

**SAUSALITO MARIN CITY SCHOOL DISTRICT
SAUSALITO, CALIFORNIA**

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES**

January 21, 2010

CLOSED SESSION: 6:08 PM
OPEN SESSION: 7:10 PM

MEMBERS PRESENT: Shirley Thornton, Vice President Karen Benjamin Thomas Newmeyer, arrived at 6:25 p.m. William Ziegler Debra A. Bradley, Superintendent and Secretary to the Board	MEMBERS ABSENT: Mark Trotter
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Others Present: Laura Schulkind, Susan Morris, Margaret Fearey Walsh - Changing Places Inc, Tony Mekisich – Mekisich Horticulture Services, Marika Bergsund – Growing Great, Stephen Roatch-Stephen Roatch Accountancy Corporation, Carol Cooper, Clark Warden, Dr. Stephen Strachan, Jonnette Newton, Ellen Franz, Edgar Furlong, Megan Bolduc, Carmen Rivera, Susan Cassidy, Natasha Griffin, Fran Nelson, Harold Oden, Margaret Bonardi and Kathy Blazei taking minutes.

Vice President, Dr. Shirley Thornton, called the meeting of the Sausalito Marin City School District Board of Trustees to order at 6:08 p.m.

Call to Order

CLOSED SESSION

CLOSED SESSION

The Board, Superintendent and District Legal Counsel, Laura Schulkind, went immediately into closed session. Closed session ended at 7:06 p.m.

OPEN SESSION

OPEN SESSION

Open session was reconvened at 7:10 p.m.

Vice President Thornton reported out from closed session that there was nothing to report out.

Report Out

Vice President Thornton led the Pledge of Allegiance.

Pledge of Allegiance

M/s/c Newmeyer/Ziegler/all to approve agenda order

Agenda Order

SPECIAL RECOGNITION

**SPECIAL
RECOGNITION**

During December 2009, several community members and North Bay businesses volunteered their time and labor and/or donated materials to the improvement of two gardens on the Bayside Elementary School campus, the Primary Garden at the KPod and the Intermediate Garden behind the upper classrooms. The Board and Superintendent acknowledged and thanked everyone involved in this event:

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- Conservation Corps North Bay
- GrowingGreat Marin City
- Margaret Fearey Walsh
- Ghilotti, Bros. Inc.
- Gardens and Gables
- Marin Sanitary/Marin Recycling & Resource Recovery
- Urban Farmer Store
- Eric Jacobs Landscape and Design/Measure Up
- The Away Station
- American Soil and Stone
- Mekisich Horticultural Services
- Rebecca Lawrence

None

Public Comment

EDUCATION

EDUCATION

Principal Newton, of Bayside Elementary School:

Bayside Elementary

- Thanked garden enthusiasts for maintaining Bayside gardens
- Commended the Board for incorporating nutrition into curriculum
- Commended Natasha Griffin, nutrition teacher
- Surveyed students and found that they are learning new vocabulary around nutrition, learning to read labels and taking an interest in new and varied nutritious foods.

Head of School Cooper's report for Willow Creek Academy included information on:

Willow Creek Academy

- Willow Creek Restoration Party: January 23, 1:00 to 3:00 pm.
- Planning ahead by parents of current sixth graders for a visit to Washington D.C. when the students become eighth graders
- Third Annual Toast to Teachers: March 26, including an auction of chairs designed by students.

Principal Strachan's reported for Martin Luther King, Jr. Academy:

Martin Luther King, Jr. Academy

- Several students participated in the Marin City Martin Luther King, Jr. Day on January 18; two students received awards
- The new MLK garden was constructed in the rain with the help of 277 volunteers – a huge thank you to all
- Four teachers are now working an additional hour/week with students who need extra help
- STAR Testing window: April 26 – May 14
- Two teachers are completing GATE training
- Dr. Strachan is working with Tamalpais High School on student assessments
- Students are collecting money for relief to Haiti through UNICEF.

Superintendent Dr. Debra A. Bradley reported that a Memorandum of Understanding had been submitted January 8, 2010. Teachers' organizations are evaluating the program. District Business Manager, Margie Bonardi, reported that, based on the District's Title 1 student count, the District could potentially receive one time Race To The Top monies of \$3,500 over a four year span. Vice President Thornton reported President Obama may increase program funding.

Race To The Top

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District Business Manager, Margie Bonardi reported enrollment as of January 14, 2010: Bayside Elementary School – 123; Martin Luther King, Jr. Academy – 50; Willow Creek Academy – 170 for a total District wide enrollment of 343.

Enrollment Report

On November 19, 2009, Susan Cassidy and Debra Moore, Co-Chairs, Sausalito District Teachers' Association (SDTA), sunshined the Association's proposed initial contract proposal 2009/2010 for active employees. Due to an oversight, Ms. Cassidy re-sunshined the Association's proposed initial contract proposal 2009/2010 for active employees, requesting the following to be opened for bargaining:

SDTA
Sunshine

- Article VII – Payment for Non-Teaching Duties and Extra Curricular Duties
- Article XVII – Work Year

This is in addition to:

- Article XIV – Salaries
- Article XV – Benefits.

M/s/c Newmeyer/Benjamin/all to accept the Sausalito District Teachers' Association (SDTA) proposed initial contract proposal 2009/2010 for active employees.

BUDGET/PERSONNEL

**BUDGET/
PERSONNEL**

Mr. Stephen Roatch, Stephen Roatch Accountancy Corporation, reviewed the District Annual Financial/Audit Report for Year End June 30, 2009, including the Financial and Performance Audits for Bond Fund #21. The District has received an unqualified opinion which, according to Mr. Roatch is the best opinion possible.

District Audit for Year
End June 30, 2009

Superintendent Bradley reported that all former concerns about the after school program have been corrected.

M/s/c Newmeyer/Ziegler/all to accept the District Annual Financial/Audit Report for Year End June 30, 2009, including the Financial and Performance Audits for Bond Fund #21

Willow Creek Academy Treasurer, Clark Warden, reviewed the Willow Creek Academy Annual Financial/Audit Report for Year End June 30, 2009. The charter school has also received an unqualified opinion. Mr. Clark reported that, with regard to a finding in the audit for the prior period, all recommendations have been implemented.

WCA Annual
Financial/Audit Report
for Year End June 30,
2009

M/s/c Ziegler/Benjamin/all to accept the Willow Creek Academy Annual Financial/Audit Report for Year End June 30, 2009

Clark Warden reviewed the December 2009 financial statements for Willow Creek Academy.

WCA Financial Report

District Business Manager, Margie Bonardi reported on her review of Willow Creek Academy's First Interim Report, submitted by WCA on December 10, 2009. Ms. Bonardi noted that districts have been imposed with a greater responsibility to report to the County regarding

District Review of
WCA's First Interim
Report

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their charter schools. Counties, in turn, report to the State. Most districts in California had one time funding this year; Title 1 and backfill money. One time monies do not fund ongoing expenditures. She cautioned WCA to consider expenses associated with one time funding and what they will do to replace it. Ms. Bonardi reported that information received from WCA was on time and looked good.

Clark Warden noted that charter schools have more flexibility to allocate monies than traditional schools do; charter spending options are not as rigid, giving WCA more options regarding any ongoing expenditures that may have been paid for by one time monies.

The District First Interim Report submitted to the Board of Trustees on December 10, 2009, did not include the Multi Year Projections (MYP1) as the form was extracted for revision. Margie Bonardi reviewed the revised form, Multi Year Projections (MYP1).

First Interim Multi-Year Projections

Budgets are based on the best information at the time and when budgeting, the District thought property tax would increase some. It is now known that property tax will not increase; it will be flat or have an established deflation factor which will reduce property tax. The District will still meet its reserve allocation (required 5%, Board approved 10%). The County will include Fund 17 in its look at year end funds available.

Ms. Bonardi concluded stating that, given the figures, in the next two years (2010/2011 and 2011/2012), the District will be deficit spending. However, the portable expense will go away next year which will reduce that deficit.

The District has received a positive certification for First Interim.

Margie Bonardi reviewed the Governor's Budget Proposal 2010:

Governor's Budget Proposal 2010

- No increase in programs
- Loss in State monies 0.38%
- California has no cost of living increase (COLA)
- Revenues will be flat
- Districts will loose one year's Basic Aid fair share hit, estimated to be between \$65,000 and \$70,000
- \$252/ADA taken this year will be refundable next year, estimated at \$36,000
- \$191 to be taken next year but not refundable the following year, estimated at \$30,000
- There will be a loss against administrative costs in school districts
- There may be a decrease in rigidity in contracting out but this could become a labor union issue
- The charter will have a 0.38% loss to State Categorical programs plus a possible decrease in the block grant.

Vice President Thornton reported similar 'doom and gloom' reports at the recent Joint Legislative Action Committee Seminar in Sacramento.

Superintendent Bradley and Dr. Strachan reviewed the District's request for Board consideration of a Categorically funded position, District Social Worker/Community Outreach, including job description, to develop and implement social work programs and services to address the social, emotional, and educational needs of students and their families to ensure academic success. Staff is encouraged by the possibility of this position. Marin Community Foundation would fund the position. A recommendation was made to approve and hire a person yet this school year. Vice President Thornton recommended the hire of someone whose background is more academic than clinical. Mr. Strachan responding to a question from Trustee Newmeyer, noted that the employee would primarily work with the student at school with the ability to 'wrap around' in support of the student academically.

District Social
Worker/Community
Outreach

M/s/c Benjamin/Newmeyer/all to approve the position and job description for District Social Worker/Community Outreach

CONSENT AGENDA

CONSENT AGENDA

M/s/c – Roll Call Ziegler/Newmeyer/ Ayes 4 Noes 0 to approve:

- Minutes of the regular meeting of November 19, 2009
- Minutes of the organizational/regular meetings of December 10, 2009
- Payment of warrants under:
 - Batch 29 Fund 01 in the amount of \$61,536.53
 - Batch 29 Fund 13 in the amount of \$4,552.29
 - Batch 29 Fund 21 BOND in the amount of \$126,740.17
 - Batch 29 Fund 40 in the amount of \$47,482.07
 - Batch 30 Fund 01 in the amount of \$154,540.43
 - Batch 30 Fund 13 in the amount of \$2,664.97
 - Batch 30 Fund 21 BOND in the amount of \$110,321.30
 - Batch 31 Fund 01 in the amount of \$237.34
 - Batch 32 Fund 01 in the amount of \$33,444.48
 - Batch 32 Fund 13 in the amount of \$556.93
 - Batch 32 Fund 21 BOND in the amount of \$33,452.97
 - Batch 32 Fund 40 in the amount of \$1,409.44
- Director of Facilities and Operations' Report
- Quarterly Report – Williams Act
- Certificated Seniority List
- Youth in Arts contract for middle school art integration support
- **Field Trip: Destination:** Bel Aire School **Address:** 277 Karen Way, Tiburon **Date:** 01/27/10 **Teachers:** Hammons & Horn **Grades:** 4 & 5
- **Field Trip: Destination:** San Francisco Museum of Modern Art **Address:** 151 3rd Street, San Francisco **Date:** 03/02/10 **Teacher:** Franz **Grade:** 3
- **Field Trip: Destination:** Farm Day at the Civic Center **Address:** Marin Exhibit Hall, San Rafael Civic Center **Date:** 03/18/10 **Teachers:** Banks, Schmidt, Cassidy and Scullion **Grades:** K – 2
- **Field Trip: Destination:** Tolay Lake Regional Lake **Address:** Cannon Lane at Lakeville Hwy, Petaluma **Date:** 04/30/10 **Teacher:** Banks **Grade:** K

ADMINISTRATIVE AND EXTERNAL

**ADMINISTRATIVE
AND EXTERNAL**

The District has engaged California School Board Association (CSBA) Policy Services for the purpose of updating the entire District Board Policies and Administrative Regulations. Superintendent Bradley presented the updates, which have been reviewed by committee, and recommended the Board approve the proposed updates to all sections of District Board Policies and Administrative Regulations in their entirety:

District Board Policies
and Administrative
Regulations Updates

- Philosophy, Goals, Objectives, and Comprehensive Plans
- 1000 Community Relations
- 2000 Administration
- 3000 Business and Non-Instructional Operations
- 4000 All Personnel
- 5000 Students
- 6000 Instruction
- 7000 Facilities
- 8000 N/A
- 9000 Board By-Laws

Trustee Ziegler, acknowledging that policies are necessary, expressed his concern of massive adoption.

Superintendent Bradley advised the Board that CSBA, represented by Mr. Kevin Brown, had shared CSBA sample board policies and administrative regulations with several school districts at a two day workshop hosted by the District. CSBA samples were compared to current board policies and administrative regulations. The majority of the District's documents are dated September 2000. Dr. Bradley expressed concern that they are out of date. CSBA recommends approving updates in mass for compliance and amending as needed.

The Board discussed agendaizing key policies and voting on them section by section. Vice President Thornton encouraged Board members to follow the CSBA recommendation.

Trustee Ziegler acknowledged that the bulk of the board policies are based on state law; however, he thought the Board should be careful not to impose administrative regulations on itself more than a small district could handle.

Trustee Newmeyer reviewed that current District board policies and administrative regulations had been approved in mass in 2000 but amended as needed.

Superintendent Bradley advised that, with the exception of Section 7000 - Facilities, which the District hasn't had before, the proposed documents are updates to existing documents. Dr. Bradley suggested that the Board approve updates to policies in place previously, with the exception of Section 7000, and invited more discussion of that section. She suggested inviting Kevin Brown to a strategic planning session.

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M/s/c Benjamin/Newmeyer/ to approve all proposed board policies and administrative regulations updates with the exception of Section 7000

Discussion

Trustee Ziegler suggested the Board instead re-adopt the existing policies, as amended by state law, as applicable. Mr. Ziegler indicated that staffing, personnel and facilities are his main concern. Mr. Ziegler compared the charter school's policy adoption process to the recommended District adoption process.

Vice President Thornton affirmed that a board member (Karen Benjamin) had worked on the proposed board policy and administrative regulation updates.

Trustee Newmeyer noted that his observation is that policies are challenged anyway.

Trustee Benjamin clarified that there are differences between district and charter school requirements.

Trustee Ziegler stated he felt the process was extremely cumbersome.

Thornton pointed out that school districts already have a reference available to determine whether they are following state law; these proposed policies are built on law.

Trustee Ziegler responded that CSBA's opinion isn't necessarily his opinion.

Vice President Thornton affirmed that the proposed board policies and administrative regulations are the same or similar to those used by over 1,000 school districts, that this is what CSBA does for districts, and she affirmed again that the District has reviewed the policies.

Superintendent Bradley concurred, indicating that a lot of time has been spent in review. Dr. Bradley clarified that the binders presented to the Board include administrative regulations. She felt it appropriate that the Board knew what both were.

Trustee Benjamin clarified that part of the review had included selection of options that apply to small districts as opposed to large districts.

Vice President Thornton restated the motion and called for the question: Ayes 2 Noes 2 – Motion failed

Superintendent Bradley suggested separating the proposed board policies from proposed administrative regulations to allow the Board to focus strictly on board policies, and to schedule a February study session.

Trustee Ziegler looks forward to having policies on-line.

Trustee Newmeyer explained his decision to vote No; each side brings up good points but we're trying to make a decision without digesting it.

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Mr. Newmeyer asked what the key issues are.

Vice President Thornton responded that there is no way of knowing; things come up every day; her experience is that this is a huge process. She participated in the adoption process in 2000.

M/s/c Newmeyer/Ziegler/all to accept the donation of a HP Office Pro L7590 Printer/Fax/Scanner valued at \$225 from Mr. Ray Jones

Donation from Mr. Ray Jones

M/s/c Newmeyer/Ziegler/all to accept the donation of books and tennis rackets valued at \$377.77 from Trustee Karen Benjamin

Donation from Trustee Karen Benjamin

Superintendent Bradley reviewed that, following the election in November 2010, new board members' terms would take effect on the first Friday in December, December 3. School boards are required to hold an organizational meeting within 15 days of that date. Dr. Bradley requested the Board consider their personal calendars, keep in mind the annual California School Boards Association (CSBA) conference in early December and confirm a meeting date. The Board chose December 7, 2010 for their meeting date.

December 2010 Board Meeting Date

None

President's Report

Trustee Newmeyer indicated his interest in a particular calendar used by MCOE and its possible application in this school district. He will obtain more information and report back to the Board.

Board Reports

Superintendent Bradley reported that a special award had been bestowed on Vice President Thornton as part of the Marin City Martin Luther King, Jr. celebration on January 18, 2010.

Superintendent's Report

Superintendent Bradley reported that Dr. Strachan would be meeting next week with non-profits in Marin County and making some determinations of who will partner with Martin Luther King, Jr. Academy as part of proposal being prepared for submission to the Marin Community Foundation. Dr. Strachan will present the proposal to the Board as part of a study session scheduled on Thursday, February 11, 2010 at 7:00 p.m.

CORRESPONDENCE

CORRESPONDENCE

Letter from Marin County Office of Education (MCOE), regarding MCOE's review of the District's First Interim Report

M/s/c Benjamin/Newmeyer/all to adjourn at 9:01 pm

ADJOURNMENT

Clerk *Karen Benjamin* Date 2-25-10
Secretary _____

FUTURE BOARD MEETING DATES

FUTURE BOARD MEETING DATES

All meetings are held at the District Office, 630 Nevada Street, Sausalito at 7:00 pm unless otherwise noted. *The first meeting date of each month will be allocated to, additional special meetings on bond and

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facilities issues, special meetings, community forums, etc. as needed.
 The only or second meeting date of each month will be allocated to regular board meetings.

February 25	One February meeting-mid-winter recess
March 11*	
March 25	
April 22	One April meeting-spring recess
May 13*	
May 20	
June 10	Two meetings in June
June 24	
July 22	One July meeting-summer break
August 12*	
August 26	
September 9*	
September 23	
October 14*	
October 28	
November 18	One November meeting-holidays
December 7 (Tuesday) or December 15	One December meeting-holidays

UPCOMING EVENTS/IMPORTANT DATES

January 25	Staff Development Day – No School
February 2	Kindergarten Registration Begins - Bayside
February 15	Presidents Day Holiday
February 15-19	Winter Recess
February 19	Lincoln's Birthday
March 1-5	Book Fair - Bayside
March 16 and 18	Parent Conferences/Minimum Days – Bayside
March 30 and April 1	Parent Conferences/Minimum Days – MLK

**UPCOMING
EVENTS/IMPORTANT
DATES**

FUTURE CHARTER SCHOOL BOARD MEETING DATES

All meetings are held at Willow Creek Academy campus at 6:30 pm unless otherwise noted.

February 10	Second Wednesday of the month due to vacation
March 17	
April 21	
May 19	
June 16	

**FUTURE CHARTER
SCHOOL BOARD
MEETING DATES**