

# Student Success

## SHORELINE UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES SPECIAL MEETING

### AGENDA

Thursday, April 5, 2012

Shoreline Unified School District  
Tomales High School Auditorium

1. Call to order 5:00 p.m.
2. Roll call
3. Approval and adoption of agenda ACTION
4. Flag Salute

We welcome you to this evening's meeting. The public may ask questions relevant to agenda items at the time those items are under consideration. We would appreciate it if you would identify yourself by name when addressing the Board. Speakers are limited to three minutes each. Copies of the agenda are available.

5. The Board will consider approval of a contract with the Marin County Office of Education to provide administrative support services at Tomales High School for the remainder of the 2011-2012 school year (44 days) DISCUSSION/  
POSSIBLE ACTION
6. Consideration of a **DRAFT** letter to be signed by all Board Members and sent to the parents and community of the Shoreline Unified School District DISCUSSION/  
POSSIBLE ACTION
7. Review of a proposed schedule for facilitated meetings for staff, parents and the community to listen to issues, discuss the good things that are happening in the district and chart a course for further progress DISCUSSION/  
POSSIBLE ACTION
8. Review of a proposed schedule for focus groups at West Marin School to seek input from staff, parents and community members about the qualities desired in the new principal. DISCUSSION/  
POSSIBLE ACTION
9. Comments from the public session on closed session items
10. Recess to closed session

#### CLOSED SESSION

With respect to every item of business to be conducted in closed session pursuant to Government Code 54957:

- Public Employee Evaluation  
Title: Superintendent
- Personnel  
Title: Public employee discipline/dismissal/release

#### RECONVENE TO PUBLIC SESSION

11. Announcement of any reportable action taken in closed session

#### Adjournment



# MARIN COUNTY

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## OFFICE OF EDUCATION

1111 Las Gallinas Avenue/P.O. Box  
4925  
San Rafael, CA 94913-4925  
[marincoe@marin.k12.ca.us](mailto:marincoe@marin.k12.ca.us)

MARY JANE BURKE  
  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

(415) 472-4110  
  
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TDD (415) 491-6611

### AGREEMENT FOR ADMINISTRATIVE SUPPORT SERVICES AT TOMALES HIGH SCHOOL

This AGREEMENT for **Administrative Support Services at Tomales High School** is by and between the **Shoreline Unified School District** (hereinafter referred to as the "District") and the Marin County Superintendent of Schools (hereinafter referred to as the "Superintendent").

The parties agree as follows:

1. The District will use the services of the Superintendent's staff for Administrative Support Services at Tomales High School.
2. The District shall pay the Superintendent a daily rate of \$ 666.00 including related payroll costs and mileage for 44 (forty-four) days for these services, for a total of \$ 32,528.12. A schedule of salary costs is attached. The Superintendent agrees to contribute one-third of the costs in the amount of \$ 10,842.71.
3. This Agreement will begin on **April 16, 2012** and will continue through **June 15, 2012**.

\_\_\_\_\_  
Tim Kehoe  
President of the Board of Trustees  
Shoreline Unified School District

\_\_\_\_\_  
Mary Jane Burke  
Marin County Superintendent of Schools

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Administrative Support Services  
at Tomales High School

*44 Days @ \$666/day\*\**

GROSS	\$	29,304.00
SERVICE CREDIT	\$	-
	\$	<u>29,304.00</u>
PERS	\$	-
OASDI	\$	-
MEDICARE	\$	424.91
HEALTH & WELFARE	\$	-
SUI	\$	471.79
W/C	\$	618.02
OPEB		
RET H&W		
PERS RLR		
<b>TOTAL BENEFITS</b>	<b>\$</b>	<b>1,514.72</b>
<b>TOTAL SALARY &amp; BENEFITS</b>	<b>\$</b>	<b>30,818.72</b>
<b>Mileage 70 miles/day at IRS rate.</b>	<b>\$</b>	<b>1,709.40</b>
<b>Total Cost</b>	<b>\$</b>	<b>32,528.12</b>
<b>MCOE Contribution</b>	<b>\$</b>	<b>(10,842.71)</b>
<b>Total District's Cost</b>	<b>\$</b>	<b>21,685.41</b>

\*\*Determined based on daily rate at time of retirement

DRAFT

DRAFT

DRAFT

April \_\_, 2012

Dear Parents and Community of the Shoreline Unified School District—

Let us begin this letter to each of you with the assurance of the total commitment of our Board of Trustees to continuing to provide the best possible education for all students served in our schools. We are keenly aware that some recent decisions/actions occurring in our district have resulted in divisiveness and a perception by some that their voices are not being heard. Indeed, as a Board, we have not had unanimous agreement on some issues. Yet, we must continue the work of education by keeping our focus totally on students even as we seek to work out some of the "adult issues" that are real and must be addressed.

It is our intent to take some steps to facilitate a coming together in support of our schools by taking the following specific actions beginning soon after the spring break next week:

- We will begin a series of facilitated meetings at each school site with Board liaisons present to listen to the issues, discuss the good things that are happening and together chart a course for further progress.
- We will be holding focus groups at West Marin School to seek input from staff, parents and community members about the qualities desired in the new principal.

As these steps are taken, needs for further actions to bring us together may become apparent.

Our district has always had the benefit of staff and community support. We have also always coalesced around focusing on our children. It is imperative in these last days of the school year that we maintain civility and cooperation so that our students from kindergarten to the graduating class of 2012 are not affected as we work on improving communication, understanding and our collective commitment to continuing the important work of education. Please commit yourselves to joining us in that spirit and that effort.

Sincerely,

THE SHORELINE UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES

\_\_\_\_\_  
Timothy Kehoe, President

\_\_\_\_\_  
Jim Lino, Member

\_\_\_\_\_  
Monique Moretti, Vice President

\_\_\_\_\_  
Jill Manning-Santori, Member

\_\_\_\_\_  
Julie Titus, Clerk

\_\_\_\_\_  
Kegan Stedwell, Member


\_\_\_\_\_  
Jane Healy, Member

POSSIBLE DATES FOR FACILITATED MEETINGS

MONTH	DATE	DAY OF THE WEEK
APRIL	11	Wednesday
	12	Thursday
	17	Tuesday
	19	Thursday
	24	Tuesday
MAY	2	Wednesday
	3	Thursday
	7	Monday
	8	Tuesday

**Notes:**

1. It is recommend earlier dates be used for focus groups at West Marin School to receive input from staff, parents and the community members about the qualities desired in the new principal.
2. Translation services will be available for all meetings.
3. Information will be summarized and provided to the District in written form.
4. The goal is to have the information available by May 10, 2012.
5. Once dates are determined a flyer and other notifications will be made as to time(s) and location(s).

 DRAFT

You are invited to a meeting...

6 p.m.

Date TBD

Location TBD

This is a chance to meet with Board  
liaisons to:

- Give your input
- Discuss the things that are working  
in the district and the things  
that we need to work on
- Chart a course for further progress

Translation services will be provided

Shoreline Unified School District  
(707) 878-2266

 **DRAFT**

Community Members and  
Parents...You are invited  
to a focus group

Date TBD

Time 6 p.m.

West Marin School

11550 State Route 1  
Point Reyes Station

We want to hear from you -

This is a chance to talk about what qualities you  
want in your school principal.

*Translation services will be provided.*

Shoreline Unified School District  
(707) 878-2266

 **DRAFT**

**Staff...You are invited  
to a focus group**

Date TBD

Time 3 p.m.

West Marin School

11550 State Route 1

Point Reyes Station

We want to hear from you -

This is a chance to talk about what qualities you

want in your school principal.

*Translation services will be provided.*

Shoreline Unified School District  
(707) 878-2266