

**SHORELINE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING  
AUGUST 21, 2014**

**UNAPPROVED MINUTES**

A regular meeting of the Shoreline Unified School District Board of Trustees was held at Tomales Elementary School on Thursday, August 21, 2014.

1. Monique Moretti called the meeting to order at 5:10 p.m.
2. Board members present: Monique Moretti, Clarette McDonald, Tim Kehoe, Jill Manning-Sartori and Jim Lino. Board members absent: Kegan Stedwell and Jane Healy. Staff present: Superintendent Tom Stubbs, Adam Jennings, Matt Nagle, Joe Nokes, Jim Patterson, Susan Skipp, and Jeannie Moody.
3. Approved and adopted the agenda after moving the Superintendent report and Chief Business Official report to be heard in conjunction with agenda item #9 – Budget presentation. Tabled item #17 – Approve setting monies aside for future retiree’s health benefits until later in the year. (Lino/Manning-Sartori AYES: Moretti/McDonald/Kehoe/Lino/Manning-Sartori NOES: None ABSENT: Stedwell/Healy ABSTAIN: None) Motion passes.
4. No comments from the public on closed session items.
5. Recessed to closed session at 5:12 p.m.
6. Reconvened to public session at 6:08 p.m.
7. No reportable action was taken in closed.
8. Consent Agenda
  - 8.1. Approved minutes of June 19, 2014, regular meeting.
  - 8.2. Approved minutes of June 26, 2014, special meeting.
  - 8.3. Approved payment of warrants.
  - 8.4. Approved 2014-15 Tomales High School Coaches.
  - 8.5. Approved Superintendent Tom Stubbs to attend the National Association of Federally Impacted Schools 2014 Fall Conference from September 21 – 23, in Washington, D.C.

A member of the public asked with our current budget issues why we are sending Mr. Stubbs to this conference. Mr. Stubbs explained the importance of the information that is discussed at this conference and that his presence there will be beneficial.  
(Lino/Kehoe AYES: Moretti/McDonald/Kehoe/Lino/Manning-Sartori  
NOES: None ABSENT: Stedwell/Healy ABSTAIN: None) Motion passes.

A member of the public requested that consent agenda item 8.6 be removed and acted upon separately. He was concerned about approving this grant because Shoreline USD matches funds. He asked if we could afford matching the funds for this grant and Susan Skipp replied, “Yes”.
  - 8.6. Approved the 2014-15 Agricultural Career Technical Education Incentive Grant application for funding.  
(Manning-Sartori/McDonald AYES: Moretti/McDonald/Kehoe/Lino/Manning-Sartori  
NOES: None ABSENT: Stedwell/Healy ABSTAIN: None) Motion passes.
9. Terena Mares, Deputy Superintendent for Marin County Office of Education stated that Shoreline USD’s 2014-15 budget received a “conditional” approval by the county office. She explained the history of Assembly Bill 1200 (AB1200), which requires county office’s to intervene early when school district’s do not meet their minimum reserve. This is to prevent school districts from going bankrupt. Our district’s minimum reserve is four percent of our budget which equates to approximately \$550,000. In looking at our multi-year projections, in 2016-17 we do not meet this minimum reserve. We show a negative unrestricted fund balance of over \$600,000; therefore we were given a conditionally approved budget.

Ms. Mares then explained that in order for Shoreline's budget to become approved we must provide the county office with a revised budget by September 30, 2014, that shows a sustainable and reasonable plan that proves we can meet our reserves. If the county office does not approve our 2014-15 revised budget, they will step in and will take over our budget. At this point the State gets involved and Shoreline will lose all decision making pertaining to budget cuts. Superintendent Tom Stubbs and Chief Business Official Susan Skipp presented the Board with a list of proposed budget cuts. This list of recommended cuts was derived from many Ad Hoc Budget meetings and from the results of a survey. The conversation continued with many more suggestions and recommendations of what to cut and what not to cut from our budget.

### **Curriculum and Instruction**

10. The principals' reported that the first few days of school got off to a great start.
11. The superintendent combined his report with agenda item #9 the budget presentation.
12. Board of Trustees' Report – The Board announced that we were going to have a special meeting on the Brown Act and Conflicts of Interest to be held from 5:00 – 7:00 p.m. at Tomales High School on Thursday, August 28<sup>th</sup>. In light of our budget situation and the need to submit a revised budget to MCOE by September 30<sup>th</sup>. The Board decided to postpone the Brown Act Workshop for now and use this same date and time for a special meeting to discuss budget cuts instead.
13. Reviewed the inter-district transfer attendance report.
14. No one addressed the Board on items not on the agenda.

### **Finance and Business**

15. CBO Susan Skipp combined her report and budget information with agenda item #9 the budget presentation. She explained the Securities & Exchange Commission Municipalities Continuing Disclosure Cooperation (MCDC) Initiative.
16. Approved agreement with Lozano Smith for 2014-15 legal services.  
(Kehoe/Lino AYES: Moretti/McDonald/Kehoe/Lino/Manning-Sartori  
NOES: None ABSENT: Stedwell/Healy ABSTAIN: None) Motion passes.
17. Tabled the action to approve setting monies aside for future retiree's health benefits until later in the year.
18. Declared the 40' storage unit at Bodega Bay School as surplus property. Ron Nagy will be removing this storage unit for us at no cost to the district.  
(Manning-Sartori/Lino AYES: Moretti/McDonald/Kehoe/Lino/Manning-Sartori  
NOES: None ABSENT: Stedwell/Healy ABSTAIN: None) Motion passes.
19. Discussed our California School Boards Association membership and whether or not to add the manual maintenance portion to our annual membership fees. It would be an increase of \$2,470 to the district. The Board decided not to add this service to our membership.
20. Discussed our water situation at Shoreline to be assured that we are prepared for continued drought years. Jerry & Don's Pump & Well Service monitor our wells and will alert us if our water flow decreases.
21. Discussed revamping our mission statement. At this time everyone seemed happy with our current mission statement.

### **Employees**

22. Superintendent Tom Stubbs accepted a letter of resignation from Jane Vail, instructional assistant at Tomales Elementary School.

23. Superintendent Tom Stubbs accepted a letter of retirement from Susan Skipp, chief business official, effective January 30, 2015.

24. Approved Joe Nokes as the interim principal at Bodega Bay School for the 2014-15 school year, to be compensated a \$4,000 stipend.

(Manning-Sartori/Kehoe AYES: Moretti/McDonald/Kehoe/Lino/Manning-Sartori  
NOES: None ABSENT: Stedwell/Healy ABSTAIN: None) Motion passes.

### **Policy**

25. Second reading and adoption of entire section of BP/AR 6000 – Instruction. Jill Manning-Sartori requested to table this item until the September meeting because she has not had time to go through all of these policies yet.

26. Second reading and adoption of entire section of BP/AR 7000 – New Construction.

(Lino/Kehoe AYES: Moretti/McDonald/Kehoe/Lino/Manning-Sartori  
NOES: None ABSENT: Stedwell/Healy ABSTAIN: None) Motion passes.

### **Auxiliary**

27. Agenda items for future meetings: Second reading/adoption of BP/AR's 6000-Instruction, Unaudited Actual Revenues & Expenditures Report, schedule a budget meeting at Tomales High School, retiree's health benefits.

28. No communications.

**Adjournment: 9:05 p.m.**

Respectfully submitted,

Tom Stubbs  
Superintendent

Adopted by the Board: