



## SAUSALITO MARIN CITY SCHOOL DISTRICT

Board of Trustees:  
Caroline Van Alst, President  
Joshua Barrow, Vice President  
Ida Times  
Thomas Newmeyer, Clerk  
William Ziegler  
Interim Superintendent: Bob Ferguson

### 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

**Tuesday, February 2, 2016**

5:30 p.m. Open Session – Bayside/Martin Luther King School Library  
6:00 p.m. Closed Session – Bayside/Martin Luther King School Conference Room  
7:00 p.m. Open Session – Bayside/Martin Luther King School Library

**I. OPEN SESSION – Call to Order**

1. Presentation by Principal designee Melinda Wallace (25 minutes)

**II. CLOSED SESSION – AGENDA**

1. With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957: **Public Employment – Interim Superintendent**
2. With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957: **Public Employment – Associate Superintendent/Principal**
3. With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957: **Public Employee Discipline/Dismissal/Release**  
With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54956.9(d)(2): **Conference with Legal Counsel - Anticipated Litigation**  
(2 potential cases)

**OPEN SESSION AGENDA**

- III. OPEN SESSION** - Depending upon completion of Closed Session items, the Governing Board intends to convene in open Session at 7:00 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.

**2.01 Facilities Committee**

Entire board packet on [www.smcscd.org/School Board/Meeting Agendas and Minutes](http://www.smcscd.org/School Board/Meeting Agendas and Minutes)

- 2.02 Finance Committee
- 2.03 Communications Committee
- 2.04 Ad Hoc Bond Committee
- 2.05 Education Committee

### 3. CORRESPONDENCE

### 4. REPORTS

- 4.01 SMCTA
- 4.02 CSEA
- 4.03 Director of Maintenance
- 4.04 Superintendent
- 4.05 Principal
- 4.06 Willow Creek Academy

### 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: \*6.02, \*9.04, \*10.01
- \*6.02 Minutes of the January 12, 14 and 24 Board Meetings
- 6.03 Committee Formation and Appointments – **Action**
- 6.04 Formation of Superintendent's Education Task Force – **Action**
- 6.05 Early Retirement Program – Discussion
- 6.06 Local Control and Accountability Plan - Discussion
- 6.07 Community Engagement Process – Discussion

### 7. PUPIL SERVICES

### 8. PERSONNEL

- 8.01 Interim Superintendent – **Action**
- 8.02 Bayside MLK Jr. Academy Principal / Associate Superintendent – **Action**

### 9. FINANCIAL & BUSINESS

- 9.01 Resolution 724 - Authorization to Sign on Behalf of the Governing Board - **RC**
- 9.02 Annual Adjustment to Bid Threshold for Contracts Awarded to School Districts
- 9.03 Annual Adjustment to Liability Limit of Parent or Guardian for Willful Pupil Misconduct
- \*9.04 Payment of Warrants – Batches 28-29

### 10. CURRICULUM AND INSTRUCTION

Entire board packet on [www.smcsd.org/School Board/Meeting Agendas and Minutes](http://www.smcsd.org/School Board/Meeting Agendas and Minutes)

**\*10.01** Field Trips

**11. POLICY DEVELOPMENT**

- 11.01** Board Policy 200 - Philosophy, Goals, Objectives and Comprehensive Plans – Goals for the School district - **Action**
- 11.02** Board Policy and Administrative Regulation 3260 – Fees and Charges – **Action**
- 11.03** Administrative Regulation 3460 - Business and Noninstructional Operations - Financial Reports and Accountability – **Action**

**12. FUTURE MEETING**

The next Regular Meeting of the Board of Trustees will be on Tuesday, March 8, 2016, in the Bayside/Martin Luther King School Library

**13. 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  
BOARD MEETING MINUTES  
January 12, 2016**

**ATTENDANCE**

Board Members Present: Caroline Van Alst, William Ziegler, Thomas Newmeyer, Joshua Barrow,  
Ida Times

Superintendent: Steve Van Zant

The meeting was called to order at 5:30 p.m.

**CLOSED SESSION**

The Board and Superintendent convened closed session at 5:31 p.m.

**RECONVENE TO OPEN SESSION**

Open session reconvened at 6:24 p.m.

**REPORT OUT OF CLOSED SESSION**

Trustee Van Alst announced that effective immediately, Superintendent Van Zant has requested a leave of absence for personal reasons. The board voted unanimously to place Mr. Van Zant on paid leave until further notice or action by the board. Trustee Van Alst added that because this is a personnel matter, the board is unable to provide more substantive details at this time, but it is the board's understanding that the reason for Mr. Van Zant's leave of absence is unrelated to his performance as superintendent in our district.

**PLEDGE OF ALLEGIANCE**

Trustee Newmeyer led the Pledge of Allegiance.

**AGENDA ORDER**

Trustee Barrow asked that item 8.01, Personnel Action Report – Certificated be taken off the consent agenda.  
**Newmeyer/ Times/All to approve the removal of item 8.01 from the Consent Agenda.**

**CORRESPONDENCE**

Trustee Van Alst said that the Board of Trustees has received an Open Letter from the community.

Trustee Barrow said that he read the letter carefully and felt that it contained very fair criticism of our process around the Local Control and Accountability Plan. Our superintendent evaluations have not been as engaging as they need to be; we need to look at that. Even beyond the requests outlined in the letter, we are not doing what we need to do do for community education and engagement.

Trustee Times said: I also listened to the community as they composed the letter; they have great passion for our children, the school, the entire community. We have to work on the issue of trust and make sure that all stakeholders are involved in any big decisions we make.

Trustee Ziegler agreed with Trustee Barrow that there has not been community involvement in the superintendent's evaluation. We have been evaluating him for over a year, he said. It did not involve the community because it was a task assigned to the board. Going forward, there should be community input, he suggested. Speaking of the superintendent, he said that Mr. Van Zant dealt with many key issues, including Willow Creek Academy, which is under the board's supervision. We can improve our community response, he said.

Trustee Barrow said we need to put in place a structure to outline how we go about this task. Trustee Newmeyer said these issues are coming up because for years academic results were not discussed. Principal Newton has been forthcoming with data and what she has shown is ugly.

Trustee Van Alst said it is heartwarming to see so many parent signatures in this letter. She said that she read through the goals outlined in the letter and felt they had value and merit. She continued, the Brown Act enables us to place superintendent evaluations in closed session. That said, setting goals for the district is where the community can come in. Trustee Barrow said we can actively solicit feedback on how we are doing as a board and as superintendent. Trustee Ziegler said we just recently got an analysis of our students' data. We never had such data in the seven years I have been on the board. We have to do better. What we have to do to make it happen, I don't know. I would like to see data like this drive the discussion. That is what needs public attention, the scores of our students. Trustee Times said student scores are publicly available, so if Trustee Ziegler has not seen them in seven years, the question is why not. Trustee Barrow requested that at the next board meeting, we discuss our process for superintendent evaluation, LCAP and for setting goals. We should also lay out a structure for engaging the community.

Trustee Newmeyer asked to discuss the hiring of the new principal. Trustee Ziegler said we had a great list of very qualified people. Trustee Van Alst said this position of superintendent is a board hire. But the interview panel included members of the board as well non-board members in the process. The intention was to involve community members, and I apologize if this did not happen, she said. We had a classified employee and two teachers as well as all administrators on the selection committee. Trustee Barrow said his experience with the process was that there was a lot of confusion. I was surprised that the selection committee was made up of all district employees or board members, he said. I expected to see parent reach-out. Clearly, our process is broken for the tasks of superintendent evaluation, LCAP, and critical hire. I was impressed with the caliber of candidates; we would be lucky to have the person that the superintendent selected. My concern is the process. How can we set her up for success? Trustee Times said she also invited herself to the process. I was surprised not to see parents and stakeholders, she added. Trustee Ziegler said the fact that the last three candidates were interested in a district this small was shocking; they were all exceptional.

A video of the selected candidate for principal, Melinda Wallace, was shown to the board. She is slated to begin work on April 18 but will come up to our district starting next week. Trustee Barrow said that some candidates had questions around the assistant superintendent role. The definition of this role is a board responsibility, he explained.

Betty Hodges, a community member and director of the Hannah Project, said we came together because we are concerned about the performance of students at Bayside MLK Jr. Academy. Things will not change until the board realizes that input and collaboration from both community and students are vital to the process. The hiring of the school principal without input from the community is another instance of a horizontal performance. It is imperative that the board work with the community to develop a vision for our school. As impressive as Ms. Wallace is, no school turns around because of one person. We need a community input framework - we want to work with a sub-committee of the board to have a process in place for community recommendations. We believe it is important to have the engagement process formalized before March when you begin the budget process.

Gail Henrickson, a community member, said the new principal sounds very promising, despite the flawed hiring process. What are the superintendent performance criteria regarding student achievement? She said that she met with Mr. Van Zant and found him open and forthcoming, willing to engage with the community. It is

disturbing to know that he is now on leave. I have never seen such passion as I have seen in this community; there are people who care deeply and they are ready to volunteer with their time and expertise, she concluded.

Librarian Fran Nelson said community input is essential. Perception is reality; if people perceive that they are being ignored, they will oppose you. I can't imagine Willow Creek Academy hiring a principal without parental input. I hope the new principal continues with the work that Principal Newton and Dr. Thornton have begun. Another suggestion is for the board to be more visible in the community, at school assemblies and in classrooms. She thanked the board for their response to the community letter.

Laura Cox of Bridge the Gap asked that the board look at academic results and set performance goals. All of the student performance data is public information, she said. She asked the board to evaluate itself, be data-driven and hands on.

Michael Tabb, a community member, asked how can the community build trust when the hiring process has already been completed? The community was not involved; this concerns me as a Marin City resident, he said. I hear the people of Marin City say they don't care about us, they only care about Willow Creek Academy. You want us to trust in a principal that we had no input in hiring. How could you not have known until now that we as a community wanted to have input?

Trustee Barrow said this was a superintendent hire and he architected the process. This was not a board driven process. But we do have a general trust issue. My view on addressing these issues is that we should look at things ahead of us, like LCAP, future superintendent evaluations, goal setting. You do hear fears and concerns in the community about board trustees; to my mind, many of these fears are unfounded.

Trustee Ziegler said trust is a two-way street. I have been here at many meetings when very few were here. If we can't hear you, you won't hear us. Now we have 500 students vs 170 when I first came. The budget was out of control. The community was against Bayside moving from Sausalito, but I think that now they realize that Marin City needed a community school.

Trustee Times said a year goes by quickly. My aim in becoming a trustee was to give back. How will the community begin to trust this board? I bring a connection to the people in this community and I can share their concerns with the board. It will take us being active listeners and being transparent. Moving forward, we will need the cooperation of one another, as well as parents and educators.

Hersh Markusfeld said I live in the community and have an interest in poverty and racial disparities. This is a very old story. The positive news is that the new principal sounds terrific. Some of the comments about being surprised by the test results are astonishing. As a board, you should hold yourselves accountable and either stop doing this job or change how you do it.

Betty Hodges asked if there will be an agenda item next month on formalizing community engagement.

#### **SMCSTA**

Teacher Susan Cassidy said she was excited to see the big turnout. I have worked with these children for 17 years, she said. We have missed an opportunity. Our students are creative and dynamic. We should bring their strengths out, give them confidence. I know you are well intentioned and I feel a glimmer of hope for the first time in a long time, she told the board.

#### **MAINTENANCE REPORT**



Alan Rothkop, the director of maintenance and operations, said the leak in a Willow Creek Academy bathroom has been fixed. We have refurbished and painted some restrooms.

The fence at Bayside MLK is not deterring trespassing 100% but it is helping a lot. If people do not prop open the gate, the deterrence will improve.

**At 7:50 the board took a 5 minute break. The meeting resumed at 7:58 pm**

#### **PRINCIPAL'S REPORT**

Principal Jonnette Newton handed out reports of students' academic performance to board members. At the last meeting, we discussed data for some combined classes, she said. This new set of numbers separates data by grade level to make it easier to get a sense of where we are. We have adopted SIPPS (Systematic Instruction in Phonological Awareness, Phonics, and Sight Words) as an assessment for the primary grades and REWARDS, a Multisyllabic Word Reading Program, for vocabulary and fluency. Now we need to create an environment for comprehension where the students use the vocabulary on a regular basis. Our Middle School students are just beginning to act like students; we have to teach them to think critically, she said.

The social- emotional screening of our classrooms shows that we have some big issues. The board has to make sure that there are programs in place to address these issues. Aggressive and oppositional behaviors are occurring frequently in the TK class; this impacts the education experience of all students. We need counseling for our students, she told the board.

Principal Newton said students are able to participate in sports when their GPA is at least 2.0. Our understanding is that Willow Creek Academy does not have the same policy. I would like to request a district-wide sport participation requirement and will talk to Head of School Royce Conner about aligning our policies, she concluded.

#### **ORAL COMMUNICATIONS**

Community member Peter Van Meter said this has been a momentous meeting. There are a great number of things that need to change. He passed out a flyer showing how children hold their pens incorrectly when writing, blocking their words. He told the board that this affects their learning. It would be good to start training children in Pre-K. Please put it in the curriculum if you can, he told the board.

#### **CONSENT AGENDA**

**Roll Call/Newmeyer/Ziegler/5 Ayes, 0 Nos, to approve the following consent agenda items:**

Minutes of the November 10 and December 8, 2015 Board Meetings

Quarterly Report on Williams Uniform Complaints

Payment of Warrants – Batches 25-27

#### **Committee Appointments**

**Ziegler/Newmeyer /All to table item 6.04, Committee Appointments**

#### **PERSONNEL ACTION**

Community member Marilyn Mack asked who will be acting superintendent. Trustee Barrow said we have to agendaize a discussion around this question. He said that there are good questions about the definition of the

role of a Principal/Associate Superintendent. I am uncomfortable with these unanswered questions, he said. Trustee Ziegler said we need legal advice and more facts.

**Willow Creek Academy 2014-2015 Audit Report**

Clark warden said that the audit came in with the same numbers as the first report. The opinion of the auditors was unqualified; there were no deficiencies.

**Barrow/Ziegler /All to accept the 2014-2015 Willow Creek Academy Audit Report**

**MIDDLE SCHOOL CURRICULUM**

Teacher Susan Cassidy said we have been doing a lot of work on the culture of the Middle School. We are working with Tam high School and Bridge the Gap, upping the ante for our students. The GPA you see is very valid and objective, she told the board. We do not accept late work. We are developing them into good students. Unfortunately, Tam no longer has a math class for those of our students who are not ready for algebra.

**POLICY DEVELOPMENT**

The following policies were brought to the board for approval:

Board Policy 200 - Philosophy, Goals, Objectives and Comprehensive Plans – Goals for the School District

Board Policy and Administrative Regulation 3260 – Fees and Charges

Board Policy 3280 – Sale or Lease of District–Owned Real Property

Administrative Regulation 3460 - Business and Noninstructional Operations - Financial Reports and Accountability

Board Policy 3513.3 – Tobacco Free Schools

Administrative Regulation 4117.14– Post-Retirement Employment

**Barrow/ Ziegler/All to table items 11.01, 11.02, 11.04, Board Policies 200, 3260 and Administrative Regulation 3460**

**Newmeyer/Times/All to approve Board Policies 3280, 3513.3 and Administrative Regulation 4117.14**

Trustee Barrow asked that the next board meeting be rescheduled to February 2, 2016.

**Newmeyer/Barrow/All to move the next board meeting to February 2, 2016**

**ADJOURNMENT**

**Barrow/Times/All to adjourn the meeting at 9:12 p.m.**

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Title



**SAUSALITO MARIN CITY SCHOOL DISTRICT  
BOARD MEETING MINUTES  
January 14, 2016**

**ATTENDANCE**

Board Members Present: Caroline Van Alst, William Ziegler, Thomas Newmeyer, Ida Times

Via conference call from 306 Morning Mist Lane, Franklin, TN 37067: Joshua Barrow

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

**ORAL COMMUNICATIONS**

Mary Jane Burke, the Marin County Superintendent of Schools, said that she was happy to offer her support to the district during this time of transition. She added that other districts regularly go through periods of change, notably the Tam high School district last year, and Ross Valley two years ago. She asked that at its next meeting, the board consider convening an Ad Hoc Committee which would work with her office to select an interim superintendent for the district. The Board thanked Superintendent Burke for her offers of support.

**CLOSED SESSION**

The Board convened closed session at 4:49 p.m.

**RECONVENE TO OPEN SESSION**

Open session reconvened at 6:55 p.m.

**REPORT OUT OF CLOSED SESSION**

Trustee Van Alst announced that the board voted unanimously to appoint Bob Ferguson as interim superintendent, effective January 14, 2016. The board also directed the board president to work with legal counsel and Mr. Ferguson to prepare an employment agreement to be shared with the board at its next regular meeting.

Trustee Van Alst then asked for public comments. Community member Betty Hodges asked about the length of the contract with Mr. Ferguson. Trustee Van Alst said that it would be on an as-needed basis. He is expected to work at the district three days a week. The board expects that he will have a good relationship with the county as well as the community. Trustee Newmeyer said that Mr. Ferguson has expressed deep interest in meeting with the community and listening to their concerns. Ms. Hodges was concerned about the position of associate superintendent, which had originally been part of the job description for incoming principal Melinda Wallace. Trustee Van Alst said that such a position would be a board hiring decision, and would be discussed at the next regular board meeting on February 2.

**ELECTION OF BOARD OFFICERS**

Trustee Van Alst said that this agenda item is no longer needed, as we now have an interim superintendent in charge who will be able to sign documents on behalf of the district.

**Van Alst/Ziegler/All to remove the agenda item, ELECTION OF BOARD OFFICERS**

**ADJOURNMENT**

**Ziegler/Newmeyer/All to adjourn the meeting at 7:07 p.m.**

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Signature/Date

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Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
BOARD MEETING MINUTES  
January 24, 2016**

**ATTENDANCE**

Board Members Present: Caroline Van Alst, William Ziegler, Thomas Newmeyer, Joshua Barrow,  
Ida Times

The meeting was called to order at 2:00 p.m.

**ORAL COMMUNICATIONS**

Jason McCormick, a community member, said that he had sent an email to Superintendent Ferguson stating that in recent months, the Sausalito Marin City School District was asked to cease discriminating against protected classes of voters and children. The email continues: The California Board of Education and the Department of Education, as well as the San Diego District Attorney's office have received information regarding a pattern of illegal policies, including unconstitutional practices and a lack of official accountability. It is the responsibility of this board to help our entire community climb out of poverty, end institutional racism and classism and otherwise act in the best interest of all pupils. Please explain the district's supplemental grant to the charter school. Please hold yourselves accountable. This has been going on for more than half a century and it is time for it to end.

Mr. Ferguson asked Mr. McCormick to meet with him on February 1<sup>st</sup>.

Marilyn Mackel, a community member, said that she would like to address an appearance of impropriety if it is the case that the board intends to endorse the hiring of Melinda Wallace as associate superintendent. She explained: The entire board did not participate in the hiring process, nor was the community involved. One person asked to participate and was sent a text message without a date or time for the interviews. This does not reflect respect for this person or the community. The other person who asked to participate was a school staff member. Thus there is no rational way that Ms. Wallace can be hired without an appearance of impropriety. Regarding her position as principal, there was no community participation or input in the process, little board participation and not even the input of current school administrators.

Turning to the matter of the superintendent, legal counsel can tell you that if Mr. Van Zant did not share the reason for his request for leave, his failure to inform you shows a lack of integrity.

Our school has come a long way in the last two years in dealing with behaviors that negatively impacted the children's ability to learn. Unfortunately, without the supportive resources that would have boosted academic standards, the school has not improved as much as we would have expected. Your principal hire must be someone who is capable of dealing with diverse communities and I am afraid Ms. Wallace is not that person.

**CLOSED SESSION**

The Board convened closed session at 2:15 p.m.

**RECONVENE TO OPEN SESSION**

Open session reconvened at 3:35 p.m.

**REPORT OUT OF CLOSED SESSION**

Trustee Barrow said that no action was taken in closed session.

**ADJOURNMENT**

Newmeyer/Ziegler/All to adjourn the meeting at 3:40 p.m.

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Title

SAUSALITO-MARIN CITY SCHOOL DISTRICT  
EMPLOYMENT AGREEMENT  
INTERIM SUPERINTENDENT

This Employment Agreement (“Agreement”) is made by and between the Board of Trustees for the Sausalito-Marin City School District (“the Board” or “the District”) and Bob Ferguson (“Interim Superintendent”) as follows:

1. TERM OF EMPLOYMENT

a. The term of this Agreement shall commence on January 18, 2016, and terminate on June 30, 2016, or until the District has hired a new permanent Superintendent, whichever is sooner. In the event a new permanent Superintendent is not hired by June 30, 2016, the Interim Superintendent and Board may review all provisions of this Agreement and consider extending its term.

b. During the term of employment, the Interim Superintendent shall work approximately two days per work week. Interim Superintendent may work up to three days per work week with approval of the Board President. The Interim Superintendent’s weekly schedule shall be discussed and pre-determined during a weekly/monthly meeting(s) by and between the Interim Superintendent and the Board President. In addition, the Interim Superintendent shall make himself available to the Board and District staff seven days per week via telephone, text and/or email.

c. Subject to section 7 below, the provisions of this Agreement, including but not limited to the preceding paragraphs shall constitute written notice, pursuant to Education Code section 35031, that the Interim Superintendent shall not be reelected or reemployed in the position of Superintendent or Interim Superintendent upon expiration of the term of employment established herein.

2. POWERS AND DUTIES

a. The Interim Superintendent agrees to devote his full time and best efforts and abilities to performing the duties and responsibilities outlined herein or as assigned to him from time to time by the Board. The Interim Superintendent shall perform the duties of superintendent as prescribed by the laws of the State of California, and as delegated by the Board, and shall act as Secretary to the Board in accordance with Education Code section 35025.

b. The Interim Superintendent shall be the Chief Executive Officer of the District. As such, the Interim Superintendent shall have the primary responsibility for execution of Board Policy, whereas the Board shall retain the primary responsibility for formulating said policy.

c. The Interim Superintendent shall work with District staff, the Board, parents and the District community to maintain a positive professional environment where student learning is the primary focus. The Interim Superintendent shall also maintain focus on the District’s Strategic Plan and LCAP goals as determined by the District.

d. The Interim Superintendent shall assist the District, as determined by the Board, with the District's school bond election(s) for the November 2016 election.

e. The Interim Superintendent shall perform all of his powers and duties in accordance with all applicable laws, rules and regulations as well as the policies adopted by the Board.

f. Acts which require ratification by the Board shall be referred to the Board at the earliest opportunity.

g. The Interim Superintendent will assist with the transition from current Interim Superintendent to Superintendent as so determined and appointed by the Board.

### 3. OUTSIDE PROFESSIONAL ACTIVITIES

The Board and the Interim Superintendent both agree to use their best efforts to accommodate each other's schedules and priorities and to provide the maximum amount of notice to each other as to their scheduling needs.

### 4. COMPENSATION AND WORK YEAR

The Interim Superintendent shall be paid at a per diem rate in the amount of eight hundred dollars (\$800) for each day worked, payable in monthly installments.

### 5. BENEFITS

The Interim Superintendent is retired from service from another school district(s) and otherwise receives health and other fringe benefits. He also receives retiree benefits from the California State Teachers Retirement System (STRS). Therefore, the parties agree that the District shall not be responsible for contributions to the Interim Superintendent's health and other fringe benefits, or contributions to STRS on the Interim Superintendent's behalf unless required by law.

### 6. EXPENSES

The District shall reimburse the Interim Superintendent for all actual and necessary expenses incurred and paid by the Interim Superintendent in the conduct of his duties on behalf of the District such as meeting expenses, conference expenses and travel and related expenses that occur outside District boundaries and are specifically related to the Interim Superintendent's duties. The Interim Superintendent's commute and mileage expenses to and from work shall not be compensable or reimbursable. The Interim Superintendent will submit itemized claims for such expenses and such items claimed must be a proper use of District funds. The Interim Superintendent shall receive no advance payment or stipend for District related expenses.

### 7. EXTENSION OR TERMINATION OF AGREEMENT

a. Mutual Consent. The District and the Superintendent may, by mutual agreement expressed in writing, extend the term of or terminate this Agreement at any time.



b. Termination Without Cause. Notwithstanding any other provision of this Agreement, the Board may, without cause and in its sole discretion, unilaterally terminate this Agreement upon the provision of five (5) days written notice of such termination to the Interim Superintendent.

c. It is the intent of the parties that this Agreement shall terminate automatically upon the Board's hiring of a new permanent Superintendent. Upon such event, the Board shall endeavor to provide the Interim Superintendent with written notice as set forth above, but the parties acknowledge that the Board is not required to do so. The Interim Superintendent hereby knowingly and voluntarily waives any other notice that may be required by law to terminate or non-renew this agreement, including but not limited to the provisions of Education Code sections 35031 and 44951.

8. APPLICABLE LAWS

This Agreement is subject to all applicable laws of the State of California, and the rules and regulations of the California State Board of Education and the District. Said laws, rules and regulations are hereby made a part of the terms and conditions of this Agreement as though herein set forth.

9. SEVERABILITY

In the event that one or more of the provisions of this Agreement is void or voidable, the remaining provisions shall remain in full force and effect.

10. COMPLETE AGREEMENT

This Agreement is the full and complete agreement between the parties hereto. Any amendment or modifications from the terms of this Agreement shall be in writing and shall be effective only upon approval of such amendment or modification by the Board and the Interim Superintendent.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on February \_\_, 2016.

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

\_\_\_\_\_  
Bob Ferguson, Interim Superintendent

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

\_\_\_\_\_  
Caroline Van Alst, Board President  
Sausalito-Marin City School District

Ratified at a public meeting of the Governing Board on \_\_\_\_\_.

## Sausalito Marin City School District

**Agenda Item:** 9.01

**Date:** February 2, 2016

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

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

**Item:** Certification and Resolution 724 - Authorization to Sign

**Background:**

Pursuant to the provisions of Education Code Section 42630 to 42633 (School Districts) and 85230 to 85233 (Community College Districts) and other legal provisions, the members of the governing board must authorize officers and/or employees to sign orders and other documents on behalf of the governing board for fiscal year 2015-2016.

A Resolution of Authorization to Sign on Behalf of the Governing Board must be completed and submitted to Marin County Office of Education.

**Fiscal Impact:**

None

**Recommendation:**

Approve

**Prepared for:** Bob Ferguson

**Prepared by:** P. Rigney

RESOLUTION 724  
of the Governing Board of the

Sausalito Marin City

School/College District  
County of Marin, State of California

**AUTHORIZATION TO SIGN ON BEHALF OF THE GOVERNING BOARD**

Sausalito

, California

2/2/2016

**City**

**Date**

Pursuant to the provisions of Education Code Section 42630 to 42633 (School Districts) and 85230 to 85233 (Community College Districts) and other legal provisions, the members of the governing board of the above-named school/college district hereby authorize the officer or employee whose name and signature appear below to sign orders and other documents on behalf of the governing board of said school/college district during the period January to June 2016 (not to exceed one fiscal year), subject to further board action limiting or extending this authority and notification to the County Superintendent and the County Auditor of such action.

Bob Ferguson

IS AUTHORIZED TO SIGN THE FOLLOWING ON BEHALF OF THE BOARD:

Name (Typed)

Superintendent

Title

Signature

Please Indicate  
"Yes" or "No"

**Payroll & Retirement**

Overpayment / Adjustment .....	Yes	_____
Retirement Election Forms .....	Yes	_____
Sick Leave Transfers .....	Yes	_____
Sick Leave Service Credit Calculations .....	Yes	_____

**Cash Receipt / Disbursement Authorization**

Endorsement Checks .....	Yes	_____
Journal Vouchers Requests .....	Yes	_____
Loan Request –Tax Anticipation Note (TAN) .....	Yes	_____
Payroll Order Certification .....	Yes	_____
Vendor Payment Certification .....	Yes	_____
Deposit Transmittal .....	Yes	_____

**Attendance Reporting**

Attendance Certifications .....	Yes	_____
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**State and Federal Reporting**

Audit Findings-Certification of Corrective Action .....	Yes	_____
Certification of Federal Funds .....	Yes	_____
Independent Auditor Selection Form .....	Yes	_____
Salary and Benefit Schedule (J90).....	Yes	_____

<b>Other</b> (Please Specify.....)	_____	_____
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Signed by a majority of trustees (Original signatures required on all copies):

_____	_____	_____
_____	_____	_____
_____	_____	_____

# MARIN COUNTY OFFICE OF EDUCATION

## DISTRICT BUSINESS SERVICES

Sausalito Marin City

School District

### Certificate of Signatures

I, Bob Ferguson, Superintendent, certify that the signatures shown below are the verified signatures of this district's agents who are authorized to pick up commercial vendor warrants, and payroll and payroll-related vendor warrants.

These approved signatures will be considered valid for the period of July 1, 2015 through June 30, 2016.

#### Signatures of District Agents

	Commercial Vendor Warrants	Payroll Warrants
Signature:		
Name:	Bob Ferguson	Bob Ferguson
Signature:		
Name:	Paula Rigney	Paula Rigney
Signature:		
Name:	Alan Rothkop	Alan Rothkop
Signature:		
Name:	Vida Moattar	Vida Moattar

Authorized by: \_\_\_\_\_  
Superintendent

2/2/2016  
Date

*If more signatures are required, please attach an additional sheet.*

## Sausalito Marin City School District

**Agenda Item:** 9.02

**Date:** February 2, 2016

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

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

**Item:** Annual Adjustment to Bid Threshold For Contracts Awarded to School Districts

**Background:**

The California Department of Education under the State Superintendent of Public Instruction office (SSPI) is required to annually adjust the \$87,800 competitively bid and award contract/expenditure amount for Public Contract Code (PCC) Section 20111 (a). The annual amount is adjusted for inflation (to the nearest \$100) and to reflect the percentage change in the annual average value of the Implicit Price Deflator for the State and Local Government Purchases of Goods and Services for the United States

Attached is the California Department of Education's bulletin on the 2016 annual adjustment.

**Fiscal Impact:**

There is no direct financial impact from this adjustment.

**Recommendation:**

This item is brought before the board for review and discussion.

**Prepared for:** Bob Ferguson

**Prepared by:** P. Rigney



**Mary Jane Burke**

**Marin County Superintendent of Schools**

**Business Services Department**

**Business Bulletin 16-15**

*2016 Year Change in Bid Threshold Requirement*

*January 5, 2016*

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Effective January 1, 2016, the new bid threshold amount for contracts awarded by school districts is \$87,800.

Please refer to the attached letter from the California Department of Education (CDE), dated December 22, 2015, for information related to the calculations used for the annual increases to the bid threshold. The letter also identifies requirements for competitive bid processes and types of contracts subject to the competitive bidding process.

If you have any questions, please call Kate Lane at (415) 499-5822.





Home / Finance & Grants / Accounting / Correspondence

**California Department of Education  
Official Letter**

December 22, 2015

Dear County and District Superintendents, County and District Chief Business Officials, and Charter School Administrators:

**ANNUAL ADJUSTMENT TO BID THRESHOLD FOR CONTRACTS  
AWARDED BY SCHOOL DISTRICTS**

*Public Contract Code (PCC)* Section 20111(a) requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than \$50,000, adjusted for inflation, to the lowest responsible bidder. Contracts subject to competitive bidding include:

1. Purchase of equipment, materials, or supplies to be furnished, sold, or leased to the school district.
2. Services that are not construction services.
3. Repairs, including maintenance as defined in *PCC* Section 20115, that are not public projects as defined in *PCC* Section 22002(c).

The State Superintendent of Public Instruction (SSPI) is required to annually adjust the \$50,000 amount specified in *PCC* Section 20111(a) to reflect the percentage change in the annual average value of the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce, for the 12-month period ending in the prior fiscal year. The inflation adjustment is rounded to the nearest one hundred dollars (\$100).

Pursuant to the above calculation, and effective January 1, 2016, the SSPI has determined that the inflation adjusted bid threshold will increase by \$1,800, from \$86,000 to \$87,800. Shown below are the inflation adjusted bid thresholds for the current and two prior years.

Calendar Year	Bid Threshold	Percentage Change in Implicit Price Deflator
2014	\$84,100	.858%
2015	\$86,000	2.26%
2016	\$87,800	2.12%

Also note that public projects as defined in *PCC* Section 22002(c), such as construction or reconstruction of publicly owned facilities, have a lower bid threshold of \$15,000 that is not adjusted for inflation. For more information on bidding requirements for all projects, refer to *PCC* sections 20110 to 20118.4.

This letter is posted on the Office of Financial Accountability and Information Services Web page at <http://www.cde.ca.gov/fq/ac/co/>.

If you have questions regarding this subject, please contact the Office of Financial Accountability and Information Services by phone at 916-322-1770 or by e-mail at [sacsinfo@cde.ca.gov](mailto:sacsinfo@cde.ca.gov).

Sincerely,

Peter Foggato, Director  
School Fiscal Services Division

Last Reviewed: Wednesday, December 23, 2015

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## Sausalito Marin City School District

**Agenda Item:** 9.03

**Date:** February 2, 2016

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

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

**Item:** Annual Adjustment to Liability Limit of Parent or Guardian for Willful Pupil Misconduct

**Background:**

The California Department of Education under the State Superintendent of Public Instruction office (SSPI) is required to annually adjust the \$10,000 liability limits specified in EC Section 48904(a)(1) to reflect the percentage change. The annual amount is adjusted for inflation (to the nearest \$100) and to reflect the percentage change in the annual average value of the Implicit Price Deflator for the State and Local Government Purchases of Goods and Services for the United States.

Pursuant to the above calculation, and effective January 1, 2016, the SSPI has determined that the inflation adjusted liability limit will increase from \$18,700 to \$19,100.

Attached is the California Department of Education's bulletin on the Annual adjustment to Liability Limit of Parent or Guardian for Willful Pupil Misconduct.

**Fiscal Impact:**

There is no direct financial impact from this adjustment.

**Recommendation:**

This item is brought before the board for review and discussion.

**Prepared for:** Bob Ferguson

**Prepared by:** P. Rigney



Home / Finance & Grants / Accounting / Correspondence



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

December 22, 2015

Dear County and District Superintendents, County and District Chief Business Officials, and Charter School Administrators:

**ANNUAL ADJUSTMENT TO LIABILITY LIMIT OF PARENT OR GUARDIAN  
FOR WILLFUL PUPIL MISCONDUCT**

California *Education Code (EC)* Section 48904(a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian shall not exceed \$10,000, adjusted for inflation per *EC* Section 48904(a)(2).

*EC* Section 48904(a)(1) also specifies that the parent or guardian of a minor is liable for any reward offered by a local agency pursuant to *Government Code* Section 53069.5 for information leading to the identification and apprehension of the minor who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person. This liability also shall not exceed \$10,000, adjusted for inflation per *EC* Section 48904(a)(2).

The State Superintendent of Public Instruction (SSPI) is required to annually

adjust both of the above \$10,000 liability limits specified in *EC* Section 48904(a)(1) to reflect the percentage change in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce for the 12-month period ending in the prior fiscal year. Effective January 1, 2013, the inflation adjustment is rounded to the nearest one hundred dollars (\$100).

Pursuant to the above calculation, and effective January 1, 2016, the SSPI has determined that the inflation adjusted liability limit will increase from \$18,700 to \$19,100. Shown below are the inflation adjusted liability limits for the current and two prior years.

Calendar Year	Liability Limit	Percentage Change in Implicit Price Deflator
2014	\$18,300	.858%
2015	\$18,700	2.26%
2016	\$19,100	2.12%

This letter has been posted to the Office of Financial Accountability and Information Services Web page at <http://www.cde.ca.gov/fq/ac/co/>.

If you have any questions regarding this subject, please contact the Office of Financial Accountability and Information Services by phone at 916-322-1770 or by e-mail at [sacsinfo@cde.ca.gov](mailto:sacsinfo@cde.ca.gov).

Sincerely,

Peter Foggiato, Director  
School Fiscal Services Division

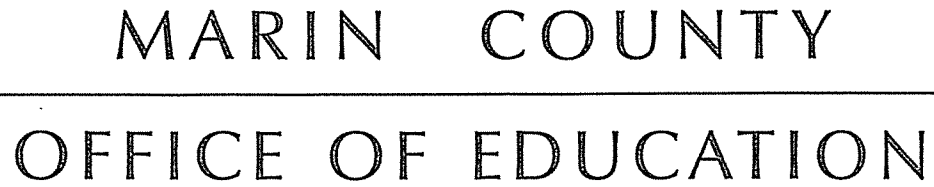
Last Reviewed: Wednesday, December 23, 2015

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Date	Vendor	Fund 01=General 13=Cafeteria 14=Deferred Mai	Resource	Object	Amount	Purpose	C
01/15/2016	ANOVA INC.	01-6500-0-5833.00-5750-1185-700-000-000	Sp. Ed	Professional/Consulting/Op. Exp	\$ 6,214.00	NPS, 2 pupils, 12/15	Y
01/15/2016	ASSOC. OF CALIFORNIA SCHOOL	01-0000-0-5803.00-0000-7200-700-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 120.00	Job search	
01/15/2016	ASSOCIATED VALUATION SERVICES	01-0000-0-5849.00-0000-7200-700-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 270.52	Inventory control	Y
01/15/2016	AT&T	01-0000-0-5970.00-0000-2700-700-000-000	Unrestricted	Communications	\$ 38.06	Phones	
01/15/2016	AT&T CALNET 2	01-0000-0-5970.00-0000-2700-700-000-000	Unrestricted	Communications	\$ 235.14	Phones	
01/15/2016	MARCO BERTI	01-0000-0-4300.00-0000-7200-725-000-000	Unrestricted	Supplies	\$ 32.60	Food purchase	
01/15/2016	CYPRESS SCHOOL	01-6500-0-5833.00-5750-1185-700-000-000	Sp. Ed	Professional/Consulting/Op. Exp	\$ 3,122.98	NPS, 1 pupil1, 12/15	Y
01/15/2016	FIREMASTER	01-8150-0-5600.00-0000-8110-735-000-000	Maintenance	Rentals/Leases	\$ 1,400.00	299236-7 Hood Cleaning	
01/15/2016	KONE INC.	01-8150-0-5600.00-0000-8110-735-000-000	Maintenance	Professional/Consulting/Op. Exp	\$ 125.82	Elevator maintenance	
01/15/2016	MARIN SANITARY SERVICE	01-0000-0-5550.00-0000-8200-000-000-000	Unrestricted	Operations	\$ 600.00	Recycling	
01/15/2016	MOLLIE STONE'S	01-0000-0-4300.00-0000-7200-725-000-000	Unrestricted	Supplies	\$ 90.89	Food purchase	
01/15/2016	SILYCO	01-0000-0-5849.00-0000-2420-700-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 9,600.00	IT services	Y
01/15/2016	SUNNY HILLS SERVICES	01-6500-0-5833.00-5750-1185-700-000-000	Sp. Ed	Professional/Consulting/Op. Exp	\$ 2,989.00	NPS, 1 pupil1, 12/15	Y
01/15/2016	TRAHAN MECHANICAL	01-8150-0-5600.00-0000-8110-735-000-000	Maintenance	Rentals/Leases	\$ 95.00	16487 WCA furnace	
01/15/2016	US BANCORP EQUIP. FINANCE INC	01-0000-0-5605.00-0000-2700-700-000-000	Unrestricted	Rentals/Leases	\$ 890.39	Copier lease	Y
01/15/2016	CATHERINE WOLFERS	01-9471-0-5800.00-1110-1010-700-000-000	Milagro Grant	Professional/Consulting/Op. Exp	\$ 1,040.00	Garden Work 11-12/15	
					\$ 26,864.40		
01/15/2016	CAPAY INC	13-5310-0-4700.00-0000-3700-700-000-000	Cafeteria	Nutrition	\$ 207.00	Food purchase	
01/15/2016	MARIN SUN FARMS	13-5310-0-4700.00-0000-3700-700-000-000	Cafeteria	Nutrition	\$ 1,150.60	Food purchase	
01/15/2016	VERITABLE VEGETABLE INC.	13-5310-0-4700.00-0000-3700-700-000-000	Cafeteria	Nutrition	\$ 839.50	Food purchase	
					\$ 2,197.10		
01/29/2016	APPLE	01-0000-0-4400.00-5001-1010-700-000-000	Unrestricted	Non Capitalized Equip	\$ 746.27	Edmondson ipad	
01/29/2016	APPLE	01-0000-0-4400.00-5001-1010-700-000-000	Unrestricted	Non Capitalized Equip	\$ 1,435.12	Reyes laptop	
01/29/2016	ARC EDUCATIONAL CONSULTING	01-9472-0-5840.00-1110-1010-100-000-000	Pre K-3 Grant	Professional/Consulting/Op. Exp	\$ 4,038.40	Speaker - Prof. Development	
01/29/2016	AT&T	01-0000-0-5970.00-0000-2700-000-000-000	Unrestricted	Communications	\$ 1,398.80	Phones	
01/29/2016	AT&T CALNET 2	01-0000-0-5970.00-0000-2700-700-000-000	Unrestricted	Communications	\$ 659.11	Phones	
01/29/2016	CAROL BURNS	01-9472-0-4300.00-0000-2495-100-000-000	Pre K-3 Grant	Supplies	\$ 70.59	Family night purchases	
01/29/2016	COSTCO MEMBERSHIP	01-0000-0-5300.00-0000-7110-725-000-000	Unrestricted	Dues & Memberships	\$ 110.00	Membership renewal	
01/29/2016	JULIANNE EDMONDSON	01-0000-0-4300.00-1110-1010-100-000-000	Unrestricted	Supplies	\$ 7.67	Postage	
01/29/2016	LOUIS EDNEY	01-1100-0-4300.00-1110-1010-101-000-000	Lottery	Supplies	\$ 14.96	Ed materials, incentives	
01/29/2016	LOUIS EDNEY	01-9472-0-4300.00-0000-2495-100-000-000	Pre K-3 Grant	Supplies	\$ 20.00	Ed materials, incentives	
01/29/2016	ELECTRIX	01-8150-0-5600.00-0000-8110-735-000-000	Maintenance	Rentals/Leases	\$ 174.00	Furnace repair, WCA	
01/29/2016	FISHMAN SUPPLY CO.	01-0000-0-4300.00-0000-8211-735-000-000	Unrestricted	Supplies	\$ 66.42	Maintenance supplies	
01/29/2016	GATEWAY LEARNING GROUP	01-6500-0-5835.00-5770-1182-700-000-000	Sp. Ed	Professional/Consulting/Op. Exp	\$ 405.00	Behavioral therapy, 12/15	Y
01/29/2016	CHARLES HUFF	01-0000-0-5300.00-1130-4200-700-000-000	Unrestricted	Dues & Memberships	\$ 70.00	Sub referee	
01/29/2016	KAISER FOUNDATION	01-0000-0-9526.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 11,386.61	Health benefits	
01/29/2016	KAISER FOUNDATION	01-0000-0-9526.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 8,964.41	Health benefits	
01/29/2016	MARIN PUPIL TRANS. AGENCY	01-9002-0-7143.00-5001-9200-700-000-000	Sp. Ed. Transportation	Other Tuition/Excess Costs	\$ 69,616.00	Sp Ed Transportation	
01/29/2016	EMILY MATTO	01-0000-0-4300.00-1110-1010-100-000-000	Unrestricted	Supplies	\$ 45.36	Mileage, Paper	
01/29/2016	EMILY MATTO	01-1100-0-4300.00-1110-1010-100-000-000	Lottery	Supplies	\$ 64.48	Mileage, Paper	
01/29/2016	MOLLIE STONE'S	01-0000-0-4300.00-0000-7110-725-000-000	Unrestricted	Supplies	\$ 9.68	Food purchase	
01/29/2016	MSIA DENTAL	01-0000-0-9528.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 2,397.01	Benefits	
01/29/2016	MSIA VISION	01-0000-0-9529.00-0000-0000-000-000-000	Unrestricted	Benefits	\$ 341.76	Benefits	
01/29/2016	NANCY ANN FLOWERS AND GIFTS	01-0000-0-4300.00-0000-7110-725-000-000	Unrestricted	Supplies	\$ 94.29		
01/29/2016	JONNETTE NEWTON	01-0000-0-4300.00-1110-1010-100-000-000	Unrestricted	Supplies	\$ 377.00	Uniforms,Parent Night exp.	
01/29/2016	JONNETTE NEWTON	01-0000-0-4300.00-1110-1010-101-000-000	Unrestricted	Supplies	\$ 378.78	Uniforms,Parent Night exp.	
01/29/2016	OFFICE DEPOT	01-0000-0-5555.00-0000-7150-725-000-000	Unrestricted	Operations	\$ 186.82	DO supplies	
01/29/2016	P G & E CO	01-0000-0-5510.00-0000-8200-000-000-000	Unrestricted	Operations	\$ 2,120.71	Utilities	
01/29/2016	PROTECTION ONE	01-0000-0-5840.00-0000-8300-100-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 83.60	Fire Alarm	Y
01/29/2016	PROTECTION ONE	01-0000-0-5840.00-0000-8300-101-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 696.27	Fire Alarm	Y
01/29/2016	PROTECTION ONE	01-0000-0-5840.00-0000-8300-103-000-000	Unrestricted	Professional/Consulting/Op. Exp	\$ 103.29	Fire Alarm	Y



Date	Vendor	Fund 01=General 13=Cafeteria 14=Deferred Mai	Resource	Object	Amount	Purpose	C
01/29/2016	ALAN ROTHKOP	01-8150-0-4300.00-0000-8100-735-000-000	Maintenance	Supplies	\$ 86.78	Phone chargers	
01/29/2016	SCHOOL LIBRARY JOURNAL	01-0000-0-4300.00-1110-1010-100-000-000	Unrestricted	Supplies	\$ 54.99	Subscription renewal	
01/29/2016	SEAGATE BRIDGEWAY ASSOCIATES	01-0000-0-5555.00-0000-7150-725-000-000	Unrestricted	Operations	\$ 4,453.00	February 2016 Rent	Y
01/29/2016	T & B SPORTS	01-0000-0-4300.00-1131-1010-101-000-000	Unrestricted	Supplies	\$ 47.72	PE supplies	
01/29/2016	TRAHAN MECHANICAL	01-8150-0-5600.00-0000-8110-735-000-000	Maintenance	Rentals/Leases	\$ 1,056.00	WCA repairs	
					\$ 111,780.90		
01/29/2016	CAPAY INC	13-5310-0-4700.00-0000-3700-700-000-000	Cafeteria	Nutrition	\$ 415.00	Food purchase	
01/29/2016	ECOLAB	13-5310-0-5840.00-0000-3700-101-000-000	Cafeteria	Professional/Consulting/Op. Exp	\$ 104.65	Dishwasher maintenance	
01/29/2016	MARIN SUN FARMS	13-5310-0-4700.00-0000-3700-700-000-000	Cafeteria	Nutrition	\$ 270.00	Food purchase	
01/29/2016	UNFI	13-5310-0-4700.00-0000-3700-700-000-000	Cafeteria	Nutrition	\$ 3,761.66	Food purchase	
01/29/2016	VERITABLE VEGETABLE INC.	13-5310-0-4700.00-0000-3700-700-000-000	Cafeteria	Nutrition	\$ 470.00	Food purchase	
					\$ 5,021.31		



DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 01/15/2016

BATCH: 0028 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20114745	070374/	ANOVA INC.				
		PO-160073 1. 01-6500-0-5833.00-5750-1185-700-000-000			313532-3	6,214.00
		WARRANT TOTAL				\$6,214.00
20114746	001613/	ASSOC. OF CALIFORNIA SCHOOL				
		PO-160109 1. 01-0000-0-5803.00-0000-7200-700-000-000			22370	120.00
		WARRANT TOTAL				\$120.00
20114747	002550/	ASSOCIATED VALUATION SERVICES				
		PO-160020 1. 01-0000-0-5849.00-0000-7200-700-000-000			5097	270.52
		WARRANT TOTAL				\$270.52
20114748	070358/	AT&T				
		PO-160003 1. 01-0000-0-5970.00-0000-2700-700-000-000			12/15	38.06
		WARRANT TOTAL				\$38.06
20114749	070329/	AT&T CALNET 2				
		PO-160001 1. 01-0000-0-5970.00-0000-2700-700-000-000			12/15	235.14
		WARRANT TOTAL				\$235.14
20114750	070449/	MARCO BERTI				
		PV-160270 01-0000-0-4300.00-0000-7200-725-000-000			Food purchase	32.60
		WARRANT TOTAL				\$32.60
20114751	070722/	CYPRESS SCHOOL				
		PO-160071 1. 01-6500-0-5833.00-5750-1185-700-000-000			123515	3,122.98
		WARRANT TOTAL				\$3,122.98
20114752	000523/	FIREMASTER				
		PV-160268 01-8150-0-5600.00-0000-8110-735-000-000			299236-7 Hood Cleaning	1,400.00
		WARRANT TOTAL				\$1,400.00
20114753	002345/	KONE INC.				
		PO-160006 1. 01-8150-0-5600.00-0000-8110-735-000-000			1/16	125.82
		WARRANT TOTAL				\$125.82
20114754	070326/	MARIN SANITARY SERVICE				
		PO-160022 1. 01-0000-0-5550.00-0000-8200-000-000-000			12/15	600.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 01/15/2016

BATCH: 0028 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															\$600.00
20114755	000548/	MOLLIE STONE'S													
		PV-160266		01-0000-0-4300.00-0000-7200-725-000-000									109891		90.89
WARRANT TOTAL															\$90.89
20114756	070406/	SILYCO													
		PO-160016	1.	01-0000-0-5849.00-0000-2420-700-000-000									DEC2015		9,600.00
WARRANT TOTAL															\$9,600.00
20114757	070879/	SUNNY HILLS SERVICES													
		PO-160072	1.	01-6500-0-5833.00-5750-1185-700-000-000									12/15 Compton		2,989.00
WARRANT TOTAL															\$2,989.00
20114758	070580/	TRAHAN MECHANICAL													
		PV-160267		01-8150-0-5600.00-0000-8110-735-000-000									16487 WCA furnace		95.00
WARRANT TOTAL															\$95.00
20114759	070525/	US BANCORP EQUIP. FINANCE INC													
		PO-160012	1.	01-0000-0-5605.00-0000-2700-700-000-000									1/16		890.39
WARRANT TOTAL															\$890.39
20114760	070914/	CATHERINE WOLFERS													
		PV-160269		01-9471-0-5800.00-1110-1010-700-000-000									Garden Work 11-12/15		1,040.00
WARRANT TOTAL															\$1,040.00
*** FUND	TOTALS ***														
				TOTAL NUMBER OF CHECKS:		16							TOTAL AMOUNT OF CHECKS:		\$26,864.40*
				TOTAL ACH GENERATED:		0							TOTAL AMOUNT OF ACH:		\$ .00*
				TOTAL EFT GENERATED:		0							TOTAL AMOUNT OF EFT:		\$ .00*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

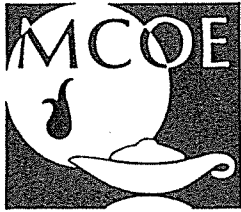
FOR WARRANTS DATED 01/15/2016

BATCH: 0028 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
20114761	070923/	CAPAY INC													
		PV-160273		13	-5310	-0	-4700	.00	-0000	-3700	-700	-000	-000	62980	207.00
															\$207.00
20114762	070827/	MARIN SUN FARMS													
		PV-160271		13	-5310	-0	-4700	.00	-0000	-3700	-700	-000	-000	933383, 983337	1,150.60
															\$1,150.60
20114763	070799/	VERITABLE VEGETABLE INC.													
		PV-160272		13	-5310	-0	-4700	.00	-0000	-3700	-700	-000	-000	10397501039103,1038633,1038152	839.50
															\$839.50
*** FUND	TOTALS ***														
*** BATCH TOTALS ***															
*** DISTRICT TOTALS ***															

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# MARIN COUNTY

## OFFICE OF EDUCATION

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MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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

### VENDOR PAYMENT CERTIFICATION

Date 1/27/16

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 \$ 116,802.21.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>29</u>	<u>111,780.90</u>
<u>13</u>	<u>29</u>	<u>5,021.31</u>

Authorized Signature Paula Rigney



DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0029 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
20116159	070067/	APPLE													
		PO-160119	1.	01-0000-0-4400.00-5001-1010-700-000-000										Edmondson ipad	746.27
		PO-160120	1.	01-0000-0-4400.00-5001-1010-700-000-000										Reyes laptop	1,435.12
				WARRANT TOTAL											\$2,181.39
20116160	070926/	ARC EDUCATIONAL CONSULTING													
		PV-160292		01-9472-0-5840.00-1110-1010-100-000-000									1601041		4,038.40
				WARRANT TOTAL											\$4,038.40
20116161	000192/	AT&T													
		PO-160002	1.	01-0000-0-5970.00-0000-2700-000-000-000									2/16		1,398.80
				WARRANT TOTAL											\$1,398.80
20116162	070329/	AT&T CALNET 2													
		PO-160001	1.	01-0000-0-5970.00-0000-2700-700-000-000									1/16		659.11
				WARRANT TOTAL											\$659.11
20116163	070881/	CAROL BURNS													
		PV-160275		01-9472-0-4300.00-0000-2495-100-000-000										Family night purchases	70.59
				WARRANT TOTAL											\$70.59
20116164	001664/	COSTCO MEMBERSHIP													
		PV-160291		01-0000-0-5300.00-0000-7110-725-000-000										Membership renewal	110.00
				WARRANT TOTAL											\$110.00
20116165	070667/	JULIANNE EDMONDSON													
		PV-160277		01-0000-0-4300.00-1110-1010-100-000-000										Postage	7.67
				WARRANT TOTAL											\$7.67
20116166	002890/	LOUIS EDNEY													
		PV-160276		01-1100-0-4300.00-1110-1010-101-000-000										Ed materials, incentives	14.96
				01-9472-0-4300.00-0000-2495-100-000-000										Ed materials, incentives	20.00
				WARRANT TOTAL											\$34.96
20116167	000700/	ELECTRIX													
		PV-160284		01-8150-0-5600.00-0000-8110-735-000-000									18881		174.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 01/29/2016

BATCH: 0029 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															\$174.00
20116168	002270/	FISHMAN SUPPLY CO.													
		PO-160009	1.	01-0000-0-4300.00-0000-8211-735-000-000									1020218		66.42
WARRANT TOTAL															\$66.42
20116169	070876/	GATEWAY LEARNING GROUP													
		PO-160070	1.	01-6500-0-5835.00-5770-1182-700-000-000									16615		405.00
WARRANT TOTAL															\$405.00
20116170	070842/	CHARLES HUFF													
		PV-160274		01-0000-0-5300.00-1130-4200-700-000-000									Sub rerferee		70.00
WARRANT TOTAL															\$70.00
20116171	000039/	KAISER FOUNDATION													
		PV-160297		01-0000-0-9526.00-0000-0000-000-000-000									16734-0001		11,386.61
				01-0000-0-9526.00-0000-0000-000-000-000									578-0002		8,964.41
WARRANT TOTAL															\$20,351.02
20116172	001019/	MARIN PUPIL TRANS. AGENCY													
		PV-160279		01-9002-0-7143.00-5001-9200-700-000-000									16-80		69,616.00
WARRANT TOTAL															\$69,616.00
20116173	070868/	EMILY MATTO													
		PV-160283		01-0000-0-4300.00-1110-1010-100-000-000									Mileage, Paper		45.36
				01-1100-0-4300.00-1110-1010-100-000-000									Mileage, Paper		64.48
WARRANT TOTAL															\$109.84
20116174	000548/	MOLLIE STONE'S													
		PV-160281		01-0000-0-4300.00-0000-7110-725-000-000									109851		9.68
WARRANT TOTAL															\$9.68
20116175	000015/	MSIA DENTAL													
		PV-160287		01-0000-0-9528.00-0000-0000-000-000-000									2/16		2,397.01
WARRANT TOTAL															\$2,397.01
20116176	000117/	MSIA VISION													
		PV-160288		01-0000-0-9529.00-0000-0000-000-000-000									2/16		341.76

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0029 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															\$341.76
20116177	001726/	NANCY ANN FLOWERS AND GIFTS													
		PV-160289		01	-0000-0-4300.00-0000-7110-725-000-000								173917		94.29
WARRANT TOTAL															\$94.29
20116178	070448/	JONNETTE NEWTON													
		PV-160282		01	-0000-0-4300.00-1110-1010-100-000-000									Uniforms,Parent Night exp.	377.00
				01	-0000-0-4300.00-1110-1010-101-000-000									Uniforms,Parent Night exp.	378.78
WARRANT TOTAL															\$755.78
20116179	000016/	OFFICE DEPOT													
		PO-160118	1.	01	-0000-0-5555.00-0000-7150-725-000-000									DO supplies	186.82
WARRANT TOTAL															\$186.82
20116180	000058/	P G & E CO													
		PO-160000	1.	01	-0000-0-5510.00-0000-8200-000-000-000								1/16		2,120.71
WARRANT TOTAL															\$2,120.71
20116181	070222/	PROTECTION ONE													
		PO-160005	1.	01	-0000-0-5840.00-0000-8300-100-000-000								2/16		83.60
			2.	01	-0000-0-5840.00-0000-8300-101-000-000								2/16		696.27
			3.	01	-0000-0-5840.00-0000-8300-103-000-000								2/16		103.29
WARRANT TOTAL															\$883.16
20116182	070843/	ALAN ROTHKOP													
		PV-160280		01	-8150-0-4300.00-0000-8100-735-000-000									Phone chargers	86.78
WARRANT TOTAL															\$86.78
20116183	070356/	SCHOOL LIBRARY JOURNAL													
		PV-160290		01	-0000-0-4300.00-1110-1010-100-000-000									Subscription renewal	54.99
WARRANT TOTAL															\$54.99
20116184	070913/	SEAGATE BRIDGEWAY ASSOCIATES													
		PV-160296		01	-0000-0-5555.00-0000-7150-725-000-000									February 2016 Rent	4,453.00
WARRANT TOTAL															\$4,453.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0029 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		
20116185	000866/	T & B SPORTS				
	PV-160286	01-0000-0-4300.00-1131-1010-101-000-000		25877		47.72
		WARRANT TOTAL				\$47.72
20116186	070580/	TRAHAN MECHANICAL				
	PV-160278	01-8150-0-5600.00-0000-8110-735-000-000		16495-6, 16503		1,056.00
		WARRANT TOTAL				\$1,056.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS: 28	TOTAL AMOUNT OF CHECKS:		\$111,780.90*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$.00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$.00*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0029 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
20116187	070923/	CAPAY INC													
		PV-160295		13-5310-0-4700.00-0000-3700-700-000-000										63276, 63446	415.00
				WARRANT TOTAL											\$415.00
20116188	070841/	ECOLAB													
		PV-160285		13-5310-0-5840.00-0000-3700-101-000-000										700513	104.65
				WARRANT TOTAL											\$104.65
20116189	070827/	MARIN SUN FARMS													
		PV-160294		13-5310-0-4700.00-0000-3700-700-000-000										2534	270.00
				WARRANT TOTAL											\$270.00
20116190	070816/	UNFI													
		PV-160298		13-5310-0-4700.00-0000-3700-700-000-000										1/27/16 statement	3,761.66
				WARRANT TOTAL											\$3,761.66
20116191	070799/	VERITABLE VEGETABLE INC.													
		PV-160293		13-5310-0-4700.00-0000-3700-700-000-000										1041411, 1042327	470.00
				WARRANT TOTAL											\$470.00
*** FUND TOTALS ***															
				TOTAL NUMBER OF CHECKS:											5
				TOTAL ACH GENERATED:											0
				TOTAL EFT GENERATED:											0
				TOTAL AMOUNT OF CHECKS:											\$5,021.31*
				TOTAL AMOUNT OF ACH:											\$ .00*
				TOTAL AMOUNT OF EFT:											\$ .00*
*** BATCH TOTALS ***															
				TOTAL NUMBER OF CHECKS:											33
				TOTAL ACH GENERATED:											0
				TOTAL EFT GENERATED:											0
				TOTAL AMOUNT OF CHECKS:											\$116,802.21*
				TOTAL AMOUNT OF ACH:											\$ .00*
				TOTAL AMOUNT OF EFT:											\$ .00*
*** DISTRICT TOTALS ***															
				TOTAL NUMBER OF CHECKS:											33
				TOTAL ACH GENERATED:											0
				TOTAL EFT GENERATED:											0
				TOTAL AMOUNT OF CHECKS:											\$116,802.21*
				TOTAL AMOUNT OF ACH:											\$ .00*
				TOTAL AMOUNT OF EFT:											\$ .00*

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## Field Trips

**Dates:** December 18, 2015  
**Destination:** Country Club Bowl  
**Teacher:** Ms. Thornton, Ms. Newton and Mr. Price  
**Grade:** 6<sup>th</sup> – 8<sup>th</sup> Grade  
**Standards Supported:**  
**Funding Source:** Donation  
**Cost:** \$ 0.00

**Dates:** January thru June 2016  
**Destination:** Cavallo Point Lodge  
**Teacher:** Chef Shaun Dayton, Katy Sheppard and Catherine Wolfers  
**Grade:** 6<sup>th</sup> – 8<sup>th</sup>  
**Standards Supported:** Nutrition  
**Funding Source:** Field Trip fund (resource 9473)  
**Cost:** \$ 0.00

**Dates:** February 12, 2016  
**Destination:** Alcatraz Uncovered  
**Teacher:** Mr. Edney and Ms. Cassidy  
**Grade:** 6<sup>th</sup> – 8<sup>th</sup>  
**Standards Supported:** Writing: 1.2, 1.6, Visual Arts: 2.1-2.3 & 2.5-2.6, Social Studies/History 8.3.6  
**Funding Source:** National Parks Grant  
**Cost:** \$ 0.00

## Sausalito Marin City School District

**Agenda Item:** 11.01

**Date:** February 2, 2016

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

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

**Item:** Board Policy 200 - Goals for the School District

**Background:**

Last month, this item was brought forward for discussion. This month the board is asked to approve this Board Policy.

**Fiscal Impact:**

None

**Recommendation:**

Approve

BP 0200

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

### **Goals for the School District**

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities.

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497.5)

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.



## Sausalito Marin City School District

**Agenda Item:** 11.02

**Date:** February 2, 2016

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

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

**Item:** Board Policy and Administrative Regulation 3260 - Fees and Charges

**Background:**

Last month, this item was brought forward for discussion. This month the board is asked to approve this Board Policy.

**Fiscal Impact:**

None

**Recommendation:**

Approve

## **Business and Noninstructional Operations**

### **Fees And Charges**

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the district's educational program are made available to them at no cost.

No student shall be required to pay a fee, deposit, or other charge for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socio-economic conditions of district students' families and their ability to pay.

The prohibition against student fees shall not restrict the district from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, the district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student and shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

Whenever district employees, volunteers, students, parents/guardians, or educational or civic organizations participate in such events or activities, the Superintendent or designee shall emphasize that participation in the event or activity is voluntary.

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification required to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

The Superintendent or designee may provide additional information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.

AR 3260

## **Business and Noninstructional Operations**

### **Fees and Charges**

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following:

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)
2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)
4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)
5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)
6. Reimbursement for the direct cost of materials provided by the district to a student for the fabrication of nonperishable personal property the student will take home for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and exemptions are made for indigent and disabled students (Education Code 39807.5)
8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)
9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. Sale or lease of Internet appliances or personal computers for the purpose of providing access to the district's educational computer network, at no more than cost, as long as the district provides network access for families who cannot afford it (Education Code 17453.1)

11. Fees for any community service class in civic, vocational, illiteracy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810, 51815)
12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)
13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)
14. Actual costs of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)
15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)
16. As allowed in law, replacement cost or reimbursement for lost or damaged district books, supplies, or property, or for district property loaned to a student that he/she fails to return (Education Code 19910-19911, 48904)
17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)
18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects or for which high school credit is granted when taken by a person who does not hold a high school diploma or, effective July 1, 2015, classes in English and citizenship (Education Code 39801.5, 52612, 60410)
19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is for severely disabled children and the student is eligible to enroll in it (Education Code 8239, 8250, 8263)
20. After School Education and Safety Programs, as long as no eligible student is denied the ability to participate because of inability to pay the fee (Education Code 8482.6)
21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course.

## Sausalito Marin City School District

**Agenda Item:** 11.03

**Date:** February 2, 2016

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

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

**Item:** Administrative Regulation 3460 - Financial Reports and Accountability

**Background:**

Last month, this item was brought forward for discussion. This month the board is asked to approve this Board Policy.

**Fiscal Impact:**

None

**Recommendation:**

Approve

AR 3460

## **Business and Noninstructional Operations**

### **Financial Reports And Accountability**

#### **Interim Reports**

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

#### **Audit Report**

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

When required by federal law, specified records pertaining to the audit of federal funds received and expended by the district shall be transmitted to the federal clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the fiscal year, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (31 USC 7502)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

### **Fund Balance**

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

### **Negative Balance Report**

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its



annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

#### **Non-Voter-Approved Debt Report**

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

#### **Other Postemployment Benefits Report (GASB 45)**

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

#### **Workers' Compensation Claims Report**

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)