



SAUSALITO MARIN CITY SCHOOL DISTRICT

Board of Trustees:
William Ziegler, President
Joshua Barrow, Vice President
Caroline Van Alst, Clerk
Shirley Thornton, Ed. D.
Thomas Newmeyer
Superintendent: Steve Van Zant

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

Amended to reflect correct WCA first interim budget deficit – Item 6.05

Tuesday, January 14, 2014

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

I. OPEN SESSION – Call to Order

II. CLOSED SESSION – AGENDA

1. With respect to every item of business to be discussed pursuant to GC Section 54957:
Public Employees – Superintendent’s Evaluation

OPEN SESSION AGENDA

III. 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.

PLEDGE OF ALLEGIANCE

1. AGENDA REORGANIZATION/APPROVAL

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

2. BOARD COMMUNICATIONS

Board of Trustees Reports - Board Members may make brief announcements or briefly report on their own activities as they may relate to school business.

3. CORRESPONDENCE

3.01 School Activity Calendars, Schedules and Events

4. REPORTS

4.01 SMCTA Report

4.02 CSEA Report

4.03 Superintendent’s Report – Steve Van Zant

- 4.04 Principal's Report – Daniel Norbutas
- 4.05 Willow Creek Academy

5. ORAL COMMUNICATIONS

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

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

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

6. GENERAL FUNCTIONS

- 6.01 Consent agenda: *6.03, *6.05, *9.03, *9.04,*9.05, *9.06, *9.07,*10.01
- 6.02 Designation of MCSBA representative - Action - RC
- *6.03 Williams Quarterly Report
- 6.04 Construction Update
- *6.05 Approval of Board Minutes of November 21, 2013 and **December 11, 2013**
(Amended to reflect correct WCA first interim budget deficit)

7. PUPIL SERVICES

8. PERSONNEL

9. FINANCIAL & BUSINESS

- 9.01 2012-2013 District Audit Report – Action - RC
- 9.02 Willow Creek Academy – 2012-2013 Audit Report - RC
- *9.03 2013-2014 Audit Contract - Action
- *9.04 Bid Threshold Annual Adjustment - Action
- *9.05 Interschola Service Agreement - Action
- *9.06 Annual Adjustment to Liability Limit of Parent or Guardian – Action
- *9.07 Payment of Warrants – Batches 26-30 – Action

10. CURRICULUM AND INSTRUCTION

- *10.01 Instructional Minutes and Bell Schedules for the 2013-2014 School Year – Action

11. POLICY DEVELOPMENT

- 11.01 Board Policy and Administrative Regulation 1230 – Community Relations -School Connected Organizations- Action
- 11.02 Board Policy and Administrative Regulation 1240 - Community Relations – Volunteer Assistance - Action
- 11.03 Board Policy and Administrative Regulation 1260 - Community Relations – Educational Foundations - Action
- 11.04 Board Policy and Administrative Regulation 3312.2 - Business and Non-instructional Operations - Educational Travel Program Contracts - Action

11.05 Board Policy (BP) & Administrative Regulation (AR) 3100– Budget - Action

11.06 Board Bylaw (BB) 9000 – Role of the Board – First Read

11.07 Board Bylaw (BB) 9005 – Governance Standards – First Read

11.08 Board Bylaw (BB) 9010 – Public Statements – First Read

11.09 Board Bylaw (BB) 9130 – Board Committees – First Read

12. FUTURE PLANNING/ACTION ITEMS

Ball Field

13. FUTURE MEETING

The next Regular Meeting of the Board of Trustees will be on Tuesday, February 11, 2014, in the Bayside/Martin Luther King School Library

14. ADJOURNMENT

*Consent Agenda Items

In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at the District Office of the Sausalito Marin City School District, 200 Phillips Drive, Marin City, California, or at the scheduled meeting. Board agenda back-up materials may also be accessed online at www.smcsd.org. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Administrative Assistant to the Superintendent at 415-332-3109

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's governing board, please contact the office of the District Superintendent at 415-332-3190. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

**SAUSALITO MARIN CITY SCHOOL DISTRICT
BOARD MEETING MINUTES
December 11, 2013**

ATTENDANCE

Board Members Present: William Ziegler, Caroline Van Alst, Thomas Newmeyer, Joshua Barrow
Participating via conference call: Shirley Thornton Ed. D.
Superintendent: Steve Van Zant

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

The agenda order was changed to allow Willow Creek Academy to present its interim budget at the start of the meeting.

Newmeyer/Van Alst/All to approve the change in the agenda order.

CLOSED SESSION

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

RECONVENE TO OPEN SESSION

Open session reconvened at 6:10 p.m.

Report Out from Closed Session

Trustee Zeigler announced that the board took the following actions in closed session:

The Board voted to deny the request to extend a leave of absence for employee #47006 to January 2015.

The Board voted to approve a leave of absence of one day a week from January 9, 2014 to May 15, 2015 for employee #47034.

The board approved a suspended expulsion for student # 4142410650 for the rest of the 2013-2014 school year.

PLEDGE OF ALLEGIANCE

Trustee Newmeyer led the Pledge of Allegiance.

ELECTION OF BOARD OFFICERS

Election of Board President

Newmeyer/Van Alst /All to reelect William Ziegler as president

Election of Board Vice President

Van Alst/Newmeyer/All to reelect Joshua Barrow as vice president

Election of Board Clerk

Newmeyer/Barrow/All to re-elect Caroline Van Alst as clerk

Appointment of Board Secretary, Steve Van Zant

Newmeyer/Barrow/All to elect Steve Van Zant as secretary of the Board of Trustees

Designation of Governing Board Meeting Dates for Calendar Year 2014

The board agreed to change the date of its regularly scheduled meetings to the second Tuesday of each month.

Newmeyer/Van Alst/All to approve the Board Meeting Calendar

Newmeyer/Van Alst/All to adjourn the Organizational Meeting at 6:30 pm

OPEN SESSION – Regular Board Meeting reconvened at 6:31 p.m.

Superintendent's Report

Superintendent Van Zant said that he is working hard on the Pre K-3 program. In his conversations with the community about the school, he is finding that the overall response to the culture that we are trying to build is positive.

Principal's Report

PreK-3 Grant

Principal Daniel Norbutas said this grant is funded by the Marin Community Foundation and is intended to strengthen Kindergarten readiness for children in several Marin County districts. He thanked Don Jen of MCF for coming to the meeting and for his continued support. Mr. Norbutas said that the overarching vision for the school connects all the work that teachers and administrators do to improve school climate, emphasize high quality teaching, alignment, family engagement and extended learning. This vision unifies all of our work across all grants, and our work as a school, he said. Some of the elements of our work are data-driven instruction, breaking down the walls between classrooms to allow for teacher collaboration, formal and informal assessment tools, positive behavior and self regulation practices for students, and conflict resolution strategies including restorative justice. Our goal is that if you walk into any of our classrooms, you will see all of these practices in play, he said.

The PreK-3 grant facilitator, Glenna Coleman, has coordinated with after-school providers at Manzanita, the Boys and Girls Club, Bridge the Gap and Reading Partners so that practices are consistent from place to place as a child moves from class to an after-school program or from class to class.

Assistant Principal Tenisha Tate said that in an effort to increase parental engagement, the district has expanded the services that it provides to families. We now have a school counselor, a community specialist from the county, and a parent liaison to give parents the support that they need. We also have a designated parent center at the school and organize monthly family fun nights to enhance community participation. Our goal is to have all 150 families volunteer for at least one hour during the year. Every other Thursday, we have an informal coffee and chat meeting with parents to discuss various subjects like bedtime routine or discipline. Last time, ten percent of parents attended.

Trustee Zeigler asked about the monitoring of the grant. Principal Norbutas said that facilitators Jan Derby and Glenna Coleman make sure that we are on the right track and that the school reports yearly to the Marin Community Foundation.

Transforming Schools Grant

Principal Norbutas said that this grant is aimed at the middle school and has three main elements:

1. Collaborative learning groups
2. Community-based learning - children going out into the community to learn
3. Growth Circles - pushing students out of their comfort zone

Trustee Newmeyer asked if we are doing the necessary work so that we can still reach our goals when the grant ends. Principal Norbutas said that we are in some areas, but need to redouble our efforts in others.

The long- term plan is to build in a set of procedures so that we can continue the conversation we still need to have regarding improving the culture of our middle school.

Academic Performance Index

Principal Norbutas said that this is the last year for STAR testing, which will be replaced by the Smarter Balance Assessment. Bayside's API dropped 82 points and MLK's rose 32 points. He emphasized that we like to look at individual student growth rather than district-wide scores.

ORAL COMMUNICATIONS

Science Teacher Denise Suto said that the Eco Top Chef team worked during the Thanksgiving break to make a gingerbread house which is on display at the Driver's market in Sausalito. She also shared that the students greatly enjoy using the donated microscopes.

CONSENT AGENDA

Roll Call Newmeyer/Van Alst /All to approve the following items:

Payment of Warrants – Batches 24-25

Student Expulsion

Leave Request – Certificated

Leave Request – Classified

Agreement with Indoor Environmental Services

Superintendent Van Zant said that this company will perform an audit of our facilities to suggest efficiencies and cost savings in energy.

Barrow/Van Alst/All to approve the agreement with Indoor Environmental Services

Marin Community Foundation – Transforming Schools Grant Agreement

Thornton/ Newmeyer /All to approve the Transforming Schools Grant Agreement with the Marin Community Foundation

Agreement with Dannis, Woliver and Kelly

Superintendent Van Zant said that he has had positive experiences with this law firm in the past and would like to use their services for the district.

Newmeyer /Barrow/ All to approve the agreement with Dannis, Woliver and Kelly

CONSTRUCTION UPDATE

Facilities Director Forrest Corson said that the artificial turf is set arrive and will be finished by end of the week. Landscaping around the school is complete and the basketball court is ready. Bike racks have been ordered and will be installed very soon, he added.

BUDGET UPDATE – District First Interim Budget

Business Manager Paula Rigney gave a report on the district first interim budget. This is a snapshot of our fiscal situation from July first to October 31, and we should expect changes from the first to the second interim budget. We are certifying a positive budget to the Marin County Office of Education, she said.

Van Alst/ Barrow/ All to accept the First Interim Budget

Willow Creek Academy – First Interim Budget

Clark Warden gave a report on WCA first interim budget, showing a deficit of \$84,529. He said that he hopes to bring it into balance by the second interim and that Superintendent Van Zant will work with the charter school on efficiencies and savings.

Newmeyer/Van Alst/All to accept the Willow Creek Academy First Interim Budget

CURRICULUM AND INSTRUCTION

Student Field Trips

The Board discussed the upcoming field trip that will take middle schoolers to the Tahoe area. Trustee Barrow asked why the field trip is taking place during the week rather than on the weekend. Principal Norbutas said that the school would like to reinforce team building and going beyond one's comfort zone in places outside the school environment.

Thornton/Barrow/All to approve the January 2014 field trip

POLICY DEVELOPMENT

Barrow /Van Alst/ All to approve the following board policies:

Board Policy 0210 – Equity

Board Policy and Administrative Regulation 0460 -- Local Control and Accountability Plan

Board Policy 0500 – Accountability

Board Policy 3110 – Business and Non-instructional Operations-Transfer of Funds

The following board policies were brought before the Board for a First Read:

Board Policy and Administrative Regulation 1230 – Community Relations -School Connected Organizations

Board Policy and Administrative Regulation 1240 - Community Relations – Volunteer Assistance

Board Policy and Administrative Regulation 1260 - Community Relations – Educational Foundations

Board Policy and Administrative Regulation 3100- Business and Non-instructional Operations – Budget

Board Policy and Administrative Regulation 3312 - Business and Non-instructional Operations - Educational Travel Program Contracts

FUTURE MEETING

The next Regular Meeting of the Board of Trustees will be on Tuesday, January 14, 2013, in the Bayside/Martin Luther King School Library

ADJOURNMENT

Thornton/Newmeyer/All to adjourn the meeting at 8:45 p.m.

Signature/Date

Title