



SAUSALITO MARIN CITY SCHOOL DISTRICT

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

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

Tuesday, April 11, 2017

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

1. OPEN SESSION – Call to Order

2. CLOSED SESSION – AGENDA

2.01 With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957 **Public Employment – Superintendent's Evaluation**

3. RECONVENE TO OPEN SESSION - Depending upon completion of Closed Session items, the Governing Board intends to convene in open Session at 6:00 p.m. to conduct the remainder of the meeting, reserving the right to return to Closed Session at any time.

4. PLEDGE OF ALLEGIANCE 2 minutes

5. AGENDA REORGANIZATION/APPROVAL
Are there any requests from the Board to move any agenda item to a different location? 2 minutes

6. BOARD COMMUNICATIONS 10 minutes

7. ORAL COMMUNICATIONS 30 minutes

8. CORRESPONDENCE
8.01 Willow Creek Academy 5 minutes

9. DISTRICT REPORTS
9.01 Superintendent
Will McCoy - Corrective Actions 15 minutes
- Update on Recruitment
Sujie Shin - CCEE
Terena Mares – MCOE

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

10. STANDING BOARD COMMITTEE REPORTS

15 minutes

10.01 Willow Creek Academy Oversight (Barrow, Turner)

5 minutes

10.02 District Structure – Ad Hoc (Turner, Barrow)

11. DISCUSSION ITEMS

11.01 Presentation Regarding Freedom Schools

15 minutes

11.02 LCAP – Pecolia Manigo

60 minutes

11.03 2016-2017 Consolidated Application for Funding Part II

5 minutes

11.04 Willow Creek Academy Proposition 39 Request

5 minutes

12. CONSENT AGENDA – All items are approved by a single action. Board members may remove an item from the consent agenda for separate discussion

12.01 Minutes of the March 27 and 28, 2017 Board Meetings

12.02 Payment of Warrants – Batches 38-39

12.03 Quarterly Report on Williams Uniform Complaints

13. ACTION ITEMS - Items Removed from the Consent Agenda: Any item removed from the Consent Agenda may be discussed and acted upon individually

13.01 Guidance on District Office Fire Insurance Settlement

5 minutes

13.02 Approval of 2017-2018 Sausalito Marin City School District Calendar

5 minutes

13.03 Approval of California Healthy Kids Survey

5 minutes

13.04 Approval of Agreement with San Francisco State University for
Communicative Disorders Interns at Bayside MLK Jr. Academy

5 minutes

13.05 Approval of 2017-2018 Agreement with the Marin Theatre Company for
Drama Instruction at Bayside MLK Jr. Academy

5 minutes

14. PERSONNEL ACTION ITEMS

15. POLICY DEVELOPMENT

16. FUTURE MEETINGS

16.01 The next Regular Meeting of the Board of Trustees will be on Tuesday, April 25, 2017, in the Bayside/Martin Luther King School Multi-Purpose Room

17. FUTURE TOPICS

18. ADJOURNMENT

April 6, 2017

Dear Will, Terena, and SMCS D Board members:

I'm writing on behalf of Willow Creek Academy to correct inaccurate, incomplete and misleading statements made during the March 30, 2017 meeting of the Budget Advisory Commission ("BAC") to the Sausalito Marin City School District ("SMCS D" or the "district"). As you know, the BAC meeting's proceedings were audio-recorded, which we have now had the chance to review. The length of this email demonstrates the amount of incorrect information relayed in the meeting. The misinformation disseminated during the meeting about WCA and the Memorandum of Understanding ("MOU") with SMCS D is deeply disappointing, especially as WCA was excluded from the committee. Our request to be included was partially to avoid such misinformation. We respectfully request that SMCS D correct the record at tomorrow's BAC meeting, sharing this communication with BAC members and, as appropriate, clarify the relevant facts to the broader community.

Timing of MOU Adoption. The BAC was incorrectly told that this MOU was negotiated in 2015 with no SMCS D Board meeting discussion, and that it was backdated to cover the 2014-15 school year. In fact, the MOU was negotiated in May and June of 2014, and was presented to the SMCS D Board as "deal points" on July 8, 2014. The Board unanimously adopted these points as a draft MOU at that meeting. Dr. Thornton could have easily confirmed this as she was on the Board at the time and voted in support of the MOU draft. After the draft MOU was converted to a formal agreement, it was presented again to the SMCS D Board in 2015 and was approved by both parties to include the school year in which the agreement was negotiated as is a standard practice.

Representation by Legal Counsel. BAC members were incorrectly told that WCA was represented by counsel at the MOU negotiations, while SMCS D had no such representation. The truth is that neither WCA nor SMCS D had counsel present during the negotiations of the MOU. It is true that one of WCA's two negotiators during the time is a lawyer by trade, but he was not representing WCA as their attorney and does not practice education or public agency law. WCA had no advantage in the negotiation of the MOU, but was actually at a disadvantage considering district negotiators' years of experience in public school administration.

Willow Creek Foundation Funding. We understand that Teri Lang already spoke to Superintendent McCoy about this issue, but the statement at the BAC meeting that "Willow Creek Foundation ("WCF") has a million dollars in the bank" has *never* been true. WCF generally raises about \$300,000 for WCA annually, and rarely has more than \$150,000 in fund balance. In addition, the "origin story" told regarding WCF was also incorrect. These "alternative facts" deeply disturbed the WCF founders. Because the actual facts are relatively lengthy, we omit the explanation from this letter; however, WCA extends an invitation to the Superintendent and/or Board to meet with WCF founders to get the actual facts related to WCF's origins.

Facilities/Oversight Fees. The BAC was told that the 2% increase in the maximum oversight charge to WCA under the MOU is "not in lieu of rent." In particular, the BAC was told that the district charge of up to 3% for oversight "does not prevent the district from charging a square footage charge" for WCA's use of the Nevada street campus. This proposition is wrong. Proposition 39 implementing regulations clearly state that the district may *either* charge a square footage pro rata share fee and a 1% oversight fee *or*, if it provides facilities "substantially rent free," charge up to 3% oversight fee based upon WCA's annual revenue. (Education Code sections 47613, 47614; 5 CCR 11969.7(f).) The current MOU, like the one before it, provides for the 3% oversight fee, which necessarily precludes SMCS D from placing an additional square footage charge for facilities.

The Context, Purpose and Structure of the MOU. On this point in particular, it is truly unfortunate that not a single individual involved in the development of the MOU was present for the BAC meeting, since those individuals might have been able to provide critical information refuting the incorrect and potentially misleading statements made without contradiction at the meeting. In particular, while the discussion placed a great deal of emphasis on the idea that the MOU is "unconventional," there was no discussion of the actual overall context, purpose and structure of the MOU. WCA is therefore constrained to provide that information.

First and foremost, the parties to the MOU were guided by a principle that the SMCSD Board should act in the best interest of *all students* at both schools. This aligns with the unique needs and resources of SMCSD, as well as California law and best practices. In its handbook for district governance teams responsible for overseeing charter schools, the California School Board Association (CSBA), makes abundantly clear that local boards are duty-bound to act in the best interests of *all* public school students, *including those attending charter schools*:

School districts are charged with providing a high-quality educational program that challenges all students to succeed. Local school boards are elected to hold the system accountable. When students attend a public charter school that has a separate governance structure and is granted significant freedom from state laws, the school board maintains ultimate accountability if it approved the charter. ***Thus, the school board must exercise due diligence in fulfilling its responsibilities with regard to charter schools and must act in the best interests of students enrolled in the charter school.***

(CSBA, Charter Schools -- Manual For Governance Teams, Pg. 4 (*emphasis added*).)

The California Supreme Court has also recognized that funding is not to be prioritized based on a public school's status as traditional or charter:

Though independently operated, charter schools fiscally are part of the public school system; they are eligible equally with other public schools for a share of state and local education funding.

Today's Fresh Start, Inc. v. Los Angeles County Office of Educ. (2013) 57 Cal. 4th 197, 207 (*emphasis added*)

Second, both SMCSD and WCA were mindful that a large and similar number of low income and English language learners attended both schools. This reinforced the idea that the MOU should focus on supporting students based on need, not which school they chose to attend.

Third, the parties recognized that SMCSD is unique in ways that directly impact the structuring of funding within the MOU. SMCSD is among the roughly 10% of more than 1000 California school districts that are "Basic Aid" or "community funded." This means we more revenue from local property taxes than it would receive otherwise if the district were among the 90% of state-funded or "revenue limit" districts. In addition, the district's entire student population (including students attending WCA) is very small in comparison to other "Basic Aid" districts, which means the revenue per student is likely at or near the top 1% in the state. Finally, the majority of public school students -- including a majority of SMCSD's high-need students -- attend WCA. Our district is likely the only district in the state with that profile. If ever there were a district where it was appropriate to apply with Education Code provision allowing districts to allocate a share of basic aid funding to a charter school, this is it. (Ed. Code section 47636(a)(5).)

Consistent with these authorities and student needs, the SMCSD Board adopted, and incorporated into the MOU, the following guiding principle:

It is the policy of the District to allocate resources equitably and without regard to which public school (charter or traditional) students attend, or where students live within the District.

This is obviously very different from the position repeatedly advanced at the BAC meeting (and incorrectly characterized as a matter of California law): that the district Board must give resource priority to Bayside MLK because it is the traditional public school over which the Board holds direct governance responsibility. Notably, in its October 2016 response to the FCMAT report, SMCSD rejected this position, stating that "[t]he District

believes that ALL students should have equitable access to resources, regardless of the parent's choice of a traditional public school or a public charter school.” SMCS D FCMAT Response at 2. The fact that the district board has a direct governance function with respect to Bayside MLK and an oversight function with respect to WCA is irrelevant to the issue of how the board should prioritize funding or resource allocation. In other words, these governance differences do not relieve the SMCS D leadership of its duty to act in the best interests of **all** public school students.

Against that background, SMCS D and WCA agreed that what may be “conventional” in revenue limit or other basic aid districts does not make sense in Sausalito and Marin City. For years, SMCS D has enjoyed significant excess property tax revenue that gave the district discretion over the allocation of hundreds of thousands of dollars: money well above and beyond what was needed to fund the legal minimums for each school, district-wide special education, facilities and district overhead. One of the aims of the MOU was to settle the annual budget debate over how these excess revenues should be allocated. In addition, the parties aimed to simplify the financial relationship between the district and the charter school, which in the “normal” setting involves complicated schemes for allocating funding, facilities and other resources in one direction (district to charter), coupled with various charges and reimbursements running back in the other direction.

The basic structure of the five-year MOU reflects these aims. For the first two years, WCA’s minimum funding was held flat at \$7,100 per student, unless property tax revenues exceeded the 2% forecast, which would then result in sharing only the excess revenue *above* the 2%. That is, for two years, WCA had no entitlement to share in the district’s excess revenue unless it grew beyond the forecast. In years 3-5, the MOU provides for a sharing of any “Basic Aid Excess” using the state’s need-based formula for funding public schools. Basic Aid Excess was defined as the money left over after mandatory expenditures were covered: legal minimums for each school, special education, district-facilities costs and district overhead. The parties also agreed that money earmarked for a particular school should be deducted from the total revenue figure.

This structure squares with equity: all students’ basic needs (including special education and facilities) are met with the district’s relatively generous revenue and (after two years) any excess was allocated based on need. The MOU also had a safety valve in the event that the “excess” becomes a “negative” -- the parties agreed to come back to the table and determine any fair and equitable burden sharing. That is the discussion we are having now.

In short, much of the discussion at the BAC meeting -- including the assertion that the MOU is “unconventional” and that various charges could and should legally be levied against WCA -- would have been illuminated and corrected by this missing information. In particular, the discussion was driven by the incorrect premise that the district Board must prioritize funding based on school governance, which is inconsistent with both CSBA guidance and California law.

Out-of-District Students. There was considerable discussion about financial implications of WCA’s out-of-district enrollment, particularly the fact that the district receives roughly 70% reimbursement for those students from revenue limit districts and no reimbursement for those from basic aid districts. The BAC members were asking how many of WCA’s 87 out-of-district students come from basic aid districts. The answer is five - meaning 95% of kids are from revenue limit districts. Also, it is relevant that 40 of the 87 are low income and/or English Learners. Conspicuously absent from the discussion is that the law **requires** WCA to admit such students; WCA does not do so as a matter of policy aim or financial choice. Also, the BAC members asked how many of WCA’s 87 out-of-district students come from basic aid districts. The answer is *five* (5) students - meaning 95% of WCA’s out-of-district students are from revenue limit districts that provide reimbursement to SMCS D. Further, it is relevant that 40 of the 87 WCA out-of-district students are low income and/or English Learners.

Another point raised in the discussions was the possibility that SMCS D could attempt to charge WCA an additional facilities fee for its out-of-district students at a rate of \$1700 per student. This appears to be a result of misinterpreting Proposition 39 based on two premises: (a) that the obligation to provide facilities refers to “in-district” students; and (b) that a district may charge charter schools for “over-allocation” of space, i.e., the

space granted by a district was based on in-district enrollment projections that proved to exceed actual enrollment.

The short answer to this is that the implementing regulations of Proposition 39 allow a district and charter school to reach an alternative agreement different from what the statute permits. (See, 5 CCR 119699 at) (“If a charter school and a school district mutually agree to an alternative to specific compliance with any of the provisions of this article, nothing in this article shall prohibit implementation of that alternative. . . .”) That is precisely what the parties did under the MOU.

As explained above and explicitly contained in the Funding portion of the MOU (Article III, pgs. 3-6), the structure of the agreement is that all costs relating to facilities and special education are borne by the district, which is offset by WCA’s agreement to provide SMCS D with an additional 2% of WCA’s revenue, resulting in SMCS D keeping a total of 3% of WCA’s revenue. . In addition, the Funding portion of the MOU is clear that “[a]ny District charges to WCA not specifically outlined in this agreement must be agreed upon by the District and WCA.” (Art. III, Sec. J, pg. 6.) Further, the Facilities portion of the MOU (Article X, pgs. 13-16) expressly deals with the issue of over-allocation and allows no distinction between in-district and out-of-district students. It states that the baseline facilities given to WCA substantially rent-free shall be the prior year’s facilities “provided enrollment meets or exceeds the previous year.” (Art. X, Sec. A, Sub-sec. a, pg. 13.) If “enrollment” declines, “the District and WCA will meet in good faith to reach an agreement in writing” as to the provision of facilities. (*Id.*) “Enrollment” is not limited to in-district students. In short, it would be a breach of both the spirit and the letter of the MOU for SMCS D to seek to levy facilities charges on WCA for out-of-district students, not to mention being a potential violation of the Education Code and Proposition 39’s implementing regulations.

“Hundreds of Thousands of Dollars” in “Additional Revenue.” The BAC was also told that the MOU bestows “hundreds of thousands of dollars” (later estimated at the BAC meeting to be “about a million dollars”) of “additional revenue” upon WCA. This statement is false and misleading. To clarify, WCA receives the legal minimum in public revenue. The assertion of “additional” resources going to WCA is based on the premise that the MOU does not impose on WCA certain charges that, absent an agreement otherwise (such as the MOU), may be charged under law in some circumstances. The bulk of this is an *assumed* figure of approximately \$700,000 in special education costs (determined on the theory that roughly half the special education students served attend WCA, and net costs of total special education are \$1.4 million).

Three points are important here. First, the reason for not charging WCA all conceivable fees was the structure and rationale explained above: mandatory costs for *all* students in the district come off the top, with provisions for sharing any excess (or burden) once those are covered. Again, this is an entirely different model, driven by the principles expressed by the CSBA and the California Supreme Court, from the one that seeks to allocate the minimum and charge the maximum to charter schools.

Second, the suggestion that the district should allocate special education costs based on headcount is far more draconian for WCA than prior MOUs. Those called for WCA to pay “actual cost” of services to WCA students, which were historically a small fraction over overall special education spending (and always under \$100,000). As you know, the “actual cost” approach is a common one. The suggestion that this MOU is appreciably more generous to WCA than prior MOUs is not correct. In fact, if the district prevails in its position that the MOU allows it to pass through to WCA its massive spending on lawyers (and any other extraordinary discretionary spending) -- this MOU is far worse for WCA than prior MOUs.

Finally, the assertion that WCA is receiving somewhere near a million dollars in excess services and resources was another point squarely refuted in the district’s response to the FCMAT report. The district analyzed this issue and concluded that, at the most, the value of services to WCA for which the district could theoretically charge fees was roughly \$100,000. While we think this figure is high, for a variety of reasons, the point is that the district has considered and rejected the assertion that were being advance in the BAC meeting.

Union and Special Education Contracts: Neither the union nor the special education contracts were included on the agenda of contracts to be evaluated. Given the very large amount of money associated with

these, was there a reason they were not included on the agenda? Were they (or will they be) addressed at another meeting?

Alleged Education Code Violations. During the meeting, Mr. McCoy repeated the assertion that the MOU violates the Education Code, again without specifying any particular provision of the MOU or any particular Education Code section. While he mentioned special education, he did not give any indication of how the MOU violates any Education Code provision relating to that subject matter.

As we have discussed, WCA has suggested clarifying section VII. B. 1. of the MOU. Consistent with the clear statement in section VII. B. that “all children will have access to WCA and no student shall be denied admission due to disability,” the language in the following paragraph should be clarified that WCA will consult with the district’s Special Education Director “promptly after” enrollment of a student with an Individual Education Plan. Could please advise whether that was the provision you were referencing as a violation of the Education Code, and whether you have any other provisions of the MOU or the Code in mind?

Only Options are Cost Cutting at WCA or Bayside: At the conclusion of the meeting, someone presented the budget choices as (a) cuts in programming at Bayside MLK or (b) Willow Creek pays up. This is a false choice. Obviously, the district can use reserves this year, and address their future-year budget shortfalls by getting the \$1M+ district overhead under control, becoming more efficient with programs, among other things. Balancing the budget by taking from either school should be the last resort. We do not need to go there.

In summary, we were troubled by the tone and content of the BAC meeting. Enhancing the committee’s access to accurate information as it relates to WCA was one of the reasons I had suggested that a WCA representative be on the committee. It would have saved your team time, and made them better prepared to offer fact-based recommendations to the SMCSDB board. Please confirm that you will correct the misinformation provided to the BAC, and kindly answer the questions posed above.

Ultimately the aim should be to reduce costs outside the classroom through mechanisms like district overhead efficiencies, collaboration on common costs, etc., not to focus on taking from one set of students to give to another. We have some suggestions in that regard, and would welcome the opportunity to discuss them with you.

Kurt Weinsheimer, WCA Board President

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE		
Corrective Action #: 1	Category: Personnel		
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input checked="" type="checkbox"/> Audit Findings <input checked="" type="checkbox"/> CDE Uniform Complaint <input checked="" type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input checked="" type="checkbox"/> Community Demands <input checked="" type="checkbox"/> Williams Complaint			
Action Description: Ensure that properly credentialed teachers are providing all subject area instruction, including Physical Education.			
Action Status: In Progress			
Status Update: MCOE recruited a Professional Expert for up to 40 hours to assist with the Credential Misassignments in the District.			
Area	Credential Finding	Status	Update
Certificated Librarian	While the district's Library Specialist is not performing the duties of a credentialed librarian, there are certain duties that can only be performed by an individual holding a Library Media Services Credential. Such as ordering books, curriculum, etc.	In Progress	A completed MOU is pending approval by the board at a future meeting.
PE	Classified staff member was providing P.E. instruction during 2015-16, with the AP as teacher of record. Per the CTC, an individual teaching a P.E. class to several groups of students during the day must have an authorization to teach the subject.	Resolved	The district is currently contracting for with an agency for PE instruction. The assigned PE teacher's credentials have been confirmed and are current; this arrangement will continue through the 2016/17 year.
Art	The art teacher did not have a single subject art authorization.	In Progress	The district contracts for an Art teacher through Youth in Arts whose credentials are current, however, the Art teacher does not possess an English Learner authorization (Cross Cultural, Language, and Academic Development - CLAD). The district will need to secure a properly credentialed art teacher with a CLAD certificate for the 2017-18 school year.
Drama	The drama classes were being facilitated by the Marin Drama Company. Art instructor's credentials were not on record.	In Progress	Presently, the district is not providing drama instruction to students. Earlier in the year, Marin Drama Company provided certificated teachers to

			students but this no-cost service has been mutually discontinued. The district is working to secure drama instruction for the 2017/18 school year.
Music	Music instructor did not possess a single subject music authorization.	In Progress	The district employed a music teacher with the proper credential until January. Upon the music teacher's departure, the district began providing Music 1 day/week through a 30-day sub agreement for the remainder 2016/17 school year. The district will need to secure a credentialed music teacher for 2017-18.

Previous Update(s) Provided:

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 7	Category: Policies & Regulations
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input checked="" type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Review all existing agreements/Memoranda of Understanding (MOUs).	
Action Status: In Progress	
Status Update: As part of the board's direction to the Budget Advisory Committee (BAC) to address the budget deficit, the BAC is reviewing existing agreements and MOUs, including the WCA MOU. The BAC is set to bring any possible recommendations to the board on April 25th for consideration.	

Previous Update(s) Provided:

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 8	Category: Students
Agency/Group(s): <div style="display: flex; flex-wrap: wrap; padding: 5px 0;"><div style="width: 50%;"><input type="checkbox"/> FCMAT</div><div style="width: 50%;"><input checked="" type="checkbox"/> MCOE 9-PT Plan</div><div style="width: 50%;"><input type="checkbox"/> Audit Findings</div><div style="width: 50%;"><input type="checkbox"/> CDE Uniform Complaint</div><div style="width: 50%;"><input type="checkbox"/> MCOE Credential Monitoring</div><div style="width: 50%;"><input checked="" type="checkbox"/> MCOE Sufficiency of Instructional Materials</div><div style="width: 50%;"><input type="checkbox"/> Community Demands</div><div style="width: 50%;"><input checked="" type="checkbox"/> Williams Complaint</div></div>	
Action Description: Address Instructional Materials Sufficiency	
Action Status: ✓ Completed/Implemented	
Status Update: Textbook insufficiencies are resolved for the 2016-17 school year. Education Code Section 60119 requires a review of textbook sufficiency each year before the eighth week of the new school year.	
Previous Update(s) Provided:	

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 13	Category: Policies & Regulations
Agency/Group(s): <div style="display: flex; flex-wrap: wrap; padding: 5px 0;"><div style="width: 50%;"><input checked="" type="checkbox"/> FCMAT</div><div style="width: 50%;"><input type="checkbox"/> MCOE 9-PT Plan</div><div style="width: 50%;"><input checked="" type="checkbox"/> Audit Findings</div><div style="width: 50%;"><input type="checkbox"/> CDE Uniform Complaint</div><div style="width: 50%;"><input type="checkbox"/> MCOE Credential Monitoring</div><div style="width: 50%;"><input type="checkbox"/> MCOE Sufficiency of Instructional Materials</div><div style="width: 50%;"><input type="checkbox"/> Community Demands</div><div style="width: 50%;"><input type="checkbox"/> Williams Complaint</div></div>	
Action Description: Establish proper account coding.	
Action Status: <input checked="" type="checkbox"/> Completed/Implemented	
Status Update: As part of the Interim Business Official's tasks, the financial account codes are updated and streamlined.	

Previous Update(s) Provided:

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 15	Category: Students
Agency/Group(s): <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input checked="" type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Develop Individual Learning Plans for students.	
Action Status: In Progress	
Status Update: Individual Success/Learning Plans (ISLP) for students is under development and based, in part, on MAP, CAASPP, and other multiple methods of measuring student learning. Summer School, 2017 is the targeted timeline for completion.	

Previous Update(s) Provided:

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 19	Category: Students
Agency/Group(s): <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Develop and implement compensatory education including summer school.	
Action Status: In Progress	
Status Update: In collaboration with the Hannah Project, the Children's Defense Fund Program and other local support agencies such as Bridge the Gap College Prep, Marin County School Volunteers, the author of Big Ideas textbooks, and others, an activity-rich math summer school program, embedded into the Freedom School summer program, is under development. Summer School dates for the Freedom School are June 14 – July 28, 2017.	

Previous Update(s) Provided:

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 32	Category: Facilities
Agency/Group(s): <div style="display: flex; flex-wrap: wrap; padding: 5px;"><div style="width: 50%;"><input type="checkbox"/> FCMAT</div><div style="width: 50%;"><input type="checkbox"/> MCOE 9-PT Plan</div><div style="width: 50%;"><input type="checkbox"/> Audit Findings</div><div style="width: 50%;"><input type="checkbox"/> CDE Uniform Complaint</div><div style="width: 50%;"><input type="checkbox"/> MCOE Credential Monitoring</div><div style="width: 50%;"><input type="checkbox"/> MCOE Sufficiency of Instructional Materials</div><div style="width: 50%;"><input type="checkbox"/> Community Demands</div><div style="width: 50%;"><input checked="" type="checkbox"/> Williams Complaint</div></div>	
Action Description: Ensure restrooms are fully operational, maintained and accessible, cleaned regularly, and stocked at all times.	
Action Status: ✓ Completed/Implemented	
Status Update: The district now has a procedure in place that includes ongoing maintenance and monitoring of restrooms.	

Previous Update(s) Provided:

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 33	Category: Personnel
Agency/Group(s): <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Develop a comprehensive Staff Professional Development Plan.	
Action Status: In Progress	
Status Update: On March 21-22, 2017, eleven staff including the Superintendent attended a training on Capturing Kids' Hearts offered by the Marin COE. In addition, on March 24, 2017 the district held a Professional Development Day with both Certificated and Classified staff on ToolBox, a simple and effective set of tools to empower students with tools to self-monitor their emotions and conflicts. Additional and preliminary plans are under development for Professional Development activities for staff during the summer.	
Previous Update(s) Provided:	

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 48	Category: Personnel
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Review the need for both a superintendent and a principal; consider combining these roles into one position.	
Action Status: In Progress	
Status Update: The district leadership structure is currently under review. The district learned through its independent auditors of an recurring penalty from the California Department of Education for excessive administrator to teacher ratio.	

Previous Update(s) Provided:

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 54	Category: Personnel
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Provide the assistant to the business manager with outside training to assist with the assigned accounting duties, and hold the employee responsible for completing the assigned duties correctly.	
Action Status: ✓ Completed/Implemented	
Status Update: The administrative assistant has attended several countywide meetings and outside trainings to remain current with school policies and procedures regarding accounts payable and human resources. This is a yearly ongoing process.	

Previous Update(s) Provided:

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 55	Category: Internal Controls
Agency/Group(s): <input type="checkbox"/> FCMAT <input checked="" type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Provide monthly updates to the Board on outstanding actions.	
Action Status: In Progress	
Status Update: On March 14, 2017 the Board was provided with a draft of the Inventory of Corrective Actions. The board will continue to receive monthly updates on the status of individual corrective actions in addition to an updated Inventory of Corrective Actions.	

Previous Update(s) Provided:

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 58	Category: Internal Controls
Agency/Group(s): <div style="display: flex; flex-wrap: wrap; padding: 5px;"><div style="width: 50%;"><input type="checkbox"/> FCMAT</div><div style="width: 50%;"><input type="checkbox"/> MCOE 9-PT Plan</div><div style="width: 50%;"><input checked="" type="checkbox"/> Audit Findings</div><div style="width: 50%;"><input type="checkbox"/> CDE Uniform Complaint</div><div style="width: 50%;"><input type="checkbox"/> MCOE Credential Monitoring</div><div style="width: 50%;"><input type="checkbox"/> MCOE Sufficiency of Instructional Materials</div><div style="width: 50%;"><input type="checkbox"/> Community Demands</div><div style="width: 50%;"><input type="checkbox"/> Williams Complaint</div></div>	
Action Description: Ensure employee timesheets are signed prior to processing the timesheets for payment.	
Action Status: ✓ Completed/Implemented	
Status Update: Procedures are now in place that requires signatures on employee timesheets prior to payment.	
Previous Update(s) Provided:	

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 83	Category: Internal Controls
Agency/Group(s): <input checked="" type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input type="checkbox"/> Audit Findings <input type="checkbox"/> CDE Uniform Complaint <input type="checkbox"/> MCOE Credential Monitoring <input type="checkbox"/> MCOE Sufficiency of Instructional Materials <input type="checkbox"/> Community Demands <input type="checkbox"/> Williams Complaint	
Action Description: Prohibit the inclusion of carryover balances during budget development.	
Action Status: ✓ Completed/Implemented	
Status Update: As budget development ensues for the 2017/18 school year, estimated carryover balances from the current year will not be included. The budget narrative will clearly identify any anticipated carryover balances but exclude them from the annual budget. Subsequent budget updates will include carryover amounts as identified one-time funds.	

Previous Update(s) Provided:

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

Date of Report: 4/11/2017	By: William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
Corrective Action #: 122	Category: Internal Controls
Agency/Group(s): <div style="display: flex; flex-wrap: wrap; padding: 5px 0;"><div style="width: 50%;"><input checked="" type="checkbox"/> FCMAT</div><div style="width: 50%;"><input type="checkbox"/> MCOE 9-PT Plan</div><div style="width: 50%;"><input type="checkbox"/> Audit Findings</div><div style="width: 50%;"><input type="checkbox"/> CDE Uniform Complaint</div><div style="width: 50%;"><input type="checkbox"/> MCOE Credential Monitoring</div><div style="width: 50%;"><input type="checkbox"/> MCOE Sufficiency of Instructional Materials</div><div style="width: 50%;"><input type="checkbox"/> Community Demands</div><div style="width: 50%;"><input type="checkbox"/> Williams Complaint</div></div>	
Action Description: Issue district credit cards in both the individual's name and the district's name.	
Action Status: ✓ Completed/Implemented	
Status Update: The district has issued credit cards to the Superintendent and the interim CBO in both the individual's name and the district's name.	
Previous Update(s) Provided:	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUCTIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
1	Personnel	Ensure that properly credentialed teachers are providing all subject area instruction, including physical education.	X	X	X	X	X	X		X	X	Partially Implemented	4/11/17
2	Policies & Regs	Implement effective LCAP Process and Development.	X		X	X				X	X	In Progress	
3	Policies & Regs	Recognize and demonstrate primary responsibility to students enrolled in the district's Bayside Martin Luther King, Jr. Academy.	X	X		X				X	X	Follow Up Needed	
4	WCA	Renegotiate WCA MOU and Funding.	X	X		X				X	X	Follow Up Needed	
5	Personnel	Maintain appropriate CLAD teacher requirements.		X	X						X	In Progress	
6	Personnel	Ensure classes have been assigned a permanent teacher within the first 20 working days of the semester.		X			X				X	Follow Up Needed	
7	Policies & Regs	Review all existing agreements/Memoranda of Understanding (MOUs).	X	X						X	X	In Progress	4/11/17
8	Students	Address Instructional Materials Insufficiency.		X			X		X	X		Completed/Implemented	4/11/17
9	Students	Restore educational enrichment programs.		X				X		X	X	In Progress	
10	Students	Review the instructional and program needs for students and adjust staffing accordingly.	X					X		X	X	Not Started	
11	Students	Ensure students have textbooks or instructional materials to use at home or after school.		X			X				X	In Progress	
12	Policies & Regs	Develop timeline to implement FCMAT recommendations.	X	X								In Progress	
13	Policies & Regs	Establish proper account coding.	X		X							Completed/Implemented	4/11/17
14	Policies & Regs	Review and follow up on any audit exceptions or management letter findings or recommendations, descriptions of corrective actions or plans to correct items.	X		X							In Progress	
15	Students	Develop Individual Learning Plans for students.		X						X	X	In Progress	4/11/17
16	Students	Ensure an Equitable Education for students of the district.		X						X	X	In Progress	

Sausalito Marin City School District | Inventory - Corrective Actions

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17	Students	Develop an Education Reform Plan.		X						X	X	In Progress	
18	Students	Implement strategies to address decline in academic performance.				X						Follow Up Needed	
19	Students	Develop and Implement Compensatory Education including Summer School		X						X		In Progress	4/11/17
20	Students	Develop Transitional Kindergarten and Preschool outreach strategies.		X						X		In Progress	
21	Students	Maintain sufficient classroom space.								X	X	Unkown	
22	Students	Create school schedules that prioritize core instructional programs that maximize student learning and comply with the Collective Bargaining Agreements.	X							X		Unkown	
23	Students	Use the LCAP process and the professional knowledge of staff to determine the needs of students at Bayside MLK and an adequate level of funding to meet those needs.	X							X		Unkown	
24	Students	Develop a multi-step plan, open to all stakeholders, to evaluate the advantages and disadvantages of different school site and district grade level configurations.	X									Not Started	
25	Students	Provide subject matter instruction for middle school students. Realign funding priorities as needed to ensure that this occurs.	X							X		In Progress	
26	WCA	Recognize and demonstrate relationship with WCA as charter school authorizer.	X							X		Unkown	
27	Facilities	Annually re-evaluate in a public setting facility use provisions including effects on Bayside/MLK students.	X							X		Not Implemented	
28	Facilities	Develop a five-year facilities master plan that incorporates demographics, student enrollment, facility capacity, capital improvements and funding methodologies to support student housing needs.	X							X		Not Started	
29	Facilities	Seek competitive bids on public works projects over \$15,000 and equipment, materials or supplies to be furnished, sold or leased in excess of current bid limits.	X									Partially Implemented	
30	Facilities	Obtain and maintain equipment listings from director of maintenance and operations.	X									Not Started	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUCTIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
31	Facilities	Ensure the school building, building system, or part of the school grounds is in a condition that does not pose a threat to the health and safety of students, teachers, or school employees.					X					In Progress	
32	Facilities	Ensure restrooms are fully operational, maintained and accessible, cleaned regularly, and stocked at all times.					X					Completed/Implemented	4/11/17
33	Personnel	Develop comprehensive Staff Professional Development Plan.		X								In Progress	4/11/17
34	Personnel	Comply with Administrative/Teacher ratio requirement.			X							Follow Up Needed	
35	Personnel	Provide training for proper attendance accounting.			X							In Progress	
36	Personnel	Consider online, read-only access to financial information by site administrators and department managers...	X									Not Started	
37	Personnel	Consider commissioning a study to determine appropriate staffing levels for both certificated and classified employees.	X									Not Started	
38	Personnel	Review confidential employees' work responsibilities to ensure they meet Government Code Section 3540.1 requirements.	X									Partially Implemented	
39	Personnel	Revise confidential employee job descriptions (and classifications) as needed.	X									Partially Implemented	
40	Personnel	Send personnel staff members to training conducted by CODESP and/or CPS on a variety of pertinent subjects.	X									Partially Implemented	
41	Personnel	Communicate to every employee the expectation of compliance with all policies and procedures, code of ethics and standards of conduct.	X									In Progress	
42	Personnel	Develop and implement ongoing employee fraud prevention training programs.	X									Unkown	
43	Personnel	Ensure that employees are cross-trained in key areas of responsibility.	X									Unkown	
44	Personnel	Develop desk manuals of employee duties; ensure that each employee includes step-by-step procedures for all assigned duties in their desk manual.	X									Not Started	
45	Personnel	Ensure that each employee understands their responsibility for records retention.	X									Partially Implemented	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUCTIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
46	Personnel	Provide extensive training for all employees involved in purchasing if the online QSS purchase order system is implemented.	X									In Progress	
47	Personnel	Consider reconfiguring staffing to align with the number of students being served.	X							X		In Progress	
48	Personnel	Review the need for both a superintendent and a principal; consider combining these roles in one position.	X							X		In Progress	4/11/17
49	Personnel	Depending on the leadership structure, review the need for other positions such as director of facilities and assistant principal.	X									In Progress	
50	Personnel	Conduct a salary study of its management positions to ensure equity both within the district and with comparable districts.	X									Unkown	
51	Personnel	Consider using any salary savings to staff part-time teaching positions to provide targeted student intervention...	X							X		In Progress	
52	Personnel	Ensure written agreements between each organization and district is approved by the board, includes certification of all applicable employee clearances.	X									Partially Implemented	
53	Personnel	Revise job descriptions as necessary among district office staff to accommodate the changes in procedures.	X									Partially Implemented	
54	Personnel	Provide the assistant to the business manager with outside training to assist with the assigned accounting duties, and hold the employee responsible for completing the assigned duties correctly.	X									Completed/Implemented	4/11/17
55	Internal Controls	Provide monthly updates to Board on outstanding actions.		X								In Progress	4/11/17
56	Internal Controls	Implement Year End financial procedures.			X							In Progress	
57	Internal Controls	Establish and maintain better communication at all levels of the organization.			X							In Progress	
58	Internal Controls	Ensure employee timesheets are signed prior to processing the timesheets for payment.			X							Completed/Implemented	4/11/17
59	Internal Controls	Develop and implement proper procedures for cash handling.			X							Partially Implemented	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUCTIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
60	Internal Controls	Monitor open accounts with updated and authorized signers.			X							In Progress	
61	Internal Controls	Reconcile bank accounts.			X							Completed/Implemented	
62	Internal Controls	Reconcile holding accounts.			X							In Progress	
63	Policies & Regs	Maintain annual Statement of Economic Interests.			X							Unkown	
64	Internal Controls	Reconcile and maintain ASES program records.			X							In Progress	
65	Internal Controls	Establish procedures for FRPM and/or EL eligible.			X							Unkown	
66	Internal Controls	Establish appropriate procedures child nutrition program.			X							In Progress	
67	Policies & Regs	Honor the commitments made in board bylaws and policies.	X							X		Unkown	
68	Policies & Regs	Provide clear and concise budget presentations and materials.	X									In Progress	
69	Policies & Regs	Ensure that all volunteers and employees follow board policies and administrative regulations.	X							X		In Progress	
70	Internal Controls	Implement sound financial internal control structure.	X									Partially Implemented	
71	Internal Controls	Take immediate steps to construct separate travel request and reimbursement forms that more closely meet needs.	X									Unkown	
72	Policies & Regs	Establish meal and mileage rates for use in employee travel.	X									Unkown	
73	Policies & Regs	Implement the procedures for travel expenditures.	X									Unkown	
74	Policies & Regs	Implement the procedures regarding revolving account transactions.	X									Partially Implemented	
75	Policies & Regs	Update all board policies and administrative regulations by the end of the fiscal year.	X									In Progress	
76	Policies & Regs	Develop and implement a protocol to ensure future required changes to board policies and administrative regulations are adopted by the district in a timely fashion.	X									In Progress	

Sausalito Marin City School District | Inventory - Corrective Actions

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77	Policies & Regs	Ensure that all board policies and administrative regulations are posted to its website.	X									Partially Implemented	
78	Policies & Regs	Annually adopt and communicate board approved budget goals and objectives.	X									In Progress	
79	Policies & Regs	Implement a set of board-approved guiding principles outlining the district's financial priorities for use in decision making.	X									Unkown	
80	Policies & Regs	Prepare a formal budget development calendar, including critical tasks, deadlines and the staff member assigned. Obtain annual approval of the calendar from the governing board.	X									Not Started	
81	Policies & Regs	Implement a budget development process that includes site administrators and department managers and holds them accountable to stay within their budget.	X									Not Started	
82	Internal Controls	Prohibit other fund or restricted program encroachment without the express support of the district's executive leadership and the governing board.	X									Follow Up Needed	
83	Internal Controls	Prohibit the inclusion of carryover balances during budget development.	X									Completed/Implemented	4/11/17
84	Internal Controls	Conduct budget study sessions for the governing board and all interested stakeholders during budget development and bring periodic updates to the board during the process.	X									In Progress	
85	Internal Controls	Periodically assess fiscal health to help ensure its viability.	X									In Progress	
86	Internal Controls	Assess all requests for expenditures for goods and services to ensure financial resources equitably support all district students.	X							X		Unkown	
87	Internal Controls	Provide regular and frequent budget revisions to the governing board for approval.	X									In Progress	
88	Internal Controls	Perform annual and periodic duties to ensure compliance with state and federal regulations.	X									In Progress	
89	Internal Controls	Ensure that the required current state and federal legal employment notices are posted in staff lounges.	X									Unkown	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUCTIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
90	Internal Controls	Ensure that the board meeting calendar contains financial reporting deadlines to ensure compliance.	X									In Progress	
91	Policies & Regs	Survey the board regarding specific areas of interest or topics for which they would like additional explanation or training.	X									Not Started	
92	Internal Controls	Present all adjustments resulting from the independent audit of the prior year's financial records to the governing board for approval.	X									Unkown	
93	Internal Controls	Review processes for applying indirect costs and revise procedures beginning with fiscal year 2011-12.	X									Not Started	
94	Policies & Regs	Improve communication practices, identify measurable objectives and implement strategies to achieve those objectives.	X									Not Started	
95	Internal Controls	Develop and implement fraud detection methods.	X									Unkown	
96	Internal Controls	Create a policies and procedures manual for the business department.	X									Not Started	
97	Personnel	Implement payroll procedures that will provide a sound internal control structure.	X									In Progress	
98	Personnel	Revise job descriptions as necessary among district office staff to accommodate revised payroll procedures.	X									Unkown	
99	Personnel	Establish an individual payroll file for each employee.	X									In Progress	
100	Personnel	Implement a calendaring system in the Personnel Department to track the dead-lines for employee evaluations.	X									In Progress	
101	Personnel	Provide sites/departments with notifications from the Personnel Department regarding deadlines for employee evaluations, and track compliance with the evaluation deadlines.	X									In Progress	
102	Personnel	Provide district administrators / department heads with training in documenting employee performance.	X									Not Started	
103	Personnel	Implement the procedures for employee recruitment / selection.	X									Unkown	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUCTIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
104	Personnel	Submit the certificated and classified employment application forms to legal counsel for evaluation.	X									Not Started	
105	Personnel	Adopt standardized forms for use in the employee selection process.	X									Not Started	
106	Personnel	Implement Defensible Employment Testing for meeting selection requirements.	X									Not Started	
107	Personnel	Provide annual notice to each employee to confirm their vacation and personal necessity/sick leave balances.	X									Not Started	
108	Personnel	Implement the procedures for employee resignations and retirements.	X									Not Started	
109	Internal Controls	Take immediate steps to fully implement the QSS position control module, including the use of an outside consultant for the initial system setup to lessen the burden on district office staff.	X									In Progress	
110	Internal Controls	Revise job descriptions of district office staff as necessary to ensure that adequate internal controls are established for maintenance of the position control system.	X									Unkown	
111	Internal Controls	Ensure that one person does not have the ability to access both the demographic and payroll screens of employees in the position control module.	X									Not Started	
112	Internal Controls	Review employee change of status form.	X									Not Started	
113	Internal Controls	Include a check box or signature line reflecting verification of board approval if required for the personnel action on the change of status form.	X									Unkown	
114	Internal Controls	Establish steps to process the district's position control transactions.	X									Unkown	
115	Internal Controls	Implement the procedures for purchase orders.	X									In Progress	
116	Internal Controls	Utilize open purchase orders for ongoing purchases of inexpensive items from the same vendor.	X									In Progress	
117	Internal Controls	Consult with legal counsel regarding its July 2011 award of its contract for the food service program.	X									Not Started	
118	Internal Controls	Immediately contact legal counsel with questions regarding bidding.	X									Unkown	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUCTIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
119	Internal Controls	Meet with legal counsel to obtain a complete set of competitive bidding documents.	X									Unkown	
120	Internal Controls	Provide training for staff on bidding requirements and procedures.	X									In Progress	
121	Internal Controls	Establish a policy requiring three quotes to be obtained when items exceed a specified amount.	X									Unkown	
122	Internal Controls	Issue district credit cards in both the individual's name and the district's name.	X									Completed/Implemented	4/11/17
123	Internal Controls	Ensure that each person issued a credit card signs a usage agreement that provides specifics of the credit card program.	X									In Progress	
124	Internal Controls	Require a purchase order for all purchases of goods and services via credit card, with the exception of some travel expenses.	X									Unkown	
125	Internal Controls	If the inventory is incomplete, consider changing vendors to perform a complete equipment inventory and provide the district with procedures to maintain an inventory system.	X									Unkown	
126	Policies & Regs	Review grant proposals and implementation details to ensure that services align with the district's goals and follow board policy.	X									Unkown	
127	WCA	Review Demographics at WCA related to the decline in African American Students.				X				X		In Progress	
128	WCA	Faithfully implement the provisions of the MOU, even when they are not favorable to WCA.	X									Unkown	
129	WCA	Provide the public and all interested parties an opportunity to hear and give input on the financial arrangements between the district and WCA.	X									Not Started	
130	WCA	Establish separation between operational and fiscal structures for WCA facilities, purchasing, administrative and other services.	X									In Progress	
131	WCA	Hold public hearing about provisions of charter within 30 days after receiving petition.	X									Unkown	
132	WCA	Review the applicable lease costs associated with the space provided to WCA, if any, each fiscal year with data derived from the annual independent auditor's report.	X									Unkown	

Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUCTIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
133	WCA	Establish a formal charter school oversight review process consistent with the requirements in the California Education Code...	X									In Progress	
134	WCA	Revise the current MOU to correct inconsistencies with requirements in the California Education Code and Title 5, California Code of Regulations.	X									In Progress	
135	WCA	Be specific about the form and frequency of oversight practices; ensure that expectations are clearly defined in policy and/or the MOU.	X									Not Started	
136	WCA	Routinely monitor WCA's student recruitment, issues related to racial and ethnic balance, and implementation of other items in the charter petition to ensure compliance.	X									Not Started	
137	WCA	Initiate a comprehensive review of WCA's enrollment practices...	X									Not Started	
138	WCA	Immediately require the charter school to cease refusing enrollment to special needs students (SDC).	X									In Progress	
139	WCA	Ensure that the total percentage of WCA students allowed because of the enrollment priority for children of a charter school's founders, teachers and staff is small.	X									Unkown	
140	WCA	Ensure that WCA's charter petition and its website provide the same information regarding admission priority order and classifications.	X									Unkown	
141	WCA	Ensure that the charter school develops a systematic tracking system of students granted admission to WCA through the lottery are not enrolling their students.	X									Unkown	
142	WCA	Ensure that all students have equal access to WCA, regardless of race, ethnicity, socio-economic level, or disability.	X							X		Unkown	

LEGEND	NOTES
Green = Facilities	Uniform Complaint Procedure (UCP) Actions are displayed in order of frequency.
Peach = Personnel	
Blue = Policies and Regulations	
Gray = Internal Controls	
Bright Blue = WCA	
Yellow = Students	



March 22, 2017

To: Superintendent Will McCoy
Terena Mares, Deputy Superintendent, MCOE
From: Bettie Hodges, Director, The Hannah Project
RE: Community School Implementation Fall 2017

OVERVIEW

By everyone's assessment, the 2016-17 school year has been disruptive, distracting, and unsettling for staff, community, and most of all students at Bayside/MLK Academy. The original vision of the community and School District is not being realized.

Believing that students and parents have the right to have our attention squarely concentrated on ensuring students have a quality educational experience, discussions were commenced between School District staff, the Marin County Office of Education, and the Hannah Project.*

Those discussions led to this proposal to integrate a proven, national educational model, created and developed by the Children's Defense Fund (CDF, into the School District's regular school program. The overall goal of the proposal is to arrest some of the existing problems in the District, improve student attendance, learning, and performance, and build increased parent and community participation in the educational process.

BACKGROUND

In 2013-14, community members met with school district staff over a nine month period and consultants to envision a transformative school environment for Bayside/MLK Academy in advance of the move of the Bayside campus to Marin City. Community members warned of the potential negative impacts: isolation, learning disruption, and disinvestment once the move was complete and embraced the notion of a community school as the type of model that would allow their children to thrive.

Referred to as the A Team, the recommendations of this body called for the school to “partner with community resources to expand opportunities for students.” *They visualized a facility with hubs of activity...attractive and inviting learning environments that were safe, nurturing, and positive ~ where learning was alive and fun! and global connections are made daily, technology is used as a tool, and artistic creation is fostered. They saw a space that communicated high expectations for all and support and honor for the diversity of the student body ~ a school with authentic and culturally relevant curriculum, training and assessment ~where academics, wellness, social services, youth development and community engagement work together to improve student achievement* This vision and the community school’s model were adopted by the Board of Trustees but not been implemented.

This proposal revives the community school concept and attempts to put SMCSD on a tract to begin to implement a community school at BMLK by Fall 2017.

WHAT ARE COMMUNITY SCHOOLS

A community school is both a place and a set of partnerships between the school and other community resources. Its integrated focus on academics, health and social services, youth and community development and community engagement leads to improved student learning, stronger families and healthier communities. Community schools offer a personalized curriculum that emphasizes real-world learning and community problem-solving. Schools become centers of the community and are open to everyone – days, evening, weekends.

In traditional schools, teachers teach and students learn. Community schools are more akin to smart phones. Schools and communities connect, collaborate, and create. Children and families have an array of supports from community partners right at their school. Communities and schools leverage their shared physical and human assets to help kids succeed. The manner in which students learn and the topics of interest to them, inform the basic curriculum.

Community schools contain a host of built in opportunities and supports that give students and parents all the tools they need to learn and grow.

- Engaging Instruction
- Expanded learning opportunities
- College, career, and citizenship
- Health and Social Support'
- Community Engagement
- Early Childhood
- Family Engagement
- Youth Development Activities

WHAT ARE FREEDOM SCHOOLS AND HOW DO THEY ALIGN WITH COMMUNITY SCHOOLS

Freedom Schools are a type of community school. In fact they predate the current community schools movement. Started during the Civil Rights Movement they were temporary, alternative free schools for African Americans mostly in the South with a purpose of achieving social, political and economic equality in the United States.

With African American and Latino youth still laden with separate and unequal school systems across the country, contributing to achievement gaps, and high expulsion and dropout rates, Freedom Schools were reborn in 1995 under the leadership of Marian Wright Edelman and the Children's Defense Fund (CDF).

With a transformative vision of high-quality education for all students, CDF Freedom Schools fuse literacy, culture, social justice, and leadership into an engaging a model curriculum that supports children and families around five essential components: *high quality academic enrichment, parent and family involvement, civic engagement and social action, intergenerational leadership development, and nutrition, physical health.* Freedom Schools:

- Instill in children, youth and young adults the intrinsic value of reading, high achievement, community service and social action;
- Promote multi-cultural curriculum, books, daily lesson plans and creative activities that are at the core of the Integrated Reading Curriculum and reinforce non-violent conflict resolution and cooperation;
- Expect the Servant Leader Interns to establish consistent relationships with the children;
- Encourage children to believe they can make a difference in themselves, their family, their community, their country and world; and
- Begin each morning with "Harambee", which brings children, staff, parents and community members together to celebrate themselves and each other and prepare for the work ahead.

Taught by college students, Freedom Schools not only provide these students with a unique and invaluable teaching experience but also build a pipeline for more college students of color to enter the teaching profession.

Operating primarily as summer and after school programming, the CDF Freedom Schools program boosts student motivation to read, generates more positive attitudes toward learning, and connects the needs of children and families to the resources of their communities. At the core of the *CDF Freedom Schools* experience is the culturally relevant curriculum that affirms the strength and value of scholars' culture through literature - leading many to realize that they have more commonalities than differences.

WHAT CAN WE EXPECT FROM ADOPTING A FREEDOM SCHOOL/COMMUNITY SCHOOL MODEL

Short-term Result Areas:

- Children are ready to enter school.
- Students attend school consistently.
- Students are actively involved in learning and their community.
- Families are increasingly involved in their children's education.
- Schools are engaged with families and communities.
- Students have improved attitudes toward education.
- Students and families become more involved in reading as leisure activity

Long-term Result Areas:

- Students succeed academically.
- Students are healthy: physically, socially and emotionally.
- Students develop problem solving skills.
- Students develop greater self-esteem and more positive ethnic identities.
- Families feel an integral part of the school community

Desired Impact:

- Students graduate ready for college, careers, and citizenship.

HOW WOULD THE INTEGRATION WORK?

The Hannah Project will assume lead responsibility in facilitating program integration and would enter into an agreement with the district that would define respective roles and responsibilities, identify objectives and outcomes, and outline the nature of the relationship. The Hannah Project would contract directly with the Children's Defense Fund to provide training, curriculum, and consultancy. The Hannah Project would also hire interns currently enrolled in credentialing programs to serve in a variety of capacities on campus.

- The Summer

The Hannah Project would provide summer school as usual with the augmentation of certificated teacher(s) to help students with specific learning needs. The Freedom School day would be extended by an hour to accommodate the addition of STEM related classes for all students. Following the summer session, all BMLK staff would be trained by CDF in Freedom School pedagogy and curriculum including Freedom School selected interns who would be on campus to serve as instructors, mentors, and student counselors. A site leadership team would be formed to facilitate and monitor program integration.

- The School Day /Fall 2017

All BMLK students and staff would participate in the Freedom School model.

The day would begin with a school wide Harambee (assembly). Following Harambee, each student would participate in a 15 minute Drop Everything and Read (DEAR Time) Period. An extended integrated reading literacy period (90 minutes) with a culturally rich integrated curriculum provided by the Children's Defense Fund would occur next. Other school subjects would occur as usual based on the required instructional minutes. A cool down period would follow lunch and precede afternoon classes. Each day would end with a 15-minute closing period that would serve as a debrief and mindfulness session.

- School Climate

Under Freedom Schools programs, the school climate is family centered and culturally celebratory. Attention is paid to a physical environment that is welcoming and conducive to learning; a social environment that promotes communication and interaction; an affective environment that promotes a sense of belonging and self-esteem; an academic

environment that promotes learning and self-fulfillment; a moral environment that that promotes values, ethical behavior and character building. Students are intentionally made to feel a part of the community with responsibilities to the community and to themselves.

We strongly believe that the Freedom School model is aligned with the vision and values that have been proposed by community members for a long time and is presents an exciting and viable model that we would urge be strongly considered. We believe students need a win – and Freedom Schools offer the type of school climate and school experience that give parents and students the “win” they so badly need.

ABOUT THE HANNAH PROJECT

The Hannah Project Partnership for Academic Achievement

Since 2007, the Hannah Project Partnership for Academic Achievement is a community-based education and cultural organization located in Marin City, California. Leveraging culture and the arts to under gird its educational programming and advocacy efforts, the Hannah Project seeks to build community and promote the value of achievement among low income students of color in Marin City and Marin County as a whole.

Our vision is to make college and career both an expectation and a norm for all students.

Recently our advocacy efforts have been channeled through SAGE, our advocacy arm that brings together parents, schools, CBOs, and community stakeholders, and in a learning environment to review performance data to develop collective strategies and solutions to mitigate multi-layered; aspects of the achievement gap as it impacts Marin City students while utilizing this process to build a strong parent leadership corp.

Sausalito Marin City School District

Agenda Item: 11.03

Date: April 11, 2017

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

☐ Consent Agenda

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

Item: Review of Consolidated Application II (Winter Release) Submitted to the California Department of Education for Fiscal Years 2014-2015, 2015-2016, and 2016-2017.

Background: The Consolidated Application (Con App) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Program entitlements are determined by formulas contained in the laws that created the programs. The winter release of the application is submitted in January of each year and contains the district entitlements for each funded program and reports out use of those funds.

- Title I 2016-2017 \$191,399
- Title II 2016-2017 \$ 22,063
- Title III Immigrant 2016-2017 \$ 1,050
- The District also participates in Title III Limited English Proficient through the Marin County Consortium. This program is reported separately. Total - \$4,669

The following reports were submitted:

2014-2015

- Title II Staff Development, 27 Month Closeout Report. Note: **The District, in error, utilized 26% of the Title II Funds for Administrative and Indirect Costs. The allowable amount to direct to a combination of Administrative and Indirect Costs is 15%. This occurred again in 2015-2016 and has been corrected in 2016-2017. This occurred in the Title I program as well and has been corrected in 2016-2017.**
- Title III Immigrant, 27 Month Closeout Report

2015-2016

- Economic Impact Aid, Carryover
- Title I Intervention, Carryover Report
- Title III Immigrant Year to Date Expenditure Report, 18 Months

2016-2017

- Title I Intervention, School-wide Program
- Title I Intervention, LEA Allocation
- Title I Intervention, Required Reservations
- Title I Intervention, Allowed Reservations
- Title I Intervention, School Allocations
- Title II Staff Development, LEA Allocations
- Federal Transferability
- Consolidation of Administrative Funds

Recommendation: Review Only

Attachments: Reports as Noted Above

2014-15 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2014 through September 30, 2016.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflemmer@cde.ca.gov, 916-324-5689

2014-15 Title II, Part A entitlement	\$22,921
2014-15 Title II, Part A total apportionment issued	\$22,921

Professional Development Expenditures

Professional development for teachers	\$17,009
Professional development for administrators	
Subject matter project	
Other professional development expenditures	

Exams and Test Preparation Expenditures

Exam fees, reimbursement	
Test preparation training and or materials	
Other exam and test preparation expenditures	

Recruitment, Training, and Retaining Expenditures

Recruitment activities	
Hiring incentive and or relocation allotment	
National Board Certification and or stipend	
Verification process for special settings (VPSS)	
University course work	
Other recruitment training and retaining expenditures	

Miscellaneous Expenditures

Class size reduction	
Administrative and indirect costs	\$5,912
Total funds transferred to Title I, Part A	
Other allowable expenditures or encumbrances	
Total expenditures and encumbrances	\$22,921
2014-15 Unspent Funds	\$0
Note: CDE will invoice the LEA for the 2014-15 unspent apportionment amount.	

*****Warning*****

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A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2014 through September 30, 2016.

Melissa Flemmer, Educator Excellence Office, mflemmer@cde.ca.gov, 916-324-5689

<p>General Comment</p> <p>(Maximum 500 characters)</p>	<p>The District used 26% of the 14-15 Title II funds for a combination of administrative and indirect costs combined in error. The administrative position was a combined teacher/administrative position (1.0 FTE) and more of the cost for the administrative piece was charged to Title II. For current year, 2016-2017, the District has corrected this to reflect a maximum of 15%.</p>
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Report Date:3/15/2017

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2014-15 Title III, Part A Immigrant YTD Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2014 through September 30, 2016.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Approved Immigrant Sub-grantee Activities

(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-

(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth, which may include-

(A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;

(B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;

(C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth

(D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

(E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;

(F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and

(G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

2014-15 Title III, Part A Immigrant entitlement	\$1,208
2014-15 Title III, Part A Immigrant total apportionment issued	\$1,208
2014-15 Title III, Part A Immigrant supplemental entitlement	\$361
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$1,569
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs	\$0
Total year-to-date expenditures	\$1,569
2014-15 Unspent funds	\$0

Warning

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2014-15 Title III, Part A Immigrant YTD Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2014 through September 30, 2016.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

2014-15 Invoice amount	\$0
Note: CDE will invoice the LEA for the 2014-15 unspent apportionment amount.	
General comment (Maximum 500 characters)	

*****Warning*****

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2015-16 Economic Impact Aid Carryover

Funds allocated as Economic Impact Aid must be used as originally purposed for English learners and educationally disadvantaged youth. The categorical intent continues to be in effect for funds previously allocated. The purpose of this data collection is to identify carryover funds for fiscal year 2016-17 use.

CDE Program Contact:

Alan Frank, Title I / SCE, afrank@cde.ca.gov, 916-319-0251
Sonia Petrozello, EIA / LEP, SPetrozello@cde.ca.gov, 916-319-0950

Note: Carryover reported below will be used to determine 2016-17 Economic Impact Aid school allocations.	
Economic Impact Aid carryover (Amount should include all prior fiscal year unspent funds.)	\$0

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2015-16 Title I Part A Carryover

Report only expenditures for fiscal year 2015-16 allocation to determine funds to be carried over to fiscal year 2016-17.

CDE Program Contact:

Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789
Rina DeRose, Title I Policy and Program Guidance Office, RDerosc@cde.ca.gov, 916-323-0472

2015-16 Carryover Calculation

2015-16 Title I Part A Entitlement	\$197,983
Transferred in	\$0
Title I Part A available allocation	\$197,983
Expenditures and obligations from July 1, 2015 through June 30, 2016 (12 Months)	\$197,983
Carryover as of June 30, 2016	\$0
Carryover percent as of June 30, 2016	0.00%
Expenditures and obligations from July 1, 2015 through September 30, 2016 (15 Months)	\$197,983
Carryover as of September 30, 2016	\$0
Carryover percent as of September 30, 2016	0.00%

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2015-16 Title III, Part A Immigrant YTD Expenditure Report, 18 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2015 through December 31, 2016.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Approved Immigrant Sub-grantee Activities

(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-

(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth, which may include-
(A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;

(B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;

(C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth

(D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

(E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;

(F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and

(G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

2015-16 Title III, Part A Immigrant entitlement	\$1,048
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$1,048
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs	\$0
Total year-to-date expenditures	\$1,048
2015-16 Unspent funds	\$0
General comment (Maximum 500 characters)	

*****Warning*****

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California Department of Education

Sausalito Marin City (21 65474 0000000)

Consolidated ApplicationStatus: Certified
Saved by: Amy Prescott
Date: 3/14/2017 8:27 PM**2016-17 Title I, Part A Notification of Authorization of Schoolwide Program**

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program

CDE Program Contact:

Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789
Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Note:

In order for CDE program staff to have visibility to all SWP authorized schools, it is important to have an Authorized Representative certify this Notification of Authorization data collection after a change is made.

School Name	School Code	Authorized	Local Board Approval Date (ex. 04/30/2015)	SIG Approval Date (ex. 04/30/2015)	Poverty Level %
Bayside Martin Luther King Jr. Academy	6024889	Y	09/04/1998	06/01/2013	84.00%

*****Warning*****

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Report Date:3/14/2017

RCS

Page 1 of 1

2016-17 Title I, Part A LEA Allocation

The purpose of this data collection is to calculate the full Title I Part A allocation available to the LEA.

CDE Program Contact:

Jane Liang, District Innovation and Improvement Office, jliang@cde.ca.gov, 916-319-0259

Jacqueline Matranga, District Innovation and Improvement Office, jmatranga@cde.ca.gov, 916-445-4905

2016-17 Title I, Part A entitlement	\$191,399
Transferred-in amount	\$0
Title I, Part A entitlement after transfers	\$191,399
Note: In order for the 2015-16 Allowable Carryover amount to be pre-populated, the 2015-16 Title I, Part A Carryover data collection should be completed and saved before beginning data entry on this data collection.	
2015-16 Allowable Carryover	\$0
(Allowable values are the 12 month 2015-16 carryover amount or, whichever is less either the 15 month 2015-16 carryover amount or 15% of the 2015-16 entitlement plus transfers-in amount)	
Repayment of funds	\$0
2016-17 Total allocation	\$191,399
Indirect cost reservation	\$12,655
Administrative reservation	\$16,054
2016-17 Title I, Part A adjusted allocation	\$162,690
Indirect Cost and Administration Calculation Tool To help determine allowable indirect cost and administration reserves, based on your Approved Indirect Cost Rate as defined on http://www.cde.ca.gov/fg/ac/ic/ , below are recommended values.	
2016-17 Approved indirect cost rate	7.08%
Maximum allowable indirect cost reservation	\$12,655
Recommended administration reservation	\$16,054

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2016-17 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

Nonprofit Private School Equitable Services Percentage Calculation

Total participating nonprofit private school low income students	
Total participating attendance area low income students	119
Percent of nonprofit private school low income students for equitable service calculations	0.00%

Required Reservations

Title I Part A adjusted allocation	\$162,690
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Parental Involvement

Parental involvement (1% of the entitlement plus transfers-in if greater than \$500,000.)	\$0
Supplemental parental involvement (Optional: Additional discretionary set-aside.)	\$1,626
Nonprofit private school parental involvement set-aside	\$0
Amount remaining	\$1,626
Public school parental involvement	\$0
Balance available for LEA parental involvement activities	\$1,626

Direct and Indirect Services

Direct or indirect services to homeless children, regardless of their school of attendance	\$1,623
Homeless services provided (Maximum 500 characters)	Provide homeless students home to school transportation, books and supplies, uniforms, etc.
Local neglected institutions Does the LEA have local institutions for neglected children or children currently classified as neglected?	No
Direct or indirect services in local institutions for neglected children	
Local delinquent institutions Does the LEA have local institutions for delinquent children?	No
Other neglected or delinquent services	

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2016-17 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904

Allowed Reservations**Professional development for credentialed teachers and highly qualified paraprofessionals**

Professional development for teachers and paraprofessionals	\$17,259
Nonprofit private school equitable services	\$0
Professional development reserved for public schools	\$17,259

District-wide Instructional Programs

District-wide instructional programs (Non-PI activities)	\$0
Nonprofit private school equitable services	\$0
District-wide instructional programs for Title I public schools	\$0

Other School Programs

Other school programs Including summer school or intersession programs or before and after school programs.	
Nonprofit private school equitable services	\$0
Other school programs reserved for public schools	\$0

Other Allowable Reservations

Salary differentials	\$0
Preschool programs	\$0
Capital expenses for nonprofit private schools	\$0

Reservation Summary

Adjusted Allocation	\$162,690
Total required reservations	\$3,249
Total allowed reservations	\$17,259
Allocations after reservations	\$142,182
Total nonprofit private school set aside	\$0
Nonprofit private school Parental Involvement set-aside	\$0

*****Warning*****

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2016-17 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
 Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904

Public school Parental Involvement set-aside	\$0
Amount available for Title I, Part A school allocations	\$142,182

California Department of Education

Sausalito Marin City (21 65474 0000000)

Consolidated Application

Status: Certified
 Saved by: Amy Prescott
 Date: 3/14/2017 8:27 PM

2016-17 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to be allocated to eligible public schools and equitable services to students in nonprofit private schools.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
 Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904

LEA meets small district criteria.

An LEA is defined as a small district criteria if, based on the school list and the data entered in School Student Counts Actuals, the LEA meets one or more of the following:

- Is a single school district
- Has a single school per grade span
- Has enrollment total for all schools less than 1,000

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- c - Funded by Other Allowable Sources
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opted In

Low income measure	FRPM
Group Schools by Grade Span	No
District-wide low income %	74.84%
Grade span 1 low income %	74.84%
Grade span 2 low income %	0.00%
Grade span 3 low income %	0.00%
Available Title I, Part A school allocation	\$142,182

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Report Date:3/14/2017

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California Department of Education

Sausalito Marin City (21 65474 0000000)

Consolidated ApplicationStatus: Certified
Saved by: Amy Prescott
Date: 3/14/2017 8:27 PM**2016-17 Title I, Part A School Allocations**

This identifies the amount of Title I, Part A funds to be allocated to eligible public schools and equitable services to students in nonprofit private schools.

Available public school parental involvement reservation	\$0
Total participating attendance area low income students (entered on Reservations, Required)	119
Available nonprofit private school set-asides	\$0
Available nonprofit private school parental involvement reservation	\$0
Unallocated school amount	\$0.80
Unallocated public school parental involvement	\$0
Unallocated nonprofit private school set-asides	\$0
Unallocated nonprofit private school parental involvement	\$0
Sum of Title I participating schools low income student count	119
Difference between participating attendance area low income students (entered on Reservations, Required) and Sum of Title I participating schools low income student count	119

School Name	School Code	Grade Span Group	Student Enrollment	Low Income Students	Low Income Student %	\$ Per Low Income Student (0.00)	Carryover	Public School Parental Involvement	Nonprofit Private Parental Involvement	Nonprofit Private Set Aside	Total School Allocation	Exception Reason	EIA Funded	Other Program Funds	Exception Comment
Bayside Martin Luther King Jr. Academy	6024889	1	159	119	74.84	1194.80					142181.20		N	N	

*****Warning*****

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Report Date:3/14/2017

R08

Page 2 of 2

2016-17 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Teacher & Principal Training & Recruiting.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflemmer@cde.ca.gov, 916-324-5689

Juan J. Sanchez, Educator Excellence Office, jsanchez@cde.ca.gov, 916-319-0452

2016-17 Title II, Part A entitlement	\$22,063
Total funds transferred out of Title II, Part A	\$0
Total entitlement after transfers	\$22,063
Repayment of funds	
Repayment comment	
Provide an explanation of why repayment dollars were added back to the allocation	
2016-17 Allocation	\$22,063
Administrative and indirect costs	\$3,309
2016-17 Title II, Part A adjusted allocation	\$18,754

*****Warning*****

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2016-17 Federal Transferability

Federal transferability is governed by Title VI in ESEA Section 6123. An LEA may transfer a maximum of 50% of any program to other programs. This transferability is not the same as Title VI Subpart 1 REAP Flexibility governed by ESEA Section 6211.

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

Program Improvement Year	0
Title II Part A Transfers	
Title II, Part A entitlement	\$22,063
Transferred to Title I, Part A	\$0

*****Warning*****

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2016-17 Consolidation of Administrative Funds

A request by the LEA to consolidate administrative funds for specific programs.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

Title I, Part A (Basic) SACS Code 3010	No
Title I, Part C (Migrant Education) SACS Code 3060	No
Title I, Part D (Delinquent) SACS Code 3025	No
Title II, Part A (Educator Quality) SACS Code 4035	No
Title III, Part A (Immigrant Students) SACS Code 4201	No
Title III, Part A (English Learner Students) - 2% maximum SACS Code 4203	No
Title IV, Part B (21st Century Community Learning Centers) SACS Code 4124	No

*****Warning*****

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**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
March 27, 2017**

ATTENDANCE

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

Superintendent: Will McCoy

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

Board Governance Workshop

Mr. Peter Fagen of Fagen, Friedman and Fulfroast gave a presentation on the roles and responsibilities of school board trustees.

ADJOURNMENT

Van Alst/Turner/All to Adjourn at 8:25 p.m.

Signature/Date

Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
March 28, 2017**

ATTENDANCE

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

Superintendent: Will McCoy

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

CLOSED SESSION

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

RECONVENE TO OPEN SESSION

Open session reconvened at 6:27 p.m.

REPORT OUT OF CLOSED SESSION

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

PLEDGE OF ALLEGIANCE

Trustee Turner led the pledge of allegiance.

REORGANIZATION OF AGENDA

Trustee Van Alst said that concerns have been raised by the County Superintendent that she has a conflict of interest in decisions that affect the relationship between the district and the charter school, arising from the fact that she has children attending the charter school. She continued: Although I do not believe that a conflict exists, given the nature of the allegations and the ongoing investigation of the district by the Attorney General, I am recusing myself from several items on the agenda: 10.01, Willow Creek Academy Oversight Committee Report, 10.02, District Structure Committee Report, 11.02, presentation by Mr. Mark Pressman, Bond Advisor, Wulff, Hansen & Co., and 13.03, Resolution 742 – Supporting the Request for Proposals Process for a Consolidation Feasibility Study.

Trustee Newmeyer said that the same concerns apply to him and repeated the language of the recusal.

Newmeyer/ Van Alst/All to move item 13.03 to the top of the agenda and consolidate items 10.01, 10.02 and 11.02 to minimize disruption to the meeting

BOARD COMMUNICATIONS

Trustees Van Alst and Newmeyer said that they enjoyed attending the Governance Workshop.

Trustees Turner and Green said that they also attended the Masters in Governance class on school finance and facilities.

ORAL COMMUNICATIONS

Terrie Green, a local resident, said the Corstone-Marin City Parent Academy has been given a portable facility by the Village Baptist Church in Marin City. She asked that the district allow the placement of the portable on the grounds adjacent to the old Annex building.

Michael Tabb, a local resident, said that some parents were surprised to learn that certain teachers were leaving the district. There should be a system in place to alert parents of any impending personnel changes, he said.

SCHOOL BOND

Mr. Pressman, bond advisor at Wulff, Hansen & Co., gave a summary of the district's options in bond financing. He suggested that the Board wait beyond the 2018 election cycle to bring a bond measure to the voters.

SUPERINTENDENT

Pecolia Manigo of PLAN gave an update on the new California Department of Education Dashboard. She explained that the Dashboard gives an overview of the District's performance in several areas, including academics, suspension rates, parent engagement and local climate.

Superintendent McCoy said that the district has made a commitment to provide compensatory education in the summer. The district's plan will include the Freedom School, directed by Bettie Hodges, with input from Bridge the Gap, Math Challenge, volunteers and others. Donors will add to the district's financial contribution so that we can increase enrollment beyond the usual 50 to 70-80 students.

A video about Freedom Schools across the country was shown. Superintendent McCoy said that the opportunity exists to look at the Freedom School as a year-round model for Bayside MLK Jr. Academy. He said that he hopes to have a representative from the Children's Defense Fund, founders of Freedom School, come to a meeting and speak to the Board.

UPDATE FROM THE MARIN CITY HEALTH & WELLNESS CLINIC

Dr. Blomquist, Chief Medical Officer at the Marin City Health & Wellness Clinic said that mental healthcare has been a part of the clinic for the last five years. Nine months ago, the clinic began a new program to medically assist those addicted to opioids or alcohol.

Mr. Dominique McDowell, director of the addiction program, said that no violent patients are allowed to be part of the program and that the school is not in any danger because of this program. He gave his personal assurance that no patient from the clinic would be outside without supervision while children are present.

STANFORD UNIVERSITY SCIENCE, TECHNOLOGY, ENGINEERING and MATHEMATICS (STEM) PROGRAM

Assistant Principal Beth Minor said that Natalie Nong, a 7th grader at Bayside MLK Jr. Academy, has been accepted to the week-long STEM program at Stanford University. This is a highly competitive residential program and Natalie is to be commended for her hard work and dedication, she said.

CONSENT AGENDA –

Roll Call Newmeyer/Van Alst/5 Ayes, 0 Noes to Approve the Following Consent Agenda items:

Minutes of the March 14, 2017 Board Meeting

Payment of Warrants – Batches 36-37

LETTER OF RESIGNATION

The Superintendent and Board of Trustees thanked teacher Debbie Cahoon for her service to the district.

Green/Newmeyer/All to Accept the Resignation of Debbie Cahoon

At 8:14 p.m. trustees Van Alst and Newmeyer left the meeting.

DISTRICT STRUCTURE COMMITTEE – Ad Hoc (Turner, Barrow)

Trustee Barrow said that some in the community have expressed an interest in a Marin City charter school. Trustee Turner said the response to the MCOE request for proposal to study the feasibility of a consolidation between the Mill Valley and Sausalito Marin City districts. She reminded the audience that this is up the voters and cannot be forced on the community.

Resolution 742 – SUPPORTING the REQUEST for PROPOSALS PROCESS for a CONSOLIDATION FEASIBILITY STUDY

Superintendent McCoy said this is merely an acknowledgment that a study will take place and does not imply support from the Board.

Roll Call Turner/ Green/3 Ayes, 0 Noes, 2 Absent to Approve Resolution 742

FUTURE TOPICS

LCAP

ADJOURNMENT

Green/Turner/2 Absent to Adjourn at 8:28 p.m.

Signature/Date

Title

Sausalito Marin City School District

Payment of Warrants

4/11, 2017

Attached warrants include:

Batch 38 Fund 01 in the amount of \$60,650.36

Batch 38 Fund 13 in the amount of \$2,294.25

Batch 38 Fund 14 in the amount of \$1,699.26

Batch 38 Fund 78 in the amount of \$83,340.73

Batch 39 Fund 01 in the amount of \$14,102.85

Batch 39 Fund 13 in the amount of \$599.10

Batch 39 Fund 40 in the amount of \$51,800.00

Prepared by Vida Moattar

Sausalito Marin City School District Business Office

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 03/31/2017

BATCH: 0038 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE										ABA NUM	ACCOUNT NUM	
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20157658	070873/	ADVANCED SECURITY SYSTEMS													
		PO-170023	1.	01	0000	0	5840	00	0000	8300	101	000	000	373191	195.00
		WARRANT TOTAL													\$195.00
20157659	070329/	AT&T CALNET 3													
		PO-170001	1.	01	0000	0	5970	00	0000	2700	700	000	000	3/17	370.44
		WARRANT TOTAL													\$370.44
20157660	000608/	BURKELL PLUMBING													
		PV-170448		01	8150	0	5600	00	0000	8110	104	000	000	45687	343.00
		WARRANT TOTAL													\$343.00
20157661	071010/	SALLY CHACON													
		PV-170438		01	4035	0	4300	00	1110	1010	104	000	000	Food for 3/24 PD Day	192.00
		WARRANT TOTAL													\$192.00
20157662	070935/	CINTAS CORPORATION													
		PV-170451		01	8150	0	4300	00	0000	8100	104	000	000	626114140	203.68
		WARRANT TOTAL													\$203.68
20157663	070721/	FAGEN FRIEDMAN FULFROST													
		PV-170430		01	0000	0	5829	00	0000	7100	000	000	000	51159-1/9, 51630-1/5	14,668.64
		WARRANT TOTAL													\$14,668.64
20157664	000039/	KAISER FOUNDATION													
		PV-170445		01	0000	0	9526	00	0000	0000	000	000	000	578-0002	11,729.30
				01	0000	0	9526	00	0000	0000	000	000	000	16734-0001	10,864.17
		WARRANT TOTAL													\$22,593.47
20157665	070988/	VANESSA LYONS													
		PV-170432		01	9471	0	4300	00	1110	1010	700	000	000	Garden Work & Food Purchase	135.81
				01	9471	0	5800	00	1110	1010	700	000	000	Garden Work & Food Purchase	2,875.00
		WARRANT TOTAL													\$3,010.81
20157666	000045/	MARIN COUNTY OFFICE OF EDUC													
		PO-170142	1.	01	0000	0	5240	00	0000	7705	104	000	000	170667	25.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 03/31/2017

BATCH: 0038 GENERAL FUND

FUND : 01 GENERAL FUND

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

WARRANT TOTAL															\$25.00
20157667	070868/	EMILY MATTO													
		PV-170434		01-0000-0-5230.00-1110-1010-104-000-000										3/17 Mileage	25.68
WARRANT TOTAL															\$25.68
20157668	070978/	WILLIAM MCCOY													
		PV-170439		01-4035-0-5240.00-1110-1010-104-000-000										Space Rental for 3/24 PD Day	300.00
WARRANT TOTAL															\$300.00
20157669	070107/	VIDA MOATTAR													
		PV-170436		01-0000-0-4300.00-0000-7150-725-000-000										Food for meeting	9.65
WARRANT TOTAL															\$9.65
20157670	000548/	MOLLIE STONE'S													
		PV-170442		01-0000-0-4300.00-0000-7150-725-000-000										111561 - 3/28 Meeting-lunch	58.80
WARRANT TOTAL															\$58.80
20157671	000015/	MSIA DENTAL													
		PV-170446		01-0000-0-9528.00-0000-0000-000-000-000										4/17	2,639.23
WARRANT TOTAL															\$2,639.23
20157672	000117/	MSIA VISION													
		PV-170447		01-0000-0-9529.00-0000-0000-000-000-000										4/17	384.48
WARRANT TOTAL															\$384.48
20157673	002220/	NORTH BAY TAXI													
		PV-170441		01-3010-0-5840.00-0000-3600-104-000-000										2/17 Student Transportation	1,420.00
WARRANT TOTAL															\$1,420.00
20157674	000058/	P G & E CO													
		PO-170000	2.	01-0000-0-5510.00-0000-8200-000-000-000										3/17 BMLK	2,461.40
			1.	01-0000-0-5510.00-0000-8200-000-000-103										3/17 WCA	2,742.58
WARRANT TOTAL															\$5,203.98
20157675	070913/	SEAGATE BRIDGEWAY ASSOCIATES													
		PV-170435		01-0000-0-5555.00-0000-7150-725-000-000										4/17 Rent	5,317.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 03/31/2017

BATCH: 0038 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		

WARRANT TOTAL						\$5,317.00
20157676	071012/	SENECA				
		PO-170160	1. 01-6500-0-5849.00-5770-1100-700-000-000	HEI-FEB 17		1,942.20
			WARRANT TOTAL			\$1,942.20
20157677	001206/	SHELL OIL CO.				
		PV-170433	01-0000-0-4301.00-0000-8110-735-000-000	3/17 District Vehicles		200.40
			WARRANT TOTAL			\$200.40
20157678	070200/	STANDARD INSURANCE COMPANY CB				
		PV-170444	01-0000-0-9527.00-0000-0000-000-000-000	4/17		164.55
			01-0000-0-9527.00-0000-0000-000-000-000	4/17		332.24
			WARRANT TOTAL			\$496.79
20157679	001194/	THOMSON REUTERS WEST				
		PV-170452	01-0000-0-4300.00-0000-7200-725-000-000	835429740 Ed Code		72.49
			WARRANT TOTAL			\$72.49
20157680	070795/	MARK TONG				
		PV-170450	01-0000-0-5960.00-0000-2700-700-000-000	Fedex charges		130.62
			WARRANT TOTAL			\$130.62
20157681	070580/	TRAHAN MECHANICAL				
		PV-170449	01-8150-0-5600.00-0000-8110-103-000-000	16992, 16989		210.00
			01-8150-0-5600.00-0000-8110-103-000-000	16992, 16989		637.00
			WARRANT TOTAL			\$847.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS: 24	TOTAL AMOUNT OF CHECKS:		\$60,650.36*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$.00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$.00*
			TOTAL PAYMENTS: 24	TOTAL AMOUNT:		\$60,650.36*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0038 GENERAL FUND

FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20157682	070923/	CAPAY INC				
		PV-170455	13-5310-0-4700.00-0000-3700-700-000-000		80833,75454, 76668, 76711	352.00
			WARRANT TOTAL			\$352.00
20157683	070841/	ECOLAB				
		PV-170454	13-5310-0-5840.00-0000-3700-101-000-000		5048304	104.41
			WARRANT TOTAL			\$104.41
20157684	070973/	ROCK ISLAND REFRIGERATED				
		PV-170453	13-5310-0-4700.00-0000-3700-700-000-000		1003799, 1005722, 1003712	1,214.10
			WARRANT TOTAL			\$1,214.10
20157685	070970/	STEMPLE CREEK RANCH INC				
		PV-170456	13-5310-0-4700.00-0000-3700-700-000-000		3914 lost check replace	99.25
			WARRANT TOTAL			\$99.25
20157686	070816/	UNFI				
		PV-170457	13-5310-0-4700.00-0000-3700-700-000-000		19888000-005	524.49
			WARRANT TOTAL			\$524.49
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:	\$2,294.25*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	5	TOTAL AMOUNT:	\$2,294.25*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 03/31/2017

BATCH: 0038 GENERAL FUND

FUND : 14 DEFERRED MAINTENANCE 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
20157687	070184/	DOWNING HEATING INC.				
		PV-170443	14-0000-0-5615.00-0000-8500-104-000-000	51660		330.00
			WARRANT TOTAL			\$330.00
20157688	002345/	KONE INC.				
		PV-170437	14-0000-0-5615.00-0000-8500-104-000-000	1157374021	Elevator	1,181.76
			WARRANT TOTAL			\$1,181.76
20157689	070789/	SCHOOL FACILITY CONSULTANTS				
		PV-170431	14-0000-0-5615.00-0000-8500-735-000-000	10284		187.50
			WARRANT TOTAL			\$187.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	3	TOTAL AMOUNT OF CHECKS:	\$1,699.26*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	3	TOTAL AMOUNT:	\$1,699.26*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

COMMERCIAL WARRANT REGISTER

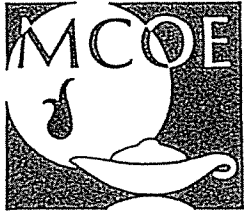
FOR WARRANTS DATED 03/31/2017

BATCH: 0038 GENERAL FUND

FUND : 78 PASS-THROUGH ~ REVENUES

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20157690	002172/	WILLOW CREEK ACADEMY												
		PV-170440		78-0000-0-9620.00-0000-0000-000-000									1/17 A Bulletins	83,340.73
													WARRANT TOTAL	\$83,340.73
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:	1			TOTAL AMOUNT OF CHECKS:	\$83,340.73*					
				TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:	\$0.00*					
				TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:	\$0.00*					
				TOTAL PAYMENTS:	1			TOTAL AMOUNT:	\$83,340.73*					
*** BATCH TOTALS ***				TOTAL NUMBER OF CHECKS:	33			TOTAL AMOUNT OF CHECKS:	\$147,984.60*					
				TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:	\$0.00*					
				TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:	\$0.00*					
				TOTAL PAYMENTS:	33			TOTAL AMOUNT:	\$147,984.60*					
*** DISTRICT TOTALS ***				TOTAL NUMBER OF CHECKS:	33			TOTAL AMOUNT OF CHECKS:	\$147,984.60*					
				TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:	\$0.00*					
				TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:	\$0.00*					
				TOTAL PAYMENTS:	33			TOTAL AMOUNT:	\$147,984.60*					

Printed: 03/30/2017 10:21:43



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 4/5/2017

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 \$ 66,501.95.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>39</u>	<u>14,102.85</u>
<u>13</u>	<u>39</u>	<u>599.10</u>
<u>40</u>	<u>39</u>	<u>51,800.00</u>
<u> </u>	<u> </u>	<u> </u>
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Authorized Signature *Amy Prescott*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0039 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
20158360	000609/	AMERICAN EXPRESS													
		PV-170465		01-0000-0-4300.00-0000-7150-725-000-000										Board Meetings	169.92
				01-0000-0-5210.00-0000-7150-725-000-000										McCoy Conf. Hotels	405.15
				01-4035-0-4300.00-1110-1010-104-000-000										Food for 3/24/17 PD Day	226.82
				WARRANT TOTAL											\$801.89
20158361	070358/	AT&T													
		PO-170003	1.	01-0000-0-5970.00-0000-7200-700-000-000									3/17		50.31
				WARRANT TOTAL											\$50.31
20158362	070329/	AT&T CALNET 3													
		PO-170001	1.	01-0000-0-5970.00-0000-2700-700-000-000									3/17		17.47
				WARRANT TOTAL											\$17.47
20158363	000006/	BAY CITIES REFUSE INC													
		PO-170004	1.	01-0000-0-5550.00-0000-8200-000-000-103									4/17		697.25
				WARRANT TOTAL											\$697.25
20158364	071003/	AUDREY BETHKE													
		PV-170471		01-6500-0-5849.00-5770-1110-700-000-000										Sp Ed Testing -4/17	4,750.00
				WARRANT TOTAL											\$4,750.00
20158365	070711/	BRIGHT PATH THERAPISTS													
		PO-170076	1.	01-6500-0-5835.00-5770-1182-700-000-000									5652		2,310.00
				WARRANT TOTAL											\$2,310.00
20158366	000256/	BUCK'S SAW SERVICE													
		PV-170460		01-8150-0-4300.00-0000-8100-735-000-000										328212, 329402 Mower parts	162.71
				WARRANT TOTAL											\$162.71
20158367	070132/	CAPITAL ONE COMMERCIAL													
		PV-170458		01-0000-0-4300.00-0000-7200-725-000-000										DO Supplies	39.20
				WARRANT TOTAL											\$39.20
20158368	071010/	SALLY CHACON													
		PV-170466		01-0000-0-4300.00-1110-1010-104-000-000										Food for Budget Committee Mtg	23.42

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0039 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		
WARRANT TOTAL						\$23.42
20158369	070368/	COMCAST				
		PV-170461	01-0000-0-5555.00-0000-7200-725-000-000	4/17		151.16
			WARRANT TOTAL			\$151.16
20158370	002890/	LOUIS EDNEY				
		PV-170469	01-0000-0-4300.00-0000-2700-104-000-000	Mileage & Field Trip Food		16.34
			01-0000-0-5230.00-0000-2700-104-000-000	Mileage & Field Trip Food		27.82
			WARRANT TOTAL			\$44.16
20158371	002757/	EPS				
		PO-170157	1. 01-6500-0-4300.00-5770-1110-700-000-000	302500153771		409.74
			WARRANT TOTAL			\$409.74
20158372	070987/	DIONNE ESTES				
		PV-170468	01-0000-0-4300.00-1110-1010-100-000-000	Classroom materials		294.50
			WARRANT TOTAL			\$294.50
20158373	002270/	FISHMAN SUPPLY CO.				
		PO-170161	1. 01-0000-0-4300.00-0000-8211-104-000-000	1071753.1		47.60
			WARRANT TOTAL			\$47.60
20158374	000023/	GOODMAN BUILDING SUPPLY CO.				
		PO-170008	1. 01-8150-0-4300.00-0000-8100-735-000-000	3/17		353.01
			WARRANT TOTAL			\$353.01
20158375	001704/	HOME DEPOT				
		PV-170462	01-8150-0-4300.00-0000-8100-104-000-000	Maintenance supplies		78.44
			WARRANT TOTAL			\$78.44
20158376	070988/	VANESSA LYONS				
		PV-170464	01-9473-0-4300.00-1110-1010-104-000-000	Field Trip purchases		269.84
			WARRANT TOTAL			\$269.84
20158377	070874/	MAUREEN MOLLER				
		PV-170470	01-0000-0-5230.00-1110-1010-104-000-000	3/17 Mileage		6.74

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0039 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		

WARRANT TOTAL						\$6.74
20158378	000016/	OFFICE DEPOT				
	PV-170459		01-0000-0-4300.00-0000-7200-725-000-000	916098015001		80.11
WARRANT TOTAL						\$80.11
20158379	000058/	P G & E CO				
	PO-170000	2.	01-0000-0-5510.00-0000-8200-000-000-000	3/17 BMLK		945.20
		1.	01-0000-0-5510.00-0000-8200-000-000-103	3/17 WCA		753.18
WARRANT TOTAL						\$1,698.38
20158380	070222/	PROTECTION ONE				
	PO-170005	1.	01-0000-0-5840.00-0000-8300-100-000-000	3/17		88.28
		2.	01-0000-0-5840.00-0000-8300-101-000-000	3/17		696.27
		3.	01-0000-0-5840.00-0000-8300-103-000-000	3/17		117.09
WARRANT TOTAL						\$901.64
20158381	070200/	STANDARD INSURANCE COMPANY CB				
	PV-170467		01-0000-0-9527.00-0000-0000-000-000-000	3/17		164.55
			01-0000-0-9527.00-0000-0000-000-000-000	3/17		332.24
WARRANT TOTAL						\$496.79
20158382	070759/	VERIZON WIRELESS				
	PO-170013	1.	01-0000-0-5970.00-0000-7200-700-000-000	3/17		418.49
WARRANT TOTAL						\$418.49
*** FUND	TOTALS ***	TOTAL NUMBER OF CHECKS:		23	TOTAL AMOUNT OF CHECKS:	\$14,102.85*
		TOTAL ACH GENERATED:		0	TOTAL AMOUNT OF ACH:	\$.00*
		TOTAL EFT GENERATED:		0	TOTAL AMOUNT OF EFT:	\$.00*
		TOTAL PAYMENTS:		23	TOTAL AMOUNT:	\$14,102.85*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 04/07/2017

BATCH: 0039 GENERAL FUND

FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20158383	070827/	MARIN SUN FARMS				
		PV-170472	13-5310-0-4700.00-0000-3700-700-000-000	416368		599.10
			WARRANT TOTAL			\$599.10
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$599.10*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$599.10*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0039 GENERAL FUND

FUND : 40 SPECIAL RESERVE~CAP OUTLAY #1

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20158384	002616/	US BANK												
		PV-170463		40-0000-0-7438.00-0000-9100-000-000-325									Lease Payment, Admin Fee	50,300.00
				40-0000-0-7438.00-0000-9100-000-000-325									Lease Payment, Admin Fee	1,500.00
				WARRANT TOTAL										\$51,800.00
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:		1							TOTAL AMOUNT OF CHECKS:	\$51,800.00*
				TOTAL ACH GENERATED:		0							TOTAL AMOUNT OF ACH:	\$0.00*
				TOTAL EFT GENERATED:		0							TOTAL AMOUNT OF EFT:	\$0.00*
				TOTAL PAYMENTS:		1							TOTAL AMOUNT:	\$51,800.00*
*** BATCH TOTALS ***				TOTAL NUMBER OF CHECKS:		25							TOTAL AMOUNT OF CHECKS:	\$66,501.95*
				TOTAL ACH GENERATED:		0							TOTAL AMOUNT OF ACH:	\$0.00*
				TOTAL EFT GENERATED:		0							TOTAL AMOUNT OF EFT:	\$0.00*
				TOTAL PAYMENTS:		25							TOTAL AMOUNT:	\$66,501.95*
*** DISTRICT TOTALS ***				TOTAL NUMBER OF CHECKS:		25							TOTAL AMOUNT OF CHECKS:	\$66,501.95*
				TOTAL ACH GENERATED:		0							TOTAL AMOUNT OF ACH:	\$0.00*
				TOTAL EFT GENERATED:		0							TOTAL AMOUNT OF EFT:	\$0.00*
				TOTAL PAYMENTS:		25							TOTAL AMOUNT:	\$66,501.95*

Printed: 04/06/2017 08:49:39

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

District: Sausalito Marin City School District

Person completing this form: William McCoy Title: Superintendent

Quarterly Report Submission Date: ☐ July 2016
☐ October 2016
☐ January 2017
☒ April 2017

Date for information to be reported publicly at governing board meeting 4/11/2017

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
CAHSEE Intensive Instruction and Services			
TOTALS			

William McCoy
Print Name of District Superintendent

Signature of District Superintendent

4/11/2017
Date

Sausalito Marin City School District

Agenda Item: 13.01

Date: April 11, 2017

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

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

Item: Guidance on District Office Fire Insurance Settlement

Background: The Board needs to provide guidance to the Superintendent regarding the utilization of the Fire Insurance Settlement as it relates to budgetary planning. Does the Board wish to utilize the funds toward construction of facilities for District use, or to use the money as a one-time cash infusion to help with our budget?

Fiscal Impact: If the district chooses to utilize the Insurance Settlement money (or any part of it) as a one-time cash infusion into the district's budget, then the district will not receive any further payments as part of the insurance settlement. This leaves hundreds of thousands of dollars "on the table" that would not be able to be accessed for facility replacement.

Recommendation: Keep the District Office Fire Insurance Settlement money set aside for the express purpose of facility replacement. There is a significant amount of money that could be utilized for the construction of a facility that would be useful for District purposes. This action allows us to access the remainder of the Insurance Settlement at replacement value.

Sausalito Marin City School District | 2017-2018 CALENDAR

Staff Development/Teacher Work Days **Holidays** **Local Holiday** **Minimum Day**

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-23 Staff Dev. Day/
Teacher Work Day
24 First Day of School

9 Staff; 6 Student days

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

19 Presidents' Day
20-22 Mid Winter Break
23 Lincoln's Day

15 Staff; 15 Student days

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Minimum Day
4 Labor Day
6 Back to School Night

20 Staff; 20 Student days

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3 End of 2nd Trimester
15-16 Parent Conferences/
Minimum Days
23 Staff Development Day

22 Staff; 21 Student days

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5-6 Parent Conferences/
Minimum Day
13 Staff Development Day
31 Minimum Day

22 Staff; 21 Student days

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9-13 Spring Break
13 Classified In Lieu Day

16 Staff; 16 Student days

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 End of 1st Trimester
10 Veterans Day
20-24 Thanksgiving Recess
23 Thanksgiving
24 Local Holiday

16 Staff; 16 Student days

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 Open House
28 Memorial Day

22 Staff; 22 Student days

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22-29 Winter Break
21 Minimum Day
22 Local Holiday
25 Holiday
28-29 Local Holidays

15 Staff; 15 Student days

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 Last Day of School/
Minimum Day
18 Teacher Work Day

12 Staff; 11 Student Days

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Winter Break
8 Students Return
15 M.L. King Jr. Day

17 Staff; 17 Student days

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Independence Day

Board Approved: _____ SDTA Approved 4/6/2017 CSEA Approved: 4/6/2017

Sausalito Marin City School District

Agenda Item: 13.03

Date: April 11, 2017

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

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

Item: Consider Approval of the California Healthy Kids Survey for 2016-2017

Background: The California Healthy Kids Survey (CHKS) is a comprehensive, youth risk behavior and resilience data collection service available to all California local education agencies, and is funded by the California Department of Education.

The California Healthy Kids Survey (CHKS) is a powerful tool for use in Grades 4-12 that can help schools and districts accurately identify areas of student and school strengths and weaknesses, and address related needs. It provides a comprehensive, data-driven, decision-making process to guide efforts to improve school climate, learning supports, and engagement, as well as identify and increase the quality of health, prevention, and youth development programs.

At the heart of the CHKS is a broad range of key learning and health-related indicators that are used to collect student data on attitudes, behaviors, and experiences related to school and learning. School connectedness, developmental supports and opportunities, safety, violence and harassment, substance use, and physical and mental health are some of the key areas assessed by the survey.

The research-based assessment of factors that promote resilience and positive youth development is one of the surveys many unique benefits. Additionally, the CHKS can be customized by schools and districts to meet local needs. The survey includes a general, core set of questions, plus a series of supplementary modules covering specific topics. Schools can add questions of their own choosing or creation on other topics of local interest via a search feature that identifies questions previously used by other schools. The customizability of the CHKS allows schools and districts to receive relevant, useful knowledge tailored to their needs.

Fiscal Impact:

Total Costs

Student	\$ 764
Parent	\$ 810
Teacher	<u>\$ 725</u>
Total	\$2,299

Recommendation: Approve

Attachments: Fee Schedule

District

Survey Administration Fees 2016-2017

All Fees Based on CDE Subsidized Rate

Questions? Call our toll-free Cal-SCHLS Helpline at (888) 841.7536

CHKS

Survey fee	\$0.40 per student enrolled; \$150 survey set-up fee
Supplementary modules	\$100 per supplemental module
Custom Module	One time development fee of \$200 for every three questions or fraction thereof. Subsequent use of same module (with no changes) is \$100 each.
District report	No additional cost
School reports	\$75 each
Ethnicity report	\$200 for district middle, \$200 for district high
School ethnicity report	\$100 each
District climate report card	\$250, free if all eligible schools ordered
School climate report card	\$100 each, comprehensive middle/high schools only
Raw data (LEAs)	\$75 per data set
Raw data (non-LEAs)	\$500 per data set
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

CSSS

Survey fee	\$150 survey set-up fee
Supplementary modules	\$100 per supplemental module
District report	No additional cost
School reports	\$75 each
Raw data (LEAs)	\$75 per data set
Raw data (non-LEAs)	\$500 per data set
Custom questions	One time development fee of \$200 for every three questions or fraction thereof. Subsequent use of same module (with no changes) is \$100 each.
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

CSPS

Survey fee (Includes online English/Spanish surveys)	\$150 survey set-up fee
Supplementary modules	\$100 per supplemental module
Printing fee	\$0.45 per paper copy ordered
Paper processing fee	\$0.40 per paper copy returned for processing
District report	No additional cost
School reports	\$75 each
Raw Data (LEAs)	\$75 per data set
Raw Data (non-LEAs)	\$500 per data set
Custom questions	One time development fee of \$200 for every three questions or fraction thereof. Subsequent use of same module (with no changes) is \$100 each.
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

County
Survey Administration Fees 2016-2017

All Fees Based on CDE Subsidized Rate

Questions? Call our toll-free Cal-SCHLS Helpline at (888) 841.7536

CHKS

District Survey fees	Refer to previous district fee schedule
County report	\$500 per report
County ethnicity report	\$200 for district middle, \$200 for district high
County climate report card	\$750
County level raw data	\$500 per data set
Custom module	One time development fee of \$200 for every three questions or fraction thereof. District use of the module (with no changes) is \$100 each.
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

CSSS

District Survey fees	Refer to previous district fee schedule
County report	\$500 per report
County level raw data	\$500 per data set
Custom questions	One time development fee of \$200 for every three questions or fraction thereof. District use of the module (with no changes) is \$100 each.
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

CSPS

District Survey fees	Refer to previous district fee schedule
Printing fee	\$0.45 per paper copy ordered
Paper processing fee	\$0.40 per paper copy returned for processing
County report	\$500 per report
County level raw data	\$500 per data set
Custom questions	One time development fee of \$200 for every three questions or fraction thereof. District use of the module (with no changes) is \$100 each.
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

Outside of California

Survey Administration Fees 2016-2017

Questions? Call our toll-free Cal-SCHLS Helpline at (888) 841.7536

CHKS

Survey fee	\$1.50 per student; \$150 survey set-up fee
Supplementary modules	\$100 per supplemental module
District report	No additional cost
School reports	\$100 each
Ethnicity report	\$200 for district middle, \$200 for district high
School ethnicity report	\$100 each
Raw data	\$125 per data set
Custom questions	One time development fee of \$200 for every three questions or fraction thereof. Subsequent use of same module (with no changes) is \$100 each.
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

CSSS

Survey fee	\$150 survey set-up fee
District report	No additional cost
School reports	\$100 each
Raw data	\$125 per data set
Custom questions	One time development fee of \$200 for every three questions or fraction thereof. Subsequent use of same module (with no changes) is \$100 each.
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

CSPS

Survey fee (Includes online English/Spanish surveys)	\$150 survey set-up fee
Printing fee	\$0.45 per paper copy ordered
Paper processing fee	\$0.40 per paper copy returned for processing
District report	No additional cost
School reports	\$100
Raw Data	\$125 per data set
Custom questions	One time development fee of \$200 for every three questions or fraction thereof. Subsequent use of same module (with no changes) is \$100 each.
Workshops	\$125/hour (preparation, travel, and presentation time), plus travel expenses
Other custom work	\$100/hour

Sausalito Marin City School District

Agenda Item: 13.04

Date: April 11, 2017

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

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

Item: Approval of Agreement with San Francisco State University for Communicative Disorders Interns at Bayside MLK Jr. Academy

Background: Historically, the District has entered into agreements with colleges and universities in the Bay Area for the placement of student teachers and health sciences interns at Bayside MLK Jr. Academy. The proposed intern will be completing this internship during her final year in the Communication Disorders program at San Francisco State University. The internship is for one semester. During this time, under the direct supervision of the District's Speech and Language Pathologist, the intern will plan and provide speech and language therapy services to students, collaborate with teachers in order to support the speech and language needs of students within the general education setting, and participate in team meetings/IEP's.

Fiscal Impact:

- None

Recommendation: Approve

**STUDENT INTERNSHIP
PLACEMENT AGREEMENT BETWEEN
Sausalito-Marín City School District
AND
SAN FRANCISCO STATE UNIVERSITY**

THIS AGREEMENT entered into this the 1st day of the month of **July 2017** pursuant to Education Code 89036, by and between the TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, hereinafter called the "Trustees," on behalf of SAN FRANCISCO STATE UNIVERSITY, hereinafter called "University" and Sausalito-Marín City School District hereinafter called "District."

WITNESSETH:

WHEREAS, the University provides nursing, health sciences and para-professional training and degree programs in fields including but not limited to nursing, physical therapy, occupational therapy, dietetics, biomedical laboratory science, communicative disorders, phlebotomy and social work and desires its students to obtain practical experience at District's Facilities.; and

WHEREAS, it is to the mutual benefit of the parties that students of the University use the clinical facilities of the District for their clinical experience,

NOW, THEREFORE, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived wherefrom, the parties hereto agree as follows:

I. DISTRICT SHALL:

- A. Permit each student who is designated by the University pursuant to Paragraph II.A below to receive clinical experience at the District and shall furnish and permit such students and University instructor's reasonable access to appropriate clinical facilities for such clinical experience.
- B. Furnish appropriate clinical facilities, on a rotational basis, in such a manner that there will be no conflict in the use thereof between the University's student and students from other educational institutions, if any.
- C. Maintain the clinical facilities used for clinical experience in such a manner that said facilities shall at all times conform to the requirements of the curriculum requirements of the University.
- D. Assure the staff is adequate in number and quality to insure safe and continuous health care to individuals.
- E. Student Supervision. Students shall perform services for patients only when under the supervision of a registered, licensed or certified clinician/professional. Such registered professionals are to be certified or licensed in the discipline in which supervision is provided. Students shall work, perform assignments, and participate in ward rounds, clinics,

staff meetings, and in-service educational programs at the discretion of their supervisors designated by the District. Students are trainees, not employees, and are not to replace District staff.

- F. Provide First Aid and other emergency treatment on-site, including, but not limited to, immediate evaluation for risk of infection and appropriate follow-up care of student in the event of a needle stick injury to or other exposure of student to blood or body fluids. In the case of suspected or confirmed exposure to the human immuno-deficiency virus (HIV), such follow-up care shall include, but not be limited to, the option for appropriate post-exposure HIV testing and the option for prophylactic therapy with zidovudine (AZT) and/or other appropriate pharmacologic agents as medically indicated.
- G. Permit and encourage members of the District and/or resident staff of the District to participate in the instructional phase of the clinical experience.
- H. Permit the District Program Supervisor and other designated personnel to attend meetings of the University's Faculty or any committee thereof, to coordinate the clinical experience program provided under this Agreement.
- I. Have the right, after consultation with the University to refuse to accept for further clinical experience any of the University's students who in the District's judgment are not participating satisfactorily in said program.
- J. Notify the University's clinical instructors, in advance, of any change in the District's Program Supervisors appointments.
- K. Make available current copies of publications dealing with policies and procedures of the District.

II. TRUSTEES, THROUGH THE UNIVERSITY SHALL:

- A. Designate the students who are enrolled in the Program of the University to be assigned for clinical experience at the District, in such numbers as are mutually agreed to by both parties.
- B. Designate a faculty member to coordinate with a designee of District in the planning of the Program to be provided students.
- C. Keep all attendance and academic records of students participating in said program.
- D. Inform students that they shall conform to all applicable District policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the University and District.
- E. Notify, by-way-of instructors, District's program supervisor in advance of:
 - 1. Student schedules
 - 2. Placement of students in clinical assignments
 - 3. Changes in clinical assignments

- F. In consultation and coordination with the District, arrange for periodic conferences between appropriate representatives of the University and District to evaluate the clinical experience program provided under this agreement.
- G. Provide and be responsible for the care and control of the University's educational supplies, materials, and equipment used for instruction during said program.
- H. University shall advise Student they are responsible to provide District a background check prior to placement. At a minimum, the background check shall include the following: verification of identity (social security trace); criminal background check in all counties of residence and employment for the last seven (7) years; motor vehicle records trace; and Office of Inspector General ("OIG") sanction trace.
- I. University shall ensure that each student complies with District's requirements for immunizations and tests, including but not limited to an annual health examination, rubella and rubeola titre, mumps, DT, tuberculin skin test, influenza immunization (required annually) or declination statement and chest x-ray if determined appropriate by District. School shall also ensure that students follow District's policies and procedures regarding blood-borne pathogens including but not limited to universal precautions.

III. INSURANCE

- A. District, at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force, and maintain insurance as follows:
 - 1. Professional Medical and Agency Liability Insurance with limits of one million dollars (\$1,000,000) per occurrence and a general aggregate of three million dollars (\$3,000,000). If such insurance is written on a claims-made form, it shall continue for three years following termination of this agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.
 - 2. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with a limit of one million dollars (\$1,000,000) per occurrence.

However, if such insurance is written on a claim made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.
 - 3. Worker's Compensation and Employer's Liability Insurance in a form and amount covering Agency's full liability as required by law under the Worker's Compensation Insurance and Safety Act of the State of California and other applicable statutes as amended from time to time.
 - 4. Such other insurance in such amounts from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance.

5. Liability insurance policies must be endorsed to include the state of California, the Trustees of the California State University, San Francisco State University, the employees, officers, and agents of each of them as additional insured under the policies. Specific additional insured endorsement documentation is required. A statement on the insurance certificate itself is not sufficient.

It should be expressly understood, however, that the coverage's required under this Paragraph III.A (1), (2), and (3) shall not in any way limit the liability of Agency.

- B. University shall self-insure its activities in connection with this Agreement by maintaining programs of self-insurance as follows:
 1. Professional Medical and Agency Liability self-insurance with limits of one millions dollars (\$1,000,000) per occurrence, with a general aggregate of three million dollars (\$3,000,000).
 2. General Liability Self-Insurance Program with a limit of one million dollars (\$1,000,000) per occurrence.
 3. Worker's Compensation and Employer's Liability Self-Insurance Program covering University's full liability as required by law under the Workers' Compensation Insurance and Safety Act of the State of California and other applicable statutes as amended from time to time.
 4. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance.

It should be expressly understood, however, that the coverage required under this Paragraph III.B. (1), (2) and (3) shall not in any way limit the liability of University.

The coverage referred to under (1) and (2) of this Paragraph III.B. shall include District as an insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of University, its officers, agents, and/or employees. University, upon the execution of this Agreement, shall furnish District with Certificates of Self-Insurance evidencing compliance with all requirements. Certificates shall further provide for thirty (30) days advance written notice to District of any modification, change or cancellation of any of the above self-insurance coverage.

- C. University shall ensure that all students shall procure and maintain a policy of professional liability insurance prior to reporting to placement site.

IV. INDEMNIFICATION

- A. District shall defend, indemnify and hold University, its officers, employees, agents and students harmless from and against any and all liability, loss, expense or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officers, employees, or agents.

- B. University shall defend, indemnify and hold District, its officers, employees and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by result from the negligent or intentional acts or omissions of University, its officers, employees, or agents.

V. STATUS OF STUDENTS

- A. During the period in which a student is assigned to the District, the student shall be under the ultimate direction and control of the District's Program Director or, in the Program Director's absence, his/her designee(s).
- B. It is agreed and understood by the parties that students under this Agreement are in attendance at District for educational purposes and such students are not to be considered as employees of District or University. No monetary consideration will be afforded to students under this Agreement.
- C. District shall retain full and medical responsibility for the care of patients and will maintain professional and administrative supervision of students insofar as their presence affects the operation of the District and/or the direct and indirect care of patients.

VI. DISCRIMINATION PROHIBITION

District and University agree not to discriminate in the selection or acceptance of any student pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran's status, medical condition (cancer-related) as defined in section 12926 of the California Government Code, ancestry, or marital status; or citizenship, within limits imposed by law or District policy.

VII. TERM

The term of this Agreement shall become effective upon final execution and shall continue in effect for a maximum of three (3) years, through June 30, 2020 or until earlier terminated.

VIII. TERMINATION

- A. Termination without cause. Notwithstanding any other provision to the contrary, this Agreement may be terminated without cause at any time by either party upon ninety (90) days' prior written notice to the other party or upon completion of the students' rotation, whichever is greater.
- B. Termination for cause. In the event of a material breach of this Agreement, the aggrieved party may terminate this Agreement by giving thirty (30) days' prior written notice of termination to the breaching party.

IX. ASSIGNMENT

Neither University nor District shall assign their rights, duties, or obligations under this Agreement, either in whole or in part, without the prior written consent of the other. District may not assign students to locations other than those described in Section 2.A. without the prior written consent of the University.

X. SEVERABILITY

If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws effective during the term hereof, such provision shall be fully severable. This Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been a part of the Agreement, and the remaining provisions shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this Agreement.

XI. WAIVER

Waiver by either party of any breach of any provision of this Agreement or warranty of representation herein set forth shall not be construed as a waiver of any subsequent breach of the same of any other provision. The failure to exercise any right hereunder shall not operate as a waiver of such right. All rights and remedies provided for herein are cumulative.

XII. EXHIBITS

Any and all exhibits attached hereto are incorporated herein by reference and made a part of this agreement. See Exhibit A: Board of Registered Nurses (BRN) Language

XIII. MODIFICATIONS AND AMENDMENTS

This Agreement may be amended or modified at any time by mutual written consent of the authorized representatives of both parties. District and University agree to amend this Agreement to the extent amendment is required by an applicable regulatory authority and the amendment does not materially affect the provisions of this Agreement.

XIV. ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior agreements, oral or written, and all other communications between the parties relating to such subject matter.

XV. GOVERNING LAW

This Agreement has been governed in all respects by the laws of the State of California.

XVI. NOTICES

All notices required under this Agreement shall be deemed to have been fully given when made in writing and deposited in the United States mail, postage prepaid, certified mail, return receipt requested, and addressed as follows:

TO AGENCY:

Sausalito-Marín City School District
200 Phillips Dr
Sausalito, CA 94965
Attn: Susan Martin
(415) 332-3190, smartin@smcsd.org

TO UNIVERSITY

San Francisco State University
Attn: Megan Dobbyn, Associate Procurement Officer
1600 Holloway Avenue, Corp Yard 140
San Francisco, CA 94132
(415) 338-1837, mdobbyn@sfsu.edu

In Witness Whereof the parties have executed this Agreement as set forth below.

“University”

“District”

By: _____

By: _____

Name: Megan Dobbyn _____

Name: _____

Title: Associate Procurement Officer

Title: _____

Date: _____

Date: _____

Board of Registered Nurses (BRN) Language

1. Assurance of the availability and appropriateness of learning environment in relation to the program's written objectives:

Permit each student who is designated by the University to receive clinical experience at the Agency and shall furnish and permit such students and University instructor's reasonable access to appropriate clinical facilities for such clinical experience.

Maintain the clinical facilities used for clinical experience in such a manner that said facilities shall at all times conform to the curriculum requirements of the University.

2. Provision for the orientation of faculty and students:

Student must attend an orientation of AGENCY facilities provided by SCHOOL instructors or AGENCY staff. Instructors and precepted students shall receive an orientation to the AGENCY.

3. A specification for responsibilities and authority of the facility's staff as related to the program and to the educational experience of the students.

Student Supervision. Students shall perform services for patients only when under the supervision of a registered, licensed or certified clinician/professional. Such registered professionals are to be certified or licensed in the discipline in which supervision is provided. Students shall work, perform assignments, and participate in ward rounds, clinics, staff meetings, and in-service educational programs at the discretion of their supervisors designated by the Agency.

4. Assurance that staff is adequate in number and quality to ensure safe and continuous health care services for patients.

Students are trainees, not employees, and are not to replace Agency staff.

Agency shall retain full and medical responsibility for the care of patients and will maintain professional and administrative supervision of students in so far as their presence affects the operation of the Agency and/or the direct and indirect care of patients.

5. Provisions for continuing communication between the facility and the program.

Designate a faculty member to coordinate with a designee of Agency in the planning of the clinical experiences to be provided students. Notify, by-way-of instructors, Agency's program supervisor in advance of:

1. Student schedules
2. Placement of students in clinical assignments
3. Changes in clinical assignments

Permit the Agency Program Supervisor and other designated personnel to attend meetings of the University's Faculty or any committee thereof (except the Retention, Tenure and Promotion Committee), to coordinate the clinical experience program provided under this Agreement.

Notify the University's clinical instructors, in advance, of any change in the Agency's Program Supervisors appointments.

Make available current copies of publications dealing with policies and procedures of the Agency.

6. A description of the responsibilities of faculty assigned to the facility utilized by the program.

Faculty is responsible for providing students with opportunities to assume increasing responsibility for the nursing care of patients in acute care and/or long-term care settings. Faculty is responsible for student supervision including administration of treatments, dispensing of medications and reporting of significant changes in patient condition to agency staff. Faculty facilitates students in clinical application of theoretical knowledge and technical skills in providing nursing care to acutely and chronically ill patients. Faculty is responsible for evaluating assignments including clinical nursing care plans, formal written papers, peer presentations, and clinical performance using a standardized assessment rubric.



MARIN
THEATRE
COMPANY

LETTER OF ENGAGEMENT
2017-2018

PROGRAM Bayside MLK Academy

LOCATIONS Marin City

SUPERINTENDENT William McCoy

GRADES Kindergarten- 8th grade

ADDRESS 200 Phillips Dr
Marin City, CA, 94965

PHONE (415) 332-3573
WEBSITE www.baysidemlk.org

MANNER BY WHICH THE APPLICANT'S PROGRAM CONTRIBUTES TO AND STRENGTHENS THE SCHOOL, DISTRICT, OR PARTNER'S GOALS AND PRIORITIES FOR ARTS EDUCATION

We acknowledge that Marin Theatre Company's programs provide an in-depth syllabus that integrates into the broader curriculum and fulfills the California Visual and Performing Arts Theatre Content Standards. Due to limited classroom instructional time, they identify key standards from among the comprehensive listing of California standards. These standards assist our school in collaborating with Marin Theatre Company to design curricula that balance depth with breadth, feature active participation along with listening and observation, and assess student progress through use of assessment tools. In these ways, we work with Marin Theatre Company to provide students with creative engagement designed to illuminate their experience with academic curriculum.

SCHOOL /DISTRICT ALIGNMENT OF APPLICANT'S PROGRAMMING WITH CURRICULAR GOALS

At each school, the teaching artist allows students have opportunities to create connections between the arts and other areas of classroom learning. For example, classroom teachers observe how students learn to think critically and apply information, knowledge and skills to solve problems, and build a positive self-image, and develop a positive attitude towards school and others in the context of developmentally appropriate organization of learning experiences.

DISCIPLINE TO BE TAUGHT, INCLUDING THE NUMBER OF INSTRUCTIONAL HOURS

The goal is to provide the school with Resident Teaching Artists who will serve students consistently throughout the school year. Marin Theatre Company will provide Bayside Martin Luther King Jr. Academy with one class per grade for all K-8 students. Marin Theatre Company will establish a presence at Bayside Martin Luther King Jr. Academy for approximately **8 hours a week, or 200-250 hours** for the 2017-2018 school year.

Marin Theatre Company presents professional theatre arts integrated instruction in conjunction with academic curriculum. At each school, a decision is made regarding a primary area of focus. For example, we may choose a primary focus on theatre classes to correlate with English or History. Whatever the discipline, the common thread is to encourage a connection between art and education, that each inspires and reinforces the other, providing students with a creative, diverse and supportive environment where they can take creative risks and grow.



MARIN
THEATRE
COMPANY

LETTER OF ENGAGEMENT
2017-2018

DESCRIPTION OF SERVICES

- THEATRE ARTS INSTRUCTION for all Kindergarten-8th grade classes, for approximately 40-50 minutes each. This equates to for approximately 8 hours a week, or 200-250 hours for the 2017-2018 school year.

Marin Theatre Company contract fees include: teaching fees for MTC Teaching Artists; curriculum planning; liability insurance; administrative coordination and assessment; curriculum equipment and materials such as student journals.

DATES OF SERVICES

- o August 23rd, 2017 – June 8th, 2018

AGREEMENT: In order to facilitate Marin Theatre Company's (MTC) approach to creating an in-depth theatre arts based syllabus that integrates into academic curriculum, the SCHOOL agrees to help organize program scheduling, provide immediate program feedback regarding questions or concerns to the agency office, and will submit end of program assessments within three weeks of assessment hand out date.

It is understood between the parties to this agreement that Marin Theatre Company agrees to perform the services described above at the fee indicated. MARIN THEATRE COMPANY is an independent contractor because consultants perform an independent profession and will not be subject to control and direction as to means and methods for accomplishing results.

It is understood that, under this contract, Marin Theatre Company Teaching Artists work for the agency. Representatives of the school agree not to attempt to hire Artist/Teachers on an independent basis without first contacting the Director of Theatre for Youth and Communities of Marin Theatre Company.

This letter of engagement has been reviewed and signed by authorized representative at Bayside Martin Luther King Jr. Academy.

BAYSIDE MLK ACADEMY

APPROVED

DATE

4/4/17

MARIN THEATRE COMPANY

APPROVED

DATE

4/3/17

Courtney Helen Grile, Director of Theatre for Youth and Communities