



## 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, June 6, 2017

6:00 p.m. Open Session – Bayside Martin Luther King Jr. Multi-Purpose Room

1. **OPEN SESSION – Call to Order**
2. **PLEDGE OF ALLEGIANCE** 2 minutes
3. **AGENDA REORGANIZATION/APPROVAL**  
Are there any requests from the Board to move any agenda item to a different location? 2 minutes
4. **BOARD COMMUNICATIONS** 10 minutes
5. **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.
6. **CORRESPONDENCE - None**
7. **DISTRICT REPORTS**
  - 7.01 Willow Creek Academy – Tara Seekins 5 minutes
  - 7.02 Willow Creek Academy – Kurt Weinsheimer 10 minutes
8. **STANDING BOARD COMMITTEE REPORTS** 10 minutes
  - 8.01 District Structure – Ad Hoc (Turner, Barrow)
  - 8.02 Willow Creek Academy Oversight (Barrow, Turner)
9. **DISCUSSION ITEMS - None**
10. **CONSENT AGENDA** 2 minutes
  - 10.01 Payment of Warrants – Batches 44-46

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

11. **ACTION ITEMS** - Items Removed from the Consent Agenda: Any item removed from the Consent Agenda may be discussed and acted upon individually 30 minutes
- 11.01 Resolution 747 – Authorization to Sign on Behalf of the Governing Board – McCoy
  - 11.02 Resolution 748 – Authorization to Sign on Behalf of the Governing Board – Prescott
  - 11.03 Consider Approval of Response to Grand Jury Report – Overcoming Barriers to Housing Affordability
  - 11.04 Consider Approval of the 2017-2018 Aeries (Student Information System) Hosting Agreement with the Marin County Office of Education (MCOE) in the Amount of \$4,970
  - 11.05 Consider Approval of the 2017-2018 the Aeries Student Information Software by Eagle Software in the Amount of \$4,500 (Renewal)
  - 11.06 Consider Approval of the 2017-2018 Accelerated Reader and Math, and Star Reading and Math by Renaissance in the Amount of \$5,227 (Renewal)
  - 11.07 Consider Approval of the 2017-2018 Contract with the California School Boards Association (CSBA) for Board Policy Maintenance and Gamut Online Service in the Amount of \$3,080 (Renewal)
  - 11.08 Consider Approval of the 2017-2018 Contract with the California School Boards Association (CSBA) for Board Policy Maintenance and Gamut Online Service in the Amount of \$3,080 (Renewal)
  - 11.09 Consider Approval of the Partnership Agreement with the Marin Free Library for Library Oversight
  - 11.10 Consider Approval of the 2017-2018 Agreement with the Marin County Office of Education for the edStop1 School Web Portal Membership in the Amount of \$338.10 (Renewal)
  - 11.11 Consider Approval of the 2017-20 Technology Support Contract with Silyco (Mark Tong) in the Amount of \$69,120 per Year (Renewal)
  - 11.12 Consider Approval of Amended Services Contract with Indoor Environment Services (IES)
12. **PERSONNEL ACTION ITEMS** -None
13. **POLICY DEVELOPMENT**
- 13.01 Board Policy and Administrative Regulation 5141.52 - Suicide Prevention – First Read 10 minutes
14. **FUTURE MEETINGS**
- 14.01 The next Regular Meeting of the Board of Trustees will be on Tuesday, June 20, 2017, in the Bayside/Martin Luther King School Multi-Purpose Room
15. **FUTURE TOPICS**
16. **ADJOURNMENT**

**Sausalito Marin City School District**

**Payment of Warrants**

6/6, 2017

Attached warrants include:

Batch 44 Fund 01 in the amount of \$70,920.19

Batch 44 Fund 13 in the amount of \$1,186.81

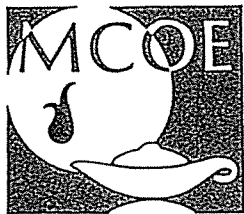
Batch 45 Fund 01 in the amount of \$53,813.15

Batch 45 Fund 13 in the amount of \$734.5

Batch 46 Fund 01 in the amount of \$67,942.90

Prepared by Vida Moattar

Sausalito Marin City School District Business Office



# MARIN COUNTY

## OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925  
SAN RAFAEL, CA 94913-4925  
marincoe@marin.k12.ca.us

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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

### VENDOR PAYMENT CERTIFICATION

Date 5/17/17

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 \$ 72,107.00.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>44</u>	<u>70,920.19</u>
<u>13</u>	<u>44</u>	<u>1,186.81</u>
<u> </u>	<u> </u>	<u> </u>
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Authorized Signature 

Batch status: A All

From batch: 0044

To batch: 0044

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESC Y OBJT SO	GOAL FUNC LOC ACT GRP T9MPS	Liq Amt	Net Amount		
-----								
070694/00	AUSLANDER, JULIE							
PV-170541	05/17/2017	Replace stale dated check	01-0000-0-9560.00-0000-0000-000-000 NN			2.41		
		TOTAL PAYMENT AMOUNT	2.41 *			2.41		
070513/00	BOYS AND GIRLS CLUB							
PO-170019	05/17/2017	4/17	2 01-6010-0-5840.00-1110-1010-101-000-000 NN P		7,965.00	7,965.00		
		TOTAL PAYMENT AMOUNT	7,965.00 *			7,965.00		
070935/00	CINTAS CORPORATION							
PV-170537	05/17/2017	626123808	01-8150-0-4300.00-0000-8100-104-000-000 NN			203.68		
		TOTAL PAYMENT AMOUNT	203.68 *			203.68		
070722/00	CYPRESS SCHOOL							
PO-170078	05/17/2017	43517	1 01-6500-0-5833.00-5750-1185-700-000-000 NN P		3,833.00	3,833.00		
		TOTAL PAYMENT AMOUNT	3,833.00 *			3,833.00		
001807/00	EMPLOYMENT DEVELOPMENT DEPT.							
PV-170536	05/17/2017	942-4117-1 Q1	01-0000-0-9515.00-0000-0000-000-000 NN			358.35		
		TOTAL PAYMENT AMOUNT	358.35 *			358.35		
070263/00	FEDEX							
PV-170535	05/17/2017	5-797-88920 Summer math books	01-0000-0-5960.00-1430-2700-104-000-000 NN			431.46		
		TOTAL PAYMENT AMOUNT	431.46 *			431.46		
002270/00	FISHMAN SUPPLY CO.							
PO-170161	05/17/2017	1069426.1, 1071753	1 01-0000-0-4300.00-0000-8211-104-000-000 NN P		486.03	486.03		
		TOTAL PAYMENT AMOUNT	486.03 *			486.03		
071007/00	LEHRER, ALLURA							
PV-170539	05/17/2017	Headphones for student	01-6500-0-4300.00-5770-1110-700-000-000 NN			58.99		
		TOTAL PAYMENT AMOUNT	58.99 *			58.99		

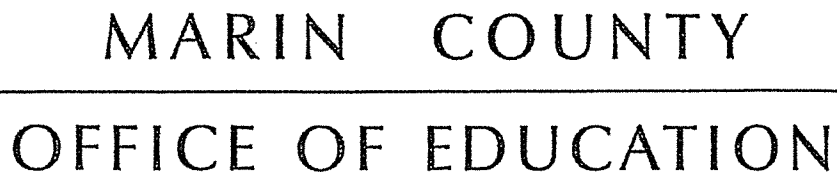
Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description		FD RESC Y OBJT SO	GOAL FUNC LOC ACT GRP T9MPS		Liq Amt	Net Amount
-----								
000045/00	MARIN COUNTY OFFICE OF EDUC							
	PV-170544	05/17/2017	170838		01-0000-0-5840.00-0000-7300-700-000-000	NN		14,046.14
	PV-170544	05/17/2017	170838		01-0000-0-5840.00-0000-2700-700-000-000	NN		32,774.34
	TOTAL PAYMENT AMOUNT						46,820.48 *	46,820.48
071015/00	MCCDC							
	PV-170538	05/17/2017	Parent Liaison 5/17		01-9472-0-5840.00-0000-2495-104-000-000	NN		4,486.37
	TOTAL PAYMENT AMOUNT						4,486.37 *	4,486.37
070978/00	MCCOY, WILLIAM							
	PV-170543	05/17/2017	Parking-CCEE conference		01-0000-0-5210.00-0000-7150-725-000-000	NN		11.25
	TOTAL PAYMENT AMOUNT						11.25 *	11.25
070991/00	MINOR, BETH							
	PV-170540	05/17/2017	Math Supplements		01-0000-0-4300.00-1110-1010-104-000-000	NN		513.28
	TOTAL PAYMENT AMOUNT						513.28 *	513.28
000056/00	PBI							
	P0-170015	05/17/2017	Postage	2	01-0000-0-5960.00-0000-7200-725-000-000	NN P	1,812.00	1,812.00
	TOTAL PAYMENT AMOUNT						1,812.00 *	1,812.00
070053/00	STOREK, LYNDA							
	PV-170542	05/17/2017	Replace stale dated check		01-0000-0-9560.00-0000-0000-000-000-000	NN		1,281.15
	TOTAL PAYMENT AMOUNT						1,281.15 *	1,281.15
070795/00	TONG, MARK							
	PV-170545	05/17/2017	Audio Equip. Board Meetings		01-0000-0-4400.00-0000-7200-700-000-000	NN		2,656.74
	TOTAL PAYMENT AMOUNT						2,656.74 *	2,656.74
	TOTAL FUND PAYMENT						70,920.19 **	70,920.19

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT SO	ABA num GOAL FUNC LOC ACT GRP T9MPS	Account num	Liq Amt	Net Amount
070841/00	ECOLAB							
	PV-170549	05/17/2017	5568509		13-5310-0-5840.00-0000-3700-101-000-000 NN			135.94
				TOTAL PAYMENT AMOUNT	135.94 *			135.94
070827/00	MARIN SUN FARMS							
	PV-170547	05/17/2017	417641		13-5310-0-4700.00-0000-3700-700-000-000 NN			299.52
				TOTAL PAYMENT AMOUNT	299.52 *			299.52
070973/00	ROCK ISLAND REFRIGERATED							
	PV-170546	05/17/2017	1016777, 1018572		13-5310-0-4700.00-0000-3700-700-000-000 NN			222.53
				TOTAL PAYMENT AMOUNT	222.53 *			222.53
070816/00	UNFI							
	PV-170548	05/17/2017	19978778-003		13-5310-0-4700.00-0000-3700-700-000-000 NN			528.82
				TOTAL PAYMENT AMOUNT	528.82 *			528.82
				TOTAL FUND PAYMENT	1,186.81 **			1,186.81
				TOTAL BATCH PAYMENT	72,107.00 ***	0.00		72,107.00
				TOTAL DISTRICT PAYMENT	72,107.00 ****	0.00		72,107.00
				TOTAL FOR ALL DISTRICTS:	72,107.00 ****	0.00		72,107.00

Number of checks to be printed: 19, not counting voids due to stub overflows.

Printed: 05/19/2017 09:06:52





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

Date 5/24/17

District No. 47

The Governing Board of the District named hereon hereby authorizes and directs payment of vendor payments in the total of \$ 54,547.65.

Authorized Signature

Amy Prescott

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT  
BATCH: 0045 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
20163371	070329/	AT&T CALNET 3													
		PO-170001	1.	01-0000-0-5970.00-0000-2700-700-000-000									5/17		96.00
		WARRANT TOTAL													\$96.00
20163372	070308/	CDW-G													
		PO-170170	1.	01-6500-0-4300.00-5770-1110-700-000-000									HVH9232		65.11
		WARRANT TOTAL													\$65.11
20163373	071016/	DMV RENEWAL													
		PV-170550		01-0000-0-5839.00-0000-8200-735-000-000									4MG6641		10.00
		WARRANT TOTAL													\$10.00
20163374	002890/	LOUIS EDNEY													
		PV-170559		01-9473-0-5819.00-1110-1010-104-000-000									Field Trip Bus Transportation		64.00
		WARRANT TOTAL													\$64.00
20163375	070721/	FAGEN FRIEDMAN FULFROST													
		PV-170552		01-0000-0-5829.00-0000-7100-000-000-000									52367 1-8		14,127.23
				01-6500-0-5829.00-0000-7100-000-000-000									52367 1-8		97.50
		WARRANT TOTAL													\$14,224.73
20163376	000039/	KAISER FOUNDATION													
		PV-170562		01-0000-0-9526.00-0000-0000-000-000-000									578-0002		12,433.30
				01-0000-0-9526.00-0000-0000-000-000-000									16734-0001		10,864.17
		WARRANT TOTAL													\$23,297.47
20163377	070988/	VANESSA LYONS													
		PV-170554		01-9471-0-4300.00-1110-1010-700-000-000									Nutrition Class Purchases		206.80
		WARRANT TOTAL													\$206.80
20163378	000045/	MARIN COUNTY OFFICE OF EDUC													
		PV-170564		01-0000-0-5840.00-1130-1010-104-000-000									170857		250.00
		WARRANT TOTAL													\$250.00
20163379	000015/	MSIA DENTAL													
		PV-170560		01-0000-0-9528.00-0000-0000-000-000-000									6/17		2,588.77

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 05/26/2017

BATCH: 0045 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
WARRANT TOTAL						\$2,588.77
20163380	000117/	MSIA VISION				
		PV-170561	01-0000-0-9529.00-0000-0000-000-000-000	6/17		384.48
			WARRANT TOTAL			\$384.48
20163381	002220/	NORTH BAY TAXI				
		PV-170553	01-3010-0-5840.00-0000-3600-104-000-000		Student Transportation	1,755.00
			WARRANT TOTAL			\$1,755.00
20163382	000016/	OFFICE DEPOT				
		PO-170173	1. 01-0000-0-4300.00-0000-7110-725-000-000		927003340001	66.89
			WARRANT TOTAL			\$66.89
20163383	070995/	AMY PRESCOTT				
		PV-170558	01-0000-0-4300.00-0000-2700-104-000-000		Classified Lunch	625.55
			WARRANT TOTAL			\$625.55
20163384	070843/	ALAN ROTHKOP				
		PV-170557	01-8150-0-5240.00-0000-8110-103-000-000		Workshop Attendance	28.17
			01-8150-0-5240.00-0000-8110-104-000-000		Workshop Attendance	28.18
			WARRANT TOTAL			\$56.35
20163385	070913/	SEAGATE BRIDGEWAY ASSOCIATES				
		PV-170563	01-0000-0-5555.00-0000-7150-725-000-000	6/17	Rent	5,317.00
			WARRANT TOTAL			\$5,317.00
20163386	070904/	SUN IRON WORKS INC				
		PV-170556	01-8150-0-5600.00-0000-8110-103-000-000		21705 WCA Table Repair	240.00
			WARRANT TOTAL			\$240.00
20163387	070516/	VIDAL VERDUZCO				
		PV-170555	01-8150-0-5600.00-0000-8110-103-000-000		75002 Leak - WCA field	365.00
			WARRANT TOTAL			\$365.00
20163388	001244/	YOUTH IN ARTS				
		PV-170551	01-0000-0-5840.00-1451-1010-104-000-000		Arts Program - Final Payment	4,200.00

## COMMERCIAL WARRANT REGISTER

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

FOR WARRANTS DATED 05/26/2017

BATCH: 0045 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															\$4,200.00		
*** FUND	TOTALS ***																
				TOTAL NUMBER OF CHECKS:										18	TOTAL AMOUNT OF CHECKS:		\$53,813.15*
				TOTAL ACH GENERATED:										0	TOTAL AMOUNT OF ACH:		\$.00*
				TOTAL EFT GENERATED:										0	TOTAL AMOUNT OF EFT:		\$.00*
				TOTAL PAYMENTS:										18	TOTAL AMOUNT:		\$53,813.15*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

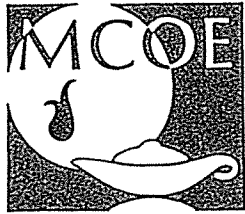
FOR WARRANTS DATED 05/26/2017

BATCH: 0045 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	
20163389	070816/	UNFI				
		PV-170566	13-5310-0-4700.00-0000-3700-700-000-000	10001123-003		568.00
			WARRANT TOTAL			\$568.00
20163390	070799/	VERITABLE VEGETABLE INC.				
		PV-170565	13-5310-0-4700.00-0000-3700-700-000-000	1145621, 1147101		166.50
			WARRANT TOTAL			\$166.50
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$734.50*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$734.50*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	20	TOTAL AMOUNT OF CHECKS:	\$54,547.65*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	20	TOTAL AMOUNT:	\$54,547.65*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	20	TOTAL AMOUNT OF CHECKS:	\$54,547.65*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	20	TOTAL AMOUNT:	\$54,547.65*

Printed: 05/26/2017 12:58:59



# MARIN COUNTY

## OFFICE OF EDUCATION

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marincoe@marin.k12.ca.us

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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### VENDOR PAYMENT CERTIFICATION

Date 5/31/17

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 \$ 67,942.90.

FUND NUMBER

01

BATCH NUMBER

46

AMOUNT

67,942.90

Authorized Signature

Amy Prescott

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 06/02/2017

BATCH: 0046 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
20163902	000608/	BURKELL PLUMBING													
		PV-170569		01-8150-0-5600.00-0000-8110-104-000-000									46658		425.00
														WARRANT TOTAL	\$425.00
20163903	070935/	CINTAS CORPORATION													
		PV-170574		01-8150-0-4300.00-0000-8100-104-000-000									626126241		203.68
														WARRANT TOTAL	\$203.68
20163904	070761/	CON E SOLUTIONS													
		PO-170025	1.	01-0000-0-5840.00-0000-7705-700-000-000									2-5/17		675.00
														WARRANT TOTAL	\$675.00
20163905	002749/	CROWN TROPHY													
		PV-170576		01-0000-0-4300.00-1130-1010-104-000-000									26332	Track & field awards	192.49
														WARRANT TOTAL	\$192.49
20163906	070201/	KENTFIELD SCHOOL DISTRICT													
		PV-170571		01-6500-0-5835.00-5770-1182-700-000-000									17089	OT services	291.67
														WARRANT TOTAL	\$291.67
20163907	070868/	EMILY MATTO													
		PV-170568		01-0000-0-4300.00-1110-1010-104-000-000										Lost & Found Rack	32.46
														WARRANT TOTAL	\$32.46
20163908	000161/	NOVATO UNIF SCHOOL DST													
		PV-170570		01-6500-0-5849.00-5770-1110-700-000-000									170414		174.26
														WARRANT TOTAL	\$174.26
20163909	000016/	OFFICE DEPOT													
		PO-170173	1.	01-0000-0-4300.00-0000-7110-725-000-000										DO supplies	48.55
		PV-170573		01-0000-0-4300.00-0000-7110-725-000-000										DO supplies	60.00
														WARRANT TOTAL	\$108.55
20163910	000058/	P G & E CO													
		PO-170000	2.	01-0000-0-5510.00-0000-8200-000-000-000									5/17	BMLK	2,475.80
			1.	01-0000-0-5510.00-0000-8200-000-000-103									5/17	WCA	2,530.03

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

## COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 06/02/2017

BATCH: 0046 GENERAL FUND

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
WARRANT TOTAL						\$5,005.83
20163911	070222/	PROTECTION ONE				
		PO-170005	1. 01-0000-0-5840.00-0000-8300-100-000-000	5/17		88.28
			2. 01-0000-0-5840.00-0000-8300-101-000-000	5/17		731.09
			3. 01-0000-0-5840.00-0000-8300-103-000-000	5/17		117.09
			WARRANT TOTAL			\$936.46
20163912	001206/	SHELL OIL CO.				
		PV-170567	01-0000-0-4301.00-0000-8110-735-000-000	5/17 Gas for district vehicles		217.50
			WARRANT TOTAL			\$217.50
20163913	070662/	TREE PROS				
		PV-170572	01-8150-0-5600.00-0000-8110-103-000-000	Acacia removal, WCA		280.00
			WARRANT TOTAL			\$280.00
20163914	002172/	WILLOW CREEK ACADEMY				
		PV-170575	01-6010-0-7299.00-0000-9200-103-000-000	CDE After School Payment		59,400.00
			WARRANT TOTAL			\$59,400.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	13	TOTAL AMOUNT OF CHECKS:	\$67,942.90*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	13	TOTAL AMOUNT:	\$67,942.90*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	13	TOTAL AMOUNT OF CHECKS:	\$67,942.90*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	13	TOTAL AMOUNT:	\$67,942.90*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	13	TOTAL AMOUNT OF CHECKS:	\$67,942.90*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	13	TOTAL AMOUNT:	\$67,942.90*

Printed: 06/02/2017 07:19:31



Sausalito Marin City School District

Agenda Items: 11.01 -11.02

Date: June 6, 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 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:** Resolutions 747 and 748 - Authorization to Sign on behalf of the Governing Board

**Background:** Pursuant to the provisions of Education Code Section 42630 to 42633 (School Districts) and 85230 to 85233 (Community College Districts) and other legal provisions, the members of the governing board must authorize officers and/or employees to sign orders and other documents on behalf of the governing board for fiscal year 2016-2017.

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

**Fiscal Impact:** None

**Recommendation:** Approve

RESOLUTION 747 of the Governing Board of the

Sausalito Marin City School District  
County of Marin, State of California

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

Sausalito, California

June 6, 2017

**City**

**Date**

Pursuant to the provisions of Education Code Section 42630 to 42633 (School Districts) and 85230 to 85233 (Community College Districts) and other legal provisions, the members of the governing board of the above-named school/college district hereby authorize the officer or employee whose name and signature appear below to sign orders and other documents on behalf of the governing board of said school/college district during the period July 1, 2017 to June 30, 2018 (not to exceed one fiscal year), subject to further board action limiting or extending this authority and notification to the County Superintendent and the County Auditor of such action.

William McCoy

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

Name (Typed)

Superintendent

Title

\_\_\_\_\_  
Signature

Please Indicate  
"Yes" or "No"

**Payroll & Retirement**

Overpayment / Adjustment .....	<u>  X  </u>	_____
Retirement Election Forms .....	<u>  X  </u>	_____
Sick Leave Transfers.....	<u>  X  </u>	_____
Sick Leave Service Credit Calculations .....	<u>  X  </u>	_____

**Cash Receipt / Disbursement Authorization**

Endorsement Checks .....	<u>  X  </u>	_____
Journal Vouchers Requests.....	<u>  X  </u>	_____
Loan Request –Tax Anticipation Note (TAN) .....	<u>  X  </u>	_____
Payroll Order Certification .....	<u>  X  </u>	_____
Vendor Payment Certification .....	<u>  X  </u>	_____
Deposit Transmittal .....	<u>  X  </u>	_____

**Attendance Reporting**

Attendance Certifications .....	<u>  X  </u>	_____
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**State and Federal Reporting**

Audit Findings-Certification of Corrective Action .....	<u>  X  </u>	_____
Certification of Federal Funds .....	<u>  X  </u>	_____
Independent Auditor Selection Form .....	<u>  X  </u>	_____
Salary and Benefit Schedule (J90) .....	<u>  X  </u>	_____

<b>Other</b> (Please Specify .....	_____	_____
------------------------------------	-------	-------

Signed by a majority of trustees (Original signatures required on all copies):

_____	_____	_____
_____	_____	_____
_____	_____	_____

# RESOLUTION 748 of the Governing Board of the

Sausalito Marin City School District  
County of Marin, State of California

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

Sausalito, California

June 6, 2017

**City**

**Date**

Pursuant to the provisions of Education Code Section 42630 to 42633 (School Districts) and 85230 to 85233 (Community College Districts) and other legal provisions, the members of the governing board of the above-named school/college district hereby authorize the officer or employee whose name and signature appear below to sign orders and other documents on behalf of the governing board of said school/college district during the period July 1, 2017 to June 30, 2018 (not to exceed one fiscal year), subject to further board action limiting or extending this authority and notification to the County Superintendent and the County Auditor of such action.

Amy Prescott

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

Name (Typed)

Interim CBO

Title

Signature

Please Indicate  
"Yes" or "No"

### **Payroll & Retirement**

Overpayment / Adjustment .....	<u>X</u>	_____
Retirement Election Forms .....	<u>X</u>	_____
Sick Leave Transfers.....	<u>X</u>	_____
Sick Leave Service Credit Calculations .....	<u>X</u>	_____

### **Cash Receipt / Disbursement Authorization**

Endorsement Checks .....	<u>X</u>	_____
Journal Vouchers Requests.....	<u>X</u>	_____
Loan Request –Tax Anticipation Note (TAN) .....	<u>X</u>	_____
Payroll Order Certification .....	<u>X</u>	_____
Vendor Payment Certification .....	<u>X</u>	_____
Deposit Transmittal .....	<u>X</u>	_____

### **Attendance Reporting**

Attendance Certifications .....	<u>X</u>	_____
---------------------------------	----------	-------

### **State and Federal Reporting**

Audit Findings-Certification of Corrective Action .....	<u>X</u>	_____
Certification of Federal Funds .....	<u>X</u>	_____
Independent Auditor Selection Form .....	<u>X</u>	_____
Salary and Benefit Schedule (J90) .....	<u>X</u>	_____

<b>Other</b> (Please Specify .....	_____	_____
------------------------------------	-------	-------

Signed by a majority of trustees (Original signatures required on all copies):

_____	_____	_____
_____	_____	_____
_____	_____	_____

# MARIN COUNTY OFFICE OF EDUCATION

## DISTRICT BUSINESS SERVICES

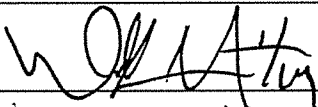
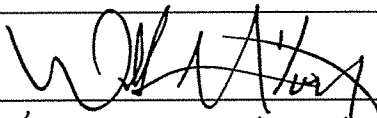



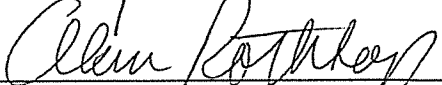


Sausalito Marin City  
School District

### Certificate of Signatures

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

These approved signatures will be considered valid for the period of July 1, 2017 through June 30, 2018.

#### Signatures of District Agents

	Commercial Vendor Warrants	Payroll Warrants
Signature:		
Name:	<u>William McRay</u>	<u>William McRay</u>
Signature:		
Name:	<u>Amy Prescott</u>	<u>Amy Prescott</u>
Signature:		
Name:	<u>Alan Rothkopf</u>	<u>Alan Rothkopf</u>
Signature:		
Name:	<u>VIDA MOATTAR</u>	<u>VIDA MOATTAR</u>

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

\_\_\_\_\_  
Date

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

Sausalito Marin City School District

Agenda Item: 11.03

Date: June 6, 2017

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

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

**Item:** Response to Grand Jury Report – Overcoming Barriers to Housing Affordability

**Background:** The Board has been asked to weigh in on the opportunities to provide housing to employees via the allocation of resources and district land. At this time, more research is needed to broach this issue, and our response reflects that approach.

The letter is simply a communication with the Grand Jury stating that we need additional information and research before we can consider moving ahead on this issue.

**Fiscal Impact:** Unkown

**Recommendation:** Approve

**Attachments:**

- Letter to the Grand Jury



# SAUSALITO MARIN CITY SCHOOL DISTRICT

*Superintendent:*  
*Board of Trustees:*

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

1895 - 2017

June 6, 2017

The Honorable Kelly V. Simmons  
Marin County Superior Court  
P.O. Box 4988  
San Rafael, CA 94913-4988

Jay Hamilton-Roth, Foreperson  
Marin County Civil Grand Jury  
3501 Civic Center Drive, Room #275  
San Rafael, CA 94903

Dear Judge Simmons and Mr. Hamilton-Roth:

This letter is in response to the request made by the 2016-2017 Marin County Civil Grand Jury of the Sausalito Marin City School District Board regarding the recommendation that "Each school district should investigate building teacher and staff workforce housing on their land." We appreciate that the Grand Jury recognizes the cost of housing in Marin County is an impediment to recruiting and retaining the best-qualified staff for our schools. While SB 1413 provided the opportunity for schools to establish and implement affordable workforce housing, research is currently underway to determine how to best approach a situation that requires land, financing and property management.

At this time, the issue requires further analysis. While we agree that there is a need for affordable housing for educators in Marin County, our district is not in the position to offer land for workforce housing at this time. Several considerations would need to be reviewed prior pursuing the construction of housing for employees, including financing, risk and the long-term facility needs of our district and school.

Based upon information provided to our district, we understand the following:

In 2009, the Efficiency and Effectiveness Task Force (EE), composed of superintendents, school district trustees and the Marin County Office of Education, was established in an effort to identify ways in which the agencies could collaborate to be more effective and efficient in their daily operations. Over the past year, the EE has made the topic of affordable housing a priority and is researching the issue through a variety of methods including:

- Developing an inventory of currently available property
- Surveying staff to determine levels of interest/need
- Reviewing unique financing options available, and
- Reviewing successful efforts elsewhere in the state.

In addition, the EE hired a consultant to develop a realistic cost estimate for providing workforce housing, including the alternatives to building on currently owned land or purchasing an existing multi-unit facility. Such possibilities exist under SB 1413 (2016). We support the work of the EE and will follow/participate in the progress of their work.

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

Thank you for your continued interest in and support of our public schools.

Sincerely,

Joshua Barrow, President  
Sausalito Marin City School District  
Board of Trustees

Will McCoy, Superintendent  
Sausalito Marin City School District

Sausalito Marin City School District

Agenda Item: 11.04

Date: June 6, 2017

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

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

**Item:** Consider Approval of the 2017-2018 Aeries (Student Information System) Hosting Agreement with the Marin County Office of Education (MCOE) in the Amount of \$4,970

**Background:**

MCOE provides districts Aeries server hardware, software, data base administration, and ongoing system administration services.

This is a shared service with the District and the Willow Creek Academy which lowers the total cost by \$2,000.

**Fiscal Impact:**

District:	\$2,000	50% of Base Rate
	<u>\$ 276</u>	ADA Portion
	\$2,276	Total
Willow Creek Academy:	\$2,000	50% of Base Rate
	<u>\$ 694</u>	ADA Portion
	\$2,694	Total

**Recommendation:** Approve

**Attachments:**

- Marin County Aeries Student Information System Consortium 2017-18 Contract Services for Basic Aeries Hosting Services.





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# 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  
[marincoe@marin.k12.ca.us](mailto:marincoe@marin.k12.ca.us)

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

(415) 472-4110  
FAX (415) 491-6625  
TDD (415) 491-6611

May 24, 2017

To: Will McCoy, Superintendent  
Sausalito Marin City School District

From: Dane Lancaster, Senior Director Information Services  
Marin County Office of Education

Subject: Marin County Aeries Student Information System Consortium  
2017-18 Contract Services for Basic Aeries Hosting Services

The Marin County Office of Education is providing Aeries Student Information Systems server hardware, software, data base administration and ongoing system administration services for your district in 2017-18

Basic hosting services include:

- Setup and maintenance of Aeries user security
- Server hardware repair and replacement
- Server software troubleshooting and updating
- Disaster recovery
- Backup and restore
- Regular database maintenance, database updates
- Year-end rollover and setup of new school year
- Aeries Browser Interface(ABI) installation for attendance and grades  
Includes configuration, updates, and backups for ABI software
- Migration to Aeries.net
- Aeries Analytics Setup
- Network troubleshooting for connections to Aeries and ABI
- Consulting regarding the preparation, uploading and downloading of data (CSIS, SBAC)
- Assistance with the development of customized queries, reports
- Coordination of a Marin Aeries users group
- Creation of test/development databases

In order to help districts conserve training costs the Marin County Office of Education will schedule Aeries trainings throughout the year with costs shared by districts attending the training.

See the table below for the estimated charges to your district for basic Aeries service in 2017-18

Districts	Total Enrollment	Annual Base Cost	Enrollment Base Cost	Total Cost
Dixie Elementary	1,982	4,000	3,778	7,778
Lagunitas/Nicasio	305	4,000	581	4,581
Marin COE	254	4,000	484	4,484
Mill Valley Elementary	3,128	4,000	5,963	9,963
Ross Elementary	383	4,000	730	4,730
Ross Valley SD	2,233	4,000	4,256	8,256
Sausalito Marin City School	558	4,000	970	4,970
Shoreline Unified	515	4,000	982	4,982
Bolinas	85	2,000	162	2,162
<b>Total</b>	<b>9,443</b>	<b>34,000</b>	<b>18,000</b>	<b>52,000</b>

Source: Enrollment Data – CDE Educational Demographics Unit 2016-17

A contract for your district's membership in the Marin County Aeries Student Information System Consortium is enclosed. Please sign and return or fax (415-491-6619) the contract by **July 1, 2017**

If you have any questions about Marin County Office of Education Basic Aeries support services, please contact me at 499 5847 or [dane@marinschools.org](mailto:dane@marinschools.org)

Cc: Amy Prescott  
Business Office



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# 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  
[marincoe@marin.k12.ca.us](mailto:marincoe@marin.k12.ca.us)

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

(415) 472-4110  
FAX (415) 491-6625  
TDD (415) 491-6611

May 24, 2017

To: Will McCoy  
Superintendent  
Sausalito Marin City School District

From: Dane Lancaster, Senior Director Information Services  
Marin County Office of Education

Subject: Marin County Aeries Student Information System Consortium  
2017-18 Contract Services for Basic Aeries Hosting Services

This agreement shall commence on July 1, 2017 and continue through June 30, 2018.  
***The costs listed may increase as a result of changes in district enrollment or by any salary and/or benefit changes granted by the Superintendent/Governing Board.***

2017-18 Contract for Basic Aeries Hosting Services	4,000
Sausalito Marin City ADA portion	276
Willow Creek Academy ADA portion	694
Total	4,970

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Superintendent

---

Marin County Superintendent of Schools

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Sausalito Marin City School District  
District

---

Marin County Office of Education

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Date

---

Date

Cc: Amy Prescott  
Business Office

Sausalito Marin City School District

Agenda Item: 11.05

Date: June 6, 2017

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

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

**Item:** Consider Approval of the 2017-2018 the Aeries Student Information Software by Eagle Software in the Amount of \$4,500 (Renewal)

**Background:**

Aeries is a fully web-based, student information system from Eagle Software that tracks student information such as attendance, demographics, grades, discipline, etc.

**Fiscal Impact:** \$4,500 Paid by Base Funds

**Recommendation:** Approve

**Attachments:**

- Eagle Software Aeries Renewal Invoice for 2017-2018



# Aeries<sup>®</sup> SIS

**PLEASE REMIT TO:**  
**Aeries Software**  
1065 N. Pacific Center Dr.  
Suite 400  
Anaheim, CA 92806

**Renewal Notification** RN-5734  
**DATE** 05/03/2017  
**TERMS** Net 30  
**P.O. NO.**

**BILL TO** Sausalito Marin City School District  
200 Phillips Dr  
Attn: Accounts Payable  
Sausalito, CA 95965

*Please make all checks payable to Eagle Software and include a copy of this invoice with your check. If you have any questions, please contact Connie Castillo at [conniec@aeries.com](mailto:conniec@aeries.com) or (888) 487-7555*

**Message:**

Quantity	Description	Unit Price	Start Date	End Date	Total Amount
1	Software License/Support Subscription	3,500.00	07/01/2017	06/30/2018	\$3,500.00
1	Aeries Analytics	1,000.00	07/01/2017	06/30/2018	\$1,000.00
<b>SUBTOTAL</b>					4,500.00
<b>TOTAL</b>					4,500.00
<b>AMOUNT RECEIVED</b>					\$
<b>AMOUNT DUE</b>					\$

01-0000-0-4367.00 - 00-0000-7205-700-000-000 (af)

Sausalito Marin City School District

Agenda Item: 11.06

Date: June 6, 2017

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

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

**Item:** Consider Approval of the 2017-2018 Accelerated Reader and Math, and Star Reading and Math by Renaissance in the Amount of \$5,227 (Renewal)

**Background:**

Accelerated Reader and Math programs provide a way to promote reading and math at home and in the classroom. It is a computerized testing program that increased literature-based reading and math and provides teachers with detailed and objective instructional data.

Accelerated Reader focuses on the careful reading of books, which improves the student's critical thinking skills while providing challenges.

Accelerated Math provides deep math practice at the unique levels students need in order for the to grow from foundational skills to grade-level standards.

Star Reading and Math are assessments tools.

**Fiscal Impact:** \$5,227 Paid by Supplemental/Concentration Funds.

**Recommendation:** Approve

**Attachments:**

- Renaissance Renewal Invoice for 2017-2018

# RENAISSANCE®

May 04, 2017

Bayside-MLK Academy  
ATTN: Mark Tong  
200 Phillips Dr  
Sausalito, CA 94965-1194

## Your Renaissance Renewal Reminder

Dear Mark:

A reminder that your Renaissance Place™ subscription for the following product(s) will expire soon:

Accelerated Math  
Accelerated Reader  
Star Math

Star Reading

As you know, this school year has seen dramatic change in K12 education. Forty-six states moved to new assessments and many created new state standards. This school year also saw the passing of the new ESSA and the rewrite of the ESEA. As the impact of this new legislation rolls out to states and local districts, we are ready to accommodate the new flexibility the law provides.

Renaissance is responding to educators' changing needs by enhancing your state-specific experiences and increasing the value you receive from our software and services.

As part of our ongoing commitment to you, Renaissance has:

- Invested in research to complete linking studies to each state assessment, enabling educators to monitor students' progress toward proficiency on state summative assessments
- Added more than 10,000 state standard and assessment data-aligned digital instructional resources from more than 10 partners/open source providers
- Enhanced customer assistance and added more live chat reps who answer your questions in an average of 8 seconds or less
- Invested in new team members to ensure these partnerships and system integrations work for all districts
- Added more than 1,000 digital nonfiction articles to our Accelerated Reader 360 solution, while expanding partnerships with digital book platforms

(Continued)

As we deliver even more improvements, such as a new cloud architecture, increased interoperability with other systems, and expansions of partnerships, your district will continue to benefit. We will continue to provide the highest quality, research based and standards aligned digital solutions for educators and students in every state.

Visit [www1.renaissance.com/products/updates](http://www1.renaissance.com/products/updates) to see product updates and features coming soon, and to subscribe to Renaissance Refresher, our bi-weekly eNewsletter with tips and resources to enhance your implementations.

Don't let your subscription(s) expire. Reactivating a lapsed subscription requires full payment for the lapsed period. Contact me or call (800) 338-4204, or if you're outside the U.S., (715) 424-3636.

Sincerely,



Chrissy Fischer

Campaign Specialist

866-391-5332

[chrissy.fischer@renaissance.com](mailto:chrissy.fischer@renaissance.com)

P.S. Your subscription fees include help with securing public and private funds to accelerate learning. To learn more, visit [www.renaissance.com/Resources/Funding](http://www.renaissance.com/Resources/Funding).



Bayside-MLK Academy - 282858  
 200 Phillips Dr  
 Sausalito, CA 94965-1194  
 Contact: Mark Tong - (415) 332-1024  
 Email: mark@silycom.com

Created: May 02, 2017  
 Invoice#: RPRNQ1729380\*  
 Reference ID: 228747

Quote Summary	School Count : 1
Product & Services Total	\$5,227.00
Sales Tax	\$0.00
Grand Total	USD \$5,227.00

Pricing and discounts are subject to change if alterations are made to this quote.

Use your Prop 98 funding to lock in multi-year discounts on the programs you need.

\*This invoice may have been previously sent with a different invoice number and reflects changes that may have occurred in the last 30 days.

To place an order, please submit your organization's required purchase order with reference to quote number RPRNQ1729380\*

An invoice will be sent upon receipt of your purchase order. Payment is due net 30 days from the invoice date. If your organization does not require a purchase order, please contact our order services team at 877-444-3172 for assistance with placing your order.

Mail: PO Box 8036, Wis. Rapids, WI 54495-8036

Fax: (877)280-7642

Email: electronicorders@renaissance.com

This quote is valid for 30 days. Alterations to this quote will not be honored without Renaissance approval. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order. Standard payment terms are net 30 days from invoice date.

### Annual Subscription Fees

Products & Services	Quantity	Unit Price	Total
Accelerated Math Live with 2.0 Student Subscription Renewal	240	\$6.60	\$1,584.00
Accelerated Reader Subscription Renewal	240	\$6.60	\$1,584.00
Star Math Subscription Renewal	160	\$4.45	\$712.00
Star Reading Subscription Renewal	160	\$4.45	\$712.00
Annual Subscription Fees Total			USD \$4,592.00

### Annual Hosting Services

Products & Services	Quantity	Unit Price	Total
Annual All Product Renaissance Place Hosting Fee Renewal	1	\$635.00	\$635.00
Annual Hosting Services Total			USD \$635.00

### Auto Renewal Subscription Summary

Accelerated Math Live with 2.0 Student Subscription Renewal	Quantity
Bayside-MLK Academy - 282858	240
Accelerated Math Live with 2.0 Student Subscription Renewal Total	240
Accelerated Reader Subscription Renewal	Quantity
Bayside-MLK Academy - 282858	240
Accelerated Reader Subscription Renewal Total	240
Star Math Subscription Renewal	Quantity
Bayside-MLK Academy - 282858	160
Star Math Subscription Renewal Total	160
Star Reading Subscription Renewal	Quantity
Bayside-MLK Academy - 282858	160
Star Reading Subscription Renewal Total	160
Annual All Product Renaissance Place Hosting Fee Renewal	Quantity
Bayside-MLK Academy - 282858	1
Annual All Product Renaissance Place Hosting Fee Renewal Total	1

01-0060-0-4307-00-1110-1010-104-000-000  
(ap)

Sausalito Marin City School District

Agenda Item: 11.07

Date: June 6, 2017

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

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

**Item:** Consider Approval of the 2017-2018 Contract with the California School Boards Association (CSBA) for Board Policy Maintenance and Gamut Online Service in the Amount of \$3,080 (Renewal)

**Background:**

Manual Maintenance is a subscription service that provides school board policy updates and ongoing consulting and word processing services.

Gamut Online provides school district with sample board policies, information and analysis on a key education issue, and help updating school board policies.

**Fiscal Impact:** Paid by Base Funds:

\$2,080 Manual Maintenance Plus  
\$1,000 Gamut Online  
\$3,080 Total

**Recommendation:** Approve

**Attachments:**

- CSBA Invoice for 2017-2018
- CSBA Manual Maintenance Service Agreement 2017-2018



California School Boards Association

Please refer to your invoice number and customer number in all communications regarding this invoice.

**Invoice Number**      **Invoice Date**      **PO #**  
INV-35289-Y7Q2Q9      5/15/2017

**Bill To:**  
Sausalito Marin City SD  
200 Phillips Dr  
Sausalito, CA 94965-1194  
United States

**Ship To:**  
Sausalito Marin City SD  
200 Phillips Dr  
Sausalito, CA 94965-1194  
United States

Product Code	Description	Unit Price	Quantity	Extended Price	Terms
MM+	Manual Maintenance Plus ( 07/01/2017 - 06/30/2018 )	\$2,080.00	1.00	\$2,080.00	
GOL	Gamut Online ( 07/01/2017 - 06/30/2018 )	\$1,000.00	1.00	\$1,000.00	Net 30

**Total Invoice:** \$3,080.00

**Total Paid:** \$0.00

**Balance Due:** \$3,080.00



PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



California School Boards Association

Customer Number	Invoice Number	Invoice Date	Terms	Balance Due
100428	INV-35289-Y7Q2Q9	05/15/2017	Net 30	\$3,080.00

**Make checks payable to:**  
California School Boards Association - CSB (6744)  
c/o West America Bank  
P.O. Box 1450  
Suisun City, CA 94585-4450

**Bill To:**  
Sausalito Marin City SD  
200 Phillips Dr  
Sausalito, CA 94965-1194  
United States

# **CALIFORNIA SCHOOL BOARDS ASSOCIATION MANUAL MAINTENANCE SERVICE AGREEMENT**

**This Manual Maintenance Agreement (Agreement) is entered into between the California School Boards Association (CSBA) and Sausalito Marin City SD of Sausalito, California (District) and shall be effective on the date executed by District.**

**WHEREAS CSBA is a statewide membership association for California school districts and county offices of education.**

**WHEREAS California school districts and county offices of education, including District, are required by law to establish policies and procedures for the governance and operations of educational programs and other activities for which they are responsible.**

**WHEREAS CSBA has written or developed, and as necessary, updates, a reference policy manual, including sample policies, regulations, bylaws, and exhibits, based on applicable state and federal law.**

**WHEREAS subject to the terms and conditions of the GAMUT Online Service Agreement, CSBA grants school districts and county offices of education which are CSBA members in good standing a nontransferable and nonassignable access to its reference policy manual.**

**WHEREAS subject to the terms and conditions of this Agreement, CSBA provides limited word processing and consulting services in relation to the access it permits to its reference policy manual.**

**NOW THEREFORE, CSBA and District in consideration of the covenants herein contained, and other good and valuable consideration, agree as follows:**

## **I. CSBA RESPONSIBILITIES**

**CSBA agrees to the following:**

- a. **Maintain a current digital or electronic copy of District Manual, including any adopted revisions of the District policies, regulations, or bylaws provided to CSBA.**
- b. **Host District Manual on GAMUT, CSBA's web-based policy hosting platform**
- c. **Permit District online access to District Manual on GAMUT in accordance with this Agreement.**
- d. **Provide District with regular "Policy Update Packets" that include revised, updated, and/or new CSBA sample policies, regulations, and bylaws for District use.**

## **CALIFORNIA SCHOOL BOARDS ASSOCIATION MANUAL MAINTENANCE SERVICE AGREEMENT**

- e. Upon District request, update District Manual to reflect modified, revised, or newly adopted or approved District policies, regulations, and bylaws.
- f. Provide District with a public user access web-link to District Manual on GAMUT.
- g. Permit District limited access to policies, regulations, and bylaws adopted by other local educational agencies and hosted on GAMUT.
- h. Make a CSBA Policy Services Consultant available during regular CSBA business hours to assist District on policy issues relating to District Manual. Consultation under this Agreement may include suggestions regarding policy procedures and placement of policies within District Manual and/or review of and suggestions regarding proposed District policies, regulations and bylaws, but shall not include drafting of original policy language for the District Manual. Consulting services are not intended to constitute legal advice and shall not be considered a substitute for advice from District legal counsel.

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### **II. DISTRICT RESPONSIBILITIES**

District accepts responsibility for updating and maintaining District Manual consistent with applicable laws and agrees to the following:

- a. For the duration of this Agreement, enter into a GAMUT Online Service Agreement with CSBA for a nontransferable, nonassignable access to the CSBA reference policy manual.
- b. Designate a member of its administrative staff to serve as the District Liaison ("Liaison") to CSBA. Liaison shall be responsible for all contacts with CSBA, including the Policy Services Consultant, and for timely submitting to CSBA all information and documents to be provided by District under this Agreement. If Liaison is not designated, the official who signs this Agreement on behalf of District shall be deemed the Liaison.
- c. Upon adoption or approval of District policies, regulations, or bylaws, immediately forward copy to CSBA for inclusion in District Manual.
- d. Adhere to CSBA requirements for formatting and/or protocols for submitting policies for posting on the GAMUT webpage.
- e. This Agreement automatically renews and the fees therefor are due on July 1 each year.
- f. The Manual Maintenance service is intended for updating individual policies or small batches of policies, not an entire policy manual, or sections thereof.

# **CALIFORNIA SCHOOL BOARDS ASSOCIATION MANUAL MAINTENANCE SERVICE AGREEMENT**

- g. CSBA reserves the right to recommend that District undergo a CSBA policy development workshop or other policy development service whenever CSBA determines, due to the number or size of the policies, regulations, and bylaws, included in a single request submitted by District, that District needs to develop a new District Manual.
- h. The CSBA samples policies, regulations, bylaws, and exhibits to which District is given access are CSBA's proprietary materials, they are provided for the District's sole use, and they may not be transmitted, reproduced, or distributed to others, in whole or in parts, without CSBA's written consent.

## **III. FEES AND PAYMENT SCHEDULE**

- a. In consideration for the services provided by CSBA under this Agreement, District shall pay an annual fee of \$2080.00 to CSBA, based on the CSBA payment schedule for Manual Maintenance Service.
- b. CSBA shall have the right to adjust the annual fee to reflect changes in the cost of providing services described in this Agreement. CSBA, through its regular billing process, shall provide notice of any such change by June 1 each year, and District shall have the right to cancel this Agreement in accordance with the terms and provisions contained herein.
- c. The annual fee shall be due and payable on July 1 each year and CSBA reserves the right to suspend any services of this Agreement if payment is not received by August 31 of that year.

## **IV. TERM**

- a. The term of this Agreement shall commence upon the mutual execution of this Agreement by the undersigned agents of CSBA and District and shall remain in effect and be deemed automatically renewed July 1 of each year unless terminated by either District or CSBA in a written notice delivered to the other party no later than June 15.
- b. In the event District fails to maintain its membership in CSBA or to timely pay the annual fees described in Section III of this Agreement, CSBA shall have no obligation to perform any services under this Agreement.

## **V. COPYRIGHT**

- a. All copies of CSBA's sample policies, regulations, bylaws, and exhibits, including electronic, digital, or other data storage device containing such materials, as well as the materials made available through CSBA's GAMUT

## **CALIFORNIA SCHOOL BOARDS ASSOCIATION MANUAL MAINTENANCE SERVICE AGREEMENT**

website, are for District's sole use and shall not be made available for use outside of District.

- b. District shall comply with the GAMUT End User License Agreement attached to the District's GAMUT Online Service Agreement with CSBA.

### **VI. DISCLAIMER OF WARRANTY**

- a. District acknowledges that by providing the services described in this Agreement, CSBA, its employees, agents, representatives and consultants are neither acting as District's legal counsel nor providing legal advice or counsel to District.
- b. CSBA sample policies, administrative regulations, bylaws, and exhibits are provided as a resource for school districts and county offices of education in developing their local policy manual and are not intended for exact replication or as a substitute for legal advice.
- c. CSBA's samples are a reflection of current law and do not necessarily express the personal or political opinions or viewpoints of CSBA, its Board of Directors, or its employees.
- d. Although CSBA's sample policies, regulations, bylaws and exhibits have been carefully crafted and thoroughly reviewed, they contain no warranty as to their sufficiency for addressing District's specific situations. District is cautioned to seek the advice of its legal counsel when confronted with legal questions or situations requiring legal advice.

### **VII. MISCELLANEOUS**

- a. This Agreement and any attachments hereto contain all of the terms and conditions agreed upon by CSBA and District relating to the matters covered by this Agreement, and supersede any and all prior and contemporaneous agreements, negotiations, correspondence, understandings, and communications between CSBA and District, whether oral or written, respecting the matters covered by this Agreement.
- b. This Agreement may be modified or amended only by a writing signed by the CSBA and District, or their authorized representatives.
- c. The language in all parts of this Agreement, unless otherwise stated, shall be construed according to its plain and ordinary meaning. This Agreement shall be construed pursuant to California law, without regard to conflict of law principles.



**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
MANUAL MAINTENANCE SERVICE AGREEMENT**

- d. This Agreement may be executed in one or more counterparts which, taken together, shall be deemed to constitute one and the same document. An executed copy of this Agreement shall be valid as an original. Signatures of the Parties transmitted by facsimile or email shall be deemed binding.

**VIII. CANCELLATION**

- a. Either CSBA or District may terminate this Agreement at any time by providing at least thirty (30) days notice in writing to the other party.
- b. CSBA may terminate this contact if District fails to maintain its membership in CSBA or to timely pay the annual fees described in Section III of this Agreement.
- c. District understands and acknowledges that no refunds of any fees described in Section III of this Agreement will be given by CSBA if District cancels this Agreement after September 1 of the fiscal year.

California School Boards Association

Sausalito Marin City SD

\_\_\_\_\_  
Robert Tuerck

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Sr. Director, Policy Development &  
Governance Technology  
\_\_\_\_\_  
Title of Official

\_\_\_\_\_  
Title of Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please sign both copies of this Agreement. One copy is to be retained by the district and one copy is to be returned to CSBA Policy Services, 3251 Beacon Blvd., West Sacramento, CA 95691.**

# **CALIFORNIA SCHOOL BOARDS ASSOCIATION GAMUT ONLINE SERVICE AGREEMENT**

**This GAMUT Online Agreement (Agreement) is entered into between the California School Boards Association (CSBA) and Sausalito Marin City SD of Sausalito, California (District) and shall be effective on the date executed by District.**

**WHEREAS CSBA is a statewide membership association for California school districts and county offices of education.**

**WHEREAS California school districts and county offices of education, including District, are required by law to establish policies and procedures for the governance and operations of educational programs and other activities for which they are responsible.**

**WHEREAS CSBA has written or developed, and as necessary, updates, a reference policy manual, including sample policies, regulations, bylaws, and exhibits, based on applicable state and federal law.**

**WHEREAS subject to the terms and conditions of this Agreement, CSBA grants school districts and county offices of education which are CSBA members in good standing a nontransferable and nonassignable access to its reference policy manual.**

**NOW THEREFORE, CSBA and District in consideration of the covenants herein contained, and other good and valuable consideration, agree as follows:**

## **I. CSBA RESPONSIBILITIES**

CSBA agrees to the following:

- a. Provide online access to CSBA's reference policy manual, including sample policies, regulations, bylaws, and exhibits and links to related policy resources through GAMUT, CSBA's web-based policy hosting platform
- b. Provide regular notifications of policy updates, sent to the District Liaison through email or other means of electronic communications.
- c. Provide District with user accounts to access GAMUT.

## **II. DISTRICT RESPONSIBILITIES**

District accepts responsibility for updating and maintaining District policies consistent with applicable laws and agrees to the following:

- a. Comply with the GAMUT Online License Agreement (Attachment A).

## **CALIFORNIA SCHOOL BOARDS ASSOCIATION GAMUT ONLINE SERVICE AGREEMENT**

- b. Designate a member of its administrative staff to serve as the District Liaison ("Liaison") to CSBA and advise CSBA of the name of the Liaison. The Liaison shall be responsible for all contacts with CSBA and the Policy Services Consultant, and for timely submitting to CSBA all information and documents to be provided by District under this Agreement. If District Liaison is not designated, the official who signs this Agreement on behalf of District shall be deemed the Liaison.
- c. This Agreement automatically renews and the fees therefor are due on July 1 each year.
- d. The CSBA samples policies, regulations, bylaws, and exhibits to which District is given access are CSBA's proprietary materials, they are provided for the District's sole use, and they may not be transmitted, reproduced, or distributed to others, in whole or in parts, without CSBA's written consent.

### **III. FEES AND PAYMENT SCHEDULE**

---

- a. In consideration for the services provided by CSBA under this Agreement, District shall pay an annual fee of \$1000.00 to CSBA, based on the CSBA payment schedule for GAMUT Online Service.
  - b. CSBA shall have the right to adjust the annual fee to reflect changes in the cost of providing services described in this Agreement. CSBA, through its regular billing process, shall provide notice of any such change by June 1 each year, and District shall have the right to cancel this Agreement in accordance with the terms and provisions contained herein.
- 
- c. The annual fee shall be due and payable on July 1 each year and CSBA reserves the right to suspend any services of this Agreement if payment is not received by August 31 of that year.

### **IV. TERM**

- a. The term of this Agreement shall commence upon the mutual execution of this Agreement by the undersigned agents of CSBA and District and shall remain in effect and be deemed automatically renewed July 1 of each year unless terminated by either District or CSBA in a written notice delivered to the other party no later than June 15.
- b. In the event District fails to maintain its membership in CSBA or to timely pay the annual fees described in Section III of this Agreement, CSBA shall have no obligation to perform any services under this Agreement.

# **CALIFORNIA SCHOOL BOARDS ASSOCIATION GAMUT ONLINE SERVICE AGREEMENT**

## **V. COPYRIGHT**

- a. All copies of CSBA's sample policies, regulations, bylaws, and exhibits, including electronic, digital, or other data storage device containing such materials, as well as the materials made available through CSBA's GAMUT website, are for District's sole use and shall not be made available for use outside of District.
- b. District shall comply with the GAMUT End User License Agreement attached to the District's GAMUT Online Service Agreement with CSBA.

## **VI. DISCLAIMER OF WARRANTY**

- a. District acknowledges that by providing the services described in this Agreement, CSBA, its employees, agents, representatives and consultants are neither acting as District's legal counsel nor providing legal advice or counsel to District.
- b. CSBA policy services provide sample policies, administrative regulations, bylaws and exhibits as a resource for school districts and county offices of education in developing their own policy manual and are not intended for exact replication or as a substitute for legal advice. CSBA's samples are a reflection of current law and do not necessarily express the personal or political opinions or viewpoints of CSBA, its Board of Directors, or its employees.
- c. Although CSBA's sample policies, regulations, bylaws and exhibits have been carefully crafted and thoroughly reviewed, they contain no warranty as to their sufficiency for addressing District's specific legal situations. District is cautioned to seek the advice of its legal counsel when confronted with legal questions or situations requiring legal advice.

## **VII. MISCELLANEOUS**

- a. This Agreement and any Attachments hereto contain all of the terms and conditions agreed upon by CSBA and District relating to the matters covered by this Agreement, and supersede any and all prior and contemporaneous agreements, negotiations, correspondence, understandings, and communications between CSBA and District, whether oral or written, respecting the matters covered by this Agreement.
- b. This Agreement may be modified or amended only by a writing signed by the CSBA and District, or their authorized representatives.

**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
GAMUT ONLINE SERVICE AGREEMENT**

- c. The language in all parts of this Agreement, unless otherwise stated, shall be construed according to its plain and ordinary meaning. This Agreement shall be construed pursuant to California law, without regard to conflict of law principles.
- d. This Agreement may be executed in one or more counterparts which, taken together, shall be deemed to constitute one and the same document. An executed copy of this Agreement shall be valid as an original. Signatures of the Parties transmitted by facsimile or email shall be deemed binding.

**VIII. CANCELLATION**

- a. Either CSBA or District may terminate this Agreement at any time by providing at least thirty (30) days notice in writing to the other party.
- b. CSBA may terminate this contact if District fails to maintain its membership in CSBA or to timely pay the annual fees described in Section III of this Agreement.
- c. District understands and acknowledges that no refunds of any fees described in Section III of this Agreement will be given by CSBA if District cancels this Agreement after September 1 of the fiscal year.

California School Boards Association

Sausalito Marin City SD

\_\_\_\_\_  
Robert Tuerck

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Sr. Director, Policy Development &  
Governance Technology

\_\_\_\_\_  
Title of Official

\_\_\_\_\_  
Title of Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please sign both copies of this Agreement. One copy is to be retained by the district and one copy is to be returned to CSBA Policy Services, 3251 Beacon Blvd., West Sacramento, CA 95691.**

## Attachment A

### CALIFORNIA SCHOOL BOARDS ASSOCIATION GAMUT ONLINE LICENSE AGREEMENT

This licensing agreement is incorporated by reference in the GAMUT Online Service Agreement and the terms and conditions stated herein shall have the same effect as if expressly stated in the GAMUT Online Service Agreement.

**NOTICE TO USER** - California School Boards Association (CSBA) is the sole and exclusive owner of the GAMUT Online policy information system (PIS) and hereby grants a nontransferable, nonassignable license to use the GAMUT Online PIS under the terms and conditions of this agreement. By using the GAMUT Online PIS, licensee agrees to all the terms and conditions of this agreement. Any licensee who does not agree with the terms and conditions of this agreement must notify CSBA that they do not agree and CSBA will terminate the licensee's user accounts.

**PROPRIETARY RIGHTS** - The GAMUT™ software and accessible data are valuable property of CSBA. Licensee will not make or have made, or permit to be made, any copies of the software, documentation, or any portion thereof. The software provides access to data which licensee is authorized to adapt or customize for its sole and exclusive use or benefit. Licensee agrees not to modify, adapt, translate, decompile, disassemble the software or create derivative works based on the software. Licensee agrees not to distribute the accessible data, passwords, or other access information to anyone other than its employees and officials.

**TRADE SECRET** - Licensee acknowledges that the software is confidential in nature and constitutes a trade secret of CSBA. Licensee agrees not to sell, rent, license, distribute, transfer, or directly or indirectly permit the sale, rental, licensing, distribution, or transfer of the software to any other party, either during the term of this agreement or thereafter. Licensee agrees to use its best efforts to prevent inadvertent disclosure of the software to any third party during the term of this agreement or thereafter.

**LIMITED WARRANTY** - The GAMUT Online PIS is provided "as is" without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. CSBA does not warrant that functions contained in the GAMUT Online PIS program will meet the user's requirements or that the operation of the program will be uninterrupted or error free. CSBA does not warrant the accessible data to be error free.

**NO LIABILITY FOR CONSEQUENTIAL DAMAGES** - In no event shall CSBA be liable for any damages whatsoever (including, without limitation, damages for loss of profits and/or savings, business interruption, loss of business information or other pecuniary losses) arising from use or inability to use the GAMUT Online PIS.

**LICENSEE'S RESPONSIBILITIES** - Licensee is responsible for insuring the proper configuration of any hardware used in operating GAMUT Online PIS and for establishing and implementing procedures necessary for the fulfillment of licensee's obligations under this agreement. Licensee agrees to inform all of the licensee's users of licensee's obligations and responsibilities under this agreement including, but not limited to, the nondistribution requirement.

Sausalito Marin City School District

Agenda Item: 11.08

Date: June 6, 2017

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

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

**Item:** Consider Approval of the 2017-2018 Membership with the California School Boards Association (CSBA) in the Amount of \$4,784 (Renewal)

**Background:**

CSBA is the nonprofit education association representing the elected officials who govern public school districts and county offices of education. With a membership of nearly 1,000 educational agencies statewide, CSBA brings together school governing boards, and administrators from districts and county offices of education to advocate for effective policies that advance the education and well-being of the state's more than 6 million school-age children. CSBA provides policy resources and training to members, and represents the statewide interests of public education through legal, political legislative, community and media advocacy.

**Fiscal Impact:** Paid by Base Funds:

\$3,827 CSBA Membership  
\$ 957 Education Legal Alliance Membership  
\$4,784 Total

**Recommendation:** Approve

**Attachments:**

- CSBA Membership Invoice for 2017-2018





California School Boards Association

Please refer to your invoice number and customer number in all communications regarding this invoice.

**Invoice Number**      **Invoice Date**      **PO #**  
INV-32858-Q8G4Q3      5/2/2017

**Bill To:**  
Sausalito Marin City SD  
200 Phillips Dr  
Sausalito, CA 94965-1194  
United States

**Ship To:**  
Sausalito Marin City SD  
200 Phillips Dr  
Sausalito, CA 94965-1194  
United States

Product Code	Description	Unit Price	Quantity	Extended Price	Terms
CSBA	CSBA Membership ( 07/01/2017 - 06/30/2018 )	\$3,827.00	1.00	\$3,827.00	
ELA	ELA Membership ( 07/01/2017 - 06/30/2018 )	\$957.00	1.00	\$957.00	

**Total Invoice:** \$4,784.00

**Total Paid:** \$0.00

**Balance Due:** \$4,784.00



PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



California School Boards Association

Customer Number	Invoice Number	Invoice Date	Terms	Balance Due
100428	INV-32858-Q8G4Q3	05/02/2017		\$4,784.00

**Make checks payable to:**  
California School Boards Association - CSB (6744)  
c/o West America Bank  
P.O. Box 1450  
Suisun City, CA 94585-4450

**Bill To:**  
Sausalito Marin City SD  
200 Phillips Dr  
Sausalito, CA 94965-1194  
United States

48 of 80



Sausalito Marin City School District

Agenda Item: 11.09

Date: June 6, 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 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:** Partnership Agreement for Library Oversight

**Background:** We have been working to formalize an agreement with the Marin County Free Library for several months in order to achieve our goal of having an approved agency work with our school library for oversight of reviewing and purchasing materials. This is a requirement from the State of California, and we have had credential audits which highlight our need for library oversight. This contract does not replace existing classified personnel, including the Library Tech, but is a requirement for supplementing and oversight of that work. This contract will deepen the partnership between Bayside MLK and the Marin City Public Library, which is a beneficial connection for our families as we build our Community School model.

**Fiscal Impact:**      \$10,000 in the 2017-2018 fiscal year  
                              \$10,500 in 2018-2019  
                              \$11,025 in 2019-2020

**Recommendation:** Approve

## **PARTNERSHIP AGREEMENT FOR LIBRARY OVERSIGHT FOR THE SAUSALITO SCHOOL DISTRICT**

This Partnership Agreement for Library Oversight ("Agreement") is made between the Sausalito Marin City School District ("District"), a public school district duly organized and validly existing under the laws of the State of California, and Marin County Free Library ("Library"), a county public library, both duly organized and validly existing under the laws of the State of California. District and Library may be referred to as "Parties".

WHEREAS, District is required under Education Code section 18100 et seq. to provide School Library Services for pupils and teachers of the district by establishing and maintaining school libraries; and

WHEREAS, District is desirous of providing quality library services for the students of the District; and

WHEREAS, District's School Libraries would benefit from collaboration, coordination and oversight of their operations by Public Library professionals; and

WHEREAS, Library is a county free library organized and operated by the Board of Supervisors of the County of Marin pursuant to the provisions of Education Code section 19100 et seq. ; and

WHEREAS, Library desires to assist the District in providing School Library Services in support of the educational programs of the District; and;

WHEREAS, the Parties desire to collaborate to promote the development of 21st Century skills in students by entering into an arrangement where the Library, in partnership with the District, provides oversight and guidance to the school libraries of the District.

NOW, THEREFORE, the Parties desire to memorialize their agreement with regard to the use and operations of the School-Community Library.

### **TERMS OF AGREEMENT**

#### **1. PURPOSE OF AGREEMENT.**

(a) The purpose of this Agreement is for District to permit Library to provide oversight of School Library Services to benefit District students and teachers; to

(iii) define and describe the oversight of School Library Services and other programs to be provided during the term of the Agreement by the Parties; and

(iv) outline the respective roles and responsibilities of the Parties with regard to oversight of School Library Services and other collaborative efforts.

2. **TERM.** The term of this Agreement shall be for three (3) years, commencing as of July 1, 2017 and ending on June 30, 2020.

(a) **Renewal.** This Agreement may be renewed upon mutual agreement by the Parties for a maximum of one (1) additional three (3)-year term, unless sooner terminated by either Party.

(b) Review. The Parties shall review the Agreement on an ongoing basis as described in Section 5(c)(i).

3. CONSIDERATION. Consideration for Library's guidance and oversight shall be (a) Library providing the oversight of School Library Services for the benefit of the District, and (b) District making a funding contribution to Library ("District Contribution"). In 2017-2018, District shall provide to Library the sum of up to \$10,000, as evidenced by a letter of commitment from District to Library, as a contribution to the costs to provide guidance and oversight of District's School Library Services. The final amount due shall be paid based on Library's final actual cost, and shall not exceed \$10,000. The estimated expense for 2018-2019 is \$10,500 and for 2018-2019 is \$11,025.

#### 5. DUTIES AND RESPONSIBILITIES.

(a) Library will:

(i) Provide guidance and oversight for the School Libraries and the oversight of School Library Services in support of District's educational programs, as more specifically described in Section 6 hereof.

(ii) Acquire child, young adult, and adult materials, in all formats, for the School-Community Library materials collection.

(iii) Catalogue and process all books and materials for the School-Community Library.

(b) District will:

(i) Equip the library with all necessary furniture, equipment, supplies, computer hardware, software and network infrastructure in a manner and quantity that meets the District's standard of School Libraries for the size and type of services to be offered;

(ii) Reimburse Library for its share of the direct costs associated with Library's use of the Premises, as described in Section 8 hereof.

(iii) Provide circulation support for on-line circulation functions including, but not limited to, overdue notices, bills, and collection agency accounts.

(vi) Operate a facility that meets relevant licensing requirements as well as all other state and local regulations governing libraries.

(c) District and Library, together, will:

(i) Meet annually on or before July 1 of each year during this Agreement to identify and schedule the specific Oversight of School Library Services to be provided for the coming school year in the School. In addition, the parties shall meet at least once each semester to review and evaluate programs, equity in resource allocation, and resolve any problems to ensure that both Parties achieve their goals from the Agreement.

(ii) Annually present a report to each Party's governing board regarding the programs, progress and evaluation of the success and goals of the Agreement.

(iv) Continuously develop cooperative policies and procedures for the selection and acquisition of materials related to support the programs at the School Libraries.

(v) Implement the Oversight of School Library Services as further described in Section 6 hereof.

## 6. OVERSIGHT OF SCHOOL LIBRARY SERVICES

(i) The Parties together shall develop and provide:

(a) "School library services" which include, but are not limited to, the provision, organization, and utilization of materials and related activities supportive of the educational requirements prescribed by law and by the school districts which may include the following:

(1) Library Instruction -Provide instruction to students that will enable them to become proficient users of library resources; and provide in-service training for teachers.

(2) Curriculum Development -Provide information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum; team with classroom teachers to develop units of instruction and activities using library resources in the instructional programs.

(3) Materials Selection -Provide assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials.

(4) Access to Materials and Information Resources -Provide a collection of materials and resources that support the curriculum and are appropriate for user needs. Plan a functional system, procedures, and services for maximum utilization of resources.

(5) Professional Development -Assist teachers, administrators, and other school staff members in becoming knowledgeable and current concerning appropriate uses of library media services, materials and equipment.

(b) Programs to expand learning, student achievement, and assist District students with mastery of 21st century skills (collectively, the "oversight of School Library Services"). Together, the Parties endeavor to link oversight of School Library Services intentionally to District PreK-12 education to expand learning opportunities beyond the school room and the school year.

(ii) District shall provide the following:

(a) Staffing of District school libraries

(b) Facilities to house the School Libraries.

(c) Funding for continued use and improvement of materials and School Library Services provided to district faculty and students,

(iii) Library shall provide oversight of School Library Services, which include the following:

(a) Library Instruction -Provide instruction to students that will enable them to become proficient users of library resources; and provide in service training for teachers.

(b) Curriculum Development -Provide information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum; team with classroom teachers to develop units of instruction and activities using library resources in the instructional programs.

- (c) Materials Selection -Provide assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials.
- (d) Access to Materials and Information Resources -Provide a collection of materials and resources that support the curriculum and are appropriate for user needs. Plan a functional system, procedures, and services for maximum utilization of resources.
- (e) Professional Development -Assist teachers, administrators, and other school staff members in becoming knowledgeable and current concerning appropriate uses of library media services, materials and equipment.
- (f) Issue every District student with a library card to use print and e-resources without barriers like fines, transportation, and access.
- (g) Assist with the effort to ensure grade level reading by 3rd graders (all students score proficient or higher on English Language Arts).
- (h) Provide Library activities, after school and summer learning/reading programs that support District's learning goals with activities that encourage students to become self-directed learners and provide a focus to:
  - o Go beyond basic mastery of skills and/or curriculum to explore and expand one's own learning and opportunities to gain expertise
  - o Demonstrate initiative to advance skill levels towards a professional level
  - o Demonstrate commitment to learning as a lifelong process
- (i) Professionally trained librarians and library assistants to support oversight of School Library Services, including support for student's ability to:
  - Access information efficiently (time) and effectively (sources)
  - Evaluate information critically and competently
  - Use information accurately and creatively for the issue or problem at hand
  - Manage the flow of information from a wide variety of sources
  - Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information technologies.

Library will assist in planning, organizing, and coordinating School Library Services for the Sausalito School District; and develop and promote utilization of media resources. School Library Services are essential to learning and teaching and must be fully integrated into the curriculum to promote students'

achievement of learning goals and development of 21st Century skills. Library will provide comprehensive services related to the organization and management of print, digital, and related information technologies to provide equitable instruction and access by the educational community to information resources that support teaching and learning.

Library shall:

1. Develop, administer, and implement a full library media program, working cooperatively with District.
2. Collaborate with District teachers, administrators, and others to ensure that the full range of information resources, print resources, and digital media is available to promote student college to career readiness.
3. Plan and support staff for kindergarten through twelfth grade to incorporate California Standards, 21st Century skills and technology competencies.
4. Collaborate with District in developing policies and procedures that promote optimum use of School Library resources and services.
5. Prepare annual budget recommendations; monitor and control expenditures; recommend the purchase of supplies, equipment and materials.
6. Promote School Library Services throughout the district such as a web page.
7. Research, preview and evaluate School Library materials in accordance with State curricular frameworks, legislative mandates, cultural priorities and the needs of the district.
8. Coordinate the selection and licensing process of digital resources for schools.
9. Serve as a material resource consultant for curriculum planning and development with teachers and administration.
10. Organize and recommend books to be purchased to be sent to all school libraries.
11. Assure the proper organization and maintenance of library materials; oversee classification and cataloging activities.
12. Maintain current knowledge of School Library resources, curricular requirements and applicable computer and digital technologies.
13. Support the implemented curriculum of District by providing print and digital resources that will expand and enhance student learning beyond the textbook
14. Ensures mastery of model California school library standards for all students.
15. Expand educational outreach to students and their families in the safe and ethical use of information technologies.
16. Understand and use technology for library administration and uses technology in all phases of library management.

17. Implement activities identified in the LCAP that relate to the School Libraries.
18. Provide oversight to all School Libraries including facilities and coordination of library activities.

Sausalito Marin City School District:

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

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

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

Marin Free Library:

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

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

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

Sausalito Marin City School District

Agenda Item: 11.10

Date: June 6, 2017

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

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

**Item:** Consider Approval of the 2017-2018 with the Marin County Office of Education (MCOE) for the ed1Stop School Web Portal Membership in the Amount of \$338.10 (Renewal)

**Background:**

This contract enables teachers to access online educational services for students.

**Fiscal Impact:** \$338.10 - Paid by Base Funds

**Recommendation:** Approve

**Attachments:**

- Ed1Stop Membership Contract through MCOE for 2017-2018



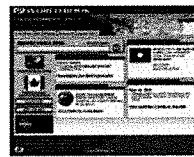


Marin County Office of Education  
2017-2018  
School Web Portal  
Membership Contract

Design a service package for your school!  
Choose from an incredible array of services!

Contents:

- Ed1Stop Package offerings Letter
- Web Portal Contact in partnership with the Contra Costa County Office of Education
- Fax or Email Back Contract



Mary Jane Burke  
Marin County Superintendent of Schools



Marin County Office of Education

## MEMORANDUM



May 19, 2017

To:

Dr. Chappelle Griffin, Principal  
Bayside/Martin Luther King School

From: Dane Lancaster, Senior Director

Subject: **2017-2018 School Web Portal Membership Contract**

For the upcoming school year the Marin County Office of Education will be renewing its partnership with the Contra Costa County Office of Education to offer Ed1stop Web Portal services to Marin County Schools. Ed1Stop is an integration of web based educational tools and resources.

*Enclosed is a Membership Contract for the 2017-2018 school years. Fees are based on a specified dollar amount times enrollment as reported in the 2016-17 Dataquest for Marin County Public Schools or fee per school\*.*

Please choose from the list of service packages and add-on options which are described on the contract below. You can also design the service package you desire for your school by selecting a basic package and adding modules from the list of additional add-on services.

### **Important Web Portal User Information:**

In order to receive services the school will be responsible for providing user information to the Marin County Office of Education to share with the Contra Costa County Office of Education. This information is required for the sole purpose of setting up individual accounts and creating user ID and password authentication for portal access to the selected subscription services included in the above indicated service packages. The Marin County Office of Education will assist the school in collecting this information.

**In order to facilitate the processing of these contracts we are asking you to FAX or email the signed contract to our office by August 1, 2017.**

Upon receipt of the signed contract, our office will invoice your school for the total cost

If you have any questions,

Please call Dane Lancaster at (415) 499-5847 Fax: (415) 491-6619 or email [support@marinschools.org](mailto:support@marinschools.org)

Thank you.

\* ADA minimum 100 students for new contracts

## ***Letter from Ed1Stop regarding new package offerings!***

We are excited to tell you about some powerful changes that we are making to ed1stop for the 2017-2018 school year. We believe these additions will make ed1stop easier to access and more relevant to the work happening in in your classrooms.

### **New to ed1stop this year!**

- ***Redesigned packages and ordering process!*** We are giving you the power to design the bundle that best suits the specific needs of your educators and learners. Start with one of our 4 base packages, and select add-ons to customize your package.

- ***New Research Database Offerings!*** Through an expanded partnership with InfoBase Learning, we are so excited to offer a new, high school-specific package centered around high quality research databases. This package will give teachers and students access to thousands of content-area articles that will prepare them for life in college and beyond.

- ***BrainPOP Package!*** This year we have introduced a package built around the wildly popular BrainPOP Combo product, which was previously available only as an add-on option.

- ***Universal Student Accounts!*** In order to make ed1stop as accessible for students as possible, we will be creating a single account that all students at your school will be able to use to access ed1stop resources.

This log in can be written in student planners and sent home to parents (just please don't post it on public internet pages). When your school subscribes to ed1stop, we believe every students should know this username and password (and use it often!).

At ed1stop, we work to ensure that your schools have access to high quality digital resources that can have a meaningful impact on the learning experiences that take place in your classrooms.

**Marin County Office of Education**  
**2017-2018 Public/Private School Web Portal Membership Contract**

This contract between Mary Jane Burke, Marin County Superintendent of Schools, hereinafter called the SUPERINTENDENT, and SCHOOL of Marin County, hereinafter called the MEMBER. It is hereby mutually agreed by and between the Superintendent and the Member that the Member shall have full participation in one or more of the following services for the school year.

**School District Pricing**

- ☐ **SP 1** (Learn360 Video Streaming, AP Images, World Almanac or World Almanac for kids) .....\$1.33/ADA
- ☐ **SP 2** (Discovery Education Streaming, AP Images, World Almanac or World Almanac for kids) ....\$1.84/ADA
- ☒ **SP 3** (BrainPOP Combo, AP Images, World Almanac or World Almanac for kids) .....\$2.10/ADA

***High School Research Database Package - Info Database Package***

- ☐ **SP 4** (History Research Center, Issues and Controversies, Science Online).....\$2.10/ADA  
*History Research Center includes American, African-American, American-Indian, Ancient & Medieval, and Modern World History*

**K-12 Add-On Services**

- ☐ **Brain POP Combo** (*Brain POP Jr., Brain POP and Brain POP Spanish & Francais*).....\$1.47/ADA
- ☐ **Brain POP ESL** (*Count only ELL students min \$50.00*) .....\$0.85/ADA
- ☐ **Discovery Education Streaming** .....\$1.21/ADA
- ☐ **Learn360 Video Streaming** .....\$0.70/ADA
- ☐ **Maps101**.....\$0.75/ADA
- ☐ **World Book** (*Children's Differentiated for K-5, Student Differentiated for 6-8*).....\$0.65/ADA
- ☐ **World Book eBook Collection** (*Only available to World Book subscribers*) .....\$0.25/ADA
- ☐ **PebbleGo** (*Reference Center for the emergent reader K-2: Science, Social Studies, & Biographies*).....\$850.00
- ☐ **Ebsco K-5 Primary On Line** (*Content and research tools for K-5*).....\$600.00 per school site
- ☐ **Ebsco 6-8 Middle On Line** (*Content and research tools for 6-8*).....\$920.00 per school site

**Middle & High School Specific Add-On Services**

- ☐ **World Book Advanced Differentiated For High Schools**.....\$0.77/ADA
- ☐ **Classroom Video Master Collection** (*only available to Learn360 subscribers*) .....\$0.42/ADA

**Infobase Databases:**

- ☐ **American History and Ancient & Medieval History** .....\$0.68/ADA
- ☐ **Science Online** .....\$0.47/ADA
- ☐ **Bloom's Literature** .....\$0.49/ADA
- ☐ **Issues and Controversies** .....\$0.37/ADA
- ☐ **Today's Science** .....\$0.36/ADA
- ☐ **Ebsco 9-12 Ultra Plus** (*Content and research tools for 9-12*).....\$1,950.00 per school site

**Additional charges**

- New Subscriber Setup Fee District.....\$110.00
- New Subscriber Setup Fee Individual School .....\$50.00
- Re-establish Setup Fee for schools that cancelled.....\$50.00

**Please make your selections by checking appropriate boxes above and sign contract below.**

***Thank you!***

The Member agrees as follows:

To a school membership fee based on the service package(s) you select above times the enrollment as reported in 2015-2016 Dataquest for Marin County Public Schools or fee per school.

**Your signed contract is due on or before August 1, 2017.**

Upon receipt of your signed contract, our office will invoice your school for the total cost.

**Payment is to be made by check payable to the Marin County Office of Education.**

Below are enrollment figures for your school.

Agreed upon by:

Authorized Signature	Bayside/MLK School	Date
<hr/>		
Jim Cerreta		
Assistant Superintendent		

<i>School Name</i>	ADA	Service Pack	Add-On	Add-On
<b><i>Bayside/MLK</i></b>	161	<i>SP 3</i>	<i>n/a</i>	<i>n/a</i>

**Important Web Portal User Information:**

*\$338.10 Total*

In order to receive services the school will be responsible for providing user information to the Marin County Office of Education to share with the Contra Costa County Office of Education. This information is required for the sole purpose of setting up individual accounts and creating user ID and password authentication for portal access to the selected subscription services included in the above indicated service packages. The Marin County Office of Education will assist the school in collecting this information.

cc: Vida Moattar  
Amy Prescott, Business  
Mark Tong, Technology

**ed1stop**

Sausalito Marin City School District

Agenda Item: 11.11

Date: June 6, 2017

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

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

**Item:** Consider Approval of the 2017-20 Technology Support Contract with Silyco (Mark Tong) in the Amount of \$69,120 per Year (Renewal)

**Background:** Silyco has provided technology support services to the District for several years. The contract presented is a continuation of these services for Bayside/MLK only. Willow Creek Academy is interested in continuing with Silyco services as well, but will do so separately from the District.

**Fiscal Impact:** Rates for services have not increased. The 3-Year contract includes a 20% savings. Paid from unrestricted base funds.

\$69,120 – 2017-2018  
\$69,120 – 2018-2019  
\$69,120 – 2019-2020

**Recommendation:** Approve Three-Year Silyco Technology Support Contract

**Attachments:**

- Proposed Silyco Contract – 1 Year
- Proposed Silyco Contract – 3 Year – 20% Savings



Silyco  
PO Box 70984  
Richmond, CA 94807

PHONE : 510.229.3866  
E-MAIL: support@silyco.com  
WEB SITE: http://www.silyco.com

3-year option

## Service Agreement

This Agreement is made by and between **Silyco** (hereinafter "**Contractor**") and **Sausalito Marin City School District** (hereinafter "**Client**").

**Silyco** to provide **Client**:

- Consultation & Assessment of Technology needs.
- Friendly & Knowledgeable basic support including but not limited to: *Site technology maintenance; Server and Network management & troubleshooting; Staff and Student assistance; Basic programs & small projects support*<sup>1</sup>
- Flexible scheduled site visits, Available phone & email support, Available remote assistance.
  - o Up to 1152 support hours per school year.<sup>2</sup>
    - Scheduled on-site support.
    - Around-the-clock phone support.
    - Around-the-clock email support
    - Available remote support.

Cost:

Total: \$259,200

Term: July 1, 2017 to June 30, 2020

Payment: \$7,200 per month

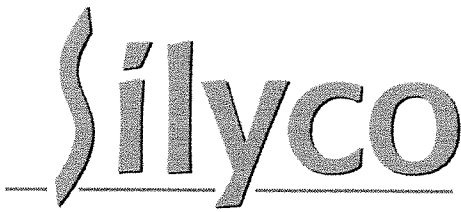
Payment Length: 36 months

Available Consolidated Support<sup>3</sup> discount: 20%

Total with discount: \$207,360

Payment with discount: \$5,760 per month

\_\_\_\_\_:INT



Silyco  
PO Box 70984  
Richmond, CA 94807

PHONE : 510.229.3866  
E-MAIL: support@silyco.com  
WEB SITE: http://www.silyco.com

## ***Terms & Conditions***

- Contractor will provide Client with technology support services for the life of the contract.
  - Responsibilities and duties to be determined.
  - Support schedule to be determined.
- Client shall provide and authorize Contractor unlimited physical, virtual, and remote access to facilities, network, servers, workstations, and data in order to fulfill support requests.
- Confidentiality
  - Contractor agrees to take all reasonable measures to protect and maintain the confidentiality of the confidential data and information acknowledged or received by Client.
  - Contractor shall not disclose, give or transfer any confidential information to any third party without Client's prior written consent.
  - Upon termination of this agreement, Contractor shall, at Client's request, return all and any documents, information or software containing any of such confidential information to Client or destroy it at its own discretion, and delete all of such confidential information from any memory devices, and cease to use such confidential information.
- Data and Security
  - Contractor agrees to take all reasonable measures to protect and maintain data integrity and security.
  - Contractor cannot be held responsible for the compromise of security, data and the hardware appliances containing the data.
  - Compromise can come in a form of physical or virtual intrusion, disaster or accident. Contractor will take all reasonable measures to restore data in an event of a compromise or disaster, but cannot guarantee full restoration of data.
- Support will be billed monthly at a rate agreed upon by Contractor and Client on Page 1. Logged support hours will be used for support assessments only and may not show on billing invoice. A support log may or may not be immediately available by request.
- Termination
  - Early termination of contract granted to both Client and Contractor. Requires 60-day notice.
  - Immediate termination of contract granted if agreed upon by both parties.
  - Immediate termination of contract granted to Contractor should there be changes in any superintendent or principal administrative/leadership positions during the time this support agreement is active.

\_\_\_\_\_:INT





Silyco  
PO Box 70984  
Richmond, CA 94807

PHONE : 510.229.3866  
E-MAIL: support@silyco.com  
WEB SITE: http://www.silyco.com

- 1) Contractor will provide Client with basic programs / small projects support only. Support includes setup and maintenance.
  - a. *Examples of basic program and small projects supported:*
    - i. *Setup of workstations in lab*
    - ii. *Software installation*
    - iii. *Server base application (Rosetta Stone, Renaissance Place).*
    - iv. *Basic database management (Aeries, Laserfiche, etc)*
  - b. *Examples of programs and projects **NOT** included in basic support:*
    - i. *Infrastructural rewiring of classroom/lab to support setup of workstations.*
    - ii. *Multi-page website creation and daily/weekly content management.*
    - iii. *Installation and monitoring of Solar System or other Solar Arrays.*
    - iv. *Database setup and extended Training (Aeries, Laserfiche, etc)*
- 2) Client will be notified once a support-hour threshold is reached. Extra support hours will be available and can be amended to support agreement.
- 3) Consolidated Support discount **NOT** guaranteed for entire 3-year term of agreement. Discount to be applied under discretion of Contractor. Discount percentage may change.

### **Sausalito Marin City School District**

Authorized Administrator: \_\_\_\_\_

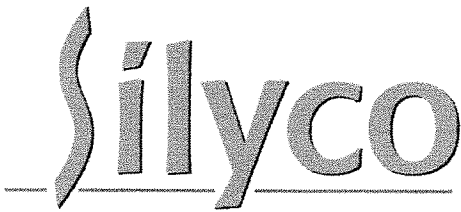
Title: \_\_\_\_\_

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

### **Silyco**

Owner: \_\_\_\_\_ Mark Tong \_\_\_\_\_

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



Silyco  
PO Box 70984  
Richmond, CA 94807

1 year option

PHONE : 510.229.3866  
E-MAIL: support@silyco.com  
WEB SITE: http://www.silyco.com

## Service Agreement

This Agreement is made by and between Silyco (hereinafter "Contractor") and Sausalito Marin City School District (hereinafter "Client").

### Silyco to provide Client:

- **Consultation & Assessment of Technology needs.**
- **Friendly & Knowledgeable basic support including but not limited to:** *Site technology maintenance; Server and Network management & troubleshooting; Staff and Student assistance; Basic programs & small projects support*<sup>1</sup>
- **Flexible scheduled site visits, Available phone & email support, Available remote assistance.**
  - **Up to 1152 support hours per school year.**<sup>2</sup>
    - **Scheduled on-site support.**
    - **Around-the-clock phone support.**
    - **Around-the-clock email support**
    - **Available remote support.**

### Cost:

**Total: \$86,400**

**Term: July 1, 2017 to June 30, 2018**

**Payment: \$7,200 per month**

**Payment Length: 12 months**

\_\_\_\_:INT



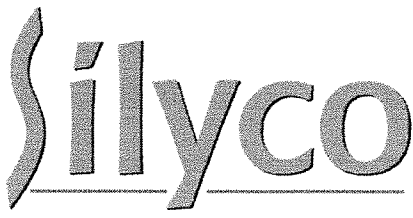
Silyco  
PO Box 70984  
Richmond, CA 94807

PHONE : 510.229.3866  
E-MAIL: [support@silyco.com](mailto:support@silyco.com)  
WEB SITE: <http://www.silyco.com>

## ***Terms & Conditions***

- Contractor will provide Client with technology support services for the life of the contract.
  - Responsibilities and duties to be determined.
  - Support schedule to be determined.
- Client shall provide and authorize Contractor unlimited physical, virtual, and remote access to facilities, network, servers, workstations, and data in order to fulfill support requests.
- Confidentiality
  - Contractor agrees to take all reasonable measures to protect and maintain the confidentiality of the confidential data and information acknowledged or received by Client.
  - Contractor shall not disclose, give or transfer any confidential information to any third party without Client's prior written consent.
  - Upon termination of this agreement, Contractor shall, at Client's request, return all and any documents, information or software containing any of such confidential information to Client or destroy it at its own discretion, and delete all of such confidential information from any memory devices, and cease to use such confidential information.
- Data and Security
  - Contractor agrees to take all reasonable measures to protect and maintain data integrity and security.
  - Contractor cannot be held responsible for the compromise of security, data and the hardware appliances containing the data.
  - Compromise can come in a form of physical or virtual intrusion, disaster or accident. Contractor will take all reasonable measures to restore data in an event of a compromise or disaster, but cannot guarantee full restoration of data.
- Support will be billed monthly at a rate agreed upon by Contractor and Client on Page 1. Logged support hours will be used for support assessments only and may not show on billing invoice. A support log may or may not be immediately available by request.
- Termination
  - Early termination of contract granted to both Client and Contractor. Requires 60-day notice.
  - Immediate termination of contract granted if agreed upon by both parties.
  - Immediate termination of contract granted to Contractor should there be changes in any superintendent or principal administrative/leadership positions during the time this support agreement is active.

\_\_\_\_\_:INT



Silyco  
PO Box 70984  
Richmond, CA 94807

PHONE : 510.229.3866  
E-MAIL: support@silyco.com  
WEB SITE: http://www.silyco.com

- 1) Contractor will provide Client with basic programs / small projects support only. Support includes setup and maintenance.
  - a. Examples of basic program and small projects supported:
    - i. Setup of workstations in lab
    - ii. Software installation
    - iii. Server base application (Rosetta Stone, Renaissance Place).
    - iv. Basic database management (Aeries, Laserfiche, etc)
  - b. Examples of programs and projects **NOT** included in basic support:
    - i. Infrastructural rewiring of classroom/lab to support setup of workstations.
    - ii. Multi-page website creation and daily/weekly content management.
    - iii. Installation and monitoring of Solar System or other Solar Arrays.
    - iv. Database setup and extended Training (Aeries, Laserfiche, etc)
- 2) Client will be notified once a support-hour threshold is reached. Extra support hours will be available and can be amended to support agreement.

## Sausalito Marin City School District

Authorized Administrator: \_\_\_\_\_

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

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

## Silyco

Owner: Mark Tong

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

## Sausalito Marin City School District

Agenda Item: 11.12

Date: June 6, 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 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:** Update on the Proposition 39 Clean Energy Program and Approval of Amended Services Contract with Indoor Environment Services (IES) and Approval of Facilities Expense Reimbursement to Willow Creek Academy

**Background:** Proposition 39 funds are issued by the State of California to school systems with the expressed purpose to be the enhancement/installation of energy saving measures. Both Willow Creek Academy and Bayside MLK are eligible for these funds. Willow Creek Academy is eligible for \$209,178 and Bayside MLK is eligible for \$207,354 per year.

In order to receive the funding, the sites utilized IES to conduct an energy audit, make recommendations, and submit a plan that was compliant with the requirements of Prop. 39. That work was completed in 2014-2015. The cost for the original plans was \$17,913 for Willow Creek and \$22,515 for District Office and BMLK. These funds are fully reimbursable by Prop. 39 money.

At about the same time, Willow Creek Academy had the need for some electrical work and exterior lighting to be improved at the site. It was believed that the work would be compliant with the processes and plans submitted on behalf of WCA for Prop.39 reimbursement. That work totaled \$85,940.44. However, the proper procedures were not followed related to the competitive bidding process, rendering that work (and expenses) unable to be reimbursed by Prop. 39 Funds. This was an oversight error at the District level, and not the fault of WCA. The funding for the work was originally provided by WCA, and needs to be reimbursed by the District. This reimbursement was built into the budget at First Interim.

Since the creation of the Prop. 39 plans, circumstances in the district have changed. The District Office, which was part of the original plan, no longer exists. The additional work completed at Willow Creek is not taken into account either. As such, both plans need to be updated before we can proceed with accessing the funds appropriately. The deadline for these updates is August 1st, and the total cost for both updates will not exceed \$25,000 combined.

IES is currently under contract with the District to provide the expertise to update the plans for the individual sites. The focus of the work will be the improvement of interior lighting (changing fluorescent to LED) and

mechanicals (replacement of outdated/inefficient heating and cooling systems) primarily. In order to proceed with this plan revision, we need to approve the revision of the existing plans and the submission of new plans.

**Fiscal Impact:**

- \$17,913 of Prop 39 Funds to be Reimbursed by WCA to the District
- \$85,940.44 Reimbursement to WCA from the District - Paid Out of the Deferred Maintenance Fund
- \$25,000 Fee to Re-Submitted Energy Plans. This cost will be shared by the District and WCA proportional to the work plan. Paid by Prop 39 Clean Energy Funds.

**Recommendation:** Approve

April 5, 2017

Amy Prescott  
COE CBO  
Sausalito Marin City School District  
200 Phillips Drive  
Sausalito, CA 94965

**RE: Facility Energy Master Plan: Prop 39 Amendment Services**

Dear Ms. Prescott:

Indoor Environmental Services is pleased to offer our assistance to the Sausalito Marin City School District (SMCSD) in reducing the District's operational budget and rebuilding the District's facility infrastructure. IES will focus on demand side energy opportunities within the District.

Based on our conversations and preliminary analyses to date, our understanding is SMCSD expects to accomplish the following goals with the RE-SUBMISSION of Prop 39:

**Contract Delivery Method:**

- IES will utilize Prop 39 following the mandated requirements, in addition if needed the use of California Government code Section 4217.10-4217.18 as it relates to energy projects within Government facilities. Projects may be completed in phases as deemed appropriate by SMCSD.

**Program Objectives:**

- IES will perform a preliminary survey of the potential energy conservation measures to be employed at the District. The District will select scopes of work to proceed with for implementation.
- IES will work with the District to determine PV, HVAC and other energy related scopes of work which are best targeted on reducing initial costs and timeframes and increasing long term performance.
- For larger scale scopes of work IES (Modernization/New Construction), IES will provide energy related consultative services to the District in order to ensure the District maximizes its operational savings and performance related to energy utilizing systems.
- IES will work with the District to leverage Proposition 39 energy funding, currently estimated at **\$220,392** annually. In addition the District can at its discretion complete a comprehensive program that includes but not limited to 4217 scope of work and renewable (Solar) energy possibilities.
- IES will investigate any and all additional Grant and Government Incentive funding sources to assist in funding the facility infrastructure projects.
- IES will investigate all applicable utility-provided rebate program incentives.

*"Offering our Customers Facility Solutions"*



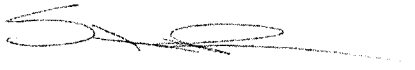
Corporate Office: 1512 Silica Avenue • Sacramento, CA 95815 • (916) 988-8808 Fax (916) 348-3020  
Santa Rosa: 1604 Airport Boulevard • Santa Rosa, CA 95403 • (707) 571-7480 Fax (707) 571-7483  
[www.ies-hvac.com](http://www.ies-hvac.com) License #646794

**Operational Objectives:**

- IES will analyze all utility expenditures and usage for the District utilizing ASHRAE Level 2 when necessary.
- IES and District staff will create the list of facility needs and develop the priority list for implementation. All final projects will be selected by the District.
- IES will evaluate and recommend any Renewable Power Generation opportunities.
- IES will evaluate and make recommendations for HVAC energy conservation measures and potential HVAC additions/replacements.
- IES will evaluate and make recommendations for HVAC controls energy conservation measures. Controls projects to be developed only where energy savings can be achieved or where the District determined appropriate due to deferred maintenance and/or capital replacement cost savings.
- IES to pursue power correction, vending machine control, plug load controls, and other opportunities as deemed appropriate by the District to further generate energy savings.

**When Indoor Environmental Services** completes the Energy Surveys, Data Analytics, Energy Audits and Program Assistance an invoice to the District will not exceed **\$25,000** per the Prop 39 guidelines and regulations.

We trust this Agreement meets with your approval. If you have any further questions, or if I can be of further assistance, please do not hesitate to contact me at (916) 870-8915.



Stan Butts, Vice President

Approval: \_\_\_\_\_  
Amy Prescott

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



Sausalito Marin City School District

Agenda Item: 13.01

Date: June 6, 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 type="checkbox"/> Curriculum and Instruction      |   |
| <input checked="" type="checkbox"/> Policy Development   |   |
| <input type="checkbox"/> Public Hearings                 |   |

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

**Item: Board Policy and Administrative Regulation 5141.52 - Suicide Prevention – First Read**

**Background:** California *Education Code (EC)* Section 215, as added by Assembly Bill 2246, (Chapter 642, Statutes of 2016) mandates that the Governing Board of any local educational agency (LEA) that serves pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention, and postvention. The policy shall specifically address the needs of high-risk groups, including suicide awareness and prevention training for teachers, and ensure that a school employee acts within the authorization and scope of the employee's credential or license.

This policy is brought to the Board for a first read, and will be brought back for a second read or approval at next regular board meeting.

**Fiscal Impact:**

**Recommendation:** First Read

**SUICIDE PREVENTION**

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

*(cf. 1020 - Youth Services)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

*(cf. 6142.8 - Comprehensive Health Education)*

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

**SUICIDE PREVENTION** (continued)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

*Legal Reference: (see next page)*

## SUICIDE PREVENTION (continued)

### Legal Reference:

#### EDUCATION CODE

215 Student suicide prevention policies

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

#### GOVERNMENT CODE

810-996.6 Government Claims Act

#### PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

#### WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Mental Health Services Act

#### COURT DECISIONS

*Corales v. Bennett (Ontario-Montclair School District)*, (2009) 567 F.3d 554

### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve*, 2008

*Health Framework for California Public Schools, Kindergarten Through Grade Twelve*, 2003

#### CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

*School Connectedness: Strategies for Increasing Protective Factors Among Youth*, 2009

#### NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

*Preventing Suicide, Guidelines for Administrators and Crisis Teams*, 2015

#### U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

*Preventing Suicide: A Toolkit for High Schools*, 2012

*National Strategy for Suicide Prevention: Goals and Objectives for Action*, rev. 2012

#### WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <http://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <http://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Suicide Prevention Program:

<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <http://www.nasponline.org>

National Institute for Mental Health: <http://www.nimh.nih.gov>

Trevor Project: <http://thetrevorproject.org>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services

Administration: <http://www.samhsa.gov>

**SUICIDE PREVENTION****Staff Development**

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

*(cf. 5131.6 - Alcohol and Other Drugs)*

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

## **SUICIDE PREVENTION (continued)**

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

### **Instruction**

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

*(cf. 1020 - Youth Services)*

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5141.6 - School Health Services)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6164.2 - Guidance/Counseling Services)*

### **Intervention**

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

**SUICIDE PREVENTION** (continued)

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

*(cf. 5141 - Health Care and Emergencies)*

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5141 - Health Care and Emergencies)*

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

*(cf. 5125 - Student Records)*

**SUICIDE PREVENTION** (continued)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

**Postvention**

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

*(cf. 1112- Media Relations)*

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Regulation  
approved:

CSBA MANUAL MAINTENANCE SERVICE  
March 2017