

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

**BOARD OF TRUSTEES
SPECIAL AND REGULAR MEETING
MINUTES**

September 24, 2009

SPECIAL MEETING CLOSED SESSION: 5:45 PM

REGULAR MEETING CLOSED SESSION

OPEN SESSION: 7:07 PM

PUBLIC HEARING: 7:05 PM

Sufficiency of Instructional Materials

(5 min unless public comment requires more time)

MEMBERS PRESENT:

Mark Trotter, President, arrived 6:04 p.m.

Karen Benjamin

Thomas Newmeyer

Shirley Thornton

William Ziegler

Debra A. Bradley, Superintendent and Secretary to the Board

Others Present: Laura Schulkind, Rob White, Jonnette Newton, Stephen Strachan, Carol Cooper, Andrew Boyd-Goodrich, Debra Moore, Tizjohn Armstead, Ellen Franz, Fran Nelson, Susan Cassidy, Jim Scullion, Edgar Furlong, Julius Holtzclaw, Shamila Austin, Doug Lloyd, Jessica Mullins, Harold Oden, Sharon Turner, Margaret Bonardi and Kathy Blazei taking minutes.

Vice President, Shirley Thornton, called the special meeting of the Sausalito Marin City School District Board of Trustees to order at 5:45 p.m. President Trotter joined the meeting at 6:04 p.m.

Call to Order

CLOSED SESSION

CLOSED SESSION

The Board and Superintendent went immediately into the closed session agendaized for the special meeting. Legal Counsel, Laura Schulkind, arrived at 6:03 p.m. and joined closed session.

The Board and Superintendent continued and went directly into the closed session agendaized for the regular meeting.

Closed sessions were concluded at 7:00 p.m.

OPEN SESSION

OPEN SESSION

President Trotter convened the regular session at 7:07 p.m.

President Trotter reported that there was nothing to report out from either the special meeting closed session or the regular meeting closed session.

Report Out

This concluded the special meeting.

Trustee Ziegler led the Pledge of Allegiance.

Pledge of Allegiance

M/s/c Thornton/Newmeyer/all to approve the agenda order

Agenda Order

Andrew Boyd-Goodrich thanked staff and families for their efforts and hard work.

Public Comment

Fran Nelson addressed the Board on whether attending the National School Boards Association (NSBA) conference is a justifiable expense in the present economic times.

Julius Holtzclaw reported that he had attended last week's Willow Creek Academy board meeting where unaudited actuals were tabled and no action was taken.

PUBLIC HEARING AND POSSIBLE ACTION – Sufficiency of Instructional Materials 2009/2010 School Year

Sufficiency of Instructional Materials 2009/2010 School Year,
Resolution #605

In order to comply with the law, a public hearing was held, beginning at pm, to take public input as to whether each pupil in the District, has sufficient textbooks or instructional materials, in specified subjects that are aligned to the academic content standards and consistent with the contents and cycles of the curriculum frameworks adopted by the State Board. The Public Hearing opened at 7:14 p.m., no public comment was made, closed at 7:15 p.m.

M/s/c - Roll Call Thornton/Benjamin/ 5 Ayes 0 Noes to approve **Resolution #605**, Sufficiency of Instructional Materials 2009/2010 School Year

EDUCATION

EDUCATION

Principal Newton's report for Bayside Elementary School included information on:

Bayside Report

- Staff review of student data
- Development of individual student learning plans
- Staff CPR training and work on classroom emergency bags
- Development of math pacing schedules
- Back to School Night
- A reactivated classroom partnership with Sausalito Rotary for math tutoring

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

Willow Creek Academy Report

- Art program and art journals created by 4th grade students
- Back to School Night
- Use of Graduated Language Acquisition Development (GLAD) techniques/strategies
- Sausalito police officers' meeting with students to replace the Drug Abuse Resistance Education (DARE) program which has been lost due to funding cuts

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Principal Strachan's report for Martin Luther King, Jr. Academy included information on:

Martin Luther King, Jr.
Report

- Reviewing academic rigor in the classes
- Back to School Night

Dr. Strachan introduced student body president, Tizjohn Armstead, 8th grade student at MLK, who addressed the Board with information on:

- Classmates' excitement about the new middle school and science lab
- New Principal, strict but cool
- Student pride that test scores have improved
- Students' desire for more time for extra curricular activities.

No report from the School Site Council/Parent Teacher Student Association (SSC/PTSA)

SSC/PTSA Report

Assessment Results for the 2008/2009 School Year

Assessment Results
for the 2008/2009
School Year

Comprehensive Review of:
Academic Performance Index (API)
Adequate Yearly Progress (AYP), and
Standardized Testing and Reporting (STAR) Data

Presenters:

Mr. Rob White, Information & Data Systems Support Specialist
Ms. Jonnette Newton, Principal, Bayside Elementary School
Dr. Stephen Strachan, Principal, Martin Luther King, Jr. Academy
Ms. Carol Cooper, Head of School, Willow Creek Academy

Rob White reported:

- The AYP is established at 800, the District's estimated score is 753; the state is currently recalculating the report to separate the charter school data from Bayside and MLK data.
- Testing begins in the second grade.
- All 3 schools have achieved the annual goals set by the state.
- The AYP is based on No Child Left behind (NCLB) criteria; all students must become proficient or advanced by the year 2014.
- STAR aligns with API and AYP.
- Federal formulas are a measurement for students, depending on whether they are advanced, proficient, basic or far below basic.

Mr. White distributed and highlighted pages of his analysis:

- A 2 year comparison of Bayside/MLK math indicates cohort data, the same student shown over the comparison period
- A 2 year comparison of Bayside/MLK English Language Arts provided similar information
- Separate 2 year comparisons were shown for WCA math and ELA.
- Strand Quartile Performance charts were shown by grade within the standards, a comparison of the same number of students, but not the same individuals.

Test wiseness strategies and test prep were discussed with Principals Newton and Strachan and Head of School Cooper:

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Ms. Newton reported on:

- Planning school wide test taking strategies
- Helping students overcome confusion caused by vocabulary, grammar and format variations in tests
- Students practicing bubbling.

Ms. Cooper reported:

- Encouraging students to get enough sleep before test taking
- Allowing students to exercise before test taking
- Providing students with snacks to keep them alert during test taking
- Reinforcing that tests indicate what they've learned one year to the next and are their opportunity to show what they can do

Dr. Strachan reported:

- Increasing students' comfort level through familiarization with terminology and mirror testing throughout the year
- Teacher assessments frequently around standards through quizzes, tests and observation
- Teacher review of what's being taught and teaching it in the format, terminology and grammar that the test will use.

Trustee Benjamin asked how teachers approach students' retention of earlier learning experiences. Principal Newton reported that teachers use review and spiraling while pacing to move on. Ms. Cooper agreed that teaching a subject, leaving it for awhile, and then returning to teach the subject again aids retention.

Trustee Thornton indicated that a testing specialist lives in Mill Valley, Dr. Gary Gruber.

Trustee Benjamin asked how vocabulary is being built. Principal Newton reported on Accelerated Reading, which not only develops a culture of readers, but allows students to test themselves online to determine their own comprehension of what they read.

Trustee Benjamin asked whether students are using their increased vocabulary in their writings. Teacher, Ellen Franz, reported that vocabulary words are used repetitiously to get students used to the words and that references to 'root words' are frequently made.

Trustee Ziegler asked what is the feeling in the schools. Dr. Strachan reported that students are tolerating the process; they are anxious to get to the new school; everyone is teaching and working, field trip requests are coming. Ms. Cooper reported that WCA students are excited and that school has started on a high note.

Discussion included comments from:

Trustee Trotter: Focus on healthy life style as a whole, not just drug use.

Superintendent Bradley: Nutrition/gardening activities are in full gear.

Principal Newton: Fourth grade students will be in Mosaic Camp that week to discuss social awareness (supported by the Milagro Grant).

Trustee Benjamin: Encourage young athletes not to use drugs to enhance performance.

Trustee Ziegler: Discourage/ban soft drinks due to data linking them to obesity.

Margie Bonardi: There are no sodas available on campus.

Red Ribbon Week
October 17–25, 2009,
Resolution # 606

Edgar Furlong: Students are bringing sodas to campus.

M/s/c – Roll Call Thornton/Benjamin/ Ayes 5 Noes 0 to approve **Resolution # 606** in support of Red Ribbon Week, which encourages staff and students to participate in drug awareness activities, making a visible statement that we are strongly committed to live a healthy life.

Margie Bonardi, District Business Manager, reviewed enrollment as of September 18, 2009: Bayside 126, Martin Luther King, Jr. Academy 49, Willow Creek Academy 183, Total District Enrollment 357

Enrollment Report

BUDGET

Orlando Lobo, President for Willow Creek Academy, presented a written statement from WCA Treasurer, Clark Warden, regarding the mandated state report (J-200) of actual revenues and expenditures for the prior fiscal year 2008/2009: "Revenues of \$1,349,000 less expenses of \$1,342,000 (including a small \$3,000 negative adjustment) resulted in Net Revenue of \$7,000. We were very concerned that eroding State revenues during the year would produce a small deficit. However, these reductions were more than offset by Federal stimulus funding of \$52,000. Although total expenses were \$13,000 over budget, this represented the extra amount privately raised and paid to our teachers through the Toast to Teachers annual fundraising event—unbudgeted revenue and equal unbudgeted expense. Total Capital (Assets less liabilities) at year end was \$175,000."

BUDGET

WCA Unaudited
Actuals for the
2008/2009 School Year

M/s/c Ziegler/Benjamin/all to accept the Willow Creek Academy Unaudited Actuals Report for the 2008/2009 School Year

Orlando Lobo, President of Willow Creek Academy, presented a written statement from WCA Treasurer, Clark Warden, regarding financial statements for two months ending August, 2009: "Almost all leftover accrued Accounts Receivable and Payable have been collected or paid, respectively, since the June 30 year end. Limited formula driven revenues during July and August lowered the cash position to \$122,000 at August 31. We would call your attention to the bottom line of the Cash Flow sheet for 2009-10 which shows the monthly cash balances as we go forward through the year.

WCA Financial Report

The next significant report will be the First Interim, which will reflect increased enrollment and ADA over budget."

Superintendent Bradley clarified that the Supplemental Funding Agreement reflects dollars negotiated in June, 2009.

WCA Supplemental
Funding Agreement
for 2009/2010

M/s/c Ziegler/Benjamin/all to approve the Supplemental Funding Agreement between Sausalito Marin City School District and Willow Creek Academy for the 2009/2010 school year

District Business Manager, Margie Bonardi, presented a document regarding the mandated state report (J-200) of actual revenues and expenditures for the prior fiscal year 2008/2009, which stated:

District's Unaudited
Actuals for the
2008/2009 School
Year

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"Enclosed are the reports of unaudited actuals for the 2008-09 school year. Our auditor, Steven Roach, is in the process of completing the district's audit of these reports. Our audit will be complete by December 2009, and reported to the Board at its January 2010 meeting.

Upon approval by the Board, our unaudited actuals will be submitted to the Marin County Office of Education for additional review before being submitted to the State. The report reflects both unaudited actuals for 2008-09 and the adopted budget for 2009-10.

The following is a summary of the General Fund (01).

GENERAL FUND (FORM 01)

The following summary combines unrestricted and restricted programs within the General Fund (Column C)

Revenue	Line A-5	\$ 5,606,135.35
Expenditures	Line B-9	5,424,231.82
Transfers out Other Funds	Line D-4	-108,248.91
Increase in Fund Balance	Line E	134,520.62

Beginning Fund balance (Unrestricted): \$ 934,011.96
(Line F-1a): Ending fund balance \$1,096,446.37 (Line F2-a).

Components: Unrestricted ending fund balance:

Revolving Cash	\$ 1,000.00
Other Designations	370,718.89
Designated for Economic Uncertainties (10%)	553,248.00
Undesignated	171,479.48

Other Designations: \$ 104,000 Basic Aid Fair Share
\$ 214,200 After School Program Audit
\$ 52,518 Ending balances for State restricted
categorical balances now unrestricted

Beginning Fund balance (Restricted: \$195,421.88 (Line F 1-b): Ending fund balance \$167,508.09 (Line F2-b).

Restricted balances (\$ 138,339.60 and \$29,168.49) include carryover from Restricted State and Federal Program (Title I, Economic Impact Aid, Lottery) as well as grant awards (MCF Art Grant) and donation accounts for Bayside and MLK.

M/s/c Newmeyer/Thornton/all to approve the District's Unaudited Actuals Report for the 2008/2009 School Year

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On or before September 30 of each year, the governing board must adopt a resolution to identify, the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit for the district for the preceding fiscal year.

GANN Limit,
Resolution #607

M/s/c – Roll Call Benjamin/Newmeyer/ Ayes 5 Noes 0 to approve the GANN Limit, **Resolution #607**.

CONSENT AGENDA

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Trustee Ziegler requested the removal of Items 30 and 31 from the Consent Agenda.

M/s/c – Roll Call Benjamin/Thornton/ Ayes 5 Noes 0 to approve, ratify or accept the remaining consent agenda items:

- Minutes of the regular meeting of June 25, 2009
- Minutes of the regular meeting of August 27, 2009
- Minutes of the special meeting of August 27, 2009
- Minutes of the special meeting of September 10, 2009
- Payment of warrants under:
 - Batch 11 Fund 01 in the amount of \$47,988.20
 - Batch 11 Fund 21 BOND in the amount of \$76,205.71
 - Batch 11 Fund 40 in the amount of \$46,360.27
 - Batch 12 Fund 01 in the amount of \$70,910.52
 - Batch 12 Fund 21 BOND in the amount of \$367,339.85
 - Batch 13 Fund 01 in the amount of \$125,322.47
 - Batch 13 Fund 13 in the amount of \$3,655.34
 - Batch 13 Fund 21 BOND in the amount of \$21,930.68
 - Batch 14 Fund 01 in the amount of \$110,856.61
 - Batch 15 Fund 01 in the amount of \$50,368.44
 - Batch 15 Fund 13 in the amount of \$2,207.22
 - Batch 15 Fund 21 BOND in the amount of \$195,829.26
 - Batch 15 Fund 35 in the amount of \$913.32
 - Batch 15 Fund 40 in the amount of \$7,895.53
- Director of Facilities and Operations' Report
- An additional authorized signer on the current District revolving cash fund
- Annual request for a Bilingual Tester Waiver to meet state requirements of testing new students in their home language
- Resignation of Employee # 40045, effective September 4, 2009
- The Marin Community Foundation Arts Demonstration Grant provides for resident artists to work with students. Evan Bissell will be the half time Visual Arts Specialist for the 2009/2010 school year (categorically funded position).
- Memorandum of Understanding 2009/2010 with Bay Area Community Resources who provide for the school counselor, Sabrina Geshay
- Acknowledgement of receipt the Willow Creek Academy Request for Supplemental Funding dated June 8, 2009

With regard to Items 30 (Renewal of the contract for Ms. Claradee Echelbarger to provide Special Education Services for the 2009-10 school year in the area of speech pathology) and 31 (Renewal of the

Items 30 & 31

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contract for Mr. Louis Santos to provide ongoing technology instruction at Bayside Elementary), Trustee Ziegler wanted to know how insurance is handled. Ms. Bonardi explained that the District does not require the individuals to carry extra insurance. However, if they are working on campus, they would be covered by Workers Compensation.

Benjamin/Ziegler/all to approve Items 30 and 31.

ADMINISTRATIVE AND EXTERNAL

**ADMINISTRATIVE
AND EXTERNAL**

M/s/c Benjamin/Ziegler/all to retain the law firm of LIEBERT CASSIDY WHITMORE to provide special Services for the Sausalito Marin City School District, effective September 11, 2009

LIEBERT CASSIDY
WHITMORE

Superintendent Bradley thanked Trustee Benjamin for passing along information learned about board policy services offered by California School Boards Association (CSBA) as a result of Trustee Benjamin's participation in Masters in Governance. Dr. Bradley explained that a committee would be established to review board policies and work with CSBA in a joint consortium to develop/update board policies that are current with statute. Policy Online Service would provide for automatic updates and posting online to the District website. Both services are recommended.

Board Policy Update

M/s/c Thornton/Ziegler/all to approve a CSBA Consortium Agreement for updated board policies current with statute at a cost of \$2,000

M/s/c Thornton/Ziegler/all to approve the purchase of Policy Online Service for automatic updates and online viewing of our own district's policy manual online, \$2,725/year

Trustee Benjamin volunteered to participate in the committee.

Board members who are registered for the California School Boards Association (CSBA) Annual Conference considered events for their individual attendance which included the Superintendent's recommendation that they attend the Schools for Sound Finance breakfast.

CSBA Annual
Conference

Board members discussed attending the National School Boards Association (NSBA) conference in Chicago, April 10 – 12, 2010.

NSBA Annual
Conference

President Trotter agreed with public comments made earlier that the cost is not justified in light of budget uncertainty. Trustee Thornton disagreed and thought it important to use the opportunity to become more educated and learn what other states are doing to expand the Board's views. Dr. Thornton indicated she would attend.

Trustees were encouraged to check the NSBA website for additional information; the item will be reagendaized for October 8.

No report.

President's Report

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Trustee Newmeyer recommended that Board members raise questions they have, about items that involve a subcommittee, before items come to the Board for a decision. He wished to avoid tabling items and delaying decisions and asked Board members to put more faith in the recommendations of the subcommittees.

Board Reports

Trustee Thornton thought it appropriate to table when questions to a subcommittee about their recommendations cannot be answered.

Trustee Ziegler, a subcommittee member, expressed that it is difficult when operating under Brown Act prohibits talking to more than two board members at a time without agendizing a full meeting of the Board. He added that no one can anticipate all questions that might be asked during a meeting but that the committees do their work.

Board members can always pose questions to staff for clarification. Dr. Bradley offered to facilitate questions to subcommittees in advance so everyone is familiar with items by the time of the board meeting

Superintendent Bradley reported that one wall in Room 2 and gutters are scheduled to be painted this weekend. Then, it will be a matter of seeing how the paint cures before determining next steps.

Superintendent's Report

M/s/c Thornton/Ziegler/all to adjourn at 9:00 pm

ADJOURNMENT

Clerk  Date 11-19-09

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 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.

- October 8*
- October 22
- November 19 One meeting in November due to holidays
- December 10 One meeting in December due to holidays

UPCOMING EVENTS/IMPORTANT DATES

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- October 12 Staff Development – No School
- October 22 Bayside Multipurpose Room Ribbon Cutting
Student Achievement Awards
Introduction of New Principals to the Community
- October 27 Parent Conferences/ Minimum Day – MLK
Academy
- November 11 Veterans' Day
- November 23-27 Thanksgiving Recess
- December 1 Parent Conferences/ Minimum Day – Bayside
Elementary

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- December 1 ART WALK: A Celebration of Arts in the Sausalito
Marin City Schools
Join us to celebrate students' artwork and musical
performances.
Bayside Multipurpose Room, 630 Nevada Street,
Sausalito, 5:30 pm to 7:30 pm
Free to the community.
- December 3-5 California School Boards Association (CSBA)
Annual Conference, San Diego, CA
- December 8 SMCSD Speaker Series – "How to Talk So Kids
Will Listen"
Parent Educator and Speaker: Ms. Julie King,
Bayside Multipurpose Room, 630 Nevada Street,
Sausalito, 7:00 p.m.
Free to the community
- Dec. 21-Jan. 1 Winter Recess
- December 25 Christmas Holiday
- January 1 New Year Holiday

FUTURE CHARTER SCHOOL BOARD MEETING DATES

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

**FUTURE CHARTER
SCHOOL BOARD
MEETING DATES**

- October 21
November 18
December 16
January 20
February 10 Second Wednesday of the month due to vacation
March 17
April 21
May 19
June 16