



## SAUSALITO MARIN CITY SCHOOL DISTRICT

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

### **Sausalito Marin City School District** **Agenda for the Regular Meeting of the Board of Trustees** **Bayside/Martin Luther King School** **200 Phillips Drive, Marin City, CA 94965**

**Thursday, November 21, 2013**

- 5:30 p.m. Open Session – Bayside/Martin Luther King School Conference Room  
5:31 p.m. Closed Session – Bayside/Martin Luther King School Conference Room  
6:00 p.m. Open Session – Bayside/Martin Luther King School Library

- I. **OPEN SESSION** – Call to Order
- II. **CLOSED SESSION – AGENDA**  
- Superintendent's Evaluation/Goals

#### **OPEN SESSION AGENDA**

- III. **OPEN SESSION** - Depending upon completion of Closed Session items, the Board of Trustees 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.

#### **PLEDGE OF ALLEGIANCE**

1. **AGENDA REORGANIZATION/APPROVAL**  
Are there any requests from the Board to move any agenda item to a different location?
2. **BOARD COMMUNICATIONS**  
Board of Trustees Reports - Board Members may make brief announcements or briefly report on their own activities as they may relate to school business.
3. **CORRESPONDENCE**  
3.01 School Activity Calendars, Schedules and Events
4. **REPORTS**  
4.01 SMCTA Report  
4.02 CSEA Report  
4.03 Superintendent's Report – Steve Van Zant  
4.04 Principal's Report – Daniel Norbutas

- 4.05 Willow Creek Academy
- 4.06 Proposed Field Trips – Jan McDougal

## 5. ORAL COMMUNICATIONS

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. BB 9323.

The Governing Board is prohibited from taking any action on any item raised in this section unless the item is specifically agendaized. The 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 relate 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.

## 6. GENERAL FUNCTIONS

- 6.01 Consent agenda: \*6.04, \*9.07, \*10.01
- 6.02 Marin Promise – Partnership Agreement
- 6.03 Willow Creek Academy – Prop. 39 Request
- \*6.04 Minutes of Board Meetings, October 15, October 24, November 13, 2013
- 6.05 Construction and Facilities Update

## 7. PUPIL SERVICES

## 8. PERSONNEL

## 9. FINANCIAL & BUSINESS

- 9.01 Budget Update
- 9.02 Memoranda of Understanding with Larkspur Corte Madera School District – Shared Services Agreement for:
  - 1. Administrative Student Placement
  - 2. Technology Services/Professional Development
  - 3. Director of Special Education
- 9.03 Memorandum of Understanding with Marin Head Start – Hiring a Parent Liaison as part of the PreK-3 Initiative
- 9.04 Lease Agreement with Community Action Marin - use of school facilities for the preschool program
- 9.05 Contract with County of Marin for Coordination of the district-wide Nutrition Education Obesity Prevention Program
- 9.06 Change of Format in the Fund 40 Unaudited Actuals for 2012-2013
- \*9.07 Payment of Warrants Batches 20-23
- 9.08 Change Order – MLK Electrical #1
- 9.09 Change Order – MLK Modular #2
- 9.10 Change Order – MLK Civil Improvement #1

**10. CURRICULUM AND INSTRUCTION**

**\*10.01 Student Field Trips**

**11. POLICY DEVELOPMENT**

**11.01** Board Policy and Exhibit 0210 - Philosophy, Goals, Objectives and Comprehensive Plans: Equity – Third Reading

**11.02** Board Policy and Administrative Regulations 0460 – Local Control And Accountability Plan – First Read Only

**11.03** Board Policy 3110 – Business and Non-instructional Operations-Transfer of Funds-First Read Only

**11.04** Board Policy and Administrative Regulations 0500 – Accountability – first Read Only

**12. FUTURE PLANNING/ACTION ITEMS**

Pre-K to 3 Report

First Interim Budget Report

Grade Level or Program Report

**13. FUTURE MEETING**

The next Regular Meeting of the Board of Trustees will be on Thursday, December 12, 2013, in the Bayside/Martin Luther King School Conference Room at 5:30 p.m. for Closed Session, and in the at 6:00 p.m. for Open Session Bayside/Martin Luther King School Library

**14. ADJOURNMENT**

\*Consent Agenda Items

*In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at the District Office of the Sausalito Marin City School District, 200 Phillips Drive, Marin City, California, or at the scheduled meeting. Board agenda back-up materials may also be accessed online at [www.smcsd.org](http://www.smcsd.org). In addition, if you would like a copy of any record related to an item on the agenda, please contact the Administrative Assistant to the Superintendent at 415-332-3109*

*In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's governing board, please contact the office of the District Superintendent at 415-332-3190 . Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.*

## Sausalito Marin City School District

**Agenda Item:** 6.02

**Date:** November 21, 2012

☐ Correspondence

☐ Consent Agenda

☐ Reports

☒ General Functions

☐ Pupil Services

☐ Personnel Services

☐ Financial & Business Procedures

☐ Curriculum and Instruction

☐ Policy Development

**Item Requires Board Action:** ☒

**Item is for Information Only:** ☐

**Item:** Marin Promise – Partnership Agreement

### **Background:**

Marin Promise is a new organization that seeks to create collective impact in the community through increased coordination of services through the alignment of efforts around certain goals in order to achieve their vision:

“Marin Promise Partnership envisions that ALL kids in Marin, regardless of race or class, reach the key educational milestones that lead to educational success and the life-changing difference it offers to individuals, families and our community.”

As its first actions, Marin Promise will focus on the following indicators for students - Enter kindergarten ready to succeed, graduate from high school or college career ready, and enroll in a college/post secondary program.

This partnership agreement allows the organization to show all interested parties that we are committed partners to this cause.

### **Fiscal Impact:**

Undetermined

### **Recommendation:**

Approve

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



**Marin Promise Partnership  
For Educational Equity & Excellence  
Through Community Action, Alignment & Accountability**

**Marin Promise Partnership Agreement**

**This Partnership Agreement is intended to serve as an expression of the shared intention of the Marin Promise Partners. Partnership members agree to:**

**I. Work to dramatically improve education-based outcomes through Community Action, Alignment & Accountability.**

- Champion the mission of educational equity and excellence for all in Marin – both inside and outside of our individual organizations and communities.
- Promote the effective use of data and commit to data driven decision-making and continuous improvement. Share relevant data and experience to contribute to the shared knowledge base. Execute appropriate data sharing agreements.
- Commit time of CEO/Director or Appointed Representative to participate actively in quarterly meetings of the Marin Promise Partnership Council.
- Commit time of appropriate personnel to attend monthly meetings & participate fully in the appropriate, multi-constituency Action Teams, aligned with the key milestones.
- Align individual and organizational vision, goals, activities and resources to support key educational milestones that prepare students to succeed in a meaningful career.
  - Enter kindergarten ready with the skills and knowledge to succeed in school
  - Learn to read by 3<sup>rd</sup> grade
  - Master critical math concepts by 9<sup>th</sup> grade
  - Graduate High School college & career ready
  - Enroll in college or a post-secondary program
  - Complete college or a post-secondary degree
- Hold themselves and our community publically accountable to improve outcomes for all children, at each of the key milestones.

**II. Embrace the following guiding principles of Marin Promise Partnership:**

- All children can learn and, due to opportunity gaps, some children need more resources to achieve the same results.
- The Marin community is interconnected; the outcomes of every child affect us all.
- It is important to engage diverse community members from every constituency and from every level of our Partner Organizations.
- Investments of resources should be data driven, constantly reviewed and revised to reflect what is working.
- All results should be disaggregated by race and socio-economic status to assure that all population groups are visible.
- Social change takes time, but our bias is towards action that is “roughly right” not always perfect.

**We believe this Partnership will make a difference for all kids in Marin.**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

**Board Member Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

## CSBA MANUAL MAINTENANCE SERVICE CHECKLIST – October 2013

District Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
AR 0420.4	Charter School Authorization		
BP 0420.41	Charter School Oversight		
E 0420.41	Charter School Oversight	Replace Exhibit <input type="checkbox"/> Yes <input type="checkbox"/> No	
BP 0460	Local Control and Accountability Plan		
AR 0460	Local Control and Accountability Plan		
BP 0500	Accountability		
BP 3100	Budget	<b>1<sup>st</sup> choice:</b> <b>OPTION 1:</b> <input type="checkbox"/> <b>OPTION 2:</b> <input type="checkbox"/> <b>OPTION 3:</b> <input type="checkbox"/>  <b>2<sup>nd</sup> choice:</b> <b>OPTION 1:</b> <input type="checkbox"/> <b>OPTION 2:</b> <input type="checkbox"/>	
AR 3100	Budget	<b>1<sup>st</sup> choice:</b> <b>OPTION 1:</b> <input type="checkbox"/> <b>OPTION 2:</b> <input type="checkbox"/>	
BP 3110	Transfer of Funds		

## **POLICY GUIDESHEET**

**October 2013**

**Page 1 of 2**

Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

### **AR 0420.4 - Charter School Authorization**

Regulation updated to reflect **NEW LAW** (AB 97, 2013) which requires charter petitions to include annual goals aligned with specified state priorities and any additional priorities established by the charter school and to identify specific annual actions to achieve the goals. Regulation also reflects provisions of AB 97 which (1) add foster youth to the definition of "numerically significant student subgroups" and change the number of students constituting a numerically significant subgroup and (2) require measures of student outcomes for state priorities to be consistent with the way information is reported in a school accountability report card to the extent practicable.

### **BP/E 0420.41 - Charter School Oversight**

Policy updated to reflect **NEW LAW** (AB 97, 2013) which (1) adds foster youth to the definition of "numerically significant student subgroups" and changes the number of students constituting a numerically significant subgroup, (2) requires the district to ensure that the charter school submits an annual update of goals and actions aligned with state priorities, (3) requires the provision of technical assistance to a charter school that meets specified criteria, (4) requires the district's board to consider revocation of a charter whenever it finds that the charter school failed to implement the recommendations of the California Collaborative for Educational Excellence or continues to demonstrate persistent or acute inadequate performance, and (5) requires the use of uniform complaint procedures for complaints of noncompliance with the annual update of goals and actions or with technical assistance or intervention. Policy also adds board approval of a general waiver request before it is submitted to the State Board of Education (SBE) on behalf of the charter school, and includes optional language on the development of a memorandum of understanding which clarifies any financial and operational agreements between the district and charter school.

Exhibit updated to reflect **NEW LAW** (AB 97, 2013) which (1) allows charter schools to reduce the number of instructional days and minutes through the 2014-15 school year and (2) requires charter schools to submit an annual update of school goals that address specified state priorities, actions for achieving those goals, and related expenditures. Exhibit also reflects **NEW LAW** (AB 588, 2013) which requires charter schools that offer athletic programs to annually provide information about concussions and head injuries to student athletes and their parents/guardians and to immediately remove from an athletic activity any student who is suspected of sustaining a concussion or head injury.

### **BP/AR 0460 - Local Control and Accountability Plan**

New policy reflects the requirements of **NEW LAW** (AB 97 and SB 97, 2013) related to the development of a three-year local control and accountability plan (LCAP) by July 1, 2014, and an update of the LCAP on or before July 1 of each subsequent year. Policy addresses the importance of comprehensive planning, optional local priorities to add to the state priorities specified in law, requirements for consultation with specified groups on plan development, board adoption of the LCAP, submission of the approved LCAP to the county superintendent, the board's role in monitoring district progress, and circumstances under which the district may receive technical assistance or intervention to improve student outcomes.

New administrative regulation reflects the requirements of **NEW LAW** (AB 97 and SB 97, 2013) regarding the contents of the LCAP and the annual update to the LCAP, consistency with existing collective bargaining agreements, and posting of the LCAP on the district's web site.

## **POLICY GUIDESHEET**

**October 2013**

**Page 2 of 2**

### **BP 0500 - Accountability**

Policy updated to reflect **NEW LAW** (AB 97, 2013) which changes the definition of "numerically significant student subgroups" for purposes of the state accountability system, establishes a new system of technical assistance and intervention for districts that meet certain criteria, and repeals law that required an annual discussion of each school's Academic Performance Index (API) at a board meeting. Policy also reflects **NEW LAW** (AB 484, 2013) which authorizes the SBE to suspend the API in the 2013-14 and 2014-15 school years while the state assessment system is transitioning from the Standardized Testing and Reporting program to the Measurement of Academic Performance and Progress. New optional language addresses the use of program evaluation results as a basis for revising district or school goals and comprehensive plans.

### **BP/AR 3100 - Budget**

Policy updated to reflect **NEW LAW** (AB 97, 2013) which requires that (1) the board must adopt the LCAP prior to adopting the district budget; (2) the budget must include the expenditures necessary to implement the LCAP or the annual update to the LCAP; (3) supplemental and concentration grant funds under the local control funding formula must be used to increase or improve services for students who are eligible for free or reduced-price meals, English learners, and/or foster youth; and (3) state standards and criteria for district budgets must be adopted by the SBE by January 1, 2014, to reflect the requirements of the LCAP.

Regulation updated to reflect **NEW LAW** (AB 97, 2013) which requires the public hearing on the budget to be held at the same meeting as the public hearing on the LCAP. Regulation also reflects **NEW LAW** (SB 97, 2013) which provides that, beginning in the 2014-15 fiscal year, the county superintendent of schools cannot call for the formation of a budget review committee for disapproved budgets if his/her sole reason for disapproving the budget is that he/she has not approved the district's LCAP or the annual update to the LCAP.

### **BP 3110 - Transfer of Funds**

Policy updated to delete section on "Tier 3 Categorical Flexibility" since **NEW LAW** (AB 97, 2013) repeals the law providing this flexibility and redirects the funding into the local control funding formula. Policy also reflects the repeal, pursuant to AB 97, of the law providing a process for the transfer of excess local funds in the deferred maintenance fund to any other expenditure classifications whenever state funds for deferred maintenance are insufficient to fully match local funds. Revised policy adds items reflecting circumstances under which the board may transfer monies between funds or accounts.

## Sausalito Marin City School District

**Agenda Item:** 6.03

**Date:** November 21, 2013

☐ Correspondence

☐ Consent Agenda

☐ Reports

☒ General Functions

☐ Pupil Services

☐ Personnel Services

☐ Financial & Business Procedures

☐ Curriculum and Instruction

☐ Policy Development

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Willow Creek Academy – Prop 39 request for facilities

**Background:**

Each year, Willow Creek Academy submits a request for use of District facilities to house their educational programs. This request is based on obtaining ‘reasonably comparable’ facilities for in-district students. The purpose of this report is to confirm the request was delivered in a complete and timely way.

The superintendent is now completing a thorough review of the information as it relates to the number of students they are seeking space for and will prepare a response with an adjusted number by December 1<sup>st</sup>.

As there is a significant per-student penalty for the over-allocation of space under prop 39, it is important that the projected number of students accurately reflects the need for such facilities for in-district students.

The board will be updated, as needed, throughout this process.

**Fiscal Impact:**

To be determined through subsequent agreements

**Recommendation:**

Information Only

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



**SAUSALITO MARIN CITY SCHOOL DISTRICT  
SPECIAL BOARD MEETING MINUTES  
October 15, 2013**

**ATTENDANCE**

Board Members Present: Shirley Thornton Ed. D., Caroline Van Alst, Thomas Newmeyer,  
Joshua Barrow  
Superintendent: Steve Van Zant

The meeting was called to order at 5:35 p.m.

The agenda order was approved.

**CLOSED SESSION**

The Board and Superintendent convened closed session at 5:36 p.m.

**RECONVENE TO OPEN SESSION**

Open session reconvened at 8:17p.m.

**Report Out from Closed Session**

Trustee Ziegler announced that no reportable action was taken in closed session.

**ADJOURNMENT**

The meeting was adjourned at 8:18 p.m.

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Signature/Date

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Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
BOARD MEETING MINUTES  
October 24, 2013**

**ATTENDANCE**

Board Members Present: Shirley Thornton Ed. D., Caroline Van Alst, Thomas Newmeyer  
Absent: Joshua Barrow  
Superintendent: Steve Van Zant

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

The agenda order was approved.

**CLOSED SESSION**

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

**RECONVENE TO OPEN SESSION**

Open session reconvened at 6:10p.m.

**Pledge of Allegiance**

Trustee Ziegler led the Pledge of Allegiance.

**Report Out from Closed Session**

Trustee Ziegler announced that no reportable action was taken in closed session.

**BOARD COMMUNICATIONS**

Trustee Thornton said that at a Supervisors' meeting for the Marin Housing Authority, the policy on school attendance was passed after the eviction provision, which would have tied student attendance to the parents' ability to stay in subsidized housing, had been dropped. City Supervisors will adopt more stringent rules if needed, she explained.

Trustee Newmeyer said that he is discussing the possibility of a grant from the Marin Bicycle Coalition to provide bike racks for the district.

Trustee Van Alst said that she has learned about a Bay Area program which provides leadership training for adolescent girls. She will get more information on the program and the possibility of a partnership with the district and report back to the board.

**Superintendent's Report**

The Superintendent reported that he represented the Association of California School Administrators during a visit to a community school in Oakland to see firsthand how such schools work.

He has been talking to the Marin City Health and Wellness Center about partnering with them to build on the community school idea in our district. Talks with the Marin Community Foundation regarding funding for the ball field are progressing well, he said.

The Rotary has kindly offered some mini-grants to our teachers to acquire more resources for their classrooms. These grants are competitive and open to both schools in the district.

We have received the Prop. 39 request from Willow Creek Academy and will be preparing our response.

#### **Principal's Report**

Principal Norbutas said that the school has kicked off its "All 150" program, which aims to engage all 150 families in school activities and to volunteer for a minimum of one hour during the school year.

The flag football season recently ended and our kids won some games and showed good sportsmanship. The basketball season is about to start. The fifth graders went to the Mosaic field trip and came back with lots of new knowledge. Middle school students have begun their book groups and are very excited to be reading new books. Redesigned report cards will be brought to the board at the next meeting. We will start weekly "whole-school" assemblies in two weeks' time to build school pride and community.

#### **Willow Creek Academy**

Clark Warden said that enrollment at Willow Creek Academy stands at 326, which is below projections made last year. Of these, 34 are in special education. We anticipate a gap in the budget with the reduced enrollment, he said. Trustees Thornton and Zeigler said that they would like to see a regular report on enrollment and demographics from the school.

#### **Art Instruction Report**

Art teacher Ellen Franz gave a report on the Arts program and showed photographs of students' work to the audience. She is developing a preK-8 visual arts program based on the latest standards and working on integrating art with all other disciplines as well as community projects. She said that she hopes this connection-based teaching of art will positively affect every child.

#### **CONSENT AGENDA**

Memorandum of Understanding with Loyola Marymount University

Williams Quarterly Report

Minutes of Board Meeting, September 26, 2013

Payment of Warrants

Student Field Trips

Roll Call Thornton/ Newmeyer/ All to approve the above consent agenda items.

#### **Construction Update**

Maintenance and Operations Director Forrest Corson reported that all play equipment has been installed. Landscaping and irrigation materials are 80% installed and we will be moving on to planting trees and flowers very soon.

The board emphasized that they would like to see more detailed cost accounting regarding change orders to construction agreements.

#### **Annex Building**

Superintendent Van Zant said that we should get a better sense of how the State will rule on the possible teardown of the building in a month or two.

#### **Budget Update**

Business Manager Paula Rigney gave an update on the budget. She explained the Local Control Funding Formula and Local Control Accountability Plan process in great detail and answered the board's questions on the subject.

#### **Memorandum of Understanding with California School Employees Association – Y Rate Pay for a school employee**

Thornton/Newmeyer/All to approve the above MOU.

#### **Memorandum of Understanding with Larkspur Corte Madera School District – Shared Services Agreement, Special Education Services**

The Board agreed to move the approval of this item to the November meeting.

#### **Agreement for District Website Development –Alicia Alexander**

Newmeyer/Van Alst/All to approve the above agreement.

#### **CBEDS – Enrollment Report**

Paula Rigney said that this report is based on enrollment figures on the first Wednesday in October. The numbers for the district were 149 students at Bayside Martin Luther King Jr. Academy and 322 at Willow Creek Academy.

### **CURRICULUM AND INSTRUCTION**

#### **Resolution 695 – Sufficiency of Instructional Materials**

Roll Call Newmeyer/Van Alst/All to approve resolution 695

#### **Adoption of Declaration of Need for Fully Qualified Educators**

Newmeyer/Van Alst/All to approve the Declaration of Need for Fully Qualified Educators

#### **Supplies Stipend for New Teachers**

Newmeyer/Van Alst/All to approve the award of stipend grants to new teachers

### **POLICY DEVELOPMENT**

**Board Policy and Exhibit 6153 – Field Trips**

Roll Call Newmeyer/Van Alst/All to approve Board Policy 6153

**Board Policy and Exhibit 0210 - Philosophy, Goals, Objectives and Comprehensive Plans: Equity –  
Second Reading**

This item will be brought back to the board next month for approval

**Board Policy and Administrative Regulations 7160 – Charter School**

**Board Policy and Administrative Regulations 1330 – Use of School Facilities**

**Board Policy and Administrative Regulations 1330.1 – Joint Use of School Facilities**

These items were brought before the board for a first reading

**ADJOURNMENT**

The meeting was adjourned at 7:15 p.m.

**Newmeyer/Thornton/All to adjourn the meeting.**

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Signature/Date

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Title



**SAUSALITO MARIN CITY SCHOOL DISTRICT  
SPECIAL BOARD MEETING MINUTES  
November 13, 2013**

**ATTENDANCE**

Board Members Present: Shirley Thornton Ed. D., Caroline Van Alst, Thomas Newmeyer,  
Joshua Barrow  
Superintendent: Steve Van Zant

The meeting was called to order at 5:05 p.m.

The agenda order was approved.

**Donation**

The Board reviewed the terms of a \$4200 donation from the Bay Area Quality Management District to purchase bicycle racks.

Newmeyer/Van Alst/All to accept a \$4200 donation from the Bay Area Quality Management District.

**CLOSED SESSION**

The Board and Superintendent convened closed session at 5:06 p.m.

**RECONVENE TO OPEN SESSION**

Open session reconvened at 8:57p.m.

**Report Out from Closed Session**

Trustee Ziegler announced that no reportable action was taken in closed session.

**ADJOURNMENT**

The meeting was adjourned at 8:58 p.m.

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Signature/Date

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Title

## Sausalito Marin City School District

**Agenda Item:** 6.05

**Date:** November 21, 2013

☐ Correspondence

☐ Consent Agenda

☐ Reports

☒ General Functions

☐ Pupil Services

☐ Personnel Services

☐ Financial & Business Procedures

☐ Curriculum and Instruction

☐ Policy Development

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Construction and Facilities Update

### **Background:**

A lot of hard work has gone into ensuring that all buildings are safe and well- maintained at each of our campuses.

In addition to overseeing the on-going construction work at Bayside/MLK, coordinating furniture deliveries, movement of staff, and other items relating to changes in routine, Forrest Corson has done a fabulous job of balancing those duties and ensuring that reasonable expectations at Willow Creek are being met almost singlehandedly.

Tonight Mr. Corson will present our progress on construction, movement and work being done at each campus to ensure our students are safe at each site.

### **Fiscal Impact:**

### **Recommendation:**

Information Only

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

Request	Location	Category	Priority	Day (ETA to complete)	WCA Notes	District Notes	update 11/15/13
Repair mouse hole	Room 24	Maintenance	High		Traps have been placed. A 2x4 is needed to install from underneath to cover the hole.	Used Spray foam to fill hole.	In progress
Fix or replace outdoor speakers for broadcasting	Outdoor	Safety	High		An exterior IP speaker system will tie into the existing network and solve this communication issue	Receiving Quotes for IP speakers	IT Tech company (CDW-G) coming to campus on Tuesday to do needs assessment and estimate on the tech solution here
DG walkway needed	Field near MPR	Safety	High		Estimate is a bit under \$4,000. Forrest and Royce are unclear who is responsible. A concrete solution could be \$15,000 or more. [update 11/6/13] Steve has asked Forrest to get started with this project.		Forrest will contact contractors next week to get an estimate
Tanbark needed	Play structure near MPR	Safety	High		Tanbark is sitting by Robin's Nest. Phil has offered to find volunteers to install it. [update 11/6/13] Phil will organize a group to move the tanbark this weekend	Just sitting there at the end of Robin's Nest parking lot waiting.	Jeff will complete the project next week
Remove both bollards	driveway	Safety	High		Doable, but just installed one or two years ago. [update 11/6/13] Steve feels that the bollards should stay in place.	They are 16' apart and slow traffic down to a cautious pace.	
Fix broken door	Storage Room near 11	Maintenance	Lower--Tier 3				In progress
Increase fountain low pressure	Near Room 11	Improvements	Lower--Tier 3			Plugged up Fountain head looking for small metal pick to clean out.	Forrest discovered there is a faulty valve. His next step is to rebuild or replace the valve. Timeline: two weeks.
Improve poor drainage: kinder yard	Kindergarten yard	Improvements	Lower--Tier 3		The District has informed WCA that any facility installation done by the school is the school's responsibility to maintain (per MOU)	This will be discussed during MOU negotiations	
Improve poor drainage: baseball field	Main field	Improvements	Lower--Tier 3		Steve and Forrest have discussed the scope of what needs to be done		Steve and Forrest have further discussed the issue and are putting together a scope of work.
Repair stall doors so they close and lock	Girls Bathroom near Room 11	Maintenance	Medium--Tier 2		Forrest has assessed the need and devising a solution.		In progress
Replace missing window shade	Room 3	Safety	Medium--Tier 2				No progress as of yet
Remove poison oak	Garden near 11	Maintenance	Medium--Tier 2				The school must remove poison oak from inside a school garden
Repair thermostat	Room 24	Maintenance	Medium--Tier 2				New batteries installed; no complaints from WCA staff since




BOARD OF TRUSTEES

Susan Christman  
Sheri Mowbray  
Sally Relova  
Julia Ritter  
Philip Wade

Memorandum of Understanding  
Shared Services Agreement

CONTRACT BETWEEN THE  
LARKSPUR-CORTE MADERA SCHOOL DISTRICT AND THE  
SAUSALITO MARIN CITY SCHOOL DISTRICT  
RE: Administrative Student Placement  
2013-2014

The Larkspur-Corte Madera School District agrees to provide an educational placement and special education services as needed to the Sausalito Marin City School District for students who are mutually agreed upon for placement in the Larkspur-Corte Madera School District. The Sausalito Marin City School District agrees to reimburse the Larkspur-Corte Madera School District as billed by Larkspur-Corte Madera School District for costs associated with the education of the student. The cost of transportation to and from the Larkspur-Corte Madera School District will be absorbed by the Sausalito Marin City School District directly.

  
Steve Van Zant, Superintendent  
Sausalito-Marín City School District

10/24/13  
Date

  
Valerie Pitts, Superintendent  
Larkspur-Corte Madera School District

10/24/13  
Date

Approximately: \$33,103.00/Annually  
01-6500-0-5139.00-5770-1190-700-000-000



BOARD OF TRUSTEES

Susan Christman  
Sheri Mowbray  
Sally Relova  
Julia Ritter  
Philip Wade

**Memorandum of Understanding  
Shared Services Agreement**

CONTRACT BETWEEN THE LARKSPUR-CORTE MADERA SCHOOL DISTRICT AND THE  
SAUSALITO MARIN CITY SCHOOL DISTRICT  
Re: Director of Technology Services  
2013-14

The Larkspur-Corte Madera School District agrees to provide Director of Technology Services to the Sausalito Marin City School District not to exceed a maximum of \$28,000 unless authorized by the administration for a special project. The Sausalito Marin City School District agrees to reimburse the Larkspur-Corte Madera School District as billed by the Larkspur-Corte Madera School District for .20 FTE and inclusive of statutory employer payroll costs. The Sausalito Marin City School District also agrees to reimburse the Larkspur-Corte Madera School District for mileage/travel/fees as incurred during the use by Sausalito Marin City School District.

\_\_\_\_\_  
Steve Van Zant, Superintendent  
Sausalito Marin City School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Valerie Pitts, Superintendent  
Larkspur-Corte Madera School District

\_\_\_\_\_  
8/2/13  
Date

01-4035-0-5840.00-0000-7705-700-000-000  
01-9479-0-5840.00-0000-7705-100-000-000





BOARD OF TRUSTEES

Susan Christman  
Sheri Mowbray  
Sally Relova  
Julia Ritter  
Philip Wade

Memorandum of Understanding  
Shared Services Agreement

CONTRACT BETWEEN THE LARKSPUR-CORTE MADERA SCHOOL DISTRICT AND THE  
SAUSALITO MARIN CITY SCHOOL DISTRICT  
Re: Director of Special Education Services  
2013-14

The Larkspur-Corte Madera School District agrees to provide Director of Special Education Services to the Sausalito Marin City School District not to exceed a maximum of \$21,200 unless authorized by the administration for a special project. The Sausalito Marin City School District agrees to reimburse the Larkspur-Corte Madera School District as billed by the Larkspur-Corte Madera School District for .15 FTE and inclusive of statutory employer payroll costs. The Sausalito Marin City School District also agrees to reimburse the Larkspur-Corte Madera School District for mileage/travel/fees as incurred during the use by Sausalito Marin City School District.

Steve Van Zant, Superintendent  
Sausalito Marin City School District

Date

Valerie Pitts, Superintendent  
Larkspur-Corte Madera School District

8/21/13

Date

01-6500-0-5840.00-5001-2110-700-000-000

**Marin Head Start and Bayside School  
Pre K to 3<sup>rd</sup> Grade Initiative  
2013-14 Memorandum of Understanding**

<b>Attn:</b>	Steve VanZant, Supt.	<b>Contract year:</b>	May 2013-June 2014
<b>School:</b>	Bayside Elementary School	<b>Summary of Services:</b>	Hiring for Parent Liaison
<b>Address:</b>	Marin Head Start 359 Bel Marin Keys #1 Novato, CA 94949	<b>Total Payable to MHS</b>	\$ 12,540

This Memorandum of Understanding is confirmed between Bayside Elementary School and Marin Head Start for the purpose of hiring a Parent Liaison as part of the Pre-K to 3<sup>rd</sup> Grade Initiative.

**The school agrees to provide:**

- Provide a job description with identified scope of work and job qualifications
- Use of appropriate workspace in school site for the Pre-k to Grade 3 Parent Liaison
- Access to internet and phone line at the school site
- Meeting time with teachers and administrative staff as needed
- Supervision by Marin Head Start, under direction of school site Assistant Principal.

**Marin Head Start agrees to provide:**

- Advertise and hire a qualified Parent Liaison
- Pay the Parent Liaison at the agreed upon hourly rate twice a month on the 15<sup>th</sup> and 30/31.
- Meet with the PESSA or school team as needed for staff support or training needs.
- 

Principal or designee, PESSA Facilitator and Head Start Director will meet regularly at agreed upon time and/or as necessary to ensure the progress and quality of services provided.

This Memorandum of Understanding is in effect for the school year 2013-2014. Changes to the agreement may be made with the agreement of both parties.

\_\_\_\_\_  
Steve VanZant or designee      Date  
Superintendent, SMCS

\_\_\_\_\_  
Jan Yarish, Director      8-27-13  
Marin Head Start      Date

01-9472-0-5840.00-0000-2495-100-000-000

## **Parent Liaison - Job Description**

### **Qualifications:**

1. Must be the parent of a current student or former student in Sausalito Marin City School District or a community member.
2. Demonstrates effective oral and written communication skills
3. Holds a valid driver's license
4. Relates well to people of all ethnic groups
5. Demonstrates strong organizational skills
6. Is trustworthy and dependable

**Reports to:** School Principal or Designee

### **Job Responsibilities:**

The duties and responsibilities of the Parent Liaison, as assigned by the building principal or designee, may include but are not limited to the following:

1. Providing information to parents about the local school's procedures, instructional programs, and the names and roles of administrators and staff members.
2. Conducting meetings at school or in their homes for parents who request help in completing specific forms for school registration.
3. Providing information to parents about the resources available to them throughout the school system and community.
  - o Becoming familiar with the publications and services of the school system
  - o Have dedicated hours at the Parent Resource Center/Maintain the Parent Resource Center
  - o Helping parents access community resources.
  - o Recruit parent volunteers/track volunteer hours
4. Making home visits to parents, as appropriate.
5. Contacting parents to serve on school committees or to attend special events at the school.
6. Serving as a contact person for parents to call with questions about the school services or specific activities and events.
7. Maintaining confidentiality in carrying out responsibilities.
8. Participating or helping with the School Improvement Committee and/or school renewal efforts.

### **Professional Development**

Parent Liaisons are REQUIRED to attend design team meeting and possibly other monthly meetings. Each meeting will provide opportunities for:

- professional development;
- collaborative discussions / sharing of ideas;
- understanding administrative responsibilities.

## LICENSE AGREEMENT

This license agreement ("Agreement") is made as of September 5, 2013, between the Sausalito Marin City School District ("District") and Community Action Marin (CAM), a California nonprofit corporation ("Licensee").

WHEREAS, District is supportive of preschool programs for children and is authorized to permit the use of District property for this purpose; and

WHEREAS, Licensee provides services for children in Sausalito and Marin City, including operation and staffing preschool programs; and

WHEREAS, it would be beneficial for the community served by the District to have a preschool program on District property; and

WHEREAS, Licensee desires to operate a preschool program at District's Martin Luther King Jr. Academy School, located at 200 Phillips Drive, Marin City, California, 94965 ("School");

NOW, THEREFORE, the parties agree as follows:

1. License for Use of District Facilities. District authorizes Licensee to use certain District property described herein (the "Facilities") for operation of a preschool program ("Preschool") at the School, subject to the terms and conditions of this Agreement. The Facilities subject to use under this Agreement shall be comprised of a classroom and play yard, approximately 2,670 square feet in size, which the District has refurbished in accordance with Title 22 of the California Code of Regulations for use as a preschool classroom. The Facilities shall also include a designated outdoor play area ("Play Area"). Licensee may install an age-appropriate Title 22 play structure in the Play Area which conforms to applicable safety regulations, and Licensee shall be responsible for removing any such play structure from the play area upon termination of Licensee's use of the Facilities. Licensee is solely responsible for provide all furnishings, supplies, and equipment necessary for operation of the Preschool. Except for after school parent education meetings, Licensee's use of the Facilities is limited to regular school hours beginning at 7:00 a.m. and until 6:00 p.m. during the regular School year and extended summer school.

2. Term. The term of this Agreement shall commence on September 5, 2013, and shall terminate with sixty (60) days written notice given by either party (pursuant to section 11 herein).

3. License Fee. In consideration of the license for use of the Facilities, Licensee shall pay District a license fee of one thousand, seven hundred thirty-three dollars (\$ 1,733.00) per month ("License Fee"). The License Fee shall be increased by five percent (5%) annually, upon mutual agreement, beginning with the second year of use of the Facilities. The License Fee shall be paid in monthly payments, such payments being due on the 5th of each month, with the first payment due upon occupation and final inspection of the Facilities.

4. Security Deposit. District acknowledges that Licensee has paid a security deposit in the sum of \$3,300.00 to secure Licensee's performance of its obligations. Any balance remaining upon termination of this License shall be returned to Licensee.

5. Utilities. The Building is not separately metered and a fee for utility costs, including, but not limited to electrical, gas, water, sewage, shall be included in the License fee. Responsibility for telephone service is the sole responsibility of Licensee.

6. Alteration and Inspection. Any alterations, additions, or improvements to the Facilities shall be made at Licensee's sole expense and subject to District's prior approval. District retains the right to enter the Facilities at all reasonable times to inspect the physical condition of the Facilities and to protect the District's rights.

7. Nutrition Program. Licensee has its own nutrition program and will not be using the District's cafeteria services for its Preschool students.

8. Cleaning, Repair, and Maintenance. Licensee shall be responsible at all times for repair, and maintenance of the interior of the Building and any play structure in the Play Area in accordance with applicable health and safety standards. District shall be responsible for repairs and maintenance of the exterior of the Building (including HVAC) consistent with District's program of repair and maintenance of other structures on the School campus. Notwithstanding the foregoing, Licensee shall be responsible for the cost of repairs or replacements made necessary by its use of the Facilities. District shall be responsible for custodial services to the classroom and play area.

9. Indemnity. Licensee shall hold harmless, defend and indemnify District, its officers, agents, and employees, from and against any liability, claim, action, cost, damage or loss for injury, including death, to any person or damage to any property (collectively, "Liability") arising out of Licensee's activities or omissions under this Agreement, except such Liability caused by District's sole negligence or willful misconduct. This obligation shall continue beyond the term of this Agreement as to any Liability which arose during or under this Agreement, and shall not be limited by the insurance requirements set forth herein.

10. Insurance.

a. Public Liability Insurance. Licensee shall, at all times during the term of this Agreement, carry bodily injury liability and property damage liability insurance at its cost and expense, with a single combined liability limit of not less than two million dollars (\$2,000,000.00), insuring against all liability of Licensee and its authorized representatives arising out of or in connection with Licensee's use of the Facilities under this Agreement. District shall be named as an additional insured, and the policy shall contain cross-liability endorsements and the provision that the policy may not be cancelled or coverage reduced without thirty (30) days prior written notice of such to District.

b. Workers' Compensation Insurance. Licensee shall at all times maintain full compensation insurance and employer's liability with limits of at least one million dollars (\$1,000,000) or the statutorily required minimum if greater, with an insurance company satisfactory to the District for all persons Licensee employs in relation to its use of the Facilities under this Agreement, in accordance with the state Workers' Compensation Insurance and Safety Act. In the event Licensee is self-insured, it shall further a Certificate of Permission to Self-Insure, signed by the Department of Industrial Relations Administration of Self-Insurance, Sacramento, California.



c. Evidence of Coverage. This Agreement is conditioned upon Licensee providing District with certificates of insurance evidencing the coverage required herein, including signed copies of the required endorsements, within ten (10) days following full execution of this Agreement, and annually thereafter.

11. Compliance with Law. Licensee shall at all times during its use of the Facilities comply with all applicable District, local, state, and federal laws, regulations, policies, or rules.

12. Termination. Notwithstanding any other provision of this Agreement, either party may terminate this Agreement for any reason or for no reason by giving the other party written notice at least sixty (60) days prior to the effective date of such termination, or by mutual agreement. In the event of an urgent need for use of the Facilities due to an unexpected need e.g., destruction of School property, District may terminate the Agreement with notice that is reasonable under the circumstances. Upon the end of the Term of the Agreement, or upon termination, whichever occurs sooner, Licensee shall remove all of its personal property from the Facilities and shall restore the Facilities to District in good condition and repair, excepting normal wear and tear.

13. General Provisions

a. Assignment. Licensee may not assign or transfer, in whole or in part, any of its interests under this Agreement without District's prior written consent.

b. Independent Contractor. Licensee shall be acting as an independent contractor and shall have control of the Preschool program and the manner in which it is operated. Licensee is not to be considered an agent or employee of District and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits District provides to its employees.

c. No Discrimination. Licensee and its employees shall not discriminate on the basis of race, religion, color, ancestry, sex, disability, national origin, or any other prohibited grounds against any person seeking employment or services from Licensee.

d. Notice. All notices under this Agreement must be in writing and shall be considered given when hand-delivered to the person named below or when deposited in the United States Mail or with a reputable delivery service, postage prepaid and addressed as set forth below:

Notice to District: Superintendent

Notice to Licensee:

e. Waiver. The waiver by District of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term or promise contained in this Agreement.

f. Entire Agreement. It is understood and acknowledged that there are no oral agreements between the parties hereto affecting this Agreement. This Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings between the parties hereto with respect to the subject matter thereof.

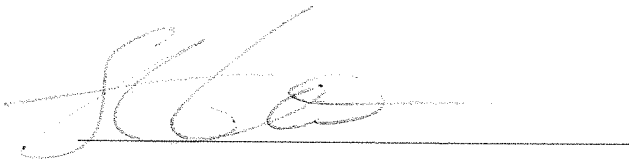
g. Severability. If any term, covenant or condition of this Agreement shall, to any extent, be invalid, void, illegal or unenforceable, the remainder of this Agreement shall not be affected thereby, and each other term, covenant or condition of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

h. Execution in Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument.

i. Authorization. Each individual executing this Agreement or its counterpart on behalf of a party hereto warrants that he or she is authorized to do so and that this Agreement constitutes the legally binding obligation of the party whom he or she represents.

IN WITNESS WHEREOF, the parties have executed this Agreement:

SAUSALITO CSHOOL DISTRICT



Superintendent

Date: 11-5-13



Executive Director

Date: 10/01/2013



CAO Contract Log # \_\_\_\_\_

**COUNTY OF MARIN  
PROFESSIONAL SERVICES CONTRACT  
2012 - Edition 1**

Dept. Contract Log # \_\_\_\_\_

**THIS CONTRACT** is made and entered into this **20th** day of **November, 2013**, by and between the **COUNTY OF MARIN**, hereinafter referred to as "County" and **Sausalito Marin City School District**, hereinafter referred to as "Contractor."

**RECITALS:**

**WHEREAS**, County desires to retain a person or firm to provide the following service: **Coordinate NEOP staffing and activities at Bayside/MLK and Willow Creek Schools; and**

**WHEREAS**, Contractor warrants that it is qualified and competent to render the aforesaid services;

**NOW, THEREFORE**, for and in consideration of the Contract made, and the payments to be made by County, the parties agree to the following:

**1. SCOPE OF SERVICES:**

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

**2. FURNISHED SERVICES:**

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

**3. FEES AND PAYMENT SCHEDULE:**

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

**4. MAXIMUM COST TO COUNTY:**

In no event will the cost to County for the services to be provided herein exceed the maximum sum of **\$4,900** including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

**5. TIME OF CONTRACT:**

This Contract shall commence on **11/20/13**, and shall terminate on **9/30/14**. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

**6. INSURANCE:**

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

**7. ANTI DISCRIMINATION AND ANTI HARASSMENT:**

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

**8. SUBCONTRACTING:**

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and County of Marin as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

**9. ASSIGNMENT:**

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

**10. LICENSING AND PERMITS:**

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

**11. BOOKS OF RECORD AND AUDIT PROVISION:**

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon ~~29 of 114~~ written notice from County. Contractor shall refund any monies erroneously charged.



**12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:**

Any and all work product resulting from this Contract is commissioned by the County of Marin as a work for hire. The County of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the County of Marin.

**13. TERMINATION:**

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

**14. APPROPRIATIONS:**

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

**15. RELATIONSHIP BETWEEN THE PARTIES:**

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

**16. AMENDMENT:**

This Contract may be amended or modified only by written Contract of all parties.

**17. ASSIGNMENT OF PERSONNEL:**

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

**18. JURISDICTION AND VENUE:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

**19. INDEMNIFICATION:**

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

**20. COMPLIANCE WITH APPLICABLE LAWS:**

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

1. Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.
2. Contractor agrees to meet all applicable program access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.
3. For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at [www.sam.gov](http://www.sam.gov).

**Exhibit D - Debarment Certification**

By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.

- The certification in this clause is a material representation of fact relied upon by County.
- The Contractor shall provide immediate written notice to County if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:
  - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
  - Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
  - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
  - Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- The Contractor to this Contract and any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.



21. NOTICES:

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Contract Manager: Rebecca Smith  
County of Marin HHS/CHPS  
 Dept./Location: 899 Northgate Dr, #415  
San Rafael, CA 94903  
 Telephone No.: (415) 473-3055

Notices shall be given to Contractor at the following address(es):

Contractor: Sausalito Marin City School District  
200 Phillips Dr  
 Address: Marin City, CA 94965  
 Telephone No.: (415) 332-3190  
 Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_

22. ACKNOWLEDGEMENT OF EXHIBITS:

☒ Check applicable Exhibits

CONTRACTOR'S  
INITIALS

<u>EXHIBIT A.</u>	<input checked="" type="checkbox"/> <u>Scope of Services</u>	
<u>EXHIBIT B.</u>	<input checked="" type="checkbox"/> <u>Fees and Payment</u>	
<u>EXHIBIT C.</u>	<input checked="" type="checkbox"/> <u>Insurance Reduction/Waiver</u>	
<u>EXHIBIT D.</u>	<input checked="" type="checkbox"/> <u>Contractor's Debarment Certification</u>	
<u>EXHIBIT E.</u>	<input type="checkbox"/> <u>Subcontractor's Debarment Certification</u>	
<u>OTHER REQUIRED</u>	<input type="checkbox"/>	
<u>EXHIBITS (HHS USE</u>	<input type="checkbox"/>	
<u>ONLY)</u>	<input type="checkbox"/>	

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR:

APPROVED BY  
 COUNTY OF MARIN:

By: \_\_\_\_\_  
 Name: Paula Rigney  
 Title: Business Manager

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

.....  
 COUNTY COUNSEL REVIEW AND APPROVAL (required if template content has been modified)

County Counsel: \_\_\_\_\_ Date: \_\_\_\_\_

EXHIBIT "A"  
SCOPE OF SERVICES  
(FY 13-14)

CONTRACTOR: Sausalito Marin City School District (SMCSD)

CONTRACT TITLE: Coordination of NEOP Staffing and Activities at Bayside/MLK and Willow Creek Schools

**Sausalito Marin City School District (SMCSD)** will coordinate staffing and activities at Bayside/MLK and Willow Creek Schools with support from the Nutrition Wellness Program to complete the following scope of work:

- Identify staff at school sites to coordinate, plan, and implement nutrition education classes at the school site by December 1<sup>st</sup>, 2013.
- School staff will attend a "Train the Trainer" Nutrition Education Class, conducted by the Nutrition Wellness Program or the Network for a Healthy California by December 1<sup>st</sup>, 2013.
- School staff will work with Nutrition Wellness Program staff to conduct pre and post tests in accordance with Network protocol for all students in 3<sup>rd</sup> – 6<sup>th</sup> grade prior to the first and after the final nutrition education class, by June 30, 2014.
- School staff will conduct 5-Class Series Nutrition Education program for designated students (during school) at Willow Creek and Bayside / MLK by June 30, 2014.
- School staff will work with Nutrition Wellness Program staff to implement other opportunities for nutrition education within the District, which may include:
  - School events which may offer opportunities for a nutrition education component.
  - Promoting consumption of healthy foods and beverages on campus.
  - Parent education events and opportunities, including indirect channels such as newsletters.

EXHIBIT "B"  
FEES AND PAYMENT SCHEDULE  
(FY 13-14)

CONTRACTOR: Sausalito Marin City School District (SMCSD)  
CONTRACT TITLE: Coordination of NEOP Staffing and Activities at Bayside/MLK and Willow Creek Schools

COUNTY shall pay CONTRACTOR as follows:

BASE CONTRACT FEE: COUNTY shall pay CONTRACTOR a contract amount not to exceed FOUR THOUSAND, NINE HUNDRED DOLLARS (\$4,900).

CONTRACTOR shall submit a quarterly invoice accompanied by a quarterly progress report. Payment will be made upon review and approval of documentation that contracted services have been completed. In no event shall total compensation paid to CONTRACTOR exceed Four Thousand, Nine Hundred Dollars (\$4,900) without an amendment to this Agreement approved by the County of Marin.

AUTHORIZATION REQUIRED – Services performed by CONTRACTOR and not authorized in this Agreement shall not be paid for by COUNTY. Payment for additional services shall be made to CONTRACTOR by COUNTY if, and only if, this Agreement is amended by both parties in advance of performing additional services.

MAXIMUM CONTRACT AMOUNT: The maximum amount payable to CONTRACTOR under this Agreement shall not exceed the following:

Base Contract	\$4,900
Mileage	-0-
Travel Costs	-0-
Authorization Required	Yes

MAXIMUM CONTRACT AMOUNT	\$ 4,900
-------------------------	----------

Accounting Information:

Amount:	\$ 4,900
Cost Center:	1000113100
Functional Area:	100000010050400
G/L Acct:	5210410

**EXHIBIT "C"**  
**INSURANCE REDUCTION/WAIVER**  
**(FY 13-14)**

CONTRACTOR:                Sausalito Marin City School District (SMCSD)

CONTRACT TITLE:        Coordination of NEOP Staffing and Activities at Bayside/MLK and Willow Creek Schools

This statement shall accompany all requests for a reduction/waiver of insurance requirements. Please check the box if a waiver is requested or fill in the reduced coverage(s) where indicated below:

	<i>Check Where Applicable</i>	<i>Requested Limit Amount</i>	<i>CAO Use Only</i>
General Liability Insurance		\$	
Automobile Liability Insurance		\$	
Workers' Compensation Insurance			
Professional Liability Deductible**	<input checked="" type="checkbox"/>	\$	

Please set forth the reasons for the requested reductions or waiver.

<p>**N/A. Services provided under this contract are non-medical and/or non-clinical in nature. Professional Liability insurance not required.</p>

Contract Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Extension: \_\_\_\_\_

Approved by Risk Manager: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT "D"  
DEBARMENT CERTIFICATION FOR CONTRACTORS  
(FY 13-14)

CONTRACTOR: Sausalito Marin City School District (SMCSD)  
CONTRACT TITLE: Coordination of NEOP Staffing and Activities at Bayside/MILK and Willow Creek Schools

System for Award Management

Page 1 of 1

Search Results

Current Search Terms: "sausalito marin\* city\* school\* district"

No records found for current search.

SAM System for Award Management 1.0

IBM v1.817.20130323-2053

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



USA.GOV



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/7/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Keenan & Associates 1111 Broadway, Suite 2000 Oakland, CA 94607	CONTACT NAME: Rose Meisenheimer
		PHONE (A/C, No, Ext): 510-986-6761 Ext. 8151 FAX (A/C, No): 510-956-6750
		E-MAIL ADDRESS: rmeisenheimer@keenan.com
		INSURER(S) AFFORDING COVERAGE
		NAIC #
www.keenan.com	0451271	INSURER A: Northern California RELIEF
INSURED	Sausalito Marin City School District Marin Schools Insurance Authority 200 Phillips Drive Marin City CA 94965	INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 16602181

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LAB LTY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Government Codes <input checked="" type="checkbox"/> Errors & Omissions GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC		NCR 00601-22	7/1/2013	7/1/2014	EACH OCCURRENCE \$ \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ \$2,000,000 PRODUCTS - COMP/OP AGG \$ MRL/Deductible \$ \$25,000 COMBINED SINGLE LIMIT (Ea accident) \$ \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ MRL/Deductible \$ \$25,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Garage Liability <input checked="" type="checkbox"/> Auto Physical Damage		NCR 00601-22	7/1/2013	7/1/2014	EACH OCCURRENCE \$ AGGREGATE \$ DED \$ RETENTION \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ DED \$ RETENTION \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POL CYL MIT \$
A	Student Professional Liability		NCR 00601-22	7/1/2013	7/1/2014	Included MRL/Deductible \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

As respects to the funding of the Nutrition Wellness Program at Bayside Elementary and MLK Junior Academy through the coverage expiration date.

CERTIFICATE HOLDER	CANCELLATION
County of Marin, Health & Human Services Nutrition Wellness Program Attn: Linda Armstrong 899 Northgate Drive, Suite 415 San Rafael CA 94903	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  John Stephens

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ACORD 25 (2010/05)

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CERT NO.: 16602181 CLIENT CODE: SAGFAIRL Rose Meisenheimer 6/7/2013 5:19:00 PM Page 1 of 1

ENDORSEMENT

ADDITIONAL COVERED PARTY

COVERED PARTY	COVERAGE DOCUMENT	ADMINISTRATOR
Sausalito Marin City School District Marin Schools Insurance Authority	NCR 00601-22	Keenan & Associates

Subject to all its terms, conditions, exclusions, and endorsements, such additional covered party as is afforded by the coverage document shall also apply to the following entity but only as respects to liability arising directly from the actions and activities of the covered party described under "as respects" below.

Additional Covered Party:

County of Marin, Health & Human Services  
Nutrition Wellness Program  
Attn: Linda Armstrong  
899 Northgate Drive, Suite 415  
San Rafael CA 94903

As Respects:

As respects to the funding of the Nutrition Wellness Program at Bayside Elementary and MLK Junior Academy through the coverage expiration date.

The County of Marin, its officers, employees, and volunteers are included as an Additional Covered Party.

The coverage shall be primary to the certificate holders coverage as respects the actions and activities of the Covered Party due to their sole negligence.



Authorized Representative

Issue Date: 6/7/2013





**Certificate of Coverage  
2013/2014 Program Year**

Covered Member: Sausalito Marin City  
630 Nevada Street  
Sausalito, CA 94965


This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This certificate does not amend, extend or alter the coverage afforded by the coverage below. The coverages provided are subject to all the terms, exclusions and conditions of such coverages. Limits shown may have been reduced by paid claims.

TYPES OF COVERAGE	COVERAGE NUMBER	COVERAGE PERIOD	LIMITS OF COVERAGE
WORKERS' COMPENSATION	Primary Layer	7/1/2013 – 7/1/2014	\$600,000 SIR
	Safety National SP-4048737	7/1/2013 – 7/1/2014	STATUTORY
EMPLOYERS' LIABILITY	Primary Layer	7/1/2013 – 7/1/2014	\$600,000 SIR
	Safety National SP-4048737	7/1/2013 – 7/1/2014	\$1,000,000 limit excess

Description of Operations/Locations Covered; Special Items of Restrictions:

**PROOF OF WORKERS' COMPENSATION COVERAGE**

Cancellation:

PREPARED FOR:	Should any of the above described coverages be cancelled before the expiration date thereof, MSIA will mail 30 days written notice of the certificate holder named to the left, but failure to mail such a notice shall impose no obligation or liability of any kind upon MSIA, its agents or its representatives.
	AUTHORIZED REPRESENTATIVE:
	

## Sausalito Marin City School District

**Agenda Item:** 9.07

**Date:** November 21, 2013

☐ Correspondence  
☐ Reports  
☐ General Functions  
☐ Pupil Services  
☐ Personnel Services  
☒ Financial & Business Procedures  
☐ Curriculum and Instruction  
☐ Policy Development

☐ Consent Agenda

**Item Requires Board Action:**  X       **Item is for Information Only:**       

**Item:** Revised Fund 40 form of the Unaudited Actuals for 2012-2013

**Background:**

Per the request of the district's auditor, the SACS Fund 40 portion of the district's 2012-2013 Unaudited Actuals must be re-approved by the District's Governing Board. During the audit process and the Marin County Office of Education review of the SACS Fund 40 form, a number of minor updates were made to reflect an accounts receivable amount of \$1,105,804 for the payment from US Bank to refund the K-8 Modular Project expenditures.

As the Marin County Office of Education has submitted this modified version to the state, we are hereby presenting it to the Governing Board for approval.

**Fiscal Impact:**

None.

**Recommendation:**

This item is presented for approval.

**Prepared for:** Steve Van Zant

**Prepared by:** P. Rigney

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit 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	475,362.49	475,200.00	0.0%
5) TOTAL, REVENUES			475,362.49	475,200.00	0.0%
<b>B. EXPENDITURES</b>					
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	56,731.06	0.00	-100.0%
6) Capital Outlay		6000-6999	1,055,381.10	129,200.00	-87.8%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	536,764.64	536,767.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,648,876.80	665,967.00	-59.6%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(1,173,514.31)	(190,767.00)	-83.7%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	145,810.98	190,767.00	30.8%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	1,105,804.00	0.00	-100.0%
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			1,251,614.98	190,767.00	-84.8%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			78,100.67	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	120,473.09	184,670.73	53.3%
b) Audit Adjustments		9793	(13,903.03)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			106,570.06	184,670.73	73.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			106,570.06	184,670.73	73.3%
2) Ending Balance, June 30 (E + F1e)			184,670.73	184,670.73	0.0%
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	184,670.73	184,670.73	0.0%
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	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	(159,006.94)		
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	1,105,804.00		
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			946,797.06		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	687,492.28		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	74,634.05		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) TOTAL, LIABILITIES			762,126.33		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (must agree with line F2) (G9 - H6)			184,670.73		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>					
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Community Redevelopment Funds Not Subject to RL Deduction		8625	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	475,000.00	475,000.00	0.0%
Interest		8660	362.49	200.00	-44.8%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>475,362.49</b>	<b>475,200.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>475,362.49</b>	<b>475,200.00</b>	<b>0.0%</b>



Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	56,731.06	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>56,731.06</b>	<b>0.00</b>	<b>-100.0%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	1,055,381.10	129,200.00	-87.8%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>1,055,381.10</b>	<b>129,200.00</b>	<b>-87.8%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	20,498.18	20,500.00	0.0%
Other Debt Service - Principal		7439	516,266.46	516,267.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>536,764.64</b>	<b>536,767.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>1,648,876.80</b>	<b>665,967.00</b>	<b>-59.6%</b>

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General Fund/CSSF		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	145,810.98	190,767.00	30.8%
(a) TOTAL, INTERFUND TRANSFERS IN			145,810.98	190,767.00	30.8%
<b>INTERFUND TRANSFERS OUT</b>					
To: General Fund/CSSF		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7615	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds					
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	1,105,804.00	0.00	-100.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			1,105,804.00	0.00	-100.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>					
			1,251,614.98	190,767.00	-84.8%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit 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	475,362.49	475,200.00	0.0%
5) TOTAL, REVENUES			475,362.49	475,200.00	0.0%
<b>B. EXPENDITURES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		1,112,112.16	129,200.00	-88.4%
9) Other Outgo	9000-9999	Except 7600-7699	536,764.64	536,767.00	0.0%
10) TOTAL, EXPENDITURES			1,648,876.80	665,967.00	-59.6%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			(1,173,514.31)	(190,767.00)	-83.7%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	145,810.98	190,767.00	30.8%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	1,105,804.00	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			1,251,614.98	190,767.00	30.8%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			78,100.67	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	120,473.09	184,670.73	53.3%
b) Audit Adjustments		9793	(13,903.03)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			106,570.06	184,670.73	73.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			106,570.06	184,670.73	73.3%
2) Ending Balance, June 30 (E + F1e) Components of Ending Fund Balance)			184,670.73	184,670.73	0.0%
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 (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	184,670.73	184,670.73	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%



Resource	Description	2012-13	2013-14
		Unaudited Actuals	Budget
Total, Restricted Balance		0.00	0.00

**Sausalito Marin City School District**

**Payment of Warrants**

11/21, 2013

Attached warrants include:

Batch 20 Fund 01 in the amount of \$18,265.68

Batch 20 Fund 13 in the amount of \$5,535.29

Batch 20 Fund 14 in the amount of \$438.75

Batch 20 Fund 40 in the amount of \$47,692.60

Batch 21 Fund 01 in the amount of \$62,361.30

Batch 21 Fund 13 in the amount of \$2,322.70

Batch 22 Fund 01 in the amount of \$148,027.51

Batch 22 Fund 13 in the amount of \$7,176.77

Batch 22 Fund 40 in the amount of \$96,556.92

Batch 23 Fund 01 in the amount of \$47,402.82

Batch 23 Fund 13 in the amount of \$1,202.15

Batch 23 Fund 40 in the amount of \$122,749.50

Prepared by Vida Moattar

Sausalito Marin City School District Business Office

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

Date 10/23/13

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 71,932.32.

Authorized Signature  
53 of 114

Paula Rigney  
11-22-13

APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 10/25/2013

10/24/13 PAGE 39

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0020 GENERAL FUND  
FUND : 01 GENERAL FUND

NT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20035162	000192/	AT&T													
		PO-140002	1.	01-0000-0-5970.00-0000-2700-000-000-000									234 343 6954 760 3		1,034.06
				WARRANT TOTAL											\$1,034.06
20035163	070329/	AT&T CALNET 2													
		PO-140001	1.	01-0000-0-5970.00-0000-2700-700-000-000									10/13		642.03
				WARRANT TOTAL											\$642.03
20035164	002392/	JENNIFER BANKS													
		PV-140152		01-0000-0-4300.00-1110-1010-100-000-000									Class supplies, Fall Festival		9.97
				01-9473-0-4300.00-1110-1010-000-000-111									Class supplies, Fall Festival		54.00
				WARRANT TOTAL											\$63.97
20035165	000608/	BURKELL PLUMBING													
		PV-140149		01-8150-0-5600.00-0000-8110-735-000-000									31025		210.00
				WARRANT TOTAL											\$210.00
20035166	070538/	EDUCATIONAL DATA SYSTEMS													
		PO-140087	1.	01-0000-0-4300.00-1110-1010-100-000-000									101313634		115.68
			2.	01-0000-0-4300.00-1110-1010-101-000-000									101313634		115.67
				WARRANT TOTAL											\$231.35
20035167	002601/	FIRST STUDENT INC.													
		PV-140148		01-9479-0-5819.00-1110-1010-101-000-000									10856020		700.00
				WARRANT TOTAL											\$700.00
20035168	002270/	FISHMAN SUPPLY CO.													
		PO-140035	1.	01-0000-0-4300.00-0000-8211-735-000-000									927050.1		544.56
				WARRANT TOTAL											\$544.56
20035169	000701/	HYDREX PEST CONTROL													
		PO-140061	1.	01-0000-0-5525.00-0000-8200-000-000-000									10/13		235.00
				WARRANT TOTAL											\$235.00
20035170	070712/	LEARN IT THERAPY SERVICES													
		PV-140154		01-6500-0-5800.00-5770-1190-700-000-000									LIS0003977, 4039, 110130		6,956.00

APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 10/25/2013

10/24/13 PAGE 40

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0020 GENERAL FUND  
FUND : 01 GENERAL FUND

INT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT	SO GOAL FUNC LOC ACT GRP	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT
WARRANT TOTAL							\$6,956.00
20035171	070447/	MAXIM HEALTHCARE SERVICES					
	PO-140026	1. 01-6500-0-5835.00-5770-1182-700-000-000			1940360084		2,217.00
		WARRANT TOTAL					\$2,217.00
20035172	070655/	JAN MCDUGAL					
	PV-140147	01-9479-0-4300.00-1110-1010-101-000-000			T shirts, Mat Boards		1,125.95
		WARRANT TOTAL					\$1,125.95
20035173	001927/	MILL VALLEY SERVICES					
	PO-140101	1. 01-0000-0-4300.00-0000-7200-725-000-000			80584, 80593		218.51
		WARRANT TOTAL					\$218.51
20035174	070806/	MISSION CULTURAL CENTER FOR					
	PV-140155	01-9479-0-5819.00-1110-1010-101-000-000			10/30/13 Field Trip		40.00
		WARRANT TOTAL					\$40.00
20035175	000058/	P G & E CO					
	PO-140000	1. 01-0000-0-5510.00-0000-8200-000-000-000			Due 11/1/13		3,260.13
		WARRANT TOTAL					\$3,260.13
20035176	070580/	TRAHAN MECHANICAL					
	PV-140146	01-8150-0-5600.00-0000-8110-735-000-000			15522		142.50
		WARRANT TOTAL					\$142.50
20035177	070807/	US PURE WATER CORPORATION					
	PV-140145	01-9479-0-4300.00-1110-1010-101-000-000			1101338864		265.83
		WARRANT TOTAL					\$265.83
20035178	070193/	WEST CAL TRACTOR					
	PO-140100	1. 01-8150-0-5600.00-0000-8110-735-000-000			69929		378.79
		WARRANT TOTAL					\$378.79
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 17			TOTAL AMOUNT OF WARRANTS:		\$18,265.68*

APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 10/25/2013

10/24/13 PAGE 41

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0020 GENERAL FUND  
FUND : 13 CAFETERIA FUND

INT	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	
20035179	070801/	HEARTLAND SCHOOL SOLUTIONS												
	PO-140098	1.	13-5310-0-4307.00-0000-3700-700-000-000										NKD0000016232	1,665.00
			WARRANT TOTAL											\$1,665.00
20035180	070792/	TEENS TURNING GREEN												
	PV-140144		13-5310-0-5840.00-0000-3700-100-000-000										MLK Cafeteria Reimb.	1,935.15
			13-5310-0-5840.00-0000-3700-101-000-000										MLK Cafeteria Reimb.	1,935.14
			WARRANT TOTAL											\$3,870.29
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS:			2							TOTAL AMOUNT OF WARRANTS:	\$5,535.29*



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Marin County Office of Education  
 COMMERCIAL WARRANT REGISTER  
 FOR WARRANTS DATED 10/25/2013

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0020 GENERAL FUND

FUND : 14 DEFERRED MAINTENANCE FUND

INT	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		
20035181	070789/	SCHOOL FACILITY CONSULTANTS				
	PV-140150		14-0000-0-5800.00-0000-8110-735-000-000	6758		438.75
			WARRANT TOTAL			\$438.75
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 1	TOTAL AMOUNT OF WARRANTS:		\$438.75*

APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 10/25/2013

10/24/13 PAGE 43

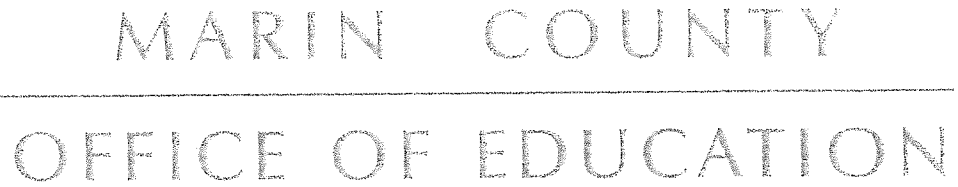
DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0020 GENERAL FUND

FUND : 40 SPECIAL RESERVE-CAP OUTLAY #1

NT	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
20035182	070779/	ANAYA CONSTRUCTION												
		PV-140153		40	0000	0-6240	00	0000	8500	700	000	135	8953-6	42,060.00
													WARRANT TOTAL	\$42,060.00
20035183	070787/	JOHN S. MANCHIP INC.												
		PO-140088	1.	40	0000	0-6240	00	0000	8500	700	000	135	Wood fiber, Plastic Border	5,632.60
													WARRANT TOTAL	\$5,632.60
*** FUND	TOTALS ***												TOTAL NUMBER OF WARRANTS:	2
													TOTAL AMOUNT OF WARRANTS:	\$47,692.60*
*** BATCH TOTALS ***													TOTAL NUMBER OF WARRANTS:	22
													TOTAL AMOUNT OF WARRANTS:	\$71,932.32*
*** DISTRICT TOTALS ***													TOTAL NUMBER OF WARRANTS:	22
													TOTAL AMOUNT OF WARRANTS:	\$71,932.32*

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(415) 472-4110  
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Date 10/30/13

District No. 47

APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/01/2013

10/31/13 PAGE 41

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0021 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		
20036010	070797/	ANDREW ANSTEAD				
	PV-140172		01-0000-0-4300.00-1110-1010-101-000-000	Mileage 10/13		64.41
			WARRANT TOTAL			\$64.41
20036011	070513/	BOYS AND GIRLS CLUB				
	PO-140028	1.	01-6010-0-5840.00-1110-1010-101-000-000	SMCSD 11-2013		13,905.00
			WARRANT TOTAL			\$13,905.00
20036012	070308/	CDW-G				
	PO-140089	1.	01-0000-0-4300.00-1110-1010-100-000-000	FW81183 GB15570 GQ42532		1,006.24
		2.	01-0000-0-4300.00-1110-1010-101-000-000	FW81183 GB15570 GQ42532		1,006.23
	PO-140099	1.	01-0000-0-4300.00-1110-1010-100-000-000	GM37930		521.73
		2.	01-0000-0-4300.00-1110-1010-101-000-000	GM37930		521.73
			WARRANT TOTAL			\$3,055.93
20036013	070784/	PALOMA COLLIER				
	PO-140065	1.	01-9471-0-5800.00-1110-1010-700-000-000	10/13		818.00
	PV-140163		01-9471-0-4300.00-1110-1010-700-000-000	Garden Supplies		150.38
			WARRANT TOTAL			\$968.38
20036014	070569/	FORREST CORSON				
	PV-140173		01-8150-0-5600.00-0000-8110-735-000-000	Broken truck window		389.70
			WARRANT TOTAL			\$389.70
20036015	002711/	CSBA C/O WESTAMERICA BANK				
	PO-140103	1.	01-0000-0-5300.00-0000-7110-725-000-000	100428-14		5,553.00
			WARRANT TOTAL			\$5,553.00
20036016	002601/	FIRST STUDENT INC.				
	PV-140171		01-9473-0-4300.00-1110-1010-000-000-111	10876447		400.00
			WARRANT TOTAL			\$400.00
20036017	000023/	GOODMAN BUILDING SUPPLY CO.				
	PO-140034	1.	01-8150-0-4300.00-0000-8100-735-000-000	Due 11/11/13		272.53
			WARRANT TOTAL			\$272.53

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Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/01/2013

10/31/13 PAGE 42

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0021 General Fund

FUND : 01 GENERAL FUND

JANT	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
20036018	000039/	KAISER FOUNDATION				
		PV-140160	01-0000-0-9520.00-0000-0000-000-000-000		16734-0001	3,953.96
			01-0000-0-9520.00-0000-0000-000-000-000		16734-0002	961.65
			01-0000-0-9520.00-0000-0000-000-000-000		578-0002	11,855.18
			WARRANT TOTAL			\$16,770.79
20036019	070164/	MARIN CITY COMMUNITY SERVICES				
		PV-140174	01-8150-0-4300.00-0000-8100-735-000-000		Wall repair	100.00
			WARRANT TOTAL			\$100.00
20036020	000045/	MARIN COUNTY OFFICE OF EDUC				
		PO-140057	1. 01-1100-0-4300.00-1110-1010-100-000-000		140333	258.00
			2. 01-1100-0-4300.00-1110-1010-101-000-000		140333	258.00
			WARRANT TOTAL			\$516.00
20036021	002632/	MARKET ENGINEERING				
		PV-140156	01-8150-0-5600.00-0000-8110-735-000-000		55783	368.87
			WARRANT TOTAL			\$368.87
20036022	070447/	MAXIM HEALTHCARE SERVICES				
		PO-140026	1. 01-6500-0-5835.00-5770-1182-700-000-000		1954120084	2,624.04
			WARRANT TOTAL			\$2,624.04
20036023	000548/	MOLLIE STONE'S				
		PV-140170	01-0000-0-4300.00-0000-7110-725-000-000		99318	55.11
			WARRANT TOTAL			\$55.11
20036024	000015/	MSIA DENTAL				
		PV-140157	01-0000-0-9520.00-0000-0000-000-000-000		11/13	4,002.93
			WARRANT TOTAL			\$4,002.93
20036025	000117/	MSIA VISION				
		PV-140158	01-0000-0-9520.00-0000-0000-000-000-000		11/13	374.88
			01-0000-0-9521.00-0000-0000-000-000-000		11/13	23.58
			WARRANT TOTAL			\$398.46

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Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/01/2013

10/31/13 PAGE 43

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0021 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		
20036026	000058/	P G & E CO				
	PO-140000	1.	01-0000-0-5510.00-0000-8200-000-000-000	Due 11/8/13		3,112.97
			WARRANT TOTAL			\$3,112.97
20036027	070222/	PROTECTION ONE				
	PO-140004	1.	01-0000-0-5840.00-0000-8300-100-000-000	11/13		72.38
		2.	01-0000-0-5840.00-0000-8300-101-000-000	11/13		604.89
		3.	01-0000-0-5840.00-0000-8300-103-000-000	11/13		103.29
			WARRANT TOTAL			\$780.56
20036028	001513/	SCHOOL SERVICES OF CALIFORNIA				
	PV-140162		01-0000-0-5210.00-0000-7150-725-000-000	77367-8		175.00
			01-0000-0-5210.00-0000-7300-725-000-000	77367-8		175.00
			WARRANT TOTAL			\$350.00
20036029	001206/	SHELL OIL CO.				
	PV-140159		01-0000-0-4301.00-0000-8110-735-000-000	10/13		146.44
			WARRANT TOTAL			\$146.44
20036030	070245/	SPRING HILL FARM				
	PO-140102	2.	01-9471-0-5819.00-1110-1010-700-000-000	10/22/13 field Trip		205.00
		1.	01-9473-0-4300.00-1110-1010-100-000-000	10/22/13 Field Trip		205.00
			WARRANT TOTAL			\$410.00
20036031	070200/	STANDARD INSURANCE COMPANY CB				
	PV-140161		01-0000-0-9520.00-0000-0000-000-000-000	5000		259.78
			01-0000-0-9520.00-0000-0000-000-000-000	5001		375.56
			WARRANT TOTAL			\$635.34
20036032	070814/	STEVE VAN ZANT				
	PV-140175		01-0000-0-5555.00-0000-7150-725-000-000	Moving Expenses		7,480.84
			WARRANT TOTAL			\$7,480.84
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 23	TOTAL AMOUNT OF WARRANTS:		\$62,361.30*



APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/01/2013

10/31/13 PAGE 44

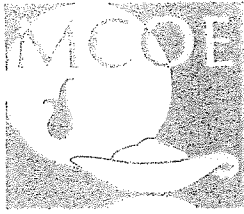
DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0021 General Fund

FUND : 13 CAFETERIA 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
20036033	070811/	BARON BAKING LLC													
		PV-140167												24-0104-5	29.75
														24-0104-5	29.75
														WARRANT TOTAL	\$59.50
20036034	070812/	BIAGIO ARTISAN MEATS LLC													
		PV-140166												2035222	107.53
														2035222	107.53
														WARRANT TOTAL	\$215.06
20036035	070800/	CLM GROUP													
		PO-140097	1.											Initial payment	1,709.50
														WARRANT TOTAL	\$1,709.50
20036036	070813/	HDP ENTERPRISES INC.													
		PV-140169												W824279	119.32
														W824279	119.32
														WARRANT TOTAL	\$238.64
20036037	070794/	NANA MAE'S ORGANIC													
		PV-140165												2 Cases of Apples -MLK lunch	50.00
														2 Cases of Apples -MLK lunch	50.00
														WARRANT TOTAL	\$100.00
*** FUND	TOTALS ***													TOTAL AMOUNT OF WARRANTS:	\$2,322.70*
*** BATCH	TOTALS ***													TOTAL AMOUNT OF WARRANTS:	\$64,684.00*
*** DISTRICT	TOTALS ***													TOTAL AMOUNT OF WARRANTS:	\$64,684.00*

Printed: 11/01/2013 11:13:55



# 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 11/16/13

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 \$ 251,761.20.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>22</u>	<u>148,027.51</u>
<u>13</u>	<u>22</u>	<u>7,176.77</u>
<u>40</u>	<u>22</u>	<u>96,556.92</u>

Authorized Signature

64 9114

*Paula Bigney*

APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/08/2013

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0022 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
20036766	000609/	AMERICAN EXPRESS														
		PV-140182						01-0000-0-4300.00-0000-7110-725-000-000							Board Meeting Dinner	86.00
								01-0000-0-4300.00-0000-7200-725-000-000							OSHA Posters, post meter tape	117.13
								01-0000-0-4300.00-0000-7200-725-000-000							DO Lunch	97.00
								01-9479-0-4300.00-1110-1010-101-000-000							USB Chargers	100.00
								WARRANT TOTAL								\$400.13
20036767	070691/	ARCHITECTS OF ACHIEVEMENT														
		PV-140177						01-9479-0-5849.00-0000-2100-101-000-000							08-13-11433, 09-13-11445	2,740.40
								WARRANT TOTAL								\$2,740.40
20036768	070329/	AT&T CALNET 2														
		PO-140001	1.					01-0000-0-5970.00-0000-2700-700-000-000							10/13	227.12
								WARRANT TOTAL								\$227.12
20036769	000006/	BAY CITIES REFUSE INC														
		PO-140025	1.					01-0000-0-5550.00-0000-8200-000-000-000							11/13	643.80
								WARRANT TOTAL								\$643.80
20036770	070132/	CAPITAL ONE COMMERCIAL														
		PV-140187						01-0000-0-4300.00-0000-7200-725-000-000							DO Supplies	47.46
								WARRANT TOTAL								\$47.46
20036771	070761/	CON E SOLUTIONS														
		PO-140014	1.					01-0000-0-5840.00-0000-7705-700-000-000							9-10/13	2,880.00
								WARRANT TOTAL								\$2,880.00
20036772	002547/	DISCOVERY OFFICE SYSTEMS														
		PO-140051	1.					01-0000-0-5605.00-0000-7200-725-000-000							10/13	104.99
			2.					01-0000-0-5605.00-1110-1010-100-000-000							10/13	141.78
								WARRANT TOTAL								\$246.77
20036773	002270/	FISHMAN SUPPLY CO.														
		PO-140035	1.					01-0000-0-4300.00-0000-8211-735-000-000							923901	48.63
			1.					01-0000-0-4300.00-0000-8211-735-000-000							927050	770.81

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Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/08/2013

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0022 GENERAL FUND

FUND : 01 GENERAL FUND

INT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
WARRANT TOTAL						\$819.44
20036774	070026/	ELLEN FRANZ				
		PV-140180	01-9479-0-4300.00-1110-1010-101-000-000	Supplies for Cooking Event		81.41
			WARRANT TOTAL			\$81.41
20036775	000029/	HM RECEIVABLES				
		PO-140108	1. 01-6300-0-4300.00-1110-1010-000-000-111	950019694		891.74
			WARRANT TOTAL			\$891.74
20036776	070810/	LYLA JOHNSTON				
		PV-140176	01-9471-0-5800.00-1110-1010-700-000-000	Garden work, October 2013		555.00
			WARRANT TOTAL			\$555.00
20036777	070624/	LARKSPUR CORTE MADERA SCHOOL				
		PV-140188	01-0000-0-5849.00-0000-7150-725-000-000	Superintendent Services		11,292.00
			WARRANT TOTAL			\$11,292.00
20036778	070447/	MAXIM HEALTHCARE SERVICES				
		PO-140026	1. 01-6500-0-5835.00-5770-1182-700-000-000	1970210084		2,132.73
			WARRANT TOTAL			\$2,132.73
20036779	000058/	P G & E CO				
		PO-140000	1. 01-0000-0-5510.00-0000-8200-000-000-000	Due 11/12/13		72.97
			WARRANT TOTAL			\$72.97
20036780	001513/	SCHOOL SERVICES OF CALIFORNIA				
		PO-140096	1. 01-0000-0-5210.00-0000-2700-700-000-000	W077665		350.00
			2. 01-0000-0-5210.00-0000-7150-725-000-000	W077665		175.00
			3. 01-0000-0-5210.00-0000-7300-725-000-000	W077665		175.00
			WARRANT TOTAL			\$700.00
20036781	070808/	SCHOOLWIRES INC.				
		PO-140107	1. 01-1100-0-4300.00-1110-1010-000-000-111	10029		1,153.00
			WARRANT TOTAL			\$1,153.00
20036782	070204/	SJCOE				
		PO-140110	1. 01-0000-0-5300.00-0000-7110-725-000-000	34799		300.00

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Marin County Office of Education  
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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0022 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														\$300.00
20036783	002680/	STEPHEN ROATCH ACCOUNTANCY												
	PO-140022	1.	01-0000-0-5809.00-0000-7110-000-000-000					12-13 Audit Billing #2					5,780.00	
WARRANT TOTAL														\$5,780.00
20036784	070580/	TRAHAN MECHANICAL												
	PO-140109	1.	01-8150-0-5600.00-0000-8110-735-000-000					15546					972.00	
WARRANT TOTAL														\$972.00
20036785	070525/	US BANCORP EQUIP. FINANCE INC												
	PO-140052	1.	01-0000-0-5605.00-0000-2700-700-000-000					10/13					744.47	
WARRANT TOTAL														\$744.47
20036786	070759/	VERIZON WIRELESS												
	PO-140055	1.	01-0000-0-5970.00-0000-2700-700-000-000					10/13					266.07	
WARRANT TOTAL														\$266.07
20036787	002172/	WILLOW CREEK ACADEMY												
	PV-140186		01-0000-0-8096.00-0000-9200-103-000-000					November 2013 in lieu					115,081.00	
WARRANT TOTAL														\$115,081.00
*** FUND	TOTALS ***	TOTAL NUMBER OF WARRANTS: 22										TOTAL AMOUNT OF WARRANTS:		\$148,027.51*



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Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/08/2013

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0022 GENERAL FUND

FUND : 13 CAFETERIA FUND

INT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20036788	070811/	BARON BAKING LLC													
		PV-140193		13		5310	0	5840	00	0000	3700	100	000	24-0107	17.85
				13		5310	0	5840	00	0000	3700	101	000	24-0107	17.85
														WARRANT TOTAL	\$35.70
20036789	000105/	CLOVER-STORNETTA FARMS													
		PV-140190		13		5310	0	5840	00	0000	3700	100	000	7508311	27.23
				13		5310	0	5840	00	0000	3700	101	000	7508311	27.22
														WARRANT TOTAL	\$54.45
20036790	070796/	KEITH GIUSTO BAKERY SUPPLY													
		PV-140185		13		5310	0	5840	00	0000	3700	101	000	2054122	72.02
														WARRANT TOTAL	\$72.02
20036791	070815/	MARIN CHEESE COMPANY													
		PV-140178		13		5310	0	5840	00	0000	3700	101	000	435097, 436620	348.00
														WARRANT TOTAL	\$348.00
20036792	070794/	NANA MAE'S ORGANIC													
		PV-140192		13		5310	0	5840	00	0000	3700	100	000	680411	50.00
				13		5310	0	5840	00	0000	3700	101	000	680411	50.00
														WARRANT TOTAL	\$100.00
20036793	070792/	TEENS TURNING GREEN													
		PV-140195		13		5310	0	5840	00	0000	3700	100	000	MLK Cafeteria Reimb.	2,618.96
				13		5310	0	5840	00	0000	3700	101	000	MLK Cafeteria Reimb.	2,618.95
														WARRANT TOTAL	\$5,237.91
20036794	070816/	UNFI													
		PV-140189		13		5310	0	5840	00	0000	3700	100	000	17398281-005	431.60
				13		5310	0	5840	00	0000	3700	101	000	17398281-005	431.59
														WARRANT TOTAL	\$863.19
20036795	070799/	VERITABLE VEGETABLE INC.													
		PV-140191		13		5310	0	5840	00	0000	3700	100	000	866850, 866400, 865824	232.75

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0022 GENERAL FUND  
FUND : 13 CAFETERIA FUND

ANT	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		
			13-5310-0-5840.00-0000-3700-101-000-000	866850, 866400, 865824		232.75
			WARRANT TOTAL			\$465.50
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 8	TOTAL AMOUNT OF WARRANTS:		\$7,176.77*

APY250 H.02.09

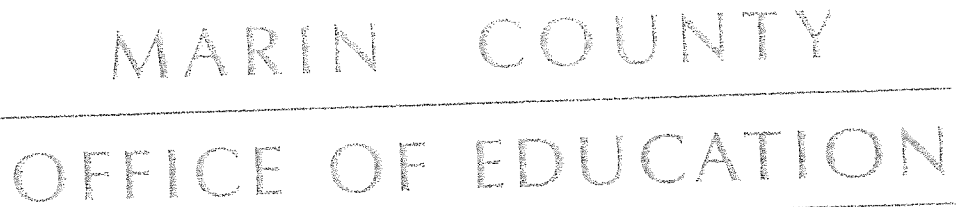
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COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/08/2013

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0022 GENERAL FUND  
FUND : 40 SPECIAL RESERVE~CAP OUTLAY #1

INT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20036796	070741/	GREYSTONE WEST COMPANY														
		PV-140184													2013-006	2,597.77
																\$2,597.77
															WARRANT TOTAL	
20036797	070780/	KOMPAN INC.														
		PO-140066	1.												76377	93,454.15
																\$93,454.15
															WARRANT TOTAL	
20036798	070729/	RGH CONSULTANTS														
		PV-140194													213109	505.00
																\$505.00
															WARRANT TOTAL	
*** FUND	TOTALS ***														TOTAL NUMBER OF WARRANTS: 3	TOTAL AMOUNT OF WARRANTS: \$96,556.92*
*** BATCH	TOTALS ***														TOTAL NUMBER OF WARRANTS: 33	TOTAL AMOUNT OF WARRANTS: \$251,761.20*
*** DISTRICT	TOTALS ***														TOTAL NUMBER OF WARRANTS: 33	TOTAL AMOUNT OF WARRANTS: \$251,761.20*

Printed: 11/08/2013 09:21:38



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

Date 11/13/13

District No. 47

AMOUNT

$$\underline{47,402.82}$$

1202.15

122,749.50

Paula Rigney

APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/15/2013

DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0023 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 DESCRIPTION	ACCOUNT NUM	AMOUNT
20037341	070691/	ARCHITECTS OF ACHIEVEMENT				
		PV-140205	01-9479-0-5849.00-0000-2100-101-000-000	09-13-11451		410.59
			WARRANT TOTAL			\$410.59
20037342	070358/	AT&T				
		PO-140003	1. 01-0000-0-5970.00-0000-7200-700-000-000	10/13		197.89
			WARRANT TOTAL			\$197.89
20037343	070694/	JULIE AUSLANDER				
		PV-140200	01-3010-0-4300.00-1110-1010-700-000-000	Lunch 11/1/13		142.34
			WARRANT TOTAL			\$142.34
20037344	070711/	BRIGHT PATH THERAPISTS				
		PO-140106	1. 01-6500-0-5835.00-5770-1182-700-000-000	1646		1,395.00
			WARRANT TOTAL			\$1,395.00
20037345	001811/	STATE OF CALIFORNIA				
		PV-140203	01-0000-0-5821.00-0000-7200-725-000-000	10/13		64.00
			WARRANT TOTAL			\$64.00
20037346	070722/	CYPRESS SCHOOL				
		PO-140063	1. 01-6500-0-5833.00-5750-1185-700-000-000	103513, 102313		10,587.80
			WARRANT TOTAL			\$10,587.80
20037347	070263/	FEDEX				
		PV-140206	01-0000-0-5960.00-0000-2700-700-000-000	2-453-50236		21.88
			WARRANT TOTAL			\$21.88
20037348	002270/	FISHMAN SUPPLY CO.				
		PO-140035	1. 01-0000-0-4300.00-0000-8211-735-000-000	929726		845.17
			WARRANT TOTAL			\$845.17
20037349	001742/	HOUGHTON MIFFLIN HARCOURT				
		PO-140041	1. 01-0000-0-4100.00-1110-1010-100-000-000	950031732		213.85
			WARRANT TOTAL			\$213.85
20037350	070818/	JULIA LIEBERMAN				
		PV-140196	01-0000-0-4300.00-1110-1010-100-000-000	Classroom Supplies		195.21



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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0023 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
WARRANT TOTAL															\$195.21
20037351	000045/	MARIN COUNTY OFFICE OF EDUC													
		PV-140199		01	9472	0	5210	00	1110	1010	100	000	000	140368	2,500.00
															\$2,500.00
WARRANT TOTAL															
20037352	070470/	MARIN RESOURCE RECOVERY CENTER													
		PO-140037	1.	01	0000	0	5550	00	0000	8200	000	000	000	10/13	874.00
															\$874.00
WARRANT TOTAL															
20037353	070326/	MARIN SANITARY SERVICE													
		PV-140212		01	0000	0	5550	00	0000	8200	000	000	000	47813	126.00
															\$126.00
WARRANT TOTAL															
20037354	070447/	MAXIM HEALTHCARE SERVICES													
		PO-140026	1.	01	6500	0	5835	00	5770	1182	700	000	000	1986190084	2,331.74
															\$2,331.74
WARRANT TOTAL															
20037355	070655/	JAN MCDUGAL													
		PV-140197		01	0000	0	5230	00	0000	2700	700	000	000	Mathletes	19.55
															\$19.55
WARRANT TOTAL															
20037356	070406/	SILYCO													
		PO-140021	1.	01	0000	0	5849	00	0000	2420	700	000	000	OCT2013	3,600.00
															\$3,600.00
WARRANT TOTAL															
20037357	070552/	SLIDE RANCH													
		PV-140204		01	9471	0	5819	00	1110	1010	700	000	000	11/12/13 Field Trip	175.00
															\$175.00
WARRANT TOTAL															
20037358	070580/	TRAHAN MECHANICAL													
		PV-140198		01	8150	0	5600	00	0000	8110	735	000	000	15550	382.00
															\$382.00
WARRANT TOTAL															
20037359	070760/	VS AMERICA													
		PO-140024	1.	01	0000	0	4400	00	1110	1010	101	000	325	5444	23,320.80
															\$23,320.80
WARRANT TOTAL															

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FOR WARRANTS DATED 11/15/2013

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0023 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	
-----														
*** FUND TOTALS ***														
TOTAL NUMBER OF WARRANTS: 19														
TOTAL AMOUNT OF WARRANTS: \$47,402.82*														

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Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/15/2013

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT

BATCH: 0023 GENERAL FUND

FUND : 13 CAFETERIA 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
20037360	000105/	CLOVER-STORNETTA FARMS				
		PV-140209	13-5310-0-5840.00-0000-3700-100-000-000	7515149		48.33
			13-5310-0-5840.00-0000-3700-101-000-000	7515149		48.32
			WARRANT TOTAL			\$96.65
20037361	070817/	FOWLER BROTHERS				
		PV-140211	13-5310-0-5840.00-0000-3700-100-000-000	151579		95.98
			13-5310-0-5840.00-0000-3700-101-000-000	151579		95.98
			WARRANT TOTAL			\$191.96
20037362	070794/	NANA MAE'S ORGANIC				
		PV-140208	13-5310-0-5840.00-0000-3700-100-000-000	680440		50.00
			13-5310-0-5840.00-0000-3700-101-000-000	680440		50.00
			WARRANT TOTAL			\$100.00
20037363	070792/	TEENS TURNING GREEN				
		PV-140210	13-5310-0-5840.00-0000-3700-100-000-000		MLK Cafeteria Reimb.	313.02
			13-5310-0-5840.00-0000-3700-101-000-000		MLK Cafeteria Reimb.	313.02
			WARRANT TOTAL			\$626.04
20037364	070799/	VERITABLE VEGETABLE INC.				
		PV-140207	13-5310-0-5840.00-0000-3700-100-000-000	867285		93.75
			13-5310-0-5840.00-0000-3700-101-000-000	867285		93.75
			WARRANT TOTAL			\$187.50
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 5		TOTAL AMOUNT OF WARRANTS:	\$1,202.15*

APY250 H.02.09

Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 11/15/2013

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DISTRICT: 47 SAUSALITO SCHOOL DISTRICT  
BATCH: 0023 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	AMOUNT
20037365	070777/	MICHAEL PAUL COMPANY INC.												
		PV-140202					40-0000-0-6240.00-0000-8500-700-000-135						Application 4	122,749.50
													WARRANT TOTAL	\$122,749.50
*** FUND	TOTALS ***												TOTAL AMOUNT OF WARRANTS:	\$122,749.50*
*** BATCH	TOTALS ***												TOTAL AMOUNT OF WARRANTS:	\$171,354.47*
*** DISTRICT	TOTALS ***												TOTAL AMOUNT OF WARRANTS:	\$171,354.47*

Printed: 11/15/2013 09:02:56

**Sausalito Marin City School District**

**Agenda Item:** 9.08

**Date:** November 21, 2013

☐ Correspondence

☐ Consent Agenda

☐ Reports

☐ General Functions

☐ Pupil Services

☐ Personnel Services

☒ Financial & Business Procedures

☐ Curriculum and Instruction

☐ Policy Development

**Item Requires Board Action:** ☒

**Item is for Information Only:** ☐

**Item:** Change Order No. 1 for the Civil Improvement Project – Electrical Scope

**Background:**

This Change Order for the Martin Luther Jr. Academy Civil Improvement Project: Electrical Scope includes additional life safety for existing portable classrooms, additional data connections for existing portable classrooms and additional linear footage for power feeders to be rerouted around the Annex building.

**Fiscal Impact:**

There is \$3,398 remaining in the change order contingency for the subject project. There is no impact to the individual project budget.

**Recommendation:**

It is recommended that the Board of Trustees approve Change Order No. 1 for the Martin Luther Jr. Academy Civil Improvement Project – Electrical Scope, in the amount of \$25,702 and authorize the Superintendent to sign said change order.

Backup attached: Yes ☒ No ☐

**Prepared for:** S. Van Zant

**Prepared by:** F. Corson



September 20, 2013

Board of Trustees  
Sausalito Marin City School District  
200 Phillips Drive  
Marin City, CA 94965

**RE: Change Order #1 Justification: Mike Brown Electric – Martin Luther King Junior Academy Civil Improvements – Electrical Package – Sausalito Marin City School District.**

**Martin Luther King, Junior Academy Civil Improvements – DSA APP #: 01-113227**

**Item #1 – Additional Underground Feeders Required to Route Power for Portables around Annex Building (COR 1)**

This change is the result of a design revision and an owner request. At the time of bid it was anticipated that the existing Annex Building would be demolished and the underground electrical service for the portable buildings would be routed directly from the new electrical switchgear to the portables. However due to DSA review of the Annex Demolition, the building remained in place during the electrical installation, requiring the feeders for the portables to be routed around the building. The cost for item no. 1 includes the labor, material and equipment required to route the feeders around the existing building. **\$4,624**

**Item #2 – Change Main Switchboard from Underground to Overhead Feed (COR 2)**

This change is a result of a design revision and a District request. In order to lower PG&E connection fees as well as improve the schedule for permanent power connection for the project, the new PG&E electrical service was changed from an underground service to an overhead service. The cost for item no. 2 includes the additional labor and material cost required to retrofit the main switchboard to an overhead feed. This cost is offset by the reduced PG&E connection fees. **\$3,812**

**Item #3 – Chase for Audio Visual (AV) Controller (COR 4)**

This change is a result of a design revision. The bid documents required 1 electrical chase for the AV controller in each classroom, however during installation of the AV system it was discovered that two (2) chases were needed per room; one for the AV controller and one for the input panel. The cost for item no. 3 includes the labor and material required to install one additional AV chase per classroom. **\$1,125**

**Item #4 – Additional Feeders for Modular Building (COR 5)**



This change is the result of a design revision. The bid documents indicated one (1) three phase feeder was needed for the modular building, however the modular building actually required two (2) three phase feeders. The cost for item no. 4 includes the labor, equipment and material needed to provide an additional underground feeder from the main switchboard to the modular building. **\$7,894**

**Item #5 – Underground Power and Data to Connect Portables (COR 7)**

This change is a result of a District request and a design revision. At the time of bid, the exact configuration of the existing portable buildings was unknown. As a result the power and data conduits and wiring required to connect the two portable clusters was not included in the bid documents. Once the final configuration was determined the contractor was directed to install the underground conduit and wire required to provide power and data to all five portable classrooms. **\$3,835**

**Item #6 –Heat Detectors in Mechanical Closets (COR 8)**

This change is a result of a jurisdictional request. During the Division of the State Architect (DSA) review of the fire alarm drawings, heat detectors were added to each of the four mechanical closets in the modular building. The cost for item no. 6 includes the labor and material required to furnish, install and test the four added fire alarm devices. **\$1,556**

**Item #7 – Fire Alarm Connection to Monitor Post Indicator Valve (PIV) and Tamper Switch for Fire Sprinkler Service (COR 11)**

This change is a result of a jurisdictional request. During the Division of the State Architect (DSA) review of the fire sprinkler drawings, DSA added monitoring points for the post indicator valve (PIV) and the Tamper Switch on the double detector check valve. These monitoring devices will notify the fire alarm panel in the event that the fire water was disabled to the building. The cost for item no. 7 includes the labor, equipment and material required to furnish, install and test the two added fire alarm monitoring devices. **\$2,856**

In our capacity as the District's Construction Manager we have completed a review of Change Order #1.

The additional cost of Change Order #1 is: \$ 25,702.

The total Change Orders to date is \$ 25,702.

There is \$ 3,398 remaining in the Change Order Contingency.

Based upon the review of the merit and the compensation, it is our recommendation that you approve this change order. If you have any questions, please do not hesitate to call.

Sincerely,  
Greystone West Company

Jason Cave  
Project Manager

# CHANGE ORDER

Distribution to:

☒ OWNER  
☒ ARCHITECT  
☒ CONTRACTOR  
☒ IOR (copy)  
☒ DSA  
☐ CM

1247.02E - 0 - 1.8

**CO  
001**

**PROJECT:** **MLK Jr. Academy Electrical Improvements**  
 200 Phillips Drive  
 Marin City, CA 94965

<b>Change Order No.</b>	<b>ONE (001)</b>
Project No.	1247.02E
Initiation Date:	09/20/2013
Contract For:	Electrical Improvements
Contract Date	07/08/2013
DSA File No.	21-40
DSA App. No.	01-113227
OPSC App. No.	

**CONTRACTOR:** **Mike Brown Electric**  
 561-A Mercantile Drive  
 Cotati, Ca 94931

You are directed to make the following changes in this contract: (Refer to Attached Summary)

*Reserved for Architect's Stamp*

*Reserved for DSA Approval Stamp*

The original Contract Sum was	\$	291,000
Net change by previous Change Order	\$	0
The Contract Sum prior to this Change Order was	\$	291,000
The Contract Sum will be INCREASED by this Change Order in the amount of	\$	25,702
The new Contract Sum including this Change Order will be	\$	<b>316,702</b>
The Contract Time will be UNCHANGED by this Change Order in the amount of		0 Days
The Date of Completion as of the date of this Change Order:		08/23/2013

## Not valid until signed by both the Owner and the Architect.

Signature of the contractor indicates his approval herewith, including any adjustment in the Contract Sum or Contract Time. The compensation (time and cost) set forth in this Change Order comprises the total compensation due the Contractor, all Subcontractors and all Supplies, at all times, for the work or change defined in the Change Order, including all impact on unchanged work. By signing this Change Order the Contractor acknowledges and agrees, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, that the stipulated compensation includes payment for all work contained in the Change Order, plus all payment for the interruption of schedules, extended and unabsorbed overhead costs, delay, disruption, and all impact, ripple impact or cumulative impact on all work under this Contract. The signing of the Change Order indicates that the Change Order constitutes the total equitable adjustment owed the Contractor, all Subcontractor and all Suppliers, at all tiers, as a result of the change. The Contractor, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, agrees to waive all rights, without exception or reservation of any kind whatsoever to file any further claim related to this Change Order. No further claim or request for equitable adjustment of any kind whatsoever shall arise out of or as a result of this change or the impact of this change on the remainder of the work under this Contract.

## By execution of this Change Order the Contractor specifically waives, relinquishes, and releases any and all rights under Section 1542 of the California Civil Code which reads as follows:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY EFFECTED HIS SETTLEMENT WITH THE DEBTOR."

ARCHITECT	CONTRACTOR	OWNER
<b>Quattrocchi Kwok Architects</b>	<b>Mike Brown Electric</b>	<b>Sausalito-Marín City School District</b>
636 Fifth Street Santa Rosa, CA 95404	561-A Mercantile Drive Cotati, Ca 94931	200 Phillips Drive Marin City, CA 94965
By:	By:	By:
Date	Date	Date

SUMMARY OF ATTACHMENTS TO:  
PROJECT:  
MLK Jr. Academy Electrical Improvements

Change Order No. ONE (001)  
Project No. 1247.02E  
Contract For: Electrical Improvements  
DSA App. No. 01-113227

					Calendar Days Added to Contract			
No.	Reference:	Description:	C.O.R. #	Amount	DoC	M1	M2	M3
TOTALS:				\$ 25,702	0	0	0	0
1		Provide and install an additional 40' of underground 4" PVC feeder with (4) #500MCM and (1) #1/0 CU wire to route feeders to portables around the Annex building.	001	\$ 4,624	0	0	0	0
2		Due to PG&E change, provide overhead service in lieu of underground service.	002	\$ 3,812	0	0	0	0
3		Provide additional raceway and (1) additional back box for AV at Teacher's Station. (2) AV boxes are required at Teacher Station. Modular drawings indicate (1) AV box at this location.	004	\$ 1,125	0	0	0	0
4	AR 001	Install new feeder to the modular building as directed in AR 001.	005	\$ 7,894	0	0	0	0
5	RFP 001, AR 003	Install underground conduit as requested in RFP 001. Sheet E-3.3 (Portable electrical work) deleted in Addendum 01. As outlined in AR 003, provide conduit between (3) relocated portables and (2) remaining portables.	007	\$ 3,835	0	0	0	0
6	AR 006	Provide, install, program and test (4) heat detectors; (1) for each Mechanical Room.	008	\$ 1,556	0	0	0	0
7	AR 005	Provide, install and test conduit and devices required to monitor post indicator valve and tamper switch.	011	\$ 2,856	0	0	0	0

END OF SUMMARY

**Sausalito Marin City School District**

**Agenda Item:** 9.09

**Date:** November 21, 2013

☐ Correspondence

☐ Consent Agenda

☐ Reports

☐ General Functions

☐ Pupil Services

☐ Personnel Services

☒ Financial & Business Procedures

☐ Curriculum and Instruction

☐ Policy Development

**Item Requires Board Action:** ☒

**Item is for Information Only:** ☐

**Item:** Change Order No. 2 for the New Classrooms: Modular Building Contract

**Background:**

This Change Order for the new classrooms includes upgrades for future casework, installation of clock/speaker boxes, life safety upgrade and upgrade for exterior finishes due to time constraints of project.

**Fiscal Impact:**

There is \$39,491 remaining in the change order contingency for the subject project.  
There is no impact to the individual project budget.

**Recommendation:**

It is recommended that the Board of Trustees approve Change Order No. 2 for the new classrooms: Modular Building Contract, in the amount of \$17,397 and authorize the Superintendent to sign said change order.

Backup attached: Yes ☒ No ☐

**Prepared for:** S. Van Zant

**Prepared by:** F. Corson



September 10, 2013

Board of Trustees  
Sausalito Marin City School District  
200 Phillips Drive  
Marin City, CA 94965

**RE: Change Order #2 Justification: Jeff Luchetti Modular, Inc. – Martin Luther King, Junior Academy New Classrooms: Modular Building Contract – Sausalito Marin City School District.**

**Martin Luther King, Junior Academy New Classrooms: Modular Building Project– DSA APP #: 01-113227**

**Item #1 – Additional Casework in Classrooms (CP#2r3)**

This change is the result of an owner request. The District requested an additional base cabinet be added to each of the four classrooms. The cost for item no. 1 includes the labor and material required to furnish and install the additional cabinets. **\$860**

**Item #2 – Provide and Install Schedule 40 Steel Downspouts (CP#5R1)**

This change is a result of a design revision. The bid documents included sheet metal downspouts from the gutters to the underground storm drain system. As the majority of the downspouts are in high traffic areas, the material was changed from 24 gauge sheet metal to schedule 40 steel pipe which is much more durable over time. The cost for item no. 2 includes the difference in labor and material to change from sheet metal to schedule 40 steel pipe. **\$4,400**

**Item #3 – Provide Backing for Future Wall Mounted Casework (CP#7)**

This change is a result of a District request. To provide flexibility of the classroom space in the future, the District requested backing be installed in the metal framed walls at various locations in each of the four classrooms to accommodate the installation of additional casework in the future. The cost for item no. 3 includes the labor and material required to install the additional backing. **\$1,400**

**Item #4 – Repair Unforeseen Water and Sanitary Sewer Lines at North and West Ends of Building Pad (CP#8)**



This change is a result of an unforeseen condition. During excavation for the building pad, an existing 2" water line and 6" sanitary sewer line were damaged. These lines were not indicated on the bid documents or any of the District's asbuilt documents. Additionally, the existing pipes were transite and plastic pipes which could not be picked up by the utility locator prior to the start of excavation. The contractor was directed to repair and re-route the existing piping as necessary to construct the building pad while maintaining service to the occupied areas of campus. The cost for item no. 4 includes the labor and material required to repair and re-route the piping. **\$3,463**

**Item #5 – Provide 120 volt Power to Fire Water Flow Switch and Bell (CP#9)**

This change is a result of a jurisdictional request. During review of the fire sprinkler drawings, the Division of the State Architect (DSA) required the addition of a flow switch and bell for the fire sprinkler system. The cost for item no. 5 includes the labor and material required to provide a dedicated 120 volt power supply to the flow switch and bell. **\$606**

**Item #6 – Provide Conduit and Back boxes for Heat Detectors (CP#11)**

This change is a result of a jurisdictional request. During review of the fire alarm drawings included in the site package, increment 1, the Division of the State Architect (DSA) required the addition of sixteen (16) heat detectors throughout the building. As the modular package was bid prior to the site package to maintain the construction schedule, the rough in for the heat detectors was not included in the base contract. The cost for item no. 6 includes the labor and material required to install the conduit and back boxes for the heat detectors. **\$2,049**

**Item #7 – Upgrade Exterior Plaster System (CP#12)**

This change is a result of a design revision and a District request. In order to accelerate the project schedule and allow the site concrete work around the building to start 2 weeks earlier than anticipated, the exterior plaster system was upgraded from the specified type 1, 2 and 4 which requires 7 days between each of the 3 applications to a system which only requires 1 day between applications. The cost included for item no. 7 includes the additional material cost for the Eisenwall plaster system. **\$2,483**

**Item #8 – Provide and Install Recessed Clock and Speaker Back Boxes (CP#13)**

This change is a result of a design revision. The base contract did not include clock, speaker and public address systems in each of the four classrooms. At the request of the District, the clock/speakers were added to the modular contractor's scope. The cost for item no. 8 includes the labor and material required to furnish and install the back boxes and conduit for the clock/speakers. **\$1,449**

**Item #9 – Provide Conduit and Back boxes for Heat Detectors in Mechanical Closets (CP#11)**

This change is a result of a jurisdictional request. Similar to item 6 above, during review of the fire alarm drawings included in the site package, increment 1, the Division of the State Architect (DSA) required the addition of a heat detector in each of the four (4) mechanical closets in the building. As the modular package was bid prior to the site package to maintain the construction schedule, the rough in for the heat detectors was not included in the base contract. The cost for item no. 9 includes the labor and material required to install the conduit and back boxes for the heat detectors in the mechanical closets. **\$687**



In our capacity as the District's Construction Manager we have completed a review of Change Order #2.

The additional cost of Change Order #2 is: \$ 17,397.

The total Change Orders to date is \$ 140,509.

There is \$ 39,491 remaining in the Change Order Contingency.

Based upon the review of the merit and the compensation, it is our recommendation that you approve this change order. If you have any questions, please do not hesitate to call.

Sincerely,  
Greystone West Company

Todd Lee  
Project Manager

# CHANGE ORDER

Distribution to:

- ☒ OWNER
- ☒ ARCHITECT
- ☒ CONTRACTOR
- ☒ IOR (copy)
- ☒ DSA
- ☒ CM

1247.00 - 0 - 1.8

**CO  
002**

**PROJECT:** Martin Luther King Jr. Academy New Classrooms  
200 Phillips Drive  
Marin City, CA 94965

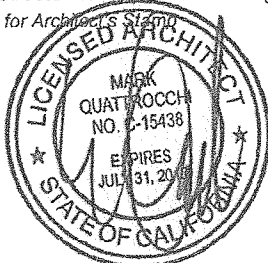
**Change Order No.** TWO (002)  
**Project No.** 1247.00  
**Initiation Date:** 08/20/2013  
**Contract For:** Increment 2  
**Contract Date** 04/23/2013  
**DSA File No.** 21-40  
**DSA App. No.** 01-113227  
**OPSC App. No.**

**CONTRACTOR:** Jeff Luchetti Modular, Inc.  
70 Stony Point Road, Suite D  
Santa Rosa, CA 95401

You are directed to make the following changes in this contract: (Refer to Attached Summary)

Reserved for Architect's Stamp

Reserved for DSA Approval Stamp



The original Contract Sum was	\$	1,215,000
Net change by previous Change Order	\$	123,112
The Contract Sum prior to this Change Order was	\$	1,338,112
The Contract Sum will be INCREASED by this Change Order in the amount of	\$	17,397
The new Contract Sum including this Change Order will be	\$	1,355,509
The Contract Time will be UNCHANGED by this Change Order in the amount of		0 Days
The Date of Completion as of the date of this Change Order:		08/23/2013

**Not valid until signed by both the Owner and the Architect.**

Signature of the contractor indicates his approval herewith, including any adjustment in the Contract Sum or Contract Time.

The compensation (time and cost) set forth in this Change Order comprises the total compensation due the Contractor, all Subcontractors and all Supplies, at all times, for the work or change defined in the Change Order, including all impact on unchanged work. By signing this Change Order the Contractor acknowledges and agrees, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, that the stipulated compensation includes payment for all work contained in the Change Order, plus all payment for the interruption of schedules, extended and unabsorbed overhead costs, delay, disruption, and all impact, ripple impact or cumulative impact on all work under this Contract. The signing of the Change Order indicates that the Change Order constitutes the total equitable adjustment owed the Contractor, all Subcontractor and all Suppliers, at all tiers, as a result of the change. The Contractor, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, agrees to waive all rights, without exception or reservation of any kind whatsoever to file any further claim related to this Change Order. No further claim or request for equitable adjustment of any kind whatsoever shall arise out of or as a result of this change or the impact of this change on the remainder of the work under this Contract.

By execution of this Change Order the Contractor specifically waives, relinquishes, and releases any and all rights under Section 1542 of the California Civil Code which reads as follows:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY EFFECTED HIS SETTLEMENT WITH THE DEBTOR."

<b>ARCHITECT</b> Quattrocchi Kwok Architects 636 Fifth Street Santa Rosa, CA 95404 By: Date: 8/20/13	<b>CONTRACTOR</b> Jeff Luchetti Modular, Inc. 70 Stony Point Road, Suite D Santa Rosa, CA 95401 By: Date: 8/26/13	<b>OWNER</b> Sausalito-Marin City School District 200 Phillips Drive Marin City, CA 94965 By: _____ Date: _____
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SUMMARY OF ATTACHMENTS TO:  
 PROJECT:  
 Martin Luther King Jr. Academy New Classrooms

Change Order No. TWO (002)  
 Project No. 1247.00  
 Contract For: Increment 2  
 DSA App. No. 01-113227

					Calendar Days Added to Contract			
No.	Reference:	Description:	C.O.R. #	Amount	DoC	M1	M2	M3
TOTALS:				\$	17,397	0	0	0
1		Additional cabinets in each classroom, to include: (3) lower base cabinets, (1) ADA sink without base, and (1) full height storage cabinet. Bid set included (2) lower base cabinets, (1) ADA sink without base, and (1) full height storage cabinet.	002r003	\$ 860	0	0	0	0
2	AR 001R1	Supply and install 2x3 24 ga. galvanized sheet metal downspouts per AR 001r1.	005R001	\$ 4,400	0	0	0	0
3		Provide backing for future cabinets in each classroom, per cabinet layout on original contract documents.	007	\$ 1,400	0	0	0	0
4		Reroute unforeseen existing 2" water line to outside building pad. Repair unforeseen 6" sanitary sewer line.	008	\$ 3,463	0	0	0	0
5		Provide 120 volt dedicated circuit and connection for fire bell and flow switch for fire sprinkler system. Not originally included in CP 003r1 (DSA-approved CCD 001 - automatic fire sprinkler system).	009	\$ 606	0	0	0	0
6	RFP 002	Provide and install conduit and back boxes for the (16) heat detectors shown on Site Improvement, Increment 1 Sheet FE 3.1.	011	\$ 2,049	0	0	0	0
7		Due to scheduling and coordination with civil work, substitute Type I, II & V plaster to Eisenwall Premium.	012	\$ 2,483	0	0	0	0
8	AR 25	Provide and install recessed clock and speaker backboxes. Layout and rough in at tackwall at locations determined by District.	013	\$ 1,449	0	0	0	0
9	Electrical AR	Provide and install conduit and back boxes for one (1) heat detector at each Mechanical Room closet per Electrical AR 06.	014	\$ 687	0	0	0	0

END OF SUMMARY

**Sausalito Marin City School District**

**Agenda Item:** 9.10

**Date:** November 21, 2013

☐ Correspondence  
☐ Reports  
☐ General Functions  
☐ Pupil Services  
☐ Personnel Services  
☒ Financial & Business Procedures  
☐ Curriculum and Instruction  
☐ Policy Development

☐ Consent Agenda

**Item Requires Board Action:** ☒

**Item is for Information Only:** ☐

**Item:** Change Order No. 1 for the Civil Improvement Project

**Background:**

This change order for the Martin Luther Jr. Academy Civil Improvement Project includes installation of a future water main, concrete upgrades, and miscellaneous trenching for other contractors.

**Fiscal Impact:**

There is \$66,643 remaining in the change order contingency for the subject project.  
There is no impact to the individual project budget.

**Recommendation:**

It is recommended that the Board of Trustees approve Change Order No. 1 for the Martin Luther Jr. Academy Civil Improvement Project, in the amount of \$15,905 and authorize the Superintendent to sign said change order.

Backup attached: Yes ☒ No ☐

**Prepared for:** S. Van Zant

**Prepared by:** F. Corson



September 17, 2013

Board of Trustees  
Sausalito Marin City School District  
200 Phillips Drive  
Marin City, CA 94965

RE: **Change Order #1 Justification: Michael Paul Company – Martin Luther King Junior Academy Civil Improvements** – Sausalito Marin City School District.

**Martin Luther King, Junior Academy Civil Improvements – DSA APP #: 01-113227**

**Item #1 – Install Concrete in Lieu of Asphalt Paving South of Rooms 103, 104 and 105 (COR 1)**

This change is the result of a design revision and an owner request. In order to provide a more durable finish with better drainage on the south end of the modular building adjacent to rooms 103, 104 and 105, the asphalt paving was changed to a concrete finish. The cost included with item no. 1 includes the difference in labor, material and equipment cost required to install concrete in lieu of the specified asphalt paving. **\$4,337**

**Item #2 – Extend and Vent Gas Line for Modular Building (COR 2)**

This change is a result of a design revision and a jurisdictional request. Part 1 – Due to conflicts with existing underground utilities, the HVAC unit for rooms 105 and 106 was moved 50' to the south which required the underground 2" gas line installed under this contract to be extended by 50'. Part 2 – During a field visit from the Division of the State Architect (DSA) field engineer, the engineer required the 2" underground gas line running just south of the new concrete to be vented below grade in case of a future leak. The cost for item no. 2 includes the labor and material required to extend the 2" gas line by 50' and vent the entire 200' run of underground pipe adjacent to the concrete. **\$4,478**

**Item #3 – Install Schedule 80 Underground Pipe for Future Water Main (COR 3)**

This change is a result of a District request. The existing water main for the campus runs directly below the modular building. If this line were to fail below the building in the future there would be no way to access the line. The District requested a new 2" water line be installed prior to concrete placement adjacent to the new building in order to prevent the need to demolish concrete and paving in the future should the existing water main require service. The cost for item no. 3 includes the labor, material and equipment required to install a new 2" domestic water line at the north end of the modular building. **\$2,546**

**Item #4 – Install Concrete in Lieu of Asphalt Paving Southeast of Room 106 (COR 4)**

This change is the result of a design revision and an owner request. In order to provide a more durable finish with better drainage on the southeast end of the modular building adjacent to room 106, the asphalt paving was changed to a concrete finish. The cost included with item no. 4 includes the difference in labor, material and equipment cost required to install concrete in lieu of the specified asphalt paving. **\$2,689**

**Item #5 – Additional Concrete at Reduced Planter Box North of Room 104 (COR 5)**

This change is a result of a District request. In order to provide improved pedestrian traffic flow outside room 104, the 18' wide planter box was decreased to 12' wide. The reduction in planter box size required additional concrete at the walkway in this location. The cost included for item no. 5 includes the additional material cost required for the added concrete. **\$413**

**Item #6 – Concrete and Asphalt Demolition for Irrigation Work (COR 9)**

This change is a result of a back charge to the landscape contractor. The landscape contractor did not have equipment on hand to demolish existing concrete and asphalt needed to install a new irrigation lateral between the new building and garden and requested this work be performed by the civil contractor in order to meet the project schedule. The cost for item no. 6 is an additional cost to the civil contractor and will be deducted from the landscape contract in the next change order to that scope. **\$526**

**Item #7 – Install Underground Conduits for Modular Contractor for HVAC Unit at Room 105 and 106 (COR 10)**

This change is a result of a back charge to the modular contractor. The modular building contractor did not have equipment on hand to trench, install and backfill two (2) underground conduit runs from the modular building to the HVAC unit for rooms 105 and 106 and requested this work be performed by the civil contractor in order to meet the project schedule. The cost for item no. 7 is an additional cost to the civil contractor and will be deducted from the modular contract in the next change order to that scope. **\$458**

**Item #8 – Install Underground Conduits for Modular Contractor for HVAC Unit at Room 103 and 104 (COR 11)**

This change is a result of a back charge to the modular contractor. The modular building contractor did not have equipment on hand to trench, install and backfill two (2) underground conduit runs from the modular building to the HVAC unit for rooms 103 and 104 and requested this work be performed by the civil contractor in order to meet the project schedule. The cost for item no. 8 is an additional cost to the civil contractor and will be deducted from the modular contract in the next change order to that scope. **\$458**

In our capacity as the District's Construction Manager we have completed a review of Change Order #1.

The additional cost of Change Order #1 is: \$ 15,905.

The total Change Orders to date is \$ 15,905.

There is \$ 66,343 remaining in the Change Order Contingency.



Based upon the review of the merit and the compensation, it is our recommendation that you approve this change order. If you have any questions, please do not hesitate to call.

Sincerely,  
Greystone West Company

Jason Cave  
Project Manager

# CHANGE ORDER

Distribution to:

☒ OWNER  
☒ ARCHITECT  
☒ CONTRACTOR  
☒ IOR (copy)  
☒ DSA  
☐ CM

1247.02C - 0 - 1.8

**CO  
001**

**PROJECT:** **MLK Jr. Academy Civil Improvements**  
200 Phillips Drive  
Marin City, CA 94965

**CONTRACTOR:** **Michael Paul Company**  
1200 Casa Grande Road  
Petaluma, CA 94954

<b>Change Order No.</b>	<b>ONE (001)</b>
Project No.	1247.02C
Initiation Date:	09/17/2013
Contract For:	Civil Improvements
Contract Date	07/08/2013
DSA File No.	21-40
DSA App. No.	01-113227
OPSC App. No.	

You are directed to make the following changes in this contract: (Refer to Attached Summary)

*Reserved for Architect's Stamp*

*Reserved for DSA Approval Stamp*

The original Contract Sum was	\$	822,480
Net change by previous Change Order	\$	0
The Contract Sum prior to this Change Order was	\$	822,480
The Contract Sum will be INCREASED by this Change Order in the amount of	\$	15,905
The new Contract Sum including this Change Order will be	\$	<b>838,385</b>
The Contract Time will be UNCHANGED by this Change Order in the amount of		0 Days
The Date of Completion as of the date of this Change Order:		08/23/2013

## Not valid until signed by both the Owner and the Architect.

Signature of the contractor indicates his approval herewith, including any adjustment in the Contract Sum or Contract Time. The compensation (time and cost) set forth in this Change Order comprises the total compensation due the Contractor, all Subcontractors and all Suppliers, at all times, for the work or change defined in the Change Order, including all impact on unchanged work. By signing this Change Order the Contractor acknowledges and agrees, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, that the stipulated compensation includes payment for all work contained in the Change Order, plus all payment for the interruption of schedules, extended and unabsorbed overhead costs, delay, disruption, and all impact, ripple impact or cumulative impact on all work under this Contract. The signing of the Change Order indicates that the Change Order constitutes the total equitable adjustment owed the Contractor, all Subcontractor and all Suppliers, at all tiers, as a result of the change. The Contractor, on behalf of themselves, all Subcontractors and all Suppliers, at all tiers, agrees to waive all rights, without exception or reservation of any kind whatsoever to file any further claim related to this Change Order. No further claim or request for equitable adjustment of any kind whatsoever shall arise out of or as a result of this change or the impact of this change on the remainder of the work under this Contract.

**By execution of this Change Order the Contractor specifically waives, relinquishes, and releases any and all rights under Section 1542 of the California Civil Code which reads as follows:**

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY EFFECTED HIS SETTLEMENT WITH THE DEBTOR."

<b>ARCHITECT</b>	<b>CONTRACTOR</b>	<b>OWNER</b>
Quattrocchi Kwok Architects 636 Fifth Street Santa Rosa, CA 95404	Michael Paul Company 1200 Casa Grande Road Petaluma, CA 94954	Sausalito-Marín City School District 200 Phillips Drive Marin City, CA 94965
By:	By:	By:
Date	Date	Date

SUMMARY OF ATTACHMENTS TO:  
PROJECT:  
MLK Jr. Academy Civil Improvements

Change Order No. ONE (001)  
Project No. 1247.02C  
Contract For: Civil Improvements  
DSA App. No. 01-113227

					Calendar Days Added to Contract			
No.	Reference:	Description:	C.O.R. #	Amount	DoC	M1	M2	M3
TOTALS:				\$	15,905	0	0	0
1	AR 23	Ref. AR 23: Due to difficulty in compacting AC against modular building at Room 103, 104 and 105, provide concrete in lieu of asphalt concrete.	001	\$ 4,337	0	0	0	0
2	Modular AR 1	Ref. ADD 04 Sheet P2.0 and Modular AR 19: P2.0 shows termination of 2" gas line at west corner of modular building. Extend 2" gas line along south side of building per AR 19. Provide (2) 1" gas POC at Room 104 and 105 between adjacent furnace closets.	002	\$ 4,478	0	0	0	0
3	AR 31	Ref. AR 31: Install 2.5" Schedule 80 for future water main, including three stub outs. Terminate in landscape area at west end, and under asphalt turn-around at south end of modular buildings.	003	\$ 2,546	0	0	0	0
4	AR 23	Ref. AR 23: Due to difficulty in compacting AC against modular building at Room 106 radiused asphalt patio, provide concrete in lieu of asphalt concrete.	004	\$ 2,689	0	0	0	0
5	AR 33	Ref. AR 33: To improve traffic flow outside Room 104 and 105, reduce planter box dimension to 12'-0". Provide concrete paving to replace decreased planting area.	005	\$ 413	0	0	0	0
6		Saw cut and remove existing concrete and AC for irrigation into garden. Backcharged to Landscape Contract.	009	\$ 526	0	0	0	0
7		Excavate and backfill (2) 4" conduits from Room 105 and 106 to HVAC pads. Backcharged to Modular Contract.	010	\$ 458	0	0	0	0
8		Excavate and backfill (2) 4" conduits from Room 103 and 104 to HVAC pads. Backcharged to Modular Contract.	011	\$ 458	0	0	0	0

END OF SUMMARY

## Field Trip

**Dates:** October 30, 2013  
**Destination:** Mission Cultural Center, San Francisco CA  
**Teacher:** Ms. Pierce  
**Grade:** 5<sup>th</sup> grade  
**Standards Supported:**  
**Funding:** TSG  
**Cost:** \$ 300.00

**Dates:** November 5, 2013  
**Destination:** Delancey Street Theater  
**Teacher:** Ms. Cassidy  
**Grade:** 5<sup>th</sup> Grade  
**Standards Supported:** SS 5.1; ELA Writ Text 9-10; Info Text 1  
**Funding:** \$234.00

**Dates:** November 8, 2013  
**Destination:** Marin Civic Center; Annual 18<sup>th</sup> Peer Summit  
**Teacher:** Ms. Zeisler  
**Grade:** 8<sup>th</sup> Grade  
**Standards Supported:** Speaking and Listening.2  
**Funding:** \$350.00

**Dates:** November 12, 2013  
**Destination:** Slide Ranch  
**Teacher:** Mr. Scullion & Mr. Haddad  
**Grade:** 3<sup>rd</sup> – 4<sup>th</sup> Grade  
**Standards Supported:** Knowledge of Plants and Animals  
**Funding:** Garden Program/Field Trip  
**Cost:** \$ 200.00

**Dates:** November 18, 2013  
**Destination:** Sausalito Historical Society  
**Teacher:** Mr. Scullion  
**Grade:** 3<sup>rd</sup> Grade  
**Standards Supported:** Historical/Community Resources  
**Funding:** Garden/Field Trip Fund  
**Cost:** \$ 0.00

**Dates:** November 22, 2013  
**Destination:** Slide Ranch  
**Teacher:** Ms. Suto  
**Grade:** 8<sup>th</sup> grade  
**Standards Supported:** 6.Chemistry of Living System-Principles of Chemistry/Biological Systems  
**Funding:** Garden Program/Slide Ranch Scholarship  
**Cost:** \$500.00

**Dates:** December 3, 2013  
**Destination:** Marin Theater Company  
**Teacher:** Ms. Suto, Ms. Zeisler, Ms. McDougal, Mr. Scullion, Ms. Cassidy, Mr. Haddad  
**Grade:** 3<sup>rd</sup> – 6<sup>th</sup> grade  
**Standards Supported:** S/L: Analyze the main and supporting details presented in diverse media  
**Funding:** Marin Theater Company Grant  
**Cost:** \$ 900.00

**Dates:** December 4, 2013  
**Destination:** Point Bonita YMCA, GGNRC  
**Teacher:** Ms. Suto  
**Grade:** 5<sup>th</sup> – 6<sup>th</sup> grade  
**Standards Supported:**  
**Funding:** Coastal Grant and TSG  
**Cost:** \$ 8,410.00

**Dates:** December 5, 2013  
**Destination:** Healthy Bodies Habitat and Home, Santa Rosa CA  
**Teacher:** Ms. Banks, Ms. Trevor and Ms. Lieberman  
**Grade:** K – 2<sup>nd</sup> grade  
**Standards Supported:** Science – Life  
**Funding:** Field Trip Fund/Scholarship  
**Cost:** \$ 450.00

**Dates:** December 6, 2013  
**Destination:** Marin Civic Center – Nutcracker, Stapleton Ballet  
**Teacher:** Mr. Scullian, Mr. Haddad  
**Grade:** 3<sup>rd</sup> – 4<sup>th</sup> grade  
**Standards Supported:** 5.0 Visual and Performing Arts  
**Funding:** Field Trip Fund/Scholarship  
**Cost:** \$ 400.00

**Dates:** December 13, 2013  
**Destination:** Sausalito Ferry  
**Teacher:** Ms. Banks, Ms. Trevor, Ms. Lieberman and Mr. Scullion  
**Grade:** K – 3<sup>rd</sup> grade  
**Standards Supported:** Decorating the Sausalito Ferry  
**Funding:** Field Trip Fund/Scholarship  
**Cost:** \$ 0.00

**Sausalito Marin City School District**

**Agenda Item:** 11.01

**Date:** November 21, 2013

☐ Correspondence  
☐ Reports  
☐ General Functions  
☐ Pupil Services  
☐ Personnel Services  
☐ Financial & Business Procedures  
☐ Curriculum and Instruction  
☒ Policy Development

☐ Consent Agenda

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BP) 0210 – Philosophy, Goals, Objectives and Comprehensive Plans: Equity

**Background:**

For the past year, the District has been developing this policy. Tonight, the board is asked to review the following changes for final comment.

**Fiscal Impact:**

Undetermined

**Recommendation:**

Third Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant



**Philosophy, Goals, Objectives and Comprehensive Plans:  
Equity**

The Board of Education for Sausalito Marin City School District is committed to the success of every student in each of our schools. The mission of Sausalito Marin City School District is to academically and socially prepare students for success at each grade level and in high school on the path to college and career in a safe, healthy and culturally responsive learning environment. We provide a rigorous and challenging academic program with highly qualified educators in collaboration with parents and community partners. We will hold our learning community accountable for our progress.

We believe in the potential of each student. Families, community partners and educators embrace and support our public schools.

*Diversity is an Asset*

Our success depends on the diverse backgrounds, knowledge, skills, creativity, dedication and motivation of students, staff, parents and community members.

*Social Responsibility*

We model good citizenship, ethical behavior and sensitivity to others, and promote each child's success as a member of the global society. We value diversity and integration and believe it enriches the educational program and ensures social and academic success.

*Agility, Adaptability and Tenacity*

We promote strategic thinking, innovation, flexibility and agility in response to changing requirements. We invest in personal learning through focused professional development for staff. We stick to it. We build resiliency.

*Student Centered Education*

In order to ensure our students meet their fullest potential, we provide a comprehensive, standards-based, differentiated curriculum and opportunities for every student to be successful and engaged. We believe ongoing assessment of student learning informs our instructional practices.

*Focus on Results*

We will promote systemic thinking, articulated processes for continuous improvement and use of data to monitor progress.

*Equity*

Each student has an individualized path to learning, college and careers and the right to access their own educational opportunities. Students get what they need to be successful.

~~In light of this mission and our beliefs, Sausalito Marin City School District's historic, persistent achievement and opportunity gap among its students and other Marin students is unacceptable. While efforts have been made to address the inequities between students, these efforts have been largely unsuccessful. Closing this achievement gap while raising achievement for students is the top priority of~~

~~the Board of Education, the Superintendent and all district staff. Race and socio-economic status must cease to be a predictor of student achievement and success.~~

~~In Sausalito Marin City School District, for every year that we have data, students have clearly underperformed other Marin students on state assessments. Other Marin students consistently perform at higher levels of proficiency. These disparities are unacceptable and are directly at odds with our belief that all students can achieve.~~

~~The responsibility for disparities among our young people rests with adults, not the children. We are aware that student achievement data from school districts across the country reveal similar patterns, and that complex societal and historical factors contribute to the inequities our students face. Nonetheless, rather than perpetuating disparities, Sausalito Marin City School District must address and overcome this inequity, providing all students with the support and opportunity to succeed.~~

Sausalito Marin City School District We **implement** practices in order to achieve and maintain equity in education. Equity focuses on outcomes. Educational equity means raising the achievement of all students while (1) narrowing the gaps between the lowest and highest performing students and (2) eliminating the disproportionality of which student groups occupy the highest and lowest achievement categories. The concept of educational equity goes beyond formal equality – where all students are treated the same – to fostering a barrier-free environment where all students, regardless of their race or socioeconomic circumstances, have the opportunity to benefit equally. Educational equity benefits all students, and our entire community. All students shall graduate from SMCS D and high school ready to succeed in a racially and culturally diverse local, national and global community. To achieve educational equity, Sausalito Marin City School District will **continue to** provide additional and differentiated resources to support the success of its students. The following equity definitions will be used:

Equity is the approach that consists of using extra and different measures to bring about the condition of same status - the state of equality - specifically, equality in achievement outcomes.

Equity does not mean treating everyone in the same way. It means doing whatever it takes to get everyone to the same place.

In order to achieve equity for our students, the board establishes the following priorities:

- A. The District shall provide every student with equitable access to high quality and culturally relevant instruction, curriculum, support, facilities and other educational resources, even when this means differentiating resources to accomplish this goal.
- B. The District shall create multiple pathways to success in order to meet the needs of our diverse students, and shall actively encourage support and expect high academic achievement for all students.
- C. The District shall recruit, employ, support and retain racially and linguistically diverse and culturally competent administrative, instructional and support personnel, and shall provide professional development to strengthen employees' knowledge and skills for eliminating disparities in achievement. Additionally, the District shall actively strive to have our teacher and administrator workforce reflect the diversity of our student body.

- D. All staff and students shall be given the opportunity to understand racial identity, and the impact of their own racial identity on themselves and others.
- E. The District shall welcome and empower students and families, including underrepresented families and those whose first language may not be English as essential partners in their student's education, school planning and district decision-making. The District shall create welcoming environments that reflect and support the racial and ethnic diversity of the student population and community. In addition, the District will include other partners who have demonstrated culturally-specific expertise – including government agencies, non-profit organizations, businesses, and the community in general – in meeting our educational outcomes.

The Board will hold the Superintendent and central and school leadership staff accountable for making measurable progress in meeting these priorities. Every Sausalito Marin City School District employee is responsible for the success and achievement of all students. The Board recognizes that these are long term goals that require significant work and resources to implement across all schools. As such, the board directs the Superintendent to develop action plans with clear accountability and metrics that will result in measurable results on a yearly basis towards achieving the above goals. Such action plans shall identify specific staff leads on all key work, and include clear procedures for district schools and staff. The Superintendent will present the Board with a plan to implement priorities and goals within three months of the adoption of this resolution in support of the Equity Statement. A benchmark assessment instrument will be developed and used to measure progress towards these goals and action plans.

Thereafter, the Superintendent will report on progress towards these goals at least twice a year, and will provide the Board with updated action plans each year.

**Sausalito Marin City School District**

**Agenda Item:** 11.02

**Date:** November 21, 2013

☐ Correspondence  
☐ Reports  
☐ General Functions  
☐ Pupil Services  
☐ Personnel Services  
☐ Financial & Business Procedures  
☐ Curriculum and Instruction  
☒ Policy Development

☐ Consent Agenda

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BP) & Administrative Regulation (AR) 0460– Local Control  
Funding Formula

**Background:**

First read for Policy and Administrative Regulation concerning new changes in the way  
the state will fund schools in the future.

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

## **BP 0460**

### **Local Control And Accountability Plan**

#### **Philosophy, Goals, Objectives and Comprehensive Plans**

The Governing Board desires to ensure the most effective use of available state funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions aligned with state and local priorities and to facilitate continuous improvement of district practices.

Note: Pursuant to Education Code 52060, the LCAP must include goals and actions aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair; (2) implementation of and student access to state academic content and performance standards; (3) parent/guardian involvement; (4) student achievement; (5) student engagement; (6) school climate; (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of the local control funding formula); and (8) student outcomes in the specified course of study. Education Code 52064 requires the State Board of Education (SBE) to provide a template for the LCAP on or before March 31, 2014. See the accompanying administrative regulation for further information about the required content of the LCAP.

The Board shall adopt a districtwide local control and accountability plan (LCAP), using the template provided by the State Board of Education, which addresses the state priorities specified in Education Code 52060. The LCAP shall be effective for three years and shall be updated on or before July 1 of each year. (Education Code 52060)

Note: Education Code 52060 provides that, in addition to addressing the state priorities in the LCAP, the district may establish and address local priorities. The following paragraph may be revised to reflect any local priorities. Examples include priorities for student wellness and other conditions of children, professional development, community involvement, and effective governance and leadership.

In addition, the LCAP shall address any local priorities adopted by the Board.

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

Note: Education Code 52062 requires the district to ensure that the specific actions included in the LCAP or the annual update are consistent with strategies in the single plan for student achievement (SPSA) submitted by each school pursuant to Education Code 64001; see BP/AR 0420 - School Plans/Site Councils for SPSA requirements. In addition, pursuant to Education Code 52064, the SBE is required to take steps to minimize duplication of effort at the local level to the extent possible. The LCAP template developed by the SBE must allow districts to complete a single plan that meets the requirements for the LCAP and the Title I local educational agency plan required by 20 USC 6312 (see



BP/AR 6171 - Title I Programs).

To minimize duplication of effort and provide clear direction for program implementation, the LCAP and other district and school plans shall be aligned to the extent possible.

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP or the annual update are consistent with strategies included in the SPSA. (Education Code 52062)

Note: Pursuant to Education Code 52075, the district is required to establish policies and procedures, on or before June 30, 2014, implementing uniform complaint procedures for complaints that the district has not complied with LCAP requirements; see AR 1312.3 - Uniform Complaint Procedures.

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

#### Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in various student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

Note: Education Code 52060, as amended by SB 97 (Ch. 357, Statutes of 2013), requires consultation on plan development with all of the following groups. The law does not specify a timeline or method for such consultation. Examples of consultation may include the establishment of an advisory committee consisting of representatives of all the specified groups, solicitation of feedback from the groups after a draft plan is available, discussion of the LCAP at staff meetings, and communication with parent organizations, student councils, school site councils, or other established committees or organizations. The Board may delegate responsibility for arranging meetings and other input opportunities to the Superintendent or designee. The district may expand the following paragraph to reflect district practice.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. (Education Code 52060)

#### Public Review and Input

Note: Pursuant to Education Code 52063, the Board is required to establish a parent advisory committee that includes parents/guardians of unduplicated students. In addition, if district enrollment includes at least 15 percent English learners and at least 50 students who are English learners, the Board is required to establish an English learner parent advisory committee.



Note: The district may use existing parent advisory committees for these purposes if the committee composition complies with Education Code 52063. However, the district should consider whether such opportunities need to be expanded to achieve significant levels of stakeholder involvement in the planning process as intended by the law.

The Board shall establish the following committee(s) to review and comment on the LCAP: (Education Code 52063)

1. A parent advisory committee including at least one parent/guardian of unduplicated students as defined above
2. An English learner parent advisory committee whenever district enrollment includes at least 15 percent English learners and at least 50 students who are English learners

The Superintendent or designee shall present the LCAP or the annual update to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

Note: Education Code 52062 requires notification to the public of the opportunity to submit written comments on the proposed LCAP, including notification in the primary language of parents/guardians when required by Education Code 48985. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students must be written in the primary language as well as in English; see BP 5145.6 - Parental Notifications.

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update to the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP or the annual update shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

Note: Pursuant to Education Code 42127, as amended by AB 97 (Ch. 47, Statutes of 2013) and SB 97 (Ch. 357, Statutes of 2013), for the 2014-15 fiscal year and each fiscal year thereafter, the Board must not adopt a district budget until the LCAP or an annual update to the LCAP is in place for the budget year; see BP 3100 - Budget. The budget must include the expenditures necessary to implement the plan that is effective during the subsequent fiscal year. If it does not, the County Superintendent of Schools must disapprove the district's budget.

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update. The public hearing shall be held at the same meeting as the public hearing required prior to the adoption of the district budget in accordance with Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

Adoption of the Plan

Prior to adopting the district budget, but at the same public meeting, the Board shall adopt the LCAP or

the annual update. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

#### Submission of Plan to County Superintendent of Schools

Note: Education Code 52070 requires the district to submit the LCAP and the annual update to the County Superintendent. The County Superintendent may seek written clarification of the contents of the plan and may submit recommendations for amendments, in accordance with the timelines specified in law as provided below. He/she is required to approve the LCAP or the annual update on or before October 8 if he/she determines that (1) the LCAP adheres to the SBE template; (2) the district budget includes expenditures sufficient to implement the specific actions and strategies in the LCAP; and (3) as amended by SB 97 (Ch. 357, Statutes of 2013), the LCAP or annual update adheres to supplemental and concentration grant expenditure requirements specified in Education Code 42238.07 for unduplicated students.

Note: Pursuant to Education Code 52064, the district is not required to submit the LCAP or annual update to the SBE unless otherwise required by federal law.

Not later than five days after adoption of the LCAP or the annual update to the LCAP, the Board shall file the LCAP or the annual update with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP or the annual update, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

#### Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

#### Technical Assistance/Intervention

Note: Pursuant to Education Code 52071, the Board may, at its discretion and at the district's expense, request technical assistance as described in items #1-3 below. In addition, the County Superintendent is required to provide such technical assistance whenever he/she does not approve the district's LCAP or annual update to the LCAP and/or the district fails to improve student achievement across more than one state priority described in Education Code 52060, as determined using the SBE evaluation rubric.

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

Note: Education Code 52072 provides that the Superintendent of Public Instruction (SPI), with approval of the SBE, may intervene when a district meets both of the following criteria: (1) the district did not improve the outcomes for three or more student subgroups identified pursuant to Education Code 52052, or all of the student subgroups if the district has fewer than three subgroups, in regard to more than one state or local priority in three out of four consecutive school years; and (2) the California Collaborative for Educational Excellence (CCEE) has provided advice and assistance to the district and submits a finding that the district failed or is unable to implement the CCEE's recommendations or that the district's inadequate performance is so persistent or acute as to require intervention. For any district identified as needing intervention, the SPI or an academic trustee appointed by the SPI may, with approval of the SBE, take one or more of the actions listed in items #1-3 below.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

**Administrative Regulation AR 0460**  
**Local Control And Accountability Plan**  
**Philosophy, Goals, Objectives and Comprehensive Plans**

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth. The LCAP shall identify goals for each of the following state priorities:
  - a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002
  - b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency
  - c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy
  - d. Student achievement, as measured by all of the following as applicable:
    - (1) Statewide assessments of student achievement
    - (2) Academic Performance Index
    - (3) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
    - (4) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
    - (5) The English learner reclassification rate
    - (6) The percentage of students who have passed an advanced placement examination with a score of 3 or higher
    - (7) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301



- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable
- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable
- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03
- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

\*\*\*Note: In addition to goals aligned with the state priorities described in item #1 above, Education Code 52060 provides that the LCAP may include goals for local priorities established by the Board; see the accompanying Board policy. Optional item #2 below may be revised to reflect local priorities. \*\*\*

2. Any goals identified for any local priorities established by the Board.

\*\*\*Note: Education Code 52060 requires that the LCAP include a description of specific actions the district will take each year to achieve the identified goals. As amended by SB 97 (Ch. 357, Statutes of 2013), Education Code 52060 provides that these actions must not supersede the provisions of existing collective bargaining agreements. \*\*\*

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

\*\*\*Note: Pursuant to Education Code 52060, in developing goals and actions for the LCAP, the Board may consider qualitative information, including, but not limited to, the results of school quality reviews conducted pursuant to Education Code 52052. Education Code 52052, as amended by AB 97 (Ch. 47, Statutes of 2013), authorizes the SPI, with approval of the SBE and conditional upon an appropriation in the state budget, to develop and implement a program of school quality reviews that features locally convened panels to visit schools, observe teachers, interview students, and examine student work. \*\*\*

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

## Annual Updates

\*\*\*Note: Pursuant to Education Code 52061, the district is required to update the LCAP on or before July 1, 2015, and each year thereafter. \*\*\*

On or before July 1 of each year, the LCAP shall be updated using the template developed by the SBE and shall include all of the following: (Education Code 52061)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Content of the Plan" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment

\*\*\*Note: Pursuant to Education Code 52061, as amended by SB 97 (Ch. 357, Statutes of 2013), the annual update to the LCAP must include expenditures for specific actions included in the LCAP and expenditures serving unduplicated students. The expenditures specified in items #3-4 below must be classified in accordance with the California School Accounting Manual. \*\*\*

3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

## Availability of the Plan

\*\*\*Note: Education Code 52065 requires the district to post its LCAP and annual update or revisions to the LCAP on the district web site. In addition, the County Superintendent of Schools is required to post all district LCAPs, or links to those plans, on the county office of education web site and to transmit all such plans to the SPI, who will then post links to all plans on the California Department of Education web site. \*\*\*

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

(cf. 1113 - District and School Web Sites)



**Sausalito Marin City School District**

**Agenda Item:** 11.03

**Date:** November 21, 2013

☐ Correspondence  
☐ Reports  
☐ General Functions  
☐ Pupil Services  
☐ Personnel Services  
☐ Financial & Business Procedures  
☐ Curriculum and Instruction  
☒ Policy Development

☐ Consent Agenda

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BP) 3110– Business and Non-instructional Operations-Transfer of Funds

**Background:**

First read for Policy and Administrative Regulation concerning changes in the way the state will fund schools in the future

**Fiscal Impact:**

Undetermined

**Recommendation:**

First Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

**BP 3110**  
**Business and Noninstructional Operations**  
**Transfer Of Funds**

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

Note: Education Code 42600 requires the district to expend funds in accordance with the classification of expenditures included in its adopted budget. However, other provisions of state law provide exceptions under which money may be transferred from one fund or account to another, as reflected in items #1-5 below.

Note: AB 97 (Ch. 47, Statutes of 2013) repealed Education Code 17583 which provided a process for the transfer of excess local funds in the deferred maintenance fund to any other expenditure classifications whenever state funds for deferred maintenance are insufficient to fully match local funds.

Note: AB 97 also repealed Education Code 42605, which provided temporary flexibility for specified "Tier 3" categorical programs, and redirects the funding for those categorical programs into the local control funding formula (LCFF) (Education Code 42238.01-42238.07). The supplemental and concentration grant portions of the LCFF may be used for any schoolwide or districtwide educational purpose in accordance with state regulations to be adopted by January 31, 2014, with the goal of increasing or improving services for students who are eligible for free and reduced-price meals, English learners, and foster youth; see BP/AR 0460 - Local Control and Accountability Plan and BP/AR 3100 - Budget.

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the county auditor. (Education Code 42600)
2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)

Note: Pursuant to Education Code 42601, the Governing Board may identify and request that the County Superintendent of Schools make transfers at the close of a school year in order to permit the payment of

district obligations, as provided in item #3 below. For elementary school districts with average daily attendance (ADA) of 900 or less, high school districts with ADA of 300 or less, or unified districts with ADA of 1,500 or less, the County Superintendent may identify and make the transfers, with the consent of the Board.

3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)

4. Specify amounts to be transferred by the county auditor and treasurer from the district's general fund to the special reserve fund during the fiscal year. If any special reserve funds are maintained for purposes other than capital outlay or if monies in the special reserve fund are not actually encumbered for ongoing expenses, the Board may transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may, by written request to the County Superintendent, auditor, and treasurer, transfer those monies to the district's general fund. (Education Code 42841-42843)

5. Transfer monies between other funds or accounts when authorized by law.

**Sausalito Marin City School District**

**Agenda Item:** 11.04

**Date:** November 21, 2013

☐ Correspondence  
☐ Reports  
☐ General Functions  
☐ Pupil Services  
☐ Personnel Services  
☐ Financial & Business Procedures  
☐ Curriculum and Instruction  
☒ Policy Development

☐ Consent Agenda

**Item Requires Board Action:** ☐

**Item is for Information Only:** ☒

**Item:** Board Policy (BP) 0500– Accountability

**Background:**

First read for Policy concerning changes in the way the state will fund schools in the future.

**Fiscal Impact:**

Undetermined

**Recommendation:**

Third Read

**Prepared for:** S. Van Zant

**Prepared by:** S. Van Zant

## **BP 0500**

### **Accountability**

#### **Philosophy, Goals, Objectives and Comprehensive Plans**

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of district schools. The Board shall regularly review the effectiveness of the district's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in improving student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals.

Note: California's accountability system is based on both state and federal requirements, including the calculation of an Academic Performance Index (API) pursuant to Education Code 52052-52052.1 and a determination as to whether schools and districts make "adequate yearly progress" (AYP) pursuant to 20 USC 6311. Both the API and AYP incorporate multiple measures, including, but not limited to, student performance on statewide assessments. However, as amended by AB 484 (Ch. 489, Statutes of 2013), Education Code 52052 authorizes the State Board of Education to suspend the API in the 2013-14 and 2014-15 school years while the state assessment system is transitioning from the Standardized Testing and Reporting program to the California Measurement of Academic Performance and Progress.

Indicators of district progress in improving student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of "adequate yearly progress" (AYP) required under the federal accountability system.

Alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052)

Note: Education Code 52052 requires that schools and districts demonstrate comparable improvement in academic achievement by all numerically significant student subgroups, as defined below. AB 97 (Ch. 47, Statutes of 2013) amended Education Code 52052 to add foster youth to the list of student subgroups and to change the definition of "numerically significant."

The district and each district school shall demonstrate comparable improvement in academic achievement, as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth. (Education Code 52052)

Note: The following optional paragraph may be revised to reflect district practice. AB 97 (Ch. 47, Statutes of 2013) repealed Education Code 52056, which had required an annual discussion of the results of each school's API ranking at a regularly scheduled Governing Board meeting. Nevertheless, reporting to the public and receiving input from the public are key components of accountability.

Note: Education Code 52060, as added by AB 97 and amended by SB 97 (Ch. 357, Statutes of 2013), requires that the district consult with parents/guardians, students, teachers, principals, administrators, other school personnel, and employee bargaining units in the development of the district's local control

and accountability plan (LCAP); see BP 0460 - Local Control and Accountability Plan.

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP).

Note: Schools are subject to intervention and support based on their API and their ability to meet growth targets established by the State Board of Education; see BP 0520.4 - Quality Education Investment Schools. In addition, a school or district that receives federal Title I funds may be identified for program improvement if it does not meet AYP criteria for two consecutive years within specific areas; see BP/AR 0520.2 - Title I Program Improvement Schools and BP/AR 0520.3 - Title I Program Improvement Districts.

Note: Pursuant to Education Code 52071, as added by AB 97 (Ch. 47, Statutes of 2013), a district will receive technical assistance whenever the County Superintendent of Schools does not approve the district's LCAP or annual update to the LCAP, the district fails to improve student achievement across more than one state priority identified in Education Code 52060, or the district requests technical assistance. AB 97 also added Education Code 52072 which provides that, under specified conditions, the Superintendent of Public Instruction may intervene to revise the district's LCAP or budget and/or to stay or rescind any district action that is preventing the district from improving outcomes for all student subgroups and is not required by a collective bargaining agreement. See BP/AR 0460 - Local Control and Accountability Plan.

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.