



SAUSALITO MARIN CITY SCHOOL DISTRICT

Board of Trustees: Joshua Barrow - President, Ida Green - Vice President, Debra Turner - Clerk, Thomas Newmeyer, Caroline Van Alst
Interim Superintendent: Terena Mares

**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**

Thursday, August 9, 2018

4:30 p.m. Open Session – Bayside Martin Luther King Jr. Multi-Purpose Room
4:31 p.m. Closed Session – Bayside Martin Luther King School Conference Room
6:00 p.m. Open Session – Bayside Martin Luther King Jr. Multi-Purpose Room

1. OPEN SESSION – Call to Order

2. CLOSED SESSION – AGENDA

- 2.01 With respect to every item of business to be discussed in Closed Session pursuant to GC Section 54957
Public Employment - Discipline/Dismissal/Release – Certificated Employees
- 2.02 With respect to every item of business to be discussed in Closed Session pursuant to
GC Section 3549.1 (a) **Collective Bargaining Session – Sausalito Teachers’ Association**
- 2.03 Conference with Legal Counsel - **Existing Litigation (Gov. Code 54956.9(b)(1)):**
CTRG v. SMCSd, MCSC Case No. CIV 1802001

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

4. PLEDGE OF ALLEGIANCE 2 minutes

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

6. BOARD COMMUNICATIONS 10 minutes

7. ORAL COMMUNICATIONS 30 minutes

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

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.

8. PRESENTATIONS 10 minutes

- 8.01 Summer Immersion Programs Hosted at Bayside MLK Jr. Academy
Hannah Project – Children’s Defense Fund Freedom School
Bridge the Gap College Prep
Play Marin
Manzanita Children’s Center
Marin City Library

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

9. **CORRESPONDENCE**
 - 9.01 Fiscal Crisis & Management Assistance Team Progress Report 5 minutes
10. **REPORTS**
 - 10.01 Superintendent 30 minutes
 - Facilities Update
 - Superintendent Work Calendar Update
 - AB 2808
 - District/School Communication
 - LCAP Status
 - 10.02 Site Leadership - David Finnane 10 minutes
 - 10.03 Willow Creek Academy 5 minutes
11. **STANDING BOARD COMMITTEE REPORTS**
12. **DISCUSSION / INFORMATION ITEMS**
 - 12.01 District Response to Case Matter No. 2017-0092 (Uniform Complaint Appeal) Sausalito Marin City School District – Compliance with Corrective Actions
13. **CONSENT AGENDA** 5 minutes
 - 13.01 Payment of Warrants – Batches 49-50 (2017-2018) and batches 1-4 (2018-2019)
 - 13.02 Minutes of the June 26 and July 11, 2018 Board Meetings
 - 13.03 Quarterly Report on Williams Uniform Complaints
 - 13.04 Donation of \$699 by the Howson, Lynch and Macleod Families for Field Trip Transportation to the Richardson Bay Sanctuary in May 2018
 - 13.05 Renewal of Measures of Academic Progress (MAP) Assessment Licenses Purchase from NWEA - \$1,912.50
 - 13.06 Consider Approval of the Declaration of Need for Fully Qualified Educators
14. **ACTION ITEMS** - Items Removed from the Consent Agenda: Any item removed from the Consent Agenda may be discussed and acted upon individually 30 minutes
 - 14.01 Consider Approval of Renewal of Contract with Infinity Communications for eRate Consulting - \$4,500.00
 - 14.02 Consider Approval of the Memorandum of Understanding between the Sausalito Marin City School District and Seneca Family of Agencies for an Unconditional Education Coach
 - 14.03 Consider Approval of the Board Governance Calendar
 - 14.04 Consider Approval of the CCEE/MCOE MOU to Reimburse the District for the Costs Associated with the Community School Coordinator during the 2017-18 School Year
 - 14.05 Consider Approval of the MOU with the Boys & Girls Club – 2018-2019 and 2019-2020
15. **PERSONNEL ACTION ITEMS**
16. **POLICY DEVELOPMENT**
17. **FUTURE MEETINGS**
 - 18.01 The next Regular Meeting of the Board of Trustees will be on Thursday September 13, 2018 in the Bayside Martin Luther King School Multi-Purpose Room
18. **FUTURE TOPICS**
19. **ADJOURNMENT**

Sausalito Marin City School District

Agenda Item: 9.01

Date: August 9, 2018

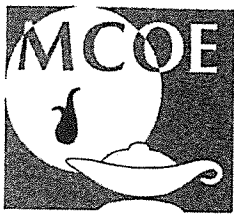
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| <input checked="" type="checkbox"/> Correspondence | <input type="checkbox"/> Consent Agenda |
| <input type="checkbox"/> Reports | |
| <input type="checkbox"/> General Functions | |
| <input type="checkbox"/> Pupil Services | |
| <input type="checkbox"/>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

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

Item: Fiscal Crisis and Management Assistant Team (FCMAT) Progress Report

Background: The attached report is the final Fiscal Crisis and Management Assistance Team (FCMAT) progress report which provides the status of each recommendation made in its 2016 management review/report.

Recommendation: Information



MARIN COUNTY

OFFICE OF EDUCATION

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SAN RAFAEL, CA 94913-4925
marincoe@marinschools.org

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
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July 11, 2018

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

RE: Fiscal Crisis and Management Assistance Team Final Progress Report

Dear President Barrow and Trustees of the Sausalito Marin City School District:

I have enclosed the final Fiscal Crisis and Management Assistance Team (FCMAT) progress report, which details the status of each recommendation made in its 2016 management review. The purpose of the report was to: 1) review the progress of the district toward meeting all recommendations made in a 2012 FCMAT management review; and 2) evaluate the 2014-15 audit exception regarding the disallowance of the transitional kindergarten average daily attendance. The 2016 report resulted in 140 recommendations related to the internal business operations of the District including its agreement with the Willow Creek Academy charter school.

While many of the recommendations have been implemented, there is still much to do. I look forward to collaborating with you and the District administration to continue this work.

Sincerely,

Mary Jane Burke
Marin County Superintendent of Schools

cc w/enclosures: Kurt Weinsheimer, President, Willow Creek Academy
Terena Mares, Interim Superintendent,
Sausalito Marin City School District

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

July 6, 2018

Mary Jane Burke, Superintendent
Marin County Office of Education
1111 Las Gallinas Avenue
San Rafael, CA 94913

Dear Superintendent Burke:

The purpose of this letter is to provide the Marin County Office of Education and the Sausalito Marin City School District with an update regarding the progress made by the district in implementing the recommendations identified by the Fiscal Crisis and Management Assistance Team (FCMAT) in its April 2012 and August 2016 reports. At the conclusion of the 2016 report, the county office requested that the team review the district's progress in implementing the recommendations of both reports. FCMAT reviewed and verified the progress made in the 2012 and 2016 reports in the following areas:

Internal Controls	Board Policies and Administrative Regulations
Central Office and Administrative Functions	Financial Reporting
District Service Options from the County Office	Payroll
Position Control	Accounts Payable
Purchasing	Personnel
Qualified Zone Academy Bonds	Relationship with the Charter School
Charter School Oversight	Fiscal Support for the Charter School
Charter School Facilities	Leadership's Inadequate Support for District School
Transitional Kindergarten	

The FCMAT follow-up team for this update consisted of the following member:

Michelle Giacomini
FCMAT Deputy Executive Officer
Petaluma, CA

In writing its reports and letters, FCMAT uses the Associated Press Stylebook, a comprehensive guide to usage and accepted style that emphasizes conciseness and clarity. In addition, this guide emphasizes plain language, discourages the use of jargon and capitalizes relatively few terms.

FCMAT

Michael H. Fine, Chief Executive Officer

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755 Baywood Drive, 2nd Floor, Petaluma, CA 94954 • Telephone: 707-775-2850 • Fax: 661-636-4647 • www.fcmat.org
Administrative Agent: Mary C. Barlow - Office of Kern County Superintendent of Schools

Introduction

The FCMAT report dated April 10, 2012 included recommendations and specific follow-up items in numerous areas, and on March 15, 2016 the Marin County Office of Education and FCMAT entered into an agreement for a review of the district in the following areas:

- Budget Development Recommendations: Continue to seek legal counsel with expertise in charter school law to evaluate the supplemental funding and services provided by the district to the Willow Creek Academy (WCA) charter school.
- Review the district's relationship with Willow Creek Academy and the impact to the district's Bayside/MLK school site operations, for adherence to best practices and make recommendations for improvements, if any.
- Qualified Zone Academy Bonds (QZABs) Recommendations: Review the applicable lease costs associated with the space provided to WCA, if any.
- Personnel recommendations related to hiring practices.
- Evaluate the 2014-15 audit exception regarding the disallowance of the transitional kindergarten average daily attendance and determine the basis for the disallowed attendance, including an evaluation of where the transitional kindergartners were served and why they were served in this way.

While in the district in 2016, FCMAT found additional internal control issues in other areas of the district's business office, which were either nonexistent or significantly lacking. These additional findings and recommendations were listed in the 2016 report. New issues were also found relating to no single-subject credentialed teachers instructing middle school students, transitional kindergarten not being offered, and relationship and financial issues between the Willow Creek Academy and the district. These additional recommendations contained in the 2016 report are listed as well.

The following chart summarizes the district's progress throughout the reporting periods, beginning in 2012 and ending in May 2018:

Sausalito Marin City School District\Status of Recommendations

FCMAT's Recommendation	History of Recommendation	2018 Implemented	2018 Partial Progress	2018 No Progress
Improve communication practices, identify measurable objectives and implement strategies to achieve those objectives.	2012-New Recommendation 2016-No Progress 2018-No Progress			X
Communicate to every employee the expectation of compliance with all policies and procedures, code of ethics and standards of conduct.	2012-New Recommendation 2016-No Progress 2018-Partial Progress		X	
Develop and implement ongoing employee fraud prevention training programs.	2012-New Recommendation 2016-No Progress 2018-Partial Progress		X	
Develop and implement fraud detection methods.	2012-New Recommendation 2016-No Progress 2018-No Progress			X
Review and follow up on any audit exceptions or management letter findings or recommendations, descriptions of corrective actions or plans to correct items.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress		X	

Ensure that employees are cross-trained in key areas of responsibility.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress	X	
Develop desk manuals of employee duties; ensure that each employee includes step-by-step procedures for all assigned duties in their desk manual.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Create a policies and procedures manual for the business department.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Ensure that each employee understands their responsibility for records retention. Provide education and dedicated time, as needed, to ensure the district complies with the record retention requirements specified in Title 5, Sections 16020-16027.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress	X	
Take immediate board action to update BP 3100 to comply with Governmental Accounting Standards Board (GASB) Statement No. 54.	2012-New Recommendation 2016-Implemented 2018-Implemented	X	
Update all board policies and administrative regulations by the end of the fiscal year. Consider using CSBA's Policy Audit Program and policy development workshop to facilitate this endeavor.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress	X	
Develop and implement a protocol to ensure future required changes to board policies and administrative regulations are adopted by the district in a timely fashion.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress	X	
Ensure that all board policies and administrative regulations are posted to its website.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress	X	
Annually adopt and communicate board-approved budget goals and objectives.	2012-New Recommendation 2016-No Progress 2018-Partial Progress	X	
Implement a set of board-approved guiding principles outlining the district's financial priorities for use in decision making.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Prepare a formal budget development calendar, including critical tasks, deadlines and the staff member assigned. Obtain annual approval of the calendar from the governing board.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress	X	
Implement a budget development process that includes site administrators and department managers and holds them accountable to stay within their budget.	2012-New Recommendation 2016-No Progress 2018-Partial Progress	X	
Prohibit other fund or restricted program encroachment without the express support of the district's executive leadership and the governing board.	2012-New Recommendation 2016-No Progress 2018-Partial Progress	X	
Prohibit the inclusion of carryover balances during budget development.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Ensure that the required public hearing regarding receipt of flexibility funding for the 2012-13 budget year and subsequent years is held prior to and independent of the annual public hearing for budget adoption, and that the explicit purposes for use of the Tier III funding is included in the board's agenda and minutes.	2012-New Recommendation 2016-Implemented 2018-Implemented (but is no longer applicable under the LCFF)	X	

Conduct budget study sessions for the governing board and all interested stakeholders during budget development and bring periodic updates to the board during the process.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress	X	
Periodically assess its fiscal health to help ensure its viability.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress	X	
Assess all requests for expenditures for goods and services not included in the current governing board-approved operating budget through a formal protocol using criteria such as annual goals, objectives, guiding principles, cost effectiveness, available resources, other district needs and performance expectations to ensure financial resources equitably support all district students.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Provide regular and frequent budget revisions to the governing board for approval.	2012-New Recommendation 2016-No Progress 2018-Implemented	X	
Consider online, read-only access to financial information by site administrators and department managers, training on budget monitoring techniques and preparation of budget transfers, electronic distribution of draft budget transfers to the business office, and a calendar of deadlines for budget revisions due to the business office.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Develop a multi-step plan, open to all stakeholders, to evaluate the advantages and disadvantages of different school site and district grade level configurations.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Consider commissioning a study to determine appropriate staffing levels for both certificated and classified employees.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Continue to seek legal counsel with expertise in the area of charter school law to evaluate the supplemental funding and services provided by the district to the WCA charter school.	2012-New Recommendation 2016-Implemented 2018-Partial Progress (Changed to partial progress because the district should continue working closely with specialized legal counsel for advice about the relationship between the district and WCA funding.)	X	
Ensure that the board meeting calendar contains financial reporting deadlines to ensure compliance.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress	X	
Survey the board regarding specific areas of interest or topics for which they would like additional explanation or training.	2012-New Recommendation 2016-No Progress 2018-Implemented	X	
Require all teachers to take daily attendance and ensure that clerical site staff retain and maintain records to substantiate excused student absences in accordance with AR 5113.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Consider the financial pros and cons of engaging an independent auditor with Aeries software expertise to perform audit procedures and determine whether 2009-10 ADA as reported was reasonable.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Record the special education funding in question as a liability until the outcome of the EAAP appeal is known.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	

Immediately train site staff regarding their roles and responsibilities in providing accurate student attendance recordkeeping. Closely monitor attendance accounting and take appropriate disciplinary action with any employee who circumvents or deviates from the district's requirements.

2012-New Recommendation
2016-No Progress
2018-Implemented

X

Present all adjustments resulting from the independent audit of the prior year's financial records to the governing board for approval as audit adjustments and report them in the Board Approved Operating Budget or Projected Year Totals column on the SACS interim financial reports, depending on the board's procedure for approving budget transfers.

2012-New Recommendation
2016-Partial Progress
2018-Implemented

X

Incorporate adjustments to the cash flow worksheet in "Other Receipts/Non-Revenue" into the district's budget to the extent possible.

2012-New Recommendation
2016-No longer applicable
2018-Implemented
(Cash flow worksheets are no longer required from the district because the county office of education prepares them.)

X

Ensure that appropriate staff and the governing board observe the reporting requirements of GC 3547.5 once negotiations are complete.

2012-New Recommendation
2016-Implemented
2018-Implemented

X

Revise Criteria and Standards Item S7A to include the necessary information for the district's OPEB obligation during its next reporting period.

2012-New Recommendation
2016-Implemented
2018-Implemented

X

Review its processes for applying indirect costs and revise procedures beginning with fiscal year 2011-12 to ensure that all programs are charged the maximum allowable indirect cost rate.

2012-New Recommendation
2016-Partial Progress
2018-Partial Progress

X

Ensure that staff members responsible for the unaudited actuals report are knowledgeable regarding all the required forms so that accurate financial information is reported.

2012-New Recommendation
2016-Implemented
2018-Implemented

X

Balance the Form CAT with the amounts reported in the district's general ledger.

2012-New Recommendation
2016-Implemented
2018-Implemented

X

Report a reserve for the revolving cash account in the ending fund balance as required by the California School Accounting Manual, Procedure 210.

2012-New Recommendation
2016-Implemented
2018-Implemented

X

Consider contracting with an individual knowledgeable in school accounting to perform routine and backlogged tasks and to train current employees to perform these tasks.

2012-New Recommendation
2016-No longer applicable
2018-Implemented
(The current CBO is adequately trained and capable of performing accounting tasks.)

X

Determine whether it would be more beneficial and cost effective to hire personnel instead of contracting with the county office or independent contractors for services for the 2012-13 fiscal year.

2012-New Recommendation
2016-Implemented
2018-Implemented

X

Encourage the continued mentoring relationship between the county office and the district's business manager.

2012-New Recommendation
2016-Implemented
2018-Implemented

X

Implement payroll procedures that will provide a sound internal control structure.

2012-New Recommendation
2016-Partial Progress
2018-Partial Progress

X

Revise job descriptions as necessary among district office staff to accommodate revised payroll procedures.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress	X
Establish firm payroll submission deadlines as well as what constitutes a complete employee timesheet submission. Ensure that employees are notified in writing of these deadlines and requirements and hold both the employer responsible for enforcing the policy and the employee violating the policy accountable for following them.	2012-New Recommendation 2016-Implemented 2018-Implemented	X
Establish an individual payroll file for each employee.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X
Continue efforts to provide more accurate vacation/ personal/sick leave information on employee paychecks.	2012-New Recommendation 2016-Implemented 2018-Implemented	X
Take immediate steps to fully implement the QSS position control module, including the use of an outside consultant for the initial system setup to lessen the burden on district office staff.	2012-New Recommendation 2016-Partial Progress 2018-No Progress (The QSS position control module has not been implemented)	X
Revise job descriptions of district office staff as necessary to ensure that adequate internal controls are established for maintenance of the position control system.	2012-New Recommendation 2016-Partial Progress 2018-No Progress (Although discussions have occurred, no progress has been made in this area)	X
Ensure that one person does not have the ability to access both the demographic and payroll screens of employees in the position control module.	2012-New Recommendation 2016-Partial Progress 2018-No Progress (Although discussions have occurred, no progress has been made in this area)	X
Review the change of status form to determine whether pre-numbered sections are applicable to each situation.	2012-New Recommendation 2016-Partial Progress 2018-No Progress (Although discussions have occurred, no progress has been made in this area)	X
Include a check box or signature line reflecting verification of board approval if required for the personnel action on the change of status form.	2012-New Recommendation 2016-Partial Progress 2018-No Progress	X
Establish the steps listed in the 2012 report to process the district's position control transactions.	2012-New Recommendation 2016-Partial Progress 2018-No Progress (Although discussions have occurred, no progress has been made in this area)	X
Institute procedures for updating position control for each financial reporting period, including procedures to properly roll position control from one fiscal year to another.	2012-New Recommendation 2016-Implemented 2018-Implemented	X
Implement the procedures outlined in the 2012 report regarding accounts payable transactions to provide a sound internal control structure.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress	X

Implement the procedures outlined in the 2012 report regarding changes to vendor information and ensure that no employee has access to the QSS screens necessary to set up/change vendor demographic information and process vendor payments.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Revise job descriptions as necessary among district office staff to accommodate the changes in procedures.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress		X
Provide the assistant to the business manager with outside training to assist with the assigned accounting duties and hold the employee responsible for completing the assigned duties correctly.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Take immediate steps to construct separate travel request and reimbursement forms that more closely meet its needs.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress		X
Establish meal and mileage rates for use in employee travel.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress		X
Implement the procedures outlined in the 2012 report regarding travel expenditures.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress		X
Implement the procedures outlined in the 2012 report regarding revolving account transactions.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress		X
Implement the procedures outlined in the 2012 report with regard to purchase orders.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress		X
Provide extensive training for all employees involved in purchasing if the on-line QSS purchase order system is implemented.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Utilize open purchase orders for ongoing purchases of inexpensive items from the same vendor. Issue the open purchase orders quarterly in compliance with BP 3300.	2012-New Recommendation 2016-No Progress 2018-Partial Progress		X
Consult with legal counsel regarding its July 2011 award of its contract for the food service program.	2012-New Recommendation 2016-Partial Progress 2018-No Progress (Although discussions have occurred, no progress has been made in this area)		X
Immediately contact legal counsel with questions regarding bidding.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Seek competitive bids on public works projects over \$15,000 and equipment, materials or supplies to be furnished, sold or leased in excess of \$81,000 for 2012 (\$87,800 for 2016; \$90,200 for 2018).	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Meet with legal counsel to obtain a complete set of competitive bidding documents.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Provide the business manager with additional training in bidding requirements and procedures.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	

Establish a policy requiring three quotes to be obtained when items exceed a specified amount.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Issue district credit cards in both the individual's name and the district's name.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Establish reasonable credit limits on each credit card.	2012-New Recommendation 2016-Implemented 2018-Implemented	X	
Ensure that each person issued a credit card signs a usage agreement that provides specifics of the credit card program.	2012-New Recommendation 2016-No Progress 2018-Implemented	X	
Require a purchase order for all purchases of goods and services via credit card, with the exception of some travel expenses.	2012-New Recommendation 2016-No Progress 2018-Implemented	X	
Obtain the equipment listings from its independent contractor and director of maintenance and operations to verify completion of the equipment inventory.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
If the inventory is incomplete, consider changing vendors to perform a complete equipment inventory and provide the district with procedures to maintain an inventory system.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Implement the procedures outlined in the 2012 report for employee recruitment / selection.	2012-New Recommendation 2016-Partial Progress 2018-No Progress		X
Submit the certificated and classified employment application forms to legal counsel for evaluation.	2012-New Recommendation 2016-Partial Progress 2018-No Progress (Although discussions have occurred, no progress has been made in this area)		X
Adopt standardized forms for use in the employee selection process.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress		X
Consider obtaining the book entitled "Adverse Impact and Test Validation: A Practitioner's Guide to Valid and Defensible Employment Testing," 2nd Edition by Dan Biddle, which provides specific instructions for meeting selection requirements.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Provide annual notice to each employee to confirm their vacation and personal necessity/sick leave balances.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Implement the procedures in the 2012 report for employee resignations and retirements.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress		X
Provide explicit direction to any employee releasing employment information that this violates district procedure and take any necessary disciplinary action should this reoccur.	2012-New Recommendation 2016-Implemented 2018-Implemented	X	
Purchase locking, fireproof cabinets for personnel files, and review each employee's files for completeness.	2012-New Recommendation 2016-Implemented 2018-Implemented	X	

Consider an independent consultant arrangement to assist with the review and cleanup of employee personnel files.	2012-New Recommendation 2016-Implemented 2018-Implemented	X	
Implement a calendaring system in the Personnel Department to track the deadlines for employee evaluations.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Provide sites/departments with notifications from the Personnel Department regarding deadlines for employee evaluations, and track compliance with the evaluation deadlines.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Provide district administrators/department heads with training in documenting employee performance.	2012-New Recommendation 2016-No Progress 2018-No Progress		X
Send personnel staff members to training conducted by CODESP and/or CPS on a variety of pertinent subjects.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress		X
Perform annual and periodic duties to ensure compliance with state and federal regulations.	2012-New Recommendation 2016-Partial Progress 2018-Partial Progress		X
Ensure that the required current state and federal legal employment notices are posted in staff lounges.	2012-New Recommendation 2016-Partial Progress 2018-Implemented	X	
Work with legal counsel in the event of personnel layoffs for guidance on timelines, board agenda items, notices, hearings and any other necessary procedures.	2012-New Recommendation 2016-Implemented 2018-Implemented	X	
Seek advice from legal counsel regarding dismissal or progressive discipline action against an employee.	2012-New Recommendation 2016-Implemented 2018-Implemented	X	
Review all the FCMAT Personnel Standards to help develop best practices for personnel operations.	2012-New Recommendation 2016-Implemented 2018-Implemented	X	
Provide subject matter instruction for middle school students. Realign funding priorities as needed to ensure that this occurs.	2012-Not Reported 2016-New Recommendation 2018-Implemented	X	
Review the instructional and program needs for its students and adjust staffing accordingly.	2012-Not Reported 2016-New Recommendation 2018-Implemented	X	
Ensure that properly credentialed teachers are providing all subject area instruction, including physical education.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress		X
Consider reconfiguring staffing to align with the number of students being served.	2012-Not Reported 2016-New Recommendation 2018-Implemented	X	
Review the need for both a superintendent and a principal; consider combining these roles in one position.	2012-Not Reported 2016-New Recommendation 2018-Implemented	X	
Depending on the leadership structure, review the need for other positions such as director of facilities and assistant principal.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress		X
Conduct a salary study of its management positions to ensure equity both within the district and with comparable districts.	2012-Not Reported 2016-New Recommendation 2018-No Progress		X

Consider using any salary savings to staff part-time teaching positions to provide targeted student intervention, core instruction in math and science, and/or enrichment classes in areas such as art, music, and technology.	2012-Not Reported 2016-New Recommendation 2018-No Progress	X
Review confidential employees' work responsibilities to ensure they meet Government Code Section 3540.1 requirements.	2012-Not Reported 2016-New Recommendation 2018-No Progress	X
Revise its confidential employee job descriptions (and classifications) as needed.	2012-Not Reported 2016-New Recommendation 2018-No Progress	X
Review grant proposals and implementation details to ensure that services align with the district's goals and follow board policy.	2012-Not Reported 2016-New Recommendation 2018-No Progress	X
Create school schedules that prioritize core instructional programs that maximize student learning and comply with the CBA. Ensure that convenience for grant programs is secondary to these priorities.	2012-Not Reported 2016-New Recommendation 2018-Implemented	X
Ensure that all volunteers, and employees in grant-funded positions, follow board policies and administrative regulations.	2012-Not Reported 2016-New Recommendation 2018-No Progress	X
Ensure that a comprehensive written agreement between each granting organization and the district is prepared, approved by the board, and includes certification that grant program employees and/or volunteers have completed all applicable clearances.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X
Develop a five-year facilities master plan that incorporates demographics, student enrollment, facility capacity, capital improvements and funding methodologies to support student housing needs.	2012-New Recommendation 2016-No Progress 2018-Partial Progress	X
Review the applicable lease costs associated with the space provided to WCA, if any, each fiscal year with data derived from the annual independent auditor's report.	2012-New Recommendation 2016-No Progress 2018-Partial Progress	X
Recognize that the district's governing board's primary responsibility is to the students enrolled in the district's Bayside Martin Luther King, Jr. Academy.	2012-Not Reported 2016-New Recommendation 2018-No Progress	X
Honor the commitments made in board bylaws and policies.	2012-Not Reported 2016-New Recommendation 2018-No Progress	X
Abide by charter school documents and the law's intent. Specifically, by treating WCA and the district as independent legal entities and recognizing that its relationship with WCA is that of a charter school authorizer.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X
Establish a formal charter school oversight review process consistent with the requirements in the California Education Code. Ensure that the process gives the governing board the ability to evaluate whether the charter is complying with the terms of its charter, the MOU, and all applicable state and federal laws.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X
Revise the current MOU to correct inconsistencies with requirements in the California Education Code and Title 5, California Code of Regulations.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X

Be specific about the form and frequency of oversight practices; ensure that expectations are clearly defined in policy and/or the MOU.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X	
Routinely monitor WCA's student recruitment, issues related to racial and ethnic balance, and implementation of other items in the charter petition to ensure compliance.	2012-Not Reported 2016-New Recommendation 2018-No Progress		X
Initiate a comprehensive review of WCA's enrollment practices that have led to the significant demographic differences between the charter school and the district school(s), including differences in race and ethnicity, and socioeconomic levels.	2012-Not Reported 2016-New Recommendation 2018-No Progress		X
Immediately require the charter school to cease refusing enrollment to special needs students so that it is no longer violating the terms of the charter, the MOU, and state and federal laws.	2012-Not Reported 2016-New Recommendation 2018-Implemented	X	
Begin a comprehensive review of the charter school's enrollment practices, particularly those that violate the charter, the MOU, and state and federal laws regarding students with disabilities.	2012-Not Reported 2016-New Recommendation 2018-Implemented	X	
Ensure that the total percentage of WCA students allowed because of the enrollment priority for children of a charter school's founders, teachers and staff is small.	2012-Not Reported 2016-New Recommendation 2018-No Progress		X
Ensure that WCA's charter petition and its website provide the same information regarding admission priority order and classifications.	2012-Not Reported 2016-New Recommendation 2018-Implemented	X	
Ensure that the charter school develops a systematic tracking system, with improved follow-up and notes, to record why families of students granted admission to WCA through the lottery are not enrolling their students. Ensure that the charter school contacts for a second time any families that do not initially respond to an offer of admission.	2012-Not Reported 2016-New Recommendation 2018-No Progress		X
Ensure that all students have equal access to WCA, regardless of race, ethnicity, socio-economic level, or disability.	2012-Not Reported 2016-New Recommendation 2018-No Progress		X
Examine its MOU with WCA and consider a revision to make it consistent with the spirit, intent, and letter of the law regarding the fair and appropriate fiscal and practical relationship that should exist between a chartering authority and a charter school. Specifically, the district should revise the following items: Various excess revenue sharing formulas General fund contribution to special education (encroachment) Facility and grounds maintenance, and utilities Arrangement affected by the number of in-district and out-of-district students	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X	
Fully use the standardized account code structure and other well-documented internal allocation methods to assign costs in a manner that facilitates calculation of the computations and formulas established in the MOU.	2012-Not Reported 2016-New Recommendation 2018-Implemented	X	
Ensure that its budget presentations and materials are clear and concise about its total resources before and after resources are provided to WCA so that this information is clear to all parties.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X	

Faithfully implement the provisions of the MOU, even when they are not favorable to WCA.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X	
Provide the public and all interested parties an opportunity to hear and give input on the financial arrangements between the district and WCA.	2012-Not Reported 2016-New Recommendation 2018-No Progress		X
Establish a clear separation between the operational and fiscal structures of the agreement for facilities and the purchasing, administrative and other services it provides to the charter school, in accordance with Proposition 39, Title 5 Section 11969.9 and California Education Code Section 47613(d).	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X	
Adhere to the provisions of California Education Code Section 47605(b) that require it to hold a public hearing about the provisions of the charter within 30 days after receiving a petition.	2012-Not Reported 2016-New Recommendation 2018-Implemented	X	
Examine the current MOU and, in addition to the recommendations above, revise it to be consistent with the spirit, intent, and letter of the law as it relates to providing fair and appropriate facilities. Specifically, revise the MOU terms for facility use, including annual modifications that satisfy the requirements found in Section 11969 of Title 5 Regulations.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X	
Re-evaluate the facility use provisions annually in a public setting to ensure complete openness to the district's stakeholders. The evaluation should include the effect on students at Bayside MLK.	2012-Not Reported 2016-New Recommendation 2018-No Progress		X
Use the LCAP process and the professional knowledge of staff to determine the needs of students at Bayside MLK and an adequate level of funding to meet those needs.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X	
Allocate its resources to meet the identified needs, acknowledging that some priorities may have to be established if funds are insufficient. This allocation should be done before any excess funds or unreimbursed services are given to WCA. Under no condition should funds be diverted from Bayside MLK to WCA without informing Bayside MLK stakeholders of the negative consequences to the students at their school.	2012-Not Reported 2016-New Recommendation 2018-Partial Progress	X	
Offer a district-operated TK program in compliance with state law and consistent with its own school calendar, instructional days, and other operations.	2012-Not Reported 2016-New Recommendation 2018-Implemented	X	

Summary

The district implemented 53 recommendations, 48 are in progress, and no progress has been made on 39 because the district is determining next steps and specific discussions, or planning has yet to begin on some items. As in any district, continued emphasis is needed in all the above identified areas since all affect the students.

FCMAT would like to thank the county office for requesting this follow-up study and for the district and charter school for their open communication and time. We trust that the results will help further assist the direction, improvement, efficiency and education of students in the Sausalito Marin City School District.

Sincerely,

A handwritten signature in black ink that reads "Michelle Giacomini". The signature is fluid and cursive, with the first name "Michelle" and last name "Giacomini" clearly legible.

Michelle Giacomini

Deputy Executive Officer, FCMAT



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July 30, 2018

Via U.S. Mail and E-Mail
eeucpo@cde.ca.gov

Dianna Gutierrez
Education Administrator I
Education Equity UCP Office
California Department of Education
1430 N Street
Sacramento, CA 95814-5901

Re: Case Matter No. 2017-0092 (Appellant – Marilyn Mackel)
Sausalito Marin City School District – Compliance with Corrective Actions

Dear Ms. Gutierrez:

This office represents the Sausalito Marin City School District ("District") and in that capacity is in receipt of a copy of your March 6, 2018 Decision on Appeal in the above-referenced matter. On behalf of the District, this letter and its attachments shall constitute the District's response to that letter and evidence of its compliance with the ordered corrective actions.

Corrective Action No. 1:

By June 30, 2018,¹ the District shall provide the CDE with evidence of the steps it has taken to ensure that adequate funding is being directed to Bayside MLK.

Evidence of Compliance:

As a preliminary matter, the District notes that the CDE has not provided any definition or guidance by which the term "adequate" will or may even appropriately be measured in the context of determining whether the District has complied with the ordered corrective action to ensure that "adequate funding is being directed to Bayside MLK." In fact, there is no applicable

¹ By email dated June 18, 2018, the CDE granted the District's request for an extension of time to submit evidence of its compliance with the ordered corrective actions and set a new deadline of July 30, 2018.

legal standard by which such a determination can be made. The First District Court of Appeals specifically held in *Campaign for Quality Education v. State of California*, (246 Cal.App.4th 896, 915-916 (2016)) that there is no constitutional mandate to an education of a particular standard of achievement or any requirement that the state provide for a particular level of education expenditures. (*Id.*) To the extent that the state itself is not and may not be legally held to any particular level or standard of funding adequacy on constitutional grounds, it is legally inappropriate and inherently incorrect to attempt to hold the District to such a standard through corrective action.

Notwithstanding the foregoing, the District asserts that its direction of funding for the benefit of Bayside/MLK, the District's only school for which it has operational responsibility, is appropriate and meets the needs of the school as set forth in the Local Control Accountability Plan (LCAP) (attached hereto as Exhibit A) as adopted by the District's Governing Board at its June 26, 2018 regular Board meeting. Both the LCAP and the District's operational budget (attached hereto as Exhibit B), which specifically commits resources to the programs and initiatives set forth in the LCAP, were approved at the Board's June 26, 2018 public meeting and, consistent with general legal requirements, have been submitted to the Marin County Office of Education (MCOE) for review and approval.²

To that end, as the District's LCAP and associated adopted budget reflect, per enrolled student funding for the benefit of students at Bayside/MLK is approximately \$39,929 (total District revenues allocated for LCAP expenditures of \$4,711,574 divided by projected enrollment of 118). (See Exhibit A at p. 10.) This per enrolled student funding level is approximately two and half times the District's calculated LCFF entitlement of approximately \$15,745.³ The goals and initiatives funded by these dollars are also the direct result and reflection of District stakeholder input regarding needs.

This stakeholder engagement process was significant. Consistent with LCAP development requirements, the District took many steps to ensure that its LCAP and associated spending plan reflect local interests and priorities for Bayside/MLK. Those steps included multiple Governing Board meetings, meetings with union leaders (both certificated and classified employee unions), meetings with District employees, meetings with community partners/agencies, meetings with

² As representatives from the MCOE have been actively involved in not only supporting the District's operations and compliance with state mandates since 2016 (including LCAP development, Business Services, and credentialing) but also the District's 2018-2019 LCAP and budget development specifically, and have raised no concerns with regard to either document's legal compliance, the District has no reason to believe that its plan and related funding directed to Bayside/MLK will be rejected.

³ This is based on the District's projected LCFF entitlement for the 2018-2019 school year of approximately \$1.858 million.

Bayside/MLK parents, a Transformation Team meeting, a Parent Leadership Team meeting, and a meeting with students. (See Exhibit A at pp. 68-69.) As a result, significant and targeted funding has been directed to Bayside/MLK for the benefit of Bayside/MLK students consistent with the identified corrective action.

Corrective Action No. 2:

By June 30, 2018, the District shall provide the CDE with evidence of any additional steps it has undertaken, either on its own or with assistance and guidance from FCMAT, WestEd, the Marin County Office of Education, or other entities, to improve services and outreach at Bayside MLK.

Evidence of Compliance:

Since the filing of the Complaint, the District has engaged with many community partners as well as outside agencies to increase the level of support and outreach at Bayside/MLK Jr. Academy. Detailed information regarding key substantive actions and initiatives is attached hereto as Exhibit C.

Corrective Action No. 3:

In accordance with EC, Section 47605(b)(5)(H), the District shall, as part of its oversight obligations, obtain evidence from WCA that the charter school is in compliance with its charter regarding the means through which WCA works to achieve a racial and ethnic balance among its pupils which is reflective of general population within the territorial jurisdiction of the District. Such evidence shall be provided to the CDE by June 30, 2018.

Evidence of Compliance:

In response to the District's request to Willow Creek Academy Charter School ("WCA") for the evidence requested above, attached hereto as Exhibit D is a copy of correspondence from WCA documenting its compliance with its statutory obligation to make efforts to achieve a racial and ethnic balance among its pupils reflective of the general population of the District, which encompasses the entirety of the 94965 zip code. District oversight activities also verified the information presented.

As a result of this submission, the District considers its obligation with regard to providing evidence of compliance to the corrective actions ordered by the California Department of

Dianna Gutierrez
July 30, 2018
Page 4

Education in this matter satisfied. Should you have any questions or concerns regarding this correspondence and/or the sufficiency of the District's evidence, please contact me directly.

Sincerely,

FAGEN FRIEDMAN & FULFROST, LLP



Elizabeth B. Mori

Enclosures: Exhibit A – SMCSD 2018-2019 Local Control Accountability Plan
Exhibit B – SMCSD 2018-2019 Adopted Budget
Exhibit C – SMCSD List of Agency Partnerships and Accomplishments
Exhibit D – Willow Creek Academy Evidence re Racial & Ethnic Balance

cc: Joshua Barrow, Board President
00597-00101/4270146.2

Item 12.01 District Response to Case Matter No. 2017-0092 (Uniform Complaint Appeal)

Exhibit A LCAP - <https://goo.gl/Nw8vFk>

Item 12.01 District Response to Case Matter No. 2017-0092 (Uniform Complaint Appeal)

Exhibit B Budget - <https://goo.gl/orXdFm>

Exhibit C

**Sausalito Marin City School District
Partnerships and Accomplishments to
Improve Services & Outreach at Bayside/MLK Jr. Academy**

Since the Complaint was filed, the Sausalito Marin City School District ("District") has undertaken significant steps to secure additional guidance, support, and services both from outside agencies as well taken action on its own to improve services and outreach for students at Bayside/Martin Luther King Jr. Academy ("Bayside/MLK"). The following details¹ those efforts:

Agency Partnerships

Marin County Office of Education

From adversarial to collaborative – Beginning in August 2016, through Superintendent William McCoy worked daily/weekly with Marin County Superintendent of Schools, Mary Jane Burke, and/or MCOE Assistant Superintendent, Terena Mares, on a collaborative partnership. Ms. Mares was assigned to work directly with the District at Bayside/MLK to support educational programs and services in the District and, upon Mr. McCoy's departure June 30, 2018, has been appointed Interim District Superintendent, through a contract for her services with the Marin County Office of Education. (See <http://www.smcsd.org/files/6-12-18-bd%20packet%20A.pdf>.)

- MCOE has provided the District with Business Services personnel. (See <http://www.smcsd.org/files/6-26-18-bd%20packet.pdf>.)
- MCOE has also worked with the District to Bayside/MLK Jr. Academy a priority, providing the District with additional direct support in a variety of areas, including credentialing support for instructional staff, direct staff support for review and implementation of the District's emergency plan, and direct staff support and services on annual District LCAP development and review.

California Collaborative for Educational Excellence (CCEE)

The California Collaborative for Educational Excellence is a state agency created in 2013 under California's Local Control Funding Formula (LCFF) legislation. CCEE has been providing personalized, immediate, and evidence-based support to the District to improve

¹ Many of the steps and initiatives undertaken did not result in nor were they formalized by separate written agreements or other specific documentation other than within the District's budget and through approval of pay warrants. To the extent documentary verification of such partnerships could be located, it is referenced. Again, evidence of much of the work is more generally reflected through general Board meeting minutes and live Board meeting video/audio recordings during Superintendent/Staff Reports.

student learning under the leadership and guidance of CCEE Executive Director Dr. Carl Cohn and Chief of Staff Sujie Shin. Specific support and activities to Bayside/MLK include:

- Facilitation and planning assistance to the District's Community Advisory Committee (CAC) and the District Transformation Team.
- Provided \$127,000 in direct funding for one year of Community School Coordinator services (2017-2018).
- Providing in-kind support (via staffing approximate 2 to 3 days per week) for the 2018-2019 school year while the Community School Coordinator position is being reconfigured and reevaluated.

(See <http://www.smcsd.org/files/9-13-16-board%20packet.pdf>; and <http://www.smcsd.org/files/9-13-16-signed%20minutes.pdf>.)

Marin City Community Services District (MCCSD)

Through informal conversations and coordination between the organizations, the MCCSD and the District were able to implement:

- MCCSD-facilitated access for Bayside/MLK students to health care (immunizations) required for school enrollment (2017-2018)
- MCCSD dental clinic for eligible Bayside MLK students (2017-2018).
- MCCSD facilities and staffing to support Bayside/MLK middle school physical education program (2017-2018). Agency contract amount was approximately \$7,000, which included access to boxing ring, weight room, and gymnasium, as well as one boxing lead staff member and two assistants, to support District staff. (See <http://www.smcsd.org/files/5-8-18-bd%20packet.pdf>; and <http://www.smcsd.org/files/5-8-18%20signed%20minutes.pdf>.)
- MCCSD-provided part-time staff (3 hours per week and additional time as needed) to act as Community Connectors (parent/school advocates) (2016-2017 and 2017-2018) .
- In coordination with the Marin County Health and Human Services Agency (see below), provided five (5) counseling interns during the 2016-2017 school year and expanded the service to seven (7) interns during the 2017-2018 school year. Each intern works one day per week at Bayside/MLK.

Marin City Community Development Corporation (CDC)

- Working with the District, CDC facilitated the hiring of a Parent Liaison for the 2017-2018 school year. The Parent Liaison worked 30+ hours per week on behalf of Bayside/MLK students and families. The District utilized PreK-3 Grant dollars received from the Marin Community Foundation to cover the expenses for this position.

Marin County Health and Human Services (MCHHS)

- Provided financial support to MCCSD for the Counseling Interns assigned to Bayside MLK (see above).
- Provided (paid for) a part-time (0.6 FTE) Doctoral Intern to provide additional counseling services at Bayside MLK for (2017-2018).
- Have provided a permanent full time Counselor assigned to Bayside MLK. MCHHS has covered all costs for this Counselor as well as the administrative and training costs for all of the Counseling Interns. The cost to the MCHHS for the full-time Counselor is in excess of \$80,000 annually.

Marin Housing Authority

The District and the MHA implemented new partnerships on several projects including:

- Attendance incentives (2016-2017) (prizes like clothes, toys and gift cards)
- Read Across America Event (2016-2017 and 2017-2018) where MHA provided a copy of each book to each of the age-appropriate students, and we held an event at the school where we read the book with leaderships of the Housing Authority, and the Public Library.
- Weekly support from Lewis Jordan (Director of Marin Housing Authority) as a mentor and visitor to the campus.

Hannah Project

- The District formalized and provided financial support to continue Hannah Project operation of its Freedom School Summer Program located on the Bayside/MLK campus (\$28,000 – partially funded by donation – in 2017 and \$20,000 in 2018). (See <http://www.smcsd.org/files/6-20-17-board%20packet.pdf>; <http://www.smcsd.org/files/6-20-17-signed%20minutes.pdf>; <http://www.smcsd.org/files/4-17-18%20bd%20packet.pdf>; <http://www.smcsd.org/files/4-17-18-signed%20minutes.pdf>.)
- The District secured Hannah Project staff to provide Cultural Awareness Training (Fall 2017) for District staff, which included cultural awareness activities and discussions of culturally appropriate teaching practices (\$9,000 in 2017-2018).

Marin Community Foundation (MCF)

- The District received training and professional development for staff working in the primary grades through the MCF PreK-3 Grant.
- The District was able to fund an on-site Instructional Coach for Bayside/MLK for the 2018-2019 school year through the MCF PreK to 3 Grant.

- MCF funded two years of the District's implementation of the Youth Truth Survey (2017-2018 and 2018-2019), which provides insight into school climate, culture, safety and practices. The Survey is administered to students, staff, and parents.

Seneca Family Services

- Beginning in 2018-2019, Seneca will provide Bayside/MLK with an Unconditional Education Coach for two years through grant funding, to support the establishment of positive school climate and culture through implementation of Positive Behavior Interventions and Supports (PBIS). The position is funded for two years at \$120,000 per year. The Coach is tasked with building a PBIS model at Bayside/MLK that the administration can then manage in the years beyond the grant. The Coach will coordinate with counselors, teachers, administration, and other service providers to ensure that students receive needed services.
- Established Trauma Informed Systems group of Community Agencies with the goal of Agency commitment of services to Bayside MLK.

10,000 Degrees College Prep

Bayside/MLK has a significant pool of adult volunteers who provide assistance with programs and services before, during, and after school. Through this partnership, the District was able to secure and coordinate approximately 47 volunteers in the following areas:

- Targeted volunteer work with high academic impact on Kindergarten student achievement.
- 10,000 Degrees provided two part-time staff members (at no cost) to support instruction in Bayside/MLK middle school classrooms (2017-2018), working roughly 15 to 20 hours each per week. Support included small group instruction as well as facilitated discussions of behavior and academic practices.
- 10,000 Degrees also organized and conducted three High School and College Awareness/Readiness Days for Bayside/MLK students (2017-2018). Students were provided with a collection of meetings and presentations regarding high school and college expectations.

Parent Leadership Action Network (PLAN)

- The District contracted with PLAN for their staff to work with Bayside/MLK staff and train them on how to facilitate parent meetings. PLAN also trained the Bayside/MLK Parent Liaison and Community School Coordinator on best practices and helped write the District LCAP (2016-2017). PLAN convened Bayside/MLK parent trainings and helped document content, increasing parent and community engagement in the LCAP process substantially.

- The District also worked with PLAN to increase parent participation and engagement in School Site Council (SSC) and District English Learner Advisory Committee (DELAC).

Marin Public Library

In 2017-2018, the District worked with the Marin Public Library to secure additional supports and services to Bayside/MLK:

- Credentialed Library services to Bayside/MLK.
- Weekly support to Bayside/MLK staff on a variety of projects.
- Provided matching funds grant for culturally appropriate/relevant library materials.
- Provided summer programming in our school library and in the community for our Bayside/MLK students.
- Provided Innovation Station Grant of \$10,000 to bring Makerspace and Digital Literacy station to Bayside/MLK school library.

Global Book Exchange

- Established annual event where Bayside/MLK students visit the Global Book Exchange and are provided with free books for their homes.

Glass Door

- Conducted community fundraiser for the Bayside/MLK Music Program.

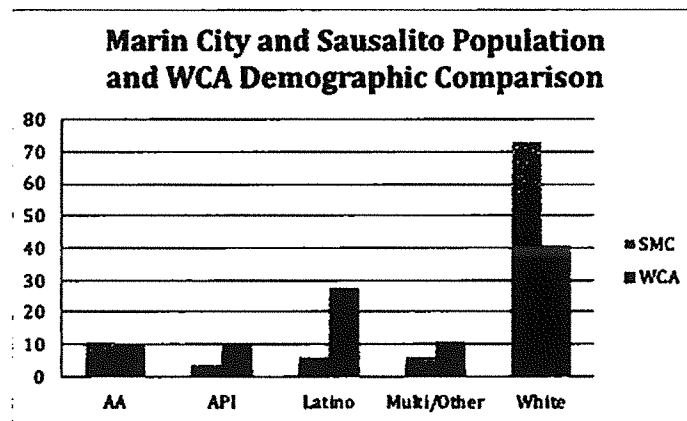
Center for Excellence

- The District secured new grants and support for the Arts at Bayside/MLK (\$14,000). Through these grants and advocacy, the District was able to restore a base level of arts education at Bayside/MLK.
- The District worked with the Center for Excellence to develop a five year Visual and Performing Arts (VAPA) restoration and expansion plan for Bayside/MLK.

Exhibit D

Willow Creek Academy has strived for, and attained, a diverse population of students that represent the general population residing in Marin City and Sausalito, the two towns that make up the Sausalito Marin City School District. As a result of its ongoing efforts, Willow Creek Academy is the most diverse public school in the Sausalito Marin City School District and more diverse than Marin County as a whole. Willow Creek Academy's diversity index was 58 in 2016-17, the most recent year for which diversity index data is available.[1] In comparison, Marin County's diversity index was 41 and Bayside Martin Luther King's diversity index was 49 during the same reporting period.

Willow Creek Academy in-district students represent 78% of all enrolled students, with 50% living in Marin City and 50% in Sausalito. Our students represent many races, nationalities, and economic backgrounds. The chart below compares the overall District population (2010 Census data) to Willow Creek's population (CALPADS data as of June 9, 2018):



- WCA's population slightly under-indexes for the District's African American population: 11% of District, 10.3% of WCA.
- WCA over-indexes for the District's Asian population: 3% of District, 10% of WCA.
- WCA over-indexes for the District's Hispanic/Latino population: 6% of District, 28% of WCA.
- WCA over-indexes for multi-ethnic population: 6% in District, 11% of WCA.
- WCA under-indexes for the District's white population: 73% of District, 41% of WCA.

Willow Creek Academy has implemented and will continue to follow a student recruitment strategy that includes, but is not necessarily limited to, the following elements or strategies to ensure a racial and ethnic balance among students that is reflective of the District:

- An enrollment process that is scheduled and adopted to include a timeline that allows for a broad-based recruiting and application process;
- The development of promotional and informational material that appeals to all of the various racial and ethnic groups represented in the District;

- The appropriate development of promotional and informational materials in languages other than English to appeal to limited English proficient populations;
- Outreach meetings in several areas of the district to reach prospective students and parents;
- The distribution of promotional and informational materials to a broad variety of community groups and agencies that serve the various racial, ethnic, and interest groups represented in the District;
- The development and maintenance of partnerships with local preschool programs that serve predominantly low-income students and students of color, including the Marin Learning Center, Marin Head Start, and the Manzanita Child Development Center.

[1] <https://www.ed-data.org/school/Marin/Sausalito-Marin-City/Willow-Creek-Academy> (last visited June 18, 2018).

Sausalito Marin City School District

Payment of Warrants

8/9, 2018

Attached warrants include:

Batch 48 Fund 01 in the amount of \$46,487.49

Batch 48 Fund 13 in the amount of \$1,434.34

Batch 50 Fund 01 in the amount of \$2,910.00

Batch 1 Fund 01 in the amount of \$221,182.12

Batch 1 Fund 13 in the amount of \$70.46

Batch 2 Fund 01 in the amount of \$26,094.14

Batch 2 Fund 13 in the amount of \$520.62

Batch 3 Fund 01 in the amount of \$87,347.31

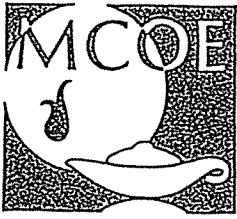
Batch 3 Fund 78 in the amount of \$40,164.59

Batch 4 Fund 01 in the amount of \$55,699.77

Batch 4 Fund 13 in the amount of \$723.45

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 6/27/18

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 \$ 47,921.83.

<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>49</u>	<u>46,487.49</u>
<u>13</u>	<u>49</u>	<u>1,434.34</u>
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Authorized Signature

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0049 GENERAL FUND
FUND : 01 GENERAL FUND

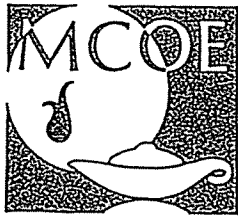
WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20203072	070935/	CINTAS CORPORATION				
		PV-180599	01-8150-0-5840.00-0000-8110-104-000-000	626198537		422.09
			WARRANT TOTAL			\$422.09
20203073	002183/	TRELLIS CONDRA				
		PV-180597	01-0000-0-4300.00-0000-2700-104-000-000	Graduation Food		133.66
			WARRANT TOTAL			\$133.66
20203074	071033/	LAWANA COOK				
		PV-180595	01-0000-0-4300.00-0000-2700-104-000-000	Bus Tickets		46.00
			WARRANT TOTAL			\$46.00
20203075	002749/	CROWN TROPHY				
		PO-180218	1. 01-0000-0-4300.00-0000-7200-700-000-000	28678		70.23
			WARRANT TOTAL			\$70.23
20203076	001807/	EMPLOYMENT DEVELOPMENT DEPT.				
		PV-180598	01-0000-0-9515.00-0000-0000-000-000-000	94241171 Q2, 2018		371.95
			WARRANT TOTAL			\$371.95
20203077	070721/	FAGEN FRIEDMAN FULFROST				
		PO-180074	1. 01-0000-0-5829.00-0000-7100-700-000-000	58642-1/9		5,953.96
			WARRANT TOTAL			\$5,953.96
20203078	070876/	GATEWAY LEARNING GROUP				
		PV-180590	01-6500-0-5835.00-5770-1182-700-000-000	1339926, 38, 42, 47		1,788.75
			WARRANT TOTAL			\$1,788.75
20203079	000039/	KAISER FOUNDATION				
		PV-180591	01-0000-0-9526.00-0000-0000-000-000-000	578-0002		15,437.53
			01-0000-0-9526.00-0000-0000-000-000-000	16734-0001		13,891.21
			WARRANT TOTAL			\$29,328.74
20203080	000015/	MSIA DENTAL				
		PV-180593	01-0000-0-9528.00-0000-0000-000-000-000	7/18		2,869.04
			WARRANT TOTAL			\$2,869.04

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0049 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
20203081	000117/	MSIA VISION													
		PV-180594		01	0000	0-9529.00	0000	0000	000	000	000		7/18		370.31
														WARRANT TOTAL	\$370.31
20203082	000058/	P G & E CO													
		PO-180000	1.	01	0000	0-5510.00	0000	8200	103	000	000		5/18	WCA	121.18
		PV-180589		01	0000	0-5510.00	0000	8200	104	000	000		5/18	BMLK	3,432.70
														WARRANT TOTAL	\$3,553.88
20203083	070222/	PROTECTION ONE													
		PV-180604		01	0000	0-5840.00	0000	8300	104	000	000		122445476		230.00
														WARRANT TOTAL	\$230.00
20203084	071062/	JENNIFER PUCKETT													
		PV-180596		01	0000	0-4300.00	0000	2700	104	000	000			Cares Credit, Volunteer Apprec	184.27
				01	0000	0-4300.00	1110	1010	104	000	000			Cares Credit, Volunteer Apprec	473.23
														WARRANT TOTAL	\$657.50
20203085	071076/	REMEMBER ME YEARBOOKS													
		PG-180186	1.	01	0000	0-4300.00	1193	1010	104	000	000		2508		691.38
														WARRANT TOTAL	\$691.38
*** FUND	TOTALS ***														
						TOTAL NUMBER OF CHECKS:	14							TOTAL AMOUNT OF CHECKS:	\$46,487.49*
						TOTAL ACH GENERATED:	0							TOTAL AMOUNT OF ACH:	\$0.00*
						TOTAL EFT GENERATED:	0							TOTAL AMOUNT OF EFT:	\$0.00*
						TOTAL PAYMENTS:	14							TOTAL AMOUNT:	\$46,487.49*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0049 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		
20203086	071066/	EARL'S ORGANIC PRODUCE				
		PV-180602	13-5310-0-4700.00-0000-3700-700-000-000	799574		221.00
			WARRANT TOTAL			\$221.00
20203087	070841/	ECOLAB				
		PV-180592	13-5310-0-5605.00-0000-3700-700-000-000	9937810		116.30
			WARRANT TOTAL			\$116.30
20203088	070816/	UNFI				
		PV-180600	13-5310-0-4700.00-0000-3700-700-000-000	010631619-003		820.27
			WARRANT TOTAL			\$820.27
20203089	070807/	US PURE WATER CORPORATION				
		PV-180603	13-5310-0-4700.00-0000-3700-700-000-000	11498		186.77
			WARRANT TOTAL			\$186.77
20203090	070799/	VERITABLE VEGETABLE INC.				
		PV-180601	13-5310-0-4700.00-0000-3700-700-000-000	1230099		90.00
			WARRANT TOTAL			\$90.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:	\$1,434.34*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	5	TOTAL AMOUNT:	\$1,434.34*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	19	TOTAL AMOUNT OF CHECKS:	\$47,921.83*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	19	TOTAL AMOUNT:	\$47,921.83*



MARIN COUNTY OFFICE OF EDUCATION

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MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

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

VENDOR PAYMENT CERTIFICATION

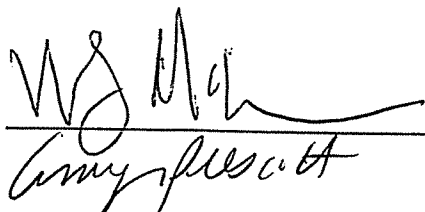
Date 6/27/18

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 \$ 2910.00.

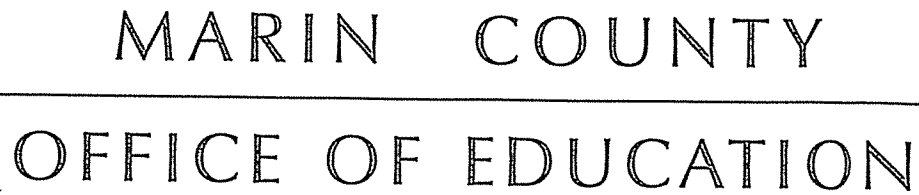
<u>FUND NUMBER</u>	<u>BATCH NUMBER</u>	<u>AMOUNT</u>
<u>01</u>	<u>SD</u>	<u>2910.00</u>
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DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0050 GENERAL FUND
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20203091	070988/	VANESSA LYONS												
		PO-180085	1.	01-9471-0-5800.00-1110-1010-104-000-000									6/18 Garden Work	2,910.00
													WARRANT TOTAL	\$2,910.00
*** FUND	TOTALS ***													
		TOTAL NUMBER OF CHECKS:		1									TOTAL AMOUNT OF CHECKS:	\$2,910.00*
		TOTAL ACH GENERATED:		0									TOTAL AMOUNT OF ACH:	\$0.00*
		TOTAL EFT GENERATED:		0									TOTAL AMOUNT OF EFT:	\$0.00*
		TOTAL PAYMENTS:		1									TOTAL AMOUNT:	\$2,910.00*
*** BATCH TOTALS ***														
		TOTAL NUMBER OF CHECKS:		1									TOTAL AMOUNT OF CHECKS:	\$2,910.00*
		TOTAL ACH GENERATED:		0									TOTAL AMOUNT OF ACH:	\$0.00*
		TOTAL EFT GENERATED:		0									TOTAL AMOUNT OF EFT:	\$0.00*
		TOTAL PAYMENTS:		1									TOTAL AMOUNT:	\$2,910.00*
*** DISTRICT TOTALS ***														
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		TOTAL ACH GENERATED:		0									TOTAL AMOUNT OF ACH:	\$0.00*
		TOTAL EFT GENERATED:		0									TOTAL AMOUNT OF EFT:	\$0.00*
		TOTAL PAYMENTS:		20									TOTAL AMOUNT:	\$50,831.83*

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DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0001 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		
20204194	070873/	ADVANCED SECURITY SYSTEMS				
		PO-190023	1. 01-0000-0-5840.00-0000-8300-103-000-000	7/18 WCA		97.50
			2. 01-0000-0-5840.00-0000-8300-104-000-000	7/18 BMLK		97.50
			WARRANT TOTAL			\$195.00
20204195	071020/	AERIES SOFTWARE				
		PO-190033	1. 01-0000-0-5840.00-0000-7205-700-000-000	6308		4,040.50
			WARRANT TOTAL			\$4,040.50
20204196	002550/	ASSOCIATED VALUATION SERVICES				
		PO-190020	1. 01-0000-0-5849.00-0000-7200-700-000-000	5911		304.29
			WARRANT TOTAL			\$304.29
20204197	070329/	AT&T CALNET 3				
		CL-180014	01-0000-0-5970.00-0000-2700-104-000-000	6/18		84.14
			WARRANT TOTAL			\$84.14
20204198	002392/	JENNIFER BANKS				
		CL-180019	01-9772-0-4300.00-1110-1010-104-000-000	Student Council Prizes		106.51
			WARRANT TOTAL			\$106.51
20204199	000006/	BAY CITIES REFUSE INC				
		PO-190004	1. 01-0000-0-5550.00-0000-8200-103-000-000	7/18		718.25
			WARRANT TOTAL			\$718.25
20204200	000082/	CA DEPT OF TAX & FEE ADMIN				
		CL-180003	01-0000-0-9517.00-0000-0000-000-000-000	027-300068 17-18 Use Tax		919.00
			WARRANT TOTAL			\$919.00
20204201	001811/	STATE OF CALIFORNIA				
		CL-180032	01-0000-0-5821.00-0000-7200-700-000-000	Fingerprinting		96.00
			WARRANT TOTAL			\$96.00
20204202	070308/	CDW-G				
		PO-190031	1. 01-0000-0-4400.00-1110-2420-104-000-000	NHG7853		2,307.72
		PO-190032	1. 01-0000-0-4400.00-1110-2420-104-000-000	NHK2167, NGX4393		16,209.00

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0001 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						\$18,516.72
20204203	070935/	CINTAS CORPORATION				
	CL-180006		01-8150-0-5840.00-0000-8110-104-000-000	626198537		422.09
	PV-190002		01-8150-0-5840.00-0000-8110-104-000-000	626201454		422.09
	WARRANT TOTAL					\$844.18
20204204	002711/	CSBA C/O WESTAMERICA BANK				
	PO-190024	1.	01-0000-0-5300.00-0000-7110-700-000-000	41740-J1J9V9		4,973.00
	PO-190038	1.	01-0000-0-5840.00-0000-7110-700-000-000	39631-Y4S4N0		3,080.00
	WARRANT TOTAL					\$8,053.00
20204205	070049/	BROOKS DEBRUIN				
	CL-180021		01-8150-0-5230.00-0000-8110-735-000-000	6/18 Mileage		43.60
	WARRANT TOTAL					\$43.60
20204206	071077/	KAVI DOLASIA				
	CL-180017		01-0000-0-5840.00-1110-1010-104-000-000	Robotics Registration		75.00
	WARRANT TOTAL					\$75.00
20204207	001188/	EBSCO				
	PV-190003		01-0000-0-4300.00-1110-2420-104-000-000	Library magazines		132.29
	WARRANT TOTAL					\$132.29
20204208	070263/	FEDEX				
	CL-180011		01-0000-0-5960.00-0000-2700-104-000-000	6-234-78408		56.87
	WARRANT TOTAL					\$56.87
20204209	071025/	DAVID FINNANE				
	CL-180018		01-0000-0-4300.00-0000-2700-104-000-000	Cares Credits		1,700.58
	WARRANT TOTAL					\$1,700.58
20204210	000523/	FIREMASTER				
	CL-180004		01-8150-0-5840.00-0000-8110-103-000-000	548956		566.00
	WARRANT TOTAL					\$566.00
20204211	002854/	FOLLETT SCHOOL SOLUTIONS				
	PO-190034	1.	01-0000-0-5840.00-1110-2420-104-000-000	1310484		1,237.67

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0001 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						\$1,237.67
20204212	071026/	GRADUATION SOLUTIONS				
		CL-180010	01-0000-0-4300.00-0000-2700-104-000-000	C239592		347.68
		WARRANT TOTAL				\$347.68
20204213	070785/	HANNAH PROJECT				
		CL-180024	01-0000-0-5840.00-1430-1020-104-000-000	Freedom School 2018		5,000.00
		WARRANT TOTAL				\$5,000.00
20204214	071041/	LESHAWN HOLCOMB				
		CL-180015	01-1100-0-4300.00-1110-1010-104-000-118	Middle School Books		548.73
		WARRANT TOTAL				\$548.73
20204215	070164/	MARIN CITY COMMUNITY SERVICES				
		CL-180030	01-0000-0-5840.00-1130-1010-104-000-000	Use of MCCSD Van		1,500.00
		WARRANT TOTAL				\$1,500.00
20204216	070326/	MARIN SANITARY SERVICE				
		CL-180013	01-0000-0-5550.00-0000-8200-104-000-000	6/18		800.00
		WARRANT TOTAL				\$800.00
20204217	070868/	EMILY MATTO				
		CL-180020	01-0000-0-4300.00-0000-2700-104-000-000	Classroom supplies		8.94
		WARRANT TOTAL				\$8.94
20204218	071080/	MOMENTUM IN TEACHING LLC				
		CL-180031	01-0000-0-5240.00-1110-2140-104-000-000	382		9,444.00
		WARRANT TOTAL				\$9,444.00
20204219	000250/	MSIA				
		PV-190004	01-0000-0-5400.00-0000-7200-700-000-000	MSIA 2019PL-018		34,262.00
			01-0000-0-9209.00-0000-0000-000-000-000	MSIA 2019PL-018		13,479.00
		WARRANT TOTAL				\$47,741.00
20204220	000016/	OFFICE DEPOT				
		CL-180012	01-0000-0-4300.00-0000-7200-700-000-000	157381612001		74.60

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0001 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						\$74.60
20204221	000058/	P G & E CO				
	CL-180029		01-0000-0-5510.00-0000-8200-103-000-000	6/18 WCA		2,977.64
			WARRANT TOTAL			\$2,977.64
20204222	071004/	PLAN				
	CL-180022		01-0000-0-5840.00-1110-2700-104-000-000	2018-02		8,750.00
			WARRANT TOTAL			\$8,750.00
20204223	070222/	PROTECTION ONE				
	PO-190005	3.	01-0000-0-5840.00-0000-8300-103-000-000	7/18 WCA		121.75
		1.	01-0000-0-5840.00-0000-8300-104-000-000	7/18 BMLK		731.09
		2.	01-0000-0-5840.00-0000-8300-700-000-000	7/18 Dist		91.81
			WARRANT TOTAL			\$944.65
20204224	071079/	RYLAND CONSULTING				
	CL-180005		01-0000-0-5840.00-0000-7200-700-000-000	2088		2,760.00
			WARRANT TOTAL			\$2,760.00
20204225	002397/	SAUSALITO MARIN CITY SCHOOL				
	CL-180025		01-0000-0-4300.00-0000-2700-104-000-000	Bank charges		29.70
			WARRANT TOTAL			\$29.70
20204226	070204/	SJC0E				
	PO-190037	1.	01-0000-0-5803.00-0000-7200-700-000-000	1819201		450.00
			WARRANT TOTAL			\$450.00
20204227	070879/	SUNNY HILLS SERVICES				
	CL-180023		01-6500-0-5833.00-5750-1185-700-000-000	June 2018 RSY		1,319.10
			WARRANT TOTAL			\$1,319.10
20204228	070773/	U.S. BANK - PARS 6745029300				
	PV-190001		01-0000-0-3701.00-1110-1010-104-000-000	YJ-SRP16A Supp Retirement		49,778.24
			WARRANT TOTAL			\$49,778.24
20204229	070525/	US BANCORP EQUIP. FINANCE INC				
	CL-180007		01-0000-0-5605.00-0000-2700-104-000-000	36114815		888.62

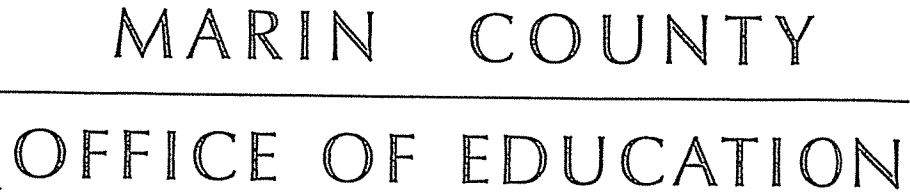
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0001 GENERAL FUND
FUND : 01 GENERAL FUND

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						\$888.62
20204230	070759/	VERIZON WIRELESS				
	CL-180008		01-0000-0-5840.00-0000-7200-700-000-000	6/18 Broadband		418.49
			WARRANT TOTAL			\$418.49
20204231	002172/	WILLOW CREEK ACADEMY				
	CL-180027		01-0000-0-8096.00-0000-9200-103-000-000	July 2018 in lieu		146,164.00
			WARRANT TOTAL			\$146,164.00
20204232	071078/	WULFF HANSEN & CO				
	CL-180002		01-0000-0-5840.00-0000-7200-700-000-000	Muni. Advisory Services		3,500.00
			WARRANT TOTAL			\$3,500.00
20204233	070944/	FELICIA YOUNGER				
	CL-180016		01-3010-0-4300.00-1110-2495-104-000-000	Parent Meetings		47.13
			WARRANT TOTAL			\$47.13
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	40	TOTAL AMOUNT OF CHECKS:	\$321,182.12*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	40	TOTAL AMOUNT:	\$321,182.12*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0001 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		
20204234	071066/	EARL'S ORGANIC PRODUCE				
		CL-180026	13-5310-0-4700.00-0000-3700-700-000-000	800749		48.50
			WARRANT TOTAL			\$48.50
20204235	070263/	FEDEX				
		CL-180033	13-5310-0-5960.00-0000-3700-700-000-000	Postage		21.96
			WARRANT TOTAL			\$21.96
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$70.46*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$0.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$0.00*
			TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$70.46*
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			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$0.00*
			TOTAL PAYMENTS:	42	TOTAL AMOUNT:	\$321,252.58*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	42	TOTAL AMOUNT OF CHECKS:	\$321,252.58*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$0.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$0.00*
			TOTAL PAYMENTS:	42	TOTAL AMOUNT:	\$321,252.58*

Printed: 07/12/2018 10:37:16



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

Date 7/18/18

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 \$ 26,611.76.

520,62

Amig Presc. 4

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0002 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	
20204714	070873/	ADVANCED SECURITY SYSTEMS												
	PO-190023	1.	01	0000	0	5840.00	0000	8300	103	000	000		7/18 WCA	65.00
		2.	01	0000	0	5840.00	0000	8300	104	000	000		7/18 BMLK	65.00
		WARRANT TOTAL												\$130.00
20204715	000609/	AMERICAN EXPRESS												
	CL-180035		01	0000	0	4300.00	0000	7110	700	000	000		Board Meeting Dinner	94.76
	CL-180036		01	0000	0	4300.00	0000	2700	104	000	000		End of Year School Party	203.98
	CL-180037		01	0000	0	4300.00	0000	2700	104	000	000		Vinyl Sign	45.71
	CL-180038		01	0000	0	4300.00	0000	2700	104	000	000		Graduation Party Food	824.39
	CL-180044		01	0000	0	5300.00	0000	7200	700	000	000		Membership Fee	95.00
		WARRANT TOTAL												\$1,263.84
20204716	070067/	APPLE												
	PO-190025	1.	01	0000	0	4400.00	1110	2420	104	000	000		Classroom tech	16,614.27
		WARRANT TOTAL												\$16,614.27
20204717	070329/	AT&T CALNET 3												
	CL-180040		01	0000	0	5970.00	0000	2700	104	000	000		Phone charges-6/18	692.07
		WARRANT TOTAL												\$692.07
20204718	070761/	CON E SOLUTIONS												
	CL-180042		01	0000	0	5840.00	0000	7705	700	000	000		Calpads consult. 1-6/18	1,065.00
	PV-190006		01	0000	0	5840.00	0000	7705	700	000	000		Calpads Consult.	495.00
		WARRANT TOTAL												\$1,560.00
20204719	070184/	DOWNING HEATING INC.												
	PO-190030	1.	01	8150	0	5840.00	0000	8110	103	000	000		C8703	2,658.00
		WARRANT TOTAL												\$2,658.00
20204720	000523/	FIREMASTER												
	CL-180043		01	8150	0	5840.00	0000	8110	104	000	000		533483	147.00
		WARRANT TOTAL												\$147.00

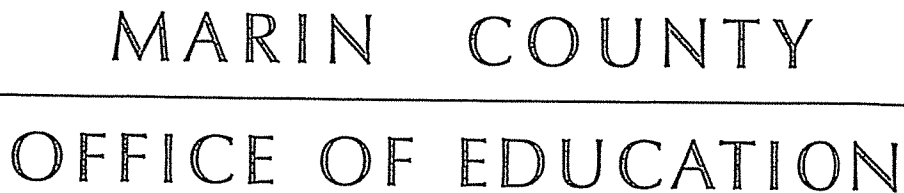
DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0002 GENERAL FUND
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20204721	002270/	FISHMAN SUPPLY CO.													
		PO-190009	1.	01-0000-0-4300.00-0000-8210-104-000-000										1142086	878.41
		WARRANT TOTAL													\$878.41
20204722	070945/	INFINITY COMMUNICATIONS													
		PO-190043	1.	01-0000-0-5840.00-0000-7200-700-000-000										8153	1,125.00
		WARRANT TOTAL													\$1,125.00
20204723	001019/	MARIN PUPIL TRANS. AGENCY													
		CL-180041		01-9002-0-7143.00-5001-9200-700-000-000										Sp Ed Transportation	708.05
		WARRANT TOTAL													\$708.05
20204724	000300/	TRANSBAY SECURITY SERVICE													
		PV-190008		01-8150-0-5840.00-0000-8110-104-000-000										71067, 71051	314.50
		WARRANT TOTAL													\$314.50
*** FUND	TOTALS ***														
		TOTAL NUMBER OF CHECKS:													11
		TOTAL ACH GENERATED:													0
		TOTAL EFT GENERATED:													0
		TOTAL PAYMENTS:													11
		TOTAL AMOUNT OF CHECKS:													\$26,091.14*
		TOTAL AMOUNT OF ACH:													\$0.00*
		TOTAL AMOUNT OF EFT:													\$0.00*
		TOTAL AMOUNT:													\$26,091.14*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0002 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		
<hr/>						
20204725	000609/	AMERICAN EXPRESS				
		CL-180034	13-5310-0-5240.00-0000-3700-700-000-000	Food Service Certification		327.94
			WARRANT TOTAL			\$327.94
20204726	070841/	ECOLAB				
		PV-190007	13-5310-0-5605.00-0000-3700-700-000-000	Dishwasher supplies		135.94
			WARRANT TOTAL			\$135.94
20204727	070263/	FEDEX				
		PV-190005	13-5310-0-5960.00-0000-3700-700-000-000	Postage		56.74
			WARRANT TOTAL			\$56.74
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	3	TOTAL AMOUNT OF CHECKS:	\$520.62*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	3	TOTAL AMOUNT:	\$520.62*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	14	TOTAL AMOUNT OF CHECKS:	\$26,611.76*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	14	TOTAL AMOUNT:	\$26,611.76*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	14	TOTAL AMOUNT OF CHECKS:	\$26,611.76*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	14	TOTAL AMOUNT:	\$26,611.76*

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

VENDOR PAYMENT CERTIFICATION

Date 7/25/18

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 \$ 127,511.90.

FUND NUMBERBATCH NUMBER

AMOUNT

01

3

87,347.3

78

W

40,164.59

Authorized Signature

Aming Presco. H

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0003 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		
20205299	070067/	APPLE				
		PO-190025	1. 01-0000-0-4400.00-1110-2420-104-000-000	6745621813		2,937.49
			WARRANT TOTAL			\$2,937.49
20205300	070513/	BOYS AND GIRLS CLUB				
		CL-180050	01-0000-0-5840.00-1110-1010-104-000-601	1368		10,000.00
			WARRANT TOTAL			\$10,000.00
20205301	070711/	BRIGHT PATH THERAPISTS				
		CL-180045	01-6500-0-5835.00-5770-1182-700-000-000	6388, 7341, 7416, 7476		1,077.30
			WARRANT TOTAL			\$1,077.30
20205302	002270/	FISHMAN SUPPLY CO.				
		PO-190009	1. 01-0000-0-4300.00-0000-8210-104-000-000	1142086.1, 1142480		38.74
			WARRANT TOTAL			\$38.74
20205303	000039/	KAISER FOUNDATION				
		PV-190010	01-0000-0-9526.00-0000-0000-000-000-000	578-0002		15,437.53
			01-0000-0-9526.00-0000-0000-000-000-000	16734-0001		13,108.12
			WARRANT TOTAL			\$28,545.65
20205304	071083/	TERENA MARES				
		CL-180049	01-0000-0-4300.00-0000-2700-104-000-000	Graduation purchases		159.03
			WARRANT TOTAL			\$159.03
20205305	001019/	MARIN PUPIL TRANS. AGENCY				
		PO-190044	1. 01-9002-0-7143.00-5001-9200-700-000-000	19-8		38,785.00
			WARRANT TOTAL			\$38,785.00
20205306	000015/	MSIA DENTAL				
		PV-190011	01-0000-0-9528.00-0000-0000-000-000-000	August 2018		2,765.08
			WARRANT TOTAL			\$2,765.08
20205307	000117/	MSIA VISION				
		PV-190012	01-0000-0-9529.00-0000-0000-000-000-000	August 2018		350.82
			WARRANT TOTAL			\$350.82

COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 07/27/2018

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	
20205308	070879/	SUNNY HILLS SERVICES													
		CL-180047		01	6500	0-5833	00	5750	1185	700	000	000	June 18 ESY-Kassa	2,688.20	
		WARRANT TOTAL												\$2,688.20	
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:				10		TOTAL AMOUNT OF CHECKS:				\$87,347.31*		
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			TOTAL EFT GENERATED:				0		TOTAL AMOUNT OF EFT:				\$0.00*		
			TOTAL PAYMENTS:				10		TOTAL AMOUNT:				\$87,347.31*		

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT

BATCH: 0003 GENERAL FUND

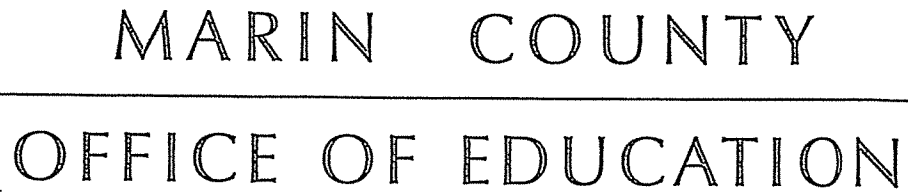
FUND : 78 PASS-THROUGH ~ REVENUES

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 07/27/2018

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	
20205309	002172/	WILLOW CREEK ACADEMY													
		PV-190009												May 2018 A Bulletins	40,164.59
														WARRANT TOTAL	\$40,164.59
*** FUND	TOTALS ***														
							TOTAL NUMBER OF CHECKS:							TOTAL AMOUNT OF CHECKS:	\$40,164.59*
							TOTAL ACH GENERATED:							TOTAL AMOUNT OF ACH:	\$0.00*
							TOTAL EFT GENERATED:							TOTAL AMOUNT OF EFT:	\$0.00*
							TOTAL PAYMENTS:							TOTAL AMOUNT:	\$40,164.59*
*** BATCH	TOTALS ***														
							TOTAL NUMBER OF CHECKS:							TOTAL AMOUNT OF CHECKS:	\$127,511.90*
							TOTAL ACH GENERATED:							TOTAL AMOUNT OF ACH:	\$0.00*
							TOTAL EFT GENERATED:							TOTAL AMOUNT OF EFT:	\$0.00*
							TOTAL PAYMENTS:							TOTAL AMOUNT:	\$127,511.90*
*** DISTRICT	TOTALS ***														
							TOTAL NUMBER OF CHECKS:							TOTAL AMOUNT OF CHECKS:	\$127,511.90*
							TOTAL ACH GENERATED:							TOTAL AMOUNT OF ACH:	\$0.00*
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							TOTAL PAYMENTS:							TOTAL AMOUNT:	\$127,511.90*

Printed: 07/26/2018 10:54:11



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

Date 8/1/18

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 \$ 56,423.22.

[illegible]

Authorized Signature Amy Prescott

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0004 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		
20205845	000609/	AMERICAN EXPRESS				
		CL-180051	01-0000-0-4319.00-1110-2140-104-000-000	May 2018 PD Food Purchase		1,005.13
		CL-180052	01-9473-0-5819.00-1110-1010-104-000-000	Bus rental		810.25
		CL-180053	01-0000-0-4300.00-0000-2700-104-000-000	Uniforms		78.63
		CL-180055	01-0000-0-4300.00-0000-7110-700-000-000	Board meeting food		54.86
			WARRANT TOTAL			\$1,948.87
20205846	070067/	APPLE				
		PO-190025	1. 01-0000-0-4400.00-1110-2420-104-000-000	674739417		2,489.70
			WARRANT TOTAL			\$2,489.70
20205847	070049/	BROOKS DEBRUIN				
		PV-190014	01-8150-0-5230.00-0000-8110-735-000-000	7/18 Mileage		13.08
			WARRANT TOTAL			\$13.08
20205848	002270/	FISHMAN SUPPLY CO.				
		PO-190009	1. 01-0000-0-4300.00-0000-8210-104-000-000	1143227		703.63
			WARRANT TOTAL			\$703.63
20205849	000023/	GOODMAN BUILDING SUPPLY CO.				
		PO-190008	1. 01-8150-0-4300.00-0000-8110-103-000-000	7/18 WCA		26.04
			2. 01-8150-0-4300.00-0000-8110-104-000-000	7/18 BMLK		26.04
			WARRANT TOTAL			\$52.08
20205850	070785/	HANNAH PROJECT				
		PO-190017	1. 01-0000-0-5840.00-1430-1020-104-000-000	3		5,100.00
			WARRANT TOTAL			\$5,100.00
20205851	070847/	IES				
		CL-180061	01-6230-0-5840.00-0000-8500-104-000-000	WO#1.3		39,437.60
			WARRANT TOTAL			\$39,437.60
20205852	002345/	KONE INC.				
		PO-190006	2. 01-8150-0-5840.00-0000-8110-104-000-000	7/18 BMLK		136.43
			WARRANT TOTAL			\$136.43

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0004 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	
20205853	000058/	P G & E CO				
		CL-180059	01-0000-0-5510.00-0000-8200-104-000-000	6/18 BMLK charges	2,951.01	
		CL-180060	01-0000-0-5510.00-0000-8200-103-000-000	6/18 WCA charges	1,902.89	
			WARRANT TOTAL		\$4,853.90	
20205854	070222/	PROTECTION ONE				
		P0-190005	3. 01-0000-0-5840.00-0000-8300-103-000-000	8/18 WCA	121.78	
			1. 01-0000-0-5840.00-0000-8300-104-000-000	8/18 BMLK	647.79	
			2. 01-0000-0-5840.00-0000-8300-700-000-000	8/18 Dist.	83.30	
		PV-190013	01-0000-0-5840.00-0000-8300-103-000-000	8/18 Extended Monitor WCA	91.81	
			WARRANT TOTAL		\$944.68	
20205855	001206/	SHELL OIL CO.				
		CL-180058	01-0000-0-4301.00-0000-8110-735-000-000	District vehicles gas	19.80	
			WARRANT TOTAL		\$19.80	
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	11	TOTAL AMOUNT OF CHECKS:	\$55,699.77*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
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			TOTAL PAYMENTS:	11	TOTAL AMOUNT:	\$55,699.77*

DISTRICT: 047 SAUSALITO SCHOOL DISTRICT
BATCH: 0004 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	
20205856	000609/	AMERICAN EXPRESS				
		CL-180054	13-5310-0-4700.00-0000-3700-700-000-000		Cafeteria food purchases	369.66
		CL-180056	13-5310-0-5240.00-0000-3700-700-000-000		Cafeteria Server Training	237.49
			WARRANT TOTAL			\$607.15
20205857	070841/	ECOLAB				
		PO-190045	1. 13-5310-0-5605.00-0000-3700-700-000-000	273923		116.30
			WARRANT TOTAL			\$116.30
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$723.45*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$723.45*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	13	TOTAL AMOUNT OF CHECKS:	\$56,423.22*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	13	TOTAL AMOUNT:	\$56,423.22*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	13	TOTAL AMOUNT OF CHECKS:	\$56,423.22*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	13	TOTAL AMOUNT:	\$56,423.22*

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**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
June 26, 2018**

ATTENDANCE

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

Superintendent: Will McCoy

Deputy Superintendent Terena Mares of the Marin County Office of Education also attended the meeting

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

CLOSED SESSION

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

RECONVENE TO OPEN SESSION

Open session reconvened at 6:08 p.m.

REPORT OUT OF CLOSED SESSION

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

PLEDGE OF ALLEGIANCE

Trustee Van Alst led the pledge of allegiance.

REORGANIZATION OF AGENDA

Trustee Van Alst said that concerns have been raised by the County Superintendent that she has a common law conflict of interest in decisions that affect the relationship between the district and the charter school, arising from the fact that she has a child attending the charter school. She continued: Although I do not believe that a conflict exists, given the nature of the allegations and the ongoing investigation of the district by the Attorney General, I am recusing myself from several items on the agenda: 15.01: 2018-2019 District Local Control Accountability Plan, 15.02: 2018-2019 District Budget, 15.05: Willow Creek Academy's Petition for a Renewal of its Charter, 15.10: Contract with Ryland School Business Consulting.

M/s/c Newmeyer/Van Alst to Approve the Agenda

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

BOARD COMMUNICATIONS

Trustee Green said that the graduation ceremony at BMLK was a fabulous event and a clear indication of the work and love that the community devotes to the school and our children. The step-

up ceremony also made us “Panther” proud. She continued: As a trustee on this Board and long time resident, I am proud to call this community of Sausalito and Marin City home and myself a servant of all the children who go to school here.

All trustees concurred that this year’s graduation ceremony was a memorable event.

ORAL COMMUNICATIONS

Marilyn Mackel said that at the last board meeting, the debt that the District incurred for the construction of the modular buildings was blamed on the former superintendent. This indicates that the Board does not want to take responsibility for its actions.

APPRECIATION – FRAN NELSON

Ms. Nelson has been the Bayside MLK Jr. Academy librarian for 15 years. She is retiring at the end of June.

Principal Finnane said that often library specialists feel that the library is their exclusive domain. Not so with Fran Nelson. She is gracious and thoughtful and sees the library as part of the public space open to all to support the work of the community. In addition, she has worked hard with the public library system which is helping us update our library collection.

Trustee Barrow presented Ms. Nelson with a gift and a bouquet of flowers.

Ms. Nelson thanked the Board and said that she has mixed feelings about leaving. She would like to come back as a volunteer to help as needed and stay involved with the school and community that she has grown to love.

SUPERINTENDENT

Incoming interim superintendent Terena Mares said that the district has been making somewhat slow progress toward the community school goal, which has been part of the LCAP for the last three years. She said that district administrators will continue its work with the California Collaborative for Educational Excellence to further progress on the goal and that she will give monthly reports to the Board going forward.

Regarding Assembly Bill 2808, Ms. Mares said that she would categorize it as a reset of the funding targets associated with the LCFF & LCAP legislation of 2013. The bill reintroduces an ambitious funding goal– it is estimated the funding goal will require an additional \$45 billion currently estimated for the late 2030s. In the meantime, the State will resort to gap funding to compensate for shortfalls. Once the bill has become law, the County Office of Education is available to model various scenarios with property taxes and average attendance to gauge the impact of these funds on our district and its financial commitments to the charter school.

Ms. Mares said that for the Director of Maintenance and Operations position, the district will pursue a possible contract with neighboring districts, consulting company or a retired director. This may provide an opportunity to analyze our staffing and management of facilities needs and to be more proactive and efficient.

Jeff Knowles said that Willow Creek Academy followed the advice of the California School Boards Association and adopted a resolution to support full and fair funding of our schools. California is a laggard in education funding. Assembly Bill 2808 will boost education funding across California. This Board should also join our effort in adopting a resolution supporting the bill, he concluded.

David Suto said that AB 2808 indicates that legislators do not believe we are spending enough on education. We should look at long term bond funding and ways in which this bill would impact a possible bond.

SITE LEADERSHIP – David Finnane

Principal Finnane thanked everyone for coming to the graduation ceremony. He said that the testing data for Bayside MLK Jr. Academy indicates that we have a great deal of work to do and we should be held accountable.

There is a lot of interest in Freedom School from the community and we look forward to having a full contingent of students attend this summer.

We hope to update our current web site by the first day of school.

Mr. Finnane gave a PowerPoint presentation on the latest ESGI and MAP testing data which showed that kindergarteners are making excellent progress, on a par with their peers in the County. He showed MAP testing results for 1st through 8th grades, showing the class average percentile for each grade. Next year, we must look at the results and respond to them and hold teachers accountable to use the data to drive their instruction. Each child must get instruction based on where he/she is, he told the Board.

A parent asked what the school plans to do for kids who are behind in their studies. Mr. Finnane said that we are blessed with small class sizes so our teachers should be able to meet the individual needs of our students. We will look at general education intervention services for our students to remediate reading comprehension. We also have a large number of volunteers who come to us through 10000 Degrees. Going forward, we need a research-based intervention program so that children who need help will get the right coaching.

At 7:35 pm, trustee Van Alst left the meeting.

Willow Creek Academy's Petition for a Renewal of its Charter

Tara Seekins, head of school at Willow Creek Academy shared the mission and vision of the school. Enrollment for next year is expected to be equally divided between Sausalito and Marin City. There will also be about 60 children from out of district.

She said that the curriculum at WCA is project-based and inquiry driven and emphasizes global citizenship. The school strives for a responsive classroom model to address the social-emotional needs of its students and uses the restorative justice model to address behavior support.

Ms. Seekins said that WCA students outperform California students as well as similar charter schools in English and Math on State standardized tests.

WCA Board president Kurt Weinsheimer thanked Ms. Seekins and her team for their consistent efforts. He said that WCA continues to have problems to close the achievement gap, but is moving in the right direction. He outlined the school's priorities: Teaching /curriculum, high school readiness, hiring and training the best staff, culture and community and parental engagement.

Mr. Weinsheimer discussed the effect of district budget projections for 2019-20. He said that assuming maximum charges to WCA, there is 10% gap between the school's current budget and potential costs.

Lisa Mori of Fagen Friedman and Fulfrost explained the legal process for reviewing charter renewal petition. The District is primarily required to look at student academic performance in considering the renewal of the charter. There are 16 required elements that the petition must address. She said that it is the opinion of Fagen Friedman and Fulfrost that they covered all 16 elements.

Terri Ryland of Ryland School Business Consulting gave an overview of WCA's financial projections. She said that the budget appeared solid and that it is likely that the school will be able to successfully implement the program set forth in its petition.

Marilyn Mackel said her concern is about the lack of comprehensive performance data of WCA students.

David Suto said this is a good occasion for the Board to give feedback to the charter school. He continued: Ms. Seekins talked about the need for art, physical education and other non academic subjects at Willow Creek Academy. I wish that better racial/ demographic data had been used in the presentation; these would have shown an over-concentration of white students at WCA. We need to have more children from Sausalito at Bayside MLK Jr. Academy. Going forward, it is important for the two schools to work together.

Peter Van Meter said that he has been a tutor at Bayside MLK Jr. Academy for the past 23 years. He said that the charter school is the best thing to have happened to this district and urged the trustees to approve the petition and fund WCA adequately to allow it to continue its program.

Jeff Knowles said that the petition provides demographic data based on the most recent census information from 2010. The law requires the charter school to show that it tries to achieve demographic balance and WCA is proud of its achievements in this regard.

At 9:17 p.m., Trustee Barrow said that the Board would take a short break. The Board reconvened the meeting at 9:25 p.m.

M/s/c Turner/Green to Approve Willow Creek Academy's Petition for a Renewal of its Charter

Ayes: Barrow, Green, Newmeyer, Turner

Noes: None

Absent: Van Alst

Trustee Van Alst returned to the meeting at 9:26 p.m.

CONSENT AGENDA

Roll Call Newmeyer/Turner to Approve the Following Consent Agenda items:

Payment of Warrants – Batches 47-48

Minutes of the June 12 and June 14, 2018 Board Meetings

Purchase of the Read Naturally Software for the Resource Classroom (\$825)

Fagen Friedman Fulfrost Legal Services Agreement for 2018-2019 (Renewal)

California School Boards Association Membership (\$4973.00) and Gamut Manual Maintenance Fees (\$3080.00) for 2018-2019 (Renewal)

Follett School Library Management System Software Invoice for 2018-2019 (\$1254.01) (Renewal)

2018-2019 Agreement with the Marin County Office of Education for the edStop1 School Web Portal Membership (\$266.70) (Renewal)

2018-19 Consolidated Application to Be Submitted to the California Department of Education by June 30, 2018

2018-2019 Garden Education Coordinator Contract in the Amount of \$20,010

Contract with Earl Farnsworth Express for Relocation Services at Bayside Martin Luther King Jr. Academy not to Exceed \$13,493 (New Expense)

Ayes: Barrow, Green, Newmeyer, Van Alst

Noes: None

Abstain: Turner

At 9:29 pm, trustee Van Alst left the meeting.

District's 2018-2019 Local Control Accountability Plan and 2018-2019 Budget

Ms. Mares said that the district is grateful for the work by Amy Prescott on the budget and LCAP. She explained that this version of the budget has been updated to include an additional Summer Bridge class to accommodate all 34 children who wish to attend. There is provision for a full-time PE and full-time foreign language teacher for the 19-20 and 20-21 budgets.

For next year, the budget deficit has increased to \$707,531 but the 5% reserve has been maintained. She then summarized the impact of the expiration of the MOU with WCA in 2019, projecting a net estimated positive budgetary impact of \$835,712.

Over \$500K in academic program services that the District has planned for 18-19 will be covered by grants. The District contribution to the Center for Excellence arts program has not been added to the out-year budgets, and pending Board approval will be incorporated into future multi-year projections.

Roughly \$3 million of our 18-19 budget is going towards goal 1 in the LCAP, namely academic achievement. The bulk of the district's investment for the next three years will be in sustained school achievement in all core subjects, community school development, improved family engagement and a strengthened school climate.

Trustee Newmeyer suggested that the budget be approved with the provision of paying down the district debt using insurance funds earmarked for district office reconstruction. The motion was not seconded and failed.

M/s/c Turner/Green to Approve the District's 2018-2019 Local Control Accountability Plan

Ayes: Barrow, Green, Newmeyer, Turner

Noes: None

Absent: Van Alst

2018-2019 Budget

Trustee Green suggested that the budget be approved with the addition of the \$374K Department of General Services grant to the unrestricted funds. The motion failed.

Trustee Turner suggested a vote on the budget as presented.

M/s/c Turner/ Green to Approve the District's 2018-2019 Budget

Ayes: Barrow, Green, Turner

Noes: Newmeyer

Absent: Van Alst

At 10:45 p.m. trustee Van Alst returned to the meeting.

Center for Excellence Five Year Arts Plan

Barbara Killey asked that the Board adopt the plan that was presented at the May 29 board meeting.

M/s/c Green/Turner to Approve the Center for Excellence Five Year Arts Plan

Ayes: Barrow, Green, Newmeyer, Turner

Noes: None

Absent: None

Abstain: Van Alst

Contract with Momentum in Teaching for Professional Development in 2018-2019

M/s/c Turner/Newmeyer to Approve the Contract with Momentum in Teaching for Professional Development in 2018-2019

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

2018-2019 Board Meeting Calendar – Second Tuesdays or Second Thursdays of the Month

M/s/c Turner/Green to Approve 2018-2019 Board Meeting Calendar – Second Thursday of the Month

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

2018-2019 Agreement with Marin County Office of Education for Business Services

M/s/c Van Alst/Green to Approve the 2018-2019 Agreement with Marin County Office of Education for Business Services

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

Waiver of Administrative Credential for Interim Superintendent Terena Mares

M/s/c Green/Turner to Approve the Waiver of Administrative Credential for Interim Superintendent Terena Mares

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

District's Initial Proposal to the Sausalito District Teachers Association (SDTA)

M/s/c Newmeyer/Turner to Approve the District's Initial Proposal to the Sausalito District Teachers Association (SDTA)

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

Contract with Ryland School Business Consulting

M/s/c Green/Newmeyer to Approve the Contract with Ryland School Business Consulting

Ayes: Barrow, Green, Newmeyer, Turner

Noes: None

Absent: Van Alst

Trustee Green and the rest of the Board thanked Mr. McCoy for his services to the district and wished him well in his future endeavors.

ADJOURNMENT

M/s/c Van Alst/Newmeyer to Adjourn at 11:10 p.m.

Ayes: Barrow, Green, Newmeyer, Turner, Van Alst

Noes: None

Absent: None

Signature/Date

Title

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
July 11, 2018**

ATTENDANCE

Present: Joshua Barrow, Ida Green, Thomas Newmeyer, Debra Turner

Absent: Caroline Van Alst

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

PLEDGE OF ALLEGIANCE

Trustee Newmeyer led the pledge of allegiance.

CLOSED SESSION

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

RECONVENE TO OPEN SESSION

Open session reconvened at 6:53 p.m.

REPORT OUT OF CLOSED SESSION

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

ADJOURNMENT

M/s/c Newmeyer /Turner to Adjourn at 6:54 p.m.

Ayes: Barrow, Green, Newmeyer, Turner

Noes: None

Absent: Van Alst

Signature/Date

Title

Quarterly Report on Williams Uniform Complaints
[Education Code Section 35186]
Fiscal Year 2018-19

District: Sausalito Marin City

Person completing this form: Terena Mares

Title: Interim Superintendent

Quarterly Report Submission Date: (check one)

<input checked="" type="checkbox"/>	July 2018	(4/1/18 to 6/30/18)
<input type="checkbox"/>	October 2018	(7/1/18 to 9/30/18)
<input type="checkbox"/>	January 2019	(10/1/18 to 12/31/18)
<input type="checkbox"/>	April 2019	(1/1/19 to 3/31/19)

Date for information to be reported publicly at governing board meeting: August 9, 2018

Please check the box that applies:

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

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
Totals	0		

Terena Mares

Name of District Superintendent

Signature of District Superintendent



1895 - 2018

SAUSALITO MARIN CITY SCHOOL DISTRICT

Interim Superintendent: Terena Mares
Board of Trustees: Joshua Barrow(President), Ida Green, Thomas Newmeyer, Debra Turner and Caroline Van Alst

Anne & Jeffrey Howson

July 31, 2018

Dear Mr. & Mrs. Howson:

On behalf of the children of the Sausalito Marin City School District, I would like to thank you for your very generous donation of \$233 towards the cost of bus transportation for a field trip to Richardson Bay on 5/8/2018. As you know, the children benefit greatly from field trips such as this to the important nature preserves in our area. We appreciate the generosity of our neighbors, which makes these educational outings possible.

We hereby certify that no goods or services were provided in consideration of this contribution.

Sincerely,

Amy Prescott
Interim Chief Business Official

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



SAUSALITO MARIN CITY SCHOOL DISTRICT

Interim Superintendent: Terena Mares
Board of Trustees: Joshua Barrow(President), Ida Green, Thomas Newmeyer,
Debra Turner and Caroline Van Alst

1895 - 2018

Paige MacLeod

July 31, 2018

Dear Ms. MacLeod:

On behalf of the children of the Sausalito Marin City School District, I would like to thank you for your very generous donation of \$233 towards the cost of bus transportation for a field trip to Richardson Bay on 5/8/2018. As you know, the children benefit greatly from field trips such as this to the important nature preserves in our area. We appreciate the generosity of our neighbors, which makes these educational outings possible.

We hereby certify that no goods or services were provided in consideration of this contribution.

Sincerely,

Amy Prescott
Interim Chief Business Official

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



1895 - 2018

SAUSALITO MARIN CITY SCHOOL DISTRICT

Interim Superintendent: Terena Mares
Board of Trustees: Joshua Barrow (President), Ida Green, Thomas Newmeyer,
Debra Turner and Caroline Van Alst

Diane Lynch

July 31, 2018

Dear Ms. Lynch:

On behalf of the children of the Sausalito Marin City School District, I would like to thank you for your very generous donation of \$233 towards the cost of bus transportation for a field trip to Richardson Bay on 5/8/2018. As you know, the children benefit greatly from field trips such as this to the important nature preserves in our area. We appreciate the generosity of our neighbors, which makes these educational outings possible.

We hereby certify that no goods or services were provided in consideration of this contribution.

Sincerely,

Amy Prescott
Interim Chief Business Official

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



Measuring What Matters™

Schedule A

Company Address: 121 NW Everett Street
Portland, OR 97209

License Start Date: 09/01/2018

License End Date: 08/31/2019

Prepared By: Mark Christian
Phone: (925) 262-6497
Email: mark.christian@nwea.org

Bill To Name: Sausalito Marin City School
District

Bill To Address: 630 Nevada Street
Sausalito, CA 94965

Created Date: 06/14/2018

Quote Number: 00006661

Partner ID: 13809

Contact Name: Amy Prescott
Phone: (415) 332-3190
Email: cbo@smcsd.org

Ship To Name: Sausalito Marin City School
District

Ship To Address: 630 Nevada St
Sausalito, CA 94965

Product	Sales Price	Quantity	Total Price
MAP Growth Science (Add-On)	\$2.50	90	\$225.00
MAP Growth Math, Reading, & Language	\$13.50	90	\$1,215.00
MAP Growth K-2	\$13.50	35	\$472.50
Grand Total			\$1,912.50

Terms and Conditions

This Schedule A is subject to NWEA's terms and conditions located at: <https://legal.nwea.org/>. By signing this Schedule A you agree you have read and understood the terms and agree to them.

Information about NWEA's collection, use, and disclosure of Student Information can be found here:
<https://legal.nwea.org/nwea-privacy-and-security-for-pii.html>

NWEA's W9 can be found at: <https://legal.nwea.org/nwea-w-9.html>

Until this Schedule A is signed, the terms identified here are valid for 90 days from the date above. Please confirm the billing address, or specify changes to your account manager.

Signature

Signature: _____

Printed Name: _____

Date: _____

Title: _____

Sausalito Marin City School District

Agenda Item: 13.06

Date: August 9, 2018

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

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

Item: Review and Approve the Declaration of Need for Fully Qualified Educators for the 2018-2019 School Year (3 Limited Assignment Permit in the Areas of Math, Art, and Music).

Background:

The District must employ teachers who are appropriately credentialed according to the California Education Code. Occasionally, the need arises to assign a teacher to teach in an area in which they have experience and education but may not have completed a second credential. Teachers who are credentialed in one area may apply for a Limited Assignment Permit to teach another subject for up to three years while they are working on obtaining an additional credential.

The District may hire the most qualified applicant and declare a need to hire the candidate with an Emergency Permit. Emergency Permits are also temporary in nature and require the holder to demonstrate satisfactory progress towards obtaining an appropriate credential.

Fiscal Impact: None

Recommendation: Approve

Attachments: Declaration of Need for Fully Qualified Educators for the 2018-2019 School Year.

- 3 Single Subject in the areas of Art, Music, and Math



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2018-2019

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Sausalito Marin City School District District CDS Code: 65474

Name of County: Marin County CDS Code: 21

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 09 / 18 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2019.

Submitted by (Superintendent, Board Secretary, or Designee):

Terena Mares

Interim Superintendent

Name

Signature

Title

415-332-9643

415-332-3190

August 9, 2018

Fax Number

Telephone Number

Date

200 Phillips Drive, Sausalito, CA 94965

Mailing Address

tmares@marinschools.org

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	3
Special Education	
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☒

If no, explain. District size too small.

Does your agency participate in a Commission-approved college or university internship program? Yes ☐ No ☒

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

Sausalito Marin City School District

Agenda Item: 14.01

Date: August 9, 2018

- | | |
|---|---|
| <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: Review and Approve the Three Year Contract with Infinity Communications and Consulting, Inc. to Support the District's E-Rate Program in the Amount of \$4,500 Each Year (Renewal)

Background:

Infinity Communications and Consulting, Inc. supports districts in accessing funding through federal and state grants to subsidize their telecommunications and internet access needs. The federal E-rate program provides discounts on eligible services and products that are essential for schools and libraries to receive high-speed broadband. The amount of discount depends on the level of poverty and location of the entity receiving service. The discount ranges from 20% to 90% of the cost of eligible services.

Fiscal Impact:

- \$4,500 Paid by Unrestricted Base Funds (Budgeted)
- \$14,400 in Reimbursements - Approximately 80% for Internet Services (Budgeted)

Recommendation: Approve

Attachments:

- Three Year Contract with Infinity Communications and Consulting, Inc. to Support the District's E-Rate Program in the Amount of \$4,500 Each Year



COMMUNICATIONS AND CONSULTING

INFINITY COMMUNICATIONS & CONSULTING, INC.
MASTER AGREEMENT FOR PROFESSIONAL SERVICES

Client No: 0392

This Agreement for Professional Services ("Agreement") is entered as of this day, May 3, 2018, between Infinity Communications & Consulting, Inc. hereinafter referred to as "Infinity," and Sausalito Marin City School District hereinafter referred to as the "Client." The parties agree as follows:

1. SERVICES

Infinity agrees to perform Consulting and Professional Services ("Services") on behalf of the Client as set forth in this agreement and attachments. Infinity's responsibilities and determination of reimbursable cost for said Services are set forth in the project attachment(s), which include the Infinity/Client Responsibilities, Terms, Payment Schedule(s) (if applicable) and Reimbursable Expenses Schedule.

2. BASIS OF COMPENSATION

Infinity will invoice for services performed under the scope of work for each of the project attachment(s). The client will render payment to Infinity upon receipt of invoices.

3. TERM AND TERMINATION OF SERVICE

Infinity's services are provided on a term commitment basis as specified in the project attachments. The term commences on the signed acceptance of the project attachment(s).

The Client and/or Infinity may terminate this Agreement, without cause, at any time by submitting written notice to the other party. The written Notice of Termination must be received no less than Thirty (30) days prior to the desired date of Termination.

In the event that the Client terminates this Agreement without cause, the Client agrees to compensate Infinity for all work, Service Fees, and reimbursable expenses completed prior to the date of termination, and release Infinity from all liability, claims and causes of action resulting from negligent acts or omissions of the Client, its agents and/or employees performed after the date of termination.

In the event that the Agreement is terminated; Infinity shall deliver copies of all data and files related to this Agreement to the Client within Thirty (30) days.

4. CLIENT'S RESPONSIBILITY

The Client agrees to comply with the responsibilities as specified in the project attachments to ensure the successful completion of services covered in this Agreement.

5. RECORDS

Infinity will maintain full and accurate records in connection with this Agreement and will make them available to the Client for inspection during normal business hours, Monday to Friday, 8am to 5pm.

6. STATUS OF INFINITY

The Client and Infinity agree that Infinity, in performing the services specified in this Agreement, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. Infinity shall be free to contract for similar service to be performed for other parties while under contract with the Client. Infinity is not entitled to participate in any pension plan, insurance, bonus or similar benefits the Client provides for its employees.

INFINITY

COMMUNICATIONS AND CONSULTING

7. COPYRIGHTS AND LICENSES

The Client and Infinity agree that in transmitting "Instruments of Services", or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for the use of this project.

Infinity and/or its Consultants shall be deemed the authors and owners of their respective "Instruments of Service", including, but not limited to Infinity's, Erate Template Forms, Bid Documents, Drawings and Specifications, and Infinity shall retain all common law, statutory and other reserved rights, including copy rights. The Submission or distribution of these "Instruments of Service" to meet the requirement of this Agreement shall not be construed as a publication in derogation of the reserved rights of Infinity and/or its consultants.

Upon execution of this Agreement, Infinity grants the Client a nonexclusive limited license to use Infinity's "Instrument of Service" solely and exclusively for the purposes of constructing, using, maintaining, altering and adding to the projects associated to this Agreement, provided that the Client substantially performs its obligation, including prompt payment of all fees due to Infinity, under this Agreement. If Infinity rightfully terminates this Agreement for cause the license granted to the Client shall terminate.

In the event that the Client uses the "Instruments of Service" without obtaining Infinity's written consent, the Client releases Infinity from all liability, claims and causes of action arising from such use.

8. HOLD HARMLESS & LIMITATION OF LIABILITY

Infinity and Client agree to hold the other party, its officers, agents, and employees harmless, from all suits, claims and liabilities resulting from negligent acts or omissions of the other party, its officers, agents or employees under this Agreement. In the event Infinity is found in breach of this Agreement and/or negligent, the parties agree that the maximum amount of damages the Client may receive from Infinity shall not exceed the aggregate payment(s) Infinity has actually received from Client under this Agreement during the particular year of the breach and/or negligence. Any legal action arising from or taken by either party, shall be governed by the laws of the State of California / County of Kern and shall be brought in its courts.

9. COMPLIANCE WITH LAWS

Infinity shall comply with all applicable federal, state and local laws, rules, regulations and ordinances involving its employees, including workers' compensation and tax laws.

10. MODIFICATION, ASSIGNMENT & ATTORNEY'S FEES

This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved/acknowledge by both parties under a writing Addendum. If any action is brought concerning this Agreement, the prevailing party will be entitled to reasonable attorney's fees.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

Infinity Communications & Consulting, Inc.

Signature

Martin Skiby

Name

P.O. Box 999, Bakersfield, Ca. 93302

Address/City/State/Zip

82-0573429

Federal Tax ID#

05/03/2018

Date

Chief Operating Officer

Title

Sausalito Marin City School District

Signature

Date

Name

Title

Address/City/State/Zip

Federal Tax ID#



PROJECT ATTACHMENT #0392-18A

Master
Agreement No: 0392

SERVICES: CATEGORY ONE E-RATE CONSULTING SERVICES

INFINITY'S RESPONSIBILITIES

Infinity shall perform the following tasks for our Category One E-rate Consulting Services:

E-rate and California Teleconnect Fund (CTF) Consulting Service

1. Client Access – Infinity will be available to the Client by phone, email, or in person to address Client related E-rate Funding issues. Client will provide Infinity with a minimum of 72 hours' notice of a request for onsite service.
2. Program Updates – Infinity will update the Client on changes in the E-rate and CTF process and help staff to take advantage of newly eligible products and services.
3. Program Compliance – Infinity will assist the Client to verify that USAC rules are being followed and, if necessary, provide guidance on new processes or procedures to ensure program compliance, in regards to Bid Evaluations, Procurement, Technology Plans, CIPA compliance, Technology Budget, and Document Retention.

E-rate Application Management

1. Needs Assessment and Strategic Planning – Infinity will assist the Client to determine a Filing Strategy that best meets the Client's needs to maximize the Client's E-rate funding opportunities.
2. Determination of Funding Request Amount – Infinity will prepare the required "Item 21 Attachment Sheet", by; review one (1) month of the Client's bills from eligible Service Providers to determine an estimated annual funding request, review of Client's current annual contract(s) for eligible services, and/or review of new contract(s) for eligible services.
3. File Forms – Infinity will prepare and file the following forms required by USAC's School and Library Division to receive E-rate Category One Telecommunications and Internet Access funding: Form 470, Form 471, and Form 486.
4. Administration of PIA Process – Infinity will assist the Client in responses to and delivery of the required documentation for USAC's "Program Integrity Assurance" (PIA) information requests.
5. Service Provider Collections – Infinity will prepare the Service Provider's required forms ("Discount Grids") to have the Client's eligible discounts added to the monthly Service Provider Bills (SPI Method), or prepare and file the Form 472 (BEAR Method) to have a reimbursement check issued for the eligible discount amount.
6. Application Status – Infinity will provide the Client with progress status on applications, reviews, and modifications, for the Client's open funding requests.

Request for Proposal (RFP) Management Services

1. Develop RFP Documents – Infinity will develop a Request for Proposal (RFP) for Category One Services in compliance with the Client's Local/State and the E-rate Program's procurement requirements. If newspaper publication is required, Infinity will assist the Client with compliance at least 20 days prior to receipt of responses to the Form 470.
2. RFP Tracking – Infinity will distribute and track, in electronic form only, the "RFP Documents" to prospective bidders thru Infinity's "Projects" website.
3. Administration of RFP Process – Infinity will prepare and distribute project clarification(s) and/or addenda(s) to address questions from prospective bidders.
4. Bid Opening – Infinity will conduct the opening of bid response(s). All bid openings will be held at Infinity's offices, unless otherwise agreed upon between the Client and Infinity.
5. Bid Evaluation – Infinity will evaluate the bid responses based on the E-rate Program's requirements for the "Evaluation of Bids", and provide the Client with recommendations for the award of contract(s).
6. Contract Administration – Infinity will collect the documents necessary for the award of contract from the successful bidder and coordinate the delivery to the Client for execution.

Audit Assistance

1. Document Retention – Infinity will maintain a copy of the documents required for E-rate Program's "Document Retention Policy", including; "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance", for up to 10 years from the last date of service.
2. Document Assistance – Infinity will assist the Client in the preparation and delivery of the Auditor requested documentation.
3. Support Services – Infinity will represent the Client during all E-rate Audits.



CLIENT'S RESPONSIBILITIES

The Client's responsibilities, for the successful completion of our **Category One E-rate Consulting Services**, shall include:

1. Appointing a representative to act on their behalf, with respect to this agreement and the subsequent projects, who has the authority to render decisions and approve Requests from Infinity, in a timely manner as not to cause unreasonable delay in the progress of Infinity's service.
2. Provide Infinity with reasonable access to the site, if applicable, to allow Infinity the ability to perform the work detailed in this agreement.
3. Provide Infinity all information, required for the successful completion of the agreed service, within 10 days, after the receipt of a request from Infinity. This includes at a minimum, but not limited to; Copies of Monthly Service Provider Bills, Copies of Service Provider Contracts, Approved Free & Reduced Lunch numbers, Budget Information, Copy of Approved Technology Plan, Copy of CIPA Compliance, and "Authorized Contact" information.
4. Provide a Letter of Authorization (LOA), authorizing Infinity, to act on the Client's behalf to file E-rate forms and respond to the USAC's request for information.
5. Sign and certify the E-rate forms required for the Client's application for funding, in a timely manner, as not to cause a failure to comply with the E-rate Program's time sensitive deadlines.
6. For New Contracted Services or Month to Month Services, *only*
 - a. Conduct an "Open and Competitive" bid process, to comply with all applicable Local/State/Federal/E-rate Program procurement requirements, and bidding laws for all "new" requested services and contracts: including, but not limited to, publication of notice of the request for proposal in a newspaper of general circulation twice at least 10 days prior to receipt of the responses.
 - b. Conduct a non-bias bid evaluation, per the E-rate Program's "Evaluations of Bid" requirements, for all bid responses received as the result of posting a Form 470 (RFP).
 - c. Comply with all Local/State/Federal/E-rate Program requirements for the Award of Contract(s), including waiting a minimum of 28 days (after the filing of the Form 470 or RFP, whichever comes later) to execute contracts and/or to submit a Form 471 for the requested service.
 - d. Provide Infinity copies of all documents pertaining to an award of contract for each funding request, to comply with the E-rate Program's "Document Retention Policy", including but not limited to: Bidding Documents, Evaluation of responses, Board Meeting Minutes, Copies of the winning bidder's response, and Bidder's Item 21 Attachment Sheet.
7. Require the Service Provider, for the eligible services the Clients is entitled to receive California Teleconnect Fund (CTF) support, to invoice USAC by the SPI Method (Form 474).
8. Maintain and update an "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (E-rate Program). The Client will provide Infinity a copy of the EAR for compliance with the "Inventory" section of E-rate's "Document Retention Policy".
9. Maintain and update a "Service Provider Reimbursement Reconciliation" (SPRR) spread sheet. The SPRR shall include, by FRN(s), the total amount of funds associated with each reimbursement, and/or the total amount of discounts (in the form of discounted bills, checks, or credits) received from the Service Provider. The Client will provide Infinity a copy of the SPRR for compliance with the "Invoicing" section of E-rate's "Document Retention Policy".
10. Retain documents, for each funding request, related to the "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance" for a period of at least 10 years from the last date of service.

*** In the event, something unforeseen happens that is not covered under PROJECT ATTACHMENT #0392-18A with this contract, an additional fee will be negotiated before any additional services are provided.**

INFINITY

COMMUNICATIONS AND CONSULTING

TERM OF CONTRACT:

This Agreement is for a term of 3 years, with an expiration date of June 30, 2021. This agreement may be extended for two (2) additional one (1) year terms with written acknowledgement from both parties.

Infinity's fee will be an annual flat rate fee of \$4,500.00, for existing services Category One services.

* Existing services are for services currently being requested through the Erate program.

** Additional or new services may require and additional fee. This fee must be agreed to prior to billing.

Standard Hourly Rates Schedule

For additional works that is required outside the scope of the original project, the hourly rates listed will be charged. Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

Principal	\$175.00/hour
Sr. Systems Designer	\$145.00/hour
Systems Designer	\$105.00/hour
CAD Operator	\$58.00/hour
Sr. Construction Manager	\$125.00/hour
Construction Manager	\$95.00/hour
Contracts Administrator	\$61.00/hour
Erate Consultant	\$140.00/hour
Erate Specialist, III	\$90.00/hour
Erate Specialist, II	\$72.00/hour
Erate Specialist, I	\$51.00/hour
Support Staff	\$48.00/hour

Reimbursable Expenses Schedule

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blue Print Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Long Distance Phone Calls	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.545/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rate Schedule Above

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below

Infinity Communications & Consulting, Inc.

Sausalito Marin City School District

Signature

05/03/2018

Date

Signature

Date

Martin Skiby

Chief Operating Officer

Name

Title

Name

Title

P.O. Box 999, Bakersfield, Ca. 93302

Address/City/State/Zip

Address/City/State/Zip

82-0573429

Federal Tax ID#

Federal Tax ID#

Project Attachment #0392-18A

Page 3 of 3

Sausalito Marin City School District

Agenda Item: 14.02

Date: August 9, 2018

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

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

Item: 14.02 - Memorandum of Understanding (MOU) with Seneca Family of Agencies for the District's share of cost for the Unconditional Education Coach

Background: On May 8, 2018, the Board approved a Memorandum of Understanding with Seneca to operate Seneca's Unconditional Education program at Bayside MLK, Jr. Academy through June 30, 2019, which can be renewed annually through June 2020. Seneca's Unconditional Education program is partially funded through the County of Marin's Health and Human Services, Prevention and Early Intervention (PEI) grant for two (2) years. Per Seneca's PEI grant award, the PEI grant funds .80 of a Full Time Equivalent (FTE) for an Unconditional Education Coach.

At the May 8th meeting, the District committed to fund the balance of a .20 of a Full Time Equivalent (FTE) Unconditional Education Coach position thereby creating a full time position to carry out the work outlined in the grant. The attached MOU establishes the district's annual financial commitment of \$30,000.

Addresses LCAP Goal(s)/Action(s): Goal #4, **School Climate Safe**, welcoming and respected school climate that promotes a physically, socially, and nurturing environment.
Actions #3, #4, #7, #8

Fiscal Impact:

- \$12,500 funded from Mutli-Tiered Systems of Support (MTSS) through the Orange County Office of Education Cohort #3 (\$25,000 total across two years)
- \$17,500 from General Fund, unrestricted (included in 2018-19 Budget and again in the 2019-20 Multi-Year Budget)

Recommendation: Approval

MEMORANDUM OF UNDERSTANDING

SAUSALITO MARIN CITY SCHOOL DISTRICT AND SENECA FAMILY OF AGENCIES FOR UNCONDITIONAL EDUCATION COACH

This Memorandum of Understanding (MOU) describes and confirms the expectations and responsibilities of Seneca Family of Agencies ("Seneca") and Sausalito Marin City School District ("SMCSD") regarding provision of Unconditional Education Coaching services as described in this MOU.

I. TERM

The term of this MOU is July 1, 2018 through June 30, 2019, unless sooner terminated as provided herein.

II. SENECA RESPONSIBILITIES

Seneca agrees to provide the following services:

- 0.2 FTE Unconditional Education Coach at Bayside Martin Luther King, Jr. Academy: \$30,000/year

III. SMCSD RESPONSIBILITIES

SMCSD agrees to:

- Reimburse Seneca Family of Agencies \$30,000 over equal monthly installments for the 2018-2019 school year.
- Work in Collaboration with Seneca Family of Agencies to enhance the effectiveness of the services offered.

IV. INSURANCE

Seneca shall procure and maintain during the full term of this Agreement the following insurance amounts and coverage:

- Commercial General Liability Insurance, inclusive of sexual molestation and abuse coverage, with limits not less than \$1,000,000 (one million dollars) each occurrence Combined Single Limit for Bodily Injury and Property Damage, and \$3,000,000 (three million dollars) in the aggregate.
- Commercial Automobile Liability Insurance with limits not less than \$1,000,000 (one million dollars) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- Workers' Compensation Insurance, with Employer's Liability limits not less than \$1,000,000 (one million dollars) each accident.
- For maximum limits not met above, a \$5,000,000 Umbrella/Excess Liability policy is held in order to provide the additional layers of coverage.

For any claims related to the services, Seneca's Insurance shall be primary as respects SMCSD, its subsidiaries, officials and employees. Any Insurance maintained by SMCSD, its subsidiaries, officials and employees shall be excess of Seneca's Insurance and shall not contribute with it. With regards to Seneca's General Liability and Auto Liability, Seneca shall name SMCSD, its directors, officers, employees, volunteers, authorizer, and agents as additional Insureds. With regards to Seneca's workers' compensation policy, it shall be endorsed with a Waiver of Subrogation Clause in favor of SMCSD. Seneca shall produce a Certificate of Insurance and supporting documentation evidencing the above insurance requirements. SMCSD shall be provided with advance notice of cancellation or diminishment of limits of liability.

Seneca shall indemnify, defend, and hold SMCSD, its directors, officers, employees, volunteers, authorizers, and agents, harmless from all claims, demands, actions, suits, losses, injuries, expenses (Including attorneys' fees and court costs) arising out of or related to Seneca's use or occupancy of the

SMCSD premises, or the conduct of its business on or off of the SMCSD premises; provided, however, that Seneca shall have no obligation to indemnify, defend, or hold SMCSD, its directors, employees, volunteers, authorizer, and agents, harmless from any claims, demands, actions, suits, losses, injuries, expenses (including attorneys' fees and court costs), arising out of or related to the negligent or willful conduct of SMCSD, its directors, employees, volunteers, authorizer, and agents or other entity or person not subject to Seneca's control and supervision.

V. CRIMINAL BACKGROUND CHECKS

Seneca shall comply with the requirements of California Education Code section 45125.1, including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for Seneca's employees, prior to service with any CLCS student. Seneca hereby agrees that Seneca's employees shall not come in contact with CLCS students until CDOJ and FBI clearances are ascertained. Seneca shall certify in writing to the CLCS that none of its employees who may come into contact with CLCS students have been convicted of a violent or serious felony. Seneca shall also make a request for subsequent arrest service from the CDOJ as required by California Penal Code Section 11105.2. Seneca shall be responsible for the costs of the Fingerprinting clearances.

VI. TUBERCULOSIS TESTING

Seneca shall require all employees, agents or volunteers who will have prolonged contact with students to complete tuberculosis testing as described in EC 49406. The examination shall consist of an approved intradermal tuberculin test, which, if positive, shall be followed by an x-ray of the lungs. Thereafter, persons who are skin test negative shall be required to undergo the foregoing examination at least once every four years.

VII. TERMINATION

Either party may terminate this MOU with 30 days prior written notice. Alternatively, this MOU may be terminated immediately in writing by either party if there is a failure to comply with the terms and conditions.

VIII. PARTNERSHIP STAFFING

Our work as partners represents our shared commitment to improving educational opportunity for those who have traditionally be excluded. We recognize that our staff are our greatest asset in our ability to make a substantial contribution to the students, families, schools and communities we serve. To deliver the highest quality services to our school/district partners, we make a substantial upfront and ongoing investment to building the knowledge, skills, and professional practice of each of our staff. We have developed pipeline programs to identify, recruit and train talented individuals into areas facing critical staffing shortages across the state and operate our Institute for Advanced Practice to provide ongoing training on best practice in the fields of special education and mental health. We believe that this commitment to quality is, in part, what has drawn you to choose us as partners in this work.

To ensure our ongoing capacity to provide high quality services to our school/district partners, we rely on the retention of the staff in whom we have invested. As such, during the term of this Agreement and for one year following the termination of this Agreement, we ask that school/district partners not hire, nor solicit for hire, either directly or indirectly, any of Seneca's employees or contractors who have rendered services to the school on behalf of this Agreement. As your partners, Seneca will not solicit any staff member who is a collaborator under this agreement. On rare occasions it may be that Seneca and the District will agree to transfer the employment of a particular staff to the other entity. In this type of situation, the transfer will occur as an exception, and only through the development of a written agreement.

IX. MISCELLEANEOUS

This MOU shall be governed by the laws of the State of California. This MOU may only be modified by a writing signed by all parties to this MOU. The individuals executing this MOU warrant and represent that they have the authority to do so.

IN WITNESS WHEREOF, the parties sign this MOU as set forth below:

Name: Janet Briggs
Title: Chief Financial Officer
Seneca Family of Agencies

Date

Name:
Title:
Sausalito Marin City School District

Date

Sausalito Marin City School District Governance Calendar

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Effective Governance		Approve Board Governance Calendar				CSBA events: Annual Education Conference and Orientation for New Trustees	Annual Study Session to: Review governance norms and protocols Update calendar	Training: The Brown Act Board President's Workshop Institute for New and First-term Board members Masters in Governance		Board Self-Evaluation		
Setting Direction for the District	LCAP to MCOE	Communicate Mission/Vision/Goals Corrective Action Report	Corrective Action Report	Corrective Action Report	Corrective Action Report	LCAP Progress Report Corrective Action Report	Superintendent mid-year report on goals Corrective Action Report	Corrective Action Report	LCAP Progress Report Corrective Action Report	LCAP Board study session/public input Corrective Action Report	LCAP final draft to the Board Corrective Action Report	Approve LCAP Corrective Action Report
Student Learning & Achievement		Principal Report on PD Plan WCA Report Student Presentation	Principal – Start of School Report (Activities, Staff, Enrollment) CAASPP Report WCA Report Student Presentation	Student Presentations/Recognition WCA Report Student Presentation	Principal's Report (Student Performance and Behavior Data) WCA Report Student Presentation	Student Presentation/Recognition WCA Report Student Presentation	Principal's Report (Student Performance and Behavior Data, CELDT Scores) WCA Report Student Presentation	Student Presentation/Recognition WCA Report Student Presentation	Principal's Report (Student Performance and Behavior Data) WCA Report Student Presentation	Student Presentation/Recognition WCA Report Student Presentation	Principal's Report (Appreciation events and activities) WCA Report Student Presentation	Student Presentation/Recognition WCA Report Student Presentation
Finance	LCAP and Budget reviewed by MCOE	Letter from MCOE re: Budget and LCAP	CBO Closes the books for the prior year. Unaudited Actuals to the Board.	Report from CBO regarding Enrollment, LCFF Funding estimate, and ending fund balance.		First Interim Report from the CBO	State budget released. CBO reports on information and possible impacts to following year's budget. Audit report released.		Second Interim Report	Staff aligns budget to LCAP	Governor's May budget revise. Staff reports on impacts. 3 rd Interim Report (as necessary)	Budget Adoption

Sausalito Marin City School District Governance Calendar

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Facilities		Report on facility plans for the year				Report on winter facility work					Report on planned summer work	
Policy	CSBA Policy Update				CSBA Policy Update		CSBA Policies in Review		CSBA Policy Update			
Judicial Review			Report on Materials Sufficiency (Williams Act)									
Human Resources		Finalize Superintendent Goals and success indicators					Mid-year report on Superintendent's goals		Layoff deadline is March 15	Superintendent Evaluation		
Collective Bargaining			Sunshine Proposals with Bargaining Units									
Community Relations	LCAP on Website	Develop key messages on LCAP	Back to School Night CCEE/CAC Board Report	Community School Coordinator Board Report	Identify Parent Advisory Groups CCEE/CAC Board Report		Report progress on LCAP Solicit input on LCAP for spring months CCEE/CAC Board Report	Community School Coordinator Board Report	CCEE/CAC Report to the Board Report		Attend Open House Community School Coordinator Board Report CCEE/CAC Board Report	Disseminate Key messages about important district topics including progress on LCAP and budget
Advocacy									CSBA Legislative Action Day			



Sausalito Marin City School District

Agenda Item: 14.04

Date: August 9, 2018

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|---|---|
| <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: Memorandum of Understanding (MOU) with the CCEE/MCOE for the Reimbursement of Community School Coordinator position during the 2017-18 School Year.

Background: The California Collaborative for Educational Excellence (CCEE) selected the Sausalito Marin City School District as a pilot district in August 2016. During a board meeting during the Spring of 2017, the CCEE pledged to fund the Community School Coordinator position under the condition the district would make an effort to maintain and fund the position in subsequent years. The accompanying MOU captures this agreement and allows the CCEE to reimburse the district for the 2017-18 salary and benefits of the Community School Coordinator.

The MOU further captures the pledge to support the district by providing in-kind support to assist the district in developing and defining the role, function and expectations of the position in support of LCAP Goal #2

Addresses LCAP Goal(s)/Action(s): Goal #2

Fiscal Impact: Reimburses the district for the Community School Coordinator salary and benefit

Recommendation: Approval



MARIN COUNTY

OFFICE OF EDUCATION

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

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

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

This **AGREEMENT** is made by and among, the Marin County Superintendent of Schools and the Marin County Office of Education (together hereinafter referred to as "Fiscal Agent"), acting on behalf of the California Collaborative for Educational Excellence (hereinafter referred to as "CCEE"), and the Sausalito Marin City School District (hereinafter referred to as the "District").

Background

The California State Legislature and Governor created the CCEE to provide advice and assistance to county offices of education, school districts, and charter schools in achieving their Local Control and Accountability Plan (LCAP) goals.

The CCEE provides support to the District through their pilot program. The CCEE works with the District on the LCAP process among other mechanisms of support.

As part of the District's LCAP to develop a community school, the CCEE and the District will collaborate to create and fund a position in support of a community school model. This position is reflected in the District's LCAP adopted in September 2017 as follows:

LCAP Goal #2: "Enhance and sustain a community school model that includes partnerships and services for improved and expanded student learning, stronger families and a healthier community."

LCAP Goal #2 – Action 2 "...The Community School Coordinator, in collaboration with the Superintendent and Principal, will implement a grant funding source for the continued sustainability of the community school coordinator position."

The parties agree as follows:

1. Services

The District and CCEE will work collaboratively to support a multi-year position in support of LCAP Goal #2. CCEE will provide the cost reimbursement for salary and benefits during the 2017-18 school year, not to exceed \$130,000, with the understanding that the District will make good faith efforts to maintain and fund the position in subsequent fiscal years. During the 2018-19 school year, and as part of its support to the District as a CCEE Pilot District, the CCEE will provide in-kind support to assist the district in developing and defining the role, function and expectations of the position in support of LCAP Goal #2.

The primary role and responsibility of the position is in collaboration with the Superintendent and Principal to enhance and sustain a community school model that includes partnerships and services for improved and expanded student learning, stronger families and a healthier community.

2. Employment

The position providing community support services to the District under the terms of this MOU shall remain an employee of the District and shall not be considered an employee of the CCEE.

3. **Term**

The term of this agreement is July 1, 2017 through June 30, 2019.

4. **Payment**

The CCEE, through its Fiscal Agent, shall reimburse the District for actual costs of the position salary and benefits, not to exceed \$130,000 for the period July 1, 2017 – June 30, 2018. Payment will be on a cost reimbursement basis. Invoices may be sent to Siulan Morales at ap_ccee@ccee-ca.org.

5. **Governing Law**

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

6. **Hold Harmless**

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

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

7. **Termination**

This agreement may be terminated or amended by either party in written form with 30 days' notice.

Marin County Superintendent of Schools:

Mary Jane Burke
Marin County Superintendent of Schools

Date

California Collaborative for Educational Excellence:

Thomas Armelino
Executive Director

Date

Sausalito Marin City School District:

Terena Mares
Superintendent

Date

Sausalito Marin City School District

Agenda Item: 14.05

Date: August 9, 2018

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

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

Item: Consider Approval of the Memorandum of Understanding with the Boys and Girls Club to Provide After School Services for Students at Bayside Martin Luther King Jr. Academy for 2018-2019 and 2019-2020 Schools Years in the Amount of \$122,850 Each Year (Renewal).

Background:

The Boys and Girls Club of Marin & Petaluma provides after school care to the children at Bayside MLK Jr. Academy.

This contract agreement serves 83 students with the option of adding students to program in blocks of 20 students at cost of \$1,452.60 per student. If there is a need to add students in a block of less than 20 students, the District and Boys and Girls Club would meet and negotiate the per pupil rate.

LCAP Goals /Action(s) Addressed: Goal 2, Action 6

Recommendation: Approve

Fiscal Impact: Included in the 2018-2019 and 2019-2020 Budgets:

ASES Funding	\$ 70,800
Supplemental/Concentration Funds	<u>\$ 52,051</u>
Total	\$122,850

Attachments: MOU with the Boys and Girls Club for 2018-2019 and 2019-2020

MEMORANDUM OF UNDERSTANDING
Between Sausalito Marin City School District and
Boys & Girls Clubs of Central Sonoma County
For the 2018-2019 and 2019-2020 School Years

This Memorandum of Understanding ("MOU") is entered into July 1, 2018, between the Sausalito Marin City School District ("SCHOOL DISTRICT") as the Lead Educational Agency and Boys & Girls Clubs of Central Sonoma County ("BGCCSC") regarding the operation of an after-school programs at Bayside Martin Luther King Academy ("SCHOOL").

WHEREAS, The SCHOOL DISTRICT and BGCCSC believe there is an unmet need for high quality, affordable after school programs and agree to work in partnership to expand existing programs during the 2018-2019 and 2019-2020 school year; and

WHEREAS, funding is available through the State of California After School Education and Safety ("ASES") grant program to provide funding for after school programs through cooperative agreements between the school districts and the after-school care providers; and

WHEREAS, it is to the mutual benefit of the SCHOOL DISTRICT, BGCCSC and students at the SCHOOL for the SCHOOL DISTRICT and BGCCSC to work as partners under the guidelines of the ASES grant to expand the availability of quality after school programs;

NOW, THEREFORE, THE SCHOOL DISTRICT AND BGCCSC AGREE AS FOLLOWS:

1. This MOU represents an overview of the services and responsibilities in the ASES grant. It is understood that all requirements and assurances will be met.
2. BGCCSC will provide direct services for at least 85% of 83 students daily to meet the requirements for the ASES grants. BGCCSC will determine the appropriate number of students to enroll to achieve this average daily attendance.
3. The SCHOOL DISTRICT will pass through \$70,799.27 in ASES funding and \$52,050.73 in additional after-school funding totaling \$122,850 in funding annually to BGCCSC, based on a monthly invoice from BGCCSC in the amount of \$12,285 for 10 months for "Services & Other Operating Expenses." Funds are allocated from ASES grant and other DISTRICT funds
4. In the case the SCHOOL DISTRICT wants to increase Club enrollment, the SCHOOL DISTRICT agrees to pay BGCCSC a minimum of the annual reimbursement rate of \$1,462.50 per additional student to be added in increments of 20 students. Additional students will be enrolled provided BGCCSC can hire and onboard staff.
5. BGCCSC will maintain timely records for attendance and fiscal reporting and program evaluation. BGCCSC will prepare an annual performance report based on federal guidelines for review by the SCHOOL DISTRICT at least one week prior to the submission date.
6. BGCCSC will complete the State reports through ASSIST. SCHOOL DISTRICT will supply BGCCSC with all pertinent student data. BGCCSC will provide a copy of the ASSIST report to the SCHOOL DISTRICT.

7. The SCHOOL DISTRICT and BGCCSC will each be responsible for meeting the “Match Requirements”, as outlined in the ASES agreements. Minimally, the SCHOOL DISTRICT contribution is \$10,135.13 for in-kind facility usage.
8. The SCHOOL DISTRICT and BGCCSC will jointly seek out additional funding to further enhance and expand after school programs.
9. BGCCSC will ensure all after school program staff who directly supervise students pass a background check per state law within 30 days of hire, meet the minimum qualifications for an instructional aide by passing the Instructional Aide test and provide a negative TB test, save current SCHOOL DISTRICT employees whose compliance requirements will be monitored by District.
10. The SCHOOL will provide space, at least one classroom per 20 students, for the ASES program to operate until at least 6 PM and for at least 15 hours per week to meet the required number of hours serving the designated number of students.
11. The SCHOOL DISTRICT and BGCCSC will ensure alignment with the scope of any existing facility use agreements. SCHOOL DISTRICT will provide custodial services and the availability of specific facilities to be used by BGCCSC.
12. The SCHOOL DISTRICT and participating schools will provide a liaison to communicate between the regular school day program and the after-school program. The SCHOOL DISTRICT and BGCCSC will work together on the integration of the after-school program with the Regular Day Program as necessary.
13. BGCCSC will provide parent information, registration and communication, including a parent and child orientation.
14. The SCHOOL will recruit students through referrals when requested by BGCCSC. SCHOOL will encourage all after-school sports and enrichment participants to become Club Members.
15. BGCCSC will ensure that the program contains a balance of components including educational literacy and enrichment.
16. BGCCSC or SCHOOL DISTRICT will provide a nutritious snack or supper to each enrolled child in attendance daily.
17. If applicable, BGCCSC and SCHOOL DISTRICT will work together to provide safe transportation between school sites and BGCCSC operated locations. The SCHOOL DISTRICT will assist BGCCSC with finding transportation, as needed, to transport students for BGCCSC sponsored activities.
18. If either the SCHOOL DISTRICT or BGCCSC fails to perform any of its obligations under this MOU, within the time and in the manner provided or otherwise violates any of the terms of this MOU, either party may terminate this MOU by giving sixty (60) days written notice of such termination, stating the reason. Prior to termination of this MOU, the SCHOOL DISTRICT and

BGCCSC will jointly participate in a conflict resolution process and seek to redress areas of disagreement in an effort to avoid termination of this agreement.

19. It is expressly agreed that BGCCSC shall have no authority to make any contract or binding promise of any nature on behalf of the SCHOOL DISTRICT, whether oral or written, without the express written consent of the SCHOOL DISTRICT.
20. The SCHOOL DISTRICT & BGCCSC will add the other as Additional Insured on their general liability insurance policies. BGCCSC shall maintain insurance as indicated below:
 - a) Worker's compensation insurance with statutory limits as required by the Labor Code of the State of California.
 - b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not limited to: premises and operations liability and personal injury liability.
21. This MOU constitutes a legally binding agreement. Except to the extent of the financial contributions expressly agreed to in this MOU, neither the SCHOOL DISTRICT nor BGCCSC shall be liable for any claims in tort or contract. The SCHOOL DISTRICT and BGCCSC agree to defend, indemnify, and hold each other harmless against any and all claims or legal actions. The SCHOOL DISTRICT and BGCCSC are solely responsible for any and all liability costs arising from its acts or omissions in circumstances within its sole control. The SCHOOL DISTRICT and BGCCSC shall defend, indemnify and hold harmless the other agency, their governing boards, employees and agents, against any and all such claims or legal actions, except to the extent such liability or costs arises from the agency's own contributory negligence or willful misconduct.

Signatures of Authorized Representatives:

Terena Mares, Interim Superintendent
Sausalito Marin City School District

Jennifer Weiss, Chief Executive Officer
Boys & Girls Clubs of Central Sonoma County