

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

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

**December 11, 2008**

<b>RECEPTION</b>	<b>6:00 PM</b>
<b>OATH OF OFFICE:</b>	<b>7:00 PM</b>
<b>ORGANIZATIONAL MEETING:</b>	<b>7:11 PM</b>
<b>REGULAR SESSION:</b>	<b>7:20 PM</b>

**MEMBERS PRESENT:**

**Whitney Hoyt**, President through Organizational Meeting, departed at 8:00 pm.

**Karen Benjamin**

**Shirley Thornton**

**Mark Trotter**, President beginning with Regular Meeting

**William J. Ziegler**

**Debra A. Bradley, Superintendent and Secretary to the Board**

Others Present: Sam Hoyt, Anita Fowler, Sharon Turner, Allen Biggs, Juanita Edwards, Martin Brown, Alana Polk, Megan Bolduc, Marva Caldwell, Bruce Huff, Susan Morris, Deborah Osburn, Brian Nielsen, Paula Hammons, Jim Scullion Dick McKee, Louis Santos, Susan Cassidy, Edgar Furlong, Fran Nelson Mary Jane Burke, Linda Maratello, Julius Holtzclaw, OJ Mitchell, Cherisse Baatin, Shayla Davis, Eboni McKinley, Natalie Jenkins, Sylvia Bynum, June Farmer, Ellen Franz, Dave Barni, Jessica Mullin and Herman Privette of the Marin Scope , Orlando Lobo, Andre Shavers, , Mayor Jonathan Leone, Robert Fisher, Jeff Nolan, Doug Lloyd, Ardarius McDonald, DeGeorge Hines, Trellis Condra, Jim Statts, Cherisse Baatin, Harold Oden, Carol Cooper, Margaret Bonardi and Kathy Blazei and Patty Swisshelm taking notes.

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**RECEPTION**

A reception was held to welcome new Trustees, Karen Benjamin and William J. Ziegler.

**OATH OF OFFICE**

Superintendent Debra Bradley introduced Marin County Superintendent of Schools Mary Jane Burke, who welcomed two newly elected Board members to four year terms. They are Karen Benjamin and William J. Ziegler. She recognized with thanks two departing Board members, Thomas Clark and Elizabeth Todd-Gallardo. She encouraged all Board members to commit to finding common ground, to listen to others and to work for the whole. She shared that there are 107 school board members in Marin County who choose to serve on behalf of the children of their community. Offering her full support, Superintendent Burke gave the Oath of Office to, and presented, Karen Benjamin and William J. Ziegler.

**RECEPTION**

**OATH OF OFFICE**

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**BOARD PLEDGE**

Superintendent Bradley gave the history of the Board Pledge, which Board members commit to annually. Marin County Superintendent of Schools Mary Jane Burke led the Board in speaking the Pledge before the audience.

**BOARD PLEDGE**

**ORGANIZATIONAL MEETING**

President, Whitney Hoyt, called the organizational meeting of the Sausalito Marin City School District Board of Trustees to order at 7:11 pm

**ORGANIZATIONAL MEETING**

Call to Order

**M/s/c Trotter/Thornton/all** to approve agenda order

Agenda Order

None

Public Comment

**M/s Ziegler/Trotter** to elect Mark Trotter, President; **M/s Thornton/Hoyt** to elect Whitney Hoyt, President; **call/majority** to elect Mark Trotter, President

President

**M/s Thornton/Benjamin** to elect Whitney Hoyt, Vice President; **m/ Ziegler** to elect Shirley Thornton, Vice President. Dr. Thornton briefly declined but then agreed; **s/c Hoyt/all** to elect Dr. Shirley Thornton, Vice President

Vice President

**M/s/c Hoyt/Ziegler/all** to elect Karen Benjamin, Clerk

Clerk

**M/s/c Thornton/Hoyt/all** to appoint Superintendent Debra A. Bradley, Secretary of the Board

Secretary of the Board

**M/s/c Thornton/Ziegler/all** to designate Whitney Hoyt, representative to Marin County School Boards Association

MCSBA

There was discussion on the second June board meeting date: Thursday conflicts with other community events; Tuesday was suggested as an alternate.

Board Meeting  
Calendar 2009

**M/s/c Ziegler/Benjamin/all** to approve the Board Meeting Calendar for Calendar Year 2009 with the second board meeting in June to be held on Tuesday, June 23. The approved calendar can be viewed at the end of this document.

The Organizational Meeting was adjourned at 7:19 p.m.

Adjourn

**REGULAR SESSION**

**REGULAR SESSION**

Trustee Hoyt introduced her brother, Sam Hoyt, visiting from New York.

President, Mark Trotter, called the regular meeting of the Sausalito Marin City School District Board of Trustees to order at 7:20 p.m.

Call to Order

Trustee Benjamin led the Pledge of Allegiance.

Pledge of Allegiance

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**M/s/c Thornton/Benjamin/all** to move Item 14 ahead for earlier discussion, correct the field trip date to December 15 instead of December 17 and approve remaining agenda order

Agenda Order

None

Public Comment

**EDUCATION**

**EDUCATION**

Superintendent Bradley reviewed the monthly enrollment report showing gains and losses to the District:

Monthly Enrollment Report

	<u>November 1</u>	<u>November 30</u>
• Bayside Elementary School	134	136
• Martin Luther King, Jr. Academy	35	34
• Willow Creek Academy	148	147

Trustee Hoyt requested that future reports also reflect in-district and-out-of district enrollment at Willow Creek Academy.

Principal Baatin's report for Bayside Elementary School and Martin Luther King, Jr. Academy included:

Principal's Report Bayside & MLK

- Increased parent leadership/involvement due to Nel Soto Grant
- Acknowledgement of School Site Council members:  
 June Farmer, parent and Chairperson  
 Natalie Jenkins, parent  
 Alana Polk, parent  
 Kelly Eboni McKinley, parent  
 Megan Bolduc, instructor  
 Dave Barni, instructor  
 Debra Moore, instructor  
 Natasha Griffin, instructor  
 All four parents were present at the school board meeting.
- Winter Wonderland Family Night, December 18, planned and executed by Dave Barni, Megan Bolduc, JJ Lynch, June Farmer and others.

Regarding the Winter Wonderland Family Night, Instructor Dave Barni, commented on the attendance (approximately 120 people), the success of the gingerbread house making activity, and the communication and trust being built with parents through the Nel Soto Grant. He added that it had been his best experience in 18 years and that he was looking forward to doing it all again next year.

Megan Bolduc and Alana Polk reported for School Site Council/PTSA:

SSC/PTSA

- Student elections party: January 8, 5 pm at MLK; Board members were invited to attend
- Good student participation with lots of ideas to share; they recommended that SSC student members be invited to observe a Board meeting
- Student officer inauguration: January 20
- Treasury at \$33; several persons joined immediately
- Scholastic Book Fair: March 2 – 6; 50% of proceeds raises money for new books for the joint use library, volunteers are needed and can register on line.

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Trustee Hoyt departed at 8:00 pm.

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

- Recognition by Sausalito City Council of outstanding STAR test students
- Placement on the Honor Roll of the California Business for Education Excellence organization
- Receipt of a modest grant which may be used to reinstate the Spanish language program
- Development of No Bully vision and policy
- Collection of 750+ pounds of food for Marin Food Bank's Thanksgiving Drive
- Working with the Marin County Adopt a Family program to take a family of four under WCA's collective wing
- Preparing 4<sup>th</sup> through 6<sup>th</sup> grade Science Fair projects
- Working through Mathletes' problems
- Seventh annual winter choral concert at Star of the Sea Church

Jonathan Leone, Mayor of Sausalito, was introduced. Mayor Leone shared that he would attend meetings as he had time available and that he looked forward to working with a unified board and each board member closely.

Fact Sheets 2007/2008 were presented by Superintendent Bradley, a compilation of each school's accountability using data from the prior school year. The 2007/2008 Fact Sheet data is current as of September 2008 but is subject to change. Facts about teachers and students are from the census of early October 2007. Testing data is based on tests taken in the spring of 2008. The CDE issued API and AYP results in August 2008. Fact Sheets are sent home with students and they are posted on district and school websites. The 2007/2008 Full Length School Accountability Report Card will be posted to district and school websites in February 2009. She also referenced document by School Wise Press showing how frequently various SARC reports are reviewed between July 2007 and February 2008.

Fact Sheets 2007/2008

**BUDGET**

District Business Manager, Margie Bonardi, reviewed the First Interim Report for the District. Education Code Section 42130 requires all school districts to submit to the governing board of the district, an interim report which covers their financial and budgetary status as of October 31 of each fiscal year. The district is required to submit the interim report to the governing board in the state SACS software format. This interim report includes all revisions that have occurred since the Board adopted budget of June 26, 2008.

**BUDGET**

District 2008/2009 First Interim Report

Ms. Bonardi reported that the adopted budget included a 6.5% decrease in categoricals, which had now been restored for budgeting revenue but is not spendable.

Ms. Bonardi provided the following ending fund balances:

- General Fund: \$925,000
- Ending Balance Projection: \$253,054
- Reserve (10% for economic uncertainty): \$574,022
- Cafeteria Fund: \$213
- Deferred Maintenance: \$286
- Fund 17: \$347,465

Trustee Ziegler inquired about the \$60,000 expense in Fund 17. Ms. Bonardi explained that it reflected the second part of the drainage project at WCA and completion of the irrigation/renovation of Konnie Knudsen Ball Field at Bayside. Trustee Ziegler asked if Fund 17 is a capital improvements fund. Ms. Bonardi explained that it is an unencumbered, unrestricted fund of the Board. President Trotter explained that Fund 17 monies are from a mandated cost reimbursement that is not likely to occur again for several years; he estimated that there is \$200,000 unreimbursed mandated claims owed to the District. Trustee Ziegler asked how the Board might build this fund. President Trotter said it could come from several sources, not just the General Fund.

- Fund 35: \$6,851
- Capitol Fund 40 (QZAB): \$373,379

In response to a question from Trustee Ziegler, Ms. Bonardi stated that the District's QZAB bonds are being repaid with the monies the City of Sausalito Pays the District for the lease/purchase of the old MLK school site. Payments are complete in the year 2013.

Trustee Ziegler inquired whether the QZAB Fund was restricted. Ms. Bonardi answered yes, in a sense, for the school and for designated projects. Trustee Ziegler asked whether any QZAB monies had been committed to future projects to which Ms. Bonardi answered, yes.

As part of her report, Ms. Bonardi also discussed 2008/2009 Bond Expenditures through October 31, 2008:

- Bond Fund 21: \$933,943

Ms. Bonardi noted that this includes bond change orders to date. She mentioned working with Judy Long on final project projections. Trustee Ziegler asked whether this amount reflects what's left and Ms. Bonardi responded, yes. Trustee Ziegler asked whether there were contracts. He asked whether there is a contingency. Ms. Bonardi answered yes, to be used for other items listed on the bond projects list.

- Fund 49: \$2,150,940

Ms. Bonardi explained that Fund 49 is a debt service fund. These funds are on deposit with US Bank. They are the monies realized from the refinance of the District's Certificate of Participation in 2006 (COPS).

- Fund 52: \$340,439

Trustee Ziegler stated that he has many questions and would welcome discussion to better understand the District's financials. Ms. Bonardi invited him to meet with her. She explained that the format, established by the state, gets easier to understand once Board members learn it and know it. She added that there are breakdowns that can be cautiously done. President Trotter suggested it as a topic for the Finance Committee. Trustee Ziegler advised that he would abstain on the Board's vote for lack of knowledge at this time.

**M/s/c Thornton/Benjamin/ 3 Ayes, 0 Noes, 1 Abstain (Ziegler) to approve the District 2008/2009 First Interim Report**

Margie Bonardi explained that First Interim Report for Willow Creek Academy had been received. Charter schools must submit their report to their chartering agencies by December 15, where it is reviewed and then submitted to the county for further review. Clark Warden, WCA Treasurer, will be back to summarize the report for the Board on January 22.

WCA 2008/2009 First Interim Report

**M/s/c Thornton/Ziegler/all to accept the Willow Creek Academy 2008/2009 First Interim Report**

Margie Bonardi reported on an email message from Willow Creek Academy Treasurer, Clark Warden, that because the District meeting is relatively early in the month, the WCA November financials are not yet available for inclusion in the Board package. October financials were discussed at the November meeting.

Willow Creek Academy Financial Report

## **FACILITIES**

Harold Oden, Director of Facilities and Operations, reported:

- Maintenance to be performed during holiday break: deep clean restrooms (all sites); maintenance on waterless urinals (all sites) and shampoo carpets in the main office (Bayside)
- Maintenance repairs: replaced broken window in the main office (Bayside Elementary); replaced six water faucets in the boys and girls restrooms, with water saving faucets (WCA); repaired flush valve in the girls restroom (WCA); repaired light on pole by portables 1-5; installed new light fixture by portables 1-5 to improve safety

## **FACILITIES**

Facilities and Operations' Report

## **BOND**

Judy Long discussed the Bayside multipurpose room renovation: Additional service request from AXIS Architect for their sub-consultant Charles Salter Associates for construction administration of the audio/visual (AV) equipment. AXIS consultant designed the AV system but did not propose the construction administration scope of work. Charles Salter Associates have reviewed the submittal and once installed will test the operation of the system. Their proposal is based on time and material only.

Trustee Mark Trotter inquired as to the necessity to employ a separate

## **BOND**

Bayside Multipurpose Room Renovation

company to review the AV system. Judy Long responded that Turner Construction Management is not an AV expert and doesn't know the schematic testing of the product. The General Contractor can pull the electrical wires and has their subcontractor perform the installation and provide the training of the system. Both Charles Salter Associates and MA Davies are in communication concerning the proposed AV system. Judy Long stated that this is the maximum price and is needed since, in reviewing the construction drawings, this piece was missed in the initial submission of the architect's proposal.

**M/s/c: Thornton/Zeigler/all** to approve AXIS Architect's sub-consultant Charles Salter scope of services proposal for the audiovisual construction administration services of the Bayside Elementary multipurpose room based on time and material maximum of \$5,000.

Trustee Thornton discussed that the Board does not have a policy to rename a school. Superintendent Bradley presented a California Schools Boards Association (CSBA) sample policy and suggested that District staff review the sample and propose a policy on a future Board agenda. Trustee Zeigler inquired whether there was an advisory committee. Superintendent Bradley offered to bring back guidelines for a community advisory committee. A sign up sheet was passed among the attendees at the Board meeting. Trustee Thornton recommended establishing both Board policy and an advisory committee regarding naming of schools. Public comment was in favor of retaining the middle school name, Martin Luther King, Jr. Academy, and waiting for President-Elect Barack Obama's accomplishments before considering a name change.

Renaming the Martin  
Luther King Jr.  
Academy to Honor  
President Elect Barack  
H. Obama

Bruce Huff, Willow Creek Academy Board member, stated that he would like to see the District become a model district for education for all children, and expressed his hope that the Board would work with unity and collaboration in mind.

## CONSENT AGENDA

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**M/s/c Roll Call Thornton/Ziegler/ Ayes 4 Noes 0** to approve:

- Minutes of the regular meeting of October 9, 2008
- Minutes of the regular meeting of November 13, 2008
- Payment of warrants under:
  - Batch 35 voided
  - Batch 36 voided
  - Batch 37 Fund 01 in the amount of \$33,514.07
  - Batch 37 Fund 13 in the amount of \$677.20
  - Batch 37 Fund 21 BOND in the amount of \$565.19
  - Batch 38 Fund 01 in the amount of \$62,772.98
  - Batch 38 Fund 21 BOND in the amount of \$73,352.60
  - Batch 39 Fund 01 in the amount of \$5881.48
  - Batch 40 voided
  - Batch 41 Fund 01 in the amount of \$73,640.50
  - Batch 41 Fund 13 in the amount of \$6,817.14
  - Batch 41 Fund 21 BOND in the amount of \$174,408.35
  - Batch 42 Fund 01 in the amount of \$11,591.62

- Hiring of Jaime Castro for the position of part time Custodial Maintenance Worker due to a resignation.
- Field Trip: **Destination:** Sausalito Ferry to Decorate **Address:** Bridgeway, Sausalito Ferry **Date:** 12/17/08 **Teachers:** Banks/Caldwell/Scullion/Cassidy **Grades:** K-2
- Second reading/approval on BP/AR 5144 Discipline

#### ADMINISTRATIVE AND EXTERNAL

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Trustee Ziegler suggested a possible restructure of committees for more efficiency, possibly by combining them. Superintendent Bradley stated that the Board could discuss modifications if they chose to. Trustee Ziegler thought that while some committees are pretty straight forward, those where District operations require management should be further discussed. He suggested combining the following committees: Facilities, Budget, Administration, and Negotiations with Willow Creek Academy for MOU 2009/2010. President Trotter thought that would be unworkable and Trustee Thornton added that all of these are working committees that the Board could discuss throughout the year.

Appointments

Superintendent Bradley shared that the Board Committee on Early Childhood Education had been established when the Board was looking at preschool programs; She noted that the Board Liaison to Administration primarily involves the Superintendent working with the Board President on the Board agenda.

President Trotter recommended making appointments as agendized for December 11 and agendizing discussions of change in the future.

The Board made the following appointments for 2009:

- Karen Benjamin, Marin County Golden Bell Committee:
- Shirley Thornton, Marin Teaching Network
- Mark Trotter, Joint Legislative Action Committee, alternate William Ziegler
- Mark Trotter and William Ziegler, Board Liaisons to Facilities
- William Ziegler, Board Liaison to Budget
- Mark Trotter, Board Liaison to Administration
- Whitney Hoyt and Karen Benjamin, Co-Chairs, Board Committee on Early Childhood Education
- Whitney Hoyt and William Ziegler, Liaisons to Negotiations with WCA for MOU 2009/2010
- Mark Trotter and Karen Benjamin, Board Liaisons to Parent/Community Outreach

**M/s/c Thornton/Benjamin/all** to approve the calendar of monthly topics for the 2008/2009 school year

Board Master Calendar

District representatives to the Joint Legislative Action Committee (JLAC) annual seminar Wednesday, January 14 and Thursday, January 15, 2009 in Sacramento, are: Superintendent Bradley, Mark Trotter and Shirley Thornton.

JLAC Seminar

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President Trotter reported that the December CSBA conference he attended with the Superintendent and other Board members in San Diego had been the best yet and very informative. He and Trustee Thornton agreed that the District's presentation had been wonderful and asked the Superintendent to have it presented again.

President's Report

Trustee Thornton reported that Marin Teachers Network (MTN) is waiting to hear whether the Marin Community Foundation will continue to fund as they currently do. She wondered whether the District might pick up more of the costs of the project.

Board Reports

Trustee Ziegler expressed his interest in digitizing the District and asked for discussion at the next Board meeting. Superintendent Bradley noted that staff had already started to work on this as rough calculations indicate \$24,000 per year for labor and supplies for Board agendas and packets.

Superintendent Bradley reported a pending visit with Nancy Blair, Property Manager at The Fireside, new apartments on Shoreline Highway within the District's boundaries. The meeting has been scheduled to learn more of potential enrollments.

Superintendent's Report

Superintendent Bradley noted media interest generated by the discussion of naming a school for President Elect - Barack Obama.

Referencing a December 1, 2008 letter to Orlando Lobo, President, Willow Creek Academy regarding Willow Creek Academy's request for facilities for 2009-2010, Superintendent Bradley distributed a copy of the October 28, 2008 letter from Mr. Lobo. In the October 28 letter, WCA made their request for facilities from the District and set forth their enrollment and ADA projections. Dr. Bradley clarified that a typographical error indicating the year 2020 in the December 1, 2008 letter should be corrected to 2010. She advised that the 2008/2009 subcommittee had been composed of Whitney Hoyt, Shirley Thornton, District legal counsel Margaret Merchat and herself.

**CORRESPONDENCE**

President Trotter asked whether District staff could be directed to work with WCA staff to get to right answers on the numbers without the legalese; there shouldn't be disagreement over the numbers.

Superintendent Bradley expressed her concern that some technical data needed to be corrected; it was a formality to protect the Board. Trustee Ziegler agreed with the Superintendent regarding regulation sections but agreed with Mr. Trotter on numbers.

Trustee Thornton indicated that there appeared to be debate on what the numbers are, how they are arrived at, what ADA is. She believes the Board must protect itself to be sure things are as they should be.

Trustee Ziegler recommended agreement by both sides on what the differences are, if there are differences, and narrowing the issues down for the Board. He wanted to minimize the technical data.

Trustee Thornton responding that technical data had become an issue because, in the past, data that supported issues such as sharing and

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break out rooms had not been easily agreed upon.

Trustee Ziegler agreed that those types of issues need to come to the Board but thought that counting numbers of students could be more easily clarified.

President Trotter also agreed with Trustee Thornton but did not believe numbers have to be adversarial; he added that Margie Bonardi knows the numbers better than anyone.

Trustee Thornton countered, stating that if WCA makes projections that are higher and don't fit with prior, who's going to say what is or isn't? She added that at a later time, the Board would need a paper trail to show what was agreed upon.

Trustee Ziegler acknowledged that WCA needs to respond; he would like to see WCA get to numbers the District agrees with.

Superintendent Bradley suggested that, had WCA staff and District staff discussed perceived ADA errors when WCA submitted their P2 attendance numbers to the State last spring, the numbers could have been corrected at that time.

M/s/c Thornton/Ziegler/all to adjourn at 9:20 pm

**ADJOURNMENT**

Clerk *Kurtz* Date *1/22/09*  
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.

Proposed 2009 Meeting Dates To Be Considered at December 2008 Board Meeting

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 8\*
- January 22
- February 26                      One meeting in February due to mid-winter recess
- March 12\*
- March 26
- April 23                            One meeting in April due to spring recess
- May 14\*
- May 21

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June 11	Two meetings in June
June 23	Tuesday
July 23	One meeting due to summer break
August 13*	
August 27	
September 10*	
September 24	
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**

December 17	Holiday Celebration for Staff
December 19	Minimum Day – MLK & Bayside
December 22-January 2	Winter Recess
January 5	Students Return to School
December 25	Christmas Day
December 26	Classified In Lieu Holiday
January 1	New Years Day
January 5	Students Return
January 14/15	JLAC Seminar, Sacramento
January 19	Martin Luther King, Jr. Holiday
January 26	Professional Development-No School
February 7-March 6	Scholastic Book Fair – School Library
February 16-20	Winter Recess
February 16 & 20	Classified in Lieu Holidays
March 4	Superintendents/Boards Dinner Meeting, MCOE
March 16/17	Parent Teacher Student Conferences – Minimum Day-Bayside
March 25	Mayors’ Council Dinner Meeting for Boards/Superintendents, Tiburon

**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.

December 17, 2008	
January 21, 2009	
February 11, 2009	2 <sup>nd</sup> Wednesday due to holiday
March 18, 2009	
April 8, 2009	2 <sup>nd</sup> Wednesday due to holiday
May 20, 2009	
June 17, 2009	

**FUTURE CHARTER SCHOOL BOARD MEETING DATES**