

Mill Valley School District Board of Trustees

Regular Meeting No. 5 – November 5, 2008

MINUTES

Trustees Present:	Janet Miller, Paula Reynolds, Steve Sell, Judy Sherman
Trustee Absent:	John Duncan
Administrators Present:	Ken Benny, Superintendent Kerri M. Mills, Ed.D., Assistant Superintendent Michele Rollins, Ed.D., Assistant Superintendent Business Services Terry Kritsepis, Director of Technology Tim Ryan, Director of Maintenance & Operations Leslie Thornton, Strawberry Point School Principal Gail van Adelsberg, Tamalpais Valley School Principal
CALL TO ORDER	The Mill Valley School District Board of Trustees, acting as the Governing Board of the Mill Valley School District, met in regular session at 6:00 PM on Wednesday, November 5, 2008 at the Mill Valley School District Administrative Office, 411 Sycamore Avenue, Mill Valley, CA. President Steve Sell called the meeting to order at 6:05 PM and announced that Trustee John Duncan was absent.
AGENDA & OPENING REMARKS	President Sell reviewed the agenda format and meeting process and highlighted the main areas to be addressed. <i>M/S/C Sherman/Miller (4-0) to approve the Agenda.</i>
RECOGNITION Measure A Campaign Leader / Liaisons	The Board recognized the campaign leaders and liaisons/advisors for the Measure A campaign. All were commended for the immense task undertaken that resulted in a 73.8% passage on the parcel tax ballot measure. Each was presented with a framed memento from the campaign: <ul style="list-style-type: none">• Tammy Edmonson, Chair• Gwen Hubbard; Linda Lam, Coordinators• Steve Jaber, Treasurer; Amy Paulenich, Assistant Treasurer• Jonathan Schwartz, Technology• Kira Keane, Communications & Kiddo Liaison• Raoul Wertz (Chair); Dan Kelly; Jennifer Winslow; Rufus Jeffris; Allie Khalatbari-Davari; Brian Swartz; Field Operations• Steve Sell, Fundraising & Board Liaison• Ken Benny, District Information Resource• Michael Stachon, MVTA Liaison• Leslie Thornton; Tim Ryan; Administrative Council Liaisons• John Leonard, Community Advisor• Mike Fuchs, CFAC Liaison• John Whitehurst; Rufus Jeffris; Consultants
BOARD REPORTS	Trustee Judy Sherman reported that, as discussed at recent Board meeting, she visited the classrooms of all teachers in their second year in the District; and presented them with a read-aloud book.
SUP'T REPORT	Superintendent Ken Benny also expressed his gratitude to the Mill Valley School District community of parents, staff and community members for their outstanding support of our schools.
COMMUNICATIONS <u>CONSENT AGENDA</u> BD OPS; Minutes: 10/1/08 & 10/22/08 BUSINESS/FINANCE Warrants	There were no communications to the Board. <i>M/S/C Miller/Sherman (4-0) to approve Consent Agenda, as follows:</i> <i>- Minutes Regular Meetings of October 1, 2008 and October 22, 2008.</i> <i>#0283-0162/0200, dated 09/26/08, for \$43,978.51; -0387/3502, dated 09/29/08, for \$247,145.85; -1021/1074, dated 10/03/08, for \$49,004.17; - 1492/1517, dated 10/08/08, for \$71,038.47; -2049/2075, dated 10/10/08, for \$35,811.23; -2406/2434, dated 10/15/08, for \$88,081.96; -2808/2838, dated 10/17/08, for \$40,395.84; - 3276/3315, dated 10/22/08, for \$39,927.46; -3626/3633, dated 10/24/08, for \$11,745.36.</i>
Payroll Certifications	<i>- August 2008: Mid Month, dated 9/5/08, for \$69,608.76; September 2008: Mid Month, dated 10/7/08, for \$53,878.901; End of Month Misc., dated 10/2/08, for \$66.05; October 2008: End of Month, dated 10/28/08, for \$1,571,573.50.</i>
Gifts: MVMS PTSA; OM	<i>- Gifts – for MV Middle, \$18,000 for basic supplies/materials; \$12,000 for</i>

PTA; PK PTA; SP PTA

classroom supplies; \$350 for New Teacher Fund, from MVMS PTSA; for Old Mill, \$11,694 for Teachers Fund/Instructional materials/supplies; \$3,345 for library books/reference; \$369 for Principal's Fund, from OM PTA; for Park, \$375 for Poetry; \$506 for PE fund; \$1,963.83 balance for 07/08 5th grade class gift to school; \$4,000 for Literacy, from PK PTA; for Strawberry Point, \$19,000 for Naturalist; \$6,800 for Homework Club, from SP PTA.

Qtrly Investment Report
Student Teaching Agrmt;
Dominican U.
PERSONNEL; PA #0809-4
Retirement agreements

*- Monthly Report of County, Schools & District Investments as of 9/30/08.
- Student Teaching Agreement with Dominican University of California from July 1, 2008 – June 30, 2009.
-Personnel Agenda #0809-4.
- Individual retirement agreements in accordance with Mill Valley Teachers Association collective bargaining agreement.*

REGULAR AGENDA
STUDENT LEARNING
Math Adoption Process

Tam Valley Principal Gail van Adelsberg provided background information on the state text adoption process, saying that there are seven elementary and eight middle school level texts on the state-adopted list. Following county-wide committee work, Mill Valley School District teachers are piloting two texts at the elementary level: *California Math* by Houghton Mifflin and Scott Foresman – Addison Wesley's *EnVision Math*. After input from teachers, the Administrative Council will make a final recommendation to the Board regarding the elementary text to adopt. The adopted text will be just one of the tools in the district's math program. Adoption of a text at the middle school level will involve a different process; it will be reported upon at the December board meeting.

BOARD OPERATIONS
BP/AR 6164.6: Section
504 Identification

Dr. Kerri Mills, Assistant Superintendent, presented for second reading and adoption Board Policy/Administrative Regulation 6164.6: Identification & Education under Section 504.

- Motion: BP/AR 6164.6
ID under Section 504

M/S/C Reynolds/Sherman (4-0) to approve 2nd reading/adoption of Board Policy /Administrative Regulation 6164.6: Identification & Education under Section 504.

BUSINESS & FINANCE
CFAC Update

Mike Fuchs, Chairman of the Community Financial Advisory Commission (CFAC), provided an update on the five-year financial model for the district, which is based on the adopted budget and unaudited actuals. Mr. Fuchs presented the projections using various assumptions. With the passage of Measure A, he said that the district will maintain a sound, responsible budget.

- 5-year model
- CREBS

CFAC member Roger Peters then provided follow-up information on Clean Renewable Energy Bonds (CREBS), which were discussed last spring. The District has another year to decide whether this type of solar energy project should be pursued; there may be other opportunities for merging some energy projects in the Master Plan. Mr. Peters is on the Facilities Master Plan Committee. Discussion followed each topic, with appreciation expressed to Mr. Fuchs, Mr. Peters and the entire CFAC for their continuing work in financial-related areas.

Budget Calendar

Dr. Michele Rollins, Assistant Superintendent – Business Services, presented the timeline for the development of the 2009-10 district budget. Dr. Rollins also commented on recommendations and projections provided by the Marin County Office of Education. The following action was taken.

Motion: Budget Calendar
Agreed Upon Procedures
(AUP)

M/S/C Sherman/Reynolds (4-0) to approve 2009-10 budget development calendar.

Dr. Michele Rollins, Assistant Superintendent – Business Services, reviewed background on the formation of a committee comprised of the Marin County Superintendent of Schools, three Marin County school superintendents, their respective financial officers, the County Auditor and the County Treasurer. The committee, which provides oversight for the handling of school districts' finances, engaged an independent auditing firm to review the processes that affect school districts. The firm prepared an Agreed Upon Procedures, whereby findings and recommendations are made in focus areas. The committee will determine the scope and work to be performed based on the report. The following action was taken.

Motion: Accept AUP

M/S/C Sherman/Reynolds (4-0) to accept the Marin County School Districts Agreed Upon Procedures.

2008-09 CSEA re-
openers
Acknowledge reopener

Karen Mainini, California School Employees Association (CSEA) – Chapter 360 President, presented CSEA's reopener for 2008-09 negotiations. As salary and benefits negotiations for 2008-09 were concluded last year, CSEA and the District each have one reopener for the current year. Article 16: Probation Periods and Discipline Procedures is the submitted item, with CSEA having an interest in more clearly defining

the steps to be followed regarding the discipline procedure. Next steps include a public hearing regarding CSEA's reopener, followed by the District's response. The Board acknowledged receipt of CSEA's reopener for 2008-09 negotiations.

**Developer Fees
Accounting**

Dr. Michele Rollins, Assistant Superintendent – Business Services, provided the annual accounting of developer fees for fiscal year 2007-08. The fees generated, in Fund 25, are used for additional enrollment expenses only.

**Motion: Approve
Accounting
08-09 K-3 CSR program**

M/S/C Miller/Reynolds (4-0) to approve the annual accounting of developer fees for fiscal year 2007-08.

Dr. Michele Rollins, Assistant Superintendent – Business Services, reviewed the District's application to the California Department of Education for K-3 Class Size Reduction Program for 2008-09. The funding rate is \$1,071 per pupil, which is the same rate as last year, and will provide an estimated \$1.3 million in support of the program.

Motion: K-3 CSR App

M/S/C Reynolds/Sherman (4-0) to approve 2008-09 Operations Application to California Department of Education for K-3 Class Size Reduction Program.

PERSONNEL

Res. #5-08/09: PARS

Dr. Michele Rollins, Assistant Superintendent – Business Services, reviewed Resolution #5-08/09: Public Agency Retirement Services Supplementary Retirement Plan, pursuant to applicable collective bargaining agreement provisions.

**Motion: Res. #5-08/09
PARS**

M/S/C Miller/Sherman (4-0 by roll call vote) to adopt Resolution #5-08/09: Public Agency Retirement Services Supplementary Retirement Plan.

**BUILDINGS/GROUNDS
Ed. Specifications**

Tim Ryan, Director of Maintenance & Operations, presented the District Educational Specifications upon which the District Master Plan for facilities will be based. The Educational Specifications were developed over several months of meetings at all schools with teachers, classified staff, school site councils, parents, community members, the Community Financial Advisory Commission, District Office staff, the Administrative Council, District Cabinet, the Governing Board and representatives of Vanir Construction & Management, Inc. Although the process in addressing facilities needs was delayed in order to conduct the parcel tax measure, all students and staff were "warm, safe and dry" in the interim without making compromises. Budgetary decisions were made when necessary. Board discussion followed with Vanir representatives present, Karl Schultz and Stan Ng, including next steps. Trustee John Duncan is current Board liaison to the Facilities Master Plan Committee; Mr. Ryan has requested that an additional Board representative be added to the committee.

**Motion: Accept Ed Specs
ADJOURNMENT**

M/S/C Sell/Miller (4-0) to accept the Educational Specifications as presented.

Mr. Sell announced that the next regular business meeting will be Wednesday, December 10, 2008 at 6:00 PM at the District Administrative Office and adjourned the meeting at 8:23 PM.

Respectfully submitted,

Ken Benny, Superintendent & Secretary to the Board of Trustees

Date of Approval:

These are unofficial minutes subject to approval by the Governing Board at its next regularly scheduled meeting.