



SAUSALITO MARIN CITY SCHOOL DISTRICT

Board of Trustees: Joshua Barrow - President, Ida Green - Vice President, Debra Turner - Clerk, Thomas Newmeyer,
Caroline Van Alst
Superintendent: Will McCoy

**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**

Monday, October 16, 2017

5:30 p.m. Open Session – Bayside/Martin Luther King Jr. Multi-Purpose Room
5:31 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 With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957.6: **Negotiations**
 - 2.02 With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957: **Public Employment – Superintendent's Evaluation (Update on Goals)**
3. **RECONVENE TO OPEN 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. **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.
8. **CORRESPONDENCE** 5 minutes
 - 8.01 Marin County Office of Education – Approval of Adopted Budget
 - 8.02 Marin County Office of Education – Approval of 2017-2018 Local Control & Accountability Plan
 - 8.03 Hannah Project – Donation Acknowledgement
 - 8.04 Tilden Preparatory School

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

9. **PUBLIC HEARING**
9.01 Public Hearing on Sufficiency of Instructional Materials 5 minutes
10. **DISTRICT REPORTS**
10.01 **David Schnee, Group 4 Architecture** 10 minutes
- Update on the Center for Community Life Project
10.02 **Superintendent** 10 minutes
- Update on Corrective Actions Matrix
10.03 **School Leadership** 10 minutes
- Principal Finnane
- School Partners Report – Jennifer Puckett
10.04 **Willow Creek Academy** 5 minutes
11. **STANDING BOARD COMMITTEE REPORTS**
11.01 Willow Creek Academy Oversight (Barrow, Turner) – Update from the Superintendent 10 minutes
12. **DISCUSSION ITEMS**
12.01 **Facilities Workshop** – October 24, 2017 – Focus and Scope 5 minutes
13. **CONSENT AGENDA** 15 minutes
13.01 Consider Approval of the District Information Brochure
13.02 Payment of Warrants – Batches 9-13
13.03 Minutes of the September 14, 2017 Board Meeting
13.04 Donations: \$1578.70 from Marin Rocks for the music program
13.05 Payment of \$3720 to the Marin City Community Development District for Additional Summer School Services
13.06 Consider Approval of the 2017-2018 Document Tracking Services Contract, \$695 (Renewal)
13.07 Quarterly Report on Williams Uniform Complaints
13.08 Mosaic Project Field Trip – Grades 4 & 5 – October 23-27, 2017
13.09 Donation of Surplus School Furniture to the Global Book Exchange
13.10 Consider Approval of the Downing Heating & Air Conditioning, Inc. for HVAC Repair at Bayside Martin Luther King Junior Academy in the Amount of \$5,225 (Paid for with Deferred Maintenance funds)
14. **ACTION ITEMS** - Items Removed from the Consent Agenda: Any item removed from the Consent Agenda may be discussed and acted upon individually 20 minutes
14.01 Resolution 751 – Sufficiency of Instructional Materials
14.02 Consider Approval of the 2017-2018 Policy Development Workshop Contract with the California School Boards Association (CSBA) in the amount of \$3,815 (New)
14.03 Consider Approval of the Request by Conscious Kitchen to Serve Alcohol at the Harvest Dinner Fundraiser on November 2, 2017
14.04 Consider Approval of the Revised 2016-2017 Unaudited Actuals, Fund 40 Only
14.05 Consider Approval of the Mike Brown Electric Company Proposal to Install a Variable Speed Drive (Soft Start Switch) to the New HVAC Unit to be Installed at Bayside Martin Luther King Junior Academy in the Amount of \$7,110 (paid for from the deferred maintenance fund)
15. **PERSONNEL ACTION ITEMS**
16. **POLICY DEVELOPMENT**
17. **FUTURE MEETINGS**
17.01 The next Regular Meeting of the Board of Trustees will be on Thursday, November 9, 2017 in the Bayside/Martin Luther King School Multi-Purpose Room
18. **FUTURE TOPICS**
19. **ADJOURNMENT**

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



MARIN COUNTY

OFFICE OF EDUCATION

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SAN RAFAEL, CA 94913-4925
marincoe@marinschools.org

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

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

September 15, 2017

Mr. Joshua Barrow, President
Sausalito Marin City School District
25 Burgess Court
Marin City, CA 94965

Dear Mr. Barrow:

In accordance with Education Code Sections 42127, the Marin County Office of Education has reviewed the adopted budget of the Sausalito Marin City School District for fiscal year 2017-2018. Education Code 52070 requires the County Superintendent to approve the Local Control and Accountability Plan (LCAP) prior to approving the District's adopted budget. A separate letter approving the District's LCAP accompanies this letter.

Education Code also requires the County Superintendent to approve, conditionally approve, or disapprove the adopted final budget for each school district after examining and determining the following:

- Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to Section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the adopted 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.
- Determine whether the adopted budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.
- Determine whether the adopted budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties and verify compliance with disclosure requirements if above the minimum reserves.

Based upon our review, the adopted budget of the Sausalito Marin City School District has been approved.

STATE AND NATIONAL ECONOMIC INFLUENCES for SAUSALITO MARIN CITY SCHOOL DISTRICT

Through our fiscal oversight role we carefully monitor the economy, its impact on State and Federal revenues, and how these might affect Marin County school districts and students. This past year marked the fourth year of the

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Sausalito Marin City School District
2017-2018 Adopted Budget Review

Local Control Funding Formula's (LCFF) accountability element through the Local Control Accountability Plan and Annual Update (LCAP), and its accompanying impact on local budgeting and planning. Also on the watch list are the uncertainties associated with the Affordable Health Care Act, rising pension costs, as well as fiscal information unique to each district.

Current Economic Conditions

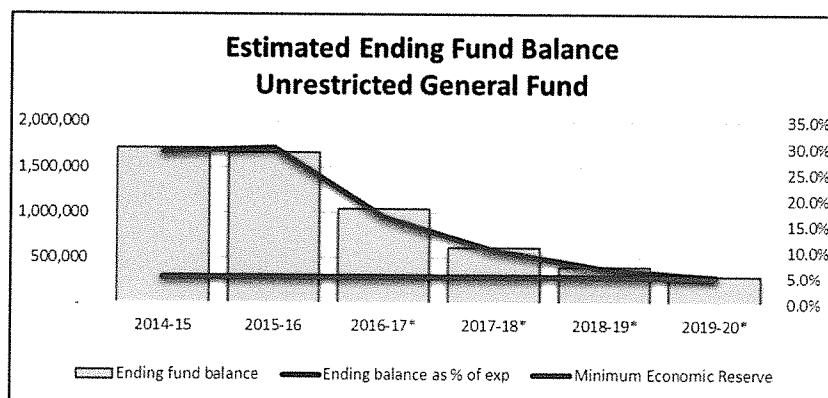
Although the 2017-18 California state budget increases education funding over the prior year, and local property tax bases continue to rise, school districts should be more cautious and conservative than ever in their financial planning. Projected increases in state general fund revenues and Proposition 98 entitlements are based on higher projections of volatile capital gains. The volatility of capital gain tax proceeds that leads to volatility in state revenues, coupled with the significant risks of an economic recovery that has extended for eight years and known cost pressures from increasing employer pension contributions, underscores the need to maintain budget reserves and fiscal flexibility. It is within this context that school districts should exercise extreme caution when considering out-year spending commitments, to assure they are well positioned for economic volatility over the next few years.

LOCAL CONTROL AND ACCOUNTABILITY PLAN and ANNUAL UPDATE (LCAP) for SAUSALITO MARIN CITY SCHOOL DISTRICT

We commend the District's efforts in preparing the 2017-20 LCAP and 2016-17 Annual Update using the new three year LCAP template. The Education Code requires the County Superintendent to first approve district LCAPs before approving district annual budgets. Information about the District's LCAP approval has been provided through a separate letter. The California Department of Education will continue to increase the availability of the data sets forming the evaluation rubrics that help assess the District's success in improving pupil outcomes. The Marin County Office of Education will be providing professional development again this year as part of our commitment to working with districts in support of their locally defined goals to make the LCAP process more meaningful while ensuring compliance with state statutes.

BUDGETARY POSITION for SAUSALITO MARIN CITY SCHOOL DISTRICT

The following graph depicts the District's estimated ending balance in the adopted 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 is under increasing pressure from immediate programmatic needs, retirement system increases, obligations under the LCFF supplemental and concentration grant as well as natural inflation.

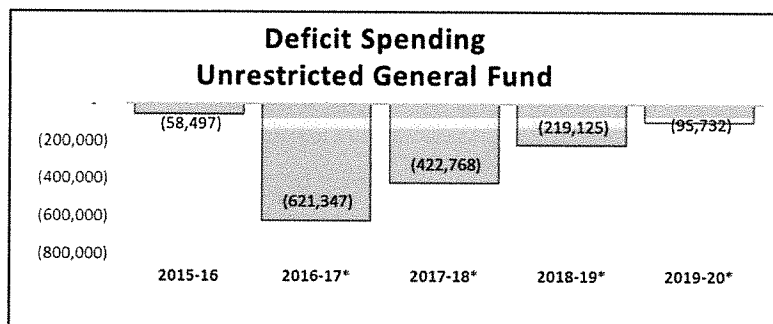
The retirement system cost increases alone are projected to consume over 40% of the budgeted increase in property tax revenues in 2017-2018.

As detailed in this letter below, the District's projected decline in ending fund balance is cause for concern, especially when viewed in the broader context of the District's ongoing programmatic needs and potential contingent liabilities.

We note the deficit reduction and recovery plan submitted with the District's 2017-18 adopted budget, and expect a plan will also accompany the first interim budget report. As a follow-up to this plan, if the deficit reduction and recovery plan continues to include a reduction in staff, a board-approved resolution authorizing staffing reductions must accompany the second interim budget report.

OPERATING DEFICITS

The District's adopted budget and multi-year projection reflects operating deficits in the unrestricted general fund as displayed in the chart below.

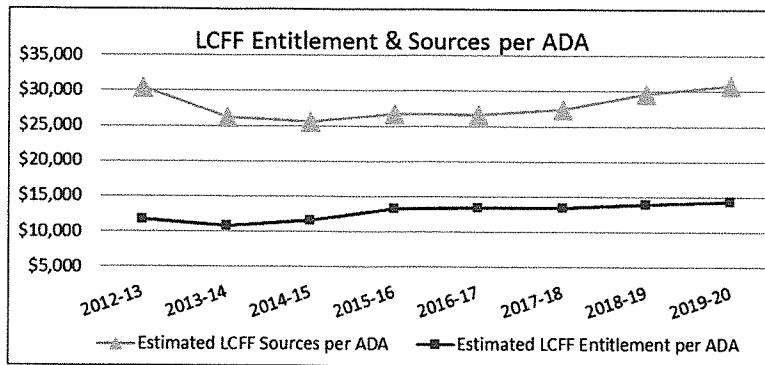


The cumulative impact of this projected deficit spending is a 71% decline in fund balance over the current plus two subsequent years, leaving the District with reserves in the combined unrestricted general and special reserve funds of \$0.47 million or 8% of general fund expenditures at June 30, 2020. We understand the District's deficit spending has been purposeful to address serious programmatic concerns. We note the multi-year projection reflects a phased approach to reducing deficit spending which should lessen the impact of budget reductions to students.

The District's multi-year projection is dependent on staff reductions to reduce deficit spending. Should these reductions or their equivalent in cost savings fail to materialize, the District's budget will rapidly deteriorate.

LOCAL CONTROL FUNDING FORMULA (LCFF) for SAUSALITO MARIN CITY SCHOOL DISTRICT

The 2017-18 state budget includes an increase in Proposition 98 funding for schools primarily directed towards fully implementing the LCFF. Notwithstanding the restoration to education funding, the new funding formula has markedly different results for the individual districts in Marin County. The graph below shows the District's LCFF entitlement per unit of attendance (ADA) as compared to actual general purpose funding (LCFF Sources) per ADA from the inception of the LCFF in 2012-13 to 2016-17 with projections for the adopted budget and multi-year projection.

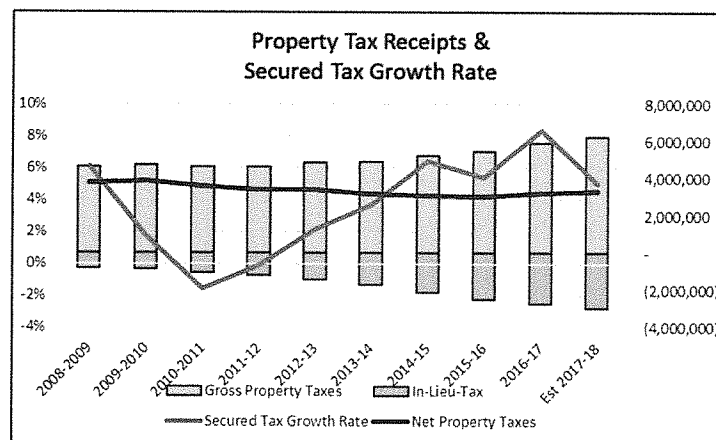


For basic aid districts, including Sausalito Marin City School District, the LCFF does not generate any additional revenue beyond the previously restricted categorical funding received in 2012-13, instead the District is reliant on growth in the property tax base for increases in unrestricted revenues. The District has operated on declining or flat revenues per ADA due to the impact of the Willow Creek Academy, however, the adopted budget and multi-year projection reflects increasing revenues per ADA.

The District has an obligation under the new funding formula to direct the supplemental and concentration grant included in the District's LCFF entitlement towards increasing or improving services to pupils of higher need. The District's estimated 2017-18 LCFF supplemental and concentration grant entitlement is \$0.3 million.

PROPERTY TAX TRENDS

Property taxes provide 68% of the District's total unrestricted revenue sources. The following chart shows the growth in total property tax revenues and in-lieu of property tax transfers to the Charter school, with a line graph to indicate the District's net taxes which have slowly but steadily declined as in-lieu taxes have grown at a faster rate than the actual secured tax growth rates through 2016-17 and the County of Marin projection for 2017-18.



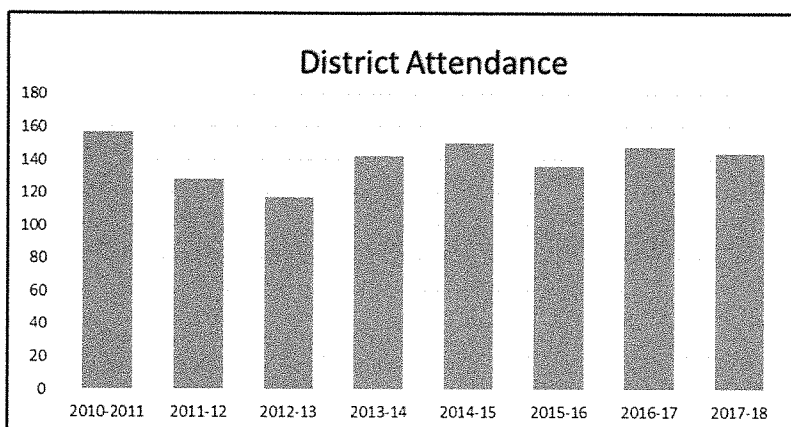
COMMUNITY FUNDED DISTRICTS – BASIC AID

Community funded districts are commonly called "basic aid", which refers to the basic aid entitlement for all students of \$120 per Average Daily Attendance (ADA) as set forth in the California Constitution as defined in Education Code Section 41975. Ultimately, basic aid districts receive the benefit of excess taxes which exceed their LCFF entitlement.

An additional constitutional guarantee began with the passage of Proposition 30. Drafted as a means of guaranteeing benefit to all schools, Proposition 30's Education Protection Act (EPA) provides that no school district shall receive less than \$200 per Average Daily Attendance. The temporary income taxes and minimum funding guarantee authorized by Proposition 30 were extended with the passage of Proposition 55 at the November 2016 election for another 12 years through 2030.

STUDENT ATTENDANCE

The District's average daily attendance (ADA) has fluctuated from a high of 157 ADA in 2010-11 to the projection of 144 ADA for 2017-18 as shown in the chart below.



FEDERAL BUDGET

The Every Student Succeeds Act (ESSA) is the 2015 reauthorization of the federal Elementary and Secondary Education Act, which provides states, districts, and schools with supplemental funding to ensure equitable education for underserved populations of students such as students living in poverty, students of color, and English learners. As part of California's transition to the ESSA, California must submit an ESSA State Plan to the U.S. Department of Education (ED). The State Plan describes the state's implementation of standards, assessment, accountability, and assistance programs, moving us toward California's goal of having a single, coherent local, state, and federal education system.

The California Department of Education (CDE) plans to present the ESSA State Plan to the State Board of Education (SBE) for final approval at its September 2017 meeting before submitting to the ED. In the meantime, regulations requiring districts to report expenditures at the school level have been delayed until 2018-19.

Most districts are anticipating a reduction in federal revenues in 2017-18 due to new requirements for the state to develop a set-aside outside of the formula grants to assist those districts in greatest need. We continue to monitor events in Washington to see if the deeper cuts to the education budget for K-12 public schools in the preliminary federal budget proposal for 2018-19 will materialize.

OTHER STATE FUNDING

The State's adopted budget includes 'one-time' funding of approximately \$147 per ADA or approximately \$21,000 for Sausalito Marin City School District. We note the District's adopted budget did not include this funding, as advised, because the Governor's May Revision budget for 2017-18 proposed one-time funding deferred to the 2018-19 year.

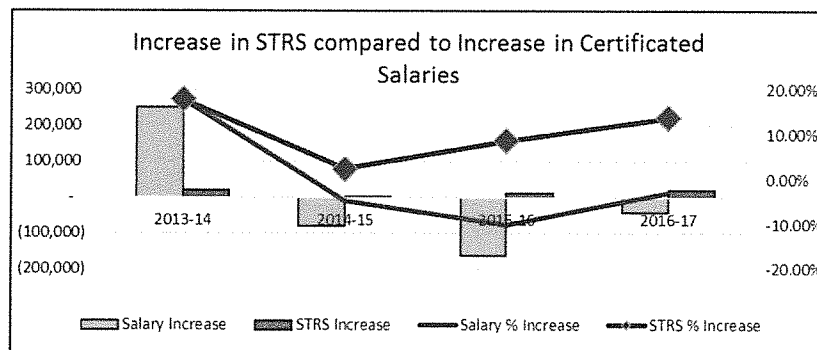
Also of note, the timeline for submitting new or amended applications for Proposition 39 Clean Energy and Jobs Creation funding has been extended until February 2018. All funds must be encumbered by June 2019. We note the District is carrying a balance of \$167,000 in unexpended Proposition 39 funds.

SALARY SETTLEMENTS

School districts are in the "people business." We note the District settled negotiations with the classified bargaining unit for both 2016-17 and the budget year in January 2017 and has included the cost of the settlement in the adopted budget.

We also noted that the District has not settled negotiations with the certificated bargaining unit for the budget year. 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.

As noted above, the District's budget is under increasing pressure from increases in employer contributions to the retirement systems. The following graph shows the increase in certificated salaries subject to retirement contributions and the increase in retirement contributions to the California State Teacher's Retirement System (STRS) both in absolute amounts as well as by proportionate increase. The trends in this graph are mirrored for classified salaries and associated retirement contributions to the California Public Employees Retirement System (PERS). As can be seen, a 3% overall decrease in certificated salaries resulted in a 14% increase in STRS in 2016-17.



CASH FLOW

The District's historical cash flow statements indicate the District may have insufficient cash in certain months of the year to meet operating expenditures necessitating cash borrowing from the County of Marin through an approved Tax Anticipation Note (TAN). We note the District's TAN for the 2017-18 fiscal year was recently been approved by the Board of Supervisors. The District is well advised to maintain reserve levels at far higher levels than the state required minimums to ensure sufficient cash for operating purposes.

LONG TERM DEBT

The District issued \$3.7 million in Certificates of Participation debt in February 2012 to provide funds to finance the Martin Luther King Jr. Academy classroom construction project. The debt matures in 2045 and requires annual

debt service payments of approximately \$200,000. The debt service payments are an obligation of the general fund.

BOND FINANCING

The District previously issued \$15.8 million in general obligation bonds under the authority of Measure I approved by the voters in November 2004. In February 2015, the District refinanced all outstanding general obligation bond debt with a \$16.5 million issuance. The debt service schedule indicates all outstanding debt will be retired by June 30, 2043.

School district bond financing has come under increasing scrutiny in the past few years and is subject to new regulations relative to disclosure, issuance structure and debt-service ratios. The passage of Senate Bill 1029 in 2016 also requires all districts issuing debt to have adopted a debt policy. We are encouraging all Marin County school districts to become familiar with the resources available through the California Debt and Investment Advisory Commission (CDIAC) and the best practices guides related to financing published by the Government Finance Officers Association (GFOA) to assist in the management of risks associated with bond financing.

RETIREE BENEFITS

The District provides health benefits to retired employees (OPEB) that have met certain eligibility requirements funding these benefits with the annual budget appropriation paying as the expenditures come due. The District's projected OPEB liability is \$107,000. This measurement is based on the District's actuarial study dated July 2013 which should be renewed this year and every two years thereafter.

New accounting standards relative to OPEB benefits come into effect in 2017-18. The new standards require full accrual of the outstanding actuarially accrued liability, expanded note disclosures and require that actuarial studies are updated every two years. If the District has not already done so, we recommend engaging an actuary to update the District's study prior to 2017-18 year-end financial reporting.

ADMINISTRATOR/TEACHER RATIO PENALTY

The District's independent auditor found the District did not comply with the Administrator/Teacher ratio requirement in the 2015-16 year that resulted in a financial penalty of approximately \$38,000. The District has indicated in their corrective action plan that they will remain out of compliance for the 2016-17 year. We understand the District may be seeking a waiver of education code to allow this temporary non-compliance, but until such a waiver is approved the penalty is recognized as a \$38,000 reduction to revenue in the District's adopted budget and multiyear financial projection. We recommend the District consider applying for a waiver and avoid incurring the penalty.

CHARTER SCHOOLS

The District first authorized the Willow Creek Academy Charter School (Charter) for operations beginning in September 2001. The Charter has steadily grown over the years serving students from throughout Marin County as well as students from contiguous counties. As noted above, the growth in Charter operations has steadily increased the District's obligation to transfer in-lieu-of property tax revenues resulting in flat or even declining funding for the District.

We encourage the District to perform financial and budget reviews and all other oversight responsibilities as iterated in Education Code section 47604.2. Documented evidence of the District's due diligence serves to protect the District from any liabilities incurred by the not-for-profit corporation governing the Charter school.

The District has eliminated revenue in its multi-year financial projection regarding the Basic Aid Negative Excess calculation found in the Memorandum of Understanding between the District and the Charter as this revenue is subject to completion of negotiations with the charter school. The District plans to eliminate certificated staffing positions in the 2018-19 year to assure fiscal solvency through the multi-year financial projection period, exacerbating a level of instructional and support program uncertainty that has impacted student performance for many years. A successful and equitable agreement between the District and the Charter in regards to the Basic Aid Negative Excess calculation would provide the revenues necessary to stabilize programs and begin improving student performance in a sustainable manner.

RESERVES

The District maintains the state-required minimum reserve for economic uncertainty of 5% 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.

Cap on Reserves

A cap on reserves of twice the minimum requirement is only triggered under a series of infrequent conditions. Additionally, if triggered, districts may request an exemption from the cap from the County Superintendent of Schools. In all circumstances, we continue to encourage districts to maintain higher than minimum reserves.

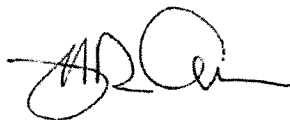
CONCLUSION

We thank Amy Prescott for her timely submission of the adopted budget using the statutorily required forms. If you have any questions, please do not hesitate to contact me at 415-491-6607.

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



JAMES R. CERRETA
Assistant Superintendent

cc: Will McCoy, Superintendent
Amy Prescott, Interim Chief Business Official



MARIN COUNTY OFFICE OF EDUCATION

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MARY JANE BURKE
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SUPERINTENDENT OF SCHOOLS

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

September 15, 2017

Mr. Joshua Barrow, President
Sausalito Marin City School District
25 Burgess Court
Marin City, CA 94965

Dear Mr. Barrow:

The Marin County Office of Education (MCOE) has reviewed the Sausalito Marin City School District's Board-approved Local Control and Accountability Plan (LCAP) for 2017-18.

The Education Code requires the County Superintendent to approve the LCAP and annual update for each school district after determining all of the following:

- The LCAP adheres to the template adopted by the State Board of Education (SBE).
- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.
- The LCAP adheres to the expenditure requirements for English learners, low income, and foster youth students.

Adherence to the SBE Template

The SBE Template requires districts to develop goals aligned with the state's eight priorities, based on locally identified needs. Using required metrics, each goal is to include measurable outcomes across the three-year plan. The SBE Template also requires districts to describe the actions and resources necessary to accomplish those goals. Finally, the SBE Template requires districts to provide an annual update on the progress of their goals. After reviewing each of these elements, we concluded your District met this requirement and adhered to the SBE Template.

Sufficient Expenditures to Implement the LCAP

Education Code Section 52060 and 42127 requires districts to align their budget in support of the LCAP identified expenditures. During our review we concluded that your District's budgeted expenditures were sufficient to implement the LCAP.

Adherence to the Expenditure Requirements

Education Code Section 52060 and the California Code of Regulations 15494 – 15497, require districts to demonstrate how supplemental and concentration entitlements are used to support English learners, and low income and foster youth students. During our review we concluded the District's LCAP adhered to these expenditure requirements.

LCAP and the California School Dashboard including the Evaluation Rubrics

California's new accountability system is based on multiple measures that are used to determine local educational agency (LEA) and school progress towards meeting the needs of their students. Performance on these multiple measures is now reported through the District's LCAP and will also be reported through the new California School Dashboard (Dashboard).

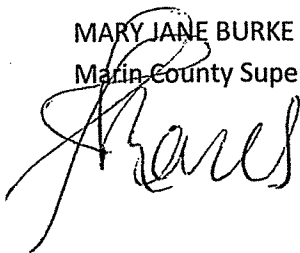
We thank District staff for their timely submission of the 2017-20 LCAP and their responsiveness to our requests for clarification and technical corrections. As always, our office stands ready to provide support through training and assistance as districts align their local plans with the state's priorities, as defined in Education Code Section 52060(d) and reported through the Dashboard.

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

Sincerely,

MARY JANE BURKE

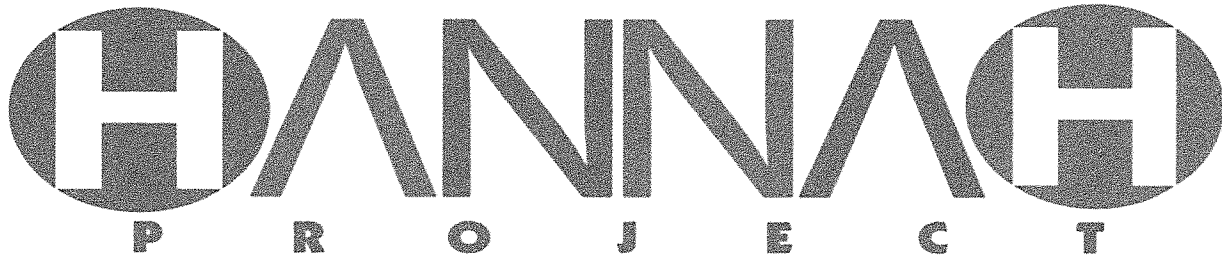
Marin County Superintendent of Schools



TERENA MARES

Deputy Superintendent

cc: Will McCoy, Superintendent
Amy Prescott, Interim Business Official



3001 Bridgeway #422 Sausalito, CA 94965

September 25, 2017

District 47 Sausalito School District
200 Phillips Dr,
Sausalito, CA 94965

Attn: William McCoy, Superintendent,

This letter acknowledges receipt of your contribution of \$7,000.00 to support the 2017 Freedom School Program. The Hannah Project is a 501(c) (3) organization (Tax ID #27-1897134) and donors are eligible to make tax deductible contributions as provided in section 170 of the Internal Revenue Code. Please retain this letter as proof of your charitable contribution.

We are truly grateful for your generous donations and it was pivotal to ensuring that Marin City students had access to an exciting reading program this summer.

Thanks once again for your generosity and we look forward to your continued support.

Sincerely,

Bettie Hodges

Director, The Hannah Project

From: **Alexis Lino** <alexisl@tildenprep.com>
Date: Fri, Sep 22, 2017 at 12:15 PM
Subject: Introducing Tilden Preparatory School
To: wmccoy@smcsd.org

Dear William McCoy,

My name is Ali Lino, the Office Manager at Tilden Preparatory School, and I am reaching out to you regarding the opening of Tilden Preparatory School's newest campus in Marin. Below I have included a bit of information about Tilden Prep and how we collaborate with schools in an effort to help struggling middle and high school students.

A little bit about Tilden Preparatory School and what we provide for the teen community:

Tilden is a WASC accredited private middle and high school, established in 2006. Tilden has two successful campuses in the East Bay, one in Albany and one in Walnut Creek. Our new campus, located just north of downtown Sausalito, is responding to a need in Marin for more individualized learning options. Tilden's unique one-to-one teaching model allows us to tailor instruction to each student's individual needs. We use a mastery learning approach that ensures students learn material to a B grade or higher. Through this, students experience real success in their courses and increased confidence for future learning.

What types of students does Tilden serve?

From highly gifted students who find a regular classroom setting too limiting to students with learning differences who need a specialized teaching approach, we are working with all students to maximize both their learning and their self-confidence. For example, we have students who feel overwhelmed by a large school and suffer from anxiety. These teens find that Tilden is far less stressful and they are able to gain confidence while also building their academic foundation. Another example would be students with learning differences who are college bound, but don't learn well in traditional classrooms. Perhaps they have ADHD or an auditory processing disorder. We are able to tailor our courses to their individual learning style, preference, and pace. These students do succeed at Tilden. We are also uniquely structured to help twice exceptional students, students with medical issues, or students who are re-assimilating after an absence from school.

While we are a full-time school for some students, we also often have students come to us for single courses. These part-time students choose to come to recover a grade, take a class not offered at their full-time school (such as AP courses or languages like Japanese and ASL), or to get ahead in their academic coursework. We have a wide range of over 140 UC-approved courses, including 34 AP and 24 honors classes.

How we collaborate with therapists:

When teens are referred to us, they often have a therapist and we work closely with them as needed. For example, sometimes we will solicit input from therapists if we have a specific concern. We also welcome requests from professionals for feedback as needed to facilitate the therapeutic process.

Please feel free to call if you have any questions or if you are interested in scheduling a tour.

Attached to this email is a list of postings from Great Schools, Yelp, and Berkeley Parents Network so you can see what parents say about Tilden.

We look forward to building a relationship with your district!

Warmly,
Ali Lino

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Alexis Lino
Office Manager, Tilden Prep Marin
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1895 - 2017

SAUSALITO MARIN CITY SCHOOL DISTRICT

Superintendent:
Board of Trustees:

Will McCoy
Joshua Barrow(President), Ida Green, Thomas Newmeyer,
Debra Turner and Caroline Van Alst

NOTICE OF PUBLIC HEARING

Sausalito Marin City School District

SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR FISCAL YEAR 2017-2018

DATE: October 16, 2017

TIME: 6:00 PM

PLACE: Bayside MLK Jr. Academy Multi-Purpose Room
200 Phillips Drive, Sausalito CA 94965

PURPOSE: The governing board encourages participation by parents, teachers, members of the community and bargaining unit leaders in the public hearing to assist the governing board in making a determination as to whether each pupil, has or will have prior to the end of the fiscal year, sufficient textbooks and instructional materials for each pupil, including English learners, in mathematics, science, history-social science, and English/language arts, including the English language development component of an adopted program, that are aligned to the academic content standards and consistent with the cycle of content of the curriculum frameworks.

In order to comply with the law, a public hearing must be held to take public input as to whether each pupil each pupil in the District, has sufficient textbooks or instructional materials, in specified subjects that are aligned to the academic content standards and consistent with the contents and cycles of the curriculum frameworks adopted by the State board.

Education Code Sections 60119 (as revised by Chapter 118, Statutes of 2005 and CCR, Title 5, Section 9531)

POSTED: September 15, 2017

POSTED: District Office
Bayside/MLK Jr. Academy
Willow Creek Academy

200 Phillips Drive, Marin City, CA 94965 ~ Phone (415) 332-3190 ~ Fax (415) 332-9643
www.smcsd.org

Sausalito Marin City School District

Agenda Item: 10.01

Date: October 16, 2017

- | | | | |
|-------------------------------------|---------------------------------|--------------------------|----------------|
| <input type="checkbox"/> | Correspondence | <input type="checkbox"/> | Consent Agenda |
| <input checked="" type="checkbox"/> | Reports | | |
| <input type="checkbox"/> | General Functions | | |
| <input type="checkbox"/> | Pupil Services | | |
| <input type="checkbox"/> | Personnel Services | | |
| <input type="checkbox"/> | Financial & Business Procedures | | |
| <input type="checkbox"/> | Curriculum and Instruction | | |
| <input type="checkbox"/> | Policy Development | | |
| <input type="checkbox"/> | Public Hearings | | |

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

Item: Update of the Center for Community Life Project

Background:

At the request of a community member, this update is being provided on the progress of this project. The last report was provided during the 2016-2017 school year.

Fiscal Impact:

Recommendation:

Attachments:

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
1	Personnel	√	SUPT	Ensure that properly credentialed teachers are providing all subject area instruction, including physical education.	7	Coordination with MCOE with each new hire	By Start of each School Year	In Process	4/11/17 5/16/17 8/15/17 9/14/17
2	Policies & Regs	√	SUPT	Implement effective LCAP Process and Development.	4	Budget & LCAP Calendar	Dec, with Budget Calendar Adoption	In Process	8/15/17
3	Policies & Regs	√	BOARD	Recognize and demonstrate primary responsibility to students enrolled in the district's Bayside Martin Luther King, Jr. Academy.	4	TBD	TBD	Not Started	
4	WCA	√	SUPT	Renegotiate WCA MOU and Funding.	4	TBD	Begin 2017-18; Complete Jan 2019	In Process	
5	Policies & Regs	√	CBO	Review all existing agreements/Memoranda of Understanding (MOUs).	3	N/A	N/A	COMPLETED	4/11/17 5/16/17 9/14/17
6	Students	√	SUPT	Address Instructional Materials Insufficiency.	3	Board Reporting within 1st six weeks of school year	By Start of School Year	COMPLETED	4/11/17 9/14/17
7	Students	√	SUPT	Restore educational enrichment programs.	3	LCAP	TBD	In Process	9/14/17 10/16/17
8	Students	√	SUPT/PRIN	Review the instructional and program needs for students and adjust staffing accordingly.	3	LCAP	Aug-17	COMPLETED	9/14/17
9	Personnel	√	CBO	Maintain appropriate CLAD teacher requirements.	3	Coordination with MCOE with each new hire	By Start of School Year	COMPLETED	9/14/17
10	Personnel	√	PRINCIPAL	Ensure classes have been assigned a permanent teacher within the first 20 working days of the semester.	3	Principal Report to Superintendent	Within first 20 days of Semester	In Process	8/15/17 9/14/17
11	Students	√	PRINCIPAL	Ensure students have textbooks or instructional materials to use at home or after school.	3	Principal Report to Superintendent	By Start of School Year	COMPLETED	8/15/17
12	Students	√	PRINCIPAL	Develop Individual Learning Plans (ILP) for students.	2	TBD	Jan-18	In Process	4/11/17 5/16/17 8/15/17
13	Students	√	TBD	Ensure an Equitable Education for students of the district.	2	TBD	TBD	In Process	
14	Students	√	TBD	Develop an Education Reform Plan.	2	TBD	TBD	In Process	
15	Policies & Regs	◆	SUPT	Develop timeline to implement FCMAT recommendations.	2	FCMAT Updates	Jan-18	In Process	9/14/17
16	Policies & Regs	◆	CBO	Establish proper account coding.	2	N/A	N/A	COMPLETED	4/11/17
17	Policies & Regs	√	CBO	Review and follow up on any audit exceptions or management letter findings or recommendations, descriptions of corrective actions or plans to correct items.	2	Resolution of 2015-16 Audit Findings Report	TBD	In Process	9/14/17
18	Students	√	SUPT	Develop and Implement Compensatory Education including Summer School	1	N/A	N/A	COMPLETED	4/11/17 5/16/17 8/15/17
19	Students	◆	SUPT	Develop Transitional Kindergarten and Preschool outreach strategies.	1	TBD	TBD	In Process	5/16/17
20	Students	√	TBD	Maintain sufficient classroom space.	1	TBD	TBD	Unknown	
21	Students	√	SUPT	Create school schedules that prioritize core instructional programs that maximize student learning and comply with the Collective Bargaining Agreements.	1	Annual Collective Bargaining Sessions	Spring	COMPLETED	9/14/17

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
22	Students	√	SUPT/PRIN	Use the LCAP process and the professional knowledge of staff to determine the needs of students at Bayside MLK and an adequate level of funding to meet those needs.	1	LCAP Calendar	Jan-18	In Process	9/14/17
23	Students	√	SUPT/PRIN	Provide subject matter instruction for middle school students. Realign funding priorities as needed to ensure that this occurs.	1	N/A	N/A	COMPLETED	9/14/17
24	WCA	◆	TBD	Recognize and demonstrate relationship with WCA is as charter school authorizer.	1	TBD	TBD	Unknown	
25	Facilities	√	TBD	Annually re-evaluate in a public setting facility use provisions including effects on Bayside/MLK students.	1			Not Started	
26	Facilities	√	TBD	Develop a five-year facilities master plan that incorporates demographics, student enrollment, facility capacity, capital improvements and funding methodologies to support student housing needs.	1			Not Started	
27	Personnel	√	TBD	Consider reconfiguring staffing to align with the number of students being served.	1	N/A	N/A	COMPLETED	9/14/17
28	Personnel	◆	SUPT	Review the need for both a superintendent and a principal; consider combining these roles in one position.	1	N/A	N/A	COMPLETED	4/11/17 8/15/17
29	Personnel	√	TBD	Consider using any salary savings to staff part-time teaching positions to provide targeted student intervention...	1			Not Started	
30	Policies & Regs	√	TBD	Honor the commitments made in board bylaws and policies.	1			Not Started	
31	Policies & Regs	√	TBD	Ensure that all volunteers and employees follow board policies and administrative regulations.	1			Not Started	
32	Internal Controls	√	TBD	Assess all requests for expenditures for goods and services to ensure financial resources equitably support all district students.	1			Not Started	
33	WCA	√	TBD	Review Demographics at WCA related to the decline in African American Students.	1			Not Started	
34	WCA	√	TBD	Ensure that all students have equal access to WCA, regardless of race, ethnicity, socio-economic level, or disability.	1			Not Started	
35	Students	√	TBD	Implement strategies to address decline in academic performance.	1			Not Started	
36	Students	◆	TBD	Develop a multi-step plan, open to all stakeholders, to evaluate the advantages and disadvantages of different school site and district grade level configurations.	1			Not Started	
37	Facilities	√	CBO	Seek competitive bids on public works projects over \$15,000 and equipment, materials or supplies to be furnished, sold or leased in excess of current bid limits.	1	TBD	TBD	In Process	5/16/17
38	Facilities	◆	TBD	Obtain and maintain equipment listings from director of maintenance and operations.	1			Not Started	
39	Facilities	√	TBD	Ensure the school building, building system, or part of the school grounds is in a condition that does not pose a threat to the health and safety of students, teachers, or school employees.	1			In Process	
40	Facilities	√	DIR. MAINTENANCE	Ensure restrooms are fully operational, maintained and accessible, cleaned regularly, and stocked at all times.	1			COMPLETED	4/11/17
41	Personnel	√	SUPT/PRIN	Develop comprehensive Staff Professional Development Plan.	1	Professional Development Calendar	Oct-17	In Process	4/11/17 5/16/17 8/15/17

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
42	Personnel	√	TBD	Comply with Administrative/Teacher ratio requirement.	1			Follow Up Needed	
43	Personnel	√	CBO	Provide training for proper attendance accounting.	1	TBD	Oct-17	In Process	8/15/17
44	Personnel	◆	TBD	Consider online, read-only access to financial information by site administrators and department managers...	1			Not Started	
45	Personnel	◆	TBD	Consider commissioning a study to determine appropriate staffing levels for both certificated and classified employees.	1			Not Started	
46	Personnel	◆	TBD	Review confidential employees' work responsibilities to ensure they meet Government Code Section 3540.1 requirements.	1			Not Started	
47	Personnel	◆	TBD	Revise confidential employee job descriptions (and classifications) as needed.	1			Not Started	
48	Personnel	◆	TBD	Send personnel staff members to training conducted by CODESP and/or CPS on a variety of pertinent subjects.	1	TBD	Dec-17	In Process	
49	Personnel	√	TBD	Communicate to every employee the expectation of compliance with all policies and procedures, code of ethics and standards of conduct.	1	TBD	TBD	In Process	
50	Personnel	√	CBO	Develop and implement ongoing employee fraud prevention training programs.	1	In collaboration with District Auditors	Oct-17	In Progress	8/15/17
51	Personnel	√	TBD	Ensure that employees are cross-trained in key areas of responsibility.	1			Not Started	
52	Personnel	√	TBD	Develop desk manuals of employee duties; ensure that each employee includes step-by-step procedures for all assigned duties in their desk manual.	1			Not Started	
53	Personnel	√	CBO	Ensure that each employee understands their responsibility for records retention.	1	Operations Manual (under development)	By Mid School Year	Partially Implemented	8/15/17
54	Personnel	◆	TBD	Provide extensive training for all employees involved in purchasing if the online QSS purchase order system is implemented.	1	TBD	TBD	In Process	
55	Personnel	√	TBD	Depending on the leadership structure, review the need for other positions such as director of facilities and assistant principal.	1	TBD	TBD	In Process	
56	Personnel	◆	TBD	Conduct a salary study of its management positions to ensure equity both within the district and with comparable districts.	1			Unknown	
57	Personnel	√	COMMUNITY SCHOOL COORD.	Ensure written agreements between each organization and district is approved by the board, includes certification of all applicable employee clearances.	1	TBD	TBD	Partially Implemented	
58	Personnel	√	TBD	Revise job descriptions as necessary among district office staff to accommodate the changes in procedures.	1	TBD	TBD	In Process	
59	Personnel	◆	CBO	Provide the assistant to the business manager with outside training to assist with the assigned accounting duties, and hold the employee responsible for completing the assigned duties correctly.	1	N/A	N/A	COMPLETED	4/11/17
60	Internal Controls	√	SUPT	Provide monthly updates to Board on outstanding actions.	1			In Process	4/11/17 5/16/17 8/15/17 9/14/17 10/16/17
61	Internal Controls	√	TBD	Implement Year End financial procedures.	1	Operations Manual (under development)	Dec-17	In Process	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
62	Internal Controls	√	TBD	Establish and maintain better communication at all levels of the organization.	1			In Process	
63	Internal Controls	√	CBO	Ensure employee timesheets are signed prior to processing the timesheets for payment.	1	N/A	N/A	COMPLETED	4/11/17
64	Internal Controls	√	CBO	Develop and implement proper procedures for cash handling.	1	Operations Manual (under development)	TBD	Partially Implemented	
65	Internal Controls	√	CBO	Monitor open accounts with updated and authorized signers.	1	N/A	N/A	COMPLETED	9/14/17
66	Internal Controls	√	CBO	Reconcile bank accounts.	1	N/A	N/A	COMPLETED	9/14/17
67	Internal Controls	√	CBO	Reconcile holding accounts.	1	In collaboration with MCOE	TBD	In Process	
68	Policies & Regs	√	CBO	Maintain annual Statement of Economic Interests.	1	N/A	N/A	COMPLETED	5/16/17 8/15/17
69	Internal Controls	√	TBD	Reconcile and maintain ASES program records.	1	TBD	TBD	In Process	
70	Internal Controls	◆	TBD	Establish procedures for FRPM and/or EL eligible.	1			In Process	
71	Internal Controls	◆	TBD	Establish appropriate procedures child nutrition program.	1	TBD	TBD	In Process	
72	Policies & Regs	√	TBD	Provide clear and concise budget presentations and materials.	1	TBD	TBD	In Process	
73	Internal Controls	◆	TBD	Implement sound financial internal control structure.	1			Partially Implemented	
74	Internal Controls	◆	TBD	Take immediate steps to construct separate travel request and reimbursement forms that more closely meet needs.	1			In Process	
75	Policies & Regs	◆	TBD	Establish meal and mileage rates for use in employee travel.	1			Not Started	
76	Policies & Regs	◆	TBD	Implement the procedures for travel expenditures.	1			In Process	
77	Policies & Regs	◆	TBD	Implement the procedures regarding revolving account transactions.	1	TBD	TBD	Partially Implemented	
78	Policies & Regs	√	CBO	Update all board policies and administrative regulations by the end of the fiscal year.	1	TBD	TBD	In Process	
79	Policies & Regs	◆	TBD	Develop and implement a protocol to ensure future required changes to board policies and administrative regulations are adopted by the district in a timely fashion.	1	TBD	TBD	In Process	
80	Policies & Regs	√	TBD	Ensure that all board policies and administrative regulations are posted to its website.	1			In Process	
81	Policies & Regs	√	TBD	Annually adopt and communicate board approved budget goals and objectives.	1			In Process	
82	Policies & Regs	◆	SUPT	Implement a set of board-approved guiding principles outlining the district's financial priorities for use in decision making.	1			Not Started	
83	Policies & Regs	◆	TBD	Prepare a formal budget development calendar, including critical tasks, deadlines and the staff member assigned. Obtain annual approval of the calendar from the governing board.	1			Not Started	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
84	Policies & Regs	◆	TBD	Implement a budget development process that includes site administrators and department managers and holds them accountable to stay within their budget.	1			In Process	
85	Internal Controls	√	CBO	Prohibit other fund or restricted program encroachment without the express support of the district's executive leadership and the governing board.	1			Follow Up Needed	
86	Internal Controls	√	CBO	Prohibit the inclusion of carryover balances during budget development.	1	N/A	N/A	COMPLETED	4/11/17
87	Internal Controls	√	TBD	Conduct budget study sessions for the governing board and all interested stakeholders during budget development and bring periodic updates to the board during the process.	1			Not Started	
88	Internal Controls	√	TBD	Periodically assess fiscal health to help ensure its viability.	1			In Process	
89	Internal Controls	√	CBO	Provide regular and frequent budget revisions to the governing board for approval.	1	N/A	N/A	COMPLETED	8/15/17
90	Internal Controls	√	TBD	Perform annual and periodic duties to ensure compliance with state and federal regulations.	1			Not Started	
91	Internal Controls	√	TBD	Ensure that the required current state and federal legal employment notices are posted in staff lounges.	1			Not Started	
92	Internal Controls	√	TBD	Ensure that the board meeting calendar contains financial reporting deadlines to ensure compliance.	1	TBD	TBD	In Process	
93	Policies & Regs	√	TBD	Survey the board regarding specific areas of interest or topics for which they would like additional explanation or training.	1			Not Started	
94	Internal Controls	√	CBO	Present all adjustments resulting from the independent audit of the prior year's financial records to the governing board for approval.	1			Not Started	
95	Internal Controls	◆	CBO	Review processes for applying indirect costs and revise procedures beginning with fiscal year 2011-12.	1			Not Started	
96	Policies & Regs	√	SUPT	Improve communication practices, identify measurable objectives and implement strategies to achieve those objectives.	1			Not Started	
97	Internal Controls	◆	CBO	Develop and implement fraud detection methods.	1			Not Started	
98	Internal Controls	◆	CBO	Create a policies and procedures manual for the business department.	1			Not Started	
99	Personnel	◆	CBO	Implement payroll procedures that will provide a sound internal control structure.	1	TBD	TBD	In Process	
100	Personnel	◆	CBO	Revise job descriptions as necessary among district office staff to accommodate revised payroll procedures.	1			Not Started	
101	Personnel	◆	CBO	Establish an individual payroll file for each employee.	1	N/A	N/A	COMPLETED	8/15/17
102	Personnel	◆	PRINCIPAL	Implement a calendaring system in the Personnel Department to track the dead-lines for employee evaluations.	1			Not Started	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
103	Personnel	√	PRINCIPAL	Provide sites/departments with notifications from the Personnel Department regarding deadlines for employee evaluations, and track compliance with the evaluation deadlines.	1			Not Started	
104	Personnel	√	SUPT	Provide district administrators / department heads with training in documenting employee performance.	1			Not Started	
105	Personnel	◆	SUPT	Implement the procedures for employee recruitment / selection.	1			Not Started	
106	Personnel	◆	SUPT/CBO	Submit the certificated and classified employment application forms to legal counsel for evaluation.	1			Not Started	
107	Personnel	◆	CBO	Adopt standardized forms for use in the employee selection process.	1			In Process	
108	Personnel	◆	SUPT	Implement Defensible Employment Testing for meeting selection requirements.	1			Not Started	
109	Personnel	√	CBO	Provide annual notice to each employee to confirm their vacation and personal necessity/sick leave balances.	1	N/A	N/A	COMPLETED	10/16/17
110	Personnel	◆	CBO	Implement the procedures for employee resignations and retirements.	1			In Process	
111	Internal Controls	◆	CBO	Take immediate steps to fully implement the QSS position control module, including the use of an outside consultant for the initial system setup to lessen the burden on district office staff.	1			Not Started	
112	Internal Controls	◆	SUPT	Revise job descriptions of district office staff as necessary to ensure that adequate internal controls are established for maintenance of the position control system.	1			Not Started	
113	Internal Controls	◆	CBO	Ensure that one person does not have the ability to access both the demographic and payroll screens of employees in the position control module.	1			Not Started	
114	Internal Controls	◆	CBO	Review employee change of status form.	1			Not Started	
115	Internal Controls	◆	CBO	Include a check box or signature line reflecting verification of board approval if required for the personnel action on the change of status form.	1			Not Started	
116	Internal Controls	◆	CBO	Establish steps to process the district's position control transactions.	1			Not Started	
117	Internal Controls	◆	CBO	Implement the procedures for purchase orders.	1			In Process	
118	Internal Controls	◆	CBO	Utilize open purchase orders for ongoing purchases of inexpensive items from the same vendor.	1			In Process	
119	Internal Controls	◆	SUPT	Consult with legal counsel regarding its July 2011 award of its contract for the food service program.	1			Not Started	
120	Internal Controls	√	SUPT	Immediately contact legal counsel with questions regarding bidding.	1	Operations Manual (under development)	N/A	COMPLETED	10/16/17
121	Internal Controls	√	CBO	Meet with legal counsel to obtain a complete set of competitive bidding documents.	1	Operations Manual (under development)	N/A	COMPLETED	10/16/17
122	Internal Controls	◆	SUPT	Provide training for staff on bidding requirements and procedures.	1			Unknown	
123	Internal Controls	◆	DIR. MAINTENANCE	Establish a policy requiring three quotes to be obtained when items exceed a specified amount.	1			Unknown	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
124	Internal Controls	◆	CBO	Issue district credit cards in both the individual's name and the district's name.	1	N/A	N/A	COMPLETED	4/11/17
125	Internal Controls	◆	CBO	Ensure that each person issued a credit card signs a usage agreement that provides specifics of the credit card program.	1	N/A	N/A	COMPLETED	10/16/17
126	Internal Controls	√	CBO	Require a purchase order for all purchases of goods and services via credit card, with the exception of some travel expenses.	1	Operations Manual (under development)	N/A	COMPLETED	10/16/17
127	Internal Controls	◆	DIR. MAINTENANCE / IT	If the inventory is incomplete, consider changing vendors to perform a complete equipment inventory and provide the district with procedures to maintain an inventory system.	1			Not Started	
128	Policies & Regs	√	SUPT	Review grant proposals and implementation details to ensure that services align with the district's goals and follow board policy.	1			Not Started	
129	WCA	√	TBD	Faithfully implement the provisions of the MOU, even when they are not favorable to WCA.	1			Not Started	
130	WCA	√	TBD	Provide the public and all interested parties an opportunity to hear and give input on the financial arrangements between the district and WCA.	1			In Process	
131	WCA	√	TBD	Establish separation between operational and fiscal structures for WCA facilities, purchasing, administrative and other services.	1	TBD	TBD	In Process	
132	WCA	√	TBD	Hold public hearing about provisions of charter within 30 days after receiving petition.	1			Unknown	
133	WCA	√	TBD	Review the applicable lease costs associated with the space provided to WCA, if any, each fiscal year with data derived from the annual independent auditor's report.	1			Unknown	
134	WCA	√	TBD	Establish a formal charter school oversight review process consistent with the requirements in the California Education Code....	1			Not Started	
135	WCA	√	TBD	Revise the current MOU to correct inconsistencies with requirements in the California Education Code and Title 5, California Code of Regulations.	1	TBD	TBD	In Process	
136	WCA	√	TBD	Be specific about the form and frequency of oversight practices; ensure that expectations are clearly defined in policy and/or the MOU.	1			Not Started	
137	WCA	√	TBD	Routinely monitor WCA's student recruitment, issues related to racial and ethnic balance, and implementation of other items in the charter petition to ensure compliance.	1			Not Started	
138	WCA	√	TBD	Initiate a comprehensive review of WCA's enrollment practices...	1			Not Started	
139	WCA	√	TBD	Immediately require the charter school to cease refusing enrollment to special needs students (SDC).	1	TBD	TBD	In Process	
140	WCA	√	TBD	Ensure that the total percentage of WCA students allowed because of the enrollment priority for children of a charter school's founders, teachers and staff is small.	1			Unknown	
141	WCA	√	TBD	Ensure that WCA's charter petition and its website provide the same information regarding admission priority order and classifications.	1			Unknown	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FREQUENCY	TRACKING PROCESS	TIMELINE	Progress	REPORT UPDATES
142	WCA	√	TBD	Ensure that the charter school develops a systematic tracking system of students granted admission to WCA through the lottery are not enrolling their students.	1			Unknown	

NOTES

Actions are displayed in order of frequency.

- √ Ongoing
- ◆ One-Time

LEGEND

Green = Facilities
Peach = Personnel
Blue = Policies and Regulations
Gray = Internal Controls
Pink = WCA
Yellow = Students

COMPLAINT / FINDING CLASSIFICATIONS

FCMAT
MCOE 9-PT PLAN
AUDIT FINDING
UNIFORM COMPLAINT (UCP)
WILLIAMS COMPLAINT
MCOE CREDENTIAL MONITORING
INSTRUCTIONAL MAT'L INVENTORY
COMMUNITY DEMANDS

Sausalito Marin City School District (SMCSD)

INVENTORY OF CORRECTIVE ACTIONS UPDATE

Date of Report: 10/16/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 7	Category: Students
Agency/Group(s): <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input checked="" type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input checked="" type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Restore educational enrichment programs.	
Action Status: In Process ✓ On Going Action Lead: Superintendent, SMCSD	
Status Update: The district met with Center for Excellence on [Add Date] to discuss how to restore Foreign Language; this was the first of five meetings.	

<p>Previous Update(s) Provided:</p> <p>9/14/17: As outlined in the district's LCAP, arts and music have been restored. However, the LCAP does not provide for the restoration of foreign language.</p>

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

Date of Report: 10/16/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 60	Category: Internal Controls
Agency/Group(s): <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Provide monthly updates to the Board on outstanding actions.	
Action Status: In Progress <input checked="" type="checkbox"/> On Going Action Lead: Superintendent, SMCSD	
Status Update: Superintendent McCoy presented to the board at its 9/14/17 meeting with an update to Inventory of Corrective Actions: 1, 5, 6, 7, 8, 9, 10, 15, 17, 21, 22, 23, 27, 60, 65 and 66. The board will continue to receive monthly updates at its regular board meeting on the status of individual corrective actions. Additionally, as a component of the original FCMAT Study Agreement with the Marin County Office of Education, FCMAT is providing follow-up support that includes as assessment of the progress in implementing the recommendations included in the report. Progress in implementing the recommendations will be documented to the Marin County Office of Education in a FCMAT management letter. The follow-up visit is scheduled during the last week of October and the completed management letter is anticipated for February 2018.	

Previous Update(s) Provided:

9/14/17: Superintendent McCoy presented to the board at its 8/15/17 meeting with an update to Inventory of Corrective Actions: 1, 2, 10, 11, 12, 18, 28, 41, 43, 50, 53, 60, 68, 89 and 101. The board will continue to receive monthly updates at its regular board meeting on the status of individual corrective actions.

8/15/17: Superintendent McCoy presented to the board at its 5/16/17 meeting with an update to Inventory of Corrective Actions: 1, 5, 12, 18, 19, 37, 41, 60 and 68. The board will continue to receive monthly updates at its regular board meeting on the status of individual corrective actions.

5/16/17: Superintendent McCoy presented to the board at its 4/11/17 meeting with an update to

Inventory of Corrective Actions: 1, 7, 8, 13, 15, 19, 32, 33, 48, 54, 55, 58, 83, and 122. The board will continue to receive monthly updates at its regular board meeting on the status of individual corrective actions.

4/11/17: On March 14, 2017, the Board was provided with a draft of the Inventory of Corrective Actions. The board will continue to receive monthly updates on the status of individual corrective actions in addition to an updated Inventory of Corrective Actions.

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

Date of Report: 10/16/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 109	Category: Personnel
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Provide annual notice to each employee to confirm their vacation and personal necessity/sick leave balances.	
Action Status: COMPLETED <input checked="" type="checkbox"/> On Going Action Lead: Chief Business Official, SMCSD	
Status Update: The district now issues a payroll letter of agreement for each regular district employee; this includes sick leave and vacation balances.	

Previous Update(s) Provided:

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

Date of Report: 10/16/2017	By: William McCoy, Superintendent, SMCS Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 120	Category: Internal Controls
Agency/Group(s):	
<input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Immediately contact legal counsel with questions regarding bidding.	
Action Status: COMPLETED <input checked="" type="checkbox"/> On Going Action	
Lead: Chief Business Official, SMCS	
Status Update: The district has documented a written protocol for contacting legal counsel with questions related to bidding for projects that exceed \$15,000. In addition, contracts that exceed \$5,000 require board approval prior to the beginning of the project.	
Previous Update(s) Provided:	

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

Date of Report: 10/16/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 121	Category: Internal Controls
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Meet with legal counsel to obtain a complete set of competitive bidding documents.	
Action Status: COMPLETED ✓ On Going Action Lead: Chief Business Official, SMCSD	
Status Update: Interim Chief Business Official met with legal counsel and obtained a set of competitive bidding documents. The district will consult with legal counsel on an annual basis to ensure the district has current documents on hand.	
Previous Update(s) Provided:	

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

Date of Report: 10/16/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 125	Category: Internal Controls
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Ensure that each person issued a credit card signs a usage agreement that provides specifics of the credit card program.	
Action Status: COMPLETED ♦ One-Time Action Lead: Chief Business Official, SMCSD	
Status Update: The district has a credit card usage agreement on file that has been signed by the district credit card holders, the CBO and Superintendent.	
Previous Update(s) Provided:	

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

Date of Report: 10/16/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 126	Category: Internal Controls
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Require a purchase order for all purchases of goods and services via credit card, with the exception of travel.	
Action Status: COMPLETED <input checked="" type="checkbox"/> On Going Action Lead: Chief Business Official, SMCSD	
Status Update: As part of the written procedures for purchases, the district requires a purchase order for all goods and services. The district credit card is used for supplies/materials and some travel expenses. Under emergency circumstances, the requirement of a purchase order may be waived by the Superintendent or Chief Business Official.	
Previous Update(s) Provided:	

Sausalito Marin City School District

Agenda Item: 10.03

Date: October 16, 2017

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|----------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input checked="" type="checkbox"/> Reports | |
| <input type="checkbox"/> General Functions | |
| <input type="checkbox"/> Pupil Services | |
| <input type="checkbox"/> Personnel Services | |
| <input type="checkbox"/> Financial & Business Procedures | |
| <input type="checkbox"/> Curriculum and Instruction | |
| <input type="checkbox"/> Policy Development | |
| <input type="checkbox"/> Public Hearings | |

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

Item: School Leadership Team Update

Background:

Principal Finnane will provide an update on BMLK activities thus far. Jennifer Puckett will make a presentation on the Community Partners Report, which will be updated three times a year. This is an important report as it shows the alignment of our community partners with the school's goals and activities.

Fiscal Impact:

Recommendation:

Attachments:

Sausalito Marin City School District

Agenda Item: 11.01

Date: October 16, 2017

- | | |
|----------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input checked="" type="checkbox"/> Reports | |
| <input type="checkbox"/> General Functions | |
| <input type="checkbox"/> Pupil Services | |
| <input type="checkbox"/> Personnel Services | |
| <input type="checkbox"/> Financial & Business Procedures | |
| <input type="checkbox"/> Curriculum and Instruction | |
| <input type="checkbox"/> Policy Development | |
| <input type="checkbox"/> Public Hearings | |

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

Item: Willow Creek Academy Oversight

Background:

Superintendent McCoy will provide a brief update on the Charter Monitoring and Oversight activities that will take place over the next few months.

Fiscal Impact:

Recommendation:

Attachments: 9/29/17 Memo



1895 - 2017

SAUSALITO MARIN CITY SCHOOL DISTRICT

Superintendent:
Board of Trustees:

Will McCoy
Joshua Barrow(President), Ida Green, Thomas Newmeyer,
Debra Turner and Caroline Van Alst

September 29, 2017

To: Tara Seekins, Head of School

From: Will McCoy, Superintendent

Re: Charter School Monitoring and Oversight

As the authorizing agency of Willow Creek Academy, it is incumbent upon the Sausalito Marin City School District to annually review the following:

- General Requirements, Including State and Federal Reporting
- Fiscal and Business Operations
- Educational Program and Ongoing Assessment
- Facilities
- Governance
- Personnel
- Student Services

The District is prepared to begin our monitoring process, and will be utilizing the Charter School Annual Oversight Checklist (see attached) as our primary oversight tool. We will refer to this Checklist as we progress through the monitoring process, and urge you to become familiar with it as well. The bulk of our questions and evidence requests will come from this document, and we have spent considerable time trying to provide recommendations/requests to guide you in collecting and presenting materials pertinent to the given monitoring area. Those recommendations/requests can be found in the second column of the Checklist. In the event that the same evidence document is referenced several times, then we ask that you simply identify the page number that pertains to the area in question. For example, the Willow Creek Academy Parent Handbook likely has several of the policies referenced, so please identify the document and page number where the appropriate information can be found.

As a general reference, we will be examining the policies, procedures, practices, communication and evidence produced and utilized by Willow Creek Academy since the approval of the most recent Memorandum of Understanding (MOU) by the Sausalito Marin City School District. (Approved November 10, 2015) The District has copies of the original Charter Petition, as well as the MOU, so copies of those documents are not necessary. You may, however, reference them within your responses by document and page number whenever appropriate.

200 Phillips Drive, Marin City, CA 94965 ~ Phone (415) 332-3190 ~ Fax (415) 332-9643
www.smcsd.org

We are planning to visit the Willow Creek Academy campus during the last week of November. Our team is available Tuesday through Thursday of that week, and will need two full days to complete the review on site. Please look at your calendar and identify which two consecutive days will work best for your team during that time, and let us know. Please also reserve a room where we can conduct file reviews and monitoring activities on-site.

Here is an overview of the Monitoring process:

- Notification of Monitoring Activities - September 29, 2017
- Willow Creek Academy collection and preparation of requested documents (October and November 2017)
- Monitoring visit - Week of November 27, 2017.
- Documentation deadline - December 1, 2017
 - Please organize and label all requested materials by section, number and subsection (as appropriate) and submit in a 3 ring binder.
 - As an alternative, all requested materials may be scanned and submitted as a (.pdf) file or as a Google Doc.
- District review and evaluation of materials - December 2017
- District report completion - January 2018
- District report to the Board of Trustees - February 2018

If you have any questions as we proceed with Monitoring for the 2017-2018 school year, please feel free to reach out to our team. Amy Prescott (CBO) and I will be the primary members of the Monitoring Team.

Thank you, in advance, for your attention and hard work on this Monitoring process. Subsequent years should be much easier for everyone, as we will be working on updates to documents or policies, instead of the identification and production of the documents.

Cc: Kurt Weinsheimer, Board President (Willow Creek Academy)
Josh Barrow, Board President (Sausalito Marin City School District)

Sausalito Marin City School District

Agenda Item: 12.01

Date: October 16, 2017

- | | |
|----------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports | |
| <input checked="" type="checkbox"/> General Functions | |
| <input type="checkbox"/> Pupil Services | |
| <input type="checkbox"/> Personnel Services | |
| <input type="checkbox"/> Financial & Business Procedures | |
| <input type="checkbox"/> Curriculum and Instruction | |
| <input type="checkbox"/> Policy Development | |
| <input type="checkbox"/> Public Hearings | |

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

Item: Facilities Workshop

Background:

This item is intended to generate a set of guiding questions for the upcoming workshop on October 24. What specific information does the Board want? Are we looking at both short and long term needs?

Fiscal Impact:

Recommendation:

Attachments:

Sausalito Marin City School District

Agenda Item: 13.01

Date: October 16, 2017

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|-------------------------------------|---------------------------------|-------------------------------------|----------------|
| <input type="checkbox"/> | Correspondence | <input checked="" type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Reports | | |
| <input type="checkbox"/> | General Functions | | |
| <input type="checkbox"/> | Pupil Services | | |
| <input type="checkbox"/> | Personnel Services | | |
| <input checked="" type="checkbox"/> | Financial & Business Procedures | | |
| <input type="checkbox"/> | Curriculum and Instruction | | |
| <input type="checkbox"/> | Policy Development | | |
| <input type="checkbox"/> | Public Hearings | | |

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

Item: Consider Approval of the District Information Brochure

Background:

In an effort to provide an update the community regarding the positive changes and work happening at Bayside MLK, we created a brochure that was mailed to the district's residents. Additional copies were printed so that we can use them for promotional/informational purposes. We wanted to time the release of the document with the start of the school year in order to help convey a message of positive associations with the school. Part of the push was to attempt to raise enrollment numbers at the school site as well. The idea for the pamphlet was generated by the Community Advisory Committee, and coincides with the positive PR that we are working to provide for Bayside MLK Academy.

Fiscal Impact: \$3,195 - Paid by Base Funds. This new expense will decrease fund balance.

Recommendation: Approve

Attachments:

SMCSD Brochure

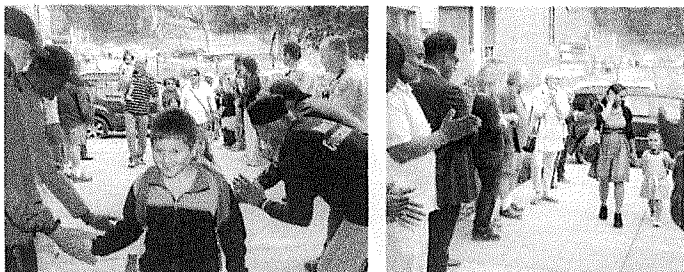
Bayside Martin Luther King, Jr. Academy

"The function of education
is to teach one to think
intensively and to think critically.
Intelligence plus character –
that is the goal of
true education."

– Dr. Martin Luther King, Jr.

WE ARE A COMMUNITY SCHOOL

A community school is a public school that
functions as the hub of its neighborhood,
bringing together families, educators, and
community partners to provide all students
with excellence in academics, enrichment,
the arts, health and social services, and
opportunities to succeed in school and
in life!



Bayside Martin Luther King, Jr. Academy
200 Phillips Drive
Sausalito, CA 94965

Standard Post
US Postage
PAID
Modesto, CA
Permit #637



We would like to thank the Sausalito and
Marin City communities for all of your support
and commitment towards building an
outstanding public school available to all
students in our district. We are excited to
provide this information to you so that
you can share in our progress.

A Culturally Responsive Learning Environment

A school where diversity is celebrated, and our students receive a culturally relevant curriculum. A place where the needs of the entire family are met, and individuals are respected.

"I like the diversity."

— Jeremiah, 8th Grade

Our classes are small and all students have individual learning plans designed to give the support and encouragement necessary to become the best scholars and citizens they can be! Bayside MLK Academy is a school designed to empower students to grow socially and academically and to thrive as individuals.

Our Principal, David Finnane, comes to us with 18 years experience and a strong reputation throughout Marin County. In addition we have a Community School Coordinator to support the needs of the



community school model, and a Parent Liaison to encourage parent participation and facilitate student and family support.

WE ARE UNIQUE!

We celebrate the diversity of our student body through a learning environment that integrates Freedom School programming with Common Core based instruction with a focus on critical thinking and problem solving.

Our kids walk through the doors knowing they are valued as people and they are respected and seen.

We have high expectations for success and we provide the supports needed to get there.

"My favorite thing is learning."

— Cameron, 1st Grade

WE HAVE A ROBUST NEW ARTS AND MUSIC PROGRAM!

We have instruction in theater, dance, visual arts, music, and more!

WE PROVIDE A MULTICULTURAL EDUCATION

As they become global scholars, our students will learn about many different cultures through

- Hispanic Heritage Month
- National Native American Heritage Month
- Black History Month
- Women's History Month
- World Culture Events

CONTACT US

Bayside MLK Academy
200 Phillips Drive
Sausalito, CA 94965

(415) 332-3573
dfinnane@smcsd.org
SMCSD.ORG

IT'S OUR TIME TO SHINE!

Sausalito Marin City School District

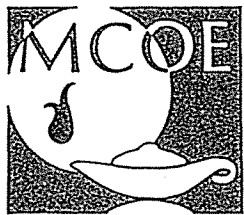
Payment of Warrants

10/16, 2017

Attached warrants include:

Batch 9 Fund 01 in the amount of \$24,796.16
Batch 9 Fund 13 in the amount of \$2,924.40
Batch 9 Fund 78 in the amount of \$71,406.98
Batch 10 Fund 01 in the amount of \$19,302.75
Batch 10 Fund 13 in the amount of \$4,165.47
Batch 10 Fund 40 in the amount of \$145,290.86
Batch 11 Fund 01 in the amount of \$57,363.44
Batch 11 Fund 13 in the amount of \$1,272.98
Batch 11 Fund 14 in the amount of \$737.94
Batch 11 Fund 78 in the amount of \$15,810.00
Batch 12 Fund 01 in the amount of \$33,389.18
Batch 12 Fund 13 in the amount of \$1,935.06
Batch 13 Fund 01 in the amount of \$3,720.00

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 9/13/17

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 \$ 99,127.54.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>9</u>	<u>24,796.16</u>
<u>13</u>	<u>9</u>	<u>2,924.40</u>
<u>78</u>	<u>9</u>	<u>71,406.98</u>
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Authorized Signature Amy Prescott

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0009 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		
20173624	000609/	AMERICAN EXPRESS				
		PV-180067	01-0000-0-4300.00-0000-7200-700-000-000	Board Meeting Dinner		105.32
			01-0000-0-4300.00-1484-2495-104-000-000	ESL Website Subscription		49.00
			01-0000-0-4319.00-1110-2140-104-000-000	PD Days Food		2,448.94
			01-0000-0-5840.00-0000-8522-700-000-000	Move from Bridgeway		1,610.00
			01-0000-0-5840.00-1110-2140-104-000-000	Ferry & Parking - PD Day		1,012.00
			01-6500-0-4300.00-5770-1110-700-000-000	Sp Ed Supplies		157.10
			01-8150-0-5230.00-0000-8110-104-000-000	Rothkop Workshop		109.25
			01-8150-0-5600.00-0000-8110-104-000-000	Gator Repair		767.39
			WARRANT TOTAL			\$6,259.00
20173625	070358/	AT&T				
		PO-180003	1. 01-0000-0-5970.00-0000-7200-700-000-000	8/17		53.63
			WARRANT TOTAL			\$53.63
20173626	070329/	AT&T CALNET 3				
		PO-180001	1. 01-0000-0-5970.00-0000-2700-104-000-000	8/17		130.08
			WARRANT TOTAL			\$130.08
20173627	001811/	STATE OF CALIFORNIA				
		PV-180072	01-0000-0-5821.00-0000-7200-725-000-000	253428		192.00
			WARRANT TOTAL			\$192.00
20173628	070308/	CDW-G				
		PO-180066	1. 01-6500-0-4400.00-5770-1110-700-000-000	JZP1804		519.13
		PO-180067	1. 01-0000-0-4300.00-1110-1010-104-000-000	JZJ8933		557.49
		PO-180068	1. 01-0000-0-4400.00-0000-7150-700-000-000	JZB3815		2,355.88
			WARRANT TOTAL			\$3,432.50
20173629	071010/	SALLY CHACON				
		PV-180069	01-0000-0-4319.00-1110-2140-104-000-000	PD Days Food		186.85
			WARRANT TOTAL			\$186.85

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0009 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
20173630	070184/	DOWNING HEATING INC.													
		PV-180073		01	-8150	-0	-5840	.00	-0000	-8110	-104	-000	-000	53898	315.20
		WARRANT TOTAL													\$315.20
20173631	071025/	DAVID FINNANE													
		PV-180070		01	-0000	-0	-5840	.00	-1110	-2140	-104	-000	-000	Parking	25.00
		WARRANT TOTAL													\$25.00
20173632	070909/	FLOCABULARY													
		PV-180071		01	-1100	-0	-4300	.00	-1110	-1010	-104	-000	-000	Teacher Subscriptions	2,000.00
		WARRANT TOTAL													\$2,000.00
20173633	070801/	HEARTLAND SCHOOL SOLUTIONS													
		PO-180084	1.	01	-0000	-0	-9209	.00	-0000	-0000	-000	-000	-000	22163	309.00
		WARRANT TOTAL													\$309.00
20173634	002345/	KONE INC.													
		PO-180006	1.	01	-8150	-0	-5840	.00	-0000	-8110	-103	-000	-000	9/17-2/18	197.00
			2.	01	-8150	-0	-5840	.00	-0000	-8110	-104	-000	-000	9/17 BMLK	328.12
		WARRANT TOTAL													\$525.12
20173635	002712/	MALUGANI TIRE CENTER													
		PV-180068		01	-8150	-0	-5840	.00	-0000	-8110	-104	-000	-000	1112864	92.03
		WARRANT TOTAL													\$92.03
20173636	070326/	MARIN SANITARY SERVICE													
		PO-180002	1.	01	-0000	-0	-5550	.00	-0000	-8200	-104	-000	-000	8/17	1,000.00
		WARRANT TOTAL													\$1,000.00
20173637	071034/	MARTHA MERCHANT													
		PV-180075		01	-0000	-0	-5240	.00	-1110	-2140	-104	-000	-000	Workshop 8/24/17	1,550.00
		WARRANT TOTAL													\$1,550.00
20173638	071017/	ZAKI MOKHEMER													
		PO-180092	1.	01	-6500	-0	-5840	.00	-5770	-3600	-700	-000	-000	8/17 Pupil Transp.	346.04
		WARRANT TOTAL													\$346.04

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0009 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		
20173639	000016/	OFFICE DEPOT				
		PO-180069	1. 01-0000-0-4400.00-0000-2700-104-000-000	Office Furniture		1,545.17
			WARRANT TOTAL			\$1,545.17
20173640	000056/	PBI				
		PO-180015	1. 01-0000-0-5605.00-0000-2700-104-000-000	3101521578		500.67
			WARRANT TOTAL			\$500.67
20173641	070514/	SCHOOL NURSE SUPPLY				
		PO-180080	1. 01-0000-0-4300.00-0000-2700-104-000-000	647516		266.11
			WARRANT TOTAL			\$266.11
20173642	070406/	SILYCO				
		PO-180016	1. 01-0000-0-5849.00-0000-7716-104-000-000	AUG2017		5,760.00
			WARRANT TOTAL			\$5,760.00
20173643	070897/	MARY THOMPSON				
		PV-180074	01-0000-0-4300.00-1110-1010-104-000-000	Parent Orient. Food		23.94
			WARRANT TOTAL			\$23.94
20173644	070912/	VOYAGER SOPRIS LEARNING				
		PO-180083	1. 01-6300-0-4100.00-1110-1010-104-000-000	1839999		283.82
			WARRANT TOTAL			\$283.82
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	21	TOTAL AMOUNT OF CHECKS:	\$24,796.16*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	21	TOTAL AMOUNT:	\$24,796.16*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0009 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		
20173645	000609/	AMERICAN EXPRESS				
		PV-180067	13-5310-0-5803.00-0000-3700-700-000-000	Cafeteria Job Ad		100.00
			WARRANT TOTAL			\$100.00
20173646	070801/	HEARTLAND SCHOOL SOLUTIONS				
		PO-180084	2. 13-5310-0-4307.00-0000-3700-700-000-000	22163		309.75
			WARRANT TOTAL			\$309.75
20173647	070827/	MARIN SUN FARMS				
		PV-180079	13-5310-0-4700.00-0000-3700-700-000-000	422050, 422182		499.90
			WARRANT TOTAL			\$499.90
20173648	070794/	NANA MAE'S ORGANIC				
		PV-180077	13-5310-0-4700.00-0000-3700-700-000-000	Fruit Purchase - Cafeteria		240.00
			WARRANT TOTAL			\$240.00
20173649	070816/	UNFI				
		PV-180080	13-5310-0-4700.00-0000-3700-700-000-000	10182327, 82436,71035		1,632.25
			WARRANT TOTAL			\$1,632.25
20173650	070799/	VERITABLE VEGETABLE INC.				
		PV-180078	13-5310-0-4700.00-0000-3700-700-000-000	1170177, 1171090		142.50
			WARRANT TOTAL			\$142.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$2,924.40*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$2,924.40*

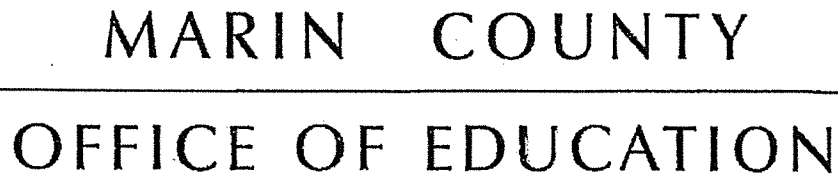
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0009 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	AMOUNT
20173651	002172/	WILLOW CREEK ACADEMY												
		PV-180076		78-0000-0-9620.00-0000-0000-000-000									A Bulletins 6-7/17	71,406.98
													WARRANT TOTAL	\$71,406.98
*** FUND	TOTALS ***													
													TOTAL NUMBER OF CHECKS:	1
													TOTAL AMOUNT OF CHECKS:	\$71,406.98*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$0.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$0.00*
													TOTAL PAYMENTS:	1
													TOTAL AMOUNT:	\$71,406.98*
*** BATCH TOTALS ***														
													TOTAL NUMBER OF CHECKS:	28
													TOTAL AMOUNT OF CHECKS:	\$99,127.54*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$0.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$0.00*
													TOTAL PAYMENTS:	28
													TOTAL AMOUNT:	\$99,127.54*
*** DISTRICT TOTALS ***														
													TOTAL NUMBER OF CHECKS:	28
													TOTAL AMOUNT OF CHECKS:	\$99,127.54*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$0.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$0.00*
													TOTAL PAYMENTS:	28
													TOTAL AMOUNT:	\$99,127.54*

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

VENDOR PAYMENT CERTIFICATION

Date 9/20/17

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 \$ 168,759.08.

[illegible]

Authorized Signature

Amy Prescott

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0010 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	
20174330	070329/	AT&T CALNET 3												
		PO-180001	1.	01-0000-0-5970.00-0000-2700-104-000-000		8/17								699.90
				WARRANT TOTAL										\$699.90
20174331	000649/	BLICK ART MATERIALS												
		PO-180075	1.	01-0000-0-4300.00-1451-1010-104-000-000		8190017, 8216916								1,620.28
				WARRANT TOTAL										\$1,620.28
20174332	070308/	CDW-G												
		PO-180088	1.	01-0000-0-4300.00-1110-1010-104-000-000		KDB2769, KDC6822								400.53
				WARRANT TOTAL										\$400.53
20174333	070935/	CINTAS CORPORATION												
		PO-180056	1.	01-8150-0-5840.00-0000-8110-104-000-000		626136041, -141064, -146066								738.10
				WARRANT TOTAL										\$738.10
20174334	070192/	COMMUNIQUE INTERPRETING INC.												
		PO-180095	1.	01-6500-0-5840.00-5770-1132-700-000-000		17-09025								1,857.50
				WARRANT TOTAL										\$1,857.50
20174335	071025/	DAVID FINNANE												
		PV-180082		01-0000-0-4400.00-0000-2700-104-000-000		Sofa for Panther Pause Area								418.55
				WARRANT TOTAL										\$418.55
20174336	002270/	FISHMAN SUPPLY CO.												
		PO-180009	1.	01-0000-0-4300.00-0000-8211-104-000-000		1095756, 1095756.1								970.01
				WARRANT TOTAL										\$970.01
20174337	070706/	GREENFIELD LEARNING												
		PO-180086	1.	01-6500-0-4300.00-5770-1110-700-000-000		5990								6,300.00
				WARRANT TOTAL										\$6,300.00
20174338	071035/	CLAIRE HARTY												
		PV-180083		01-6500-0-5240.00-5770-1110-700-000-000		Workshop 9/13/17								20.00
				WARRANT TOTAL										\$20.00
20174339	001235/	JOANNE'S PRINT SHOP												
		PV-180081		01-0000-0-5723.00-0000-2700-104-000-000		Brochure printing/postage								3,194.63

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0010 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
WARRANT TOTAL														\$3,194.63
20174340	001746/	MCGRW HILL												
		PO-180073	1.	01-6300-0-4100.00-1110-1010-104-000-000									99170567001	122.11
WARRANT TOTAL														\$122.11
20174341	070405/	SCHOOLYARD COMMUNICATIONS												
		PO-180044	1.	01-0000-0-5840.00-0000-2700-104-000-000									17-9575	937.19
WARRANT TOTAL														\$937.19
20174342	001531/	STAPLES												
		PO-180039	1.	01-0000-0-4300.00-1110-1010-104-000-000									8046288423 BMLK	548.14
		PO-180070	1.	01-0000-0-4300.00-1110-1010-104-000-116									8046288423	296.91
		PO-180071	1.	01-0000-0-4300.00-1110-1010-104-000-006									8046288423 Bunting	370.70
		PO-180076	1.	01-0000-0-4300.00-1110-1010-104-000-114									8046288423 Frederick	235.03
		PO-180077	1.	01-0000-0-4300.00-1110-1010-104-000-006									8046288423 Bunting	54.79
		PO-180079	1.	01-0000-0-4300.00-1110-1010-104-000-116									8046288423 Haddad	201.31
WARRANT TOTAL														\$1,706.88
20174343	000300/	TRANSBAY SECURITY SERVICE												
		PV-180085		01-8150-0-4300.00-0000-8100-103-000-000									68349	249.18
WARRANT TOTAL														\$249.18
20174344	070792/	TURNING GREEN												
		PV-180084		01-0000-0-4319.00-1110-1010-104-000-000									1296	67.89
WARRANT TOTAL														\$67.89
*** FUND TOTALS ***														
TOTAL NUMBER OF CHECKS:												15	TOTAL AMOUNT OF CHECKS:	\$19,302.75*
TOTAL ACH GENERATED:												0	TOTAL AMOUNT OF ACH:	\$0.00*
TOTAL EFT GENERATED:												0	TOTAL AMOUNT OF EFT:	\$0.00*
TOTAL PAYMENTS:												15	TOTAL AMOUNT:	\$19,302.75*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0010 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		
20174345	070841/	ECOLAB				
		PO-180050	1. 13-5310-0-5605.00-0000-3700-700-000-000	6887058, 6884351		383.39
			WARRANT TOTAL			\$383.39
20174346	070827/	MARIN SUN FARMS				
		PV-180088	13-5310-0-4700.00-0000-3700-700-000-000	422376		349.32
			WARRANT TOTAL			\$349.32
20174347	070794/	NANA MAE'S ORGANIC				
		PV-180086	13-5310-0-4700.00-0000-3700-700-000-000	181661		120.00
			WARRANT TOTAL			\$120.00
20174348	070792/	TURNING GREEN				
		PV-180084	13-5310-0-4300.00-0000-3700-700-000-000	1296		636.31
			13-5310-0-5840.00-0000-3700-104-000-000	1296		2,500.00
			13-5310-0-5840.00-0000-3700-700-000-000	1296		53.25
			13-5310-0-5840.00-0000-3700-700-000-000	1296		10.70
			WARRANT TOTAL			\$3,200.26
20174349	070799/	VERITABLE VEGETABLE INC.				
		PV-180087	13-5310-0-4700.00-0000-3700-700-000-000	1172668		112.50
			WARRANT TOTAL			\$112.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:	\$4,165.47*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	5	TOTAL AMOUNT:	\$4,165.47*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0010 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		
20174350	002616/	US BANK				
	PV-180089	40-0000-0-7438.00-0000-9100-000-000-325	Interest			50,290.86
		40-0000-0-7439.00-0000-9100-000-000-325	Principal			95,000.00
		WARRANT TOTAL				\$145,290.86
*** FUND	TOTALS ***	TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:		\$145,290.86*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	1	TOTAL AMOUNT:		\$145,290.86*
*** BATCH TOTALS ***		TOTAL NUMBER OF CHECKS:	21	TOTAL AMOUNT OF CHECKS:		\$168,759.08*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	21	TOTAL AMOUNT:		\$168,759.08*
*** DISTRICT TOTALS ***		TOTAL NUMBER OF CHECKS:	21	TOTAL AMOUNT OF CHECKS:		\$168,759.08*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	21	TOTAL AMOUNT:		\$168,759.08*

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DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0011 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		
20175144	070873/	ADVANCED SECURITY SYSTEMS				
		PO-180023	2. 01-0000-0-5840.00-0000-8300-104-000-000	396856		30.00
			WARRANT TOTAL			\$30.00
20175145	000649/	BLICK ART MATERIALS				
		PO-180075	1. 01-0000-0-4300.00-1451-1010-104-000-000	8253232		74.16
			WARRANT TOTAL			\$74.16
20175146	000608/	BURKELL PLUMBING				
		PV-180100	01-8150-0-5840.00-0000-8110-104-000-000	48135 Backflow check		587.00
			WARRANT TOTAL			\$587.00
20175147	070308/	CDW-G				
		PO-180090	1. 01-0000-0-4300.00-0000-7150-725-000-000	KDW2593		81.19
			WARRANT TOTAL			\$81.19
20175148	070192/	COMMUNIQUE INTERPRETING INC.				
		PO-180095	1. 01-6500-0-5840.00-5770-1132-700-000-000	17-09009		2,303.75
			WARRANT TOTAL			\$2,303.75
20175149	071037/	DANIELLE DABBAH				
		PV-180093	01-0000-0-4300.00-1110-1010-104-000-123	Recess Snacks		49.85
			WARRANT TOTAL			\$49.85
20175150	070721/	FAGEN FRIEDMAN FULFROST				
		PO-180074	1. 01-0000-0-5829.00-0000-7100-700-000-000	54548 1-5		4,635.54
			WARRANT TOTAL			\$4,635.54
20175151	071025/	DAVID FINNANE				
		PV-180094	01-0000-0-4300.00-0000-2700-104-000-000	778th Grades Incentives		108.22
			WARRANT TOTAL			\$108.22
20175152	002796/	GLOBAL INDUSTRIAL				
		PO-180081	1. 01-0000-0-4300.00-1110-1010-104-000-127	111555620		196.78
			WARRANT TOTAL			\$196.78
20175153	000039/	KAISER FOUNDATION				
		PV-180097	01-0000-0-9526.00-0000-0000-000-000-000	578-0002		17,748.67

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0011 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		
			01-0000-0-9526.00-0000-0000-000-000	16734-0001		14,513.80
			WARRANT TOTAL			\$32,262.47
20175154	000045/	MARIN COUNTY OFFICE OF EDUC				
		PV-180103	01-8150-0-4300.00-0000-8110-104-000-000	180097		61.50
			WARRANT TOTAL			\$61.50
20175155	000015/	MSIA DENTAL				
		PV-180095	01-0000-0-9528.00-0000-0000-000-000-000	10/17		3,019.80
			WARRANT TOTAL			\$3,019.80
20175156	000117/	MSIA VISION				
		PV-180096	01-0000-0-9529.00-0000-0000-000-000-000	10/17		389.80
			WARRANT TOTAL			\$389.80
20175157	000016/	OFFICE DEPOT				
		PV-180098	01-0000-0-4300.00-0000-7200-700-000-000	961984574001		73.58
			WARRANT TOTAL			\$73.58
20175158	000058/	P G & E CO				
		PO-180000	1. 01-0000-0-5510.00-0000-8200-103-000-000	9/17 WCA		99.41
			2. 01-0000-0-5510.00-0000-8200-104-000-000	9/17 BMLK		2,939.23
			WARRANT TOTAL			\$3,038.64
20175159	070222/	PROTECTION ONE				
		PV-180099	01-0000-0-5840.00-0000-8300-103-000-000	10/17		429.30
			01-0000-0-5840.00-0000-8300-104-000-000	10/17		418.88
			01-0000-0-5840.00-0000-8300-700-000-000	10/17		88.28
			WARRANT TOTAL			\$936.46
20175160	070913/	SEAGATE BRIDGEWAY ASSOCIATES				
		PV-180092	01-0000-0-5555.00-0000-7150-725-000-000	10/17 Rent		5,317.00
			WARRANT TOTAL			\$5,317.00
20175161	071036/	STAFFING OPTIONS & SOLUTIONS				
		PO-180107	1. 01-6500-0-5835.00-5770-1182-700-000-000	18989		1,230.00

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/29/2017

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0011 GENERAL FUND
FUND : 01 GENERAL FUND

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

WARRANT TOTAL														\$1,230.00	
20175162	001531/	STAPLES													
		PO-180078	1.		01-0000-0-4300.00-1110-1010-104-000-123									8046288423 Dabbah	318.46
		PO-180111	1.		01-0000-0-4300.00-1110-1010-104-000-003									8046288423 Thompson	193.52
		PO-180112	1.		01-0000-0-4300.00-1110-1010-104-000-128									8046288423 Franz	91.45
		PO-180113	1.		01-0000-0-4300.00-1110-1010-104-000-127									8046288423 Stern	96.94
		PO-180114	1.		01-0000-0-4300.00-1110-1010-104-000-007									8046288423 Edmondson	401.20
		PO-180115	1.		01-0000-0-4300.00-1110-1010-104-000-124									8046288423 Speiser	61.36
		PV-180091			01-0000-0-4300.00-1110-1010-104-000-116									8046288423 Haddad	84.78
WARRANT TOTAL														\$1,247.71	
20175163	070795/	MARK TONG													
		PV-180101			01-0000-0-4400.00-0000-2420-104-000-000									MPR Sound Sys. Parts	1,719.99
WARRANT TOTAL														\$1,719.99	
*** FUND	TOTALS ***														
			TOTAL NUMBER OF CHECKS:				20	TOTAL AMOUNT OF CHECKS:				\$57,363.44*			
			TOTAL ACH GENERATED:				0	TOTAL AMOUNT OF ACH:				\$0.00*			
			TOTAL EFT GENERATED:				0	TOTAL AMOUNT OF EFT:				\$0.00*			
			TOTAL PAYMENTS:				20	TOTAL AMOUNT:				\$57,363.44*			

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0011 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		
20175164	070923/	CAPAY INC				
		PV-180108	13-5310-0-4700.00-0000-3700-700-000-000	88425		123.85
			WARRANT TOTAL			\$123.85
20175165	070841/	ECOLAB				
		PO-180050	1. 13-5310-0-5605.00-0000-3700-700-000-000	6979726		110.45
			WARRANT TOTAL			\$110.45
20175166	070827/	MARIN SUN FARMS				
		PV-180107	13-5310-0-4700.00-0000-3700-700-000-000	422628		249.53
			WARRANT TOTAL			\$249.53
20175167	070973/	ROCK ISLAND REFRIGERATED				
		PV-180109	13-5310-0-4700.00-0000-3700-700-000-000	1052237, 1056859 CM 2501/10229		122.74
			WARRANT TOTAL			\$122.74
20175168	070816/	UNFI				
		PV-180106	13-5310-0-4700.00-0000-3700-700-000-000	10192234-004		553.91
			WARRANT TOTAL			\$553.91
20175169	070799/	VERITABLE VEGETABLE INC.				
		PV-180105	13-5310-0-4700.00-0000-3700-700-000-000	1174176		112.50
			WARRANT TOTAL			\$112.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$1,272.98*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$1,272.98*

APY250 L.00.05

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 09/29/2017

09/28/17 PAGE 46

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0011 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	AMOUNT
20175170	000700/	ELECTRIX												
		PV-180102					14-0000-0-5600.00-0000-8110-104-000-000						19799	737.94
													WARRANT TOTAL	\$737.94
*** FUND	TOTALS ***													
													TOTAL NUMBER OF CHECKS:	1
													TOTAL AMOUNT OF CHECKS:	\$737.94*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$0.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$0.00*
													TOTAL PAYMENTS:	1
													TOTAL AMOUNT:	\$737.94*

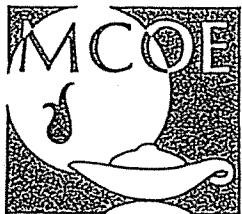
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0011 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	AMOUNT
20175171	002172/	WILLOW CREEK ACADEMY												
		PV-180104					78-0000-0-9620.00-0000-0000-000-000						Aug. 2017 A Bulletins	15,810.00
													WARRANT TOTAL	\$15,810.00
*** FUND	TOTALS ***													
													TOTAL NUMBER OF CHECKS:	1
													TOTAL AMOUNT OF CHECKS:	\$15,810.00*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$0.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$0.00*
													TOTAL PAYMENTS:	1
													TOTAL AMOUNT:	\$15,810.00*
***	BATCH TOTALS ***													
													TOTAL NUMBER OF CHECKS:	28
													TOTAL AMOUNT OF CHECKS:	\$75,184.36*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$0.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$0.00*
													TOTAL PAYMENTS:	28
													TOTAL AMOUNT:	\$75,184.36*
***	DISTRICT TOTALS ***													
													TOTAL NUMBER OF CHECKS:	28
													TOTAL AMOUNT OF CHECKS:	\$75,184.36*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$0.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$0.00*
													TOTAL PAYMENTS:	28
													TOTAL AMOUNT:	\$75,184.36*

Printed: 09/29/2017 10:41:33



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 10/4/17

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 \$ 35,324.24.

FUND NUMBER

BATCH NUMBER

AMOUNT

01

12

33,389.18

13

12

1,935.06

Authorized Signature

Amir Prescott

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0012 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	
20175982	070329/	AT&T CALNET 3												
		PO-180001	1.	01-0000-0-5970.00-0000-2700-104-000-000									9/17	38.92
				WARRANT TOTAL										\$38.92
20175983	071039/	BAY AREA DISCOVERY MUSEUM												
		PV-180119		01-9473-0-5819.00-1110-1010-104-000-000									TK/K Field Trip	330.00
				WARRANT TOTAL										\$330.00
20175984	000006/	BAY CITIES REFUSE INC												
		PO-180004	1.	01-0000-0-5550.00-0000-8200-103-000-000									10/17	697.25
				WARRANT TOTAL										\$697.25
20175985	070952/	BLUE EAGLE PRODUCTS INC												
		PV-180115		01-0000-0-4300.00-0000-8210-104-000-000									2316	167.59
				WARRANT TOTAL										\$167.59
20175986	070192/	COMMUNIQUE INTERPRETING INC.												
		PO-180095	1.	01-6500-0-5840.00-5770-1132-700-000-000									17-09105	2,195.00
				WARRANT TOTAL										\$2,195.00
20175987	070871/	DOCUMENT TRACKING SERVICES												
		PV-180113		01-0000-0-5840.00-0000-2700-104-000-000									BMLK	466.00
				01-0000-0-9209.00-0000-0000-000-000-000									WCA	229.00
				WARRANT TOTAL										\$695.00
20175988	002890/	LOUIS EDNEY												
		PV-180112		01-0000-0-4300.00-1110-1010-104-000-008									Classroom supplies	55.75
				WARRANT TOTAL										\$55.75
20175989	001807/	EMPLOYMENT DEVELOPMENT DEPT.												
		PV-180117		01-0000-0-9515.00-0000-0000-000-000-000									94241171 Q3, 2017	314.72
				WARRANT TOTAL										\$314.72
20175990	071025/	DAVID FINNANE												
		PV-180118		01-8150-0-4300.00-0000-8110-104-000-000									Blinds for psy. room	41.93
				WARRANT TOTAL										\$41.93

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0012 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
20175991	002270/	FISHMAN SUPPLY CO.				
		PO-180108 1. 01-0000-0-4300.00-0000-8210-104-000-000			1082401.1	81.72
		WARRANT TOTAL				\$81.72
20175992	071038/	JULIE FREDERICK				
		PV-180114 01-0000-0-4300.00-1110-1010-104-000-000			Classroom supplies	76.89
		WARRANT TOTAL				\$76.89
20175993	000023/	GOODMAN BUILDING SUPPLY CO.				
		PO-180008 1. 01-8150-0-4300.00-0000-8110-103-000-000			10/17 WCA	151.04
		2. 01-8150-0-4300.00-0000-8110-104-000-000			10/17 BMLK	150.50
		WARRANT TOTAL				\$301.54
20175994	002158/	JULIUS HOLTZCLAW				
		PV-180120 01-0000-0-4300.00-0000-2700-104-000-000			Medical Supplies	24.89
		WARRANT TOTAL				\$24.89
20175995	070988/	VANESSA LYONS				
		PO-180085 1. 01-9471-0-5800.00-1110-1010-104-000-000			9/17 Garden Work	2,370.00
		WARRANT TOTAL				\$2,370.00
20175996	071015/	MCCDC				
		PO-180049 1. 01-9472-0-5840.00-0000-2495-104-000-000			Younger 8-10/17	17,945.26
		WARRANT TOTAL				\$17,945.26
20175997	071017/	ZAKI MOKHEMER				
		PO-180092 1. 01-6500-0-5840.00-5770-3600-700-000-000			9/17 Pupil Transp.	613.44
		WARRANT TOTAL				\$613.44
20175998	000016/	OFFICE DEPOT				
		PO-180096 1. 01-0000-0-4300.00-0000-7200-700-000-000			964660561001	317.77
		WARRANT TOTAL				\$317.77
20175999	000058/	P G & E CO				
		PO-180000 1. 01-0000-0-5510.00-0000-8200-103-000-000			9/17 WCA	3,092.10
		2. 01-0000-0-5510.00-0000-8200-104-000-000			9/17 BMLK	52.41

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0012 GENERAL FUND
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT

WARRANT TOTAL																			\$3,144.51
20176000	000073/	PEARSON																	
		PO-180093		1.	01-6500-0-4300.00-5770-1110-700-000-000												11323166		1,021.48
		PO-180094		1.	01-6500-0-4300.00-5770-1110-700-000-000												11325580		74.75
		WARRANT TOTAL																	\$1,096.23
20176001	071012/	SENECA																	
		PV-180111			01-6500-0-5849.00-5770-1100-700-000-000												PEA-MAR 17		1,813.00
		WARRANT TOTAL																	\$1,813.00
20176002	001206/	SHELL OIL CO.																	
		PV-180121			01-0000-0-4301.00-0000-8110-735-000-000												9/17		140.00
		WARRANT TOTAL																	\$140.00
20176003	070200/	STANDARD INSURANCE COMPANY CB																	
		PV-180116			01-0000-0-9527.00-0000-0000-000-000-000												9/17		628.80
		WARRANT TOTAL																	\$628.80
20176004	001531/	STAPLES																	
		PO-180099		1.	01-6500-0-4300.00-5770-1110-104-000-007												3352428263		15.37
		PO-180100		1.	01-0000-0-4300.00-1110-1010-104-000-006												3352428264-5		20.00
		PO-180102		1.	01-0000-0-4300.00-1110-1010-104-000-116												3352428262		87.87
		PO-180103		1.	01-6500-0-4300.00-5770-1110-700-000-119												3352428266		59.99
		PO-180104		1.	01-0000-0-4300.00-1110-1010-104-000-116												3352428262		60.14
		PV-180110			01-0000-0-4300.00-1110-1010-104-000-116												3352428262		55.60
		WARRANT TOTAL																	\$298.97

***UND TOTALS ***

TOTAL NUMBER OF CHECKS:	23	TOTAL AMOUNT OF CHECKS:	\$33,389.18*
TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$0.00*
TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$0.00*
TOTAL PAYMENTS:	23	TOTAL AMOUNT:	\$33,389.18*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0012 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		
20176005	070794/	NANA MAE'S ORGANIC				
		PV-180125	13-5310-0-4700.00-0000-3700-700-000-000	18166, 181672		240.00
			WARRANT TOTAL			\$240.00
20176006	070973/	ROCK ISLAND REFRIGERATED				
		PV-180123	13-5310-0-4700.00-0000-3700-700-000-000	1059138		386.74
			WARRANT TOTAL			\$386.74
20176007	070816/	UNFI				
		PV-180122	13-5310-0-4700.00-0000-3700-700-000-000	10206119-003		1,195.82
			WARRANT TOTAL			\$1,195.82
20176008	070799/	VERITABLE VEGETABLE INC.				
		PV-180124	13-5310-0-4700.00-0000-3700-700-000-000	1175757		112.50
			WARRANT TOTAL			\$112.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS: 4	TOTAL AMOUNT OF CHECKS:		\$1,935.06*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$.00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$.00*
			TOTAL PAYMENTS: 4	TOTAL AMOUNT:		\$1,935.06*
*** BATCH	TOTALS ***		TOTAL NUMBER OF CHECKS: 27	TOTAL AMOUNT OF CHECKS:		\$35,324.24*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$.00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$.00*
			TOTAL PAYMENTS: 27	TOTAL AMOUNT:		\$35,324.24*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF CHECKS: 27	TOTAL AMOUNT OF CHECKS:		\$35,324.24*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$.00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$.00*
			TOTAL PAYMENTS: 27	TOTAL AMOUNT:		\$35,324.24*

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DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0013 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		
20176396	002758/	MARIN CITY CSD				
	PV-180126		01-0000-0-5840.00-0000-2700-104-000-000	Rec. Services		3,720.00
			WARRANT TOTAL			\$3,720.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$3,720.00*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$3,720.00*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$3,720.00*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$3,720.00*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$3,720.00*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$3,720.00*

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**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
September 14, 2017**

ATTENDANCE

Board Members Present: Joshua Barrow, Ida Green, Debra Turner, Thomas Newmeyer, Caroline Van Alst

Superintendent: Will McCoy

The meeting was called to order at 5:00 p.m.

CLOSED SESSION

The Board and Superintendent convened closed session at 5:01 p.m.

RECONVENE TO OPEN SESSION

Open session reconvened at 6:12 p.m.

REPORT OUT OF CLOSED SESSION

Trustee Barrow announced that the Board took action to approve a settlement agreement in case # 2017070980

Ayes: Barrow, Turner, Green

Noes: None

Abstain: Newmeyer, Van Alst

PLEDGE OF ALLEGIANCE

Trustee Newmeyer led the pledge of allegiance.

REORGANIZATION OF AGENDA

Trustee Van Alst said that concerns have been raised by the County Superintendent that she has a common law conflict of interest in decisions that affect the relationship between the district and the charter school, arising from the fact that she has children attending the charter school. She continued: Although I do not believe that a conflict exists, given the nature of the allegations and the ongoing investigation of the district by the Attorney General, I am recusing myself from several items on the agenda: Items 8.01 8.02 8.03: Correspondence; 9.01: Superintendent's Report; 12.03: Blackboard Connect Contract; 13.03: Revised 2017-2018 LCAP; 13.04: Unaudited Actuals 2016-17 District Budget; 13.05: Resolution 750 – GANN Limit.

She requested that items 8.01 to 8.03 be moved to the top of the agenda and the rest to the end of the agenda.

Trustee Newmeyer made the same comment.

M/s/c Van Alst/Newmeyer to re-order the agenda as requested

Ayes: Barrow, Green, Turner, Van Alst

Noes: None

AT 6: 17 p.m., trustees Newmeyer and Van Alst left the meeting.

CORRESPONDENCE

Referring to the correspondence from the Marin County Office of Education, Jeff Knowles of the Willow Creek Academy Board of Directors said that this Board has the ultimate responsibility for all students, including those at WCA. We should consider the option of a single school to end this divisiveness, he

BOARD COMMUNICATIONS

Trustee Green said the first day of school was very enjoyable for both parents and students.

Trustee Turner said the first day of school was a joyous and outstanding beginning.

Trustee Van Alst said that she was very impressed with the art room exhibit at Back to School Night. Teachers Michael Stern and LeShawn Holcomb's teamwork was wonderful to see. She thanked Principal Finnane for all his hard work.

Trustee Newmeyer said the energy at the Back to School Night was electric.

ORAL COMMUNICATIONS

Marilyn Mackel said that it is important to point out that the basis for the recusal of two of our trustees is not solely having children at the charter school but also the conflict that arises out of district board members acting in violation of their fiduciary duty to the Sausalito Marin City School District, the only entity for which they have governance responsibilities. Their sole responsibility to the charter school is one of oversight.

PRINCIPAL

David Finnane thanked the Board for their comments regarding the first day of school. He said: We have a complete and competent staff with high expectations of themselves as well as the students. We have some work to do to clearly underscore our expectations of our students. Current enrollment is 129.

During our ten days of professional development, we worked on cultural competency, freedom school methodology, capturing kids' hearts, trauma informed systems and training with the publishers of the books in our curriculum. We are prepared to offer academically strong and relevant curriculum to our students. We will use the expertise of the WCA math teacher to offer training to our teachers for MAP testing.

COMMUNITY SCHOOL COORDINATOR

Jennifer Puckett gave a report on her visit to Venetia Valley Community School, where the focus is on the whole child as well as the community. The school offers help with nutrition, housing, employment support as well as parent education classes.

At Bayside MLK Jr. Academy, clubs have been set up in robotics, yearbook, cooking.

PARENT LIAISON

Felicia Younger gave an overview of the Parent Center. She said that the school is laying the foundations for family engagement.

WILLOW CREEK ACADEMY

Jeff Knowles read the report on behalf of Head of School Tara Seekins. Enrollment stands at 412.

MINDFULNESS PLAN

Superintendent McCoy said that through a referral from Barbara Sapienza, we have found a coach, Chelsea True, who is willing to offer mindfulness training to our students - at no cost to the district - provided outside funding is found.

M/s/c Van Alst/Newmeyer to remove item 12.05, Approval of the 2017-2018 Agreement with the Boys and Girls Club, from the Consent Agenda

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Roll Call Newmeyer/Van Alst to Approve the Following Consent Agenda items:

Payment of Warrants – Batches 5-8

Minutes of the August 15, 2017 Board Meeting

Flocabulary Subscription for 2017-2018

2017-2018 Contract with Martha Merchant, Psy.D. for the “Transforming Trauma Workshop”

2017-2018 Educator Effectiveness Plan

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

2017-2018 Agreement with the Boys and Girls Club

Amy Prescott said that the Boys and Girls Club has notified the district that it will be able to access \$20K in grants to supplement its budget.

M/s/c Newmeyer/Turner to approve the 2017-2018 Agreement with the Boys and Girls Club

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Revised 2017-2018 Board Meeting Calendar

M/s/c Van Alst/Turner to approve the revised 2017-2018 Board Meeting Calendar with the exception of the May meeting which will be determined at a later date

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

2017-2018 Governance Calendar

M/s/c /Turner/Newmeyer to approve the 2017-2018 Governance Calendar

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Approval of Hiring of LeShawn Holcomb under a Variable Term Waiver, Multiple Subject Credential, 7/8 Grades, ELA and Social Science

M/s/c Van Alst/Turner to approve the Hiring of LeShawn Holcomb under a Variable Term Waiver, Multiple Subject Credential, 7/8 Grades, ELA and Social Science

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

At 7:59 p.m. trustees Newmeyer and Van Alst left the meeting.

Update on Corrective Actions Matrix

Superintendent McCoy discussed several actions that have been completed or are still in progress.

2017-2018 Blackboard Connect Contract

M/s/c /Turner/Green to approve the 2017-2018 Blackboard Connect Contract

Ayes: Barrow, Green, Turner

Noes: None

Absent: Newmeyer, Van Alst

Revised 2017-2018 Local Control Accountability Plan

Superintendent McCoy explained that this revision contains a few technical corrections which were pointed out by the Marin County Office of Education.

M/s/c Turner/Green to approve the Revised 2017-2018 Local Control Accountability Plan

Ayes: Barrow, Green, Turner

Noes: None

Absent: Newmeyer, Van Alst

2016-2017 District Budget Unaudited Actuals

Interim Chief Business Official Amy Prescott gave a report on the 2016-2017 unaudited actuals.

M/s/c Turner/Green to approve the 2016-2017 District Budget Unaudited Actuals

Ayes: Barrow, Green, Turner

Noes: None

Absent: Newmeyer, Van Alst

Resolution 750 – 2017-2018 “GANN” Limit

Roll Call Green/Turner to Approve Resolution 750 – 2017-2018 “GANN” Limit

Ayes: Barrow, Green, Turner

Noes: None

Absent: Newmeyer, Van Alst

ADJOURNMENT

M/s/c Green/Turner/Green to Adjourn at 9:17 p.m.

Ayes: Barrow, Green, Turner

Noes: None

Absent: Newmeyer, Van Alst

Signature/Date

Title

13.04

Marin Rocks
124 Wild Horse Valley Road
Novato, CA 94947
kkaselionis@gmail.com
(415) 858-5490

September 25, 2017

Martin Luther King, Jr School
200 Phillips Drive
Sausalito, CA 94965

RE: Restricted Donation

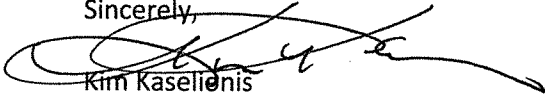
To Whom It May Concern:

Enclosed please find check 1550001458 in the amount of \$1,578.70 which represents a donation to be used exclusively for your music program.

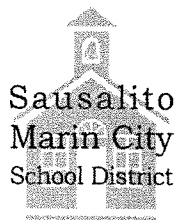
Should you have any questions, please feel free to contact me at the above referenced address.

Thank you.

Sincerely,


Kim Kaselionis

enclosure



1895 - 2017

SAUSALITO MARIN CITY SCHOOL DISTRICT

Superintendent:
Board of Trustees:

Will McCoy
Joshua Barrow (President), Ida Green, Thomas Newmeyer
Debra Turner, and Caroline Van Alst

October 16, 2017

Kim Kaselionis
Marin Rocks
124 Wild Horse Valley Road
Novato, CA 94947

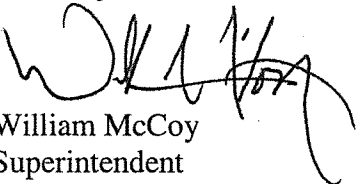
Dear Ms. Kaselionis,

Thank you for your generous donation to the Bayside Martin Luther King Junior Academy's Music Program in the amount of \$1,578.70. The funds will be used to maintain the instruments and purchase materials and supplies such as reeds, music books, guitar strings, and mouthpieces.

As you aware, education struggles to fund the basics for our children. When community organizations provide a donation to our school district, it makes a difference for the children.

Thank you again for your generosity.

Sincerely,



William McCoy
Superintendent

Cc: Board of Trustees

13.05

INVOICE

DATE: 09/21/2017

FROM: Marin City CSD
630 Drake Avenue
Marin City, CA 94965

BILL TO: Sausalito Marin City School
District
200 Phillips Drive
Marin City, CA 94965

DATE	DESCRIPTION	AMOUNT
09/21/2017	CSD Rec. Services	\$3720.00
		\$3720.00

David P. L.

Sausalito Marin City School District

Agenda Item: 13.06

Date: October 16, 2017

- | | | | |
|-------------------------------------|---------------------------------|-------------------------------------|----------------|
| <input type="checkbox"/> | Correspondence | <input checked="" type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Reports | | |
| <input type="checkbox"/> | General Functions | | |
| <input type="checkbox"/> | Pupil Services | | |
| <input type="checkbox"/> | Personnel Services | | |
| <input checked="" type="checkbox"/> | Financial & Business Procedures | | |
| <input type="checkbox"/> | Curriculum and Instruction | | |
| <input type="checkbox"/> | Policy Development | | |
| <input type="checkbox"/> | Public Hearings | | |

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

Item: Consider Approval of the Document Tracking Services Contract for the 2017-2018 School Year in the Amount of \$695 (Renewal).

Background:

Document Tracking Services (DTS) provides software that assists the District and Willow Creek Academy in annual preparation of the School Accountability Report Card (SARC). The District also prepares the annual Local Control Accountability Plan (LCAP) through DTS.

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

Goal 1 – Student Achievement, Action 5

Fiscal Impact: Included in the 2017/2018 Budget

\$466	Paid by Unrestricted Base Funds
<u>\$229</u>	Paid by Willow Creek Academy
\$695	Total

Recommendation: Approve

Attachments: Document Tracking Service 2017-2018 Invoice



August 21, 2017

Sausalito Marin City School District
200 Phillips Drive
Sausalito, CA 94965

Re: Document Tracking Services

INVOICE #9496504

Pursuant to the licensing agreement between Sausalito Marin City School District and Document Tracking Services (DTS):

Document Tracking Services

Document Tracking Services [10/15/17 to 10/15/18]: \$395
3 schools and District Personnel = 4 sites
License Agreement includes up to 5 documents

Translation Services

2017 Spanish School Accountability Report Card: \$300
\$150 x 2 School Accountability Report Cards

Total Balance Due: \$695

Please Make Checks Payable To: Document Tracking Services

Send to:

Aaron Tarazon, Director
Document Tracking Services
10225 Barnes Canyon Road, Suite A200
San Diego, CA 92121
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Thank you!

A handwritten signature in black ink, appearing to read "Amy Prescott".

Approved Per Payment (Signature)

A handwritten signature in black ink, appearing to read "Amy Prescott".

Name/Role (Printed)



LICENSING AGREEMENT

This Agreement effective **October 15, 2017**, is made and entered into by **Sausalito Marin City School District** as Licensee and Document Tracking Services (DTS) as Licensor each a "Party" and collectively the "Parties".

Licensee desires that DTS provide a license to use DTS proprietary web-based application in accordance with the following provisions:

- A. License. DTS hereby grants to Licensee a non-exclusive license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.
 - (i) DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
 - (ii) Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.
- B. Internet Areas. All parties including third party licensees shall not be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval.
- C. Term of License. The term of the Agreement is for **one (1) year** from the effective date (as noted in paragraph one) of the license agreement.
- D. Personnel. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.
- E. Content. DTS will be solely responsible for loading the content supplied by Licensee into DTS secure server and provide complete access to Licensee and its representatives.
- F. Security of Data. DTS at all times will have complete security of Licensee documents on dedicated servers that only authorized DTS personnel will have access to; all login by DTS authorized will be stored and saved as to time of log-in and log-out.
 - (i) Licensee may request DTS to only store Licensee documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.
- G. Management of Database. DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.
- H. Customer License. DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.



- I. License Fee. Licensee shall pay a fee of **\$395**.
- J. Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **\$0**.
- K. Payment Terms. Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
- L. Number of Documents. The maximum number of documents per school district is limited to **five (5)**.
- M. Warranty. Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
- N. Definitions.
 - (i) Document. A document is defined as **a)** a specific template provided by CDE or; **b)** any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or **c)** individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.
 - * Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.
 - (ii) Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.
- O. Document Setup Fee. DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.
- P. Additional Fees. Licensee shall pay additional fees if Licensee exceeds the number of documents as described in section L of this agreement. The fee for each additional document is \$39 per document times the number of schools in the district. The fee shall be payable within thirty (30) days from DTS invoice.
- Q. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Director
Document Tracking Services
10225 Barnes Canyon Road, Suite A200
San Diego, CA 92121
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Date: August 21, 2017

Licensee

By: Amy Prescott, Interim CBO

Date: 10-3-17

Sausalito Marin City School District



Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2017 School Accountability Report Card, English & Spanish (Custom Template)
2. Others to be identified as needed.

13.07

Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on Williams Uniform Complaints
[Education Code § 35186(d)]

District: Sausalito Marin City

Person completing this form: William McCoy Title: Superintendent

Quarterly Report Submission Date:

<input type="checkbox"/>	July 2017
<input checked="" type="checkbox"/>	October 2017
<input type="checkbox"/>	January 2018
<input type="checkbox"/>	April 2018

Date for information to be reported publicly at governing board meeting of October 16, 2017

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		
CAHSEE Intensive Instruction and Services	0		
TOTALS	0		

William McCoy
Print Name of District Superintendent

Signature of District Superintendent

10/16/2017

Date

SAUSALITO MARIN CITY SCHOOL DISTRICT

FIELD TRIP REQUEST

Please complete and submit to Principal at least ONE MONTH before field trip date.

1. Every student must have a permission slip signed by a parent/guardian. School rules and safety instructions must be reviewed.
2. If there is a cost connected to this trip, site must provide an invoice to the Business Office for payment prior to date of trip.
3. If lunches are provided, the classroom teacher is responsible for notifying the District Office of confirmed number of lunches needed AND for completion of form to indicate names of all children eating lunch (minimum TWO weeks prior to trip).

Request Date Sept. 21, 2017 Destination: Mosaic Camp

Destination Address: Camp Maymac, 9115 East Zayante Rd. Felton, CA 95018

Name & Title of Person Offering Program: Lara Mendel, Mosaic Project (510) 452-3377

Standard Supported (in detail): _____

Teacher(s): Scott Haddad

Grade(s): 4 - 5 # of Children: 19 # of Adults: 1 Reservation Made: YES

Trip Date: October 23, 2017 Alternate Date/Return Date: October 27, 2017 # of Days: 5

Departure Time: 9:00 am Pick Up @ F.T. Site: 1:30 ☒ Lunches Needed

Transportation: ☒ School Bus ☐ Private Car ☐ Walking ☐ Public Transportation

Funding Source: ☒ District
☐ Other

Coding: 01-9473-W-5319.00 - 1110-7010 -104

Expenses (itemized): _____

For District Office Use

Verification of Fund Availability: Business Manager: Amy Fresco

Disposition

☒ Approved ☐ Denied Date: 9/21/17

School Principal: Darrell

☐ Approved ☐ Denied Date: _____

Superintendent: _____

☐ Approved ☐ Denied Date: _____

Board of Trustees: _____

Sausalito Marin City School District

Agenda Item: 13.09

Date: October 16, 2017

- | | | | |
|-------------------------------------|---------------------------------|-------------------------------------|----------------|
| <input type="checkbox"/> | Correspondence | <input checked="" type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Reports | | |
| <input type="checkbox"/> | General Functions | | |
| <input type="checkbox"/> | Pupil Services | | |
| <input type="checkbox"/> | Personnel Services | | |
| <input checked="" type="checkbox"/> | Financial & Business Procedures | | |
| <input type="checkbox"/> | Curriculum and Instruction | | |
| <input type="checkbox"/> | Policy Development | | |
| <input type="checkbox"/> | Public Hearings | | |

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

Item: Consider Approval of the Donation of Surplus School furniture to the Global Book Exchange

Background:

Schools in Marin have donated books and furniture to Global Book Exchange for shipment to needy schools overseas. This year, donations are being shipped to the Philippines.

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

Fiscal Impact: None

Recommendation: Approve

Attachments: Letter from Global Exchange and List of Surplus Furniture

Donation of Surplus School Furniture to the Global Book Exchange

The Global Book Exchange in Terra Linda is seeking surplus school furniture to send to schools in the Philippines. Anyone with library bookcases, tables, chairs, or student desks to donate, please contact me:

global.k12books@gmail.com

415-308-0939

Thank you and kudos to all of the Marin schools that have been bringing books to us. Over the years, hundreds of thousands of your books have been educating and inspiring children around the world. The furniture you donate now will be included with an upcoming shipment of 25,000 K-12 texts and library books – all from local school districts.

Best regards,

Marilyn Nemzer

Director, Global Book Exchange

List of SMCSD Surplus Furniture:

- 36 Tables/Desks
- 27 Student Desks
- 7 Round Tables
- 6 Teacher Desks
- 71 Chairs
- 1 Refrigerator (separate disposal)

Sausalito Marin City School District

Agenda Item: 13.10

Date: October 16, 2017

- | | | | |
|-------------------------------------|---------------------------------|-------------------------------------|----------------|
| <input type="checkbox"/> | Correspondence | <input checked="" type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/> | Reports | | |
| <input type="checkbox"/> | General Functions | | |
| <input type="checkbox"/> | Pupil Services | | |
| <input type="checkbox"/> | Personnel Services | | |
| <input checked="" type="checkbox"/> | Financial & Business Procedures | | |
| <input type="checkbox"/> | Curriculum and Instruction | | |
| <input type="checkbox"/> | Policy Development | | |
| <input type="checkbox"/> | Public Hearings | | |

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

Item: Consider Approval of the Downing Heating & Air Conditioning, Inc. for HVAC Equipment Repair at Bayside Martin Luther King Junior Academy in the Amount of \$5,225 (Paid for with Deferred Maintenance funds).

Background:

The District has contracted with Downing Heating & Air Conditioning to service and make repairs for the HVAC systems at both the Bayside MLK and Willow Creek campuses. Several items have been identified that need repair or replacement at Bayside MLK.

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

Goal 4 – School Climate, Action 10

Fiscal Impact: There currently funds in the Deferred Maintenance Fund 14 for this expense.

\$5,225 Paid from the Deferred Maintenance Fund 14

Recommendation: Approve Proposal from Downing Heating & Air Conditioning, Inc. to make repairs at Bayside MLK

Attachments:

- Downing Heating & Air Conditioning, Inc. Proposal

DOWNING

HEATING & AIR CONDITIONING, INC.
SALES . SERVICE . INSTALLATION

(485) 485-1011

31 Industrial Way, Greenbrae, CA
DowningHeating@SBCGlobal.net

Equipment Repair Estimate

August 11, 2017

SUBMITTED TO:

SAUSALITO MARIN CITY SCHOOL DIST
Alan Rothkop
200 PHILLIPS DRIVE
SAUSALITO

JOB LOCATION:

MARTIN LUTHER KING JR ACADEMY
Alan Rothkop
200 PHILLIPS DRIVE
SAUSALITO

FACILITY STATUS:

From call slip 56470 8/1/17

SCOPE OF WORK / DIAGNOSIS:

HV-2 remove and replace faulty electrical disconnect and fuses. Test and check operations. F1 remove and replace faulty draft pressure switch. Test and check operations. F3 repair condensate leak. F7 remove and replace faulty blower motor assembly, including motor, wheel and run capacitor. Test and check operations. Remove and replace worn and pitted compressor contactors in Bard units 1, 2, 3, 4 and 5. Install inline condensate neutralizers on 8 Trane furnaces.

ADDITIONAL INFORMATION:

Exclusions: Overtime. Any work not noted above. Any work related to unforeseen conditions. No warranty on existing equipment.

The total cost, including all labor, material and tax will be:

\$5,225.00

By accepting this proposal the purchaser agrees to the attached terms and conditions. This quotation will be valid for a period of 60 days and payment is due 30 days from invoicing. If payment is not received interest will accrue at the rate of 1.5% per month. If an action is brought for collection the prevailing party shall be entitled to attorney's fees.

WARNING: Contractors are required by law to be licensed by the Contractor's State License Board which has jurisdiction to investigate complaints against Contractors if a complaint is filed within three years of the date of the alleged violation. Any questions concerning a Contractor may be referred to the Registrar, Contractor's State License Board, P.O. Box 26000, Sacramento, CA 95826
[California Business and Professional Code 7030(a)]

Downing Scott James

Title: President

Accepted By: _____

Title: _____

Date: _____

PO#(If Applicable): _____

Sausalito Marin City School District

Agenda Item: 14.01

Date: October 16, 2017

- | | |
|----------------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports | |
| <input type="checkbox"/> General Functions | |
| <input type="checkbox"/> Pupil Services | |
| <input type="checkbox"/> Personnel Services | |
| <input type="checkbox"/> Financial & Business Procedures | |
| <input checked="" type="checkbox"/> Curriculum and Instruction | |
| <input type="checkbox"/> Policy Development | |
| <input type="checkbox"/> Public Hearings | |

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

Item: Resolution 751 – Sufficiency of Instructional Materials

Background:

This is an annual update. We have inventoried all classroom materials and have filled in any pieces that were found to be missing over the summer.

Fiscal Impact:

Recommendation: Approve

Attachments: Resolution 751

SAUSALITO MARIN CITY SCHOOL DISTRICT
RESOLUTION NO. 751

SUFFICIENCY OF INSTRUCTIONAL MATERIALS

Whereas, the governing board of Sausalito Marin City School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on September 14, 2017 at 6 o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Sausalito Marin City School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects: Mathematics, Science, History-social science, English/language arts, including the English language development component of an adopted program, and;

Therefore, it is resolved that for the 2017-2018 school year, the Sausalito Marin City School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Adopted this 16th day of October, 2017 by the following vote:

AYES:

NOES:

ABSENT:

Joshua Barrow, President
Board of Trustees

Debra Turner, Clerk
Board of Trustees

Sausalito Marin City School District

Agenda Item: 14.02

Date: October 16, 2017

- | | |
|---------------------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports | |
| <input type="checkbox"/> General Functions | |
| <input type="checkbox"/> Pupil Services | |
| <input type="checkbox"/> Personnel Services | |
| <input checked="" type="checkbox"/> Financial & Business Procedures | |
| <input type="checkbox"/> Curriculum and Instruction | |
| <input type="checkbox"/> Policy Development | |
| <input type="checkbox"/> Public Hearings | |

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

Item: Consider Approval of the 2017-2018 Policy Development Workshop Contract with the California School Boards Association (CSBA) in the amount of \$3,815 (New).

Background:

GAMUT Online subscribers can participate in comprehensive Policy Development Workshop to complete comprehensive updates to their existing policy manual to help address new issues and achieve compliance with state and federal mandates.

This 2-3 day workshop pairs the knowledge and experience of district or county office of education administrators and/or board members with the expertise of a CSBA consultant to generate a clear, user-friendly district/COE policy manual that complies with state and federal law and meets local needs.

Fiscal Impact: \$3,815 - Paid by Base Funds. This new expense will decrease fund balance.

Recommendation: Approve

Attachments:

- CSBA Policy Development Workshop Quote

Sausalito Marin City SD

Policy Services Quote¹



GAMUT Online

\$ 950/year

CSBA has a service that makes it easy for you to locate a policy on any topic. GAMUT Online offers quick access to 650-plus sample board policies, regulations, bylaws, and their legal references, including the entire Education Code, Title 5 regulations and other referenced state and federal code sections. GAMUT Online also features a “keyword” index, and the ability to easily download sample policies and regulations to word processing programs for editing. GAMUT Online is updated regularly and email notifications alert you when the CSBA sample policy manual has been revised.

Policy Development Workshop (PDW)

\$ 3,815

GAMUT Online subscribers can participate in comprehensive Policy Development Workshop (PDW) to either develop a new policy manual or have comprehensive updates to their existing policy manual to help address new issues and achieve compliance with state and federal mandates. The 2-3 day workshop pairs the knowledge and experience of district or county office of education administrators and/or board members with the expertise of a CSBA consultant to generate a clear, user-friendly district/COE policy manual that complies with state and federal law and meets local needs. School districts and COEs of all sizes can benefit from an individual district policy workshop designed and led by CSBA. The price quoted reflects a **50% discount** for subscribing to GAMUT Online. Group discounts may be available for districts with less than 1,000 ADA. For more information, please call (800) 266-3382 or email policy@csba.org.

Manual Maintenance

\$ 1,980/year

Districts that have completed a Policy Development Workshop can keep their policy manual updated with CSBA's Manual Maintenance service. Updated policy packets are issued five times a year and contain sample policy language that may be modified to reflect local goals, philosophy and practices. Manual Maintenance users receive exclusive track changes and CSBA provides word processing of your district-adopted policies and regulations incorporating any modifications, official adoption dates, and your district name. This service is provided electronically (via email).

Policy Online (*Combined price of GAMUT Online + Manual Maintenance*)

By subscribing to Gamut Online and Manual Maintenance you will receive our complimentary Policy Online service that includes the posting of your district's policy manual on Gamut Online. Additional benefits include:

- Engage staff, parents, students and community members by providing them with online access to your manual via a “public” account. Increase transparency in district operations and community engagement
- Online access to your district's policy manual, legal references and other member district manuals. Assure district leadership that everyone is relying on the same policy
- Eliminate the need for policy binders and a cumbersome policy dissemination process
- Unlimited user accounts for district staff and board members to access sample board policies

--February 2017

¹ Prices subject to change. Contact Policy Service for current pricing.

Sausalito Marin City School District

Agenda Item: 14.03

Date: October 16, 2017

- | | |
|---------------------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports | |
| <input type="checkbox"/> General Functions | |
| <input type="checkbox"/> Pupil Services | |
| <input type="checkbox"/> Personnel Services | |
| <input checked="" type="checkbox"/> Financial & Business Procedures | |
| <input type="checkbox"/> Curriculum and Instruction | |
| <input type="checkbox"/> Policy Development | |
| <input type="checkbox"/> Public Hearings | |

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

Item: Consider Approval of the Request by Conscious Kitchen to Serve Alcohol at the Harvest Dinner Fundraiser on November 2, 2017.

Background:

The Department of Alcoholic Beverage Control allows for temporary permits to be issued to no-profit agencies to serve alcohol at certain events held on public school campuses.

Addresses LCAP Goal(s)/Action(s): Goal 2 – Community School, Action 6

Fiscal Impact: None

Recommendation: Approve

Attachments:

- Harvest Dinner Flyer
- Daily License Application/Authorization – Department of Alcoholic Beverage Control

The Conscious Kitchen Harvest Dinner

to benefit our fresh, local, organic, school food program



Thursday November 2
Bayside MLK Academy
200 Phillips Drive, Marin City

Please join us to celebrate four years of growing our
ground breaking program and help support our expansion
into the West Contra Costa Unified School District

special guests

Alice Waters

Founder, Chez Panisse & Edible Schoolyard

Justin Everett

Executive Chef, Cavallo Point Lodge

Dr. Jennifer Rienks

Assoc. Director, UCSF, Family Health Outcomes Project

Wendy Johnson

Co-founder, Organic Farm & Garden Program, Green Gulch Farm

Host Committee: Al Baylacq, Ellen Bermingham & Tim Culler, Susan Griffin-Black,
Anette Marweld, Katie McCann, Carol & John McDonnell, Jennifer O'Connor,
Debbie Raphael, Betty Gaye Toney & John Potter, Eve & Russell Wirth

purchase tickets

The Conscious Kitchen
high local organic school food program

COPY

DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit <http://www.abc.ca.gov/distmap.html>

Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.

1. ORGANIZATION'S NAME Turning Green		CONDITIONS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No		DIAGRAM REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. LICENSE TYPE (Check appropriate license type AND organization type)					
a. <input type="checkbox"/> Daily General (\$25.00) (Includes beer, wine and distilled spirits)					
<input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure		<input type="checkbox"/> Fraternal Organization in Existence Over Five Years with Regular Membership			
<input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose		<input type="checkbox"/> Religious Organization			
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)			
NUMBER OF DISPENSING POINTS _____					
b. <input type="checkbox"/> Special Daily Beer (\$25.00) <input type="checkbox"/> Special Daily Beer & Wine (\$50.00) <input checked="" type="checkbox"/> Special Daily Wine (\$25.00)					
<input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Fraternal <input type="checkbox"/> Social <input type="checkbox"/> Political <input type="checkbox"/> Other: _____		NUMBER OF DISPENSING POINTS _____			
<input type="checkbox"/> Civic <input type="checkbox"/> Religious <input type="checkbox"/> Cultural <input type="checkbox"/> Amateur Sports Organization		3			
c. <input type="checkbox"/> Special Temporary License (\$100.00) (Different privileges depending on statute)					
<input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P		<input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P			
<input type="checkbox"/> Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P		<input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P			
<input type="checkbox"/> Other Special Temporary Licenses, per Section _____					
License number _____		Amount \$ _____			
3. EVENT TYPE					
<input type="checkbox"/> Dinner <input type="checkbox"/> Dance <input type="checkbox"/> Wedding <input type="checkbox"/> Lunch <input type="checkbox"/> Picnic <input type="checkbox"/> Barbeque <input checked="" type="checkbox"/> Social Gathering <input type="checkbox"/> Festival					
<input type="checkbox"/> Sports Event <input type="checkbox"/> Concert <input type="checkbox"/> Birthday <input type="checkbox"/> Mixer <input type="checkbox"/> Carnival <input type="checkbox"/> Dinner Dance <input type="checkbox"/> Other: _____					
4. TOTAL # OF DAYS 1	5. ESTIMATED ATTENDANCE 80	6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION From 5:30 To 7:30			
7. EVENT DATE(S) November 2, 2017		8. EVENT IS OPEN TO THE PUBLIC <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
9. EVENT LOCATION (Give facility name, if any, street number and name, and city) Bayside MLK Jr. Academy 200 Phillips Dr. Marin City, CA 94965					
10. LOCATION IS WITHIN THE CITY LIMITS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		11. TYPE OF ENTERTAINMENT speakers		12. SECURITY GUARDS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many? _____	
13. AUTHORIZED REPRESENTATIVE'S NAME Judi Snils				14. REPRESENTATIVE'S TELEPHONE NUMBER 415-929-1232	
15. REPRESENTATIVE'S ADDRESS 2330 Marinship Way Suite 205 Sausalito, CA 94965					
16. ORGANIZATION'S MAILING ADDRESS (If different from #15 above) P.O. Box 1146 Ross, CA 94957					
17. AUTHORIZED REPRESENTATIVE'S SIGNATURE <i>Judi Snils</i>				18. DATE SIGNED 09/20/17	
PROPERTY OWNER APPROVAL BY (Name), REQUIRED		PHONE NUMBER		PROPERTY OWNER SIGNATURE	
LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE		PHONE NUMBER		LAW ENFORCEMENT SIGNATURE	
DISTRICT OFFICE APPROVAL BY (Name)		ABC EMPLOYEE SIGNATURE		ISSUANCE DATE	

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above. This license does not include off-sale ("to-go") privileges.

This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.

Department of Alcoholic Beverage Control
SUPPLEMENTAL DIAGRAM

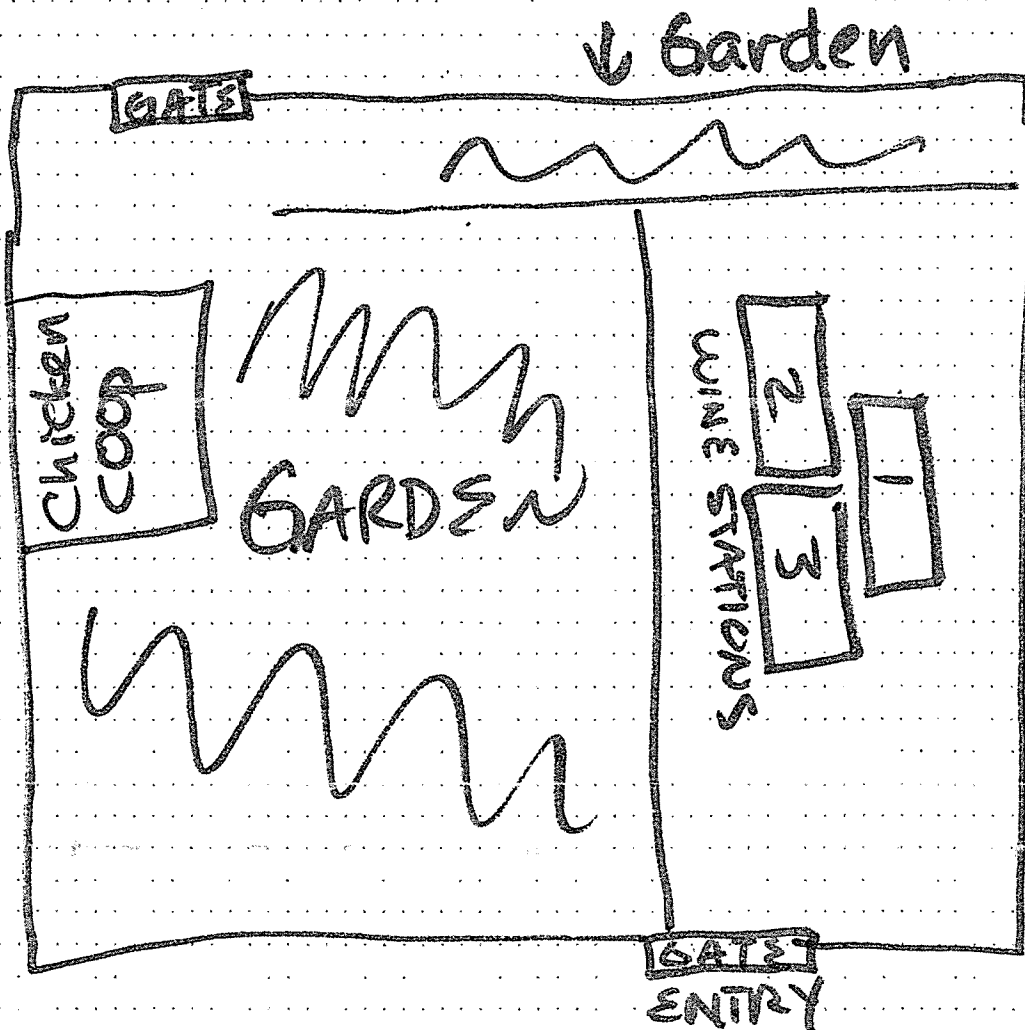
State of California
 Edmund G. Brown Jr., Governor

Instructions to Applicant:

Draw a sketch of the area on which the licensed premises is or will be located. Show adjacent structures and nearest cross streets. *If this is an event for a daily license, catering authorization or miscellaneous use, show the area where sales and consumption of alcoholic beverages will occur. Post a copy of this diagram with Daily License, Catering Authorization or Event Authorization where the event is held. Sales and consumption of alcoholic beverages must be confined to the area designated in the diagram and supervised to prevent violations of the Alcoholic Beverage Control Act.*

1. APPLICANT NAME (Last, first, middle) Shils, Judi	2. LICENSE TYPE Daily License
3. PREMISES ADDRESS (Street number and name, city, zip code) Bay Side MLX Jr. Academy 200 Phillips Dr. Maim City CA 94965	4. NEAREST CROSS STREET DRAKE

DIAGRAM



I have read the above instructions and I declare under penalty of perjury that the above diagram is true and correct.

APPLICANT SIGNATURE Judi A. Shils	DATE SIGNED 09/28/17
--------------------------------------	-------------------------

FOR ABC USE ONLY

CERTIFIED CORRECT (Signature)	PRINTED NAME	INSPECTION DATE
-------------------------------	--------------	-----------------

Sausalito Marin City School District

Agenda Item: 14.04

Date: October 16, 2017

- | | |
|---------------------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports | |
| <input type="checkbox"/> General Functions | |
| <input type="checkbox"/> Pupil Services | |
| <input type="checkbox"/> Personnel Services | |
| <input checked="" type="checkbox"/> Financial & Business Procedures | |
| <input type="checkbox"/> Curriculum and Instruction | |
| <input type="checkbox"/> Policy Development | |
| <input type="checkbox"/> Public Hearings | |

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

Item: Consider Approval of the Revised 2016-2017 Unaudited Actuals, Fund 40 Only

Background: The District received Audit Finding 2016-001 for fiscal year 2015-2016. During the year-end closing process, a duplicate payable in the amount of \$18,273 was incorrectly recorded and was not cancelled until 2016-2017. To clear this transaction, it was necessary to reopen the 2016-2017 fiscal year and complete Journal Entry 170053. The result to this transaction increased the Fund 40 ending fund balance by \$18,273.

This is the only revision completed. The complete, revised Unsuted Actuals is available upon request.

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

n/a

Fiscal Impact: Increases ending fund balance in Fund 40 on June 30, 2017 by \$18,273

Recommendation: Approve

Attachments:

- Fund 40 Original SACS Document Date September 14, 2017
- Revised Fund 40 SACS Document Dated October 16, 2017
- Certification Page for Signature

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2016-17 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

Signed: _____
Clerk/Secretary of the Governing Board
(Original signature required)

Date of Meeting: Oct 16, 2017

To the Superintendent of Public Instruction:

2016-17 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

Kate Lane
Name
Senior Director
Title
415-499-5822
Telephone
klane@marinschools.org
E-mail Address

For School District:

Amy Prescott
Name
Interim Chief Business Official
Title
415-332-3190
Telephone
cbo@smcsd.org
E-mail Address

Revised
10-16-17

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,295,629.22	30.00	-100.0%
5) TOTAL, REVENUES			1,295,629.22	30.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	1,500.00	0.00	-100.0%
6) Capital Outlay		6000-6999	147,978.64	148,000.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	251,746.46	252,745.00	0.4%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			401,225.10	400,745.00	-0.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			894,404.12	(400,715.00)	-144.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	253,494.39	252,745.00	-0.3%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			253,494.39	252,745.00	-0.3%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,147,898.51	(147,970.00)	-112.9%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	271,212.55	1,437,384.02	430.0%
b) Audit Adjustments		9793	18,272.96	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			289,485.51	1,437,384.02	396.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			289,485.51	1,437,384.02	396.5%
2) Ending Balance, June 30 (E + F1e)			1,437,384.02	1,289,414.02	-10.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	1,437,384.02	1,289,414.02	-10.3%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	1,740,654.48		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			1,740,654.48		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	303,270.46		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			303,270.46		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			1,437,384.02		

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

SECTION II - FINANCIAL STATEMENT FINDINGS

2016 - 001 / 30000

MATERIAL WEAKNESS

FINANCIAL REPORTING - UNAUDITED ACTUALS

Criteria: 1-2. Each year, school districts are responsible for preparing complete and accurate financial information, which is reported to the California Department of Education in the form of the "Unaudited Actuals" Financial Report. Accordingly, school districts should have an effective system of internal control over financial reporting that will ensure that the information contained in the report is free of material misstatements.

Conditions: 1. A duplicate accounts payable accrual in the amount of \$18,273 was incorrectly recorded in fiscal year 2015-16 and was not cancelled until fiscal year 2016-17.

2. A payment in the amount of \$33,250, related to pre-election costs associated with placing a bond measure on the November 2016 ballot, was incorrectly recorded in the Deferred Maintenance Fund, instead of the General Fund.

Questioned Costs: 1-2. None. The financial statements have been adjusted to correct the misstatements as reflected on page 74.

Context: 1. The District's internal control system detected the duplicate year-end accrual however, the District did not record a journal entry to properly adjust the books prior to closing.

2. The payment was not consistent with the purpose of the Deferred Maintenance Fund.

Effects: 1. Capital outlay expenditures were overstated in the Capital Projects - Special Reserve Fund in fiscal year 2015-16.

2. Contract services expenditures were understated in the General Fund and overstated in the Deferred Maintenance Fund, in fiscal year 2015-16.

Causes: 1. District personnel were unaware that if an accrual cannot be cancelled, a manual journal entry is required to properly adjust the year-end accrual to ensure that expenditures are not misstated.

2. The account coding of the expenditure was initially miscoded and the District's internal control system did not detect and correct the error.

SAUSALITO MARIN CITY SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

FINANCIAL REPORTING - UNAUDITED ACTUALS (CONCLUDED)

- Recommendations:**
1. The District should develop a comprehensive financial reporting checklist, which can be used by staff during the year-end closing process, to prevent material misstatements from occurring in the future. District personnel should receive in-service training to understand the significance of year-end cut-off procedures.
 2. The District should establish internal control procedures to ensure that account coding is properly reviewed by appropriate supervisors.

- District Responses:**
- The District is still determining the reason for the findings noted in this section. The District will be establishing effective internal controls and separation of duties. Regarding these specific findings:
1. The District will provide specific training and provide staff a checklist and written procedures for the year end closing process. This will be in place for the close of the 2016-2017 fiscal year.
 2. The District will provide specific training in two areas:
 - a. The District will develop written procedures for properly coding payments and will ensure that all payments processed are reviewed and authorized by a secondary person.
 - b. The District will provide staff with an updated copy of the California School Accounting Manual and provide opportunities to staff to attend trainings in the area of school accounting.

District: 047 Year: 2017**Account Activity****QSS/OASIS**

Page 1 of 1

FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP
 40-0000-0-9510.00-0000-0000-000-000-000

Description:

Account status: Open Roll Flag: Pseudo Code:
 FUND: 40 SPECIAL RESERVE~CAP OUTLAY #1
 RESOURCE: 0000 NO REPORTING REQUIREMENTS
 PROJ YR: 0 PROJECT YEAR
 OBJECT: 9510 ACCOUNTS PAYABLE
 SUB-OBJT: 00 DEFAULT VALUE
 GOAL: 0000 UNDISTRIBUTED
 FUNCTION: 0000 REVENUES OR BALANCE SHEET
 SCHOOL: 000 UNDEFINED
 DIST 1: 000 DEFAULT
 DIST 2: 000 DEFAULT

Start Date: 07/01/2016 Include: Unapproved GL Trx? N
 Budget Type: Revised Budget Transfers? Y
 Unapproved BT's? N

/var/opt/qss/data/ACTDET last updated WED, OCT 11, 2017, 03:02 AM

	Beginning Balance	Exp/Rec	Enc	Balance
Total:	-301,863.39	301,863.39	0.00	0.00

1 account(s) and 6 detail record(s) selected.

Reference Date	Description	Beginning Balance	Exp/Rec	Enc	Balance
BB-000000 07/01/2016	BEGINNING BALANCE	-301,863.39	0.00	0.00	-301,863.39
CL-160010 07/11/2016	CODY ANDERSON WASNEY PO- 0616.16001 Ve: 070934 (047/17) Wr: 20132570	0.00	18,272.96	0.00	-283,590.43
CL-160053 07/29/2016	CODY ANDERSON WASNEY PO- 0616.16001 Ve: 070934 (047/17) Wr: 20134280	0.00	18,272.96	0.00	-265,317.47
CL-160061 08/05/2016	AMERICAN TECHNOLOGIES INC PO- 7273412674-01 Ve: 070964(047/17) Wr: 20134690	0.00	265,317.47	0.00	0.00
CL-160053 08/17/2016	CODY ANDERSON WASNEY Ve: 070934(047/17) Wr: 20134280	0.00	-18,272.96	0.00	-18,272.96
→ JE-170053 06/30/2017	15-16 Audit adj Post Prior period adj fd 40	0.00	18,272.96	0.00	0.00
Total:		-301,863.39	301,863.39	0.00	0.00

Template: acctdet (L.00.03)

Generated: 10/11/2017 at 11:42:53 AM

Page 1 of 1

Submitted

9-14-17

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,295,629.22	30.00	-100.0%
5) TOTAL, REVENUES			1,295,629.22	30.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	1,500.00	0.00	-100.0%
6) Capital Outlay		6000-6999	147,978.64	148,000.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	251,746.46	252,745.00	0.4%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			401,225.10	400,745.00	-0.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			894,404.12	(400,715.00)	-144.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	253,494.39	252,745.00	-0.3%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			253,494.39	252,745.00	-0.3%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,147,898.51	(147,970.00)	-112.9%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	271,212.55	1,419,111.06	423.2%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			271,212.55	1,419,111.06	423.2%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			271,212.55	1,419,111.06	423.2%
2) Ending Balance, June 30 (E + F1e)			1,419,111.06	1,271,141.06	-10.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	1,419,111.06	1,271,141.06	-10.4%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2016-17 Unaudited Actuals	2017-18 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	1,487,408.02		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			1,487,408.02		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	18,272.96		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	50,024.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			68,296.96		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			1,419,111.06		

Sausalito Marin City School District

Agenda Item: 14.05

Date: October 16, 2017

- | | |
|---------------------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports | |
| <input type="checkbox"/> General Functions | |
| <input type="checkbox"/> Pupil Services | |
| <input type="checkbox"/> Personnel Services | |
| <input checked="" type="checkbox"/> Financial & Business Procedures | |
| <input type="checkbox"/> Curriculum and Instruction | |
| <input type="checkbox"/> Policy Development | |
| <input type="checkbox"/> Public Hearings | |

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

Item: Consider Approval of the Mike Brown Electric Company Proposal to Install a Variable Speed Drive (Soft Start Switch) to the New HVAC Unit to be Installed at Bayside Martin Luther King Junior Academy in the Amount of \$7,110 (paid for from the deferred maintenance fund)

Background:

On April 25, 2017, the Board of Trustees approved a contract with Downing Heating & Air Conditioning, Inc. to replace the HVAC Unit at Bayside/MLK in the amount of \$7,617. It was misstated in the Board Memo (not the proposal) that the estimated included a "soft start control" which will start the motor in increments, thus preventing the motor from burning out as in years past.

The District has obtained estimates from 3 different company for the installment of the soft start switch (known as a variable speed drive).

The District's Administrative team recommends approving the proposal from Mike Brown Electric Company in the amount of \$7,110.

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

Goal 4 – School Climate, Action 10

Fiscal Impact: There currently funds in the Deferred Maintenance Fund for this expense

\$7,110 Paid from the Deferred Maintenance Fund 14

Recommendation: Approve the Mike Brown Electric Proposal in the Amount of \$7,110

Attachments:

- Mike Brown Electric Company Proposal - \$7110
- Downing Heating & Air Conditioning, Inc. Proposal - \$8360
- Electrix Proposal - \$9365



Mike Brown Electric Co.
561-A Mercantile Drive
Cotati, CA 94931-0059
(707) 792-8100 • Fax (707) 792-8110
Contractor's License #306767
D.I.R. #1000000469

October 12, 2017

Mr. Alan Rothkop
Director of Maintenance and Operations
Sausalito Marin City School District
200 Philips Dr.
Sausalito, CA 94965

Subject: MLK Jr. Academy – VFD Installation

Mike Brown Electric Co., a NECA/IBEW Contractor, is pleased to offer our services to provide necessary labor and materials for the following scope of work:

- Furnish and install an Eaton EGS0591B2 - 20HP 208VAC 3 Ph NEMA 12 VFD for an existing HVAC unit.
- VFD to be mounted on the wall next to the existing disconnect switch.
- Install necessary conduit and wiring from the existing disconnect switch to the VFD.
- Reuse existing conduit, splice/extend and use existing wire, from the disconnect switch to the HVAC unit.
- The existing motor in the HVAC unit to be removed and replaced by others.
- Furnish and install conduit and control wiring from the VFD to the HVAC unit. Terminations by others.
- Furnish and install a 7-day astronomic electronic time clock to control on/off times for HVAC blower motor.

Notations & Exclusions:

- Excludes motor removal and installation.
- Excludes programming of VFD.
- Excludes control wiring terminations.
- Painting and patching of any kind is excluded.
- Payment is due within 30 days of presentation of Invoice.
- Permit and Utility fees (MBE can obtain at cost plus 25%)
- No retention is to be withheld.
- Work performed on premium time is excluded

Our proposed price for the scope of work is: \$7,110.00

Please call if you have any questions. Thank you for this opportunity to be of service.

Sincerely,

Eric Nogleberg
Service Manager

An Employee Owned Company

DOWNING

HEATING & AIR CONDITIONING, INC.

SALES . SERVICE . INSTALLATION

31 Industrial Way, Greenbrae CA 94904

Phone: (415) 485-1011 Fax: (415) 485-1108

License No: 644720

downingheating@sbcglobal.net

October 10, 2017

Sausalito Marin City School District
200 Phillips Drive
Sausalito, CA 94965

Attention: Alan Rothkop

Subject: Martin Luther King Jr Academy

We are pleased to offer the following proposal for the work for the above referenced project.

I. Scope of Work:

- A. Furnish and install one 20-H.P. variable frequency drive for the rooftop Reznor unit.
- B. Start up and test operations.
- C. Price includes: timer, conduit and wiring.

II. Project Exclusions:

- A. Warranty on existing equipment.
- B. Permit
- C. Roofing,
- D. Overtime.
- E. Duct pressure testing
- F. Structural engineering or supports
- G. Seismic Calculations
- H. Cutting, patching and painting
- I. Architectural sheet metal
- J. Fire protection systems
- K. Fire and life safety systems
- L. Repair or warranty of existing equipment
- M. Remote annunciators for smoke detectors

- N. Wiring or smoke detectors for smoke/fire dampers
- O. Carpentry and framing
- P. Access doors in finished surfaces
- Q. Fire safing and caulking.
- R. Architectural Title 24 calculations
- S. Identification, testing, removal or abatement of hazardous materials.

III. Pricing:

- A. The price to perform work as described above is: \$8,360.00

Prices quoted are firm for no more than 60 days from the date of quotation. Downing Heating & Air Conditioning guarantees our work for one year after completion of the project. Equipment is covered by and under the terms set by the manufacturer. Payment terms are due upon receipt of invoice.

We hope this meets with your approval. Please call if you have any questions.

Sincerely,

Scott James | President
 C. 415-720-9608
 M. 415.485.1011 | F. 415.485.1108
downingheating@sbcglobal.net

TERMS AND CONDITIONS:

1. Extra Work. Owners may request the Contractor to perform additional services or additional work. The cost to Owner for extra work or services shall be a mutually agreeable sum determined prior to performing the same, or, if there is no agreement, then the cost to the Owners shall be the added costs to the Contractor plus 10% for overhead and an additional 10% for profit, all payable at the time set forth above for final payment, or upon completion of such extra work, whichever is later.
2. Workers Compensation and Liability Insurance. Contractor shall maintain workers compensation and liability insurance as set forth on the Certificate of Insurance furnished to Owners.
3. All permits are the responsibility of the Owner. Contractor will provide all drawings and calculations needed to secure permits to owner upon request.

4. Disputes. In the event of any dispute or disagreement between the parties, they shall attempt to resolve the same by negotiation or mediation if possible. If not resolved, either party may demand binding Arbitration under the rules of the American Arbitration Association. The Arbitrator(s) shall have the power to award cost, including reasonable attorney's fees, as part of any award.

NOTICES:

Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the Registrar of the Board, whose address is: Contractors State License Board, 3132 Bradshaw Road, Sacramento, CA 95827.

Any contractor, subcontractor, laborer, supplier or other person who helps to improve your property, but is not paid for his/her work or supplies, has a right to claim a lien against your property. To preserve these lien rights, certain claimants such as subcontractors or material suppliers are required to provide you with a document entitled "Preliminary Notice". This Preliminary Notice **is not a lien against your property**. Its purpose is to notify you of persons who might have the right to claim a lien if they are not paid. You may protect yourself by asking for and receiving, from the Contractor, Lien Releases showing that, from the funds paid by you as Owner, Contractor has paid those who might otherwise be entitled to claim a lien.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year set forth above.

Agreed to and Accepted By:

Signature

Name: _____

By agreeing to this proposal, you are authorizing Downing Heating and Air Conditioning Inc. to perform the work as outlined above.



ELECTRIX
517 Jacoby St. Suite 10
San Rafael, CA. 94901
(415) 485-0777 tel
(415) 485-0358 fax

PROPOSAL

PROPOSAL SUBMITTED TO Sausalito Marin City School District, Attn: Alan Rothkop		TELEPHONE (415) 827-5125	DATE 8/28/2017
STREET 200 Philips Drive		JOB NAME Replace motor starter for 20-HP blower & add variable frequency drive	
CITY, STATE, ZIP CODE Sausalito, CA 94965		JOB ADDRESS MLK Jr. Academy, 200 Philips Dr.	
ARCHITECT OR ENGINEER None	DATE OF PLANS None	JOB LOCATION Sausalito, CA	EMAIL arothkop@smcsd.org

Furnish and install electrical wiring and equipment as outlined in this proposal because there are no plans or specifications.

- 1) Under separate contract, others (Downing Heating & Air Conditioning) will replace the existing 20-HP blower motor with one that is compatible with a variable frequency drive (VFD; also known as variable speed drive). A VFD is needed to 'soft start' the motor, and to vary the speed of the motor.
- 2) Replace the existing undersized motor starter in the blower with a good starter rated for a 20-HP motor.
- 3) Furnish a good, heavy-duty 20-HP VFD in a weatherproof enclosure (NEMA-12), as manufactured by ABB. There are *many* other specifications that describe the VFD, which are available upon request. Programming the VFD is *not* included because it will be programmed by Downing.
- 4) Reuse the existing wiring to the disconnect switch and to the blower. Modify the wiring to insert the VFD between the disconnect switch and the blower.
- 5) Furnish and install control wiring in conduit across the roof between the VFD and the blower, and then Downing will connect it.
- 6) Furnish and install a good electronic time switch (7-day astronomic) to switch the blower On/Off 7-days a week. Please provide us the On/Off times you prefer for each day and we will program the time switch. Note that this particular time switch has a 'super capacitor', so it does not require any batteries.
- 7) Miscellaneous Qualifications
 - a) Electrical permit and inspection are *not* included because they are usually included with the mechanical permit.
 - b) Price is contingent upon working during 'normal' business hours – M-F 7 AM-4 PM, except holidays.
 - c) Repair or replacement of existing substandard wiring or equipment, if any, is not included unless listed elsewhere in this proposal.

Equipment & Materials: \$6,365.00

Labor: \$3,000.00

THANK YOU FOR CONSIDERING ELECTRIX' SERVICES!

We Propose to furnish material and labor – complete in accordance with above specifications, for the sum of: \$9,365.00
Nine Thousand Three Hundred Sixty-five and no/100's Dollars

PAYMENT TERMS:

Monthly progress payments; 100% net 30-days from completion

NOTE: WE MAY WITHDRAW THIS PROPOSAL IF NOT ACCEPTED WITHIN 30 DAYS.

PROPOSAL AUTHORIZED BY:

Stuart D. Brumbaugh, VP

, August 28, 2017

STUART D. BRUMBAUGH, VP

SMCSD MLK BLOWER VFD PRO.DOCX

ACCEPTANCE BY:

_____, On _____, DATE

SIGNATURE AND TITLE