

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

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

December 10, 2009

ORGANIZATIONAL MEETING: 7:03 PM

REGULAR MEETING 7:11 PM

MEMBERS PRESENT:

Mark Trotter, President

Karen Benjamin

Thomas Newmeyer

Shirley Thornton

William Ziegler

Debra A. Bradley, Superintendent and Secretary to the Board

Others Present: Susan Morris, Clark Warden, Sharon Turner, Megan Bolduc, Ruth Nenabor, Debra Moore, Carmen Rivera, Anna Pilloton, Brooke Toczylowski, Rob White, Harold Oden, Edgar Furlong, Carol Cooper, Orlando Lobo, Ellen Franz, Denni Locke, Jami Ross, Cory Creath, Natasha Griffin, Jonnette Newton, Dr. Stephen Strachan, Bill Gargan, Margaret Bonardi and Kathy Blazei taking minutes.

ORGANIZATIONAL MEETING

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MEETING**

President, Mark Trotter, called the Organizational Meeting of the Sausalito Marin City School District Board of Trustees to order at 7:03 p.m.

Call to Order

Trustee Thornton led the Pledge of Allegiance.

Pledge of Allegiance

M/s/c Ziegler/Benjamin/all to approve the Organizational Meeting agenda order

Agenda Order

Trustee Ziegler complimented the Board on its successful year and efficiency through many construction issues.

Public Comment

Board members discussed and agreed that they would all like to retain their office/appointment/designation.

Election,
Appointments &
Designations

M/s/c Thornton /Benjamin/all to elect/appoint/designate:

- Mark Trotter, President
- Shirley Thornton, Vice President
- Karen Benjamin, Clerk
- Superintendent Bradley, Secretary of the Board
- Thomas Newmeyer, Representative to Marin County School Boards Association

M/s/c Thornton/Newmeyer/all to approve the Board Meeting Calendar for Calendar Year 2010:

Board Meeting
Calendar 2010

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

January 14*
January 21
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

M/s/c Thornton/Ziegler/all to adjourn the Organizational Meeting at 7:09 p.m.

Adjourn Organizational Meeting

REGULAR MEETING

REGULAR MEETING

President, Mark Trotter, called the Regular Meeting of the Sausalito Marin City School District Board of Trustees to order at 7:11 p.m. noting that all Board members were present.

Call to Order

M/s/c Newmeyer/Thornton/all to remove Item #6, Race to the Top; move Item #42, Martin Luther King, Jr. Academy Ribbon Cutting Ceremony, to follow Item #19 and approve remaining agenda order.

Agenda Order

Trustee Thornton requested that information regarding Race To The Top be sent to parents and that a letter of concern be sent to the state.

None

Public Comment

EDUCATION

EDUCATION

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

Martin Luther King, Jr. Academy

- Students meeting grade level standards
- Attendance being maintained at 95%
- Students now dressing for physical education
- Meetings with TAM High School Principal, now focusing on math
- Martin Luther King, Jr. Celebration in Marin City on January 18
- Students' writings with examples on exhibit in the District Office
- Positive student moral; students are embracing change.

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Dr. Strachan asked for the continued support of the Board. Trustee Benjamin encouraged preparing students for Algebra. Trustee Thornton asked Dr. Strachan to schedule middle school student interviews with high school students for their recommendations to incoming students.

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

Willow Creek Academy

- Annual winter concert highly attended
- Selection of two signature practices for California Distinguished School Application: 1) a standards based literacy program and, 2) experiential learning
- Field trips to Golden Gate Park, the de Young, the Science Academy, all accessible on Bus #10
- Food drive: WCA raised 1,048 pounds of food to donate
- Adopted family: WCA is accepting donations for one family in Marin County. Checks can be made payable to Cash; shopping scheduled next Wednesday.

Principal Newton's report for Bayside Elementary School included information on writing standards, writing rubric and student writings on exhibit at the District Office.

Bayside Elementary

Trustee Thornton asked if Bayside is on par with other districts. Are we cognizant of how other students at their grade level are doing for comparison? Principal Newton responded:

- Through the pen pal program of some classes, teachers can make comparisons
- Fourth and fifth grade are working with two other schools in Marin on all curricular areas including writing
- Marin Teaching Network not operational this year in any district.

Trustee Benjamin asked where the school needs the most help. Principal Newton reported that reading and comprehension are the greatest needs; that staff is considering a program called Read 180 which focuses on comprehension. Writing is also being considered.

Trustee Thornton asked how vocabulary is addressed; students can't write without word knowledge. Principal Newton acknowledged that greater comprehension will increase vocabulary. Trustee Ziegler asked Principal Newton to keep Board members informed.

Arts Coordinator, Anna Pilloton, and Art Specialist, Brooke Toczylowski, provided a status report of the arts project including framework, student work and the community Art Walk.

Marin Community
Foundation Arts
Education
Demonstration Project

Ms. Pilloton thanked the Board for their commitment and support to the arts. She addressed the implementation of the arts program at the school sites:

- Schedule: 1 hour per week per class at each site
- Timeline: The plan to build capacity
- Project Based Learning: To be offered next year when the arts strand is firmly established
- Leadership, Evaluation, Assessment and Planning Committees: Working to develop program and student learning
- Community Events: 200 – 300 family members attended the Art

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Walk; more events are planned

- Student Art Awards: To encourage and recognize creativity and artistic achievement.

Trustee Benjamin asked if coaching has been well attended by teachers. Ms. Pilloton reported that a third Wednesday meeting has been established to meet the overwhelming demand. Trustee Benjamin encouraged early notification to students receiving awards so they can attend and be acknowledged as a highlight of the event.

President Trotter asked how assessments are made. Ms. Pilloton responded that indicators are: seeing the physical evidence of art everywhere on campus, recognizing when it becomes imbedded into the culture and is no longer considered an addition to the culture. President Trotter shared his enthusiasm for stimulating the creative process. Trustee Thornton said that others feel the same and that art studies are now being mandated in many programs to stimulate and expand thought processes.

Brooke Toczylowski thanked the Board for their support on behalf of Evan Bissell and herself. She reported on:

- Focus on social themes such as drafting, revision, evolving and transforming one's art – being satisfied and proud of the result
- Understanding the concept of other District programs-No Bully and Second Step-to help students recognize/visualize feelings
- Connecting to language arts: Vocabulary, writing and reporting
- Connecting to science: Observation, experiments, contrasts
- Other valuable connections: Experience and observation, creation and art making, critique and discussion, presenting and thinking of ones self as artist or author, reflection
- All connections represent self expression
- Teacher involvement.

Ms. Pilloton gave examples of current art projects: Identity through portraiture, experimentation with printing, self portraits, charcoals, public projects. She reported on student observations: students should respect others' art, art makes students feel they can be free and, art speaks in ways words can't.

President Trotter showed interest in a student created mural beneath Hwy 101 connecting Sausalito to Marin City. Superintendent Bradley reported that the Sausalito Rotary has received a grant to improve that tunnel and suggested Rotary be contacted.

Item removed from the agenda.

Race To The Top

Principal, Dr. Stephen Strachan, discussed the status of transformational efforts at Martin Luther King, Jr. Academy in conjunction with Marin Community Foundation. The Marin Community Foundation (MCF) has generously offered to work with the MLK, Jr. Academy as a partner in District efforts to create sustainable change, and the District welcomes their support and involvement.

MLK Presentation

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Dr. Strachan's report included information on:

- Where the School is Currently
- Where We Are Going: Assessment, Effective Delivery of Instruction and Targeted Interventions
- Academic Program, School Structure, School Culture
- Data-Based Model for Change
- Prioritized Strategic Actions: 2009 - 2012

Dr. Strachan spoke of misconceptions, blame, taking responsibility and established mindsets; Vision 900 offers transformation and change. He spoke of successes and academic potential; the need for reform from within; the need to attack transformation through academic program, school structure and school culture; the use of data-based models for change that show what transformation looks like; teaching what the state requires, teaching students to compete and using ongoing assessment and reevaluation. Changing the structure of the school is important. Changing the school culture to create expectations and becoming a college going culture are important. The new middle school is important; it shows that we invest in and care about education. Counseling is needed: Teachers and students who are dealing with non-academic barriers need support. The adoptions of tolerance curriculum and peer mediation are under consideration. Assessment, Advancement Via Individual Determination (AVID) and Gear Up are in place; teachers are working hard. There is a realization that student progress needs to be better sustained at the high school level. Dr. Strachan indicated his interest in creating a team to begin discussions of expanding the District through grade 12, The Board showed interest in looking differently at the district's design. Trustee Ziegler applauded Dr. Strachan for having the courage to recommend such a change. Superintendent Bradley was asked to set up a study session.

Superintendent Bradley acknowledged teachers in the audience- Carmen Rivera, Debra Moore and Natasha Griffin-who have been part of this journey since Dr. Strachan joined the District. She also noted that meetings are being held with the Marin Community Foundation.

LaDonna Bonner, Marin City School Readiness Program Coordinator, updated the Board regarding:

Public Comment

- Establishment of a weekly play group
- In-home parent workshops, including at the Fireside Apartments
- Summer Bridge data available in January
- Kindergarten observation reports in process
- Readiness Program currently serving 50 families; goal 200
- Exploration of expanding program.

Trustee Thornton reaffirmed that available preschool data reinforces the need for First Five intervention. She recommended Ms. Bonner look at what Jeffrey Canada is doing in New York – working with the whole family and whole community.

The meeting was briefly recessed.

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Superintendent Bradley and Rob White, District Information & Data Systems Support Specialist, reviewed a District enrollment forecast for the 2010/2011 – 2011/2012 school years based on:

District Enrollment
Forecast 2010/2011 –
2011/2012

- California Birth Rates: mildly escalating since 1999
- California – K-8 Total Enrollment Trend: mildly decreasing
- County – K-8 Total Enrollment Trend: mildly escalating annually
- District Enrollment Trend: escalating
- Bayside CBEDS Enrollment Year by Grade: a supporting document for the previous chart highlighting the different cohorts
- Bayside Classroom Enrollment: the number of classrooms the District currently needs and may need in the future.

Mr. White reported that close to 2/3 of the District's students are in kindergarten, first and second grades and that, if kindergarten enrollment jumps, more classes will be needed. He anticipates mild growth in the District over the next two years based on available data.

District Business Manager, Margie Bonardi reported changes in enrollment since the last report two weeks ago: Bayside up by 3; Martin Luther King, Jr. Academy up by 2; Willow Creek Academy down by 1.

Enrollment Report

BUDGET

BUDGET

District Business Manager, Margie Bonardi, reviewed the District's First Interim Report, including Bond Expenditures school year 2009/2010 through October 31, 2009:

District 2009/2010 First
Interim Report

General Fund:

- 2009/2010 one time prior period adjustment
- 2010/2011 estimated 1 time Basic Aid contribution
- Significant increase in costs for services and supplies for grants received after the 2009/2010 budget was adopted
- Significant increase in sewer tax
- Property tax estimate assessed down from 2.9% to 2.5%

Other Funds:

- Fairly stationary

Bond Fund

- As approved by the Board at a prior meeting, the transfer of \$120,000 into the Bond Fund from Fund 49
- All future expenses for construction will come from Fund 49.

M/s/c Ziegler/Newmeyer/all to approve the District's First Interim Report

The Willow Creek Academy First Interim Report was distributed and reviewed by Clark Warden:

WCA 2009/2010 First
Interim Report

- Award of \$35,000 grant from Art Festival Foundation greater than budget of \$10,000
- Employment expense increase of \$42,000 includes hiring an assistant teacher, some stipends and a couple other expenses
- The fiscal year end net increase and fund balance will be closer to \$14,000 compared to the budget projection of \$36,000 this year
- Working with parent council to increase private support; prior experience is that parent support has been modest.

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Margie Bonardi advised the Board that WCA's First Interim Report would be reviewed/approved by the WCA Board at their next meeting.

M/s/c Ziegler/Benjamin/all to accept the Willow Creek Academy First Interim Report, acknowledging that Willow Creek Academy's Board will approve it later this month

Combined with discussion of First Interim Report

WCA Financial Report

BOND

BOND

Martin Luther King, Jr. Academy

MLK, Jr. Academy

M/s/c Ziegler/Newmeyer/all to authorize signature to the Notice of Completion

Notice of Completion

John Long, JVL Designs, Inc., reviewed the proposal: the planting plan; areas without plants or much foot traffic to be chipped; separate areas for PAR Course and for handball/racket ball; middle courtyard with trees in a park like setting, benches and picnic benches adjacent to sports areas. Other areas were identified for possible synthetic lawn.

JVL Designs, Inc.
Landscape Proposal

President Trotter indicated that PAR Course should be deferred due to cost. The proposal from JVL Designs, Inc. includes only the landscape and irrigation. He indicated that another proposal had been obtained, in the amount of \$6,875, for synthetic lawn, which is also not part of the JVL Designs, Inc. proposal.

M/s/c Ziegler/Thornton/all to approve the landscape proposal from JVL Designs, Inc. in the amount of \$23,539, plus a one year warranty in the amount of \$9,720.

M/s/c Ziegler/Benjamin/all to approve a proposal for synthetic lawn using a product that doesn't track.

Discussions of the PAR Course and racket ball court were tabled to the next Board meeting. The areas will temporarily be planted.

MLK Recreation and
Other Facilities

M/s/c Thornton/Newmeyer to approve cementing the curving pathways, which are currently dirt pathways.

President Trotter reported that a proposal to renovate the ball fields would be forth coming.

Dr. Strachan reported that corrective safety work for the ledge area and under the stairs has been designed to extend the current look; it complements the existing mesh. The cost is estimated at \$18,000 by the design team, payable from the Bond Fund.

Concord Iron: Estimate
for Corrective Work for
Safety Matters

M/s/c Ziegler/Benjamin/ all to proceed with the corrective safety work

Bob Alten will help push completion before school opens to students but, in the event of delay, temporary corrections will be made. President Trotter noted that discussion is needed with the architect regarding payment for the corrective work.

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Bill Gargan reported that Change Order #20 was now documented and ready for signature.

Change Order #20

M/s/c Ziegler/Benjamin/all to approve Change Order #20

The Board thanked Bob Alten for his efforts in building the new middle school.

Bill Gargan reported the status of Change Orders:

- #18 under current review by DSA
- #19 faucets and bubblers
- #20 approved by the Board of Trustees

Change Orders #18,
#19 and #20

In process

Pull Stations &
Emergency Coverings

The Martin Luther King, Jr. Academy Ribbon Cutting Ceremony has been scheduled for Monday, January 18. Superintendent Bradley reported that program is being developed in conjunction with Sharon Turner, Marin City Network, who is involved with planning the Martin Luther King, Jr. Celebration in Marin City. The ribbon cutting celebration will be from 11:45 a.m. to 1:30 p.m. Moving will take place January 4, or possibly January 11 to give Concord Iron the opportunity to complete their work. Classrooms will be set up prior to January 18.

MLK Ribbon Cutting

Bayside Elementary School Multi Purpose Room

Bayside MPR

Bill Gargan reported he is still getting numbers for oven work. Architect, Cory Creath, described why there is a need for further electrical work on the ovens and indicated that the error should be shared by the design team, contractor and District. President Trotter informed Mr. Creath that the District would not be paying for this work and that Bill Gargan would mediate. Mr. Gargan reported that the District owes AXIS Architects approximately \$30,000. Mr. Gargan stated that he would withhold \$5,000 - \$6,000 from AXIS until corrective electrical issues are resolved; however, Mr. Gargan authorized the release of the remainder to AXIS.

Power to Ovens: New
Ovens Not Operational

Bill Gargan reported that a temporary fix to a light along the path in the upper parking lot needs to be permanently fixed; the light does not work. He estimated the cost between \$4,500 to \$4,900.

Upper Lot Wiring

M/s/c Thornton/Newmeyer/ all to proceed with the permanent fix and to determine responsibility later.

In process

Siding

In process

MPR Clock

In process

Treehouse Plumbing

In process

DSA Certification

In process

DSA Letter to
Superintendent
Regarding Close Out
Documents and
Request for
Reexamination From
AXIS Architecture

In process

Table Locks

In process

Covers for Pull
Stations

Bayside Elementary School KPod

Bayside KPod

Item tabled; Mr. Gargan reported that he is still getting prices

Tackable Surfaces/Trim
Painting

Item tabled until spring.

Exterior Metal Trim

In process

Covers for Pull Stations

No discussion

Schedule Work

January 4 or January 11 as discussed above

School Move

CONSENT AGENDA

CONSENT AGENDA

M/s/c – Roll Call M/s/c Thornton/Benjamin Ayes 5 Noes 0 to approve
or accept:

- Minutes of the special meeting of November 19, 2009
- Payment of warrants under:
 - Batch 26 Fund 01 in the amount of \$22463.81
 - Batch 26 Fund 13 in the amount of \$8,116.95
 - Batch 26 Fund 21 BOND in the amount of \$11,584.48
 - Batch 26 Fund 40 in the amount of \$6,644.12
 - Batch 27 Fund 01 in the amount of \$16,275.89
 - Batch 27 Fund 21 BOND in the amount of \$17,079.02
 - Batch 28 Fund 01 in the amount of \$293,930.38
 - Batch 28 Fund 13 in the amount of \$2,254.54
 - Batch 28 Fund 21 BOND in the amount of \$377.30
 - Batch 28 Fund 40 in the amount of \$55,766.46

Director of Facilities and Operations' Report

ADMINISTRATIVE AND EXTERNAL

**ADMINISTRATIVE
AND EXTERNAL**

Thornton/Newmeyer/all to appoint:

Board Appointments

- Karen Benjamin to the Marin County Golden Bell Committee
- Dr. Shirley Thornton to the Marin Teaching Network
- Mark Trotter to the Joint Legislative Action Committee with William Ziegler as alternate
- Mark Trotter and William Ziegler Board Liaisons to Facilities

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- William Ziegler Board Liaison to Budget
- Mark Trotter Board Liaison to Administration
- Karen Benjamin and Thomas Newmeyer Co-Chairs to Board Committee on Early Childhood Education
- Dr. Shirley Thornton and William Ziegler Liaisons to Negotiations with Willow Creek Academy for MOU 2010/2011
- Mark Trotter and Karen Benjamin Board Liaisons to Parent/Community Outreach

The Board Master Calendar was tabled.

Board Master Calendar

President Trotter and Trustee Thornton will represent the District at the annual Joint Legislative Action Committee (JLAC) seminar Wednesday, January 13, 2010 in Sacramento.

JLAC Seminar

M/s/c Ziegler/Benjamin/all to contract with CSBA for Agenda Online service at a cost of \$2,770 in the first year and \$2,250/year in subsequent years

Paperless Board Agenda

M/s/c Thornton/Benjamin/all to accept a donation by Capital Solutions Management of office supplies, computer keyboards and plastic multi drawer storage cabinets.

Donation by Capital Solutions Management

President's Trotter requested that time be scheduled in January for Board discussion of Board direction, vision, goals. Board members indicated their availability Saturdays, January 23 or 30.

President's Report

None

Board Reports

Superintendent Bradley read a thank you letter of December 3, 2009 from student, Dylan Meade, for the savings bonds awarded to him as a 900 Club member for significant student achievement.

Superintendent's Report

M/s/c Thornton/Newmeyer/all to adjourn at 10:25 p.m.

ADJOURNMENT

Clerk Karen Benjamin Date 1-21-10

Secretary _____

FUTURE BOARD MEETING DATES

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UPCOMING EVENTS/IMPORTANT DATES

Dec. 21-Jan. 1 Winter Recess
December 25 Christmas Holiday
January 1 New Year Holiday
January 4 Students Return to School
January 18 Martin Luther King Day – No School
January 25 Staff Development Day – No School
February 15 Presidents Day Holiday;
February 15-19 Winter Recess
February 19 Lincoln's Birthday
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.

**FUTURE CHARTER
SCHOOL BOARD
MEETING DATES**

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