



## **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: Steve Van Zant

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### **BOARD OF TRUSTEES**

Special Board Meeting of August 13, 2013  
200 Phillips Drive, Marin City

**5:00 p.m. - Open Session**

### **AGENDA**

- I. CALL MEETING TO ORDER**
- 2. APPROVAL OF AGENDA ORDER**
  - A. Pledge of Allegiance
- 3. PERSONS WISHING TO ADDRESS THE BOARD ON ITEMS NOT ON THE AGENDA**
- 4. COMMUNICATIONS**
  - B. Trustee Reports/Correspondence Addressed to the Board
  - C. Superintendent's Report
- 5. FACILITIES**
  - D. Discussion/Action: Resolution 690: Support of Applications for Eligibility Determination, Funding Applications, High Performance Incentive Grant Funding Requests, and Authorization to Sign Applications and Associated Documents  
  
Resolution 691: Support of Applications Received Beyond Bond Authority
- 6. ATTRACT, RETAIN AND INSPIRE HIGHLY QUALIFIED STAFF**
  - E. Action: Reinstatement of three laid- off classified positions.
- 7. CONSENT CALENDAR**
  - F. Approval of Resolution 692, Authorization to Sign on Behalf of the Governing Board
  - G. Approval of Resolution 693, Authorization of Tax Anticipation
  - H. Approval of 2013-2014 Consolidated Application for Funding

## **8. FUTURE BOARD MEETING DATES**

August 22      September 26

## **9. ADJOURNMENT**

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](http://www.smcsd.org/School Board/Meeting Agendas and Minutes)

**Sausalito Marin City School District**  
Office of the Superintendent

**Date:** August 13, 2013  
**To:** Board of Trustees  
**From:** Steve Van Zant, Superintendent  
**Re:** Action: Approve Resolutions 690 - Support of Applications for Eligibility Determination, etc. and 691-Applications Received Beyond Bond Authority

Background

- Meets requirements for filing projects with the State under the School Facility Program (SFP);  
Gives new Superintendent authority to sign documents related to State funding of school facilities;
- Demonstrates District support for applications for funding to the state; and
- Acknowledges that the current State bond authority for modernization and new construction is exhausted and may not be able to provide funding for qualifying projects.

Analysis

- Assists the District in accessing potential future State funding for current projects;
- Assists the District in meeting requirements to file future State funding projects;
- Projects may qualify for funding under the SFP; however, due to the lack of current State bond authority the funding is not guaranteed, and
- Board agrees to abide by the School Facilities Program conditions.

Financial Impact

None. Supports future eligibility for State funds.

Legal Consideration

Required for OPSC funding.

Recommendation

The superintendent recommends Trustees approve the resolutions.

Backup attached: Yes   x   No

**SAUSALITO-MARIN CITY SCHOOL DISTRICT**  
**RESOLUTION NO. 690**

**SUPPORT OF APPLICATIONS FOR ELIGIBILITY DETERMINATION, FUNDING  
APPLICATIONS, HIGH PERFORMANCE INCENTIVE GRANT FUNDING REQUESTS  
AND AUTHORIZATION TO SIGN APPLICATIONS AND ASSOCIATED DOCUMENTS**

Whereas, the Sausalito-Marin City School District currently files and intends to continue to file applications for funding under the School Facility Program as provided in Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code; and

Whereas, the Sausalito-Marin City School District has filed and intends to continue to file applications under other State facility programs; and

Whereas, a condition of processing the various applications under the above mentioned programs, including applications with the California Department of Education, is a resolution in support of those applications from the Sausalito-Marin City School District Board of Education and signatures of the Sausalito-Marin City School District Administration; and

Whereas, the Sausalito-Marin City School District intends to request additional grants for high performance incentive funding under the School Facility Program, when applicable; and

Whereas, a condition of requesting high performance incentive grant funding is a resolution in support of the high performance incentive grant funding request and intent to incorporate high performance features in future facilities projects from the Sausalito-Marin City School District Board of Education; and

Whereas, the Sausalito-Marin City School District wishes to submit applications for eligibility determination and funding for programs including, but not limited to, modernization, new construction, career technical education, joint use, charter school, and/or overcrowding relief grant;

NOW, THEREFORE, the Sausalito-Marin City School District Board of Education does hereby resolve, determine, and order as follows:

- A. The Sausalito-Marin City School Board of Education is in support of necessary applications under the School Facility Program, including applications to the California Department of Education.
- B. The Sausalito-Marin City School Board of Education is in support of requesting additional grants for high performance incentive funding when applicable.
- C. The Sausalito-Marin City School Board of Education intends to incorporate high performance features in future facilities projects.
- D. The individuals identified below are authorized to sign all documents and papers associated with the applications for funding, including forms for the California Department of Education:

1. Steve Van Zant

Enacted this \_\_\_\_ day of \_\_\_\_\_, 2013, by the Sausalito-Marin City School District Board of Education.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ayes \_\_\_\_\_ Absent \_\_\_\_\_  
Noes \_\_\_\_\_ Passed \_\_\_\_\_

**SAUSALITO-MARIN CITY SCHOOL DISTRICT**  
**RESOLUTION NO. 691**

**SUPPORT OF APPLICATIONS RECEIVED BEYOND BOND AUTHORITY**

WHEREAS, the Board of Trustees ("School Board") has determined that school facilities within the **Sausalito-Marin City School District** (the "District"), within **County of Marin** need to be constructed, reconstructed and modernized; and

WHEREAS, the State Allocation Board (SAB) has established an "Applications Received Beyond Bond Authority List" for projects that have been received; and

WHEREAS, pursuant to Title 2, Code of California Regulations section 1859.95.1, the School Board of the **Sausalito-Marin City School District** hereby acknowledges the following:

- (1) the School Board acknowledges that the remaining School Facility Program bond authority is currently exhausted for the funds being requested on these applications.
- (2) the School Board acknowledges that the State of California is not expected nor obligated to provide funding for the project(s) and the acceptance of the applications does not provide a guarantee of future State funding.
- (3) the School Board acknowledges that any potential future State bond measures for the School Facility Program may not provide funds for the application being submitted.
- (4) the School Board acknowledges that criteria (including, but not limited to, funding, qualifications, and eligibility) under a future State school facilities program may be substantially different than the current School Facility Program. The District's Approved Application(s) may be returned.
- (5) the School Board acknowledges that it is electing to commence any pre-construction or construction activities at the District's discretion and that the State is not responsible for any pre-construction or construction activities.

NOW, THEREFORE, BE IT RESOLVED, that the School Board accepts and acknowledges that the above language applies to funding applications submitted under the School Facility Program for the following projects:

- Bayside/Martin Luther King Jr.
- Willow Creek Academy

The School Board also accepts and acknowledges the above language applies to funding applications submitted under the School Facility Program for anticipated future projects at the following sites:

- 200 Phillips Drive, Marin City
- 630 Nevada Street, Sausalito

BE IT FURTHER RESOLVED that, in addition to the projects listed above, the School Board accepts and acknowledges the above language applies to funding applications submitted under the State School Facility Program for any other projects as necessary in the District.

ADOPTED, SIGNED, AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2013.

BOARD OF EDUCATION OF THE  
SAUSALITO-MARIN CITY SCHOOL DISTRICT

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Secretary

**Sausalito Marin City School District**  
Office of the Superintendent

**Date:** August 13, 2013  
**To:** Board of Trustees  
**From:** Steve Van Zant, Superintendent  
**Re:** Action: Reinstatement of Three Classified Positions for the 2013-2014 School Year

Background

In February 2013, the Board approved a resolution to lay off several classified positions within the district.

Analysis

For the 2013-2014 School Year, the Superintendent and district staff estimate that the reinstatement of the following classified positions will be necessary to insure uninterrupted operation of school business:

1.88 FTE Custodians  
.62 FTE Instructional Aide

Financial Impact

On July 25, 2013, the Board passed an updated budget that included these positions. The Board must vote to formally rescind the layoffs.

Recommendation

It is recommended that the Board of Trustees approve the reinstatement.

Backup attached: Yes \_\_\_\_\_ No   X

Sausalito Marin City School/College District  
County of Marin, State of California

Sausalito \_\_\_\_\_, California

August 6, 2013

Date \_\_\_\_\_

Steve Van Zant \_\_\_\_\_ IS AUTHORIZED TO SIGN THE FOLLOWING ON BEHALF OF THE BOARD:  
Name (Typed)

Title \_\_\_\_\_  
Signature Steve Went

Please Indicate  
"Yes" or "No"

Endorsement Checks . . . . .	x	
Journal Vouchers Requests . . . . .	x	
Loan Request –Tax Anticipation Note (TAN) . . . . .	x	
Payroll Order Certification . . . . .	x	
Request for Hand Warrant . . . . .	x	
Vendor Payment Certification . . . . .	x	
Deposit Transmittal. . . . .	x	

Attendance Certifications .....	x	_____
Request for Inter-district Attendance Permit .....	x	_____

Applications for K-3 Class Size Reduction Operations . . . . .	x	_____
Audit Findings-Certification of Corrective Action.. . . .	x	_____
Certification of IDEA Funds. (Resource 3310) . . . . .	x	_____
Deferred Maintenance Certification . . . . .	x	_____
Independent Auditor Selection Form . . . . .	x	_____
K-12 Revenue Limit Certifications . . . . .	x	_____
Morgan-Hart Class Size Reduction Program Application (J10). . . . .	x	_____
Reduction to Categorical program Funding Basic Aid Districts . . . . .	x	_____
Report of Enrollment for K-3 Class Size Reduction Program (J7) . . . . .	x	_____
Salary and Benefit Schedule (J90) . . . . .	x	_____

Other (Please Specify).....

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**Sausalito Marin City School District**  
**Office of the Superintendent**

**Date:** August 13, 2013  
**To:** Board of Trustees  
**From:** Steve Van Zant, Superintendent and Paula Rigney, Business Manager  
**Re:** Action: Resolution # 693 - Authorization of Tax Anticipation (TAN)

Background

Education Code Section 42620 authorizes the Marin County Board of Supervisors to make temporary transfers of funds to school districts that are experiencing cash shortages. Districts need to complete the loan request "Tax Anticipation" form (attached) in order to request a tax anticipation loan (TAN) for cash flow from the County Office. Once the district receives approval from the county, the county auditor will allow the district to have a negative cash balance in any of its funds. The County of Marin will apply "negative interest" to these funds at the county's current interest rate. There are no additional charges for this service.

Financial Impact

Authorizes the County Office of Education the flexibility allowed to districts to request a tax anticipation loan (TAN) for cash flow from the County of Marin.

Legal Implications

None

Recommendation

The Superintendent recommends that the board approve the authorization of the TAN.

Backup attached: Yes   X   No



# MARIN COUNTY OFFICE OF EDUCATION

Mary Jane Burke

Marin County Superintendent of Schools

1111 Las Gallinas Avenue / P O Box 4925

San Rafael, California 94913

## LOAN REQUEST - TAX ANTICIPATION

In accordance with Article XVI, Section 6, of the Constitution of the State of California, and Education Code Section 42620, the Sausalito Marin City School District requests that the sum of three million, five hundred thirty-four thousand, five hundred twenty-two (\$ 3,534,522) be transferred from funds in the custody of the Treasurer of the County of Marin to the district for meeting the obligations incurred for maintenance purposes for the fiscal year 2013-2014 (July 1 through last Monday in April only).

### PART A - Justification (Source: School District Adopted Budget SACS Form 01, Page 1, Column F)

1. Total Expenditures & Other Outgo (Objects 1000-7000).	\$ 5,952,175
2. Less: Capital Outlay (Objects 6000).	0
3. Less: Total Other Outgo (Objects 7000).	735,678
4. Total Items 2 & 3.	\$ 735,678
5. Current Operating Expenditures (Item 1, less Item 4).	\$ 5,216,497
	=====

### PART B - Maximum Amount Which Can Be Borrowed

1. School District Maximum Secured Tax Limitation (Adopted Budget SACS Form 01, Page 4, Column F, Object 8041)..	\$ 4,712,696
2. 75% of Item 1 (85% may be requested later provided County funds are available). Must not exceed Item 5, Part A or 85% of Item 1, Part B.	\$ 3,534,522

DISTRICT Caroline Van Alst

5-13-2013

Date

Clerk or Authorized Agent

MARY JANE BURKE

Marin County Superintendent of Schools

Date

Assistant or Deputy

APPROVED:

ROY GIVEN

Assistant Director of Finance

Date

Assistant Director of Finance

#### Distribution:

District to submit signed original form to the Marin County Office of Education for transmittal to the Board of Supervisors for approval.

g:\business bulletins\drafts\tax anticipation notes\form 22 loan request-tax anticipation.doc

**Sausalito Marin City School District**  
Office of the Superintendent

**Date:** August 13, 2013  
**To:** Board of Trustees  
**From:** Steven Van Zant, Superintendent and Paula Rigney, Business Manager  
**Re:** Action: 2013-2014 Consolidated Application for Funding

Background

The Consolidated Application is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. In previous years the Consolidated Application Data System (CADS) has been used by Local Education Agencies (LEAs) to submit the ConApp. In 2012, the CDE developed the Web-based Consolidated Application and Reporting System (CARS), and the CADS was phased out.

Analysis

The Spring Release "CARS Application for Funding" includes required certifications, assurances, projected student counts, and forms to indicate program participation for 2013-14 funding. Anticipated program participation also includes private, non-profit schools as required by NCLB Federal Law. The application is due by June 30, 2013 and will require board approval by August 30, 2013.

Financial Impact

Based on the most recent Federal and State budget information, the district is anticipating a slight reduction in Federal funding due to sequestration. The only State funding reported on the current CARS format is Economic Impact Aid (EIA). While EIA funding is expected to be included as part of the Local Control Funding Formula in the 2013-14 State Budget Act it is still reported here until adoption of the State Budget Act later this month. Exact entitlement amounts for each program will be conveyed to district staff by entitlement letters available sometime in late fall 2013.

Legal Consideration

Based on CDE research of legal requirements, the Application for Funding and the associated participation forms and plans are the only items that require local board approval. The other data collections are program reports and may be presented to the local board as reports but do not require local board approval.

Recommendation

It is recommended that the Trustees approve the 2013-14 CARS Application for Funding and the associated participation and plans as presented.

Backup attached:    Yes      X      No

**2013-14 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca13asstoc.asp>.

**CDE Program Contact:**

Anne Daniels, Education Data Office, [adaniels@cde.ca.gov](mailto:adaniels@cde.ca.gov), 916-319-0640

**LEA Plan**

An LEA that receives Title III funds or any LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan.

State Board of Education approval date	9/11/2003
LEA Plan Web Site	SMCSD.ORG

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Authorized Representative's Full Name	Paula Rigney
Authorized Representative's Title	Business Manager
Authorized Representative Signature Date	06/25/2013

**2013-14 Protected Prayer Certification**

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring & Support, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269  
Mary Payne, District Improvement Office, [MPayne@cde.ca.gov](mailto:MPayne@cde.ca.gov), 916-319-0379

**Protected Prayer Certification Statement**

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Valerie Pitts
Authorized Representative Title	Superintendent
Authorized Representative Signature Date	06/01/2013
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field.	

**2013-14 Application for Funding****CDE Program Contact:**Anne Daniels, Education Data Office, [adaniels@cde.ca.gov](mailto:adaniels@cde.ca.gov), 916-319-0640**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/22/2013
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**District English Learner Advisory Committee (DELAC) Review**

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	District has fewer than 50 LEP students
DELAC review date	06/01/2013
Meeting minutes web address Please enter the web address of DELAC review meeting minutes. If a web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment.	

**Application for Categorical Programs**

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

<b>Economic Impact Aid</b> EC 54000 SACS 7090, 7091 By applying for Economic Impact Aid funds the LEA is agreeing to comply with the assurances posted at <a href="http://www.cde.ca.gov/fg/aa/co/ca12asstoc.asp">http://www.cde.ca.gov/fg/aa/co/ca12asstoc.asp</a> .	Yes
<b>Title I Part A (Basic Grant)</b> ESEA Sec. 1111 et seq. SACS 3010	Yes
<b>Title I Part D (Delinquent)</b> ESEA Sec. 1401 SACS 3025	No
<b>Title II Part A (Teacher Quality)</b>	Yes

## California Department of Education

Sausalito Marin City (21 65474 0000000)

## Consolidated Application

Status: Certified  
Saved by: Paula Rigney  
Date: 6/25/2013 5:02 PM

### 2013-14 Application for Funding

#### CDE Program Contact:

Anne Daniels, Education Data Office, [adaniels@cde.ca.gov](mailto:adaniels@cde.ca.gov), 916-319-0640

ESEA Sec. 2101 SACS 4035	
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**2013-14 Substitute System for Time Accounting**

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

**CDE Program Contact:**

Julie Brucklacher, Financial Accountability & Info Srv, [jbruckla@cde.ca.gov](mailto:jbruckla@cde.ca.gov), 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

2013-14 Request for authorization	
2012-13 Request for authorization (Retroactive to July 1, 2012)	
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	