



## 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, May 16, 2017**

5:00 p.m. Open Session – Bayside Martin Luther King Jr. Multi-Purpose Room  
5:01 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**

**2.01 Conference with Legal Counsel – Anticipated Litigation (Gov. Code § 54956.9(b))**

Significant Exposure to Litigation – Two Cases

**2.02 Public Employment (Gov. Code section 54957)**

Superintendent's Evaluation – Update on Goals

**2.03 Public Employment - Discipline/Dismissal/Release (Gov. Code section 54957)**

Certificated Employees

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

**4. PLEDGE OF ALLEGIANCE**

2 minutes

**5. AGENDA REORGANIZATION/APPROVAL**

Are there any requests from the Board to move any agenda item to a different location?

2 minutes

**6. BOARD COMMUNICATIONS**

10 minutes

**7. ORAL COMMUNICATIONS**

30 minutes

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board. The Board is asking that members of the public wishing to speak, fill out a form located on the counter/table, stating their name and address; the agenda item; and the topic to be discussed. BB 9323.

The Governing Board is prohibited from taking any action on any item raised in this section unless the item is specifically agenzied. members of the Governing Board may ask a question for clarification, provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting on any matter or take action directing staff to place a matter of business on a future agenda. Governing Board members may make brief announcements or briefly report on his/her own activities as they related to school business.

State open meeting laws allow members of the public to lodge public criticism of District policies, procedures, programs, or services. However, those same laws include specific provisions designed to protect the liberty and reputational interests of public employees by providing for the non-public hearing of complaints or charges against employees of the District. Under these laws, it is the employee subject to complaints or charges who is provided the right to choose whether those complaints or charges will be heard in open or closed session. It is therefore the desire of the Sausalito Marin City School District that complaints against an employee be put in writing, and that when the Board hears complaints or charges against an employee it do so in closed session unless the employee requests an open session. Consistent with the law and the opinion of the State Attorney General's Office, please submit any complaints against an employee in writing, to the administration, in accordance with the district's complaint procedure. This procedure is designed to allow the District to address complaints against employees while at the same time respecting their legitimate privacy rights and expectations.

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

8. **CORRESPONDENCE** 15 minutes
  - 8.01 Lawyers' Committee for Civil Rights – Public Records Act Request – Language Access/Translation
  - 8.02 California State Controller – 2015-16 Audit Certification
  - 8.03 Willow Creek Academy
  - 8.04 Marin County Office of Education
9. **DISTRICT REPORTS** 60 minutes
  - 9.01 **California Collaborative for Educational Excellence**
    - Community Advisory Committee Update
  - 9.02 **Superintendent**
    - Looking Forward - Bayside MLK Jr. Academy – 2017-2018
    - Corrective Actions Update
  - 9.03 **Willow Creek Academy**
10. **STANDING BOARD COMMITTEE REPORTS**
  - 10.01 District Structure – Ad Hoc (Turner, Barrow) 10 minutes
11. **DISCUSSION ITEMS**
  - 11.01 Refinancing of the Certificate of Participation – Mark Pressman of Wulff, Hansen & Co. 30 minutes
12. **CONSENT AGENDA** 10 minutes
  - 12.01 Cafeteria Software Subscription for 2017-2018 – CLM Group - \$1397.00
  - 12.02 Greenfield Learning Special Education Reading Software Subscription -2017-2019 - \$4760.00
  - 12.03 Minutes of the April 11 and 25, 2017 Board Meetings
  - 12.04 Payment of Warrants – Batches 40-43
  - 12.05 Memorandum of Understanding with the University of Southern California for Possible Placement of Trainee Social Workers at Bayside MLK Jr. Academy
  - 12.06 Renewal of Math Assessment Software with Northwest Evaluation Association - \$2212
  - 12.07 Contract with ConE Solutions for Aeries and CalPads Support - \$20,400
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 Consider Approval of Staffing Configuration to support the Community School Model 10 minutes
  - 13.02 Consider Approval of the Position and Job Description for the Community School Coordinator 10 minutes
  - 13.03 Consider Approval of Memorandum of Understanding with the Marin City Community Development Corporation regarding the Placement of a Parent Liaison at Bayside MLK Jr. Academy for the remainder of the current school year and the 2017-2018 Academic Year 5 minutes
  - 13.04 Consider Approval of Willow Creek Academy's Request for Charter School Facility Funding 5 minutes
  - 13.05 Consider Approval of the Updated Municipal Advisory Agreement with Wulff, Hansen & Co. 5 minutes
  - 13.06 Consider Approval of Agreement with Marin Head Start for the Summer Bridge Program 5 minutes
  - 13.07 Resolution 744 – Close Building Fund 21 (Bond Proceeds) 2 minutes
  - 13.08 Resolution 745 – Close Building Fund 22 (Bond Proceeds) 2 minutes
14. **PERSONNEL ACTION ITEMS** - None
15. **POLICY DEVELOPMENT** – None
16. **FUTURE MEETINGS**
  - 16.01 The next Regular Meeting of the Board of Trustees will be on Tuesday, May 30, 2017, in the Bayside/Martin Luther King School Multi-Purpose Room
17. **FUTURE TOPICS**
18. **ADJOURNMENT**



April 19, 2017

Via email and U.S. Mail

**BOARD OF DIRECTORS**

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*Executive Director*

Kimberly Thomas Rapp

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FACEBOOK: [facebook.com/LCCRSF](https://facebook.com/LCCRSF)

Will McCoy, Superintendent  
Sausalito Marin City School District  
200 Phillips Drive  
Sausalito, CA 94965  
[wmccoy@smcsd.org](mailto:wmccoy@smcsd.org)

**Re: Public Records Act Request – Language Access/Translation**

Dear Superintendent McCoy:

The Lawyers' Committee for Civil Rights (LCCR) is conducting an assessment concerning to what degree school districts in the nine Bay Area counties adequately address language access/translation issues with respect to parents who are limited English proficient. The Bay Area counties include the following: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

Pursuant to the California Public Records Act (Gov. Code § 6250 et seq.), LCCR requests the following public records from the Sausalito Marin City School District (District).

**Definitions Used in this Request**

For purposes of this request, the term "records" include, but are not limited to, all reports, data, evaluations, memoranda, correspondence, electronic information, charts, graphs, flyers, brochures, handbooks, notices, meeting agendas and minutes, diagrams, forms, DVD/CDs, audio or video recordings, notes or other similar materials.

**Records Requested**

Unless otherwise specified, please provide the following records for academic years 2015-2016 and 2016-2017:

- 1) Any policies or procedures adopted by the District concerning the translation of notices and forms and interpretation services available in languages other than English;
- 2) Any templates, notices and/or forms translated into languages other than English that are related to the following school site or district programs or services:
  - a. Parental notices related to English Learner programs, including, but not limited to: home language surveys, reclassification, English Learner testing and program placement;

- b. Special education and related services, including Individualized Education Programs (IEP) meetings;
  - c. All Uniform Complaint Procedures;
  - d. Notices of nondiscrimination;
  - e. Student discipline, including suspensions and expulsions;
  - f. Registration, residency, enrollment and immunization requirements;
  - g. Report cards, progress reports;
  - h. Requests for parent permission for student participation in district or school activities, including field trips;
  - i. Parent-teacher conferences;
  - j. Student and/or parent handbooks;
  - k. Gifted and talented program;
  - l. Alternative school placements – both voluntary and involuntary;
  - m. Any other school and program choice options;
  - n. Medical forms and policies and emergency cards;
  - o. Homework assignments;
  - p. School climate surveys;
- 3) The District's most recent Local Control and Accountability Plan (LCAP) translated into languages other than English (You do not need to send the English version);
- 4) Any LCAP-related surveys in English and translated into any other language;
- 5) Any LCAP-related notices in English and translated into any other language;
- 6) Any LCAP-related training materials in English and translated into any other language;
- 7) Any LCAP-related meeting or hearing notices directed to parents or community stakeholders in English and translated into any other language;
- 8) All agendas and minutes of meetings held by the District English Learner Advisory Committee (DELAC);
- 9) Any LCAP-related materials provided to the DELAC, including training materials or summaries or drafts of the LCAP, in English and translated into any other languages;
- 10) Any written responses drafted by the Superintendent to comments received from any parent or community advisory committee concerning the LCAP in English and translated into any other languages;



- 11) All School Accountability Report Cards (SARC) translated into languages other than English (You do not need to send the English version);
- 12) The annual parent notice required pursuant to Educ. Code § 48980, in English and translated into any other language;
- 13) Any policy or procedure on how the District determines an individual's need for interpretation or translation services;
- 14) Copies of any policy or procedure, including training materials, the District and school sites use to respond to the needs of parents and students who speak languages other than English
  - a. Copies of any language posters used at the District or site level;
  - b. Procedure for providing interpretation either through trained interpreters (not merely bilingual staff) or language line-type services.

Please send a response within 10 days, as required by Gov. Code § 6253(c), to my attention at the Lawyers' Committee for Civil Rights located at 131 Steuart Street, Suite 400, San Francisco, CA 94105. We are a not-for-profit legal services organization and do not charge our clients for our services. We therefore kindly request a waiver of copying charges. To the extent that you can produce documents electronically either via email or on flash drive, we request that you please do so. If the record or document requested is available on the District or school site website, it is sufficient to send a link to the document.

Should any of the requested documents include identifying information for individual students, we request that responsive documents be redacted to replace student names and Statewide Student Identifier (SSID) numbers with pseudo-identifiers consisting of random sequences of numbers and letters.

If you have any questions or concerns regarding this request, please do not hesitate to contact me at (415) 543-9444, ext. 201 or by email at [descobedo@lccr.com](mailto:descobedo@lccr.com). I thank you in advance for your prompt attention to this request.

Sincerely,



Deborah Escobedo  
Senior Attorney – Racial Justice  
Tel: (415) 543-9444 x 201  
Email: [descobedo@lccr.com](mailto:descobedo@lccr.com)



BETTY T. YEE

California State Controller

April 27, 2017

Sausalito Marin City Elementary  
200 Phillips Dr.  
Sausalito, CA 94965-1194

Re: Certification Letter – Fiscal Year 2015-16 Sausalito Marin City Elementary

The State Controller's Office (SCO) has completed its desk review of the referenced entity's annual audit report for the fiscal year ended June 30, 2016. As a result of the review, the SCO certifies that the audit report conforms to the reporting standards contained in the audit guide, *2015-16 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810. Also, the SCO determined that the report generally meets the requirements of Title 2, *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F—Audit Requirements (Uniform Guidance).

The SCO's certification authorizes the auditee to release the portion of the audit fee withheld under the provisions of California Education Code Section 14505. The SCO has notified the auditee that the audit report was certified.

If you have any questions regarding this letter or any other local education agency (LEA) audit issue, please contact a member of my LEA staff by telephone at (916) 324-6442 or by email at [leaaudits@sco.ca.gov](mailto:leaaudits@sco.ca.gov).

Sincerely,

JIM L. SPANO, CPA, Chief  
Financial Audits Bureau  
Division of Audits

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250-5874  
SACRAMENTO 3301 C Street, Suite 700, Sacramento, CA 95816 (916) 324-8907  
LOS ANGELES 901 Corporate Center Drive, Suite 200, Monterey Park, CA 91754-7619 (323) 981-6802

April 25, 2017

Dear Will and SMCS D Board Members:

In advance of tonight's April 25, 2017 meeting of the Sausalito Marin City School District ("SMCS D" or "district"), which I am unable to attend, I wanted to address some troubling recommendations and omissions from the SMCS D Budget Advisory Committee ("BAC") contained in the board packet. This is a follow-up to my earlier letter to the Board regarding the BAC, to which I received no response.

The BAC had the chance to look at savings and spending allocations that would keep money in the classroom at both public schools and limit spending on non-essential overhead costs. Instead, many of the BAC recommendations propose to right the district's fiscal ship through crippling cuts at Willow Creek Academy ("WCA"), cuts that will hurt most of the low income and English learners in our district. Rather than protect the classroom, the BAC recommends spending money on unneeded excesses like a new district office building. Why would a committee prioritize building a district office we don't need over educating children and balancing the budget?

By advising the district to charge WCA fees that are illegal and/or undermine most of the district's high-need public school students, the BAC members are asking the district Board to abandon all accountability to the Marin City/Sausalito school community and waste money it cannot afford to waste.

We can and must do better. Below please find details on the areas of concern and opportunities to manage budget challenges that will help all our district's public school students.

#### Proposed \$143,000 "Over-allocation" Reimbursement

The first "actionable" item in the BAC recommendations proposes to "assess a fee" on Willow Creek Academy ("WCA") of nearly \$143,000 for a purported "over-allocation" of facilities space attributable to out-of-district students attending the school. The recommendation cites California Code of Regulations section 11969.8 as the legal authority for such a charge.

Any such charge would be illegal for two reasons. First, the cited code section does not allow a school district to charge charter schools based on out-of-district attendance. Rather, it allows a district to obtain reimbursement at a certain rate in the event that a charter school's *in-district* enrollment for a given year falls below the level projected in its facilities request for that year (provided that shortfall exceeds a certain threshold). That has not happened here, nor is there any basis for believing it will happen in future years.

Second, as I noted in an earlier communication, the proposed fee violates the terms of the MOU. The MOU specifies that, for the duration of the agreement's term, the district will allocate the Nevada street campus to WCA "substantially rent-free." It also states that this allocation shall not be reduced so long as WCA's "enrollment" (making no distinction between in-district and out-of-district students) does not decline year-over-year. That has not happened, nor is it projected to happen. And even if it did, the MOU would not allow for an "over-allocation" charge. It provides that, in the event enrollment falls, the parties are to meet in good faith to agree on a reasonable facilities allocation "based on reasonable enrollment projections" -- again making no distinction between in-district and out-of-district enrollment. This customized approach is expressly authorized by the same statute the BAC cites in support of its recommendation. CCR sec. 11969.1 ("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 . . .")

Eliminating all doubt on this point is the MOU provision aimed at blocking just the type of newly-imagined charge now being proposed: "Any district charges to WCA not specifically outlined in this

agreement must be agreed upon by the District and WCA.” In short, the MOU could not be clearer that the district may not unilaterally impose the fee recommended by the BAC.

I also note that the BAC’s calculation of the “net loss” of nearly \$180,000 attributable to WCA facilities is profoundly misleading. In addition to reflecting a perspective directly contrary to the guiding principle adopted by the district in unanimously approving the MOU, this calculation is contradicted by the district’s response to the FCMAT report issued barely six months ago. There, the district calculated the total value of all benefits conferred on WCA above the legal minimum by the current MOU -- including net facilities and special education services -- to be just under \$111,000 *overall*.

#### Proposed \$750,000 Charge for Special Education Services

The presentation in the Board packet includes an “advisory” recommendation to charge WCA \$750,000 for special education services. As I indicated in my earlier communication about the BAC deliberations, this recommendation runs directly contrary to the basic structure and rationale of the MOU: that all public school students matter, that resources should be allocated according to need, not school site, and that the district’s excess revenue should fund all obligatory costs for all students. The proposed figure would cripple WCA, representing nearly 25% of the total public funds WCA receives. While that may not matter to those who believe public charter school students (including high-need students) are, at best, a second priority, it is neither sound nor equitable policy.

Also, please note that the proposed figure is almost certainly far less than the cost WCA would bear if it were to associate with a charter-only Special Education Local Planning Area (SELPA). Forcing WCA into that option would be a “lose-lose” situation: both WCA and the district would bear greater burdens than they do under the existing agreement. WCA’s special education costs would rise but, as noted, would likely not approach the figure the BAC proposes. The district, on the other hand, would lose the very substantial special education funding generated by WCA’s high enrollment. This revenue loss would almost certainly eclipse any financial benefit the district hopes to receive by avoiding the cost of serving WCA students. This is another area where it appears the BAC is more focused on how to inflict financial harm on WCA, rather than addressing the district’s systemic budget issues while preserving programming for all students.

#### Critical Rejections and Omissions From The MOU

In addition to unlawful and inequitable recommendations, the BAC rejected or failed to consider options that could resolve or improve the district’s budget shortfall *without* cutting classroom support. It is disheartening and severely disappointing that the BAC focused on attacking WCA and taking resources from the public school students and families that have chosen to attend WCA.

#### Retire Facilities Debt With Facilities-Based Insurance Proceeds

The BAC recommends against the use of insurance proceeds from the fire that destroyed the former district offices to retire the debt assumed to build facilities at the Philips Drive campus. The presentation provides little explanation for this recommendation, apart from suggesting it should be used for unspecified “facility needs” in 2017-18 and that it would be an indicator of “fiscal distress.”

This makes little sense. The wise use of the insurance money to bring down debt should enhance confidence in the district’s fiscal responsibility.

Our understanding is that the current amount of insurance proceeds held by the district is approximately \$1.3 million and that, while it *may* be possible to increase the amount of that recovery, *all* of the proceeds would then need to be used to build another district office. We have heard no explanation for why existing facilities (owned or rented inexpensively) cannot adequately house the district office. Why spend

\$1, let alone \$1.3 million, on a building we do not need? Moreover, to the extent other facilities are desirable, a bond measure would seem to be a reasonable alternative down the road.

On the other hand, the existing amount now in the district's possession would retire most of the debt borrowed by the district in 2013 to build facilities -- and therefore drastically reduce the \$200,000 annual service on that debt. Again, this would go a long way to reducing the "structural deficit" without taking programs from students.

In short, it appears that the alternatives for the insurance proceeds are (1) to use them toward a facility that is not currently or foreseeably necessary, or (2) use them to improve the district's long-term budget position to avoid cuts in the classroom. The BAC seems to prefer the first choice, which strikes WCA as a wholly misplaced priority.

#### Mandated Oversight Cost Reimbursement.

The BAC refused to explore the option of seeking reimbursement from the state, under an existing program, for oversight costs relative to WCA. Two reasons, both utterly dismaying, were offered when this option was suggested at a BAC meeting. First, WCA was told that revenue-generating measures were beyond the scope of the committee, which was limited to seeking cost savings. This is remarkable, given that the bulk of the committee's recommendations consist of generating revenue by charging WCA for facilities or services. Why are revenue-generating measures within the committee's purview only if the revenue comes from WCA?

Second, a BAC member stated that the district has no oversight costs. This, too, was a remarkable statement, because it directly conflicts with the district's position that virtually all of the \$370,000 it has budgeted for legal fees this year falls under the category of WCA oversight -- and hence this amount can be passed through to WCA under the Basic Aid Excess calculation. In addition, if the district really does have no oversight costs, it is not entitled to collect the 3% fee it has been collecting from WCA for years, because that is recoverable only for "actual costs" up to 3%. (*See* California Education Code section 47613(b).)

#### Legal Fees.

This line item has become so large that, by itself, it is causing the district to deficit budget/spend. Obviously, it should be an extremely high priority to get under control. The BAC recommendations barely mention it.

One potential "win-win" option never considered by the BAC is the option of entering into a joint defense agreement with WCA, where WCA could take the lead on defending certain issues and bear that cost -- potentially fundraising to cover it. Again, driving down this one line item could go a long way toward addressing budget issues without harming programming for *any* students.

In summary, WCA respectfully submits that the BAC's approach -- to solve the budget issues at the expense of WCA students while rejecting or failing to explore solutions that do not cut any student programs -- is misguided at its core. We urge you to reject the BAC recommendations noted above, and to pursue the options we have noted.

Sincerely,

Kurt Weinsheimer, Board President  
Willow Creek Academy





# MARIN COUNTY

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## OFFICE OF EDUCATION

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1111 LAS GALLINAS AVENUE/P.O. BOX 4925  
SAN RAFAEL, CA 94913-4925  
marincoc@marinschools.org

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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

April 14, 2017

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

Dear Mr. Barrow:

Our office has completed its review of the Sausalito Marin City School District's Second Interim budget report for 2016-17 in compliance with the provisions of Education Code 42131(a)(2). The Code requires the County Superintendent to approve or disapprove Interim Report certifications after:

Examining the report to determine whether it complies with the standards and criteria established pursuant to Education Code 33127 and determining whether the Second Interim budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.

**Based on our review, we concur with the Board's QUALIFIED certification of the Second Interim budget report. The basis for our concurrence includes the following items:**

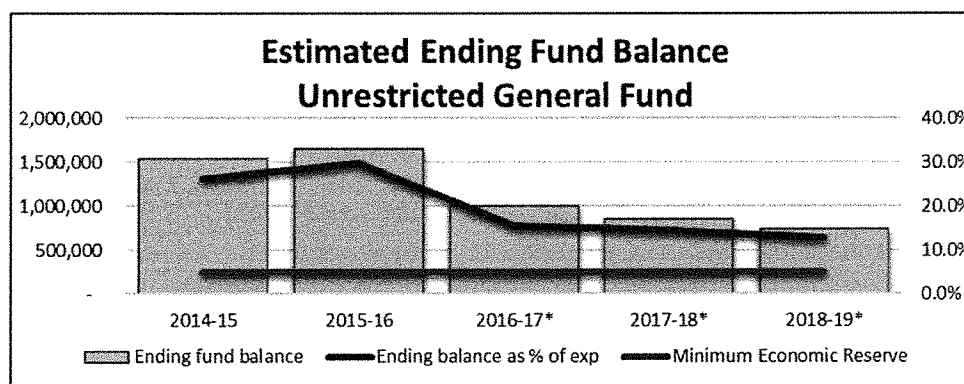
- The District is exhibiting a number of the conditions most commonly encountered by school agencies needing intervention, including:
  - Turnover in key administrative positions
  - Substantial long-term debt commitments
  - Shortage of qualified staff
  - Increasing number of audit exceptions
- The Second Interim Budget report reflected deficit spending equal to 56% of total reserves over the current and two subsequent years.
- The District's audited financial statements include findings of material weakness in the District's system of internal controls over financial accounting and reporting.
- When excluding contingent revenues included with the second interim budget report, the District will be unable to meet the minimum reserve for uncertainty in the 2018-19 fiscal year.

A qualified certification indicates the District may be unable to meet its financial obligations for the current or two subsequent fiscal years. A qualified certification grants certain authorities to the county office of education pursuant to Education Code 42127.6 including a requirement that any non-voter approved debt be approved by the County Superintendent prior to issuance and that disclosure of any proposed salary schedule increases be provided to the County Superintendent for review and comment at least 10 days prior to Board action to approve.

The District will also need to submit the statutorily required Projected Year Totals report, more commonly known as "Third Interim" on or before June 1<sup>st</sup>. This report includes actual activity through April 30<sup>th</sup> and the estimated budget for the entire fiscal year. The District should also be prepared to submit a deficit reduction and recovery plan with the 2017-18 budget Adoption. The plan should address the conditions that created the Qualified Certification and should allow the District to meet minimum reserves in the Adopted budget multi-year projection. Our office is committed to working closely with the District as you work to return the District to a positive certification.

#### CHANGE IN BUDGETARY POSITION for SAUSALITO MARIN CITY SCHOOL DISTRICT

The District's Second Interim budget and multi-year projection reflects a decline in the ending balance in the current year but an improvement in the outlook for the subsequent years. As a result, the projected ending balance in the unrestricted general fund at June 30, 2019 remains largely unchanged when compared to the First Interim budget and multi-year projection.



The District has included contingent revenue of \$422,532 in its multi-year financial projection. These funds are estimated via reference to the Basic Aid Negative Excess calculation found in the Memorandum of Understanding between the District and Willow Creek Academy. This revenue is contingent upon the completion of negotiations with the charter school; absent such revenue, the District's ending fund balance at June 30, 2019 would decline to less than 3%.

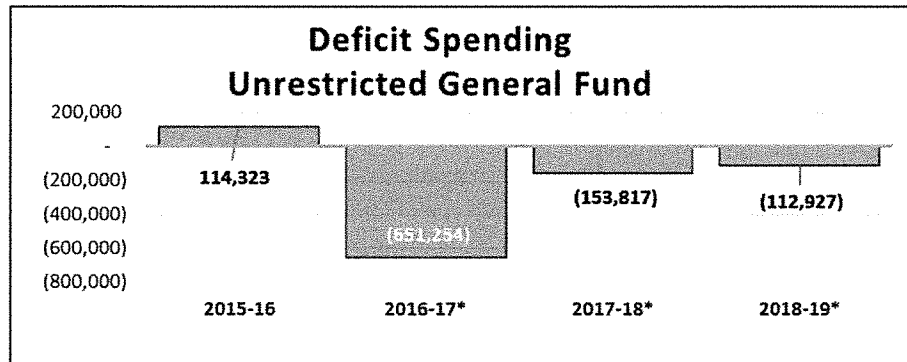
The last several years have seen substantial one-time revenues that have helped immensely in meeting the many competing demands, however, if expended on ongoing commitments, the District's budget has to absorb future costs. The final budget for 2016-17 includes just \$214 per ADA in one-time revenues and the 2017-18 Governor's budget proposal includes less than \$50 per ADA in one-time revenues.

The District's financial position is under increasing pressure from retirement system increases, obligations under the Local Control Funding Formula (LCFF) supplemental and concentration grant as well as natural inflation. The retirement system cost increases alone are projected to consume over 65% of the current year budgeted increase in total LCFF revenues including local property taxes and are projected to exceed the budgeted increase in LCFF revenues including property taxes in 2017-18.

The District's independent auditor found the District did not comply with the Administrator/Teacher ratio requirement in the 2015-16 year which results in a financial penalty of approximately \$38,000. The District has indicated in their corrective action plan that they will remain out of compliance for the 2016-17 year. We understand the District will be seeking a waiver of education code to allow this temporary non-compliance. The District may, nevertheless, wish to recognize a contingent liability for 2015-16 as well as 2016-17. We recommend the District discuss this issue with their independent auditor.

## OPERATING DEFICITS

The District's budget and multi-year projection continues to project operating deficits in the unrestricted general fund, although they are most pronounced in the current year as displayed in the chart below.



The cumulative impact of this projected deficit spending is a 56% decline in fund balance over the current plus two subsequent years, leaving the District with reserves of \$0.7 million or 11% of total expenditures at June 30, 2019.

We note the District was able to contain deficit spending in the two subsequent years of the multi-year projection despite adding the costs of the recently settled negotiations to the budget. We commend the District for the progress made toward curing the structural deficit, but as noted above this budget includes \$422,532 in contingent revenue from the Willow Creek Academy Charter School. The actual amount of this revenue is subject to negotiations with the charter school. Therefore, given the deficit spending condition of the district as well as the contingent nature of this revenue, **the District will need to develop a deficit reduction and recovery plan to be submitted with 2017-18 Adopted budget.** Districts that wait too long to address and correct deficit spending are forced to make dramatic corrections all at once. In contrast, carefully planned and phased-in structural corrections lessen the impact on children.

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

The 2016-17 state budget may be the last year for the foreseeable future to include a significant increase in Proposition 98 funding for schools. The Governor's budget proposal for 2017-18 provides just enough gap funding to fund the cost of living increase (COLA) on the LCFF: State-wide, LCFF funding will be maintained at 96% progress towards meeting the LCFF Target grant.

The LCFF includes a supplemental and concentration grant which must be directed towards increasing or improving services to pupils of higher need. The District's 2017-18 LCFF supplemental and concentration grant to be reported in the District's upcoming 2017-18 Local Accountability Plan (LCAP) will be determined by the gap percentage used in the Governor's May revision to the budget proposal. **While the District must develop a plan**

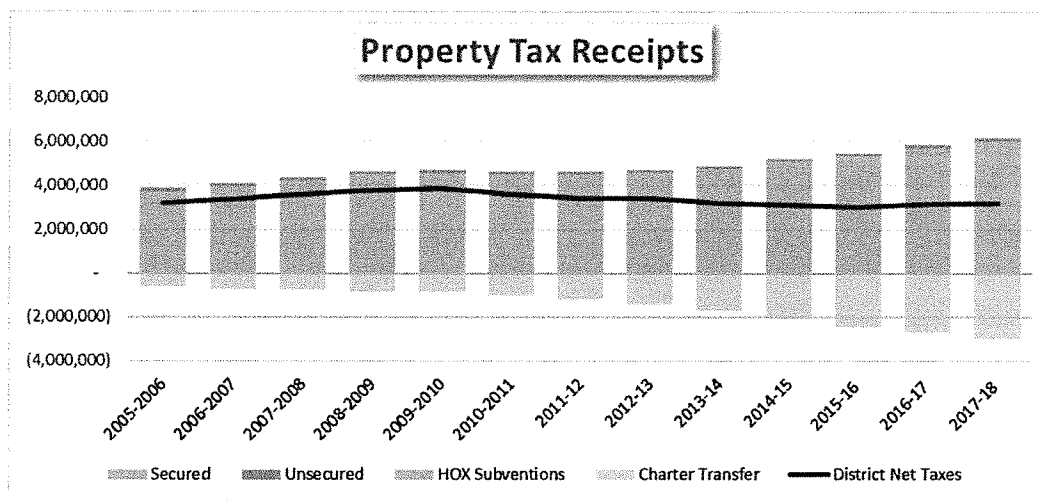
to reduce deficit spending, protecting supplemental and concentration grant expenditures will be necessary to sustain programs that are critical to the success of all students.

#### LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)

The State Board of Education has adopted an updated template for preparation of the LCAP for the cycle beginning in 2017-18 and has released the first iteration of the new California School Dashboard. The Marin County Office of Education will review district's draft LCAPS again this Spring as part of our commitment to work with districts in support of their locally defined LCAP goals while ensuring compliance with state statutes.

#### PROPERTY TAX TRENDS

Property taxes provide 88% of the District's total unrestricted revenue sources. The following chart shows actual growth rates through 2015-16 and the County of Marin projections for 2016-17 and 2017-18. The chart also shows the deduction to the District's property taxes for the transfer to the Willow Creek Academy Charter School. While total tax receipts have grown from \$3.9 million in 2005-06 to an estimated \$5.9 million in 2016-17, the District's net taxes after the charter transfer (displayed as a solid line) have declined to \$3 million in the current year from a high of \$3.9 million in 2009-10.



#### COMMUNITY FUNDED DISTRICTS – BASIC AID

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

An additional constitutional guarantee began with the passage of Proposition 30. Drafted as a means of guaranteeing benefit to all schools, Proposition 30's Education Protection Act (EPA) which expires in 2018 provides that no school district shall receive less than \$200 per Average Daily Attendance. Proposition 55 approved by the voters in November 2016 extends this temporary tax and associated funding to school districts through 2030.

## **FEDERAL BUDGET**

The federal government recently repealed certain regulations to implement the provisions of the newly enacted 'Every Student Succeeds Act' (ESSA). ESSA reauthorizes the Elementary and Secondary Education Act (ESEA) and replaces the No Child Left Behind (NCLB) Act. The recent regulatory repeal does not impact the requirement to comply with ESSA effective with the 2017-18 budget.

President Obama signed a continuing resolution in December 2016 funding government operations through April 2017 at the current budget cap which sets the stage for 2017-18 being flat funded for school budgets. However, the implementation of ESSA requires states to create a new set-aside and also eliminates held-harmless rules. As a result, districts should anticipate cuts of up to 22% to Title I apportionments and extreme volatility in the Title II apportionment for the 2017-18 budget. The new administration's recent federal budget proposal includes significant reductions and the outright elimination of certain education programs and associated funding for the 2018-19 year.

## **SALARY SETTLEMENTS**

School districts are in the "people business." We note the District settled negotiations with all bargaining units for 2016-17 at an annual cost of approximately \$120 thousand and has updated the budget and multi-year projection to include the increased costs. We thank the District for the timely submission of the Public Disclosure of Collective Bargaining Agreement and multi-year projection.

## **LONG TERM DEBT**

Districts with a qualified or negative budget certification are subject to a number of additional requirements designed to prevent any further deterioration of fiscal solvency. Included in these is a requirement to provide the County Superintendent of Schools with advance notice of any non-voter approved debt the district may be considering at least 10 days prior to any Board action. Non-voter approved debt held by school districts commonly includes capital leases and certificates of participation.

The District issued \$3.7 million in Certificates of Participation debt in February 2012 to provide funds to finance the Martin Luther King Jr. Academy classroom construction project. The debt matures in 2045 and requires annual debt service payments of approximately \$200,000. The debt service payments are an obligation of the general fund.

## **BOND FINANCING**

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

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



## **RETIREE BENEFITS**

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

## **RESERVES**

The District maintains the state-required minimum reserve for economic uncertainty of 5% in the current and two subsequent years. In addition, we note the Board has taken action to increase the reserve for economic uncertainty by 5% for a total reserve of 10% which is maintained across all three years of the budget and multi-year projection. We also note the reserve level would decline to below 3% if contingent "Basic Aid Negative Excess" fair-share revenue recognized in the budget and multi-year financial projection were not realized.

All school districts, whether state aid or community funded, are well advised to establish higher than minimum reserves in order to provide for the financial flexibility to absorb unanticipated expenditures without significant disruption to educational programs, cash flow deferrals, and general economic uncertainties. Higher than minimum reserves allows the District to better ensure a consistent and stable program offering for students.

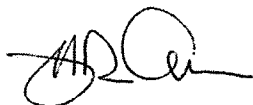
## **CONCLUSION**

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

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

Sincerely,

MARY JANE BURKE  
Marin County Superintendent of Schools



JAMES R. CERRETA  
Assistant Superintendent

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

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

<b>Date of Report:</b> 5/16/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE		
<b>Corrective Action #:</b> 1	<b>Category:</b> Personnel		
<b>Agency/Group(s):</b> <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			
<b>Action Description:</b> Ensure that properly credentialed teachers are providing all subject area instruction, including Physical Education.			
<b>Action Status:</b> In Progress <input checked="" type="checkbox"/> On Going Action <b>Lead:</b> Superintendent, SMCSD			
<b>Status Update:</b> MCOE recruited a Professional Expert for up to 40 hours to assist with the Credential Misassignments in the District.			
<b>Area</b>	<b>Credential Finding</b>	<b>Status</b>	<b>Update</b>
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.	Unresolved	5/16/17: A draft MOU is in process with the Marin City Library. Anticipated date for board action: June 6 <sup>th</sup>  4/11/17: A completed MOU is pending approval by the board at a future meeting.
Art	The art teacher did not have a single subject art authorization.	Partially Resolved	5/16/17: District will report a misassignment with the CTC of a missing CLAD certification for the Art Teacher. The Art Teacher has a current single art credential.  4/11/17: 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.	Resolved	<p>4/11/17: 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.</p> <p>The district is working to secure drama instruction for the 2017/18 school year.</p>
Music	Music instructor did not possess a single subject music authorization.	Resolved	<p>4/11/17: 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.</p> <p>The district needs to secure a credentialed music teacher for 2017-18.</p>
(New) Math	Absence of Math instruction at the beginning of the 16-17 school year	In Progress	<p>4/11/17: The district has an MOU in place with Tamalpais Union High School for a Math teacher to provide instruction 2 days/week for the 8<sup>th</sup> grade class.</p> <p>Currently, the district is recruiting a full-time single credential Math and Science teacher to teach the 7<sup>th</sup> and 8<sup>th</sup> grades for the 2017-18.</p>
(New) Assistant Principal	During the credential monitoring it was discovered that the Assistant Principal was misclassified under Administration due to lack of an administrative credential.	Resolved	<p>5/17/17: The administrative reconfiguration is under review and the current Assistant Principal is not returning in 2017-18. The AP position for 2016-17 was reclassified as a teacher position and her administrative credentialing duties were reassigned to the principal and the superintendent.</p>

**Previous Update(s) Provided: 4/11/17**

Area	Credential Finding	Status	Update
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 one day per week with a credentialed PE teacher. A paraprofessional provides PE instruction one day per week with supervision from the Assistant Principal as the Teacher of Record.

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

<b>Date of Report:</b> 5/16/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 75	<b>Category:</b> Policies & Regulations
<b>Agency/Group(s):</b> <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	
<b>Action Description:</b> Review all existing agreements/Memoranda of Understanding (MOUs).	
<b>Action Status:</b> In Progress <input checked="" type="checkbox"/> On Going Action <b>Lead:</b> Superintendent, SMCSD	
<b>Status Update:</b> As part of the Budget Advisory Committee (BAC) recommendations to the board, the BAC presented at the 4/25/17 meeting, Advisory Recommendation #6: Revise MOU with Willow Creek that included three options as follows: Option 1. Special Education Services share of costs (projected revenue = \$750K) Option 2. Utilities Costs (projected revenue = \$98K) Option 3. Ensure accurate division of contract expenses (projected revenue = \$5K)	
<b>Previous Update(s) Provided:</b> 4/25/17: 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 a recommendation to revisit the WCA MOU.	

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

<b>Date of Report:</b> 5/16/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 15 12	<b>Category:</b> Students
<b>Agency/Group(s):</b> <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	
<b>Action Description:</b> Develop Individual Learning Plans for students.	
<b>Action Status:</b> In Progress      ◆ One-Time Action <b>Lead:</b> Superintendent, SMCSD	
<b>Status Update:</b> Individual Success/Learning Plans (ISLP) are under development and administration will be working with staff to finalize the ISLP form over the next few weeks. The Plans are designed to build upon student successes, set academic goals, capture assessment data and identify needed interventions. Draft ISLPs are expected to come before the board for review during the June 6th board meeting. ISLPs for each student will be in place for the 2017-18 school year.	

<b>Previous Update(s) Provided:</b> 4/11/17: 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.
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**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATE**

<b>Date of Report:</b> 5/16/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 19 18	<b>Category:</b> Students
<b>Agency/Group(s):</b> <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	
<b>Action Description:</b> Develop and implement compensatory education including summer school.	
<b>Action Status:</b> In Progress      ✓ On Going Action <b>Lead:</b> Superintendent, SMCSD	
<b>Status Update:</b> The district continues to work on outlining the details for the Freedom School summer program, specifically around the recruitment of teaching staff and the analysis of students at risk of retention, in addition to an outreach to all students based on the Individual Success and Learning Plans currently under development with staff. In tandem, the district is working with the author of Big Ideas to develop the math curriculum, which focuses on activity rich math instruction. In addition, the district will once again operate the Summer Bridge for Pre K students from June 19 – July 20. This program focuses on entering Kindergartners and co-funded through a partnership with Head Start and First 5. Further collaborations include Bridge the Gap's Mathletes and Little Readers for grades K-2. The Boys and Girls Club is seeking a collaboration with the Marin City Recreation Center and the district is working with all summer providers to best align all program offerings. The attached summer programs grid illustrates the multiple programs under development.	

<b>Previous Update(s) Provided:</b> 4/11/17: 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.
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## Sausalito Marin City School District (SMCSD)

## INVENTORY OF CORRECTIVE ACTIONS UPDATE

<b>Date of Report:</b> 5/16/2017	<b>By:</b> William McCoy, Superintendent, SMCS Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 2019	<b>Category:</b> Students
<b>Agency/Group(s):</b> <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	
<b>Action Description:</b> Develop Transitional Kindergarten and Preschool outreach strategies	
<b>Action Status:</b> In Progress      ◆ One-Time Action <b>Lead:</b> Superintendent, SMCS	
<b>Status Update:</b> The district has outreached to community agencies to promote Kindergarten enrollment to ensure parents of incoming Kindergartner's have the application and information they need to apply. There is more outreach needed and better coordination of data for 4-year olds in the community.	

**Previous Update(s) Provided:**

# Sausalito Marin City School District (SMCSD)

## INVENTORY OF CORRECTIVE ACTIONS UPDATE

<b>Date of Report:</b> 5/16/2017	<b>By:</b> William McCoy, Superintendent, SMCS Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> -29 37	<b>Category:</b> Facilities
<b>Agency/Group(s):</b> <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	
<b>Action Description:</b> 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.	
<b>Action Status:</b> In Progress      ✓ On Going Action <b>Lead:</b> Chief Business Official, SMCS	
<b>Status Update:</b> Consulted with district counsel to develop a process for informal and formal bid process for district facility projects. Incorporated bid process sample documents into updated procedures. Enrolled Director of Maintenance in School Facilities Academy to expand awareness of public project bid requirements. Next steps will include a procedure manual for bid process including a posting of bid process on the district's website.	
<b>Previous Update(s) Provided:</b>	

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

<b>Date of Report:</b> 5/16/2017	<b>By:</b> William McCoy, Superintendent, SMCSD Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 33 41	<b>Category:</b> Personnel
<b>Agency/Group(s):</b> <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	
<b>Action Description:</b> Develop a comprehensive Staff Professional Development Plan.	
<b>Action Status:</b> In Progress	<input checked="" type="checkbox"/> On Going Action
<b>Lead:</b> Superintendent, SMCSD	
<b>Status Update:</b> The district is currently working on offering professional development for the 2017-18 school year that will potentially incorporate training provided by the Children's Defense Fund/Freedom Schools in addition to other professional development opportunities still under development; additional details will be shared at the next regular board meeting.	

<b>Previous Update(s) Provided:</b> 4/11/17: 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.
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## Sausalito Marin City School District (SMCSD)

## INVENTORY OF CORRECTIVE ACTIONS UPDATE

<b>Date of Report:</b> 5/16/2017	<b>By:</b> William McCoy, Superintendent, SMCS Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 55 60	<b>Category:</b> Internal Controls
<b>Agency/Group(s):</b> <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	
<b>Action Description:</b> Provide monthly updates to the Board on outstanding actions.	
<b>Action Status:</b> In Progress      ✓ On Going Action <b>Lead:</b> Superintendent, SMCS	
<b>Status Update:</b> Superintendent McCoy presented to the board at its 4/11/17 meeting with an update to Inventory of Corrective Actions: 1, 7, 8, 13, 15, 19, 32, 33, 48, 54, 55, 58, 83, and 122. The board will continue to receive monthly updates at its regular board meeting on the status of individual corrective actions.	

<p><b>Previous Update(s) Provided:</b></p> <p>4/11/17: On March 14, 2017 the Board was provided with a draft of the Inventory of Corrective Actions. The board will continue to receive monthly updates on the status of individual corrective actions in addition to an updated Inventory of Corrective Actions.</p>
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**Sausalito Marin City School District (SMCSD)**  
**INVENTORY OF CORRECTIVE ACTIONS UPDATES**

<b>Date of Report:</b> 5/16/2017	<b>By:</b> William McCoy, Superintendent, SMCS Terena Mares, Deputy Superintendent, MCOE
<b>Corrective Action #:</b> 63 68	<b>Category:</b> Policies & Regulations
<b>Agency/Group(s):</b> <input type="checkbox"/> FCMAT <input type="checkbox"/> MCOE 9-PT Plan <input checked="" 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	
<b>Action Description:</b> Maintain annual statement of Economic Interests	
<b>Action Status:</b> In Progress      ✓ On Going Action <b>Lead:</b> Chief Business Official, SMCS	
<b>Status Update:</b> The Chief Business Official and Administrative Assistant are in the process of developing the appropriate procedures for gathering and maintaining records that all board members and administrators submit a statement of economic interest (CA Form 700) on an annual basis. Expected completion is May 30, 2017.	

Previous Update(s) Provided:
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Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
1	Personnel	√	CBO	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 5/16/17
2	Policies & Regs	√	TBD	Implement effective LCAP Process and Development.	X		X	X				X	X	In Progress	
3	Policies & Regs	√	TBD	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	√	SUPT	Renegotiate WCA MOU and Funding.	X	X		X				X	X	Follow Up Needed	
5	Policies & Regs	√	SUPT	Review all existing agreements/Memoranda of Understanding (MOUs).	X	X						X	X	In Progress	4/11/17 5/16/17
6	Students	√	SUPT	Address Instructional Materials Insufficiency.		X			X		X	X		Completed/Implemented	4/11/17
7	Students	√	TBD	Restore educational enrichment programs.		X				X		X	X	In Progress	
8	Students	√	TBD	Review the instructional and program needs for students and adjust staffing accordingly.	X					X		X	X	Not Started	
9	Personnel	√	CBO	Maintain appropriate CLAD teacher requirements.		X	X						X	In Progress	
10	Personnel	√	TBD	Ensure classes have been assigned a permanent teacher within the first 20 working days of the semester.		X			X				X	Follow Up Needed	
11	Students	√	TBD	Ensure students have textbooks or instructional materials to use at home or after school.		X			X				X	In Progress	
12	Students	◆	Supt.	Develop Individual Learning Plans for students.		X						X	X	In Progress	4/11/17 5/16/17
13	Students	√	TBD	Ensure an Equitable Education for students of the district.		X						X	X	In Progress	
14	Students	√	TBD	Develop an Education Reform Plan.		X						X	X	In Progress	
15	Policies & Regs	◆	MCOE	Develop timeline to implement FCMAT recommendations.	X	X								In Progress	
16	Policies & Regs	◆	CBO	Establish proper account coding.	X		X							Completed/Implemented	4/11/17
17	Policies & Regs	√	TBD	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	

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
18	Students	√	SUPT	Develop and Implement Compensatory Education including Summer School		X						X		In Progress	4/11/17 5/16/17
19	Students	◆	SUPT	Develop Transitional Kindergarten and Preschool outreach strategies.		X						X		In Progress	5/16/17
20	Students	√	TBD	Maintain sufficient classroom space.								X	X	Unkown	
21	Students	√	TBD	Create school schedules that prioritize core instructional programs that maximize student learning and comply with the Collective Bargaining Agreements.	X							X		Unkown	
22	Students	√	TBD	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	
23	Students	√	TBD	Provide subject matter instruction for middle school students. Realign funding priorities as needed to ensure that this occurs.	X							X		In Progress	
24	WCA	◆	TBD	Recognize and demonstrate relationship with WCA is as charter school authorizer.	X							X		Unkown	
25	Facilities	√	TBD	Annually re-evaluate in a public setting facility use provisions including effects on Bayside/MLK students.	X							X		Not Implemented	
26	Facilities	√	TBD	Develop a five-year facilities master plan that incorporates demographics, student enrollment, facility capacity, capital improvements and funding methodologies to support student housing needs.	X							X		Not Started	
27	Personnel	√	TBD	Consider reconfiguring staffing to align with the number of students being served.	X							X		In Progress	
28	Personnel	√	SUPT	Review the need for both a superintendent and a principal; consider combining these roles in one position.	X							X		In Progress	4/11/17
29	Personnel	√	TBD	Consider using any salary savings to staff part-time teaching positions to provide targeted student intervention...	X							X		In Progress	
30	Policies & Regs	√	TBD	Honor the commitments made in board bylaws and policies.	X							X		Unkown	
31	Policies & Regs	√	TBD	Ensure that all volunteers and employees follow board policies and administrative regulations.	X							X		In Progress	
32	Internal Controls	√	TBD	Assess all requests for expenditures for goods and services to ensure financial resources equitably support all district students.	X							X		Unkown	

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
33	WCA	✓	TBD	Review Demographics at WCA related to the decline in African American Students.				X				X		In Progress	
34	WCA	✓	TBD	Ensure that all students have equal access to WCA, regardless of race, ethnicity, socio-economic level, or disability.	X							X		Unknown	
35	Students	✓	TBD	Implement strategies to address decline in academic performance.				X						Follow Up Needed	
36	Students	◆	TBD	Develop a multi-step plan, open to all stakeholders, to evaluate the advantages and disadvantages of different school site and district grade level configurations.	X									Not Started	
37	Facilities	✓	CBO	Seek competitive bids on public works projects over \$15,000 and equipment, materials or supplies to be furnished, sold or leased in excess of current bid limits.	X									In Progress	5/16/17
38	Facilities	◆	TBD	Obtain and maintain equipment listings from director of maintenance and operations.	X									Not Started	
39	Facilities	✓	TBD	Ensure the school building, building system, or part of the school grounds is in a condition that does not pose a threat to the health and safety of students, teachers, or school employees.					X					In Progress	
40	Facilities	✓	DIR. MAINTENANCE	Ensure restrooms are fully operational, maintained and accessible, cleaned regularly, and stocked at all times.					X					Completed/Implemented	4/11/17
41	Personnel	✓	SUPT	Develop comprehensive Staff Professional Development Plan.		X								In Progress	4/11/17 5/16/17
42	Personnel	✓	TBD	Comply with Administrative/Teacher ratio requirement.			X							Follow Up Needed	
43	Personnel	◆	TBD	Provide training for proper attendance accounting.			X							In Progress	
44	Personnel	◆	TBD	Consider online, read-only access to financial information by site administrators and department managers...	X									Not Started	
45	Personnel	◆	TBD	Consider commissioning a study to determine appropriate staffing levels for both certificated and classified employees.	X									Not Started	
46	Personnel	◆	TBD	Review confidential employees' work responsibilities to ensure they meet Government Code Section 3540.1 requirements.	X									Partially Implemented	
47	Personnel	◆	TBD	Revise confidential employee job descriptions (and classifications) as needed.	X									Partially Implemented	
48	Personnel	◆	TBD	Send personnel staff members to training conducted by CODESP and/or CPS on a variety of pertinent subjects.	X									Partially Implemented	



Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
49	Personnel	✓	TBD	Communicate to every employee the expectation of compliance with all policies and procedures, code of ethics and standards of conduct.	X									In Progress	
50	Personnel	✓	TBD	Develop and implement ongoing employee fraud prevention training programs.	X									Unkown	
51	Personnel	✓	TBD	Ensure that employees are cross-trained in key areas of responsibility.	X									Unkown	
52	Personnel	✓	TBD	Develop desk manuals of employee duties; ensure that each employee includes step-by-step procedures for all assigned duties in their desk manual.	X									Not Started	
53	Personnel	✓	TBD	Ensure that each employee understands their responsibility for records retention.	X									Partially Implemented	
54	Personnel	◆	TBD	Provide extensive training for all employees involved in purchasing if the online QSS purchase order system is implemented.	X									In Progress	
55	Personnel	✓	TBD	Depending on the leadership structure, review the need for other positions such as director of facilities and assistant principal.	X									In Progress	
56	Personnel	◆	TBD	Conduct a salary study of its management positions to ensure equity both within the district and with comparable districts.	X									Unkown	
57	Personnel	✓	TBD	Ensure written agreements between each organization and district is approved by the board, includes certification of all applicable employee clearances.	X									Partially Implemented	
58	Personnel	✓	TBD	Revise job descriptions as necessary among district office staff to accommodate the changes in procedures.	X									Partially Implemented	
59	Personnel	◆	CBO	Provide the assistant to the business manager with outside training to assist with the assigned accounting duties, and hold the employee responsible for completing the assigned duties correctly.	X									Completed/Implemented	4/11/17
60	Internal Controls	✓	SUPT	Provide monthly updates to Board on outstanding actions.		X								In Progress	4/11/17 5/16/17
61	Internal Controls	✓	TBD	Implement Year End financial procedures.			X							In Progress	
62	Internal Controls	✓	TBD	Establish and maintain better communication at all levels of the organization.			X							In Progress	
63	Internal Controls	✓	CBO	Ensure employee timesheets are signed prior to processing the timesheets for payment.			X							Completed/Implemented	4/11/17



Sausalito Marin City School District | Inventory - Corrective Actions

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
64	Internal Controls	√	CBO	Develop and implement proper procedures for cash handling.			X							Partially Implemented	
65	Internal Controls	√	CBO	Monitor open accounts with updated and authorized signers.			X							In Progress	
66	Internal Controls	√	CBO	Reconcile bank accounts.			X							Completed/implemented	
67	Internal Controls	√	CBO	Reconcile holding accounts.			X							In Progress	
68	Policies & Regs	√	CBO	Maintain annual Statement of Economic Interests.			X							In Progress	5/16/17
69	Internal Controls	√	TBD	Reconcile and maintain ASES program records.			X							In Progress	
70	Internal Controls	◆	TBD	Establish procedures for FRPM and/or EL eligible.			X							Unkown	
71	Internal Controls	◆	TBD	Establish appropriate procedures child nutrition program.			X							In Progress	
72	Policies & Regs	√	TBD	Provide clear and concise budget presentations and materials.	X									In Progress	
73	Internal Controls	◆	TBD	Implement sound financial internal control structure.	X									Partially Implemented	
74	Internal Controls	◆	TBD	Take immediate steps to construct separate travel request and reimbursement forms that more closely meet needs.	X									Unkown	
75	Policies & Regs	◆	TBD	Establish meal and mileage rates for use in employee travel.	X									Unkown	
76	Policies & Regs	◆	TBD	Implement the procedures for travel expenditures.	X									Unkown	
77	Policies & Regs	◆	TBD	Implement the procedures regarding revolving account transactions.	X									Partially Implemented	
78	Policies & Regs	√	CBO	Update all board policies and administrative regulations by the end of the fiscal year.	X									In Progress	
79	Policies & Regs	◆	TBD	Develop and implement a protocol to ensure future required changes to board policies and administrative regulations are adopted by the district in a timely fashion.	X									In Progress	
80	Policies & Regs	√	TBD	Ensure that all board policies and administrative regulations are posted to its website.	X									Partially Implemented	

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
81	Policies & Regs	√	TBD	Annually adopt and communicate board approved budget goals and objectives.	X									In Progress	
82	Policies & Regs	◆	SUPT	Implement a set of board-approved guiding principles outlining the district's financial priorities for use in decision making.	X									In Progress	
83	Policies & Regs	◆	TBD	Prepare a formal budget development calendar, including critical tasks, deadlines and the staff member assigned. Obtain annual approval of the calendar from the governing board.	X									Not Started	
84	Policies & Regs	◆	TBD	Implement a budget development process that includes site administrators and department managers and holds them accountable to stay within their budget.	X									Not Started	
85	Internal Controls	√	CBO	Prohibit other fund or restricted program encroachment without the express support of the district's executive leadership and the governing board.	X									Follow Up Needed	
86	Internal Controls	√	CBO	Prohibit the inclusion of carryover balances during budget development.	X									Completed/Implemented	4/11/17
87	Internal Controls	√	TBD	Conduct budget study sessions for the governing board and all interested stakeholders during budget development and bring periodic updates to the board during the process.	X									In Progress	
88	Internal Controls	√	TBD	Periodically assess fiscal health to help ensure its viability.	X									In Progress	
89	Internal Controls	√	TBD	Provide regular and frequent budget revisions to the governing board for approval.	X									In Progress	
90	Internal Controls	√	TBD	Perform annual and periodic duties to ensure compliance with state and federal regulations.	X									In Progress	
91	Internal Controls	√	TBD	Ensure that the required current state and federal legal employment notices are posted in staff lounges.	X									Unkown	
92	Internal Controls	√	TBD	Ensure that the board meeting calendar contains financial reporting deadlines to ensure compliance.	X									In Progress	
93	Policies & Regs	√	TBD	Survey the board regarding specific areas of interest or topics for which they would like additional explanation or training.	X									Not Started	

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
94	Internal Controls	√	CBO	Present all adjustments resulting from the independent audit of the prior year's financial records to the governing board for approval.	X									Unkown	
95	Internal Controls	◆	CBO	Review processes for applying indirect costs and revise procedures beginning with fiscal year 2011-12.	X									Not Started	
96	Policies & Regs	√	SUPT	Improve communication practices, identify measurable objectives and implement strategies to achieve those objectives.	X									Not Started	
97	Internal Controls	◆	CBO	Develop and implement fraud detection methods.	X									Unkown	
98	Internal Controls	◆	CBO	Create a policies and procedures manual for the business department.	X									Not Started	
99	Personnel	◆	CBO	Implement payroll procedures that will provide a sound internal control structure.	X									In Progress	
100	Personnel	◆	TBD	Revise job descriptions as necessary among district office staff to accommodate revised payroll procedures.	X									Unkown	
101	Personnel	◆	TBD	Establish an individual payroll file for each employee.	X									In Progress	
102	Personnel	◆	TBD	Implement a calendaring system in the Personnel Department to track the dead-lines for employee evaluations.	X									In Progress	
103	Personnel	√	TBD	Provide sites/departments with notifications from the Personnel Department regarding deadlines for employee evaluations, and track compliance with the evaluation deadlines.	X									In Progress	
104	Personnel	√	TBD	Provide district administrators / department heads with training in documenting employee performance.	X									Not Started	
105	Personnel	◆	TBD	Implement the procedures for employee recruitment / selection.	X									Unkown	
106	Personnel	◆	TBD	Submit the certificated and classified employment application forms to legal counsel for evaluation.	X									Not Started	
107	Personnel	◆	TBD	Adopt standardized forms for use in the employee selection process.	X									Not Started	
108	Personnel	◆	TBD	Implement Defensible Employment Testing for meeting selection requirements.	X									Not Started	

Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
109	Personnel	√	TBD	Provide annual notice to each employee to confirm their vacation and personal necessity/sick leave balances.	X									Not Started	
110	Personnel	◆	TBD	Implement the procedures for employee resignations and retirements.	X									Not Started	
111	Internal Controls	◆	TBD	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	
112	Internal Controls	◆	TBD	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	
113	Internal Controls	◆	TBD	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	
114	Internal Controls	◆	TBD	Review employee change of status form.	X									Not Started	
115	Internal Controls	◆	TBD	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	
116	Internal Controls	◆	TBD	Establish steps to process the district's position control transactions.	X									Unkown	
117	Internal Controls	◆	TBD	Implement the procedures for purchase orders.	X									In Progress	
118	Internal Controls	◆	TBD	Utilize open purchase orders for ongoing purchases of inexpensive items from the same vendor.	X									In Progress	
119	Internal Controls	◆	TBD	Consult with legal counsel regarding its July 2011 award of its contract for the food service program.	X									Not Started	
120	Internal Controls	◆	TBD	Immediately contact legal counsel with questions regarding bidding.	X									Unkown	
121	Internal Controls	◆	TBD	Meet with legal counsel to obtain a complete set of competitive bidding documents.	X									Unkown	
122	Internal Controls	◆	TBD	Provide training for staff on bidding requirements and procedures.	X									In Progress	
123	Internal Controls	◆	TBD	Establish a policy requiring three quotes to be obtained when items exceed a specified amount.	X									Unkown	



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124	Internal Controls	◆	CBO	Issue district credit cards in both the individual's name and the district's name.	X									Completed/Implemented	4/11/17
125	Internal Controls	◆	TBD	Ensure that each person issued a credit card signs a usage agreement that provides specifics of the credit card program.	X									In Progress	
126	Internal Controls	◆	TBD	Require a purchase order for all purchases of goods and services via credit card, with the exception of some travel expenses.	X									Unkown	
127	Internal Controls	◆	TBD	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	
128	Policies & Regs	√	TBD	Review grant proposals and implementation details to ensure that services align with the district's goals and follow board policy.	X									Unkown	
129	WCA	√	TBD	Faithfully implement the provisions of the MOU, even when they are not favorable to WCA.	X									Unkown	
130	WCA	√	TBD	Provide the public and all interested parties an opportunity to hear and give input on the financial arrangements between the district and WCA.	X									Not Started	
131	WCA	√	TBD	Establish separation between operational and fiscal structures for WCA facilities, purchasing, administrative and other services.	X									In Progress	
132	WCA	√	TBD	Hold public hearing about provisions of charter within 30 days after receiving petition.	X									Unkown	
133	WCA	√	TBD	Review the applicable lease costs associated with the space provided to WCA, if any, each fiscal year with data derived from the annual independent auditor's report.	X									Unkown	
134	WCA	√	TBD	Establish a formal charter school oversight review process consistent with the requirements in the California Education Code....	X									In Progress	
135	WCA	√	TBD	Revise the current MOU to correct inconsistencies with requirements in the California Education Code and Title 5, California Code of Regulations.	X									In Progress	
136	WCA	√	TBD	Be specific about the form and frequency of oversight practices; ensure that expectations are clearly defined in policy and/or the MOU.	X									Not Started	



Action #	Category	ON-GOING \ ONE-TIME	LEAD	ACTION	FCMAT	MCOE 9-POINT PLAN	AUDIT FINDINGS	UCP	WILLIAMS COMPLAINT	MCOE CREDENTIAL MONITORING	INSTRUC-TIONAL MATERIAL INVENTORY	STUDENT RELATED	VOTE-OF-NO CONFIDENCE DEMANDS	STATUS	REPORT UPDATES
137	WCA	√	TBD	Routinely monitor WCA's student recruitment, issues related to racial and ethnic balance, and implementation of other items in the charter petition to ensure compliance.	X									Not Started	
138	WCA	√	TBD	Initiate a comprehensive review of WCA's enrollment practices...	X									Not Started	
139	WCA	√	TBD	Immediately require the charter school to cease refusing enrollment to special needs students (SDC).	X									In Progress	
140	WCA	√	TBD	Ensure that the total percentage of WCA students allowed because of the enrollment priority for children of a charter school's founders, teachers and staff is small.	X									Unkown	
141	WCA	√	TBD	Ensure that WCA's charter petition and its website provide the same information regarding admission priority order and classifications.	X									Unkown	
142	WCA	√	TBD	Ensure that the charter school develops a systematic tracking system of students granted admission to WCA through the lottery are not enrolling their students.	X									Unkown	

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

## Sausalito Marin City School District

Agenda Item: 12.01

Date: May 16, 2107

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

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

**Item:** Consider Approval of the Contract for Mealtime Program by The CLM Group, Inc. for the 2017-2018 School Year in the Amount of \$1,397 (Shared Expense with Willow Creek Academy)

### Background:

The Mealtime software assists in the tracking and reporting of meals served to students and reporting to the California Department of Education for the National School Lunch Program. This program is shared between Bayside/MLK Academy and Willow Creek Academy.

### Fiscal Impact:

Total Cost: \$1,397.00

Sausalito Marin City School District: \$ 697.50

Willow Creek Academy: \$ 697.50

**Recommendation:** Approve

### Attachments:

- Mealtime Invoice for 2016-2017

**MEALTIME****The CLM Group, Inc.**10200 SW Greenburg Road #360  
Portland OR 97223**Invoice**INVOICE # 30798  
DATE 4/21/2017  
DUE DATE 7/1/2017**BILL TO**Sausalito Marin City School District  
200 Phillips Drive  
Marin City, CA 94965**SHIP TO**Sausalito Marin City School District  
200 Phillips Drive  
Marin City, CA 94965**P.O. NUMBER**

Annual Subscription

**TERMS****REP**

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
1	mPower - ...	mPower Annual Subscription - Central Management (Includes 1 Point of Sale) 2017-2018 School Year.	349.00	349.00
1	mPower - E...	mPower Annual Subscription Fee - Eligibility Management 2017-2018 School Year.	349.00	349.00
1	mPower - P...	mPower Annual Subscription Fees - Point of Sale 2017-2018 School Year.	299.00	299.00
2	mPower - ...	mPOWER - Hosting 2017-2018 School Year.	200.00	400.00
		California Use tax	9.00%	0.00

Thank you for your business.

\*Annual renewal prices are subject to change

Total \$1,397.00

Payments/Credits \$0.00

**Balance Due \$1,397.00**

Phone 503.646.7000

Fax 503.646.8848

lroberts@mealtimeclm.com

**Grandfathered - Lexia Reading Hosting Renewal Proposal**

Quote valid through 8/15/2017

Sausalito Marin City School District  
Julianne Edmondson  
[jedmondson@smcsd.org](mailto:jedmondson@smcsd.org)

Your current *Lexia Reading Core5* hosting expires at the end of August 2017

3-year extension 70 seat licenses @ \$68 each

\$4,760

Total: \$4,760

The subscription service includes:

- a. Access to *Lexia Reading Core5*, at school and at home, via browser on PC or MAC, Chromebooks, iPad2+, iPad Mini and certain Android tablets. See attached hardware specifications, also at <http://lexialearning.com/files/support/C5SysReq.pdf>
- b. Access to Lexia Strategies, at school and at home. See [system requirements](#) and [Technical Set up Guide](#) for details.
- c. Data hosting and reporting functions at [www.myLexia.com](http://www.myLexia.com) and the teacher/ administrator myLexia APP for iPhone/iPad free at the APP store. See [Technical Setup](#) for details.
- d. Lexia Reading scripted multi-sensory lesson plans, independent student worksheets and instructional connections.
- e. System updates, 800-line technical support, local support & implementation and On-Demand training videos.
- f. Please note that Lexia fully adheres to the strictest data privacy and FERPA requirements, as identified in AB1584 and SB1177. For more details, please see these links:
  - a. <http://www.lexialearning.com/privacypolicy/index.html>
  - b. <http://www.lexialearning.com/lexia-website-properties-terms-of-use>

**Please send all purchase orders and payments to:**

Greenfield Learning Inc.,  
Attn: Tim Stewart  
P.O. Box 3024, Half Moon Bay, CA 94019  
Phone: 800-363-5547 Fax: 650-726-1156  
Email orders: [orders@greenfieldlearning.com](mailto:orders@greenfieldlearning.com)

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
BOARD MEETING MINUTES  
April 11, 2017**

**ATTENDANCE**

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

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

**CLOSED SESSION**

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

**RECONVENE TO OPEN SESSION**

Open session reconvened at 6:11 p.m.

**REPORT OUT OF CLOSED SESSION**

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

**PLEDGE OF ALLEGIANCE**

Trustee Green led the pledge of allegiance.

**REORGANIZATION OF AGENDA**

Trustee Newmeyer said that concerns have been raised by the County Superintendent that he has a conflict of interest in decisions that affect the relationship between the district and the charter school, arising from the fact that he has children attending the charter school. He 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: 8.01- WCA Correspondence, 10.01 – WCA Oversight Committee Report, 10.02 – District Structure Committee Report, 11.03 – Discussion of 2016-2017 Consolidated Application for Funding Part II, 11.04 – Discussion of Willow Creek Academy Proposition 39 Request, and 13.01- Guidance on District Office Fire Insurance Settlement. He asked that items that were not subject to his recusal be grouped together to minimize disruption to the meeting.

Superintendent McCoy said that the presentation by the Freedom schools has been postponed to April 25.

**Newmeyer/Green/1 Absent to Reorganize the Agenda and Group the Above Items Together**

**BOARD COMMUNICATIONS**

Trustee Green attended a meeting of parents at the school and said that it was a great gathering and there was a good discussion among the participants.

Trustee Turner said that the Spring Update from the district is full of good news about current events at the school and plans for the upcoming summer programs. Turning to matters of governance, she said that if the board is to function as a single entity, it must come together and take up all matters before it. Unfortunately, we are prevented from doing so because of the need for recusal by some Board members, she said.

## **ORAL COMMUNICATIONS**

Teri Lang, mother of two children at Willow Creek Academy and president of the WCA Foundation, said that contrary to rumors, the Foundation does not have \$1 million in the bank. Rather, it strives to raise \$300K a year to fill in gaps in funding for music, the arts and the library. Getting to this level of fundraising took at least five years and involves the continuing commitment of dozens of volunteers. She said that the Foundation is willing to help Damian Morgan strategize to build up his foundation for Bayside MLK Jr. Academy.

Kate Stohr, a parent, said that she is concerned about the role of the Marin County Superintendent of Schools in determining the future of the district. She continued: The investigation launched by Superintendent Mary Jane Burke has cost the district \$300K in unnecessary legal fees to date and two elected board members have been effectively silenced. She has assigned Terena Mares to work in the district. Ms. Mares does not report to our Board but is apparently guiding decision-making. Representatives of one school in the district were excluded from recent budget meetings. All these matters should raise concerns, she told the Board.

She continued: The merger with Mill Valley School district has been proposed three times in the past, in 1957, 1965 and 1970, and each time it failed, causing disruption. We should conduct a survey of citizens to gauge public sentiment before allowing the County Superintendent to hire a consultant. We should limit the actions of the County and allow decisions to come from parents, citizens and local control.

At 6:29 p.m., Trustee Newmeyer left the room.

## **WCA Letter**

Superintendent McCoy said that the letter was recently sent to the Board and Superintendent and is included in the packet for the Board's review.

Jennifer Conway, a parent with students at both schools, said that the board which granted the charter has ultimate accountability and must act in the best interests of all children. She said that differentiating between low-income or English Language learners at Bayside MLK Jr. and Willow Creek Academies is not fair or equitable. The focus should be on getting resources to the students with the highest needs, regardless of their school of attendance.

Sebastian Ferrando, a parent with children at both schools, said he wanted to debunk two myths: One, that the composition of the district board has been stacked in favor of Willow Creek Academy. Given that over 70% of the children in the district attend the charter school, a much bigger pool of interested people would naturally come from parents of WCA students. Two, that more money would solve Bayside MLK Jr. Academy's problems. These problems have included misplaced textbooks, hires that did not work out, high staff turnover and slow progress on key initiatives such as a coherent and ratified discipline policy. This is where the conversation should start, rather than discussion of the MOU between WCA and the district, he concluded.

At 6:37 p.m., Trustee Newmeyer returned to the room.

## **SUPERINTENDENT**

Superintendent McCoy said that the administration is in the process of selecting candidates for three regular classroom teachers and one Special Day Class position.



Referring to the list of corrective actions outlined in the Board packet, he said that these have been very encouraging. He went through the items, pointing out those that have been completed and others which are still in progress. It is very exciting to see the pieces of a robust summer school program come together, he said. We are gaining momentum in providing a better learning environment for our students and moving the district forward.

Trustee Barrow said that he would like to recognize that many additional improvements which are not mentioned in the report have already taken place in the district.

### **FREEDOM SCHOOLS**

Bettie Hodges of the Hannah Project said that her organization is close to raising enough money to have 50 students at the Freedom school this summer. Turning to the next school year, she explained the idea of embedding the Freedom school concept in the regular school. The changes would include adding an assembly at the beginning of the day, a reading period for the entire school, an integrated 90-minute reading program, a cool down/mindfulness period and a closing circle at the end of the day. Each teacher and classified person would be trained in the Freedom School methodology. The curriculum is customized to ensure that it is diverse, reflective of various cultures and their achievements, she told the Board.

### **LCAP**

Pecolia Manigo of PLAN gave a presentation on the Local Control Accountability Plan for the coming year. She went through the goals as well as the actions and services that are designed to achieve those goals and the measurable outcomes that are expected.

The first goal continues to be student achievement. She outlined the various tests that are used to measure outcomes and the actions and services that will go to improve those outcomes.

Bettie Hodges suggested that in addition to tests, portfolios of students' work be used as a measure of students' achievements.

Goal 2 remains sustaining a community school model at the district. Ms. Manigo said that a great deal of work remains to be done to achieve this goal.

Goal 3 is family and community engagement. The measurable outcomes for this goal need to be improved so that they can be measured accurately. Engaging the community in the core academic program at BMLK is an important action for this goal.

Goal 4 is school climate. This is a new goal that includes reducing absenteeism and tardiness, fewer cases of discipline and suspension and a middle school dropout rate of less than 1%.

Glenda Gentry, a board member of the Center for Excellence, said that her organization sees the visual and performing arts as a central and core part of the school curriculum.

Barbara Killey, a volunteer and Center for Excellence board member, said that this year has been a difficult one at BMLK. Last year, parents and community members were not included in the budgeting process. She asked that they be included so that there is understanding and buy-in for all LCAP priorities.

### **CONSENT AGENDA –**

**Roll Call Newmeyer/Green/4 Ayes, 0 Noes, 1 Absent to Approve the Following Consent Agenda items:**  
Minutes of the March 27 and 28, 2017 Board Meetings

Payment of Warrants – Batches 38-39  
Quarterly Report on Williams Uniform Complaints

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

Superintendent McCoy thanked Amy Prescott for drafting the calendar.

**Newmeyer/Turner/1 Absent to Approve the 2017-2018 Sausalito Marin City School District Calendar**

**Approval of California Healthy Kids Survey**

Superintendent McCoy said this is a standard statewide test.

**Turner/Newmeyer/1 Absent to Approve the Administration of the California Healthy Kids Survey**

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

Superintendent McCoy said this agreement enables the university to place student trainees in speech pathology in our district

**Newmeyer/Turner/1 Absent to Approve the Placement of Speech Pathology Interns**

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

Bettie Hodges said that there have been problems with the cooperation with MTC in the past. It is important to vet possible partners before entering into an agreement, she told the Board.

**Newmeyer/Turner/1 Abstain/1 Absent to Approve a Preliminary Agreement with the Marin Theatre Company**

At 9:40 p.m., trustee Newmeyer left the meeting.

**WILLOW CREEK ACADEMY OVERSIGHT (Barrow, Turner)**

Trustee Barrow said that the committee had met and looked at a checklist of items which the CBO and Superintendent will go through with WCA leadership.

**DISTRICT STRUCTURE COMMITTEE – Ad Hoc (Turner, Barrow)**

Trustee Turner said the committee met with representatives of WCA and will continue to reach out to the community for other proposals regarding district structure.

Jeff Knowles, WCA board member and parent, said he would like to underscore that the WCA Board should have input on the subject of district structure. He continued: We should cooperate to find ways to close the achievement gap. We should look at all options, including a merger of the two existing schools. There would be massive financial efficiencies with the charter format and just one school.

**DISCUSSIONS**

**2016-2017 Consolidated Application for Funding Part II**

Superintendent McCoy said this enables the district to apply for federal funding and is being presented to the Board for discussion.

**Willow Creek Academy Proposition 39 Request**

Superintendent McCoy said that charter schools are required to follow an application process to request space. We are reporting out that the application seems reasonable and is a continuation of their present space usage.

**Guidance on District Office Fire Insurance Settlement**

Superintendent McCoy said we must look at the various options open to the district. The Board should consider whether the funds be used as intended to rebuild district office facilities or for other purposes.

**Green/Turner/1 Oppose/2 Absent to Disapprove Use of Insurance Monies for Sole Purpose of Rebuilding the District Office**

**FUTURE TOPICS**

Facilities

**ADJOURNMENT**

**Turner/ Green/1 Absent to Adjourn at 10:07 p.m.**

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Signature/Date

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Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT  
BOARD MEETING MINUTES  
April 25, 2017**

**ATTENDANCE**

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

The meeting was called to order at 6:05 p.m.

**PLEDGE OF ALLEGIANCE**

Trustee Turner led the pledge of allegiance.

**REORGANIZATION OF AGENDA**

Superintendent McCoy asked to move the presentation by the Freedom School be moved to the top of the agenda.

**Turner/Green/2 Absent to move the presentation regarding the Freedom School to the top of the agenda following oral communications**

**BOARD COMMUNICATIONS**

Trustee Turner thanked the audience members for faithfully showing up at board meetings. She said that she and trustee Green attended another class in the Governance Workshop series; she thanked the district for facilitating this valuable experience.

Trustee Green said she was happy to know that several students from the BMLK community went on a field trip to New York. She thanked Julius Holtzclaw and teacher Louis Edney for chaperoning the trip.

**ORAL COMMUNICATIONS**

Cherie Sinclair, a Willow Creek Academy parent, said she would prefer a dialogue to the one-way emails she receives from WCA regarding the budget numbers that are disputed. As things stand, the students at BMLK are being deprived of their civil rights, she told the Board.

Julius Holtzclaw, the school secretary, said that during Spring Break, 11 students went to New York with funding from the community organization Growth Circles. They visited the Stock Exchange, the World Trade Center Museum, the Juilliard School of Music and several other important sites.

**FREEDOM SCHOOLS**

Bettie Hodges of the Hannah Project introduced Saira Soto of the Children's Defense Fund's Los Angeles office.

Ms. Soto, deputy director of the CDF California office, gave an overview of the organization's activities since its inception in 1973. CDF's aim is to ensure that all children have access to a quality public education and a path to college or work readiness, she said.

**Review a Request from Marin City Parent and Leadership Academy (MCPLA) to Place a Portable Building on District Property and Provide Direction to Administrative Team on Next Steps**

Terrie Green, director of MCPLA, said that her organization is in a position to take on all costs related to the placement of the portable building on district property. She said that this could be a good partnership between the Academy and the District.

Trustee Green said that this idea fits in with the plan for a community school, but there might be concerns about the amount of space that would be needed.

Trustee Turner said that she would like to have more time to have a better understanding of the program and how it would fit into the community school model.

Trustee Barrow asked how long MCPLA would want use of that space.

**Green/Turner/2 Absent to Continue the Dialogue with MCPLA Regarding its Request**

#### **SUPERINTENDENT**

Superintendent McCoy gave a presentation on the findings of the Budget Advisory Committee. He said that the committee was set up to find solutions to the problems facing all of our children, at Bayside MLK Jr. Academy and Willow Creek. He continued: We have a \$300K structural deficit that is ongoing. The aim is to have two healthy schools. The committee gave several recommendations, but its mandate is solely to advise – it cannot authorize any cuts. He went on to explain each recommendation made by the committee.

Trustee Turner said that as WCA has grown, BMLK has suffered. We are faced with a lot of difficult choices - I hope we can make the right ones for the kids, she said.

Several community members made comments on the work of the committee. Speaking on various provisions of the MOU, audience members suggested that both sides compromise to come to an agreement. The burden of legal bills should not be borne by the students at BMLK, one speaker said.

Doug Lloyd, a local resident and past president of the Willow Creek Foundation, said that attempts by the Budget Advisory Committee and Mary Jane Burke, the Marin County Superintendent of Schools, to “decimate the Willow Creek budget” are outrageous and should be stopped immediately.

Jeff Knowles of the WCA board said the committee recommendations reflect those of the Fiscal Crisis and Management Assistance Team and take \$1 million from WCA. This would be a devastating blow to the school and the many high-need students who attend it, he said. There are other options that do not entail taking money from either school. He added that paying down the construction debt would reduce the debt service costs to the district and improve its financial situation.

Bettie Hodges of the Hannah Project asked: What will education be like at BMLK next year? Given that this year there was one teacher for the entire middle school and contract teachers for math and science, what will the budget committee recommendations do to change that picture?

**At 8:15 p.m., Trustee Barrow said that the Board would take a short break. The Board reconvened the meeting at 8:22 p.m.**

Consider Approval of Contract with Burkell Plumbing to Replace the Water Heater in the Kitchen at Bayside/MLK in the amount of \$6,800

**Green/Turner/2 Absent to Approve the Contract with Burkell Plumbing to Replace the Water Heater in the Kitchen at Bayside/MLK in the amount of \$6,800**

Consider Approval of Contract with Swift Tree Care for Tree Removal on the Willow Creek Campus in the Amount of \$2,400

**Turner/Green/2 Absent to Approve the Contract with Swift Tree Care for Tree Removal on the Willow Creek Campus in the Amount of \$2,400**

Consider Approval for Contract with Downing Heating & Air Conditioning, Inc. to Repair Multi-Purpose Room HVAC Unit at Bayside/MLK in the Amount of \$7,617

**Green/Turner/2 Absent to Approve the Contract with Downing Heating & Air Conditioning, Inc. to Repair Multi-Purpose Room HVAC Unit at Bayside/MLK in the Amount of \$7,617**

Consider Approval of HVAC Maintenance Service Agreements with Downing Heating & Air Conditioning, Inc. for the 2017-2018 School Year Totaling \$4,422

**Turner/Green/2 Absent to Approve the HVAC Maintenance Service Agreements with Downing Heating & Air Conditioning, Inc. for the 2017-2018 School Year Totaling \$4,422**

Consider Approval to Open a Local Checking Account for the Purposes of Clearing Checks and Cash

**Turner/Green/2 Absent to Approve the Opening of a Local Checking Account for the Purposes of Clearing Checks and Cash**

Consider Approval to Collect Facility Use Fees from Willow Creek Academy to for Out of District Students Attending Willow Creek beginning in the 2017-2018 School Year. Estimated New Ongoing Revenue - \$142,800

**Green/Turner/2 Absent to Further Discuss the Issue with WCA and Legal Counsel**

Consider Approval to Create an Additional Combination Class at Bayside/MLK in 2017-2018. Estimated Costs Savings - \$90,000

**Green/Turner/2 Absent to Approve the Creation of an Additional Combination Class at Bayside/MLK in 2017-2018**

Consider Approval to Reconfigure Administration Staffing for District and Bayside/MLK beginning in the 2017-2018 School Year. Estimated Cost Savings - \$20,000

**Green/Turner/2 Absent to Table this Motion and Review it Further**

Consider Approval to Relocate District Office to the Bayside/MLK School Site in 2017-2018 and Sub-Lease District Office Space at 3030 Bridgeway in Sausalito

**Turner/Green/2 Absent to approve the Relocation of the District Office and Sub-Leasing of the current Space at 3030 Bridgeway in Sausalito**

Consider Approval to Reduce LCFF Funds Moved to the Deferred Maintenance Fund by \$25,000 in 2017-2018 and 2018-2019

**The Board decided to defer action on this item.**

## **ADJOURNMENT**

**Turner/ Green/2 Absent to Adjourn at 11:19 p.m.**

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Signature/Date

---

Title



**Sausalito Marin City School District**

**Payment of Warrants**

5/16, 2017

Attached warrants include:

Batch 40 Fund 01 in the amount of \$255,578.94

Batch 40 Fund 13 in the amount of \$6,485.83

Batch 41 Fund 01 in the amount of \$63,510.87

Batch 41 Fund 13 in the amount of \$591.54

Batch 41 Fund 14 in the amount of \$1,072.16

Batch 41 Fund 78 in the amount of \$98,240.47

Batch 42 Fund 01 in the amount of \$59,665.88

Batch 42 Fund 13 in the amount of \$1,630.42

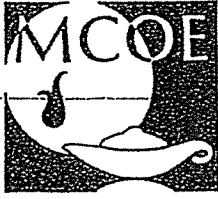
Batch 42 Fund 14 in the amount of \$273.75

Batch 43 Fund 01 in the amount of \$234,853.96

Batch 43 Fund 13 in the amount of \$4,600.75

Prepared by Vida Moattar

Sausalito Marin City School District Business Office



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MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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## VENDOR PAYMENT CERTIFICATION

Date 4/12/17

District Name SAUSALITO MARIN CITY District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 262,064.77.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>40</u>	<u>255,578.94</u>
<u>13</u>	<u>40</u>	<u>6,485.83</u>
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Authorized Signature

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0040 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20159060	070948/	A SIMPLE TRANSLATION				
		PV-170475	01-6500-0-5849.00-5770-1110-700-000-000	2001		143.78
			WARRANT TOTAL			\$143.78
20159061	002550/	ASSOCIATED VALUATION SERVICES				
		PO-170020	1. 01-0000-0-5849.00-0000-7200-700-000-000	5516		281.34
			WARRANT TOTAL			\$281.34
20159062	070935/	CINTAS CORPORATION				
		PV-170476	01-8150-0-4300.00-0000-8100-104-000-000	626116554		203.68
			WARRANT TOTAL			\$203.68
20159063	070159/	ANITA FOWLER				
		PV-170478	01-0000-0-5230.00-1110-1010-104-000-000	3/17 Mileage		29.10
			WARRANT TOTAL			\$29.10
20159064	000701/	HYDREX PEST CONTROL				
		PO-170014	1. 01-0000-0-5525.00-0000-8200-000-000-000	206056, 208891		300.00
			WARRANT TOTAL			\$300.00
20159065	070201/	KENTFIELD SCHOOL DISTRICT				
		PV-170474	01-6500-0-5835.00-5770-1182-700-000-000	17058, 17079		11,718.16
			WARRANT TOTAL			\$11,718.16
20159066	070386/	KEYGENT LLC				
		PV-170477	01-0000-0-5840.00-0000-7200-700-000-000	21-65474-02017-01		1,050.00
			WARRANT TOTAL			\$1,050.00
20159067	002345/	KONE INC.				
		PO-170006	1. 01-8150-0-5600.00-0000-8110-735-000-000	4/17		131.28
			WARRANT TOTAL			\$131.28
20159068	071007/	ALLURA LEHRER				
		PV-170479	01-6500-0-4300.00-5770-1110-700-000-000	Chair for SPED Student		32.08
			WARRANT TOTAL			\$32.08
20159069	000580/	MARIN COUNTY SHERIFF DEPART.				
		PV-170473	01-0000-0-5821.00-0000-7200-725-000-000	10251		40.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0040 GENERAL FUND  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
-----																
WARRANT TOTAL																\$40.00
20159070	070326/	MARIN SANITARY SERVICE														
		PO-170022	1.		01-0000-0-5550.00-0000-8200-000-000-000									3/17		1,000.00
		WARRANT TOTAL														\$1,000.00
20159071	000899/	MICHAEL'S TRANSPORTATION SERV														
		PO-170162	1.		01-9473-0-5819.00-1110-1010-104-000-000									96614, 96674		1,413.64
		WARRANT TOTAL														\$1,413.64
20159072	071004/	PLAN														
		PO-170152	1.		01-0000-0-5840.00-1110-2700-104-000-000									2017-02		11,666.00
		WARRANT TOTAL														\$11,666.00
20159073	000990/	QUILL CORP.														
		PO-170166	1.		01-0000-0-4300.00-1110-1010-104-000-000									5620353		1,026.29
		WARRANT TOTAL														\$1,026.29
20159074	070406/	SILYCO														
		PO-170016	1.		01-0000-0-5849.00-0000-2420-700-000-000									4/17		9,600.00
		WARRANT TOTAL														\$9,600.00
20159075	071013/	TEACHERS COLLEGE PRESS														
		PO-170165	1.		01-3010-0-4300.00-0000-2700-104-000-000									3869575		50.40
		WARRANT TOTAL														\$50.40
20159076	070792/	TURNING GREEN														
		PV-170481			01-1100-0-4319.00-1110-1010-104-000-000									3/17 Food & Labor		60.57
		WARRANT TOTAL														\$60.57
20159077	070525/	US BANCORP EQUIP. FINANCE INC														
		PO-170012	2.		01-0000-0-5605.00-0000-7200-700-000-000									4/17		888.62
		WARRANT TOTAL														\$888.62
20159078	002172/	WILLOW CREEK ACADEMY														
		PV-170480			01-0000-0-8096.00-0000-9200-103-000-000									April 2017 in lieu payment		215,944.00
		WARRANT TOTAL														\$215,944.00

**COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 04/14/2017**

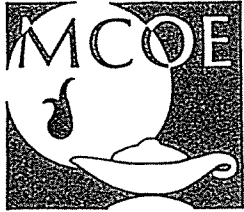
WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE										ABA NUM	ACCOUNT NUM			
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT		
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***	FUND	TOTALS	***					TOTAL NUMBER OF CHECKS:				19	TOTAL AMOUNT OF CHECKS:				\$255,578.94*
								TOTAL ACH GENERATED:				0	TOTAL AMOUNT OF ACH:				\$0.00*
								TOTAL EFT GENERATED:				0	TOTAL AMOUNT OF EFT:				\$0.00*
								TOTAL PAYMENTS:				19	TOTAL AMOUNT:				\$255,578.94*



DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0040 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
20159079	070792/	TURNING GREEN				
		PV-170481	13-5310-0-4300.00-0000-3700-700-000-000	3/17	Food & Labor	171.78
			13-5310-0-4700.00-0000-3700-700-000-000	3/17	Food & Labor	1,035.01
			13-5310-0-5240.00-0000-3700-700-000-000	3/17	Food & Labor	139.00
			13-5310-0-5849.00-0000-3700-700-000-000	3/17	Food & Labor	4,338.75
			WARRANT TOTAL			\$5,684.54
20159080	070816/	UNFI				
		PV-170482	13-5310-0-4700.00-0000-3700-700-000-000	19933758-004, 19922792-003		801.29
			WARRANT TOTAL			\$801.29
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$6,485.83*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$6,485.83*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	21	TOTAL AMOUNT OF CHECKS:	\$262,064.77*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	21	TOTAL AMOUNT:	\$262,064.77*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	21	TOTAL AMOUNT OF CHECKS:	\$262,064.77*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	21	TOTAL AMOUNT:	\$262,064.77*

Printed: 04/14/2017 07:47:53



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## VENDOR PAYMENT CERTIFICATION

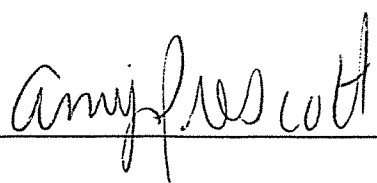
Date 4/26/17

District Name SAUSALITO MARIN CITY

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 163,415.04.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>41</u>	<u>63,510.87</u>
<u>13</u>	<u>41</u>	<u>591.54</u>
<u>14</u>	<u>41</u>	<u>1,072.16</u>
<u>78</u>	<u>41</u>	<u>98,240.47</u>
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Authorized Signature 

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 04/28/2017

BATCH: 0041 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	
20160342	071014/	ACCO BRANDS USA				
		PV-170491	01-0000-0-5600.00-1110-1010-104-000-000	2617820		200.00
			WARRANT TOTAL			\$200.00
20160343	070873/	ADVANCED SECURITY SYSTEMS				
		PV-170495	01-8150-0-5600.00-0000-8110-735-000-000	Alarm Service Call		165.00
			WARRANT TOTAL			\$165.00
20160344	070329/	AT&T CALNET 3				
		PO-170001	1. 01-0000-0-5970.00-0000-2700-700-000-000	4/17		42.14
			WARRANT TOTAL			\$42.14
20160345	070935/	CINTAS CORPORATION				
		PV-170493	01-8150-0-4300.00-0000-8100-104-000-000	626118957		203.68
			WARRANT TOTAL			\$203.68
20160346	001807/	EMPLOYMENT DEVELOPMENT DEPT.				
		PV-170486	01-0000-0-9515.00-0000-0000-000-000-000	94241171 Q1, 2017		355.94
			WARRANT TOTAL			\$355.94
20160347	070721/	FAGEN FRIEDMAN FULFROST				
		PV-170490	01-0000-0-5829.00-0000-7100-000-000-000	52110-1/7		20,680.53
			WARRANT TOTAL			\$20,680.53
20160348	070945/	INFINITY COMMUNICATIONS				
		PO-170118	1. 01-0000-0-5840.00-0000-7180-725-000-000	6633 ERate		2,250.00
			WARRANT TOTAL			\$2,250.00
20160349	000039/	KAISER FOUNDATION				
		PV-170487	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
20160350	000047/	MARIN MUNICIPAL WATER DST				
		PO-170010	2. 01-0000-0-5535.00-0000-8200-000-000-000	2-4/17 BMLK		953.00
		PV-170483	01-0000-0-5535.00-0000-8200-000-000-103	2-4/17 WCA		2,215.72

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0041 GENERAL FUND  
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
-----															
WARRANT TOTAL															\$3,168.72
20160351	070868/	EMILY MATTO													
		PV-170496					01-0000-0-4300.00-1110-1010-104-000-000							Classroom supplies	408.31
WARRANT TOTAL															\$408.31
20160352	000015/	MSIA DENTAL													
		PV-170488					01-0000-0-9528.00-0000-0000-000-000-000						5/17		2,588.76
WARRANT TOTAL															\$2,588.76
20160353	000117/	MSIA VISION													
		PV-170489					01-0000-0-9529.00-0000-0000-000-000-000						5/17		384.48
WARRANT TOTAL															\$384.48
20160354	002220/	NORTH BAY TAXI													
		PV-170494					01-3010-0-5840.00-0000-3600-104-000-000						3/17	Taxi service	2,775.00
WARRANT TOTAL															\$2,775.00
20160355	000161/	NOVATO UNIF SCHOOL DST													
		PV-170498					01-6500-0-5849.00-5770-1110-700-000-000						170357		522.80
WARRANT TOTAL															\$522.80
20160356	000058/	P G & E CO													
		PO-170000	1.				01-0000-0-5510.00-0000-8200-000-000-103						4/17	WCA	205.65
WARRANT TOTAL															\$205.65
20160357	000990/	QUILL CORP.													
		PO-170168	1.				01-0000-0-4300.00-1110-1010-104-000-000						5971861		43.32
WARRANT TOTAL															\$43.32
20160358	070979/	RHYTHM & MOVES													
		PV-170492					01-0000-0-5840.00-1131-1010-104-000-000						16764		1,095.00
WARRANT TOTAL															\$1,095.00
20160359	070384/	FLORA SANCHEZ													
		PV-170497					01-0000-0-5230.00-1110-1010-104-000-000						4/17	Mileage	54.57
WARRANT TOTAL															\$54.57

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0041 GENERAL FUND  
FUND : 01 GENERAL FUND

**Marin County Office of Education  
COMMERCIAL WARRANT REGISTER  
FOR WARRANTS DATED 04/28/2017**

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
20160360	070913/	SEAGATE BRIDGEWAY ASSOCIATES				
		PV-170499	01-0000-0-5555.00-0000-7150-725-000-000		5/17 Rent	5,317.00
			WARRANT TOTAL			\$5,317.00
20160361	070677/	LYDIA TUVESON				
		PO-170077	1. 01-6500-0-5835.00-5770-1182-700-000-000		08LT2016-2017	456.50
			WARRANT TOTAL			\$456.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	20	TOTAL AMOUNT OF CHECKS:	\$63,510.87*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	20	TOTAL AMOUNT:	\$63,510.87*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0041 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		
20160362	070841/	ECOLAB				
		PV-170502	13-5310-0-5840.00-0000-3700-101-000-000	5277232		135.94
			WARRANT TOTAL			\$135.94
20160363	070973/	ROCK ISLAND REFRIGERATED				
		PV-170500	13-5310-0-4700.00-0000-3700-700-000-000	1011264		379.60
			WARRANT TOTAL			\$379.60
20160364	070799/	VERITABLE VEGETABLE INC.				
		PV-170501	13-5310-0-4700.00-0000-3700-700-000-000	1141012		76.00
			WARRANT TOTAL			\$76.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	3	TOTAL AMOUNT OF CHECKS:	\$591.54*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	3	TOTAL AMOUNT:	\$591.54*



DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0041 GENERAL FUND

FUND : 14 DEFERRED MAINTENANCE FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20160365	070184/	DOWNING HEATING INC.												
		PV-170484					14-0000-0-5615.00-0000-8500-103-000-000						S52157	1,072.16
													WARRANT TOTAL	\$1,072.16
*** FUND	TOTALS ***						TOTAL NUMBER OF CHECKS:	1					TOTAL AMOUNT OF CHECKS:	\$1,072.16*
							TOTAL ACH GENERATED:	0					TOTAL AMOUNT OF ACH:	\$ .00*
							TOTAL EFT GENERATED:	0					TOTAL AMOUNT OF EFT:	\$ .00*
							TOTAL PAYMENTS:	1					TOTAL AMOUNT:	\$1,072.16*

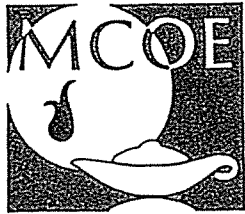
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0041 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
20160366	002172/	WILLOW CREEK ACADEMY												
		PV-170485											2-3/17 A Bulletins	98,240.47
													WARRANT TOTAL	\$98,240.47
*** FUND	TOTALS ***													
													TOTAL NUMBER OF CHECKS:	1
													TOTAL AMOUNT OF CHECKS:	\$98,240.47*
													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:	\$98,240.47*
*** BATCH TOTALS ***														
													TOTAL NUMBER OF CHECKS:	25
													TOTAL AMOUNT OF CHECKS:	\$163,415.04*
													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:	\$163,415.04*
*** DISTRICT TOTALS ***														
													TOTAL NUMBER OF CHECKS:	25
													TOTAL AMOUNT OF CHECKS:	\$163,415.04*
													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:	\$163,415.04*

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# MARIN COUNTY

## OFFICE OF EDUCATION

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FAX (415) 491-6625

### VENDOR PAYMENT CERTIFICATION

Date 5/3/17

District Name SAUSALITO MARIN CITY

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 61,570.05.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>42</u>	<u>59,665.88</u>
<u>13</u>	<u>42</u>	<u>1,630.42</u>
<u>14</u>	<u>42</u>	<u>273.75</u>
<u> </u>	<u> </u>	<u> </u>
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Authorized Signature 

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0042 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
20160997	070986/	DEBBIE CAHOON													
		PV-170522		01	0000	0-4300.00	1390	1010	104	000	000			Science Class Materials	18.49
		WARRANT TOTAL													\$18.49
20160998	070935/	CINTAS CORPORATION													
		PV-170508		01	8150	0-4300.00	0000	8100	104	000	000		626121371		203.68
		WARRANT TOTAL													\$203.68
20160999	002890/	LOUIS EDNEY													
		PV-170506		01	9473	0-5819.00	1110	1010	104	000	000			Bus Fare- Field Trip	64.00
		WARRANT TOTAL													\$64.00
20161000	070721/	FAGEN FRIEDMAN FULFROST													
		PV-170509		01	0000	0-5829.00	0000	7100	000	000	000		52314		832.00
		WARRANT TOTAL													\$832.00
20161001	000523/	FIREMASTER													
		PV-170516		01	8150	0-5600.00	0000	8110	104	000	000		413744		275.00
		WARRANT TOTAL													\$275.00
20161002	002270/	FISHMAN SUPPLY CO.													
		PO-170161	1.	01	0000	0-4300.00	0000	8211	104	000	000		1076530		354.42
		WARRANT TOTAL													\$354.42
20161003	000023/	GOODMAN BUILDING SUPPLY CO.													
		PO-170008	1.	01	8150	0-4300.00	0000	8100	735	000	000		4/17		129.97
		WARRANT TOTAL													\$129.97
20161004	070988/	VANESSA LYONS													
		PV-170505		01	9471	0-5800.00	1110	1010	700	000	000			Garden Teacher 4/17	1,625.00
		WARRANT TOTAL													\$1,625.00
20161005	000045/	MARIN COUNTY OFFICE OF EDUC													
		PO-170142	1.	01	0000	0-5240.00	0000	7705	104	000	000		170788		25.00
		WARRANT TOTAL													\$25.00
20161006	001019/	MARIN PUPIL TRANS. AGENCY													
		PV-170510		01	9002	0-7143.00	5001	9200	700	000	000		17-102		23,628.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0042 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														\$23,628.00	
20161007	000899/	MICHAEL'S TRANSPORTATION SERV													
		PO-170162	1.	01	9473	0	5819	00	1110	1010	104	000	000	96945	699.00
WARRANT TOTAL														\$699.00	
20161008	000548/	MOLLIE STONE'S													
		PV-170511		01	0000	0	4300	00	0000	7150	725	000	000	111096	42.08
WARRANT TOTAL														\$42.08	
20161009	000058/	P G & E CO													
		PO-170000	2.	01	0000	0	5510	00	0000	8200	000	000	000	4/17 BMLK	2,398.98
			1.	01	0000	0	5510	00	0000	8200	000	000	103	4/17 WCA	2,846.34
WARRANT TOTAL														\$5,245.32	
20161010	070222/	PROTECTION ONE													
		PO-170005	1.	01	0000	0	5840	00	0000	8300	100	000	000	4/17	88.28
			2.	01	0000	0	5840	00	0000	8300	101	000	000	4/17	696.27
			3.	01	0000	0	5840	00	0000	8300	103	000	000	4/17	117.09
WARRANT TOTAL														\$901.64	
20161011	070843/	ALAN ROTHKOP													
		PV-170521		01	8150	0	5240	00	0000	8110	103	000	000	Workshop attendance	52.70
				01	8150	0	5240	00	0000	8110	104	000	000	Workshop attendance	52.70
WARRANT TOTAL														\$105.40	
20161012	002576/	SCCOE													
		PV-170503		01	6500	0	5240	00	5770	1110	700	000	000	171709	125.00
WARRANT TOTAL														\$125.00	
20161013	071012/	SENECA													
		PO-170160	1.	01	6500	0	5849	00	5770	1100	700	000	000	HEI-MAR17	2,409.10
WARRANT TOTAL														\$2,409.10	
20161014	001206/	SHELL OIL CO.													
		PV-170515		01	0000	0	4301	00	0000	8110	735	000	000	4/17	225.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0042 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						\$225.00
20161015	070406/	SILYCO				
		P0-170016	1. 01-0000-0-5849.00-0000-2420-700-000-000	5/17		9,600.00
			WARRANT TOTAL			\$9,600.00
20161016	070200/	STANDARD INSURANCE COMPANY CB				
		PV-170513	01-0000-0-9527.00-0000-0000-000-000-000	5/17		164.55
			01-0000-0-9527.00-0000-0000-000-000-000	5/17		332.24
			WARRANT TOTAL			\$496.79
20161017	000600/	TUHSD				
		PV-170514	01-0000-0-5840.00-1310-1010-104-000-000	451		8,042.50
			WARRANT TOTAL			\$8,042.50
20161018	070759/	VERIZON WIRELESS				
		P0-170013	1. 01-0000-0-5970.00-0000-7200-700-000-000	4/17		418.49
			WARRANT TOTAL			\$418.49
20161019	001244/	YOUTH IN ARTS				
		PV-170507	01-0000-0-5840.00-1451-1010-104-000-000	Arts program		4,200.00
			WARRANT TOTAL			\$4,200.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	23	TOTAL AMOUNT OF CHECKS:	\$59,665.88*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	23	TOTAL AMOUNT:	\$59,665.88*



DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0042 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		
20161020	070841/	ECOLAB				
		PV-170517	13-5310-0-5840.00-0000-3700-101-000-000	5361656		110.56
			WARRANT TOTAL			\$110.56
20161021	070973/	ROCK ISLAND REFRIGERATED				
		PV-170518	13-5310-0-4700.00-0000-3700-700-000-000	1015602		515.02
			WARRANT TOTAL			\$515.02
20161022	070816/	UNFI				
		PV-170519	13-5310-0-4700.00-0000-3700-700-000-000	19955999-005, 19966048-004		1,004.84
			WARRANT TOTAL			\$1,004.84
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	3	TOTAL AMOUNT OF CHECKS:	\$1,630.42*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	3	TOTAL AMOUNT:	\$1,630.42*

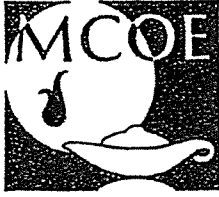
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0042 GENERAL FUND

FUND : 14 DEFERRED MAINTENANCE FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20161023	070789/	SCHOOL FACILITY CONSULTANTS												
		PV-170512		14-0000-0-5615.00-0000-8500-735-000-000									10396	273.75
													WARRANT TOTAL	\$273.75
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:		1		TOTAL AMOUNT OF CHECKS:						\$273.75*
				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:						\$273.75*
*** BATCH TOTALS ***				TOTAL NUMBER OF CHECKS:		27		TOTAL AMOUNT OF CHECKS:						\$61,570.05*
				TOTAL ACH GENERATED:		0		TOTAL AMOUNT OF ACH:						\$0.00*
				TOTAL EFT GENERATED:		0		TOTAL AMOUNT OF EFT:						\$0.00*
				TOTAL PAYMENTS:		27		TOTAL AMOUNT:						\$61,570.05*
*** DISTRICT TOTALS ***				TOTAL NUMBER OF CHECKS:		27		TOTAL AMOUNT OF CHECKS:						\$61,570.05*
				TOTAL ACH GENERATED:		0		TOTAL AMOUNT OF ACH:						\$0.00*
				TOTAL EFT GENERATED:		0		TOTAL AMOUNT OF EFT:						\$0.00*
				TOTAL PAYMENTS:		27		TOTAL AMOUNT:						\$61,570.05*

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# MARIN COUNTY OFFICE OF EDUCATION

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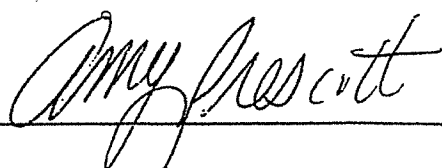
## VENDOR PAYMENT CERTIFICATION

Date 5/10/17

District Name SAUSALITO MARIN CITY District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 239,454.71.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>43</u>	<u>234,853.96</u>
<u>13</u>	<u>43</u>	<u>4,600.75</u>

Authorized Signature 

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0043 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	
20161815	070873/	ADVANCED SECURITY SYSTEMS				
		PO-170023	1. 01-0000-0-5840.00-0000-8300-101-000-000		379715, 377405, 374786	470.00
			WARRANT TOTAL			\$470.00
20161816	000609/	AMERICAN EXPRESS				
		PV-170534	01-0000-0-4300.00-0000-2700-104-000-000		Holtzclaw desk	746.93
			01-0000-0-4300.00-0000-7150-725-000-000		Food for Meetings	635.90
			01-0000-0-4300.00-0000-7200-725-000-000		CAS80 publication	177.48
			01-0000-0-4300.00-1130-1010-104-000-000		Basketball Teams Party	306.49
			01-8150-0-5230.00-0000-8110-104-000-000		Rothkop hotel	109.25
			01-9473-0-5819.00-1110-1010-104-000-000		Field Trip tickets-CA Academy	381.60
			WARRANT TOTAL			\$2,357.65
20161817	070358/	AT&T				
		PO-170003	1. 01-0000-0-5970.00-0000-7200-700-000-000		4/17	50.35
			WARRANT TOTAL			\$50.35
20161818	000006/	BAY CITIES REFUSE INC				
		PO-170004	1. 01-0000-0-5550.00-0000-8200-000-000-103		5/17	697.25
			WARRANT TOTAL			\$697.25
20161819	070711/	BRIGHT PATH THERAPISTS				
		PO-170076	1. 01-6500-0-5835.00-5770-1182-700-000-000		5783	5,040.00
			WARRANT TOTAL			\$5,040.00
20161820	002547/	DISCOVERY OFFICE SYSTEMS				
		PO-170011	3. 01-0000-0-5605.00-0000-7200-725-000-000		2-4/17	2,500.00
			2. 01-0000-0-5605.00-1110-1010-101-000-000		2-4/17	800.00
		PV-170524	01-0000-0-5605.00-0000-7200-725-000-000		2-4/17	625.38
			WARRANT TOTAL			\$3,925.38
20161821	000700/	ELECTRIX				
		PV-170531	01-8150-0-5600.00-0000-8110-103-000-000		19610 WCA repair	378.78

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0043 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL															\$378.78
20161822	070951/	CHAPPELLE GRIFFIN													
		PV-170528		01-0000-0-4300.00-1110-1010-104-000-000										Gift Cards	40.00
WARRANT TOTAL															\$40.00
20161823	002345/	KONE INC.													
		PO-170006	1.	01-8150-0-5600.00-0000-8110-735-000-000									5/17		131.28
WARRANT TOTAL															\$131.28
20161824	070470/	MARIN RESOURCE RECOVERY CENTER													
		PO-170007	1.	01-0000-0-5550.00-0000-8200-000-000-000									4/17		52.50
WARRANT TOTAL															\$52.50
20161825	070326/	MARIN SANITARY SERVICE													
		PO-170022	1.	01-0000-0-5550.00-0000-8200-000-000-000									4/17		800.00
WARRANT TOTAL															\$800.00
20161826	070991/	BETH MINOR													
		PV-170530		01-0000-0-4300.00-1110-1010-104-000-000										Student Rewards	363.85
WARRANT TOTAL															\$363.85
20161827	000058/	P G & E CO													
		PO-170000	1.	01-0000-0-5510.00-0000-8200-000-000-103									4/17 WCA		681.36
WARRANT TOTAL															\$681.36
20161828	070979/	RHYTHM & MOVES													
		PV-170526		01-0000-0-5840.00-1131-1010-104-000-000									16823		1,095.00
WARRANT TOTAL															\$1,095.00
20161829	070792/	TURNING GREEN													
		PV-170527		01-1100-0-4300.00-1110-1010-104-000-000									1273		226.69
WARRANT TOTAL															\$226.69
20161830	070677/	LYDIA TUVESON													
		PO-170077	1.	01-6500-0-5835.00-5770-1182-700-000-000									09LT2016-17		311.25
WARRANT TOTAL															\$311.25

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0043 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20161831	070525/	US BANCORP EQUIP. FINANCE INC				
		PO-170012 2. 01-0000-0-5605.00-0000-7200-700-000-000		5/17		888.62
		WARRANT TOTAL				\$888.62
20161832	002172/	WILLOW CREEK ACADEMY				
		PV-170523 01-0000-0-8096.00-0000-9200-103-000-000		May 2017 in lieu payment		215,944.00
		WARRANT TOTAL				\$215,944.00
20161833	070914/	CATHERINE WOLFERS				
		PV-170529 01-9471-0-5800.00-1110-1010-700-000-000		1-4/17 Garden Work		1,400.00
		WARRANT TOTAL				\$1,400.00
*** FUND	TOTALS ***	TOTAL NUMBER OF CHECKS:	19	TOTAL AMOUNT OF CHECKS:		\$234,853.96*
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:		\$.00*
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:		\$.00*
		TOTAL PAYMENTS:	19	TOTAL AMOUNT:		\$234,853.96*



DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 05/12/2017

BATCH: 0043 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	
20161834	070841/	ECOLAB				
		PV-170525	13-5310-0-5840.00-0000-3700-101-000-000	5517899		334.24
			WARRANT TOTAL			\$334.24
20161835	070827/	MARIN SUN FARMS				
		PV-170533	13-5310-0-4700.00-0000-3700-700-000-000	417556		398.33
			WARRANT TOTAL			\$398.33
20161836	070792/	TURNING GREEN				
		PV-170527	13-5310-0-4300.00-0000-3700-700-000-000	1273		66.76
			13-5310-0-4700.00-0000-3700-700-000-000	1273		1,025.42
			13-5310-0-5849.00-0000-3700-700-000-000	1273		2,700.00
			WARRANT TOTAL			\$3,792.18
20161837	070799/	VERITABLE VEGETABLE INC.				
		PV-170532	13-5310-0-4700.00-0000-3700-700-000-000	1144086		76.00
			WARRANT TOTAL			\$76.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	4	TOTAL AMOUNT OF CHECKS:	\$4,600.75*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	4	TOTAL AMOUNT:	\$4,600.75*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	23	TOTAL AMOUNT OF CHECKS:	\$239,454.71*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	23	TOTAL AMOUNT:	\$239,454.71*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	23	TOTAL AMOUNT OF CHECKS:	\$239,454.71*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	23	TOTAL AMOUNT:	\$239,454.71*

Printed: 05/12/2017 06:44:01

# USC Suzanne Dworak-Peck

## School of Social Work

### MEMORANDUM OF AGREEMENT (the "Agreement")

Between

UNIVERSITY OF SOUTHERN CALIFORNIA, SUZANNE DWORAK-PECK SCHOOL OF  
SOCIAL WORK,  
and

Sausalito Marin City School District

Name

200 Phillips Dr

Address

Located in Sausalito  
City

CA  
State/Country

The USC Suzanne Dworak-Peck School of Social Work, University of Southern California (the "School"), designates Sausalito Marin City School District (the "Agency") as a School approved setting for instruction in the School's program of education for social work.

The School and the Agency commit themselves to cooperative efforts, as described below, in provision of supervised educational field experiences for students. This agreement becomes effective on 7/1/2017 and remains in force until 7/1/2018. This agreement may be renewed annually upon mutual agreement of the parties.

#### THE SCHOOL AGREES TO:

- Work cooperatively with the Agency in designing appropriate field learning experiences to meet the objectives of the School's field education program.
- Select and/or recommend for placement at the Agency students who appear to be most appropriate. It is understood that the Agency will have the opportunity to meet the students before placement begins.
- Provide on-line access to the School's field manual plus other pertinent instructional material, such as: academic calendar, course outlines, field bulletins, evaluation guidelines, periodic updates.
- Keep Agency and Field Instructors informed about School activities and plans affecting field education.
- Provide opportunities for Agency/Field Instructor participation in relevant School committees and activities.
- Notify students that they are subject, during their educational field experience at Agency, to applicable Agency regulations and that they must conform to the same standards as are set for Agency's employees in matters relating to the welfare of clients or patients and general Agency operation.
- The School requires that student interns obtain professional malpractice insurance through a blanket policy secured by the School, before beginning their field placement experience. The coverage liability limits are \$1,000,000 each claim, and \$3,000,000 aggregate.

THE AGENCY AGREES TO:

- Adhere to the goals of the School as presented in its field education manual except in any circumstances wherein a said goal conflicts with Agency's stated policy, rule, or procedure.
- Accept and treat the student's primary role as a learner and the field placement assignment as an educational experience. This includes the following:
  - a) permitting the student to receive needed support, assistance and instruction;
  - b) making available to the student appropriate cases and learning activities; and
  - c) permitting the student to participate in staff development and other training opportunities.
- Provide the student with the resources necessary to carry out assigned educational and service tasks, including the following:
  - a) space that is sufficiently private for carrying on independent work and activity;
  - b) clerical service and supplies for records and reports produced for the agency; and
  - c) access to client and Agency records as appropriate to assigned tasks.
- Provide qualified staff as Field Instructors for the student, subject to approval by the School.
- Assure that the Field Education Liaison is advised of policy and service changes and developments which may affect student learning or the School's curriculum.
- Provide for reimbursement of all student travel expenses on Agency business that has approval of Field Instructor.
- Provide the student with information available to its employees regarding personal safety when carrying out agency related assignments.

The Agency signatory is authorized by the Agency to sign for the agency and acknowledges having read and understood all of the terms and provisions of the Agreement, including the reverse side hereof, and agrees to be bound by all the terms and provisions contained herein upon the execution of this Agreement

UNIVERSITY OF SOUTHERN  
CALIFORNIA

AGENCY

Sausalito Marin City School District

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

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

Print  
Name: \_\_\_\_\_

Print  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

USC SUZANNE DWORAK-PECK SCHOOL OF SOCIAL WORK

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

Print  
Name: Marleen Wong, Ph.D., LCSW

Title: Senior Associate Dean of Field Education

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

## TERMS AND CONDITIONS

1) Coordination of Program. The parties shall use best efforts to establish the educational objectives for the program, devise methods for its implementation, and continually evaluate to determine the effectiveness of the clinical experience.

2) Students Not School Employees. The parties hereto agree that the School's students are fulfilling specific requirements for clinical experiences as part of a degree requirement and, therefore, the School's students are not to be considered employees or agents of either the School or the Agency for any purpose, including Worker's Compensation or employee benefit programs.

3) Insurance. Each party to this Agreement shall provide and maintain, at its own expense, a program of insurance covering its activities and operations hereunder. Such program of insurance shall include, but not be limited to, comprehensive general liability and professional liability with reasonable minimum coverage common in the relevant industry. Upon written request, either party shall provide the other with a certificate evidencing such coverage.

4) Termination. This Agreement may be terminated by either party with or without cause upon ninety (90) days written notice, provided that all students currently enrolled in the program at the time of notice of termination shall be given the opportunity to complete the program.

5) Arbitration. All controversies, claims and disputes arising in connection with this Agreement shall be settled by mutual consultation between the parties in good faith as promptly as possible, but failing an amicable settlement shall be settled finally by arbitration in accordance with the provisions of this Section. Such arbitration shall be conducted in Los Angeles, California, in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA"). The parties hereto hereby agree that the arbitration procedure provided for herein shall be the sole and exclusive method of resolving any and all of the aforesaid controversies, claims or disputes. The costs and expenses of the arbitration, including without limitation attorneys' fees, shall be borne by the parties in the manner determined by the arbitrator.

6) No Agency. Both parties acknowledge that they are independent contractors, and nothing contained herein shall be deemed to create an agency, joint venture, franchise, or partnership relation between the parties.

7) Assignment. Neither party hereto shall have the right, directly or indirectly, to assign, transfer, convey or encumber any of its rights under this Agreement without the prior written consent of the other party. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the parties.

8) Governing Law. This Agreement shall be construed in accordance with and all disputes hereunder shall be governed by the laws of the State of California.

9) Counterparts. This agreement may be executed in one or more counterpart copies. Each counterpart copy shall constitute an agreement and all of the counterpart copies shall constitute one fully executed agreement. This Agreement may be executed on facsimile counterparts.

10) Entire Agreement. This Agreement fully supersedes any and all prior agreements or understandings between the parties hereto or any of their respective affiliates with respect to the subject matter hereof, and no change in, modification of or addition, amendment or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.

11) Patient Privacy. The parties hereto affirm their commitment to comply with federal and state law regarding the use and disclosure of protected health information. Each party agrees to comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d through d-8 ("HIPAA"), and the requirements of any regulations promulgated thereunder including without limitation the federal privacy regulations as contained in 45 CFR Part 164 (the "Federal Security Regulations"). Each party will promptly report to the other any use of disclosure in violation of HIPAA, the Federal Privacy Regulations, or the Federal Security Regulations of a patient's Protected Health Information which was previously disclosed to that party under this Agreement.

12) LIMITATION ON LIABILITY. To the maximum extent permitted by law, in no event will either party be responsible for any incidental damages, consequential damages, exemplary damages of any kind, lost goodwill, lost profits, lost business and/or any indirect economic damages whatsoever regardless of whether such damages arise from claims based upon contract, negligence, tort (including strict liability or other legal theory), a breach of any warranty or term of this agreement, and regardless of whether a party was advised or had reason to know of the possibility of incurring such damages in advance.



121 NW Everett St  
Portland, OR 97209

--THIS IS NOT A BILL--

Sausalito Marin City School District  
630 Nevada Street  
Sausalito, CA 94965

### Northwest Evaluation Association – Order Confirmation/Intention to Renew

Please review the following products and associated student test volumes. If you wish to change license quantities or add or remove any products, please go to <http://www.nweaportal.org> and create a login on our Partner Portal using Partner ID **13809**, then click "I want to renew for next year". If you have already renewed or plan to renew your license by other means, you may disregard this notice. If you wish to renew the services exactly as listed, please do one of the following:

- Complete and sign the bottom of this form and e-mail to [renewal.assistance@nwea.org](mailto:renewal.assistance@nwea.org) (preferred) or fax to 503-639-7873.
- Issue a purchase order or check and mail it to the address noted above with a copy of this letter.

Upon receipt of either this form or a purchase order, we will issue a formal invoice by mail.

License Term: 9/1/2017-8/31/2018

Primary Contact: Beth Minor

<u>Description</u>	<u>Quantity</u>	<u>Amount</u>
Web-Based MAP Math, Reading, and Language License	91	\$1,228.50
Web-Based MAP for Primary Grades License	56	\$ 756.00
Web-Based MAP for Science License	91	\$ 227.50
<b><u>TOTAL</u></b>		<b><u>\$2,212.00</u></b>

**Please do not make handwritten changes to license quantities.** You may change quantities to whatever you wish by using our Partner Portal as described above or by calling 503-624-1951 and asking for your Account Manager.

Thank you for your continued partnership. Please do not hesitate to contact us if we may be of assistance in any way.

---

I agree to the above payment as noted for our services for this renewal term.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Email: [renewal.assistance@nwea.org](mailto:renewal.assistance@nwea.org) (preferred) FAX: 503-639-7873

--THIS IS NOT A BILL--

**SAUSALITO-MARIN CITY SCHOOL DISTRICT**  
**Statement of Work**  
**For Con E Solutions**

**Period of Performance:** Work performed under this agreement will take place during the period of July 1, 2017 and continue through June 30, 2018.

**Billing Rate and Amount of Contract:** The not to exceed total for this Statement of Work (SOW) is \$20,040.

**Services of Con E Solutions,** for work as described below will be paid at the rate of sixty (\$60.00) dollars per hour for no more than three hundred forty (340) hours, totaling \$20,040.

**Work to be performed:** At the direction of the Superintendent or designee, the contractor will perform the following tasks:

**CALPADS Reporting including:**

1. Extract data from Aeries and upload to CALPADS
2. Work with site and district staff to correct errors and maintain quality data including the development of a procedure manual for data entry to Aeries to comply with CALPADS requirements
3. Provide output reports from CALPADs to the appropriate district staff for verification of data prior to certification
4. Includes all CALPADS reporting periods (Fall 1, Fall 2, EOY)

**State Testing**

1. Upload test results to Aeries

**Aeries Update/Training**

1. Review End of Year procedures with site staff to facilitate a clean roll to the new year
2. Provide ongoing training as necessary
3. Provide phone support to site staff for data entry/error questions – will work with Aeries Support when appropriate

**Data Management**

1. Work with staff to discuss and review data quality issues and implement appropriate procedures for continued collection and maintenance of quality student data.

**Data Collection**

1. Support data collection for PreK-3
2. Individual Student Data Tracking

**Other Reporting as Needed**

\_\_\_\_\_

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

\_\_\_\_\_  
Constance P Benz – Con E Solutions

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



## Sausalito Marin City School District

Agenda Item: 13.01

Date: May 16, 2017

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

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

**Item:** Approval of the staffing configuration to support the Community School Model.

**Background:** A Community School Model for Bayside MLK Academy has been part of the District's plan for the last 4 years and has been in the Local Control Accountability Plan (LCAP) for two years. In order to move this model forward, the District needs to finalize a staffing configuration that will serve as the leadership team for the Community School.

The attachment provides two options for the staffing configuration. Option A includes a Superintendent and a Principal (with associated penalty from the state), as well as the other members of the Community School Leadership Team. The costs associated with this model are included as part of the background information provided in the attachment. Option B does not include a Principal, but does provide for a Superintendent/Principal position and the remainder of the Community School Leadership Team.

The important difference between the two is to recognize the division of work between the Principal and the Superintendent, or conversely the amount of work by a single Superintendent/Principal position.

Additional consideration needs to be given to the fact that the Board has two of the Community School Leadership Team positions (Community School Coordinator and Parent Liaison) for approval tonight, as well as the Proposed Bilingual Counselor (Job Description forthcoming). The approval/disapproval of these positions greatly impacts the ability of the Administrator(s) to do the work needed to support the students and families of the Community School.

**Fiscal Impact:** (See attachment)

**Recommendation:** With full acknowledgement of the fiscal challenges facing the District, it is the recommendation of the Superintendent to approve Option A and to pursue the other financial actions and advisory items as put forth by the Budget Advisory Committee. If the Board votes in favor of Option B, the Superintendent feels that it will be imperative that the remaining positions of the Community Leadership Team (Community School Coordinator, Parent Liaison, and Bilingual Counselor) be approved in order to have a functioning Community School.

## Community School Staffing Plan

OPTION A	
<b>Superintendent – 100%</b> <ul style="list-style-type: none"> <li>– District level matters</li> <li>– Board</li> <li>– Legal</li> </ul>	<b>\$257,370</b>
<b>Principal – 100%</b> <ul style="list-style-type: none"> <li>– Discipline</li> <li>– Evaluation</li> <li>– Instructional Leadership</li> <li>– Teacher Coach</li> </ul>	<b>\$166,534</b>
<b>Counselor Bilingual (Preferred)</b> <ul style="list-style-type: none"> <li>– School Community / Climate</li> <li>– Student Services/Support</li> </ul>	<b>\$103,391</b>
<b>Community School Coordinator</b> <ul style="list-style-type: none"> <li>– Organize</li> <li>– Coordinate</li> <li>– Vet Organizations</li> </ul>	<b>\$111,427*</b>
<b>Parent Liaison Plus Ambassadors</b> <ul style="list-style-type: none"> <li>– Coordinate with Parents</li> <li>– Resources</li> <li>– Communication</li> </ul>	<b>\$60,000</b>
<b>Administrator / Teacher Ratio Penalty Estimated</b>	<b>\$38,222</b>
<b>OPTION A Total Costs:</b>	<b>\$736,945</b>

<b>2017-2018 Deficit at 2<sup>nd</sup> Interim</b>
<b>2017-2018 Excluding Basic Aid Negative Excess (BANE)</b>
<b>Board Approved Budget Advisory Committee (BAC) Recommendation</b> (Actionable Rec. #2: Add'l Combo Classroom)
<b>Community School Coordinator</b> *(\$30,000 Included in budget)
<b>OPTION A Total 2017-2018 Projected Deficit</b>

Funding Source
Base (Current)
Base (Current)
No Funding Source Identified
Supplemental/Concentration Grant
Pre K-3 (Carryover from 15-16)
Base

(\$189,000)
(\$196,000)
\$90,000
(\$81,427)
(\$345,000)

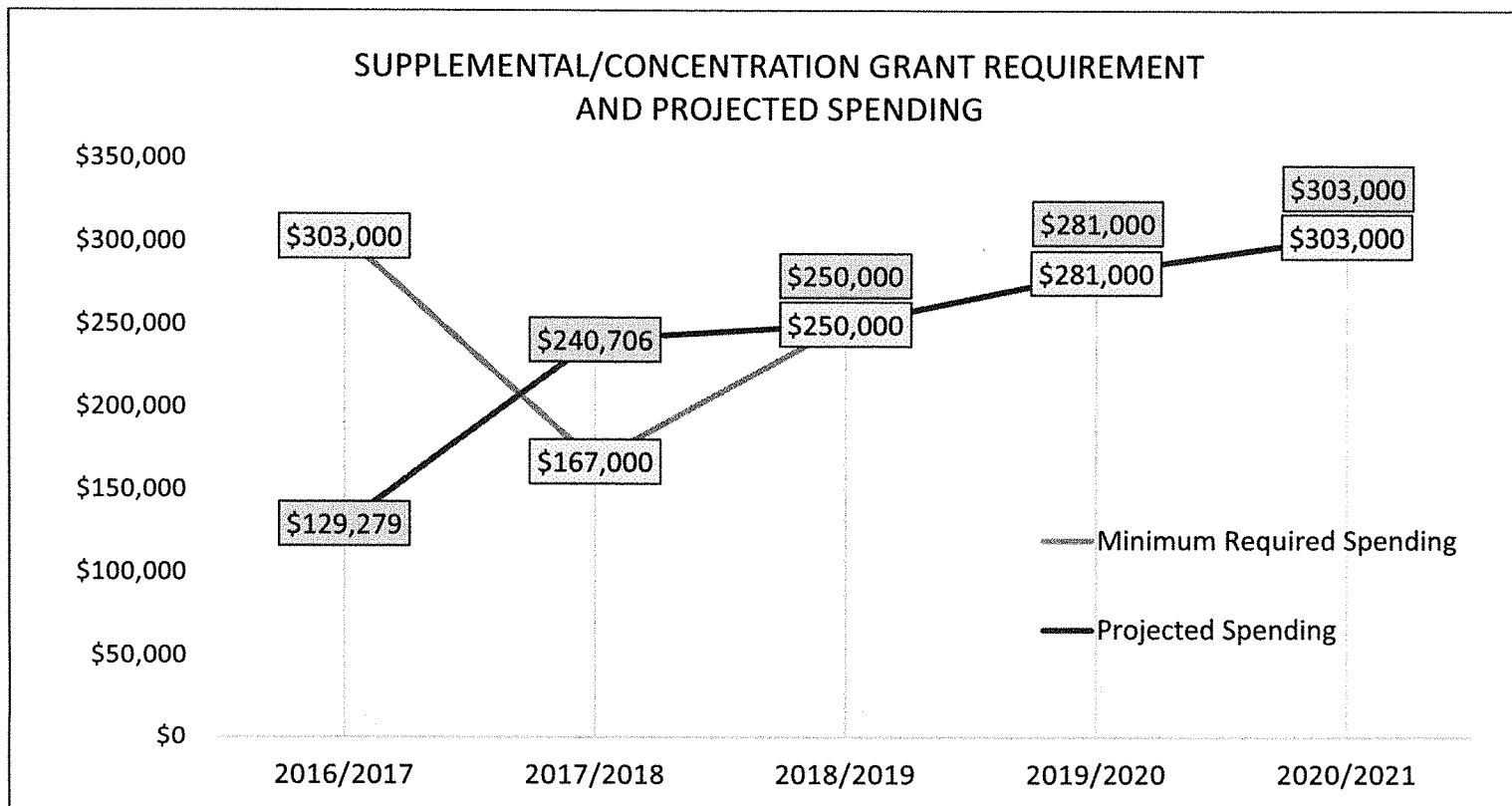
OPTION B	
<b>Superintendent/Principal Duties – 30%</b> <ul style="list-style-type: none"> <li>– District level matters</li> <li>– Board</li> <li>– Legal</li> </ul> <b>Principal Duties – 70%</b> <ul style="list-style-type: none"> <li>– Discipline</li> <li>– Evaluation</li> <li>– Instructional Leadership</li> <li>– Teacher Coach</li> </ul>	<b>\$257,370</b>
<b>Principal</b>	<b>N/A</b>
<b>Counselor Bilingual (Preferred)</b> <ul style="list-style-type: none"> <li>– School Community / Climate</li> <li>– Student Services/Support</li> </ul>	<b>\$103,391</b>
<b>Community School Coordinator</b> <ul style="list-style-type: none"> <li>– Organize</li> <li>– Coordinate</li> <li>– Vet Organizations</li> </ul>	<b>\$111,427*</b>
<b>Parent Liaison Plus Ambassadors</b> <ul style="list-style-type: none"> <li>– Coordinate with Parents</li> <li>– Resources</li> <li>– Communication</li> </ul>	<b>\$60,000</b>
<b>Administrator / Teacher Ratio Penalty</b>	<b>N/A</b>
<b>OPTION B Total Costs:</b>	<b>\$532,188</b>

<b>2017-2018 Deficit at 2<sup>nd</sup> Interim</b>
<b>2017-2018 Excluding Basic Aid Negative Excess (BANE)</b>
<b>Board Approved Budget Advisory Committee (BAC) Recommendation</b> (Actionable Rec. #2: Add'l Combo Classroom)
<b>Community School Coordinator</b> *(\$30,000 Included in budget)
<b>OPTION B Total 2017-2018 Projected Deficit</b>

Funding Source
Base (Current)
N/A
No Funding Source Identified
Supplemental/Concentration Grant
Pre K-3 (Carryover from 15-16)
N/A

(\$189,000)
(\$196,000)
\$90,000
(\$81,427)
(\$140,244)

Breakdown of Supplemental/Concentration Grant Requirement	
2016-2017 LCAP Approved by MCOE	\$398,000
2016-2017 Supplemental/Concentration Grant Actual Budget Expenses	\$129,279
2017-2018 Supplemental/Concentration Grant Required Expenses (Adjusted towards target)	\$207,263
■ Continued Programs from 2016-2017 into 2017-2018	\$129,279
■ Additional Expense in 2017-2018: Community School Coordinator	<u>\$111,427</u>
Total 2017-2018 Supplemental/Concentration Grant Projected Expenses	\$240,706



Sausalito Marin City School District

Agenda Item: 13.02

Date: May 16, 2107

- |                                     |                                 |                          |                |
|-------------------------------------|---------------------------------|--------------------------|----------------|
| <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"/>            | Facilities                      |                          |                |
| <input checked="" 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 Position and Job Description for the Community School Coordinator

**Background:** The Community School Coordinator is a position that was included in the prior LCAP, but no Job Description was attached. In order to proceed with hiring for this position, we need to have an approved position and job description in place

**Fiscal Impact:** \$111,427 Supplemental/Concentration Funds (\$30,000 Carryover from 2016-2017), \$81,427 New Expense)

**Recommendation:** Approve

**Attachments:** Community School Coordinator Job Description

# SAUSALITO MARIN CITY SCHOOL DISTRICT CLASSIFIED MANAGEMENT POSITION DESCRIPTION

## COMMUNITY SCHOOL COORDINATOR

### DEFINITION:

The Community School Coordinator is a position designed to support the development and ongoing maintenance of a community school at Bayside MLK Jr Academy that advances dynamic community partnerships for student achievement and other student outcomes as outlined in the Local Control and Accountability Plan (LCAP) goals.

### DISTINGUISHING CHARACTERISTICS:

The Community School Coordinator will support the acceleration of BMLK student outcomes by helping community partners and volunteers collaborate with students, parents/guardian, community members, teachers, and school staff by:

- Recruiting and coordinating the activities of individuals and organizations willing to offer programs and services at the school to meet the need of student, families, and community members
- Identifying and vetting partnerships that will produce high-leverage outcomes for the BMLK community
- Implementing strategies to strengthen these relationships
- Helping connect children and families with community resources to ensure student success

The position will report directly to the Site Administrator and will be evaluated annually based on a jointly defined work plan focusing on the activities outlined in the essential duties and responsibilities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Community School Coordinator within the job family, and:*

#### **Community School Committee (CSC)**

- Organize and manage a community school committee (to include representatives of the school, at least one nonprofit partner, and parent/guardian)
- Ensure that the community school committee meets regularly to be certain that identified needs are being addressed
- Provide regular updates to the community school committee and engage the CSC in ongoing school activities as applicable

#### **Resource Identification/Evaluation**

- Develop and manage needs assessment and resource vetting processes
- Seek input from teachers, school staff, community members, parents/guardians, and students to determine ongoing needs of students and families
- Identify and recruit people and organizations willing to offer programs and services for students and families at the school or to assist with operations
- Negotiate agreements with people and organizations who provide services
- Conduct annual and on-going evaluations of programs and services based on LCAP goals



**Coordination**

- Develop, maintain, and publicize a schedule of programs and activities offered at the school
- Coordinate and monitor programs and activities
- Implement and maintain a process that encourages referrals to programs and services offered at the school and other supporting organizations; provide timely feedback to those who make referrals; and alert the community school committee to the need for programs not already offered
- Facilitate ongoing communication between service providers, teachers, parents/guardians and students
- Coordinate decision-making and communications, where applicable, between staff meetings, the CSC, LCAP committee, School Site Council (SSC), English Learner Advisory Committee (ELAC), and other school-level committees

**Administration**

- Purchase/order materials and supplies
- Maintain accurate accounting records
- Maintain and monitor Community School Coordinator budgets

**MINIMUM QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Bachelor's Degree or higher preferred, in a related course of study
- Five years experience as a community school coordinator or commensurate level of experience working with children and adults in a non-profit social service or community development organization
- Experience working with multiple public, private, and non-profit agencies
- Experience working with low-income families of historically African-American communities
- Excellent verbal and written communication and presentation skills
- Excellent organizational skills
- Available to work a flexible schedule that includes evenings and some weekends
- Valid driver's license and access to an automobile on a regular basis

**KNOWLEDGE OF:**

- Modern office practices and procedures
- Public contact techniques
- Accepted business English usage
- Telephone etiquette
- Safe work practices

**ABILITY TO:**

- Ability to understand and interpret the policies, procedures, and general organizational structure of a public school district
- Establish and maintain cooperative working relationships
- Plan, organize, prioritize and arrange work toward set objectives
- Respond promptly to requests; provide needed information, assistance, training, materials, and resources
- Maintain professional skills and knowledge

- Be flexible and receptive to change
- Operate a computer and various software applications, calculator and duplicating equipment
- Prepare and maintain accurate records and files

#### **SKILLS IN:**

##### **Communication Skills:**

- Oral communication to communicate effectively with school personnel, parents/guardians, students, community groups, and the general public demonstrating tact, diplomacy and sensitivity to individual concerns
- Reading comprehension skills to interpret policies, administrative regulations, laws and programs and accurately explain to others
- Maintaining confidential nature of working data

##### **Reasoning Ability:**

- Ability to apply common sense understanding and multiple variables to carry out work
- Ability to analyze and select from a range of procedures to initiate necessary action
- Decision making skills to exercise independent thinking and good judgement
- Effectively coordinating a variety of simultaneous functions
- Broad based research skills to identify and collect appropriate data

#### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Regularly required to talk or hear
- Uses hands to finger, handle or feel
- Reaches with hands and arms
- Occasionally required to stand and walk
- Occasionally lifts and/or moves up to 25 pounds
- Vision abilities required include close vision, color vision, and ability to adjust focus

#### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*While performing the duties of this job, the employee:*

- Regularly works in inside environmental conditions
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with numerous interruptions



**Sausalito Marin City School District**  
**Classified Salary Schedule: Management**  
**Updated to Include Community School Coordinator – May 16, 2017**  
**2017-2018**  
**SALARY SCHEDULE 32-00 & 33-00**

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief Business Official (33)	\$105,000	\$108,531	\$112,000	\$118,000	\$123,900	\$129,971	\$136,470	\$143,294
Director of Facilities (32)	\$70,587	\$74,116	\$77,822	\$81,713	\$85,799	\$89,659	\$93,695	\$97,910
Community School Coordinator	\$65,000	\$68,250	\$71,663	\$75,246	\$79,008	\$82,958	\$87,106	\$91,461

**BENEFITS**

**Chief Business Official (230000)**

- Based on 12 month employment (246 work days + 15 holidays = 261 paid days)
  - Paid Holidays: 13 Holidays & 2 In Lieu days
- 26 Vacation Days
- Mileage Stipend of \$100 per month
- Telephone Stipend \$75 per month
- Health Benefits: See Contract
- Sick Leave: One day per month
- 125 Cafeteria Plan is offered

**Director of Facilities (238150)**

- Based on 12 month employment (246 work days + 15 holidays = 261 paid days)
  - Paid Holidays: 13 Holidays & 2 In Lieu days
- Mileage Stipend of \$100 per month
- Telephone Stipend \$75 per month
- Degree Stipends – AA \$450, BA/BS \$900
- Health Benefits: See Contract
- Sick Leave One day per month
- 125 Cafeteria Plan is offered
- 26 Vacation Days

**Community School Coordinator**

- Based on 11 month employment (215 work days + 14 holidays = 229 paid days)
  - Paid Holidays: 12 Holidays & 2 In Lieu days
- Degree Stipends – AA \$450, BA/BS \$900
- Health Benefits: See Contract
- Sick Leave One day per month
- 125 Cafeteria Plan is offered

\*\*\*Placement on salary schedule if hired from outside the district shall be determined by the Superintendent and shall be based on prior experience

Sausalito Marin City School District

Agenda Item: 13.03

Date: May 16, 2107

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

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

**Item:** Consider Approval of the Memorandum of Understanding (MOU) between the Sausalito Marin City School District (SMCSD) and the Marin City Community Development Corporation (MCCDC) for May and June 2017 (\$4,487) and the 2017-2018 School Year (\$44,863)

**Background:** In collaboration with the Sausalito Marin City School District (SMCSD), the Marin City Community Development Corporation (MCCDC) will serve as the employer for this position. This position will be in support of students (preschool to 3<sup>rd</sup> grade) at Bayside Martin Luther King, Jr. Academy (BMLK) and will report to the BMLK Site Administrator. The Parent Liaison will serve as one vital bridge linking the SMCSD to parents of students attending preschool to 3<sup>rd</sup> grade enrolled at BMLK.

**Fiscal Impact:** Paid by Pre K-3 Grant Funds

2016-2017:	\$ 4,487
2017-2018:	<u>\$44,863</u>
Total Expense:	\$49,350

**Recommendation:** Approve

**Attachments:**

- MOU Between the Sausalito Marin City School District and the Marin City Community Development Corporation for May and June 2017 and the 2017-2018 School Year



# SAUSALITO MARIN CITY SCHOOL DISTRICT

1895 - 2017

*Superintendent:*  
*Board of Trustees:*

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

This AGREEMENT is by and between the Marin City Community Development Corporation (hereinafter referred to as "MCCDC") and the Sausalito Marin City School District (hereinafter referred to as the "District"), collectively referred to as "The Parties".

## **Background**

In collaboration with the Sausalito Marin City School District (SMCSD), the Marin City Community Development Corporation (MCCDC) will serve as the employer for this position. This position will be in support of students (preschool to 3<sup>rd</sup> grade) at Bayside Martin Luther King, Jr. Academy (BMLK) and will report to the BMLK Site Administrator. The Parent Liaison will serve as one vital bridge linking the SMCSD to parents of students attending preschool to 3<sup>rd</sup> grade enrolled at BMLK.

The Parties agree as follows:

### **1. Responsibilities:**

#### **SMCSD**

- Selection, evaluation, and termination of employment (in consultation with MCCDC).
- Provide child abuse reporting trainings as provided for SMCSD employees.
- Ensuring fingerprint clearance of Parent Liaison prior to beginning work at BMLK, pursuant to Education Code 45125.
- Issue email address and network access to Parent Liaison
- Issue computer, work space, and supplies to Parent Liaison

#### **MCCDC**

- Process Parent Liaison payroll, leave accrual, expense reimbursement, and mandated employer programs.

### **2. Employment**

The Parent Liaison will be an employee of MCCDC however; Parent Liaison will report to the site administrator at Bayside Martin Luther King, Jr. Academy and will be evaluated by such. This position is an 11-month full-time exempt position at 32.5 hours/week. As an employee of the MCCDC, the Parent Liaison is entitled to fringe benefits as provided for all other MCCDC employees.

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

**3. Term**

The term of this agreement will begin May 8, 2017 and continue through June 30, 2018. May 8, 2017 through June 9, 2017 will serve as a transitional period whereby Parent Liaison will work part-time as available.

**4. Payment**

SMCSD shall advance MCCDC each month, the cost of one months' salary and benefits (as described above) at a base salary of \$25.00/Hour. At year end, or at termination of agreement, The Parties will reconcile SMCSD's advance payment and MCCDC's actual payroll costs.

**5. Governing Law**

This Agreement is made and entered into in the County of Marin, State of California.

**6. Hold Harmless**

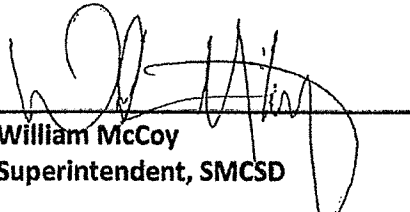
The District shall indemnify, hold harmless, and defend the MCCDC, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorney's fees, arising out of or resulting from the MCCDC's sole negligence in performance of this agreement.

MCCDC shall indemnify, hold harmless, and defend the District, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from the District's sole negligence in the performance of this agreement.

**7. Termination**

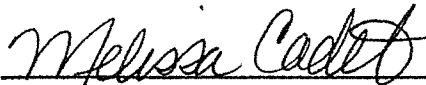
This agreement may be terminated by either party with 30 days' notice.

**Sausalito Marin City School District:**

  
\_\_\_\_\_  
William McCoy  
Superintendent, SMCSD

5/8/17  
\_\_\_\_\_  
Date

**Marin City Community Development Corporation:**

  
\_\_\_\_\_  
Melissa Cadet, Ph.D.  
Executive Director, MCCDC

5/8/17  
\_\_\_\_\_  
Date

Sausalito Marin City School District

Agenda Item: 13.04

Date: May 16, 2107

- |                                     |                                 |                          |                |
|-------------------------------------|---------------------------------|--------------------------|----------------|
| <input type="checkbox"/>            | Correspondence                  | <input type="checkbox"/> | Consent Agenda |
| <input type="checkbox"/>            | Reports                         |                          |                |
| <input type="checkbox"/>            | General Functions               |                          |                |
| <input type="checkbox"/>            | Pupil Services                  |                          |                |
| <input checked="" type="checkbox"/> | Facilities                      |                          |                |
| <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 Willow Creek Academy's Request for Charter School Facility Funding

**Background:** This is a new request from Willow Creek Academy. It is based on prior facilities requests which are now under review by the district.

**Fiscal Impact:** Unknown at this time

**Recommendation:** At the time of posting, legal counsel had not concluded its review of the request. A recommendation may be available at the time of the board meeting on 5/16/17.



*Willow Creek*  
ACADEMY

May 2, 2017

To: Will McCoy, Superintendent, Sausalito Marin City School District

From: Kurt Weinsheimer, President, Willow Creek Academy

Dear Superintendent McCoy:

The Willow Creek Academy charter school is applying for Prop. 51 funds under the State Charter School Facility Program for the purpose of rehabilitating the district's facilities at 636 Nevada Street.

As part of this application, it is required, under Regulation 1859.163.4(d), that the school district board discuss and approve the rehabilitation of the facilities with CSFP funds at a district board meeting. This agreement is to be signed and submitted with the application for funding by the applicant, which is due no later than June 5, 2017.

If funding is approved by the State, it is understood that formal agreements with the district would be required prior to receiving funds and that all improvements made to the site would be approved by the district as well as the appropriate State agencies.

Sincerely,

Kurt Weinsheimer,  
President  
Willow Creek Academy

Signed by:

\_\_\_\_\_ on behalf of the Sausalito Marin City School District

Date of School District Board meeting at which item was approved: \_\_\_\_\_

415-331-7530 . Fax: 415-331-1622 . [www.willowcreekacademy.org](http://www.willowcreekacademy.org)  
636 Nevada Street, Sausalito, CA 94965

Sausalito Marin City School District

Agenda Item: 13.05

Date: May 16, 2107

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

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

**Item:** Consider Approval of the Updated Municipal Advisory Agreement and Addendums A and B to this Agreement with Wulff, Hansen & Company

**Background:**

The District is interested in investigating options for refunding/restructuring of the Certificates of Participation (COPs) acquired by the District to install portable buildings at the Bayside Martin Luther King Jr. Academy site in 2013-2014.

Wulff, Hansen & Company currently provides municipal advisory services to the District. In order to provide guidance and options for refunding/restructuring of the COPs, the District is presented with documents to update the current agreement with Wulff, Hansen & Company.

Scope of Services: From time to time the District may request that Wulff, Hansen & Company provide municipal advisory services relating to a specific project or projects. The revised contract presented extends the current contract from December 31, 2017 to December 31, 2020.

Addendum A - Scope of Services: To explore the possibility of utilizing voter-approved general obligation bond financing in connection with its Capital Improvement Plan and is retaining Wulff, Hansen & Company to assist it in that task (Extension of current contract).

Addendum B - Scope of Services: To explore and evaluate options regarding the potential use of existing insurance proceeds from the District Office fire toward refunding ,and/or modifying or restructuring the payment schedule of 2013 COPs with the intention of reducing the District's annual lease payments (New project).



**Fiscal Impact:****Addendum A**

Phase 1: Total \$12,500

Preliminary Analysis: \$5,000 Paid by General Fund Unrestricted Funds if Bond Measure does not move forward or Paid by Bond Proceeds if Bond Measure Successfully Passes

Preliminary Analysis: An Additional \$7,500 Paid by Bond Proceeds Contingent of Successful Issuance of the First Bond Series Issuance.

Phase 2: Bond issuance services transaction fee are as follows for each bond transaction paid from bond proceeds:

- For a transaction below \$1 million, the fee is \$25,000.
- For a transaction between \$1,000,001 and \$5,000,000, the fee will not exceed a maximum of \$45,000.
- For a transaction between \$5,000,001 and \$10,000,000, the fee will not exceed a maximum of \$65,000.
- For a transaction between \$10,000,001 and \$20,000,000 the fee will not exceed a maximum of \$85,000.
- For a transaction between \$20,000,001 and \$50,000,000 the fee will not exceed a maximum of \$125,000.
- For a transaction above \$50,000,001 the fee shall be as negotiated between the Parties.

**Addendum B:** \$7,500 (Total if District Refinances/Restructures COP's)

- 2016-2017: \$2,500 - Paid by General Fund Unrestricted Base Dollars for Wulff, Hansen & Company to Provide Options for the Refinancing/Restructuring of the COPs.
- 2017-2018: An Additional \$5,000 Expense for the District to Proceed with a Refunding/Restructuring of the COPs

**Recommendation:** Approve

**Attachments:**

- Current Existing Advisory Agreement (For Comparison Purposes)
- New Master Agreement that Incorporates New Requisite Disclosures
- Addendum A Describing Duties, Fees and Termination Date Relating to Prospective Election and Bond Issue in the Future
- Addendum B Describing Duties, Fees and Termination Date Relating to Work on the 2013 COPs and Insurance Proceeds

**WULFF, HANSEN & Co.**  
ESTABLISHED 1931  
**INVESTMENT BANKERS**  
351 CALIFORNIA STREET, SUITE 1000  
SAN FRANCISCO 94104  
(415) 421-8900

May 12, 2017

**Will McCoy, Superintendent**  
**Sausalito Marin City School**  
**District 200 Phillips Drive**  
**Marin City, CA 94965**

This is an Agreement (AGREEMENT) between Sausalito Marin City School District (CLIENT) and Wulff, Hansen & Co. (MUNICIPAL ADVISOR or ADVISOR) a registered municipal advisory firm. The purpose of the AGREEMENT is to provide a framework allowing MUNICIPAL ADVISOR to provide municipal advisory services (SERVICES) to CLIENT from time to time as may be mutually agreed upon both parties. All such SERVICES to be delivered under this Agreement will be specifically described in an Addendum to the AGREEMENT accepted by both parties, and no services will be provided in the absence of such an Addendum. The terms and conditions of this Agreement are set forth below. CLIENT understands and acknowledges that any information or services provided by ADVISOR pursuant to an Addendum to this Agreement are for the purpose of serving as Municipal Advisor to CLIENT and not as an Underwriter or otherwise facilitating the placement of municipal securities issued by CLIENT.

This AGREEMENT also contains various disclosures and other information required under MSRB Rule G-42 and, with its Addenda, will serve as written documentation of certain specific terms, disclosures and other items of information relating to our relationship as of the date this AGREEMENT is signed by ADVISOR. If this information materially changes during the relationship any such change will be described in writing and delivered to you.

**1. Scope of Services.**

***(a) Services to be provided.***

From time to time CLIENT may request that ADVISOR provide municipal advisory services relating to a specific project or projects. The scope of any such services, any limitations thereon, any compensation to be earned by ADVISOR in connection with their delivery, and any conflicts of interest (other than those disclosed in this AGREEMENT) that ADVISOR may have in connection with such services will be described in an Addendum to this AGREEMENT. No services which are not so described and documented in an Addendum will be provided by ADVISOR to CLIENT.

***(b) Limitations on Scope of Services***

Where an Addendum to this Agreement describes the scope of services to be provided under that Addendum, any limitations on such scope in addition to those included in this Agreement will be described in that Addendum.

Unless otherwise specifically provided in an Addendum to this Agreement, ADVISOR is not responsible for preparing any preliminary or final official statement, or for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about Municipal Advisor provided by Municipal Advisor for inclusion in such documents. In addition, ADVISOR will not provide any of the following services in connection with any engagement pursuant to this Agreement or any associated Addenda:

- a) Legal services of any kind, including advice on CLIENT's responsibilities under the federal securities laws relating to disclosure in connection with municipal securities, inclusive of the Securities Act of 1933 and Rule 10b-5 promulgated under the Securities Exchange Act of 1934;
- b) Engineering services of any kind;
- c) Special Tax Rate Consulting
- d) Absorption Analysis or the review thereof;
- e) Feasibility Studies or the review thereof
- f) Fiscal Consulting;
- g) Underwriting or placement agent services;
- h) Accounting services;
- i) Advice concerning investment or other use of excess bond proceeds, if any, resulting from an issuance of municipal securities;
- j) Advice concerning derivative transactions or other municipal financial products, including but not limited to advice regarding swap transactions or strategies.

CLIENT acknowledges its responsibility with respect to compliance with federal securities laws and represents its intention to comply in all respects with such laws. CLIENT acknowledges and understands that state and federal laws relating to disclosure in connection with municipal securities may apply to the CLIENT and that the failure of ADVISOR to advise the CITY respecting these laws shall not constitute a breach by ADVISOR or any of its duties and responsibilities under this Agreement.

## **2. Municipal Advisor's Regulatory Duties When Advising CLIENT.**

MSRB Rule G-42 requires that Municipal Advisor make a reasonable inquiry as to the facts that are relevant to CLIENT's determination whether to proceed with a course of action or that form the basis for any advice provided by Municipal Advisor to CLIENT. The rule also requires that Municipal Advisor undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. Municipal Advisor is also required under the rule to use reasonable diligence to know the essential facts about CLIENT and the authority of each person acting on CLIENT's behalf.

Accordingly, Municipal Advisor will seek CLIENT's assistance and cooperation, and the assistance and cooperation of CLIENT's agents, with the carrying out by Municipal Advisor of these regulatory duties, including providing to Municipal Advisor accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, to the extent CLIENT seeks to have Municipal Advisor provide advice with regard to any recommendation made by a third party, Municipal Advisor requests that CLIENT provide to Municipal Advisor written direction to do so as well as any information it has received from such third party relating to its recommendation.

## **3. Term.**

This AGREEMENT shall become effective upon acceptance by both parties and shall terminate on December 31, 2020, unless terminated earlier by one of the parties. Either party may terminate this AGREEMENT upon thirty days written notice to the other party, or such other period as mutually agreed by the parties. ADVISOR's engagement to provide municipal advice on a specific project or projects described in an Addendum to this document shall terminate as described in that Addendum.

## **4. Compensation.**

The form and basis of any compensation for any of Municipal Advisor's services provided or expenses incurred pursuant to an Addendum to this AGREEMENT will be as described in that Addendum.

**5. Hold Harmless and Indemnification. [New]**

Municipal Advisor shall indemnify, defend and save CLIENT, its officers, elected and appointed officials, employees, contractors and agents harmless from and against any and all liability, claims, suits, actions, damages and/or causes of action of any kind arising out of any bodily injury, personal injury, property damage or in violation of any federal, state or municipal law or ordinance or other cause in connection with the activities of Municipal Advisor, or on account of the performance or character of the Services or otherwise related to its performance of this Agreement to the extent that any such liability, claims, suits, actions, damages and/or causes of action arises out of the negligent or willful misconduct of the Municipal Advisor.

Should the CLIENT seek advice from third party Municipal Advisors, bankers or legal advisors or others providing guidance similar in scope to that contemplated herein, the CLIENT agrees that the Municipal Advisor shall not be held liable for advice or recommendations made to the CLIENT by third party Municipal Advisors, banker or legal advisors.

CLIENT will indemnify and hold Municipal Advisor harmless from any claims, suits, actions, damages and/or causes of action of any kind arising from errors contained in data or information furnished by CLIENT or CLIENT's designee to Municipal Advisor for use in carrying out the Services called for by this Agreement.

**6. Required Disclosures.**

MSRB Rule G-42 requires that Municipal Advisor provide CLIENT with the following disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history.

*(a) Disclosures of Conflicts of Interest.* MSRB Rule G-42 requires that municipal advisors provide to their clients disclosures relating to any actual or potential material conflicts of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable. If no such material conflicts of interest are known to exist based on the exercise of reasonable diligence by the municipal advisor, municipal advisors are required to provide a written statement to that effect.

Accordingly, any material conflicts of interest known to Municipal Advisor in connection with the Scope of Services are disclosed below, including those conflicts applying to various forms of compensation which are described in a document attached to this AGREEMENT. We believe that these conflicts are mitigated by our duties to CLIENT as assigned to us under Federal and State laws and regulations and the rules of the Municipal Securities Rulemaking Board. In addition, because Municipal Advisor is a broker-dealer with significant business and economic interests due to the nature of its overall business, the success and profitability of Municipal Advisor is not dependent on maximizing short-term revenue generated from individualized recommendations to its clients but instead is dependent on long-term profitability built on a foundation of integrity, quality of service and strict adherence to its fiduciary duty where such duty exists. Furthermore, Municipal Advisor's municipal advisory supervisory structure, leveraging our long-standing and comprehensive broker-dealer supervisory processes and practices, provides strong safeguards against individual representatives of Municipal Advisor potentially departing from their regulatory duties due to personal interests.

***Other Municipal Advisor or Underwriting Relationships.***

Municipal Advisor serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of CLIENT. For example, Municipal Advisor serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to CLIENT under this Agreement. These other clients may, from time to time and depending on the specific circumstances, have competing interests, such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, Municipal Advisor could potentially face a conflict of interest arising from these competing client interests. In other cases, as a broker-dealer



that engages in underwritings of new issuances of municipal securities by other municipal entities, the interests of Municipal Advisor to achieve a successful and profitable underwriting for its municipal entity underwriting clients could potentially constitute a conflict of interest if, as in the example above, the municipal entities that Municipal Advisor serves as underwriter or municipal advisor have competing interests in seeking to access the new issue market with the most advantageous timing and with limited competition at the time of the offering. None of these other engagements or relationships would impair Municipal Advisor's ability to fulfill its regulatory duties to CLIENT.

***Broker-Dealer and Investment Advisory Business.***

Municipal Advisor is a broker-dealer and investment advisory firm that engages in a broad range of securities-related activities to service its clients, in addition to serving as a municipal advisor or underwriter. Such securities-related activities, which may include but are not limited to the buying and selling of new issue and outstanding securities and investment advice in connection with such securities, including securities of CLIENT, may be undertaken on behalf of, or as counterparty to, CLIENT, personnel of CLIENT, and current or potential investors in the securities of CLIENT. These other clients may, from time to time and depending on the specific circumstances, have interests in conflict with those of CLIENT, such as when their buying or selling of CLIENT's securities may have an adverse effect on the market for CLIENT's securities, and the interests of such other clients could create the incentive for Municipal Advisor to make recommendations to CLIENT that could result in more advantageous pricing for the other clients. Furthermore, any potential conflict arising from Municipal Advisor effecting or otherwise assisting such other clients in connection with such transactions is mitigated by means of such activities being engaged in on customary terms through units of the Municipal Advisor that operate separately from Municipal Advisor's municipal advisory business, thereby reducing the likelihood that the interests of such other clients would have an impact on the services provided by Municipal Advisor to CLIENT under this Agreement.

***Other Business Relationships***

Municipal Advisor may have existing or future business relationships, unrelated to CLIENT or Municipal Advisor's services to CLIENT, with underwriters, placement agents, attorneys, accountants, financial institutions, contractors or other entities whose services it may recommend to CLIENT or whom CLIENT may select on its own initiative. Municipal Advisor's business relationships with such entities may include payments or referrals made to Advisor by such entities or payments or referrals made by Advisor to such entities in connection with matters wholly unrelated to CLIENT's business or activities. Because under no circumstances will Advisor accept any form of payment or other remuneration, directly or indirectly, from any third party in connection with Advisor's services to CLIENT, Advisor believes that none of these other engagements or relationships would create a material conflict or otherwise impair Municipal Advisor's ability to fulfill its regulatory duties to CLIENT.

***Secondary Market Transactions in CLIENT's Securities.***

Municipal Advisor, in connection with its sales and trading activities, may take a principal position in securities, including securities of CLIENT, and therefore Municipal Advisor could have interests in conflict with those of CLIENT with respect to the value of CLIENT's securities while held in inventory and the levels of mark-up or mark-down that may be available in connection with purchases and sales thereof. In particular, Municipal Advisor or its affiliates may submit orders for and acquire CLIENT's securities issued in an Issue under the Agreement from members of the underwriting syndicate, either for its own account or for the accounts of its customers. This activity may result in a conflict of interest with CLIENT in that it could create the incentive for Municipal Advisor to make recommendations to CLIENT that could result in more advantageous pricing of CLIENT's bond in the marketplace. Any such conflict is mitigated by means of such activities being engaged in on customary terms through staff members of the Municipal Advisor that operate independently from Municipal Advisor's municipal advisory business, thereby reducing the likelihood that such investment activities would have an impact on the services provided by Municipal Advisor to CLIENT under this Agreement.

***Other Conflicts of Interest.***

Municipal Advisor has in the past and may in the future serve as Municipal Advisor to other public agencies, including school districts, in the County of Marin. Such other public agencies are separate entities from CLIENT. Municipal Advisor is of the opinion that providing advisory services to such other agencies will not conflict with its duties and obligations to CLIENT. However, if any of Municipal Advisor's activities with other agencies does appear to be potentially in conflict with services to be provided to CLIENT, Municipal Advisor will notify CLIENT of such conflict and Municipal Advisor, CLIENT and such other agency will work to resolve such conflict to the satisfaction of CLIENT.

***(b) Disclosures of Information Regarding Legal Events and Disciplinary History.*** MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to its client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel. Accordingly, Municipal Advisor addresses below the required disclosures and related information in connection with such disclosures.

Required disclosures include specific information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. Municipal Advisor and members of its staff have been subject to various such legal or disciplinary events. Municipal Advisor reasonably believes that it as an entity has no such events that may be material to CLIENT's evaluation of Municipal Advisor as such. However, during its 85 years as a broker/dealer, Municipal Advisor has accumulated a number of such events related to its broker/dealer business as such and CLIENT may wish to review these. Members of Municipal Advisor's staff who have also been registered representatives of one or more broker/dealers have disclosures which could potentially be material to CLIENT's evaluation. Specific instances of such events can be found in Item 9 of our Form MA and, for staff members, Item 6 of Forms MA-I. Direct links to all of this information for the firm and each individual are provided on our website at:

<http://www.wulffhansen.com/publish/disclosureMA.html>

The date of the last material change to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed by Municipal Advisor with the SEC is July 9, 2015, which change consisted of removal of a previously reported disclosure concerning an investment-related consumer-initiated customer complaint against one of Municipal Advisor's staff which had been abandoned by the customer without resolution for more than 24 months prior to its removal.

***(c) Future Supplemental Disclosures.*** As required by MSRB Rule G-42, this information may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of Municipal Advisor. Municipal Advisor will provide CLIENT with any such supplement or amendment as it becomes available throughout the term of the Agreement.

**7. Choice of Law.**

This Agreement shall be construed and given effect in accordance with the laws of the State of California.

**8. Insurance [New]**

Workers' Compensation and Employers' Liability: Municipal Advisor shall obtain and maintain, at Municipal Advisor's sole cost and expense, for the term of the Agreement and

any extension thereof a Workers' Compensation and Employers' liability Insurance policy, written in accordance with the laws of the State of California, covering any and all employees of Municipal Advisor and specifically including Hired & Non-Owned Automobile Liability coverage. This policy shall provide for One Million Dollars (\$1,000,000) Employers' Liability coverage.

(a) Policy Requirements: Additional Insureds: CLIENT is to be covered as an additional insured as respects liability arising out of work or operations performed by or on behalf of the Municipal Advisor.

(b) Primary Insurance: For any claims related to this Agreement or the work hereunder, the Municipal Advisor's insurance coverage shall be primary insurance as respects the CLIENT, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the CLIENT, its officers, officials, employees, or volunteers shall be in excess of the Municipal Advisor's insurance and shall not contribute with it.

9. **Entire Agreement.** This instrument, including all Addenda and Appendices hereto, contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. This Agreement may not be amended, supplemented or modified except by means of a written instrument executed by both parties.

10. **Severability.** If any provision of this Agreement is, or is held or deemed to be, invalid, inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions because it conflicts with any provisions of any constitution, statute, rule or public policy, or for any other reason, such circumstances shall not make the provision in question invalid, inoperative or unenforceable in any other case or circumstance, or make any other provision or provisions of this Agreement invalid, inoperative or unenforceable to any extent whatever.

Wulff, Hansen & Co.

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

Title: \_\_\_\_\_

Date:

**ACKNOWLEDGED:**

Sausalito Marin City School District

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

Title: \_\_\_\_\_

Date:



## DISCLOSURE OF CONFLICTS OF INTEREST WITH VARIOUS FORMS OF COMPENSATION

The Municipal Securities Rulemaking Board requires us, as your Advisor, to provide written disclosure to you about the actual or potential conflicts of interest presented by various forms of compensation. We must provide this disclosure unless you have required that a particular form of compensation be used. You should select a form of compensation that best meets your needs and the agreed upon scope of services.

**Forms of compensation; potential conflicts.** The forms of compensation for Advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an Advisor to recommend one course of action over another if it is more beneficial to the Advisor to do so. This document discusses various forms of compensation and the timing of payments to the Advisor.

**Fixed fee.** Under a fixed fee form of compensation, the Advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the Advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the Advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the Advisor's fee is contingent upon the successful completion of a financing, as described below.

**Hourly fee.** Under an hourly fee form of compensation, the Advisor is paid an amount equal to the number of hours worked by the advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the client and the Advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (e.g., a retainer payable monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

**Fee contingent upon the completion of a financing or other transaction.** Under a contingent fee form of compensation, payment of an Advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a conflict because the Advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an Advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

**Fee paid under a retainer agreement.** Under a retainer agreement, fees are paid to an Advisor periodically (e.g., monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (e.g., a fixed fee per month regardless of the number of hours worked) or an hourly basis (e.g., a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

**Fee based upon principal or notional amount and term of transaction.** Under this form of compensation, the Advisor's fee is based upon a percentage of the principal amount of an issue of securities (*e.g.*, bonds) or, in the case of a derivative, the present value of or notional amount and term of the derivative. This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue or modify the derivative for the purpose of increasing the Advisor's compensation.

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## **ADDENDUM TO MUNICIPAL ADVISORY AGREEMENT**

### **Addendum A (Sausalito Marin City School District)**

#### **1. Purpose**

This Addendum A to the Municipal Advisory Agreement dated May 12, 2017 between Sausalito Marin City School District (hereafter, "CLIENT") and Wulff, Hansen & Co. (hereafter, "Municipal Advisor") specifies and describes specific municipal advisory services to be performed by Municipal Advisor under that Agreement.

#### **2. Services**

##### **2.1 Scope of Services**

CLIENT wishes to explore the possibility of utilizing voter-approved general obligation bond financing in connection with its Capital Improvement Plan and is retaining Municipal Advisor to assist it in that task.

Phase 1: Municipal Advisor will assist CLIENT with assembling the financial information and data necessary to prepare for a bond election. Planning and preparation for a bond election requires careful analysis of costs, tax rates/assessments, polling, timing of projects within the Capital Improvement Plan, and many other items. CLIENT wishes to utilize the Services of Municipal Advisor to develop and prepare a comprehensive, flexible, long-term funding program that minimizes the tax rate/assessments to taxpayers/property owners while optimizing funding proceeds to CLIENT for its Capital Improvement Program (the "Financing Program"). Additionally, Municipal Advisor is to advise on implementation of the Financing Program relating to tax rates/assessments required to fund the Capital Improvement Program, and to coordinate with other consultants of different disciplines and with staff regarding other components in preparing for a bond election.

To assist CLIENT in preparing a Financing Program for a bond election, Municipal Advisor will provide the following Services to CLIENT pursuant to this Addendum:

- a) Attendance at public meetings of CLIENT at which matters relating to the Services are considered, except routine matters, including informational and educational meetings with the public;
- b) Attendance at CLIENT staff meetings, or meeting with members of the public on matters relating to the Services, upon the request of the CLIENT after reasonable notice;
- c) Work with members of the public, other public agencies, CLIENT staff, and CLIENT board members to learn, discuss and respond to matters relating to the Services; and to develop and coordinate recommendations relating to the Financing Program acceptable to interested parties, CLIENT and its consultants.
- d) Assist the CLIENT in its selection of other professionals (e.g., outside counsel, consultants, and others as appropriate), if requested;
- e) Prepare a Distribution List with contact information on all relevant participants and a Schedule indicating timing for significant steps in the process leading up to an election;
- f) Assist any of the CLIENT's staff and/or special consultants in developing specific terms and conditions relating to the Financing Program so as to best reflect the CLIENT's priorities and interests;
- g) If appropriate, preparation of Cash Flow analysis and other schedules per CLIENT direction and related consultation;
- h) If requested, assistance in developing supportive financial material and resource information for an election;

- i) Telephone consultation with staff members and board members to answer questions about the Financing Program and related matters;
- j) Assist the CLIENT in developing a comprehensive long term financial plan and strategies, particularly related to assessing capital needs associated with the CLIENT's Capital Improvement Program; including development of certain aspects of an overall financial plan.,
- k) Municipal Advisor will assist CLIENT, if requested, in coordinating existing debt obligations with prospective financing plans, including assisting with development of certain aspects of long range comprehensive planning for CLIENT's Capital Improvement Program;

Phase 2: If bond financing is approved in an election, CLIENT will then require the assistance of Municipal Advisor to prepare and coordinate the sale of authorized bonds to commence funding for the Capital Improvement Program ("Bond Issuance Services"). Municipal Advisor's duties may include the following: review and updating of CLIENT's debt management policy, setting a schedule for the financing, developing a distribution list of financing participants, coordination of financing team members, assistance in developing disclosure documents, reading and review of all financing documents for accuracy, interacting with rating and bond insurance companies, advising on the method of sale, preparing the financing for sale,, overseeing the bond sale process, summarizing the bond sale results to CLIENT, including Board members, preparing the closing memo and coordinating funding of the financing transaction, follow-up with CLIENT on use of financing proceeds, availability for follow-up questions by CLIENT relating to implementation of Capital Improvement Program.

## 2.2 Limitations on Scope of Services

The services to be provided by Municipal Advisor to CLIENT pursuant to this Addendum are subject to the following limitations in addition to those described in the Agreement.

- a) Advice concerning the economic or political feasibility of any specific capital projects included in the Financing Program
- b) Advice concerning allocation of resources among CLIENT's facilities and projects
- c) Advice concerning the political feasibility of proceeding with any financing
- d) Advice concerning any aspects of a bond ballot campaign or similar undertaking of a political nature

## 3. Termination

The provisions of this Addendum A shall terminate and thereafter be null and void upon the earlier of successful funding of a bond issue pursuant to an election or other direction from the Board of Trustees, or December 31, 2020. This Addendum A may be cancelled by either party by providing 30 days notice to the other party, or by mutual consent of the parties. This Addendum A may only be extended by a written agreement between CLIENT and Wulff, Hansen & Co.

## 4. Fees

With regard to Services to be provided by Municipal Adviser under this Addendum A, Municipal Advisor shall be compensated as described below:

### (a) Phase 1

- For developing and preparing a comprehensive long-term financing program for CLIENT and for assistance in preparing numerical analysis and advising for a bond election, the Preliminary Analysis Fee is \$12,500. The first \$5,000 of this Preliminary Analysis Fee is not contingent on a successful election and bond issuance and will be due and payable when Municipal Advisor successfully completes and delivers Services prior to an election to CLIENT as documented by an invoice for said Services from Municipal Advisor to CLIENT and acknowledged by CLIENT. The \$7,500 balance of said Preliminary Analysis Fee is fully contingent on successful issuance of the first series of above referenced voter-approved bonds and is payable only from the proceeds of such bond issuance. Municipal Advisor

anticipates that development of the Preliminary Analysis for CLIENT as well as Bond Issuance Services will involve multiple visits with staff and Board of Trustee meetings. Said visits are included in Municipal Advisor's fees.

(b) Phase 2:

In addition, should the issuance of bonds be approved by voters and successfully issued by CLIENT with Municipal Advisor's assistance, the fee for Municipal Advisor's Bond Issuance Services (the "Transaction Fee") will be as follows for each bond transaction:

- \_For a transaction below \$1 million, the fee is \$25,000.
- \_For a transaction between \$1,000,001 and \$5,000,000, the fee will not exceed a maximum of \$45,000.
- \_For a transaction between \$5,000,001 and \$10,000,000, the fee will not exceed a maximum of \$65,000.
- \_For a transaction between \$10,000,001 and \$20,000,000 the fee will not exceed a maximum of \$85,000.
- \_For a transaction between \$20,000,001 and \$50,000,000 the fee will not exceed a maximum of \$125,000.
- \_For a transaction above \$50,000,001 the fee shall be as negotiated between the Parties.

Advisor's fee for services delivered in Phase 2 shall be fully contingent on completion and funding of a financing transaction as contemplated in this Addendum A and shall be paid only from proceeds of the transaction.

**5. Conflicts of Interest**

Municipal Advisor is not aware of any additional material conflicts of interest to which it is subject in the context of this Addendum A other than those previously disclosed to CLIENT in connection with the Agreement.

Approved:  
Sausalito Marin City School District

Approved:  
Wulff, Hansen & Co.

\_\_\_\_\_  
Will McCoy, Superintendent

\_\_\_\_\_  
Chris Charles, President

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

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

## **ADDENDUM TO MUNICIPAL ADVISORY AGREEMENT**

### **Addendum B (Sausalito Marin City School District)**

#### **1. Purpose**

This Addendum B to the Municipal Advisory Agreement dated May 12, 2017 between Sausalito Marin City School District (hereafter, "CLIENT") and Wulff, Hansen & Co. (hereafter, "Municipal Advisor") specifies and describes specific municipal advisory services to be performed by Municipal Advisor under that Agreement.

#### **2. Services**

##### **2.1 Scope of Services**

CLIENT wishes Municipal Advisor to assist it in exploring and evaluating options ("Options") regarding the potential use of existing insurance proceeds ("Proceeds"), other means not involving Proceeds, or both, toward refunding, defeasing and/or modifying or restructuring the payment schedule of CLIENT's 2013 Certificates of Participation issue (the "COPs") with the intention of reducing CLIENT's annual lease payments.

Phase 1: Municipal Advisor will assist CLIENT with identifying Options of how Proceeds, other means not involving Proceeds, or both may be utilized to best reduce annual payments on the COPS. Municipal Advisor will provide numerical analysis of different Options for comparison and discussion with staff and the Board in order to receive further direction on how/if CLIENT wishes to proceed to implement any Option(s) presented. If CLIENT does wish to proceed, Municipal Advisor will advise on implementation of the selected Option(s), if any, including timing and related costs and be prepared to coordinate with staff and with consultants of different disciplines in accordance with the Board's direction.

Phase 2: If the Board wishes to implement an Option that results in a modification of the COPs annual lease payment requirements ("Modification") which may or may not include application of Proceeds, CLIENT will then require the assistance of Municipal Advisor to prepare and coordinate such Modification to accomplish the objectives of the Board. Municipal Advisor's duties may include some or all of the following: review and updating of CLIENT's debt management policy, review of CLIENT's continuing disclosure filings, coordinating with appropriate parties for application of Proceeds per direction from the Board, setting a schedule for the financing, developing a distribution list of financing participants, coordination of financing team members, assistance in developing disclosure documents, reading and review of all financing documents for accuracy, interacting with rating and bond insurance companies as necessary, advising on the method of sale, preparing the financing for sale, overseeing the financing process, summarizing the financing results to CLIENT, including Board members, preparing the closing memo and coordinating funding of the financing transaction, follow-up with CLIENT on application of Proceeds, availability for follow-up questions by CLIENT relating to the Modification in accordance with the Board's direction.

##### **2.2 Limitations on Scope of Services**

The services to be provided by Municipal Advisor to CLIENT pursuant to this Addendum are subject to the following limitations in addition to those described in the Agreement.

- a) Advice concerning the legality or appropriateness of using Proceeds for purposes related to CLIENT's COPs
- b) Advice concerning the political feasibility of Modification
- c) Advice concerning allocation of Proceeds or other resources among CLIENT's facilities and projects
- d) Advice concerning the political feasibility of proceeding with any Option
- e) Advice concerning any aspects of any Option that are of a political nature

#### **3. Termination**

The provisions of this Addendum B shall terminate and thereafter be null and void upon the earlier of successful implementation of any chosen Option and Modification of the COPs pursuant to direction from the Board of Trustees, or December 31, 2020. This Addendum B may be cancelled by either party by providing 30 days notice to the other party, or by mutual consent of the parties. This Addendum B may only be extended by a written agreement between CLIENT and Municipal Advisor.

#### 4. Fees

With regard to Services to be provided by Municipal Advisor under this Addendum B, Municipal Advisor shall be compensated as described below:

##### (a) Phase 1

- For assistance with identifying and developing Options for using Proceeds to reduce annual payments on the COPs, working with staff to prepare a presentation, including numerical analysis, to the Board regarding said Options, meeting with the Board to present and discuss the Options and receiving direction from the Board regarding selection and implementation of an Option, the Preliminary Analysis Fee is \$7,500. The first \$2,500 of this Preliminary Analysis Fee is not contingent on the adoption of any Option or Modification in the COPs and will be due and payable when Municipal Advisor concludes the Options presentation to the Board as documented by an invoice for said Services from Municipal Advisor to CLIENT and acknowledged by CLIENT. The \$5,000 balance of said Preliminary Analysis Fee is fully contingent on completion of a Modification or other transaction, financial action or arrangement affecting the COPs and is payable only on completion of such Modification, transaction, financial action or arrangement. Municipal Advisor anticipates that development of the Preliminary Analysis for CLIENT as well as any Modification transaction will involve multiple visits with staff and Board of Trustees meetings. Said visits are included in Municipal Advisor's fees.

##### (b) Phase 2:

\* In addition, should the Board direct staff to implement an Option that involves a Modification to the COPs to be made with Municipal Advisor's assistance, the fee for Municipal Advisor's transaction services (the "Transaction Fee") will be as follows for each transaction:

- \_For a transaction below \$1 million, the fee is \$25,000.
- \_For a transaction between \$1,000,001 and \$5,000,000, the fee will not exceed a maximum of \$45,000.
- \_For a transaction between \$5,000,001 and \$10,000,000, the fee will not exceed a maximum of \$65,000.
- \_For a transaction between \$10,000,001 and \$20,000,000 the fee will not exceed a maximum of \$85,000.
- \_For a transaction between \$20,000,001 and \$50,000,000 the fee will not exceed a maximum of \$125,000.
- \_For a transaction above \$50,000,001 the fee shall be as negotiated between the Parties.

Municipal Advisor's fee for services delivered in Phase 2 shall be fully contingent on completion of a Modification to the outstanding COPs as discussed in this Addendum B and shall be paid only on completion of such a transaction.

#### 5. Conflicts of Interest

Municipal Advisor is not aware of any additional material conflicts of interest to which it is subject in the context of this Addendum B other than those previously disclosed to CLIENT in connection with the Agreement.

Approved:  
Sausalito Marin City School District

Approved:  
Wulff, Hansen & Co.

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Will McCoy, Superintendent

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Chris Charles, President

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Date:

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Date:



RESOLUTION NO.709

orig. to VL.  
10-10-14

A RESOLUTION OF THE BOARD OF TRUSTEES APPOINTING WULFF HANSEN & CO. TO PROVIDE SERVICES AS MUNICIPAL ADVISOR TO THE SAUSALITO MARIN CITY SCHOOL DISTRICT

WHEREAS, over the past several years, significant planning, effort and progress has occurred in the District to fund public infrastructure and needed public facilities within its jurisdiction. The financial planning component is part of a long-term District program to achieve such objectives. The financial planning component is complicated and necessarily intricately linked with other District needs and objectives. Recognizing the complexity of the financial planning component, the District requires the provision of Municipal Advisory Services in this connection.

WHEREAS, the District has an ongoing need to explore, consider, and review various financing strategies and possibilities and monitor its existing financing arrangements and

WHEREAS, when needed, the District has utilized the services of Wulff, Hansen & Co, or its current staff for over 10 years for these purposes; and

WHEREAS, the District wishes to assure continuity and coordination of the District's financing plans with the implementation of its other objectives and Wulff, Hansen & Co. can provide assistance in that regard.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Sausalito Marin City School District that Wulff, Hansen & Co., San Francisco, California, is hereby designated to serve as Municipal Advisor to the District in connection with its public financing during the term of an Agreement to be executed by the District and Wulff, Hansen & Co; and

BE IT FURTHER RESOLVED that the District Superintendent is hereby authorized and directed in the name of and on behalf of the District to execute an Agreement for Municipal Advisory Services and any Addenda with such firm; and

BE IT FURTHER RESOLVED that the District Superintendent is hereby authorized and directed to take such action and to execute such documents as may be necessary or desirable to effectuate the intent of this Resolution; and

BE IT FURTHER RESOLVED that this Resolution shall take effect upon its adoption by this Board.

**MUNICIPAL ADVISORY SERVICES AGREEMENT**  
**SAUSALITO MARIN CITY SCHOOL DISTRICT – WULFF, HANSEN & CO.**

This is an agreement between the Sausalito Marin City School District, (the "District" or "Client"), and Wulff, Hansen & Co. (the "Municipal Advisor") a Municipal Financial Advisory firm registered as a broker/dealer and Municipal Advisor with the Securities and Exchange Commission and the State of California, (together the "Parties") for performing Municipal Financial Advisory services which are focused on the preparation of financial planning and coordination of funding for the District's programs and the financial impacts of District projects (the "Services") and consists of the following terms and conditions (the "Agreement"). Client has previously been informed, and understands and acknowledges, that any information or services provided by Wulff, Hansen pursuant to this Agreement are for the purpose of serving as Municipal Financial Advisor to the District and not as an Underwriter or otherwise facilitating the placement of municipal securities issued by the District. Services provided under this Agreement are solely as Municipal Financial Advisor to the District regardless of whether Wulff, Hansen has in the past acted on its own behalf as underwriter or placement agent on a previous transaction not subject to this Agreement.

This Agreement between the Parties is made and entered into effective as of the 30 day of Sept 2014. The term of this Agreement shall extend to midnight, December 31, 2017.

NOW THEREFORE, in consideration of the mutual covenants and stipulations hereinafter set forth, the parties agree as follows:

**1.0      Scope of Services**

1.1 Municipal Advisor agrees to perform the following Services, as appropriate, for the Client during the term of this Agreement. References to 'District' or 'Client' include any of District's agencies or districts where members of the District Board sit on the board of directors.

- a) Attendance at public meetings of District at which matters relating to the Services are considered, except routine matters, including informational and educational meetings with the public;
- b) Attendance at District staff meetings, or meeting with members of the public on matters relating to the Services, upon the request of the District after reasonable notice;
- c) Work with members of the public, other public agencies, District staff, and District Board members to learn, discuss and respond to matters relating to the Services; and to develop and coordinate recommendations acceptable to interested parties, District and its consultants.
- d) Assist the District in its selection of other professionals (e.g., outside counsel, consultants, accountants, engineers, and others as appropriate), if requested;
- e) Prepare a Distribution List with contact information on all relevant participants in a project and a Schedule indicating timing for significant steps in the process;
- f) Assist any of the District's staff and/or special consultants in developing specific terms and conditions affecting a project so as to best reflect the District's priorities and interests;
- g) Preparation of Cash Flow analysis and other schedules per District direction and related consultation;
- h) If requested, assistance in developing supportive financial material and resource information for a District election;
- i) Telephone consultation with staff members and property owners to answer questions about a project and related matters;

- j) Assist the District in developing a comprehensive long term financial plan and strategies, particularly related to assessing capital needs associated with the District's General Plan; including development of certain aspects of an overall financial plan, not directly related to specific underwritings or public financings, such as Capital Improvement Plan or development impact fees;
- k) Assist in developing and reviewing all financial plans related to development/real estate finance, whether submitted by developers or developed in-house
- l) Assist the District in efforts to maintain or improve the District's underlying credit rating, including preparation of materials, presentation to and coordination with credit rating agencies.
- m) Long term evaluation, preparation, coordination and oversight of the District's public financing program.
- n) Provide ongoing follow up consultation relating to public financing, as necessary, and coordination with other prospective District projects.
- o) Municipal Advisor agrees to assist District, if requested, in coordinating existing debt obligations with prospective financing plans, including assisting with development of certain aspects of long range comprehensive planning;

1.2 Services of Municipal Advisor under this Agreement shall not include the following;

- a) Legal services of any kind (including those customarily provided by bond and disclosure counsel);
- b) Engineering services of any kind;
- c) Special Tax Rate Consulting;
- d) Absorption Analysis;
- e) Fiscal Consulting;
- f) Accounting services
- g) Underwriting or placement agent services

The Municipal Advisor is not a legal counsel or an accountant and is not providing legal or accounting guidance. None of the Services contemplated in this Agreement shall be construed as or a substitute for legal or accounting services. Upon request by District, Municipal Advisor may provide services in paragraph 1.2(c) if specifically designated as services performed and compensated outside of and separately from this Agreement.

1.3 Extent of Duties Arising under this Agreement

The Client and the Municipal Advisor intend and agree that, to the extent the performance of services by the Municipal Advisor with respect to a Project constitutes municipal advisory activities within the meaning of Section 15B of the Securities Exchange Act of 1934 or otherwise creates a duty of the Municipal Advisor under Section 15B(c)(1) of the Securities Exchange Act of 1934 or Rule G-23 of the Municipal Securities Rulemaking Board, such duty does not extend beyond the Municipal Advisory Services to be provided and such duty does not extend to any other contract, agreement, relationship, or understanding of any nature between the Client and the Municipal Advisor.

## 2.0 Client's Responsibility

In consideration of the agreement of Municipal Advisor to provide the Municipal Financial Advisory Services set forth in Section 1, Client agrees as follows:

2.1 Client will work with Municipal Advisor exclusively during the term of this Agreement with respect to municipal financial advisory services rendered through this Agreement and each related project during the term hereof unless other arrangements are mutually agreed to in writing by the Parties.

2.2 Client will cooperate with Municipal Advisor in all respects relating to the Services being rendered by Municipal Advisor in connection with each proposed project and will assist Advisor in obtaining information regarding the projects and will provide said information to the extent practicable. Client is responsible for the content and accuracy of information it provides to Municipal Advisor and Municipal Advisor is not expected to or responsible to independently verify such information prior to its inclusion in documents or other materials disseminated through Municipal Advisor.

2.3 Client hereby acknowledges its responsibility with respect to compliance with federal securities laws and represents its intention to comply in all respects with federal securities laws. The Client acknowledges and understands that state and federal laws relating to disclosure in connection with municipal securities, including but not limited to the Securities Act of 1933 and Rule 10b-5 promulgated under the Securities Exchange Act of 1934, may apply to the Client and that the failure of the Municipal Advisor to advise the Client respecting these laws shall not constitute a breach by the Municipal Advisor or any of its duties and responsibilities under this Agreement.

## 3.0 Municipal Advisor's Responsibility

3.1 It is understood and agreed that Municipal Advisor has the professional skills necessary to provide Services to Client, and that Client relies upon the professional skills of the Municipal Advisor to do and perform the Services in a skillful and professional manner in accordance with the standards of the profession.

3.2 Municipal Advisor agrees to perform the Services in a timely manner. Municipal Advisor shall not be held responsible for delays caused by circumstances beyond its reasonable control.

3.3 Nothing herein contained shall prevent Municipal Advisor from carrying on its usual business activities of Municipal Advisory and investment banking work, including the performance of other additional services for the Client by separate agreement, should the Client request such additional services, nor from performing similar services for other agencies, cities, districts or other public entities, provided no actual or apparent material conflict of interest arises. Client is aware that Municipal Advisor has, and may in the future, worked with the County of Marin, the City of Sausalito and with neighboring cities and other public entities, which may or may not present a conflict of interest for the Municipal Advisor. Such occasion of actual or apparent material conflict of interest shall require full disclosure by the Municipal Advisor to the Client and Municipal Advisor shall not pursue any activity that represents such a material conflict without the Client's written authorization. Advisor is not presently aware of any such conflict.

3.4 The Client, public agencies, landowners, consultants and other parties dealing with Client or otherwise involved in the preparation of information and documents referenced in Section 1 of this Agreement will be furnishing to Municipal Advisor various data, reports, studies, computer printouts and other information and representations as to facts involved in the Services which Client understands Municipal Advisor will be using and relying upon in preparing the work products called for in this Agreement. Municipal Advisor shall not be obligated to establish or verify the accuracy of such information furnished by or on behalf of Client, nor shall Municipal Advisor be responsible for the impact or effect on its work products of the information furnished by or on behalf of Client, in the event that such information is in error and therefore introduces error into Municipal Advisor's work product.

#### 4.0 Compensation

4.1 District shall pay Municipal Advisor a fee for Services relating to any financial transaction in accordance with the below fee schedule:

Fee Schedule:

<u>PAR Value of Bond Issue</u>	<u>Fee</u>
First \$1 million	\$20,000, plus
Next \$4 million	\$6.00 per \$1,000, plus
Next \$5 million	\$4.00 per \$1,000, plus
Next \$10 million	\$2.00 per \$1,000, plus
Over \$20 million	\$1.00 per \$1,000

The above transaction related fees shall be fully contingent on funding of the financial transaction and shall only be paid with proceeds from the financing transaction.

Where District has a specific project or task to assign Municipal Advisor that does not involve any financing, a set fee shall be separately negotiated between the Parties, prior to commencement of work on the project by Municipal Advisor. A summary description of said project and corresponding fee shall be summarized in an Addendum to this Agreement and the agreed-upon fee shall be billed by Municipal Advisor and paid by District as negotiated in that Addendum.

Any municipal financial advisory services that are outside the scope of this Agreement shall be paid at the following hourly rates, or as otherwise mutually agreed to by the Parties.

Hourly Rates:

Principals.....	\$350 per hour
Associates.....	\$200 per hour
Support.....	\$75 per hour
Computer Analysis.....	\$350 per hour
Direct Expenses.....	At actual cost

4.2 The Parties acknowledge and agree that the compensation to be paid to Municipal Advisor under this Section 4.0 represents the full amount due and owing to Municipal Advisor in connection with the Services provided for each project.

4.3 Amendments. In the event Client desires to retain Municipal Advisor for the performance of additional services, or wishes to delete any Services in connection with this Agreement, specifications of such changes and adjustments to compensation due Municipal Advisor therefore shall be made only by written and signed amendment to this Agreement by both Parties.

#### 5.0 Expenses

5.1 District shall be billed for and pay directly, whether or not a financial transaction is completed (unless payment of such fees and expenses is contingent on the financial transaction being sold and delivered), and whether or not financing is obtained, the fees and expenses of its legal counsel, bond counsel, special tax rate consultants, engineers, and any other experts retained by the District or retained by Consultant on behalf of the District (e.g., bond paying agent, arbitrage calculations, opinion, etc.) unless the District has otherwise directly agreed with such providers of services. The District also shall be responsible to pay, whether or not the financial transaction is completed, all costs customarily paid in connection with issuance of bonds or obtaining financing, including printing the Bonds and other documents, including preparation and printing of the Disclosure Documents.

5.2 With the exception of numerical structuring to be subcontracted to a 3<sup>rd</sup> party on a contingent fee basis for not more than \$3,500 per Financing, Municipal Advisor shall not charge District for any administrative expenses or overhead, including without limitation, facsimile, conference calls, mileage and/or any other expenses incurred by Consultant in connection with Consultant's provision of Services without prior written consent of the District.

5.3 With prior consent of the District, District shall reimburse Municipal Advisor for direct out of pocket expenses including, but not limited to, hotels and meals.

#### 6.0 Primary Contact

6.1 The lead representative of Municipal Advisor will be Mark Pressman who will be responsible for all communications and interaction with the Client and others involved in the provision of Services.

6.2 If Client requests other services from Wulff Hansen, separately from this Agreement, the primary representative of Municipal Advisor responsible for providing Consulting Services to the Client may be someone other than Mark Pressman, as mutually agreed with the Client.

#### 7.0 Certification – Conflicts

7.1 Municipal Advisor certifies that, except as described in Section 7.2 or elsewhere in this Agreement, it has no interest and shall not acquire any interest, direct, indirect or contingent, that would conflict in any manner or degree with the performance of the Services hereunder, except as Municipal Advisor under this Agreement, or in any property or contract arising from or affected by Services with the Client. Municipal Advisor further covenants that in the performance of this Agreement, no persons having any such undisclosed conflict or interest shall be employed.

7.2 Municipal Advisor is subject to certain inherent conflicts of interest arising out of various forms of compensation. Such conflicts are described in the document entitled DISCLOSURE OF CONFLICTS OF INTEREST WITH VARIOUS FORMS OF COMPENSATION which is attached to this Agreement. Should Municipal Advisor become aware of any additional actual or apparent material conflict of interest, it shall be promptly disclosed by the Municipal Advisor to the Client.

7.3 No officer, member, or employee of Client and no member of the governing body of Client who exercises any functions or responsibilities in the review, approval of the undertaking or carrying out of the Services, shall participate in any decision relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he/she is, directly or indirectly interested; nor shall any such officer, member or employee of Client have any interest, direct or indirect, in this Agreement or the proceeds thereof.

#### 9.0 Nondiscrimination

9.1 There shall be no discrimination against any Municipal Advisor employee who is employed to perform or assist in providing the Services, or against any applicant for such employment because of race, religion, color, sex or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

#### 10.0 Hold Harmless and Indemnification

10.1 Municipal Advisor shall indemnify, defend and save District, its officers, elected and appointed officials, employees, contractors and agents harmless from and against any and all liability, claims, suits, actions, damages and/or causes of action of any kind arising out of any bodily injury, personal injury, property damage or in violation of any federal, state or municipal law or ordinance or other cause in connection with the activities of Municipal Advisor, or on account of the performance or character of the Services or otherwise related to its performance of this Agreement to the extent that any such liability, claims, suits, actions, damages and/or causes of action arises out of the negligent or willful misconduct of the Municipal Advisor.

10.2 Should the Client seek advice from third party Municipal Advisors, bankers or legal advisors or others providing guidance similar in scope to that contemplated herein, the Client agrees that the Municipal Advisor shall not be held liable for advice or recommendations made to the Client by third party Municipal Advisors, banker or legal advisors.

10.3 District will indemnify and hold Municipal Advisor harmless from any claims, suits, actions, damages and/or causes of action of any kind arising from errors contained in data or information furnished by Client or Client's designee to Municipal Advisor for use in carrying out the Services called for by this Agreement.

#### 11.0 Termination of Agreement

11.1 This Agreement shall become effective on the date stated herein and will continue until the earlier of (i) the date of termination shown in the preamble of this Agreement or (ii) termination as provided for in paragraph 11.3, and all proper invoices have been rendered and paid. This Agreement may be extended by mutual agreement of the Parties in writing.

11.2 In the event that Municipal Advisor has provided Services and/or incurred expenses pursuant to the terms of this Agreement, and Client finds it necessary to discontinue the Services of Municipal Advisor and terminate this Agreement for reasons other than those set forth in paragraph 11.3 below, the Client agrees to compensate Municipal Advisor for Services performed and expenses incurred through the date of said termination at the rates as applicable in paragraph 4.0.

Client recognizes that Municipal Advisor, by the nature of this Agreement, does not intend to keep detailed records of hours devoted to the Services, and therefore Client agrees to accept Municipal Advisor's good faith estimate of time devoted to Services on behalf of the Client, should the need arise.

11.3 Notwithstanding the terms of paragraph 11.1, this Agreement may be terminated by the Client for cause based on the loss or suspension of registration as a Municipal Advisor if such registration is required for the continued provision of services, or Municipal Advisor's malfeasance.

Termination of the Agreement for cause as set forth in this paragraph shall relieve Client from compensating Municipal Advisor in accordance with paragraph 4.0 of this Agreement.

11.4 Payment for Services and expenses of Municipal Advisor as set forth in paragraph 4.0, shall be paid within thirty (30) days of submission of an invoice to Client by Municipal Advisor.

11.5 If Municipal Advisor and Client are working on a particular project, Client may give written notice of termination to Municipal Advisor with regard to other District projects that will terminate the Agreement upon the latter of (a) completion of the project upon which Municipal Advisor and Client are then working, or (b) thirty (30) days after the notice.

#### 12.0 Assignment

12.1 Neither the Municipal Advisor nor the Client shall have the right or power to assign this Agreement or parts thereof, or its respective duties, without the express written consent of the other party, which consent shall not be unreasonably withheld.

#### 13.0 Insurance

13.1. Workers' Compensation and Employers' Liability: Municipal Advisor shall obtain and maintain, at Municipal Advisor's sole cost and expense, for the term of the Agreement and any extension thereof a Workers' Compensation and Employers' Liability Insurance policy, written in accordance with the laws of the State of California, covering any and all employees of Municipal Advisor. This policy shall provide for One Million Dollars (\$1,000,000) Employers' Liability coverage.

13.2 Automobile Liability: Municipal Advisor shall take out and maintain, at Municipal Advisor's sole cost and expense, for the term of the Agreement Comprehensive General Liability and Automobile Liability insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limit applying to bodily injury, personal injury and property damage.



### 13.3 Policy Requirements

13.3.1 Additional Insureds: Client is to be covered as an additional insured as respects liability arising out of work or operations performed by or on behalf of the Municipal Advisor; or automobiles owned, leased, hired, or borrowed by the Municipal Advisor.

13.3.2 Primary Insurance: For any claims related to this Agreement or the work hereunder, the Municipal Advisor's insurance coverage shall be primary insurance as respects the Client, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Client, its officers, officials, employees, or volunteers shall be in excess of the Municipal Advisor's insurance and shall not contribute with it.

### 14.0 Entire Agreement/Amendments.

This Agreement, including any amendments hereto which are expressly incorporated herein, constitutes the entire Agreement between the parties hereto and sets forth the rights, duties, and obligations of each to the other as of this date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. This Agreement may not be modified except by a writing executed by both the Municipal Advisor and the Client.

### 15.0 Classification of Relationship

15.1 It is expressly understood and agreed and Client hereby recognizes that in providing Services under this Agreement Municipal Advisor is acting as an independent contractor of the Client. Nothing herein shall be construed to make the Municipal Advisor an employee, common law employee, agent or servant of the Client. Municipal Advisor shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, withholding and Social Security. Municipal Advisor acknowledges and agrees that he/she is not entitled to the benefits of civil service status and/or the rights and privileges enjoyed by civil service employees and Municipal Advisor hereby waives any and all claims to such rights and/or privileges.

### 16.0 Notices.

Any written notice or communications required or permitted by this Agreement or by law to be served on, given to, or delivered to either party hereto, by the other party shall be in writing and shall be deemed duly served, given, or delivered when personally delivered to the party to whom it is addressed or in lieu of such personal services, when deposited in the United States' mail, first-class postage prepaid, addressed as follows:

To the Client:

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

Attn: Superintendent

To the Municipal Advisor:

Wulff, Hansen & Co.  
351 California, Suite 1000  
San Francisco, CA 94104

Attention: Public Finance Dept.

### 17.0 Consent to Jurisdiction; Service of Process.

This Agreement shall be deemed to have been executed in the State of California, and the laws of the State of California govern the construction of this Agreement and the rights and remedies of the respective parties hereto.

### 18.0 Counterparts; Severability.

This Agreement may be executed in two or more separate counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Any term or provision of this Agreement which is invalid or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable the remaining terms and provisions of this Agreement or affecting the validity or enforceability of any of the terms or provisions of this Agreement in any other jurisdiction.

### 19.0 Parties in Interest.

This Agreement, including rights to indemnity and contribution hereunder, shall be binding upon and inure solely to the benefit of each party hereto, any Indemnitee and their respective successors, heirs and assigns, and nothing in this Agreement, express or implied, is intended to or shall confer upon any other person any right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

20.0 General. The failure of either of the parties to enforce any right or provision under this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by such party in writing. No waiver shall be implied from a failure of either party to exercise a right or remedy. In addition, no waiver of a party's right or remedy will affect the other provisions of this Agreement.

The captions in this Agreement are included for convenience of reference only and are in no way meant to define or limit any of the provisions contained in this Agreement or otherwise affect their construction or effect.

WHEREFORE, the Parties have executed this Agreement as of the 30 day of Sept 2014. By the signature of its representative below, each party affirms (a) that it has taken all necessary action to authorize said representative to execute this Agreement, and (b) that it has read the attached DISCLOSURE OF CONFLICTS OF INTEREST WITH VARIOUS FORMS OF COMPENSATION, and has asked any questions or sought any clarification about the disclosure, with no further questions about said disclosure.

WULFF, HANSEN & CO.

BY:   
Christopher Charles, President

SAUSALITO-MARIN CITY SCHOOL DISTRICT

BY: 

TITLE: Superintendent

ATTEST: C. Moattar

## DISCLOSURE OF CONFLICTS OF INTEREST WITH VARIOUS FORMS OF COMPENSATION

The Municipal Securities Rulemaking Board requires us, as your municipal advisor, to provide written disclosure to you about the actual or potential conflicts of interest presented by various forms of compensation. We must provide this disclosure unless you have required that a particular form of compensation be used. You should select a form of compensation that best meets your needs and the agreed upon scope of services.

**Forms of compensation; potential conflicts.** The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

**Fixed fee.** Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing, as described below.

**Hourly fee.** Under an hourly fee form of compensation, the municipal advisor is paid an amount equal to the number of hours worked by the advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (e.g., a retainer payable monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

**Fee contingent upon the completion of a financing or other transaction.** Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

**Fee paid under a retainer agreement.** Under a retainer agreement, fees are paid to a municipal advisor periodically (e.g., monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (e.g., a fixed fee per month regardless of the number of hours worked) or an hourly basis (e.g., a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

**Fee based upon principal or notional amount and term of transaction.** Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities (e.g., bonds) or, in the case of a derivative, the present value of or notional amount and term of the derivative. This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue or modify the derivative for the purpose of increasing the advisor's compensation.

Sausalito Marin City School District

Agenda Item: 13.06

Date: May 16, 2107

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

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

**Item:** Consider Approval of the Memorandum of Understanding between the Sausalito Marin City School District and Marin Head Start for the Summer Bridge Pre-Kindergarten Program for Summer 2017 in the Amount of \$5,488

**Background:** The purpose of the *Summer Bridge Pre-Kindergarten* is to increase school readiness for children who are enrolling in Kindergarten at Bayside Martin Luther King Jr. Academy in June and July 2017 by providing a 4-week part-day preschool program for children and including opportunities for parents and children to work and learn together. The program will take place at Bayside Martin Luther King Academy site. The daily schedule is 8:30 A.M. to 12:00 P.M., Monday through Thursday, with an additional hour of parent engagement on Thursdays. Class days are from June 19 through July 20, 2017. Parent Orientation is on June 15, 2017.

**Fiscal Impact:**

- \$5,488 Paid by Supplemental/Concentration Funds
- \$7,978 Paid by Marin Head Start

**Recommendation:** Approve

**Attachments:**

- MOU Between the Sausalito Marin City School District and Marin Head Start the Summer Bridge Program 2017
- Summer Bridge Program Summer 2017 Budget

**Memorandum of Understanding  
Between Marin Head Start  
And  
Sausalito Marin City School District**

This Memorandum of Understanding (MOU) between Marin Head Start (MHS) and the Sausalito Marin City School District describes agreements regarding the 2017 Summer Bridge program. The program is funded by a grant to Marin Head Start by First 5 of Marin as part of their continuing support of the Summer Bridge Program.

**Background:** The purpose of the *Summer Bridge Pre-Kindergarten* is to increase school readiness for children who are enrolling in Kindergarten at Bayside School in August 2017 by providing a 4 week part-day preschool program for children and including opportunities for parents and children to work and learn together. The program will take place at Bayside/Martin Luther King Academy. The daily schedule is 8:30 A.M. to 12:00 P.M., Monday through Thursday, with an additional hour of parent engagement on Thursdays. Class days are from June 19 through July 20, 2017. Parent Orientation is on June 15, 2017.

**1. Facilities**

MHS agrees to:	Sausalito Marin City School District agrees to
	Arrange for one classroom space at Bayside/MLK Academy
Support a Summer Bridge Coordinator identified by the District and assist in classroom arrangement prior to Summer Bridge.	Provide classroom equipment as available. Provide previously purchased Summer Bridge supplies.
	Provide janitorial services for classroom

**2. Staffing**

MHS agrees to:	SMCSD agrees to:
Identify the Summer Bridge Coordinator to lead the program for the summer.	Identify the Summer Bridge Teacher(s) to teach the program for the summer.
MHS will pay hired staff members from the First 5 Summer Bridge grant.	SMCSD will pay the teacher(s) from the District grant
Support the Summer Bridge Coordinator as needed during the Summer Bridge program.	Support communication and consistent implementation of SMCSD procedures between District Staff and Summer Bridge staff

**3. Supervision**

MHS agrees to:	SMCSD agrees to:
Summer Bridge Coordinator will be responsible for supervision of the Summer Bridge teacher and volunteers.	Provide a District contact for the Summer Bridge Coordinator and teacher to answer questions about process or access to data. Provide appropriate channels for any grievance that may.

**4. Curriculum and Staff Training**

MHS agrees to:	SMCSD agrees to:
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Provide curriculum support for classroom activities as needed.	Support the curriculum as developed by the Summer Bridge.
--	---

## 5. Transition

MHS agrees to:	SMCSD agrees to:
Support the Summer Bridge Coordinator, if needed, to develop a mechanism to share student data from Summer Bridge with appropriate Kindergarten teachers	Support the transfer of student / family data and information.

## 6. Evaluation

MHS agrees to:	SMCSD agrees to:
The Summer Bridge Coordinator, with the support of the Marin Head Start Director, will be responsible for any required data compilation and necessary reports to First 5 of Marin. Share any data compiled from Summer Bridge student and / or parent evaluations with SMCSD.	Assist with any appropriate District data.  Provide mechanism for the School Principal/ Kindergarten teachers to provide information on the preschool experience of the incoming Kindergarten children

Grant funding from First 5 of Marin will cover Summer Bridge Coordinator's salary, materials and supplies for program.

In-Kind from Head Start and the School District will cover facilities, hiring process costs, janitorial and incidental staff time in implementation of project.

\_\_\_\_\_  
Jan Yarish  
Marin Head Start, Director

Date \_\_\_\_\_

\_\_\_\_\_  
Sausalito Marin City School District

Date \_\_\_\_\_

Sausalito Marin City School District

Agenda Item: 13.07

Date: May 16, 2107

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

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

**Item:** Consider Approval of Resolution 744 to Close Building Fund 21 - Bond Proceeds

**Background:** Fund 21 was used in prior years to track revenues and expenses related to past bond measure revenues and expenditures. This fund may be reopened in the future if the District successfully passes another bond measure.

**Fiscal Impact:** None. Approximately \$119.71 would be transferred from Fund 21 to Fund 40 (Special Reserve for Capital Outlay).

**Recommendation:** Approve



**BEFORE THE GOVERNING BOARD OF THE  
SAUSALITO MARIN CITY SCHOOL DISTRICT**

**RESOLUTION NO. 744**

**RESOLUTION TO CLOSE BUILDING FUND 21 (BOND PROCEEDS)**

WHEREAS, the Building Fund 21 (Bond Proceeds) was used to track revenues and expenses related to the Bond Measure revenues and expenses, and

WHEREAS, all of the funds have been expended, and

WHEREAS, the Board requests closure of the Building Fund 21 (Bond Proceeds) and deposit of any residual balance into the Special Reserve for Capital Outlay Fund 40 (Approximately \$119.71).

PASSED AND ADOPTED by the Governing Board of the Sausalito Marin City School District at a meeting held on May 16, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Signature, Board President  
Joshua Barrow

---

Signature, Clerk of the Board  
Debra Turner

Account classifications selected									Field ranges selected	
FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP									FI	RANGE
1.	21	-	-	-	-	-	-	-		
2.	-	-	-	.	-	-	-	-		
3.	-	-	-	.	-	-	-	-		
4.	-	-	-	.	-	-	-	-		
5.	-	-	-	.	-	-	-	-		
6.	-	-	-	.	-	-	-	-		
7.	-	-	-	.	-	-	-	-		
8.	-	-	-	.	-	-	-	-		
9.	-	-	-	.	-	-	-	-		
10.	-	-	-	.	-	-	-	-		

Sort / Rollup on : FUND

Restricted Fld Nbr : 02 RESOURCE

Separation Option : No Separation of Restricted and UnRestricted

Extraction Type : Restricted and UnRestricted

GL Transactions : Approved Only

Report prepared : 05/08/2017 09:25:10

FUND :21 BUILDING FUND #1 (BOND PROCDS)

	DESCRIPTION	BEG BALANCE	DEBIT	CREDIT	BALANCE
9110	CASH IN COUNTY TREASURY				
	ENDING BALANCE 9110 :	119.71	0.31	0.00	120.02
9791	BEGINNING FUND BALANCE				
	ENDING BALANCE 9791 :	119.71-	0.00	0.00	119.71-
9840	REVENUES				
	ENDING BALANCE 9840 :	0.00	0.00	0.31	0.31-

FUND :21 BUILDING FUND #1 (BOND PROCDS)

DESCRIPTION	BEG BALANCE	DEBIT	CREDIT	BALANCE
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TOTAL ASSETS ( 9100-9499)		120.02	0.00	
TOTAL LIABILITIES ( 9500-9699)		0.00	0.00	
TOTAL FUND BALANCE ( 9700-9759)(9760-9799)		0.00	119.71	

Sausalito Marin City School District

Agenda Item: 13.08

Date: May 16, 2107

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

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

**Item:** Consider Approval of Resolution 745 to Close Building Fund 22 - Bond Proceeds

**Background:** Fund 22 was used in prior years to track revenues and expenses related to past bond measure revenues and expenditures. This fund may be reopened in the future if the District successfully passes another bond measure.

**Fiscal Impact:** None. Approximately \$127.37 would be transferred from Fund 22 to Fund 40 (Special Reserve for Capital Outlay).

**Recommendation:** Approve

**BEFORE THE GOVERNING BOARD OF THE  
SAUSALITO MARIN CITY SCHOOL DISTRICT**

**RESOLUTION NO. 745**

**RESOLUTION TO CLOSE BUILDING FUND 22 (BOND PROCEEDS)**

WHEREAS, the Building Fund 22 (Bond Proceeds) was used to account for revenues and expenses related to the Bond Measure revenues and expenses, and

WHEREAS, all of the funds have been expended, and

WHEREAS, the Board requests closure of the Building Fund 22 (Bond Proceeds) and deposit of any residual balance into the Special Reserve for Capital Outlay Fund 40 (Approximately \$127.37).

PASSED AND ADOPTED by the Governing Board of the Sausalito Marin City School District at a meeting held on May 16, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Signature, Board President  
Joshua Barrow

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Signature, Clerk of the Board  
Debra Turner

Account classifications selected										Field ranges selected	
FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP										FI	RANGE
1.	22-????-?-????	??-????	????-????	????-????	????-????	????-????	????-????	????-????	????-????		
2.	-	-	-	.	-	-	-	-	-		
3.	-	-	-	.	-	-	-	-	-		
4.	-	-	-	.	-	-	-	-	-		
5.	-	-	-	.	-	-	-	-	-		
6.	-	-	-	.	-	-	-	-	-		
7.	-	-	-	.	-	-	-	-	-		
8.	-	-	-	.	-	-	-	-	-		
9.	-	-	-	.	-	-	-	-	-		
10.	-	-	-	.	-	-	-	-	-		

Sort / Rollup on : FUND

Restricted Fld Nbr : 02 RESOURCE

Separation Option : No Separation of Restricted and UnRestricted

Extraction Type : Restricted and UnRestricted

GL Transactions : Approved Only

Report prepared : 05/08/2017 09:25:16



FUND :22		BUILDING FUND #2 (BOND PROCDS)			
DESCRIPTION		BEG BALANCE	DEBIT	CREDIT	BALANCE
9110	CASH IN COUNTY TREASURY				
	ENDING BALANCE 9110 :	127.37	0.34	0.00	127.71
9791	BEGINNING FUND BALANCE				
	ENDING BALANCE 9791 :	127.37-	0.00	0.00	127.37-
9840	REVENUES				
	ENDING BALANCE 9840 :	0.00	0.00	0.34	0.34-

FUND	:22	BUILDING FUND #2 (BOND PROCDS)			
	DESCRIPTION	BEG BALANCE	DEBIT	CREDIT	BALANCE
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TOTAL ASSETS	( 9100-9499)		127.71	0.00	
TOTAL LIABILITIES	( 9500-9699)		0.00	0.00	
TOTAL FUND BALANCE	( 9700-9759)(9760-9799)		0.00	127.37	