

SHORELINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
September 12, 2013

Approved Minutes

A regular meeting of the Shoreline Unified School District Board of Trustees held on Thursday, September 12, 2013 at Bodega Bay School, 1200 Canon Street, Bodega Bay, CA 94956.

1. Tim Kehoe called the meeting to order at 5:00 p.m.
2. Members present: Tim Kehoe, Kegan Stedwell, Jane Healy, Monique Moretti, and Jill Manning-Sartori
Members absent: Jim Lino
Staff Members present in Open Session: Tom Stubbs, Adam Jennings, Matt Nagle, Jane Realon, Susan Skipp, and Jamie Hunt
3. No Comments from the public on closed session item.
4. Recess to closed session at 5:10 p.m.
5. Reconvened to public session at 6:00 p.m.
6. No reportable action taken in closed session.
7. Approved and adopted of agenda
(Manning-Sartori/Healy/Unanimous)
8. Student representative Jack Strozzi reported on past and upcoming school activities in the district.
9. Consent agenda
9.1 Warrants: General
9.2 Acceptance of gift - microscope for science classroom West Marin School
(Healy/Stedwell/Unanimous)
10. Approve request by Tomales High School Seniors for off-campus lunch privilege for the 2013-2014 school year. No students attended to make their request. Adam Jennings recommends tabling this item to next month.
11. Transportation department update and report
Charlie Lord issued list of all vehicles and reported on the condition of busses and vehicles. Emissions opacity test for busses was zero. Filters and diesel additive contribute to reduce emissions. The Air Resources grant will fully fund two new busses costing approximately \$166,000 each. The grant replaces buses based on age. SUSD will owe \$7500 to the state, from the retrofit grant, for not utilizing the full 5 years of service for busses that are being replaced. A new utility vehicle for Tomales High School maintenance department was purchased for field maintenance. Every special needs bus is in use, no spares. He recommends a new bus with a wheelchair lift. The maintenance department vehicles are in good condition, except for van used by the high school maintenance department. The small pick-up truck is in use for lunch delivery to Bodega Bay School. Compressed Natural Gas (CNG) is not a viable alternative in our district since there is no pipeline available. In addition, the busses equipped with CNG get fewer miles per gallon and have less capacity than diesel powered busses. Propane does not supply enough horsepower, and the tanks are dangerous to store.
Bus yard and facilities: parking lot is sagging and creates a large puddle when it rains. The dirt parking lot for the busses has divots, created from the air brakes, that need to be filled regularly, paving is recommended. Gutters need replacement on the metal building. Office building needs to be painted. For better security, a separate storage unit will be purchased for the District's permanent records currently stored in the transportation office.
Marin emergency radio housed in the transportation office, does not work. There is no radio transmission available in the area. Verizon wireless has been the best use of communication with drivers and all Special Ed drivers have district cell phones. Shoreline busses average 180,000 miles per year.
The district provides a late bus from the high school that runs every Wednesday. The route has limited stops. The rest of the week, the late bus run is based on the number of students who sign-up.
Tim thanked Charlie for all his years of service.

Curriculum and Instruction

12. Principals' report

Jane Realon reported that Back to School Night at Bodega Bay had almost 100% parental turnout. Both teachers did a common core style lesson for parents that encouraged parents to participate. Back to School Night at Tomales Elementary had a very good turnout. Hot Dogs and veggie dogs were served to all families free of charge. Bodega Bay enrollment is 24. Tomales Elementary enrollment is 177, including 27 incoming inter-districts this year. Five incoming inter-districts were turned away who did not fit the criteria.

Matt Nagle reported enrollment down by 10 students from last year. Back to School Night at West Marin and Inverness last week was held the same night, the start times were staggered to allow parents to participate at both schools. Free Hot Dogs were served to families as well. Walk to Read literacy program is starting. ELAC and Marin Library are partnering with author Rena Grande for an event October 11, in the WMS Family Center, everyone is welcome to join.

Adam Jennings reported the high school enrollment is 170. There are several incoming students from Petaluma. Back to School Night had the largest turnout in several years, about 60 families attended. Staff was very happy with the turnout. "Academic Wednesdays" has started for students to work with teachers outside the classroom for tutoring, computer lab use, SAT test prep, college writing, and college enrollment help.

13. Ad hoc committee report to include trimester discussion and other items.

Adam Jennings reported the meeting held September 10, presented by Bill Costanzo. Discussion to add Ag as graduation requirement. Participants included: parents, a Board member, and the Superintendent. Next meeting: Tuesday, September 18.

Jane Healy would like to see the component of entrepreneurship added to the discussion of Voc-Ed programs.

14. Superintendent's report

Tom Stubbs introduced his family. He reported that he is getting around to all the schools visiting classrooms, and meeting students and teachers. Tom will forward information to the Board from the Principals about water systems at the sites, and will return to this at future meetings. He is holding monthly meetings with Union leaders. Local Control Accountability Formula for Shoreline, being Basic Aid, will lose unrestricted funds, (fact sheet handout). There will be no STAR testing. Smarter Balance will conduct field-testing, and testing will be done on computers and tablets. Districts can volunteer to participate in the testing. West Ed's Ish Ryaru will do a presentation to the Board on API results and closing the achievement gap. The first Wellness Committee meeting is scheduled October 3 to address several important issues. Past participants and other interested people have been sent email invitations to attend.

Trustee vacancy for area 3 will be posted in the two local papers, at each school site, and announced in the weekly newsletter to families from each site. Candidates will be interviewed by the Board at the October 17 Board meeting. Tom attended the emergency preparedness meeting at MCOE today. As a district, we need to address our needs and procedures. There will be emergency preparedness training for Shoreline October 22. Tom encouraged Principals to attend. The great California Shake Out will be October 17.

Board retreat scheduled for Tuesday, September 17, 6-9 p.m., at Nicks Cove. Marin County Superintendent Mary Jane Burke will be in attendance and available via conference call to discuss topics for the agenda. Topics Board members suggested: Jane Healy, languages in our schools; Monique Moretti, the Strategic Plan for planning and moving forward, review what has come out of the National Equity program; Tim Kehoe, deficit spending.

Meeting closed 7:25 to public hearing

15. Public Hearing to discuss Resolution #2013.14.1 – Pupil Textbook and Instructional Materials Incentive Act for 2013-14

Tom Stubbs reported instructional materials are sufficient and in compliance.

Meeting reopened 7:26 to public meeting

16. Adopted Resolution #2013.14.1 – Pupil Textbook and Instructional Materials Incentive Act for 2013 (Manning-Sartori/Stedwell AYES: Moretti, Stedwell, Manning-Sartori, Kehoe, Healy NOES: None ABSTAIN: None ABSENT: Lino) Motion passed

17. Quarterly Report on Williams Uniform Complaints No complaints reported

18. Inter-district transfer attendance report
Information included in board packet. No questions or comments.

Total district attendance 508 (last year 550).

Finance and Business

19. Chief Business Official
Susan Skipp reported the auditor's report expected in December.
20. Approved Unaudited Actual Revenues and Expenditures Report for 2013 – 2014
Motion to correct report year as 2012-2013
(Moretti/Healy/Unanimous)
21. Adopted Resolution #2013.14.2 – GANN Limit
(Stedwell/Healy/Unanimous)
22. Approved declaration of refrigerator at Tomales High School as surplus property
(Healy/Stedwell/Unanimous)
23. Approved declaration of football scoreboard at Tomales High School as surplus property
(Healy/Stedwell/Unanimous)

Employees

24. Approved employment of Carlos Ramirez skilled maintenance, Tomales Elementary School as of August 15, 2013
Jane Realon recommends
(Stedwell/Healy/Unanimous)
25. Approved employment of Jennifer Nunes as a bus driver for Shoreline Unified School District as of August 21, 2013
Tom Stubbs recommends
(Healy/Manning-Sartori/Unanimous)
26. Approved employment of John McGurke, girls' soccer coach, Tomales High School, for 2013-14 school year
Adam Jennings recommends
(Stedwell/Healy/Unanimous)
27. Approved employment of Kim Wolsko, assistant girls' soccer coach, Tomales High School, for 2013-14 school year.
Adam Jennings recommends
(Healy/Moretti/Unanimous)
28. Approve contract for Nancy Neu, as administrative support, for 14 days during the 2013-14 school year. Tom recommends and stated she is a great resource for the district.
(Healy/Manning-Sartori/Unanimous)
29. Approved employment of George Borges, Director of Transportation, as of September 13, 2013.
Tom Stubbs recommends
Correction: start date September 18, 2013
(Jill/Jane/Unanimous)
30. Superintendent Tom Stubbs accepted the resignation of Debbie Royer, Para-educator, Tomales Elementary School effective as of August 22, 2013

Auxiliary

31. Persons desiring to address the Board on items not on the agenda
- George Borges thanked the Board for the opportunity to work here.
32. Ag program ad hoc committee
Adam Jennings reported during his Principal's report.
33. Dual Immersion Taskforce Update

Kegan Stedwell reported the Dual Immersion task force meeting will be held on September 30, 2013, 3:30 p.m., West Marin School Family Center. One committee member will attend the ATDLE (Association of Two-Way and Dual Language Education) conference. Report about the conference will be at the next Board meeting. There are benefits of offering a Dual Immersion program in our schools; this could create opportunities for our students in a vocational career.

34. Tomales Village Community Sewer District (TVCS D) Update
Jane Healy attended the meeting September 11, 2013. Currently there are 91 hook-ups. TVCS D is run by an administrator from a management company. Shoreline's schools located in Tomales pay a large amount for using least amount of the services. Discussed how the district could have a voting member.
- Tom Stubbs met with Karl Drexel, executive director TVCS D.
35. Update on shared business services (JPA)
Tom Stubbs: first meeting held on September 10, 2013. Interviews for the Special Ed Director, date to be determined.
36. California School Boards Association (CSBA) Conference December 5, 6, and 7, 2013 in San Diego. Jamie will help with registration, if needed. Tim Kehoe stated Shoreline is now a member of CSBA, this is a very good investment.
37. Agenda items for future meetings
- West Ed - API results and closing the achievement gap
 - Presentation from Kate Kain on the Ban of violence on women and children.
 - Wellness Committee
 - Sporting events gate entrance fees: how are fees structured
 - Additional 4% reserve
38. Communications
- Approved Marin County Office of Education review of Shoreline's 2013-14 Adopted Budget

Adjournment 8:13 p.m.

Respectfully submitted,

Tom Stubbs, Superintendent

Adopted by the Board: October 17, 2013