL per ADA:	\$ 6,763	\$ 6,739	\$ 6,876	\$ 6,942
c. Change in BRL per ADA: (b) minus (a)	\$ 250.00	\$ (24.00)	\$ 137.00	\$ 203.00
d. Percentage Change in BRL per ADA: (c) divided by (a)	3.839%	-0.355%	2.033%	3.012%
The Current-Year BRL per ADA is reduced (deficited) beginning in 2003-04				
e. Less: Deficit (percentage)	0.000%	0.000%	0.000%	0.000%
f. Current-Year BRL per ADA with Deficit: (b) minus (e * b)	\$ 6,763	\$ 6,739	\$ 6,876	\$ 6,942
g. Change in BRL per ADA with Deficit: (f) minus (a)	\$ 250.00	\$ (24.00)	\$ 137.00	\$ 203.00
h. Percentage Change in BRL per \$	3.697%	-0.356%	1.992%	2.924%
I. Total Compensation Percentage Increase (enter from Page 1, Section A, Line 5)		0.90%	1.81%	0.00%
j. Proposed agreement is within/(exceeds) change in deficited BRL: (h) minus (I)	3.70%	-1.26%	0.19%	2.92%

L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of the Sausalito Marin City School District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Sausalito Mairn City School District Teachers Association - CTA_Bargaining Unit, during the term of the agreement from 2011-12 to 2012-2013.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

Budget Adjustment Categories:	Budget Adjustment Increase (Decrease)
Unrestricted Revenues/Other Financing Sources	\$ -
Unrestricted Expenditures/Other Financing Uses	\$ 8,848.06
Unrestricted Ending Balance Increase (Decrease)	\$ (8,848.06)
Restricted Revenues/Other Financing Sources	\$ -
Restricted Expenditures/Other Financing Uses	\$ 2,994.94
Restricted Ending Balance Increase (Decrease)	\$ (2,994.94)

N/A (No budget revisions necessary)

_____	5/9/2013
District Superintendent	Date
(Signature)	
_____	5/9/2013
Chief Business Officer	Date
(Signature)	

M. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

District Superintendent (or Designee)
(Signature)

5/9/2013

Date

Paula F. Rigney

Contact Person

415-332-3190 ext. 205

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 9, 2013, took action to approve the proposed Agreement with the Sausalito Marin City School District Teachers Association - CTA Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

5/9/2013

Date

Special Note: The Marin County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

TENTATIVE AGREEMENT

between

SAUALITO MARIN CITY SCHOOL DISTRICT

and

SAUSALITO MARIN CITY SCHOOL DISTRICT TEACHERS ASSOCIATION

In final settlement of negotiations for 2011-12 and 2012-13 the parties have agreed to the following:

ARTICLE XIV – SALARIES

1. The current 2011-12 Certificated Salary Schedule shall remain unchanged for 2011-12 and shall be increased by two percent (2.0%) effective January 1, 2013.

ARTICLE XVII – WORK YEAR

1. The three (3) additional days of staff development shall be included as part of the teachers' work year and shall be included as part of the teachers' base salary beginning with the 2012-13 school year. As such, the teachers' work year shall be one hundred eighty-six (186) work days effective July 1, 2012.

NEW: ARTICLE XXVI – EARLY RETIREMENT INCENTIVE PROGRAM

1. Eligibility – Open to all certificated employees who:
 - a. Have thirteen (13) or more years of service in the District.
 - b. Must be the age of 55 on the effective date of their retirement.
 - c. Take a service retirement with STRS or PERS.

2. Incentive

The unit member may propose a retirement incentive that can be customized and meets the needs of the District and unit member and is agreed to between the District, unit member and Association. Such incentives can include 1) medical, dental and/or vision insurance premium paid by the District for a specified period of time; 2) cash payment; 3) part-time employment after retirement or any other incentive that is in the parties' interests.

3. Procedure

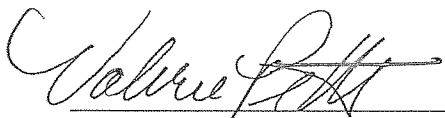
- a. The unit member shall be afforded representation at all stages of these proceedings.
- b. District shall notify unit members on or before the last day prior to December 15 of each year if it will offer an incentive program for that school year and the maximum number of participants who will be eligible. If more than the maximum apply, selection will be based on longest seniority in the District.
- c. If offered, unit members shall submit a request for participation to the District in writing by February 1 of the school year prior to their retirement. A description of the type of retirement incentive requested shall be described.
- d. The District administration, unit member(s) and Association shall finalize the details of the incentive during February.
- e. If administratively finalized, the incentive will be forwarded to the Board for action at its regular March Board meeting.
- f. The unit member's retirement shall be effective no later than June 30th of that year.

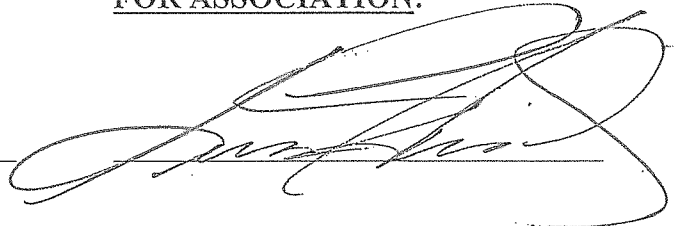
Tentatively agreed to on November 14, 2012.

This proposal is subject to ratification by the Association and approval by the Board of Trustees.

FOR DISTRICT:

FOR ASSOCIATION:


Valerie Pitts, Superintendent



1/14/13
Date

1/14/13
Date

Sausalito Marin City School District

Certificated Salary Schedule: Teaching Staff

2012-2013 EFFECTIVE JANUARY 1, 2013

SALARY SCHEDULE 01-00

Work Year: 186 days, 180 student instruction days plus 6 staff development days.

Step	BA + 30 Units	BA + 45 Units	BA + 60 Units Masters (MA)	BA + 75 Units MA + 30 Units
1	\$ 48,752	\$ 51,284	\$ 53,765	\$ 56,285
2	\$ 51,284	\$ 53,765	\$ 56,285	\$ 58,794
3	\$ 53,765	\$ 56,285	\$ 58,794	\$ 61,336
4	\$ 56,285	\$ 58,794	\$ 61,336	\$ 63,817
5	\$ 58,794	\$ 61,336	\$ 63,817	\$ 66,320
6	\$ 61,336	\$ 63,817	\$ 66,320	\$ 68,829
7	\$ 63,817	\$ 66,320	\$ 68,829	\$ 71,336
8		\$ 68,829	\$ 71,336	\$ 73,845
9		\$ 71,336	\$ 73,845	\$ 76,348
10		\$ 73,845	\$ 76,348	\$ 78,865
11			\$ 78,865	\$ 81,367
12			\$ 81,367	\$ 83,876
13			\$ 83,876	\$ 86,390
14			\$ 83,876	\$ 86,390
15			\$ 83,876	\$ 86,390
16			\$ 85,400	\$ 87,908
17			\$ 85,400	\$ 87,908
18			\$ 85,400	\$ 87,908
19			\$ 85,400	\$ 87,908
20			\$ 85,400	\$ 87,908
21			\$ 90,159	\$ 92,670

BENEFITS

Stipends

- Extra duties will be paid at a rate of \$35.00 per hour
- Overnight programs paid a stipend of \$150
- Team coach paid a stipend of \$500 per team

Additional Hours - 2 hours per month for Faculty Meetings, Back-to-School Nights, Open House, parent conferences and 2 other events mutually agreed

Merit Pay - \$4,500 per year allocated across certificated staff by committee of Superintendent, Principal and two teachers

Sick Leave: 10 days per year

Health Benefits: See Contract

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