

Student Success

SHORELINE UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES REGULAR MEETING

AGENDA

Thursday, April 16, 2015
TOMALES ELEMENTARY SCHOOL
40 John Street, Tomales

1. Formal opening call to order 4:45 p.m. – Assembly Room
2. Roll call
3. Comments from the public on closed session items
4. Recess to closed session

CLOSED SESSION – Library 5:00 p.m.

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

- 54957:Public Employee Discipline/Dismissal/Release
- 54957:Public Employee Performance Evaluation: Superintendent
- 54957.6:Agency Designated Representative; Board President: Unrepresented Employee: Superintendent

RECONVENE TO PUBLIC SESSION 6:00 p.m.

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 four minutes each. Copies of the agenda are located on the agenda table.

***Note: public comments will be heard at approximately 7:30 p.m.**

5. Flag Salute
6. Announcement of any reportable action taken in closed session
7. Approval and adoption of agenda **ACTION**
8. Student(s) of the month **INFORMATION**
9. Student representative report **INFORMATION**
10. Consent agenda **ACTION**
The Consent agenda is a group of routine items that are approved by a single Board action. They are grouped together for a single decision in order to save time. A Board member, the superintendent or a person in the audience may ask that any item be removed and acted upon separately.
 - 10.1 Minutes: Approve minutes of March 4, 2015, special Brown Act meeting
 - 10.2 Minutes: Approve minutes of March 12, 2015, regular meeting
 - 10.3 Minutes: Approve minutes of March 12, 2015, special meeting
 - 10.4 Warrants: General
 - 10.5 Approve the 2015-16 Carl D. Perkins Grant application in the amount of \$2,390.00, pending approval from the California Department of Education
 - 10.6 Approve three-year proposal to provide audit services from Goodell, Porter, Sanchez & Bright, LLP
 - 10.7 Approve 2015-16 school calendar – staff development and minimum days to be determined later
 - 10.8 Approve 2014-15 and 2015-16 contracts with Jack Stanley Correia for school psychology services
 - 10.9 Approve addition of Interim Principals to the 2015-16 Administrative Salary Schedule
11. Ramona Faith, CEO Petaluma Health Care District and Tami Bender, CPR/AED Instructor **INFORMATION**
Petaluma Health Care District to present the HeartSafe Community Initiative

Curriculum and Instruction

- | | | |
|-----|--|-------------|
| 12. | Principals' report | INFORMATION |
| 13. | Superintendent report | INFORMATION |
| 14. | Board of Trustees' report | INFORMATION |
| 15. | Board of Trustees November 3, 2015 election update | INFORMATION |
| 16. | Interdistrict transfer attendance report | INFORMATION |
| 17. | Consider implementation of AB 1330 to change the graduation requirement of CTE courses | ACTION |
| 18. | Shoreline Education Association (SEA) would like to sunshine their 2015-16 negotiation items with Shoreline Unified School District | INFORMATION |
| 19. | Persons desiring to address the Board on items not on the agenda. The Board will listen to your comments but are unable to engage in a discussion. | |

Finance and Business

- | | | |
|-----|---|-------------|
| 20. | Chief Business Official report | INFORMATION |
| 21. | Adopt Resolution #2014.15.12 – Consolidation and Services for November 3, 2015 Election | ACTION |
| 22. | Review of Shoreline's Food Service Department | INFORMATION |
| 23. | Jack Schreder & Associates to present their developer fee justification study | INFORMATION |
| 24. | Public Hearing: Implementing School Facilities Fees as Authorized by Statute AB 2926 | INFORMATION |
| 25. | Adopt Resolution 2014.15.13 – Implementing Facilities Fees as Authorized by Statute AB 2926 | ACTION |
| 26. | Discuss the cost of sewer services district-wide for Shoreline USD | INFORMATION |

Employees

- | | | |
|-----|--|-------------|
| 27. | Presentation by TES Site Council, TES ELAC, and TES Family Engagement Committee regarding the Tomales Elementary School and Bodega Bay School principal search | INFORMATION |
| 28. | Discuss the configuration of administrators for the 2015-16 school year: Superintendent, Special Education Director, Interim Principals at Tomales Elementary and Bodega Bay Schools | INFORMATION |
| 29. | Consider approval of employment agreement with Jim Patterson, interim principal at Tomales Elementary School for the 2015-16 school year | ACTION |
| 30. | Consider approval of employment agreement with Nancy Wolf, interim principal at Bodega Bay School for the 2015-16 school year | ACTION |
| 31. | Discuss terms/consider approval of contract with Tom Stubbs, Superintendent | ACTION |

Policy

- | | | |
|-----|---|---------------------------------|
| 32. | Second reading of BP/AR 5117 – Interdistrict Transfer Attendance – District of Choice | INFORMATION/
POSSIBLE ACTION |
|-----|---|---------------------------------|

Auxiliary

- | | | |
|-----|----------------------------------|--|
| 33. | Agenda items for future meetings | |
| 34. | Communications | |

Adjournment

Written materials for open session items that are distributed to the Board of Trustees within 72 hours of the board meeting are available for public inspection immediately upon distribution at the district office, 10 John Street, Tomales

Spanish interpreting services will be provided Agenda available online at: <http://www.shorelineunified.org>

**SHORELINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES**

2015

PRESIDENT JILL MANNING-SARTORI

VICE PRESIDENT KEGAN STEDWELL

CLERK CLARETTE MCDONALD

BOARD REPRESENTATIVE JIM LINO

TRUSTEE MONIQUE MORETTI

TRUSTEE JANE HEALY

TRUSTEE TIM KEHOE

**STUDENT
REPRESENTATIVE ADRIAN VEGA**

SECRETARY TOM STUBBS

SHORELINE UNIFIED SCHOOL DISTRICT
2015 REGULAR BOARD MEETING CALENDAR

January 15, 2015	- 8:30 A.M.	-	Tomales High School
February 19, 2015		-	West Marin School
March 12, 2015		-	Bodega Bay School
April 16, 2015		-	Tomales Elementary School
May 21, 2015		-	Tomales High School
June 18, 2015		-	West Marin School
July 16, 2015		-	TBD – if needed
August 20, 2015		-	Tomales Elementary School
September 10, 2015		-	West Marin School
October 15, 2015		-	Tomales High School
November 19, 2015		-	Inverness School
December 10, 2015		-	Tomales Elementary School

All regular Board meetings will be held at 6:00 p.m. except the January 15 meeting, which will be held at 8:30 a.m. All regular Board meetings will be on the third Thursday of the month except the March, September, and December meetings will be on the second Thursday of the month to meet deadline for interim and unaudited actuals reports.

SPECIAL MEETINGS

Special meetings/workshops/forums will be scheduled on a case-by-case basis at the time there is a need.

Adopted by the Board: December 18, 2014

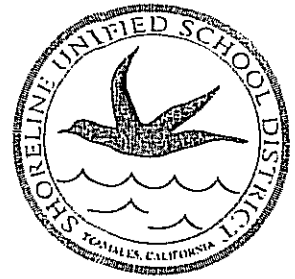
**Shoreline Unified School District
Board Meeting Calendar
2015**

<u>Date</u>	<u>Location</u>	<u>Proposed/Potential Agenda Items</u>
January	THS	<ol style="list-style-type: none"> 1. THS Student/Class Presentations 2. Senior Trip 3. Close-Up Trip 4. Goodell Financial Audit 5. Budget Committee Report 6. Superintendent Evaluation – Closed Session
February	WMS	<ol style="list-style-type: none"> 1. Consolidated Application (Part II) 2. Certificated Seniority List 3. Impact Aid Trip – Washington, DC 4. Dibels Report 5. Principal Evaluations – Closed Session 6. SEA Probationary Employee Evaluations - Closed 7. Superintendent Evaluation 8. Board Elections 9. March 15 notifications
March	BBS	<ol style="list-style-type: none"> 1. Second Interim 2. Williams Complaints 3. Golden Bell Program 4. Food Service Report 5. March 15 notifications 6. Summer School 7. Superintendent Evaluation 8. Board Elections
April	TES	<ol style="list-style-type: none"> 1. Shoreline Acres MOU 2. Golden Bell Nominees 3. District House Rent 4. GASB 45 Actuarial 5. Elections Resolution 6. Approve Reduced Job Shares 7. MCF Grant Report 8. Principal Single Site Plan Reports 9. Board Elections 10. Student Performance review
May	THS	<ol style="list-style-type: none"> 1. Budget Public Hearing 2. LCAP Public Hearing 3. CBO Contract 4. Superintendent Contract 5. Principal Contracts 6. Contract Extensions for Counselor and Ag Dept. 7. CIF Representatives 8. EPA Expenditures 9. Board Elections 10. CSEA Probationary Employee Evaluations

June	WMS	<ol style="list-style-type: none"> 1. Board Goals Assessment 2. Consolidated Application (Part I) 3. Adopt Budget 4. LCAP Approval 5. Williams Complaints 6. Budget Transfer Resolution 7. Superintendent Goals 8. Board Elections
August	TES	<ol style="list-style-type: none"> 1. Student Teaching Agreement with SSU 2. AG Vocational Ed Grant 3. THS Coaches 4. NAFIS Conference 5. Salary Schedules 6. Board Goals Review/Update 7. Board Elections
September	WMS	<ol style="list-style-type: none"> 1. B-Wet Grant 2. Williams Complaints 3. Textbook Resolution 4. Gann Limit Resolution 5. Unaudited Actuals 6. Curriculum Update 7. Board Elections
October	THS	<ol style="list-style-type: none"> 1. Transportation Report 2. Board Elections
November	INV	<ol style="list-style-type: none"> 1. Student Performance Review 2. Facilities Report 3. Special Education Report
December	TES	<ol style="list-style-type: none"> 1. Organizational Meeting 2. First Interim 3. Review/Update Board Meeting Calendar

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



March 25, 2015

Vanessa Martin
PO Box 460
Valley Ford, CA 94972

Dear Vanessa:

It is my pleasure to inform you that the Tomales Elementary School faculty has selected you as one of Shoreline's Student of the Month for December 2014.

Your selection is an honor of which you and your family can be most proud.

You have been selected on the basis of scholarship, citizenship, wholesome attitudes, service to school, and/or special accomplishments.

I invite you and your family to the Shoreline Unified School District Board of Trustees meeting to be held at Tomales Elementary School on Thursday, April 16, 2015, 6:00 p.m., at which time we may acknowledge your selection before the Board of Trustees.

Congratulations!

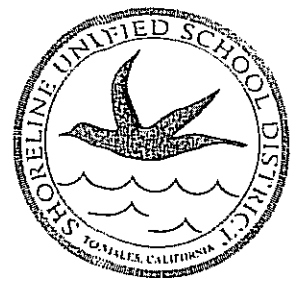
Sincerely,

A handwritten signature in black ink that reads "Tom Stubbs". The signature is fluid and cursive, with the first letter of each name being significantly larger and more stylized.

Tom Stubbs
Superintendent

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



March 25, 2015

Dominic Feliciano
2850 Bighorn Sheep Street
Santa Rosa, CA 95407

Dear Dominic:

It is my pleasure to inform you that the Tomales Elementary School faculty has selected you as one of Shoreline's Student of the Month for April 2015.

Your selection is an honor of which you and your family can be most proud.

You have been selected on the basis of scholarship, citizenship, wholesome attitudes, service to school, and/or special accomplishments.

I invite you and your family to the Shoreline Unified School District Board of Trustees meeting to be held at Tomales Elementary School on Thursday, April 16, 2015, 6:00 p.m., at which time we may acknowledge your selection before the Board of Trustees.

Congratulations!

Sincerely,

Tom Stubbs
Superintendent

**SHORELINE UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL BOARD RETREAT MEETING
MARCH 4, 2015**

UNAPPROVED MINUTES

A special board retreat meeting of the Shoreline Unified School District Board of Trustees was held at Tomales High School on Wednesday, March 4, 2015.

1. Jill Manning-Sartori called the meeting to order at 5:02 p.m.
2. Board members present: Jill Manning-Sartori, Tim Kehoe, Jane Healy, Clarette McDonald, Jim Lino, Monique Moretti and Kegan Stedwell. Staff present: Tom Stubbs, Bruce Abbott, and Jeannie Moody.
3. Approved and adopted the agenda.
(Healy/Lino AYES: Manning-Sartori, Kehoe, Healy, McDonald, Lino, Stedwell and Moretti
NOES: None ABSTAIN: None ABSENT: None) Motion passes.
4. Board working retreat – Patrick C. Wilson, Senior Associate General Counsel with School and College Legal Services presented a Brown Act & Conflicts of Interest Workshop

Meeting Adjourned: 7:15 p.m.

Respectfully submitted,

Tom Stubbs
Superintendent

Adopted by the Board:

**SHORELINE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING
MARCH 12, 2015**

UNAPPROVED MINUTES

A regular meeting of the Shoreline Unified School District Board of Trustees was held at Bodega Bay School on Thursday, March 12, 2015.

1. President Jill Manning-Sartori called the meeting to order at 4:32 p.m.
2. Board members present: Jill Manning-Sartori, Kegan Stedwell, Jane Healy and Clarette McDonald. Tim Kehoe, Monique Moretti and Jim Lino arrived at 4:40 p.m. Jim Lino left the meeting at 8:20 p.m. Staff present: Superintendent Tom Stubbs, Adam Jennings, Matt Nagle, Bruce Abbott and Jeannie Moody.
3. No comments were heard from the public on closed session items.
4. Recessed to closed session at 4:35 p.m.
5. Reconvened to public session at 6:15 p.m.
6. No reportable action was taken in closed session.
7. Approved and adopted the agenda.
(Lino/McDonald AYES: Manning-Sartori, Stedwell, Kehoe, Healy, Moretti, Lino, and McDonald
NOES: None ABSTAIN: None ABSENT: None) Motion passes.
8. Willy Lepori gave the student representative report in Adrian Vega's absence. Willy reported on the many events happening throughout the District. He then shared the results of a survey, created by student council at the high school, to gather input from the student body in order to create suggestions (wish list) of items they'd like to see changed/repared to improve their school.
9. Loretta Smith, teacher at Bodega Bay School, introduced and thanked the many community volunteers at Bodega Bay School. There are sixteen active volunteers and a total of twenty-five on call.
10. Consent Agenda
 - 10.1. Approved minutes of February 19, 2015, regular meeting.
 - 10.2. Approved payment of warrants.
 - 10.3. Approved the Carl D. Perkins Program Waiver request.
(Kehoe/Lino AYES: Stedwell, Manning-Sartori, Kehoe, Healy, Moretti, Lino, and McDonald
NOES: None ABSTAIN: None ABSENT: None) Motion passes.

Curriculum and Instruction

11. Principal Jennings (THS) and Principal Nagle (WMS/INV) reported on various events and activities happening at their sites.
12. Superintendent Tom Stubbs reported information on the MCF Grant, the guest speakers at the Wellness Committee meetings, staff development day meeting, Local Control Accountability Plan (LCAP) meeting dates and announced several other important upcoming meeting dates.

13. Trustee Jim Lino reported that he attended the last Tomales Village Community Services District (TVCS D) meeting. TVCS D is concerned that Shoreline USD has not paid its invoice in full. We are still looking into the additional \$25K in depreciation charges. Shoreline USD and TVCS D will continue to meet to discuss our charges and our contract until we can come to a mutual agreement.
14. Information pertaining to the upcoming Board of Trustees November 3, 2015 election was shared.
15. The Board reviewed which Trustees sit on the various board committees.
16. No complaints were heard on the Quarterly Report on Williams Uniform Complaints.
17. Reviewed the Interdistrict transfer attendance report.
18. Adopted Resolution 2014.15.11 – Interdistrict Attendance Program/District of Choice.
(Healy/Manning-Sartori AYES: Stedwell, Manning-Sartori, Kehoe, Healy, Moretti, Lino, and McDonald
NOES: None ABSTAIN: None ABSENT: None) Motion passes.
19. Considered implementation of AB 1330 to change the graduation requirement of CTE courses. The approval of AB 1330 would allow one year of welding to be considered a graduation requirement in lieu of taking Spanish or art. Mr. Jennings said there are pros and cons to implementing this change and not many students will be affected. Jane Healy motioned and Jill Manning-Sartori seconded to table this item so that Mr. Jennings can look into the possibility of a waiver process for interested individual students rather than implementing AB 1330.
20. Two people addressed the Board on items not on the agenda.

Finance and Business

21. CBO Bruce Abbott reviewed with the Board a cost comparison for Shoreline USD to go 100% renewable energy with PG & E. Mr. Abbott does not recommend this change because it will cost our District about \$6,000 more per year.
22. Approved budget revisions as of January 31, 2015.
(Healy/McDonald AYES: Stedwell, Manning-Sartori, Kehoe, Healy, Moretti, Lino, and McDonald
NOES: None ABSTAIN: None ABSENT: None) Motion passes.
23. Approved Second Interim Budget Report ending January 31, 2015, with a positive certification.
(Lino/Healy AYES: Stedwell, Manning-Sartori, Kehoe, Healy, Moretti, Lino, and McDonald
NOES: None ABSTAIN: None ABSENT: None) Motion passes.

Employees

24. Approved the memorandum of understanding with California School Employees Association (CSEA) for the retirement incentive. Ms. McDonald motioned and Mr. Kehoe seconded to change the deadline date from Friday, April 24, 2015, to Friday, May 1, 2015.
(McDonald/Kehoe AYES: Stedwell, Manning-Sartori, Kehoe, Healy, Moretti, Lino, and McDonald
NOES: None ABSTAIN: None ABSENT: None) Motion passes.
25. Superintendent Tom Stubbs accepted the notice of retirement from Joe Nokes, teacher at Tomales Elementary and Bodega Bay Schools, effective June 30, 2015.
26. Superintendent Tom Stubbs accepted the notice of retirement from Randall Wilson, teacher at Tomales High School, effective June 30, 2015.
27. Superintendent Tom Stubbs accepted the notice of retirement from Sandy Kaplan, teacher at Tomales Elementary School, effective June 30, 2015.

28. Superintendent Tom Stubbs accepted the notice of retirement from Loretta Smith, teacher at Bodega Bay School, effective June 30, 2015.

29. Superintendent Tom Stubbs accepted the notice of retirement from Sue Gonzalez, teacher at West Marin Elementary School, effective June 30, 2015.

Policy

30. First reading on BP/AR 5117 – Interdistrict Transfer Attendance – District of Choice. Ms. Healy motioned and Ms. McDonald seconded to change this from an action item to a first reading. This will be brought back to the April Board meeting as a second reading/possible action.

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

Auxiliary

31. Agenda items for future meetings:

-Resolution to implement developer fees

-AB 1330

-Second reading of BP/AR 5117 – Interdistrict Transfer Attendance – District of Choice

32. No communications.

Adjournment: 8:45 p.m.

Respectfully submitted,

Tom Stubbs, Superintendent

Adopted by the Board:

**SHORELINE UNIFIED SCHOOL DISTRICT
MINUTES OF THE SPECIAL MEETING
MARCH 12, 2015**

UNAPPROVED MINUTES

A special meeting of the Shoreline Unified School District Board of Trustees was held at Bodega Bay School on Thursday, March 12, 2015.

1. Jill Manning-Sartori called the meeting to order at 8:45 p.m.
2. Board members present: Jill Manning-Sartori, Jane Healy, Tim Kehoe, Clarette McDonald, Kegan Stedwell, and Monique Moretti. Board member absent: Jim Lino
3. Approved and adopted the agenda.
(Healy/Kehoe AYES: Healy, Kehoe, McDonald, Stedwell, Manning-Sartori and Moretti
NOES: None ABSTAIN: None ABSENT: Lino) Motion passes.
4. No comments from the public on closed session item.
5. Recessed to closed session at 8:47 p.m.
6. Reconvened to public session at 9:15 p.m.
7. President Jill Manning-Sartori reported out of closed session that student ID # 26902 will be expelled for the remainder of this school year; the District will suspend the expulsion in the fall of 2015 if this student abides by the rules of the contract. This action was approved by the following vote:
(AYES: Manning-Sartori, Moretti, Lino, McDonald, Healy NOES: Stedwell
ABSENT: Lino ABSTAIN: None)

Meeting Adjourned: 9:20 p.m.

Respectfully submitted,

Tom Stubbs
Superintendent

Adopted by the Board:

Shoreline Unified School District

Warrant Recap

April 16, 2015

<u>Fund #</u>	<u>Fund Name</u>	<u>Amount</u>
1	General Fund	415,063.94
13	Cafeteria Fund	23,632.60
14	Deferred Maintenance Fund	0.00
73	Scholarship Fund	0.00
74	Special Education Trust Account	-

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0048 March 2015 Health Benefits
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20083764	000146/	ASSOC OF CA SCHOOL ADMINSTR				
		PV-150074	01-0000-0-9520.00-0000-0000-000-000-000		ACSA - FEB INV (MARCH CK)	401.74
			WARRANT TOTAL			\$401.74
20083765	070322/	CALIF VALUED TRUST				
		PV-150080	01-0000-0-9523.00-0000-0000-000-000-000		DENTAL EE	5,256.54
			01-0000-0-9528.00-0000-0000-000-000-000		DENTAL ER	6,168.93
			WARRANT TOTAL			\$11,425.47
20083766	070323/	CALIF VALUED TRUST				
		PV-150081	01-0000-0-9523.00-0000-0000-000-000-000		VISION EE	969.32
			01-0000-0-9529.00-0000-0000-000-000-000		VISION ER	1,199.78
			WARRANT TOTAL			\$2,169.10
20083767	004462/	KAISER FOUNDATION HEALTH PLAN				
		PV-150076	01-0000-0-9525.00-0000-0000-000-000-000		KAISER MID ER	2,038.40
			WARRANT TOTAL			\$2,038.40
20083768	000067/	KAISER HEALTH PLAN 495-0000				
		PV-150075	01-0000-0-9525.00-0000-0000-000-000-000		ER FEBRUARY 2015	124,117.44
			01-0000-0-9525.00-0000-0000-000-000-000		C LOPEZ MISSING ON BILL	654.91-
			01-0000-0-9525.00-0000-0000-000-000-000		CERESA - RETRO TERM	5,632.20-
			01-0000-0-9525.00-0000-0000-000-000-000		DAMAZIO - RETRO TERM	2,619.64-
			01-0000-0-9525.00-0000-0000-000-000-000		GROSS - RETRO TERM	2,619.64-
			01-0000-0-9525.00-0000-0000-000-000-000		SCOTT - RETRO TERM	1,309.82-
			01-0000-0-9525.00-0000-0000-000-000-000		SKIPP - RETRO TERM	1,408.05-
			01-0000-0-9525.00-0000-0000-000-000-000		NOKES - PENNY TO BE TERMED	753.14
			01-0000-0-9525.00-0000-0000-000-000-000		NORWOOD - DAUGHTER TERMED	523.93-
			01-0000-0-9525.00-0000-0000-000-000-000		NORWOOD - RETRO - BILL CREDIT	523.93-
			WARRANT TOTAL			\$109,578.46

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
BATCH: 0048 March 2015 Health Benefits
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20083769	070280/	REDWOOD EMPIRE SCHOOLS	INS GRP			
		PO-155083	1. 01-0000-0-3402.00-0000-7110-700-000-000		TRUSTEE DENTAL MARCH 2015	131.50
			4. 01-0000-0-3402.00-0000-7110-700-000-000		TRUSTEE VISION MARCH 2015	25.92
			2. 01-0000-0-3701.00-1110-1010-700-103-000		CERT DENTAL MARCH 2015	378.06
			5. 01-0000-0-3701.00-1110-1010-700-103-000		CERT VISION MARCH 2015	74.52
			3. 01-0000-0-3702.00-1110-1010-700-103-000		CLASS DENTAL MARCH 2015	394.50
			3. 01-0000-0-3702.00-1110-1010-700-103-000		SKIPP FEB 2015 RETRO	65.75
			6. 01-0000-0-3702.00-1110-1010-700-103-000		CLASS VISION MARCH 2015	77.76
			6. 01-0000-0-3702.00-1110-1010-700-103-000		SKIPP FEB 2015 VISION RETRO	12.96
		PO-155085	1. 01-0000-0-3402.00-0000-7110-700-000-000		TRUSTEE KAISER HIGH MARCH 2015	654.91
			4. 01-0000-0-3402.00-0000-7110-700-000-000		TRUSTEE KAISER MID MARCH 2015	654.91
			2. 01-0000-0-3701.00-1110-1010-700-103-000		CERT KAISER HIGH MARCH 2015	2,619.64
			3. 01-0000-0-3702.00-1110-1010-700-103-000		CLASS KAISER HIGH MARCH 2015	3,929.46
			3. 01-0000-0-3702.00-1110-1010-700-103-000		SKIPP FEB 2015 RETRO	654.91
					WARRANT TOTAL	\$9,674.80
20083770	070280/02	RESIG				
		PO-155086	1. 01-0000-0-3402.00-0000-7110-700-000-000		TRUSTEE BLUE SHIELD MARCH 2015	654.91
			2. 01-0000-0-3701.00-1110-1010-700-103-000		CERT BLUE SHIELD MARCH 2015	1,146.09
		PV-150077	01-0000-0-9523.00-0000-0000-000-000-000		SISC BLUE SHIELD EE ACTIVE	329.04
			01-0000-0-9626.00-0000-0000-000-000-000		SISC BLUE SHIELD ER ACTIVE	2,618.96
					WARRANT TOTAL	\$4,749.00
20083771	070280/05	RESIG				
		PV-150079	01-0000-0-9523.00-0000-0000-000-000-000		KAISER HSA EE	98.14
			01-0000-0-9525.00-0000-0000-000-000-000		KAISER HSA ER	3,264.12
					WARRANT TOTAL	\$3,362.26

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
BATCH: 0048 March 2015 Health Benefits
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE							ABA NUM	ACCOUNT NUM	AMOUNT			
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
20083772	070301/	THE STANDARD													
		PO-155087	1.	01	0000	0	3402	00	0000	7110	700	000	000	THE STANDARD TRUSTEES MAR 2015	28.00
		PV-150078		01	0000	0	9527	00	0000	0000	000	000	000	THE STANDARD	404.00
		WARRANT TOTAL													\$432.00
*** FUND	TOTALS ***			TOTAL NUMBER OF WARRANTS:			9	TOTAL AMOUNT OF WARRANTS:			\$143,831.23*				
*** BATCH	TOTALS ***			TOTAL NUMBER OF WARRANTS:			9	TOTAL AMOUNT OF WARRANTS:			\$143,831.23*				
*** DISTRICT	TOTALS ***			TOTAL NUMBER OF WARRANTS:			9	TOTAL AMOUNT OF WARRANTS:			\$143,831.23*				

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0049 03092015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20084126	002069/	A Z BUS SALES INC				
		PO-159001	1. 01-0000-0-4316.00-1110-3600-740-000-000		DI50183	84.38
			1. 01-0000-0-4316.00-1110-3600-740-000-000		DI50251	59.09
			1. 01-0000-0-4316.00-1110-3600-740-000-000		DW51125	397.40
			WARRANT TOTAL			\$540.87
20084127	003831/	ERIC BALLATORE				
		PO-150939	1. 01-1100-0-4300.00-1110-1010-107-000-000		REIMBURSEMENT	284.63
		PO-150940	1. 01-1100-0-4300.00-1110-1010-107-000-000		REIMBURSEMENT	111.36
			WARRANT TOTAL			\$395.99
20084128	070913/	BARRACUDA STEEL DRUM				
		PO-150899	1. 01-9641-0-4400.00-1110-1010-700-333-000		2112015	1,500.00
			WARRANT TOTAL			\$1,500.00
20084129	070028/	BUS WEST LLC				
		PO-159006	1. 01-0000-0-4316.00-1110-3600-740-000-000		BN63004	251.03
			1. 01-0000-0-4316.00-1110-3600-740-000-000		BN63493	86.89
			1. 01-0000-0-4316.00-1110-3600-740-000-000		BN63585	546.44
			1. 01-0000-0-4316.00-1110-3600-740-000-000		BN63766	36.15
			WARRANT TOTAL			\$920.51
20084130	003415/	JULIE M CASSEL				
		PO-150955	1. 01-9040-0-5715.00-1110-1010-108-000-000		MILEAGE REIMBURSEMENT	48.30
			WARRANT TOTAL			\$48.30
20084131	004074/	CENTER FOR ART OF TRANSLATION				
		PO-150921	1. 01-9040-0-5840.00-1110-1010-108-000-000		120814	1,200.00
			WARRANT TOTAL			\$1,200.00
20084132	003643/	CLARK PEST CONTROL				
		PO-150048	1. 01-0000-0-5840.00-0000-8100-420-000-000		16693386	167.00
			WARRANT TOTAL			\$167.00

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0049 03092015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20084133	070917/	CUSTOMINK				
		PO-150845	1. 01-0000-0-4300.00-1110-3110-420-126-000		5302586	288.08
			WARRANT TOTAL			\$288.08
20084134	000034/	DISCOVERY OFFICE SYSTEMS				
		PO-150842	1. 01-1100-0-4300.00-1110-1010-420-000-000		55E1249267	95.70
			WARRANT TOTAL			\$95.70
20084135	070806/	MIKE FRITSCHKE				
		PO-150935	1. 01-9040-0-5200.00-1110-1010-107-000-000		FEBRUARY MILEAGE	110.40
			WARRANT TOTAL			\$110.40
20084136	001624/	DOLORES GONZALEZ				
		PO-150948	1. 01-9040-0-5200.00-1110-1010-106-000-000		FEBRUARY MILEAGE	31.63
			WARRANT TOTAL			\$31.63
20084137	070845/	SUSAN HYDE				
		PO-150949	1. 01-9040-0-5200.00-1110-1010-106-000-000		FEBRUARY MILEAGE	11.50
			WARRANT TOTAL			\$11.50
20084138	001614/	JERRY & DON'S PUMP & WELL SVC				
		PO-155037	2. 01-0000-0-5840.00-0000-8100-700-000-000		0109042-IN	46.20
			WARRANT TOTAL			\$46.20
20084139	070825/	MERYL JUNIPER				
		PO-150942	1. 01-9040-0-4300.00-1110-1010-107-000-000		REIMBURSEMENT	28.51
			WARRANT TOTAL			\$28.51
20084140	070521/	EMILIE KLEIN				
		PO-150930	1. 01-9040-0-5200.00-1110-1010-106-000-000		FEBRUARY MILEAGE	74.75
		PO-150932	1. 01-9040-0-4300.00-1110-1010-106-000-000		REIMBURSEMENT	225.98
			2. 01-9040-0-4300.00-1110-1010-108-000-000		REIMBURSEMENT	225.97
			WARRANT TOTAL			\$526.70
20084141	003819/	KOEHLER-CRAIG KAREN L				
		PO-150928	1. 01-9040-0-5200.00-1110-1010-108-000-000		MILEAGE REIMBURSEMENT	48.30

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0049 03092015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE										ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION		

WARRANT TOTAL														\$48.30	
20084142	070818/	LANGUAGE PEOPLE INC													
		PO-150924	1.	01-9642-0-5200.00-8100-5000-108-144-000									111441	177.35	
		PO-155119	1.	01-0000-0-5840.00-0000-7110-700-000-000									111598	248.20	
		PO-155120	5.	01-0000-0-5840.00-0000-7110-700-000-000									110849	132.86	
			6.	01-0000-0-5840.00-1110-2700-700-000-000									110586	75.00	
			7.	01-6500-0-5840.00-5770-1100-700-000-000									110582	170.66	
WARRANT TOTAL														\$804.07	
20084143	004202/	RACHELLE MARTIN													
		PO-150941	1.	01-6500-0-4300.00-5770-1100-107-000-000									REIMBURSEMENT	48.61	
WARRANT TOTAL														\$48.61	
20084144	070041/	JOE NOKES													
		PO-150927	1.	01-9040-0-4300.00-1110-1010-107-000-000									REIMBURSEMENT	35.66	
		PO-150934	1.	01-9040-0-5200.00-1110-1010-107-000-000									FEBRUARY MILEAGE	128.80	
WARRANT TOTAL														\$164.46	
20084145	000708/	NORTH BAY PETROLEUM													
		PO-159024	1.	01-0000-0-4301.00-1110-3600-740-000-000									1694285	153.43	
			1.	01-0000-0-4301.00-1110-3600-740-000-000									1034140	1,554.82	
			1.	01-0000-0-4301.00-1110-3600-740-000-000									1033287	1,840.42	
			1.	01-0000-0-4301.00-1110-3600-740-000-000									1029257	1,035.37	
			1.	01-0000-0-4301.00-1110-3600-740-000-000									1029311	1,816.00	
			1.	01-0000-0-4301.00-1110-3600-740-000-000									1029365	1,861.00	
			1.	01-0000-0-4301.00-1110-3600-740-000-000									1701284	58.96	
			1.	01-0000-0-4301.00-1110-3600-740-000-000									0028806	1,378.24	
			1.	01-0000-0-4301.00-1110-3600-740-000-000									1028862	1,769.13	
			1.	01-0000-0-4301.00-1110-3600-740-000-000									1703911	10.63	

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0049 03092015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
		1.	01-0000-0-4301.00-1110-3600-740-000-000		1704267	66.32
		1.	01-0000-0-4301.00-1110-3600-740-000-000		0029704	851.48
			WARRANT TOTAL			\$12,395.80
20084146	001046/	STEFFAN P O'NEILL				
		PO-150933	1. 01-9040-0-5200.00-1110-1010-107-000-000		FEBRUARY MILEAGE	39.10
			WARRANT TOTAL			\$39.10
20084147	001963/	MARIA OROZCO				
		PO-150690	2. 01-6500-0-5840.00-5770-3600-700-753-000		FEBRUARY OT MILEAGE	43.13
			2. 01-6500-0-5840.00-5770-3600-700-753-000		JANUARY OT MILEAGE	43.13
			2. 01-6500-0-5840.00-5770-3600-700-753-000		DECEMBER OT MILEAGE	42.00
			1. 01-6500-0-5840.00-5770-3600-700-753-000		FEBRUARY ADDITIONAL FUEL	100.00
			1. 01-6500-0-5840.00-5770-3600-700-753-000		FEBRUARY MILEAGE	828.00
			WARRANT TOTAL			\$1,056.26
20084148	070276/	TAMARAH PALLINGSTON				
		PO-150905	1. 01-0000-0-5610.00-1454-1010-420-000-000		REIMBURSEMENT	46.09
		PO-150931	1. 01-9040-0-5200.00-1110-1010-420-000-000		REIMBURSEMENT	28.75
			WARRANT TOTAL			\$74.84
20084149	000282/	JAMES J PATTERSON				
		PO-150936	1. 01-9040-0-5200.00-1110-1010-107-000-000		DECEMBER JANUARY MILEAGE	263.84
		PO-150937	1. 01-9040-0-5200.00-1110-1010-107-000-000		FEBRUARY MILEAGE	161.58
		PO-150943	1. 01-1100-0-4300.00-1110-1010-107-000-000		REIMBURSEMENT	178.54
			WARRANT TOTAL			\$603.96
20084150	001704/	MARY L PEPPER				
		PO-150938	1. 01-6500-0-5200.00-5770-1100-107-000-000		WORKSHOP REIMBURSEMENT	199.00
			WARRANT TOTAL			\$199.00
20084151	000206/	PETALUMA AUTO PARTS				
		PO-159022	1. 01-0000-0-4316.00-1110-3600-740-000-000		CREDIT	55.90-

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0049 03092015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
		5.	01-0000-0-4316.00-1110-3600-740-000-000	539662		247.45
		5.	01-0000-0-4316.00-1110-3600-740-000-000	539876		269.95
		5.	01-0000-0-4316.00-1110-3600-740-000-000	540007		106.77
		5.	01-0000-0-4316.00-1110-3600-740-000-000	540139		218.03
		5.	01-0000-0-4316.00-1110-3600-740-000-000	540233		9.92
		5.	01-0000-0-4316.00-1110-3600-740-000-000	540279		396.05
		5.	01-0000-0-4316.00-1110-3600-740-000-000	540533		92.80
		5.	01-0000-0-4316.00-1110-3600-740-000-000	540908		51.96
		5.	01-0000-0-4316.00-1110-3600-740-000-000	541062		115.48
		5.	01-0000-0-4316.00-1110-3600-740-000-000	541177		46.70
		5.	01-0000-0-4316.00-1110-3600-740-000-000	541502		212.84
		5.	01-0000-0-4316.00-1110-3600-740-000-000	541835		7.01
		5.	01-0000-0-4316.00-1110-3600-740-000-000	542633		65.22
		5.	01-0000-0-4316.00-1110-3600-740-000-000	542636		54.51
		5.	01-0000-0-4316.00-1110-3600-740-000-000	543629		70.88
		5.	01-0000-0-4316.00-1110-3600-740-000-000	544633		108.35
			WARRANT TOTAL			\$1,225.92
20084152	070884/	Pro Care Therapy				
		PO-150317	1. 01-6500-0-5840.00-5770-3160-700-000-000	6866638		2,340.00
			WARRANT TOTAL			\$2,340.00
20084153	001498/	CELESTINE M RIGHETTI				
		PO-150944	1. 01-0000-0-5200.00-1110-1010-420-000-000	REIMBURSEMENT		13.80
			WARRANT TOTAL			\$13.80
20084154	070405/	LOURDES ROMO				
		PO-150953	1. 01-9642-0-5200.00-8100-5000-108-144-000	FEBRUARY MILEAGE		74.75

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0049 03092015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	

WARRANT TOTAL						\$74.75
20084155	001389/	SAFETY-KLEEN CORP				
		PO-159025	1. 01-0000-0-5840.00-1110-3600-740-000-000		65994759	64.14
			1. 01-0000-0-5840.00-1110-3600-740-000-000		65570691	296.55
			1. 01-0000-0-5840.00-1110-3600-740-000-000		66045369	126.81
			2. 01-0000-0-5840.00-1110-3600-740-000-000		66045369	167.94
		WARRANT TOTAL				\$655.44
20084156	001760/	LYNN SCHNITZER				
		PO-150926	1. 01-0000-0-4200.00-1110-1010-420-221-000		REIMBURSEMENT	32.53
		WARRANT TOTAL				\$32.53
20084157	002134/	SHERATON				
		PO-150902	1. 01-0000-0-5200.00-0000-2700-420-000-000		WASC HOTEL PREPAYMENT	3,007.20
		WARRANT TOTAL				\$3,007.20
20084158	002723/	SILYCO				
		PO-155063	2. 01-0000-0-5840.00-0000-7200-700-000-000		FEB2015	187.50
			1. 01-0000-0-5840.00-1110-1010-700-000-000		FEB2015 IT TECH SUPPORT	562.50
		WARRANT TOTAL				\$750.00
20084159	070093/	SPUD POINT MARINA				
		PO-159026	1. 01-0000-0-4301.00-1110-3600-740-000-000		30338	162.95
			1. 01-0000-0-4301.00-1110-3600-740-000-000		30310	105.69
			1. 01-0000-0-4301.00-1110-3600-740-000-000		30351	162.96
			1. 01-0000-0-4301.00-1110-3600-740-000-000		30321	146.71
			1. 01-0000-0-4301.00-1110-3600-740-000-000		30297	67.99
			1. 01-0000-0-4301.00-1110-3600-740-000-000		30304	161.08
		WARRANT TOTAL				\$807.38
20084160	070549/	KAREN TAYLOR				
		PO-150220	1. 01-6500-0-5840.00-5770-3600-700-735-000		JANUARY MILEAGE	80.50

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.

BATCH: 0049 03092015AB

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
		1. 01-6500-0-5840.00-5770-3600-700-735-000			FEBRUARY MILEAGE	80.50
					WARRANT TOTAL	\$161.00
20084161	070923/	THE BOAT HOUSE				
		PO-150945 1. 01-0000-0-4300.00-0000-7110-700-000-000			BOARD DINNER	126.24
					WARRANT TOTAL	\$126.24
20084162	070019/	TOMALES DELI AND CAFE				
		PO-150963 1. 01-0000-0-4300.00-0000-7110-700-000-000			BOARD DINNER FOR SPECIAL MTG	100.00
					WARRANT TOTAL	\$100.00
20084163	070006/	UNIVERSITY OF OREGON				
		PO-150889 1. 01-0000-0-5840.00-1110-1010-700-000-000			151-02040	266.00
					WARRANT TOTAL	\$266.00
20084164	000565/	NANCY WOLF				
		PO-150950 1. 01-0000-0-5200.00-0000-2700-105-000-000			FEBRUARY MILEAGE	138.00
					WARRANT TOTAL	\$138.00
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 39		TOTAL AMOUNT OF WARRANTS:	\$31,044.05*

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0049 03092015AB
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20084165	003553/	CLOVER STORNETTA FARMS INC				
		PO-157004	2. 13-5310-0-4700.00-0000-3700-700-000-000		0100220748	13.85
			2. 13-5310-0-4700.00-0000-3700-700-000-000		0100216221	107.36
			2. 13-5310-0-4700.00-0000-3700-700-000-000		0100216223	80.50
			2. 13-5310-0-4700.00-0000-3700-700-000-000		0100216135	124.50
			2. 13-5310-0-4700.00-0000-3700-700-000-000		0100216131	247.36
			WARRANT TOTAL			\$573.57
20084166	002520/	COTATI FOOD SERVICE				
		PO-157005	3. 13-5310-0-4700.00-0000-3700-700-000-000		695259	128.68
			3. 13-5310-0-4700.00-0000-3700-700-000-000		695264	360.18
			3. 13-5310-0-4700.00-0000-3700-700-000-000		695825	669.46
			3. 13-5310-0-4700.00-0000-3700-700-000-000		695928	64.34
			3. 13-5310-0-4700.00-0000-3700-700-000-000		696225	520.82
			3. 13-5310-0-4700.00-0000-3700-700-000-000		696809	118.76
			3. 13-5310-0-4700.00-0000-3700-700-000-000		696844	637.47
			3. 13-5310-0-4700.00-0000-3700-700-000-000		696913	72.84
			3. 13-5310-0-4700.00-0000-3700-700-000-000		697295	915.61
			3. 13-5310-0-4700.00-0000-3700-700-000-000		697335	56.34
			3. 13-5310-0-4700.00-0000-3700-700-000-000		FC	5.40
			WARRANT TOTAL			\$3,421.22
20084167	070570/	MARIN-SONOMA PRODUCE COMPANY				
		PO-157036	3. 13-5310-0-4700.00-0000-3700-700-000-000		620440	434.60
			3. 13-5310-0-4700.00-0000-3700-700-000-000		621255	384.60
			WARRANT TOTAL			\$819.20
20084168	070847/	ISABEL VALENZUELA				
		PO-150929	1. 13-5310-0-5200.00-0000-3700-700-000-000		FEBRUARY MILEAGE	17.25

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
BATCH: 0049 03092015AB
FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE							ABA NUM	ACCOUNT NUM	AMOUNT			
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	

WARRANT TOTAL															
															\$17.25
*** FUND	TOTALS ***														TOTAL NUMBER OF WARRANTS: 4
															TOTAL AMOUNT OF WARRANTS: \$4,831.24*
*** BATCH	TOTALS ***														TOTAL NUMBER OF WARRANTS: 43
															TOTAL AMOUNT OF WARRANTS: \$35,875.29*
*** DISTRICT	TOTALS ***														TOTAL NUMBER OF WARRANTS: 43
															TOTAL AMOUNT OF WARRANTS: \$35,875.29*

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0050 03162015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20084771	070364/	APEX LEARNING INC				
		PO-150896	1. 01-9040-0-4300.00-1110-1010-700-000-000		SOINV0051412	1,534.77
			WARRANT TOTAL			\$1,534.77
20084772	000089/	AT&T				
		PO-155006	1. 01-0000-0-5940.00-0000-2700-700-000-000		FEBURARY OPTEMAN	2,381.57
			2. 01-0000-0-5940.00-0000-7200-700-000-000		FEBRUARY OPTEMAN	264.62
			WARRANT TOTAL			\$2,646.19
20084773	070602/	AUS WEST LOCKBOX				
		PO-150023	2. 01-0000-0-4300.00-0000-8100-107-000-000		702144157	108.14
		PO-150047	1. 01-0000-0-5520.00-0000-8100-420-000-000		702144156	194.52
		PO-150061	3. 01-0000-0-4300.00-0000-8100-106-000-000		702117540	25.00
			3. 01-0000-0-4300.00-0000-8100-106-000-000		702136984	30.00
			WARRANT TOTAL			\$357.66
20084774	000389/	BELKORP AG LLC				
		PO-159048	1. 01-0000-0-4316.00-0000-8100-700-000-000		124840	245.43
			WARRANT TOTAL			\$245.43
20084775	001775/	BLICK ART MATERIALS				
		PO-150891	1. 01-9641-0-4300.00-1110-1010-105-336-000		4197675	208.54
			WARRANT TOTAL			\$208.54
20084776	070479/	BOB SANTINI WINDSHIELD REPAIR				
		PO-159049	1. 01-0000-0-4316.00-1110-3600-740-000-000		24885	175.00
			WARRANT TOTAL			\$175.00
20084777	003673/	CHRISTINE BOWMAN				
		PO-150966	1. 01-9641-0-4300.00-1110-1010-420-301-000		REIMBURSEMENT	156.69
			WARRANT TOTAL			\$156.69
20084778	000015/	BUILDING SUPPLY CENTER				
		PO-150022	1. 01-0000-0-4300.00-0000-8100-107-000-000		K27335	47.92
		PO-150062	2. 01-0000-0-4300.00-0000-8100-108-000-000		K27061	7.04

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0050 03162015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
			2. 01-0000-0-4300.00-0000-8100-108-000-000	K27187		27.11
			WARRANT TOTAL			\$82.07
20084779	070762/	LUIS BURGOS				
	PO-150952	1. 01-9642-0-5200.00-1110-1010-108-144-000	FEB MILEAGE		105.23	
			WARRANT TOTAL			\$105.23
20084780	002343/	CALIF STATE DEPT OF JUSTICE				
	PO-155014	1. 01-0000-0-5821.00-0000-7100-700-000-000	085555		79.00	
			WARRANT TOTAL			\$79.00
20084781	070920/	CENGAGE LEARNING				
	PO-150911	1. 01-0000-0-4200.00-1110-1010-420-221-000	54692760		2,310.06	
			WARRANT TOTAL			\$2,310.06
20084782	002190/	COASTAL MOUNTAIN CONFERENCE				
	PO-150977	1. 01-0000-0-4300.00-1130-4200-420-000-000	PENNANTS		55.00	
			WARRANT TOTAL			\$55.00
20084783	070827/	RYAN CORRIGAN				
	PO-150961	1. 01-0000-0-5200.00-1110-1010-700-000-000	FEB MILEAGE		71.99	
			WARRANT TOTAL			\$71.99
20084784	003834/	CROWN TROPHY PETALUMA				
	PO-150968	1. 01-0000-0-4300.00-1130-4200-420-000-000	21345		185.11	
			WARRANT TOTAL			\$185.11
20084785	000030/	DECARLI'S				
	PO-155020	1. 01-0000-0-5505.00-0000-8100-700-000-000	Q67570		141.19	
		1. 01-0000-0-5505.00-0000-8100-700-000-000	Q67864		392.15	
		1. 01-0000-0-5505.00-0000-8100-700-000-000	Q67888		139.13	
		1. 01-0000-0-5505.00-0000-8100-700-000-000	Q68373		327.09	
		1. 01-0000-0-5505.00-0000-8100-700-000-000	Q68374		414.80	
		1. 01-0000-0-5505.00-0000-8100-700-000-000	Q68370		69.14	

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.

BATCH: 0050 03162015AB

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
			1. 01-0000-0-5505.00-0000-8100-700-000-000	Q68369		220.81
			WARRANT TOTAL			\$1,704.31
20084786	000050/	FRIEDMAN BROS.				
	PO-150024	1. 01-0000-0-4300.00-0000-8100-107-000-000	50405076I		305.81	
		1. 01-0000-0-4300.00-0000-8100-107-000-000	50428943I		172.31	
		1. 01-0000-0-4300.00-0000-8100-107-000-000	50438029I		123.02	
	PO-150226	2. 01-0000-0-4300.00-1471-1010-420-108-000	50414808I		48.00	
		1. 01-7010-0-4300.00-1471-1010-420-000-000	50424868I		17.18	
		1. 01-7010-0-4300.00-1471-1010-420-000-000	50414808I		41.05	
		WARRANT TOTAL			\$707.37	
20084787	004306/	GE CAPITAL				
	PO-155126	2. 01-0000-0-5605.00-1110-1010-106-000-000	62333249		168.45	
	PO-155127	1. 01-0000-0-5605.00-1110-1010-107-000-000	62338913		168.45	
		WARRANT TOTAL			\$336.90	
20084788	000922/	GRAINGER				
	PO-150025	1. 01-0000-0-4300.00-0000-8100-107-000-000	9677180078		311.10	
	PO-150258	1. 01-0000-0-4300.00-0000-8100-105-000-000	9677180078		96.94	
		WARRANT TOTAL			\$408.04	
20084789	070825/	MERYL JUNIPER				
	PO-150959	1. 01-9641-0-4300.00-1110-1010-105-301-000	REIMBURSEMENT		96.22	
		WARRANT TOTAL			\$96.22	
20084790	070756/	KAM CONSULTING				
	PO-150191	1. 01-9641-0-5840.00-1110-1010-107-149-000	1575		3,600.00	
		WARRANT TOTAL			\$3,600.00	
20084791	070855/	ANNE SPITLER KASHUBA				
	PO-150960	1. 01-6500-0-5200.00-5770-1100-700-000-000	FEB MILEAGE		90.33	
		WARRANT TOTAL			\$90.33	

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0050 03162015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20084792	070924/	KRISTEN KIRKPATRICK				
		PO-150962	1. 01-9642-0-4300.00-8100-5000-108-144-000		REIMBURSEMENT	360.00
			WARRANT TOTAL			\$360.00
20084793	070660/	ERIN MONTOYA				
		PO-150954	1. 01-9040-0-5200.00-1110-1010-106-000-000		REB MILEAGE	57.50
			WARRANT TOTAL			\$57.50
20084794	001471/	MUSICIAN'S FRIEND				
		PO-150100	1. 01-9040-0-4300.00-1110-1010-420-000-000		ARINV25723805	53.17
			WARRANT TOTAL			\$53.17
20084795	070752/	MATTHEW NAGLE				
		PO-150951	1. 01-0000-0-5200.00-0000-2700-108-000-000		AUG - JAN MILEAGE	796.21
		PO-150956	1. 01-9642-0-4300.00-1110-1010-106-144-000		REIMBURSEMENT	163.49
			2. 01-9642-0-4300.00-1110-1010-108-144-000		REIMBURSEMENT	163.49
			WARRANT TOTAL			\$1,123.19
20084796	070528/	NEWEGG INC				
		PO-150895	1. 01-7405-0-4400.00-1110-1010-420-000-000		1200970250	623.49
		PO-150914	1. 01-0000-0-4300.00-0000-7100-700-000-000		1201086130	84.39
			WARRANT TOTAL			\$707.88
20084797	004433/	NORTH BAY LIGHTING AND				
		PO-150972	1. 01-0000-0-4300.00-0000-8100-106-000-000		12506	65.55
			1. 01-0000-0-4300.00-0000-8100-106-000-000		12522	205.39
			2. 01-0000-0-4300.00-0000-8100-108-000-000		12506	65.55
			2. 01-0000-0-4300.00-0000-8100-108-000-000		12522	205.39
			WARRANT TOTAL			\$541.88
20084798	001524/	OFFICE DEPOT				
		PO-150875	1. 01-9040-0-4300.00-1110-1010-107-000-000		756416325001	58.49
			1. 01-9040-0-4300.00-1110-1010-107-000-000		756416273001	64.94

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0050 03162015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
	PO-150877	1.	01-9040-0-4300.00-1110-1010-107-000-000	756405048001		62.82
		1.	01-9040-0-4300.00-1110-1010-107-000-000	756404980001		116.66
	PO-150879	1.	01-0000-0-4300.00-0000-2700-420-000-000	755797556001		74.31
	PO-150880	1.	01-0000-0-4200.00-1110-1010-420-221-000	755773174001		89.55
		1.	01-0000-0-4200.00-1110-1010-420-221-000	755773271001		56.89
	PO-150890	1.	01-0000-0-4300.00-0000-2700-108-000-000	757170123001		11.87
		1.	01-0000-0-4300.00-0000-2700-108-000-000	756383409001		71.26
	PO-150892	1.	01-1100-0-4300.00-1110-1010-105-000-000	756397043001		277.66
	PO-150894	1.	01-0000-0-4300.00-0000-7200-700-000-000	757399607001		524.89
			WARRANT TOTAL			\$1,409.34
20084799	000094/	P G & E				
	PO-155051	1.	01-0000-0-5510.00-0000-8100-700-000-000	0533030520-01		7,480.07
			WARRANT TOTAL			\$7,480.07
20084800	000099/	POINT REYES LIGHT INC				
	PO-155055	1.	01-0000-0-5803.00-0000-7100-700-000-000	SUBSCRIPTION		70.00
			WARRANT TOTAL			\$70.00
20084801	070381/	REDWOOD EMPIRE DISPOSAL				
	PO-155056	1.	01-0000-0-5550.00-0000-8100-700-000-000	736852		25.16
		1.	01-0000-0-5550.00-0000-8100-700-000-000	736853		10.22
		1.	01-0000-0-5550.00-0000-8100-700-000-000	736854		44.80
		1.	01-0000-0-5550.00-0000-8100-700-000-000	736855		21.92
		1.	01-0000-0-5550.00-0000-8100-700-000-000	736856		8.98
			WARRANT TOTAL			\$111.08
20084802	070402/	REDWOOD PEDIATRIC THERAPY				
	PO-155082	1.	01-6500-0-5840.00-5770-1100-700-747-000	17029		365.80
			WARRANT TOTAL			\$365.80

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0050 03162015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20084803	070476/	SANTA ROSA WHOLESALE FLORIST				
		PO-150059	2. 01-9040-0-4300.00-1110-1010-420-000-000		07231	18.78
			3. 01-9040-0-4300.00-1110-1010-420-000-000		07231	158.14
			WARRANT TOTAL			\$176.92
20084804	001120/	LORETTA J SMITH				
		PO-150980	1. 01-1100-0-4300.00-1110-1010-105-000-000		2ND REPLACEMENT CK 20037878	125.00
			WARRANT TOTAL			\$125.00
20084805	000117/	T & B SPORTS				
		PO-150131	1. 01-0000-0-4300.00-1130-4200-420-000-000		168627-00	233.58
			1. 01-0000-0-4300.00-1130-4200-420-000-000		168626-00	104.16
			WARRANT TOTAL			\$337.74
20084806	070672/	TRANSBAY SECURITY SERVICES INC				
		PO-150975	1. 01-0000-0-4300.00-0000-8100-108-000-000		59103	75.22
			WARRANT TOTAL			\$75.22
20084807	070921/	INC UNION ELECTRONICS				
		PO-150906	1. 01-1400-0-4300.00-1110-1010-420-000-000		3287508	146.00
			WARRANT TOTAL			\$146.00
20084808	004000/	UNITED SITE SERVICES INC				
		PO-155071	1. 01-0000-0-5540.00-1130-8100-700-000-000		114-2755132	186.47
			WARRANT TOTAL			\$186.47
20084809	070910/	US CUTTER INC				
		PO-150765	1. 01-5830-0-4400.00-1110-1010-420-000-000		319916	717.14
			2. 01-7405-0-4400.00-1110-1010-420-000-000		319916	717.14
			WARRANT TOTAL			\$1,434.28
20084810	000354/	VAN BEBBER BROS INC				
		PO-150060	1. 01-0000-0-4300.00-1471-1010-420-108-000		612434	230.96
			1. 01-0000-0-4300.00-1471-1010-420-108-000		UC611954	36.14
			2. 01-7010-0-4300.00-1471-1010-420-000-000		612434	230.96

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0050 03162015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
		2.	01-7010-0-4300.00-1471-1010-420-000-000		UC611954	36.14-
			WARRANT TOTAL			\$389.64
20084811	070634/	WATERSAVERS IRRIGATION INC				
		PO-150063	1. 01-0000-0-4300.00-0000-8100-106-000-000		UNAPPLIED CASH	125.76-
			1. 01-0000-0-4300.00-0000-8100-106-000-000		1540951-00	426.56
			1. 01-0000-0-4300.00-0000-8100-106-000-000		MISC CREDIT	151.55-
			WARRANT TOTAL			\$149.25
20084812	000441/	WEST SONOMA COUNTY DISPOSAL				
		PO-155076	1. 01-0000-0-5550.00-0000-8100-700-000-000		132768	491.25
			WARRANT TOTAL			\$491.25
20084813	002529/	RANDALL N WILSON				
		PO-150965	1. 01-0000-0-4200.00-1110-1010-420-221-000		REIMBURSEMENT	42.95
			WARRANT TOTAL			\$42.95
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 43		TOTAL AMOUNT OF WARRANTS:	\$30,990.54*

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0050 03162015AB
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE					ABA NUM	ACCOUNT NUM	AMOUNT			
	REQ#	REFERENCE LN	FD	RESC	Y	OBJT SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
20084814	070602/	AUS WEST LOCKBOX											
		PO-157000	1.	13-5310-0-5520.00-0000-8100-700-000-000								702144155	71.06
				WARRANT TOTAL									\$71.06
20084815	003553/	CLOVER STORNETTA FARMS INC											
		PO-157004	2.	13-5310-0-4700.00-0000-3700-700-000-000								0100224897	34.85
			2.	13-5310-0-4700.00-0000-3700-700-000-000								0100212132	101.00
			2.	13-5310-0-4700.00-0000-3700-700-000-000								0100212130	188.86
			2.	13-5310-0-4700.00-0000-3700-700-000-000								556140075	39.00
			2.	13-5310-0-4700.00-0000-3700-700-000-000								556140074	41.00
				WARRANT TOTAL									\$404.71
20084816	003255/	FRANCO AMERICAN BAKERY INC											
		PO-157007	1.	13-5310-0-4700.00-0000-3700-700-000-000								0526296	46.80
			1.	13-5310-0-4700.00-0000-3700-700-000-000								0526565	46.80
				WARRANT TOTAL									\$93.60
20084817	070904/	JUDY STEPHENS											
		PO-150653	1.	13-5310-0-5840.00-0000-3700-700-000-000								2015-02	4,818.68
				WARRANT TOTAL									\$4,818.68
20084818	070570/	MARIN-SONOMA PRODUCE COMPANY											
		PO-157036	3.	13-5310-0-4700.00-0000-3700-700-000-000								619623	180.00
			3.	13-5310-0-4700.00-0000-3700-700-000-000								620441	99.40
			3.	13-5310-0-4700.00-0000-3700-700-000-000								621256	152.82
				WARRANT TOTAL									\$432.22
20084819	002930/	SYSCO SAN FRANCISCO INC											
		PO-157017	2.	13-5310-0-4700.00-0000-3700-700-000-000								502050560	65.10
			2.	13-5310-0-4700.00-0000-3700-700-000-000								502050561	979.96
			2.	13-5310-0-4700.00-0000-3700-700-000-000								502120555	127.50
			2.	13-5310-0-4700.00-0000-3700-700-000-000								502120556	151.88

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0050 03162015AB
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502120557		574.00
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502190466		573.77
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502260506		406.00
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502260507		758.84
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502050389		97.65
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502040390		974.57
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502040391		207.80
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502110299		1,151.53
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502110300		196.25
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502180297		47.86
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502180298		100.80
		2.	13-5310-0-4700.00-0000-3700-700-000-000	502180299		2,428.87
		3.	13-5310-0-4700.00-0000-3700-700-000-000	502180299		206.44
		3.	13-5310-0-4700.00-0000-3700-700-000-000	502250371		1,299.70
		3.	13-5310-0-4700.00-0000-3700-700-000-000	502250372		173.22
			WARRANT TOTAL			\$10,521.74
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 6	TOTAL AMOUNT OF WARRANTS:		\$16,342.01*
*** BATCH	TOTALS ***		TOTAL NUMBER OF WARRANTS: 49	TOTAL AMOUNT OF WARRANTS:		\$47,332.55*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF WARRANTS: 49	TOTAL AMOUNT OF WARRANTS:		\$47,332.55*

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0051 03202015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20085860	070645/	AMERIPRINTS				
		PO-155004	2. 01-0000-0-5821.00-0000-7100-700-000-000	15-154		67.00
			WARRANT TOTAL			\$67.00
20085861	003189/	ANCHOR ELECTRIC				
		PO-151003	1. 01-3550-0-4300.00-3800-1010-420-000-000	2633		170.00
			WARRANT TOTAL			\$170.00
20085862	001649/	APPLE COMPUTER INC				
		PO-150885	1. 01-9040-0-4300.00-1110-1010-105-000-000	4330331864		46.32
		PO-150908	1. 01-6010-0-4400.00-8100-5000-105-000-000	4330270907		1,084.42
			WARRANT TOTAL			\$1,130.74
20085863	003979/	ASSOCIATED VALUATION SERVICES				
		PO-155005	1. 01-0000-0-5840.00-0000-7200-700-000-000	4816		260.12
			WARRANT TOTAL			\$260.12
20085864	000089/	AT&T				
		PO-155007	1. 01-0000-0-5970.00-0000-2700-700-000-000	4156638101		1.14
			1. 01-0000-0-5970.00-0000-2700-700-000-000	7078752724		67.61
			1. 01-0000-0-5970.00-0000-2700-700-000-000	4156631455		6.04
			1. 01-0000-0-5970.00-0000-2700-700-000-000	4156638130		34.06
			1. 01-0000-0-5970.00-0000-2700-700-000-000	4156691018		76.75
			1. 01-0000-0-5970.00-0000-2700-700-000-000	4156638145		13.17
			1. 01-0000-0-5970.00-0000-2700-700-000-000	7078782104		48.65
			1. 01-0000-0-5970.00-0000-2700-700-000-000	7078782214		146.24
			1. 01-0000-0-5970.00-0000-2700-700-000-000	7078782286		225.34
			1. 01-0000-0-5970.00-0000-2700-700-000-000	7078782105		55.67
			1. 01-0000-0-5970.00-0000-2700-700-000-000	7078789589		16.01
			3. 01-0000-0-5970.00-0000-7200-700-000-000	7078782225		411.14

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0051 03202015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
			2. 01-0000-0-5970.00-1110-3600-740-000-000	7078782571		53.55
			2. 01-0000-0-5970.00-1110-3600-740-000-000	7078782221		96.70
			2. 01-0000-0-5970.00-1110-3600-740-000-000	4156638762		12.02
			WARRANT TOTAL			\$1,264.09
20085865	003859/	BEST BUY				
		PO-150849	1. 01-7405-0-4300.00-1110-1010-107-000-000	1850537		223.48
			WARRANT TOTAL			\$223.48
20085866	070003/	COASTAL MOUNTAIN CONFERENCE				
		PO-151004	1. 01-0000-0-5839.00-1130-4200-420-000-000	2015 WINTER BASKETBALL FEES		85.00
			WARRANT TOTAL			\$85.00
20085867	070917/	CUSTOMINK				
		PO-150913	1. 01-0000-0-4300.00-1110-3110-420-126-000	5364037		195.05
			WARRANT TOTAL			\$195.05
20085868	002952/	DAN'S AUTOMOTIVE				
		PO-159011	2. 01-0000-0-4316.00-5770-3600-740-000-000	33264		825.26
			WARRANT TOTAL			\$825.26
20085869	000030/	DECARLI'S				
		PO-155020	1. 01-0000-0-5505.00-0000-8100-700-000-000	68734		136.20
			1. 01-0000-0-5505.00-0000-8100-700-000-000	68932		779.04
			1. 01-0000-0-5505.00-0000-8100-700-000-000	68674		142.40
			1. 01-0000-0-5505.00-0000-8100-700-000-000	68673		298.20
			1. 01-0000-0-5505.00-0000-8100-700-000-000	68682		138.26
			WARRANT TOTAL			\$1,494.10
20085870	070916/	DEFINED LEARNING				
		PO-150946	1. 01-6382-0-5840.00-1110-1010-420-000-000	1603		3,500.00
			WARRANT TOTAL			\$3,500.00
20085871	000032/	DEMCO INC				
		PO-150925	1. 01-9040-0-4300.00-1110-1010-105-000-000	5541892		141.92

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
BATCH: 0051 03202015AB
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
		PO-150969	1. 01-9040-0-4300.00-1110-1010-107-000-000		5549912	112.32
			WARRANT TOTAL			\$254.24
20085872	004304/	EDITS				
		PO-150967	1. 01-0000-0-4200.00-1110-1010-420-221-000		555654	488.80
			WARRANT TOTAL			\$488.80
20085873	004075/	FIRST NATIONAL BANK OMAHA				
		PO-150887	1. 01-0000-0-4300.00-0000-7200-700-000-000		24755425041280412211315	42.50
		PO-150907	1. 01-0000-0-5620.00-0000-8100-420-000-000		244939850452061755001601	553.84
			WARRANT TOTAL			\$596.34
20085874	004306/	GE CAPITAL				
		PO-155100	2. 01-0000-0-5605.00-1110-1010-105-000-000		62412710	265.48
		PO-155101	1. 01-0000-0-5605.00-1110-1010-107-000-000		6249268	349.37
		PO-155102	1. 01-0000-0-5605.00-1110-1010-420-000-000		6242559	187.98
		PO-155104	1. 01-0000-0-5605.00-1110-1010-420-000-000		62419840	415.56
		PO-155127	1. 01-0000-0-5605.00-1110-1010-107-000-000		62409225	260.13
		PO-155128	1. 01-0000-0-5605.00-0000-7200-700-000-000		62402613	171.43
			WARRANT TOTAL			\$1,649.95
20085875	003447/	GOODELL PORTER SANCHEZ &				
		PO-155032	1. 01-0000-0-5809.00-0000-7190-700-000-000		2586.0	1,800.00
			WARRANT TOTAL			\$1,800.00
20085876	003093/	GOVERNMENT FINANCIAL STRATEGIE				
		PO-155034	2. 01-0000-0-5840.00-0000-7100-700-000-000		131573	2,025.00
			WARRANT TOTAL			\$2,025.00
20085877	003638/	CHRISTIAN M HELFER				
		PO-150826	1. 01-0000-0-4300.00-0000-8100-420-000-000		FINAL PAYMENT FOR SHADOW BOXES	1,600.00
			WARRANT TOTAL			\$1,600.00
20085878	070551/	KELSY HENKE				
		PO-150964	1. 01-6500-0-4200.00-5770-1100-106-000-000		REIMBURSEMENT	4.27

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0051 03202015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
			2. 01-6500-0-4200.00-5770-1100-108-000-000		REIMBURSEMENT	38.46
			WARRANT TOTAL			\$42.73
20085879	001858/	IBS OF THE NORTH BAY				
		PO-159015	2. 01-0000-0-4316.00-1110-3600-740-000-000	350014180		93.61
			WARRANT TOTAL			\$93.61
20085880	000249/	LACE HOUSE LINEN SUPPLY INC				
		PO-159016	1. 01-0000-0-5520.00-1110-8100-740-000-000	24832		23.00
			1. 01-0000-0-5520.00-1110-8100-740-000-000	23271		23.00
			1. 01-0000-0-5520.00-1110-8100-740-000-000	22472		23.00
			WARRANT TOTAL			\$69.00
20085881	070818/	LANGUAGE PEOPLE INC				
		PO-155119	2. 01-0000-0-5840.00-1110-2700-700-000-000	111653		165.85
			WARRANT TOTAL			\$165.85
20085882	070510/	LOZANO SMITH LLP				
		PO-155040	6. 01-0000-0-5829.00-0000-7100-700-000-000	01634	PROFESSIONAL SERVICES	833.00
			WARRANT TOTAL			\$833.00
20085883	000080/	M MASELLI & SONS INC				
		PO-150057	1. 01-0000-0-4300.00-1471-1010-420-108-000	045193		38.86
			2. 01-7010-0-4300.00-1471-1010-420-000-000	045193		191.49
			WARRANT TOTAL			\$230.35
20085884	000180/	MARIN COUNTY OFFICE OF ED				
		PO-155107	1. 01-0000-0-5940.00-0000-2700-700-000-000	150721		225.00
		PO-155113	1. 01-0000-0-5960.00-0000-7200-700-000-000	150699		67.20
			WARRANT TOTAL			\$292.20
20085885	000359/	MARIN COUNTY TAX COLLECTOR				
		PO-159018	1. 01-0000-0-4301.00-1110-3600-740-000-000	0115	FUEL CHARGES	1,682.33
			WARRANT TOTAL			\$1,682.33

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0051 03202015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20085886	070834/	MARIN LANGUAGE SERVICES				
		PO-155080	1. 01-0000-0-5840.00-0000-7110-700-000-000	14		214.98
			1. 01-0000-0-5840.00-0000-7110-700-000-000	15		266.16
			WARRANT TOTAL			\$481.14
20085887	070119/	MAXIM STAFFING SOLUTIONS				
		PO-155121	1. 01-3310-0-5840.00-5770-1100-700-711-000	3125060084		450.00
			WARRANT TOTAL			\$450.00
20085888	001524/	OFFICE DEPOT				
		PO-150864	1. 01-1100-0-4300.00-1110-1010-107-000-000	758101216001		97.38
			1. 01-1100-0-4300.00-1110-1010-107-000-000	755150966001		97.38
		PO-150904	2. 01-0000-0-4200.00-1110-1010-420-221-000	756809682001		159.99
			1. 01-0000-0-4300.00-0000-2700-420-000-000	756809682001		11.04
		PO-150916	1. 01-1100-0-4300.00-1110-1010-107-000-000	758289348001		30.73
			1. 01-1100-0-4300.00-1110-1010-107-000-000	758289402001		35.35
		PO-150917	1. 01-9040-0-4300.00-1110-1010-107-000-000	758290016001		54.79
		PO-150918	1. 01-1100-0-4300.00-1110-1010-107-000-000	758261125001		91.30
		PO-150923	1. 01-0000-0-4300.00-0000-2700-108-000-000	757706407001		826.04
		PO-150957	1. 01-0000-0-4300.00-0000-7200-700-000-000	759042237001		34.26
			1. 01-0000-0-4300.00-0000-7200-700-000-000	759040967001		238.68
		PO-150973	1. 01-0000-0-4200.00-1110-1010-420-221-000	759596458001		52.06
			1. 01-0000-0-4200.00-1110-1010-420-221-000	759596369001		122.58
		PO-150979	1. 01-1100-0-4300.00-1110-1010-107-000-000	759265800001		102.52
			WARRANT TOTAL			\$1,759.34
20085889	000094/	P G & E				
		PO-155051	1. 01-0000-0-5510.00-0000-8100-700-000-000	BBS 8156265086-1		378.52
			WARRANT TOTAL			\$378.52

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0051 03202015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20085890	070276/	TAMARAH PALLINGSTON				
		PO-150989	1. 01-0000-0-4200.00-1110-1010-420-221-000		REIMBURSEMENT	225.26
		PO-150990	1. 01-9040-0-5200.00-1110-1010-420-000-000		MILEAGE REIMBURSEMENT	28.75
			WARRANT TOTAL			\$254.01
20085891	000095/	PITNEY BOWES INC				
		PO-150898	1. 01-0000-0-4300.00-0000-7200-700-000-000		5502676181	379.92
			WARRANT TOTAL			\$379.92
20085892	004365/	RENAISSANCE LEARNING INC				
		PO-150798	1. 01-7405-0-4300.00-1110-1010-107-000-000		INV4148288	2,519.48
			WARRANT TOTAL			\$2,519.48
20085893	002227/	RILEYSTREET ENTERPRISES INC				
		PO-150770	2. 01-5830-0-4300.00-1110-1010-420-000-000		94919	123.34
			1. 01-9040-0-4300.00-1110-1010-420-000-000		94919	123.35
			WARRANT TOTAL			\$246.69
20085894	070918/	RYDIN DECAL				
		PO-150872	1. 01-0000-0-4200.00-1110-1010-420-221-000		303771	245.00
			WARRANT TOTAL			\$245.00
20085895	070476/	SANTA ROSA WHOLESALE FLORIST				
		PO-150059	3. 01-9040-0-4300.00-1110-1010-420-000-000		07238	166.82
			WARRANT TOTAL			\$166.82
20085896	000103/	SCHOLASTIC INC				
		PO-150922	1. 01-1100-0-4300.00-1110-1010-108-000-000		10728100	115.60
			WARRANT TOTAL			\$115.60
20085897	004115/	SCHOOL OUTFITTERS				
		PO-150976	1. 01-1100-0-4300.00-1110-1010-107-000-000		INV11654847	188.44
			WARRANT TOTAL			\$188.44
20085898	070277/	RACHEL SOMERVILLE				
		PO-150988	1. 01-9641-0-4300.00-1110-3110-420-328-000		REIMBURSEMENT	61.47

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0051 03202015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
WARRANT TOTAL						\$61.47
20085899	002480/	TEACHERS' CURRICULUM INSTITUTE				
		PO-150978	1. 01-1400-0-4300.00-1110-1010-108-000-000		INV10349	11.51
			1. 01-1400-0-4300.00-1110-1010-108-000-000		INV10325	20.00
WARRANT TOTAL						\$31.51
20085900	004000/	UNITED SITE SERVICES INC				
		PO-155071	1. 01-0000-0-5540.00-1130-8100-700-000-000		114-2768220	236.54
		PO-159029	1. 01-0000-0-5540.00-1110-8100-740-000-000		114-2767845	107.37
WARRANT TOTAL						\$343.91
20085901	070587/	VERIZON WIRELESS				
		PO-155073	2. 01-0000-0-5970.00-0000-2700-700-000-000		7073385484	52.27
			3. 01-0000-0-5970.00-0000-2700-700-000-000		7073385669	52.27
			4. 01-0000-0-5970.00-0000-7200-700-000-000		4157477292	62.27
			1. 01-0000-0-5970.00-5770-3600-740-000-000		4157477293	52.27
			1. 01-0000-0-5970.00-5770-3600-740-000-000		7074814067	54.97
			1. 01-0000-0-5970.00-5770-3600-740-000-000		7074814068	52.27
WARRANT TOTAL						\$326.32
20085902	001568/	VICTORY AUTO PLAZA INC				
		PO-159030	1. 01-0000-0-4316.00-1110-3600-740-000-000		CVR27128V	298.76
WARRANT TOTAL						\$298.76
20085903	003566/	WEST MARIN CHAMBER OF COMMERCE				
		PO-150986	1. 01-0000-0-5300.00-0000-7100-700-000-000		WEST MARIN CHAMBER MEMBERSHIP	150.00
WARRANT TOTAL						\$150.00
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS: 44	TOTAL AMOUNT OF WARRANTS:		\$29,435.17*

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0051 03202015AB
 FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE				ABA NUM	ACCOUNT NUM	AMOUNT	
	REQ#	REFERENCE LN	FD	RESC	Y	OBJT SO	GOAL FUNC	LOC ACT	GRP DESCRIPTION	
20085904	003553/	CLOVER STORNETTA FARMS INC								
		PO-157004	2.	13-5310-0-4700.00-0000-3700-700-000-000					0100220062	137.50
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0100220366	79.50
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0100220063	162.10
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0100220364	105.06
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0100223958	115.84
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0100223960	140.00
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0570506905	119.00
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0570506904	85.00
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0100228710	165.06
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0100228466	216.84
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0100228467	86.00
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0100228712	79.50
			2.	13-5310-0-4700.00-0000-3700-700-000-000					0100229072	30.75
									WARRANT TOTAL	\$1,522.15
20085905	070570/	MARIN-SONOMA PRODUCE COMPANY								
		PO-157036	3.	13-5310-0-4700.00-0000-3700-700-000-000					620818	17.80
			3.	13-5310-0-4700.00-0000-3700-700-000-000					622088	129.00
			3.	13-5310-0-4700.00-0000-3700-700-000-000					622705	160.95
			3.	13-5310-0-4700.00-0000-3700-700-000-000					622087	205.42
			3.	13-5310-0-4700.00-0000-3700-700-000-000					622701	287.69
			3.	13-5310-0-4700.00-0000-3700-700-000-000					623156	49.40
									WARRANT TOTAL	\$850.26
*** FUND	TOTALS ***			TOTAL NUMBER OF WARRANTS:	2		TOTAL AMOUNT OF WARRANTS:		\$2,372.41*	
*** BATCH	TOTALS ***			TOTAL NUMBER OF WARRANTS:	46		TOTAL AMOUNT OF WARRANTS:		\$31,807.58*	
*** DISTRICT	TOTALS ***			TOTAL NUMBER OF WARRANTS:	46		TOTAL AMOUNT OF WARRANTS:		\$31,807.58*	

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0052 April 2015 Health Benefits
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20086595	000146/	ASSOC OF CA SCHOOL ADMINSTR				
		PV-150082	01-0000-0-9520.00-0000-0000-000-000-000		ACSA - MARCH INV (APRIL CK)	401.74
					WARRANT TOTAL	\$401.74
20086596	070322/	CALIF VALUED TRUST				
		PV-150085	01-0000-0-9523.00-0000-0000-000-000-000		DENTAL EE	5,256.54
					DENTAL ER	6,168.93
					WARRANT TOTAL	\$11,425.47
20086597	070323/	CALIF VALUED TRUST				
		PV-150086	01-0000-0-9523.00-0000-0000-000-000-000		VISION EE	969.32
					VISION ER	1,199.78
					WARRANT TOTAL	\$2,169.10
20086598	000512/	EMPLOYMENT DEVELOPMENT DEPT				
		PV-150092	01-0000-0-9515.00-0000-0000-000-000-000		2015 Q1 SUI	1,033.09
					WARRANT TOTAL	\$1,033.09
20086599	004462/	KAISER FOUNDATION HEALTH PLAN				
		PV-150088	01-0000-0-9525.00-0000-0000-000-000-000		KAISER MID ER	2,038.40
					WARRANT TOTAL	\$2,038.40
20086600	000067/	KAISER HEALTH PLAN 495-0000				
		PV-150087	01-0000-0-9525.00-0000-0000-000-000-000		ER MARCH 2015	123,724.49
					C LOPEZ MISSING ON BILL	654.91-
					NOKES - PENNY RETROED TO TERM	2,259.42-
					WARRANT TOTAL	\$120,810.16
20086601	070280/	REDWOOD EMPIRE SCHOOLS INS GRP				
		PO-155083	4. 01-0000-0-3402.00-0000-7110-700-000-000		TRUSTEE VISION APRIL 2015	38.88
					TRUSTEE DENTAL APRIL 2015	197.25
					CERT DENTAL APRIL 2015	378.06
					CERT VISION APRIL 2015	74.52

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
BATCH: 0052 April 2015 Health Benefits
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
														CLASS DENTAL APRIL 2015	394.50
														CLASS VISION APRIL 2015	77.76
	PO-155085													TRUSTEE KAISER HIGH APRIL 2015	654.91
														TRUSTEE KAISER MID APRIL 2015	654.91
														CERT KAISER HIGH APRIL 2015	2,619.64
														CLASS KAISER HIGH APRIL 2015	3,929.46
														WARRANT TOTAL	\$9,019.89
20086602	070280/02	RESIG													
	PO-155086													TRUSTEE BLUE SHIELD APRIL 2015	654.91
														CERT BLUE SHIELD APRIL 2015	1,146.09
	PV-150090													SISC BLUE SHIELD EE ACTIVE	329.04
														SISC BLUE SHIELD ER ACTIVE	2,618.96
														WARRANT TOTAL	\$4,749.00
20086603	070280/05	RESIG													
	PV-150089													KAISER HSA EE	98.14
														KAISER HSA ER	3,264.12
														WARRANT TOTAL	\$3,362.26
20086604	070301/	THE STANDARD													
	PO-155087													THE STANDARD TRUSTEES APR 2015	28.00
	PV-150091													THE STANDARD	404.00
														WARRANT TOTAL	\$432.00
*** FUND	TOTALS ***													TOTAL NUMBER OF WARRANTS:	10
														TOTAL AMOUNT OF WARRANTS:	\$155,441.11*
*** BATCH	TOTALS ***													TOTAL NUMBER OF WARRANTS:	10
														TOTAL AMOUNT OF WARRANTS:	\$155,441.11*

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.

BATCH: 0053 04012015AB

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20086605	003052/	ADAM JENNINGS				
		PV-150083	01-0000-0-4200.00-1110-1010-420-221-000		THS REVOLVING CASH FUND	25.25
			01-0000-0-4200.00-1110-1010-420-221-000		THS REVOLVING CASH FUND	18.80
			01-0000-0-4200.00-1110-1010-420-221-000		THS REVOLVING CASH FUND	32.63
			01-0000-0-4200.00-1110-1010-420-221-000		THS REVOLVING CASH FUND	45.00
			01-0000-0-4300.00-0000-2700-420-000-000		THS REVOLVING CASH FUND	27.58
			01-0000-0-4300.00-0000-2700-420-000-000		THS REVOLVING CASH FUND	5.00
			01-0000-0-4300.00-0000-2700-420-000-000		THS REVOLVING CASH FUND	25.73
			01-6300-0-4200.00-1110-1010-420-000-000		THS REVOLVING CASH FUND	5.17
			WARRANT TOTAL			\$185.16
20086606	003393/	AMAZON				
		PO-150253	1. 01-9641-0-4300.00-1110-1010-420-307-000		135779045161	7.71
		PO-150831	1. 01-1100-0-4300.00-1110-1010-420-000-000		244603294787	49.98
		PO-150855	1. 01-1400-0-4300.00-1110-1010-105-000-000		296018169998	57.83
			1. 01-1400-0-4300.00-1110-1010-105-000-000		296014261217	19.90
			1. 01-1400-0-4300.00-1110-1010-105-000-000		296018870028	92.52
			1. 01-1400-0-4300.00-1110-1010-105-000-000		296013293399	54.05
		PO-150871	1. 01-9641-0-4300.00-1110-3110-420-328-000		278948471465	14.50
			1. 01-9641-0-4300.00-1110-3110-420-328-000		155483208575	37.97
			1. 01-9641-0-4300.00-1110-3110-420-328-000		198935034993	11.59
			1. 01-9641-0-4300.00-1110-3110-420-328-000		198939970174	116.93
			1. 01-9641-0-4300.00-1110-3110-420-328-000		198935607761	182.84
		PO-150897	1. 01-6010-0-4300.00-8100-5000-105-000-000		120614309144	150.70
		PO-150915	1. 01-0000-0-4200.00-1110-1010-420-221-000		162414012487	173.40
		PO-150919	1. 01-9040-0-4300.00-1110-1010-420-000-000		068498079513	199.98

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0053 04012015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL						\$1,169.90
20086607	003189/	ANCHOR ELECTRIC				
		PO-159050	1. 01-0000-0-5840.00-0000-8100-740-000-000	2633		195.00
WARRANT TOTAL						\$195.00
20086608	070812/	GEORGE BORGES				
		PO-151029	1. 01-0000-0-4300.00-1110-3600-740-000-000		REIMBURSEMENT	24.00
WARRANT TOTAL						\$24.00
20086609	070777/	BRIGHT PATH THERAPISTS INC				
		PO-150712	1. 01-6500-0-5840.00-5770-1100-700-735-000	3164		199.30
WARRANT TOTAL						\$199.30
20086610	070762/	LUIS BURGOS				
		PO-151009	1. 01-1400-0-4300.00-1110-1010-108-000-000		REIMBURSEMENT	57.00
WARRANT TOTAL						\$57.00
20086611	003282/	CAFIS				
		PO-151024	1. 01-0000-0-5300.00-0000-7100-700-000-000		ANNUAL DUES 14-15	40.00
WARRANT TOTAL						\$40.00
20086612	000836/	CAL WEST RENTALS INC				
		PO-150994	1. 01-9040-0-5819.00-1110-1010-420-000-000	227626		184.17
WARRANT TOTAL						\$184.17
20086613	070927/	STANLEY CORREIA				
		PO-151005	1. 01-6500-0-5840.00-5770-3160-700-000-000	001		3,640.00
			1. 01-6500-0-5840.00-5770-3160-700-000-000	002		7,280.00
WARRANT TOTAL						\$10,920.00
20086614	002553/	DANCE PALACE				
		PO-151041	1. 01-9642-0-5840.00-8100-5000-108-144-000		SP1014-35 AND GR0115-1	2,154.00
WARRANT TOTAL						\$2,154.00
20086615	000034/	DISCOVERY OFFICE SYSTEMS				
		PO-151006	1. 01-0000-0-5620.00-0000-7200-700-000-000	55E1251372		217.84

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0053 04012015AB
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL						\$217.84
20086616	070928/	DMV RENEWAL				
		PO-151025	1. 01-0000-0-4316.00-0000-8100-700-000-000		VEH REG FOR KAWASAKI	52.00
WARRANT TOTAL						\$52.00
20086617	004306/	GE CAPITAL				
		PO-155103	1. 01-0000-0-5605.00-1110-1010-108-000-000		62441717	349.37
WARRANT TOTAL						\$349.37
20086618	002716/	JACK SCHREDER & ASSOCIATES INC				
		PO-151049	1. 01-0000-0-5840.00-0000-7200-700-000-000		27471	3,346.11
WARRANT TOTAL						\$3,346.11
20086619	070750/	ADAM JENNINGS				
		PO-151010	1. 01-0000-0-4200.00-1110-1010-420-221-000		REIMBURSEMENT	209.94
			2. 01-9641-0-4300.00-1110-1010-420-301-000		REIMBURSEMENT	30.25
WARRANT TOTAL						\$240.19
20086620	001614/	JERRY & DON'S PUMP & WELL SVC				
		PO-155037	2. 01-0000-0-5840.00-0000-8100-700-000-000		0109442-IN	43.20
			2. 01-0000-0-5840.00-0000-8100-700-000-000		0109444-IN	1,258.62
WARRANT TOTAL						\$1,301.82
20086621	003819/	KOEHLER-CRAIG KAREN L				
		PO-151033	1. 01-7405-0-4300.00-1110-1010-108-000-000		REIMBURSEMENT	50.00
WARRANT TOTAL						\$50.00
20086622	000080/	M MASELLI & SONS INC				
		PO-150057	3. 01-0000-0-4300.00-1471-1010-420-108-000		045194	197.04
			2. 01-7010-0-4300.00-1471-1010-420-000-000		045194	32.48
			4. 01-7010-0-4300.00-1471-1010-420-000-000		045194	197.04
WARRANT TOTAL						\$426.56
20086623	000180/	MARIN COUNTY OFFICE OF ED				
		PO-151015	1. 01-0000-0-4300.00-0000-2700-107-000-000		150733	8.40

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.
BATCH: 0053 04012015AB
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL						\$8.40
20086624	003049/	MATTHEW NAGLE				
		PV-150084	01-0000-0-4300.00-0000-2700-108-000-000		WEST MARIN SCHOOL PETTY CASH	23.01
			01-0000-0-4300.00-1130-4200-108-000-000		WEST MARIN SCHOOL PETTY CASH	40.00
			01-0000-0-5819.00-1110-1010-108-000-000		WEST MARIN SCHOOL PETTY CASH	59.00
			01-0000-0-5960.00-0000-2700-700-000-000		WEST MARIN SCHOOL PETTY CASH	4.94
			01-1400-0-4300.00-1110-1010-106-000-000		WEST MARIN SCHOOL PETTY CASH	30.57
			01-1400-0-4300.00-1110-1010-108-000-000		WEST MARIN SCHOOL PETTY CASH	20.94
WARRANT TOTAL						\$178.46
20086625	070119/	MAXIM STAFFING SOLUTIONS				
		PO-155121	1. 01-3310-0-5840.00-5770-1100-700-711-000	3137160084		750.00
WARRANT TOTAL						\$750.00
20086626	070015/	JEANNIE MOODY				
		PO-151034	1. 01-0000-0-5200.00-0000-7200-700-000-000		MILEAGE REIMBURSEMENT	403.24
		PO-151035	1. 01-0000-0-5200.00-0000-7200-700-000-000		REIMBURSEMENT	234.05
WARRANT TOTAL						\$637.29
20086627	070752/	MATTHEW NAGLE				
		PO-151030	2. 01-1400-0-4300.00-1110-1010-106-000-000		REIMBURSEMENT	152.15
			1. 01-1400-0-4300.00-1110-1010-108-000-000		REIMBURSEMENT	228.23
WARRANT TOTAL						\$380.38
20086628	000159/	NASCO MODESTO				
		PO-150866	1. 01-1100-0-4300.00-1110-1010-108-000-000	027405		24.48
			1. 01-1100-0-4300.00-1110-1010-108-000-000	029458		34.45
WARRANT TOTAL						\$58.93
20086629	070766/	JENNIFER NUNES				
		PO-150380	2. 01-6500-0-5840.00-5770-3600-700-747-000		MILEAGE REIMBURSEMENT	229.25
WARRANT TOTAL						\$229.25

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.

BATCH: 0053 04012015AB

FUND : 01 GENERAL FUND

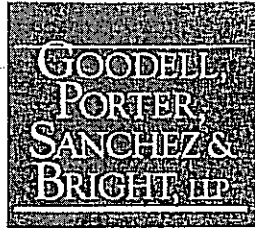
WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20086630	000589/	PACIFIC TELEMAGEMENT SERVICE				
		PO-155049 1. 01-0000-0-5970.00-0000-2700-700-000-000			736184	75.00
		WARRANT TOTAL				\$75.00
20086631	070276/	TAMARAH PALLINGSTON				
		PO-151011 1. 01-0000-0-5200.00-1110-1010-420-000-000			REIMBURSEMENT	17.25
		WARRANT TOTAL				\$17.25
20086632	070635/	NURIA PONT SERRA				
		PO-151012 1. 01-4035-0-5200.00-1110-1010-420-000-000			MILEAGE REIMBURSEMENT	20.05
		WARRANT TOTAL				\$20.05
20086633	004481/	GILBERTO RODRIGUEZ				
		PO-151032 1. 01-1400-0-4300.00-1110-1010-108-000-000			REIMBURSEMENT	164.76
		WARRANT TOTAL				\$164.76
20086634	070798/	TOM STUBBS				
		PO-151031 1. 01-0000-0-5200.00-0000-7100-700-000-000			REIMBURSEMENT	210.50
		WARRANT TOTAL				\$210.50
20086635	070693/	JUDY VAN EVERA				
		PO-151017 1. 01-7405-0-4300.00-1110-1010-108-000-000			REIMBURSEMENT	50.00
		WARRANT TOTAL				\$50.00
20086636	070634/	WATERSAVERS IRRIGATION INC				
		PO-151039 1. 01-0000-0-4300.00-0000-8100-420-000-000			1554741-00	275.50
		WARRANT TOTAL				\$275.50
20086637	070171/	WILDCARE				
		PO-150865 1. 01-9040-0-5840.00-1110-1010-107-000-000			V6458	153.65
		WARRANT TOTAL				\$153.65
*** FUND	TOTALS ***		TOTAL NUMBER OF WARRANTS:	33	TOTAL AMOUNT OF WARRANTS:	\$24,321.84*

DISTRICT: 64 SHORELINE UNIFIED SCHOOL DIST.

BATCH: 0053 04012015AB

FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT	
20086638	003393/	AMAZON															
		PO-150893	1.	13	5310	0	4300	00	0000	3700	700	000	000		147611631498	86.94	
															WARRANT TOTAL	\$86.94	
*** FUND	TOTALS ***															TOTAL AMOUNT OF WARRANTS:	\$86.94*
*** BATCH	TOTALS ***															TOTAL AMOUNT OF WARRANTS:	\$24,408.78*
*** DISTRICT	TOTALS ***															TOTAL AMOUNT OF WARRANTS:	\$179,849.89*



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March 18, 2015

Bruce Abbott
Shoreline Unified School District
P.O. Box 198
Tombales, CA 94971-0198

Dear Mr. Abbott:

We are pleased to respond to your request for a three-year proposal to provide audit services for the Shoreline Unified School District. We are submitting this letter to describe the services we will provide and to explain the District's responsibilities regarding the audits of the District for the year ended June 30, 2015, 2016 and 2017.

We will audit the combined and combining financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements which collectively comprise the basic financial statements of the Shoreline Unified School District as of and for the year ending June 30, 2015. Our audit will be performed in accordance with generally accepted auditing standards, the standards for financial and compliance audits contained in the U.S. General Accounting Office (GAO) *Government Auditing Standards*, the provisions of the U.S. Office of Management and Budget's (OMB) Circular A-133, *Audits of State and Local Governments*, and the provisions of Education Audit Appeals Panel's *Standards and Procedures for Audits of California K-12 Local Educational Agencies*.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Shoreline Unified School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Shoreline Unified School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison information for General Fund and Major Special Revenue Funds
3. Schedule of Other Postemployment Benefits Funding Progress
4. Schedule of Pension Liability information required by GASB Statement 68

We have also been engaged to report on supplementary information other than RSI that accompanies Shoreline Unified School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards
2. All other supplemental information

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, agreements and grants, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for the basic financial statements, schedule of expenditure of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements and the preparation of the schedule of federal awards (including notes and noncash assistance received) in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of the financial statements, schedule of expenditures of federal awards, and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of services; and accept responsibility for them.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation that have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures – General

An audit includes examining, on tests basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of law or government regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representation from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Shoreline Unified School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of test of transactions and other applicable procedures described in the OMB Circular A-133 Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of Shoreline Unified School District's major programs. The purpose of those procedures will be to express an opinion on Shoreline Unified School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB A-133.

Audit Administration, Fees and Other

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package including the financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and a corrective action plan along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation of this engagement is the property of Goodell, Porter, Sanchez & Bright, LLP, and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State Controller's Office, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Goodell, Porter, Sanchez & Bright, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Shoreline Unified School District
March 18, 2015
Page Seven

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

John Goodell is the audit partner and is responsible for supervising the engagement and signing the reports. Our fee for these services will be at our standard billing rates for school district audits plus direct out of pocket expenses. Progress billings will be submitted monthly as work progresses and are due and payable upon presentation. We agree our fee will not exceed \$19,000 per year for the years ended June 30, 2015, 2016 and 2017 respectively.

In accordance with Education Code Section 41020, audit reports will be filed with the District, County Superintendent of Schools, the State Department of Education, and the State Controller's office by December 15 following the close of the fiscal year.

It is agreed that the District will withhold ten (10) percent of the audit fee until the State Controller certifies the report conforms to the reporting provisions of the State Controller's Audit Guide. In accordance with Education Code Section 14505, it is further agreed the District will withhold fifty (50) percent of the audit fee any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the State Controller's Audit Guide.

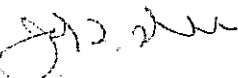
The State Controller of California has required that all Districts and auditors contracting for multi-year engagements include a stipulation that the contract is null and void if the auditor is declared ineligible to perform LEA audits pursuant to Education Code 41020.5.

It is further agreed either the Shoreline Unified School District or the auditor may withdraw from a multi-year agreement by notifying the other party by February 1 of the year to be audited.

We appreciate the opportunity to be of service to the Shoreline Unified School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

GOODELL, PORTER, SANCHEZ & BRIGHT, LLP

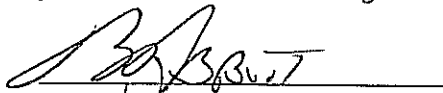


John Goodell
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of the Shoreline Unified School District

By:



Title:

Chief Business Officer






Date:

3/24/15

**SHORELINE UNIFIED SCHOOL DISTRICT
2015-16 CALENDAR**

	M	T	W	Th	F	School	Certificated	Classified		
July			1	2	3				July 4	Holiday
	6	7	8	9	10					
	13	14	15	16	17					
	20	21	22	23	24					
	27	28	29	30	31					
AUGUST	3	4	5	6	7				Aug. 24 & 25 Aug. 26	Work Days* FIRST DAY OF SCHOOL
	10	11	12	13	14					
	17	18	19	20	21					
	24	25	26	27	28					
	31					4	6	6		
SEPTEMBER		1	2	3	4				Sept. 7	Holiday (Labor Day)
	7	8	9	10	11					
	14	15	16	17	18					
	21	22	23	24	25					
	28	29	30			21	21	21		
OCTOBER				1	2					
	5	6	7	8	9					
	12	13	14	15	16					
	19	20	21	22	23					
	26	27	28	29	30	22	22	22		
NOVEMBER	2	3	4	5	6				Nov. 11 Nov. 25 Nov. 26 & 27	Holiday (Veteran's Day) Minimum Day (All Schools) Holiday & No School Day (Thanksgiving)
	9	10	11	12	13					
	16	17	18	19	20					
	23	24	25	26	27	18	18	18		
	30									
DECEMBER		1	2	3	4				Dec. December 18 Dec. 21 - Jan. 1 Dec. 24 & 25	Minimum Day (All Schools) End of First Semester Winter Break (No School) Holiday (Christmas Eve and Day)
	7	8	9	10	11					
	14	15	16	17	18					
	21	22	23	24	25	14	14	14		
	28	29	30	31						
JANUARY 2016					1				Jan. 1 Jan. Jan. 18	Holiday (New Year's Day) Staff Development Day** Holiday (Martin Luther King, Jr. Day)
	4	5	6	7	8					
	11	12	13	14	15					
	18	19	20	21	22					
	25	26	27	28	29	19	19	19		
FEBRUARY	1	2	3	4	5				Feb. 8 Feb. 15	Holiday (Lincoln's Birthday) Holiday (President's Day) Leap Year
	8	9	10	11	12					
	15	16	17	18	19					
	22	23	24	25	26					
	29					19	19	19		
MARCH		1	2	3	4				March 28 - April 1	Minimum Day (All Schools) Staff Development Day** Spring Break (No School)
	7	8	9	10	11					
	14	15	16	17	18					
	21	22	23	24	25					
	28	29	30	31		19	19	19		
APRIL					1					
	4	5	6	7	8					
	11	12	13	14	15					
	18	19	20	21	22					
	25	26	27	28	29	20	20	20		
MAY	2	3	4	5	6				May 30	Holiday (Memorial Day)
	9	10	11	12	13					
	16	17	18	19	20					
	23	24	25	26	27					
	30	31				21	21	21		
JUNE			1	2	3				June 9 June 10	Minimum Day (All Schools) Last student day & 8th Grade Promotion Work Day* and High School Graduation
	6	7	8	9	10					
	13	14	15	16	17					
	20	21	22	23	24					
	27	28	29	30		7	8	8		

184 187 187 Total Days
180 187 184

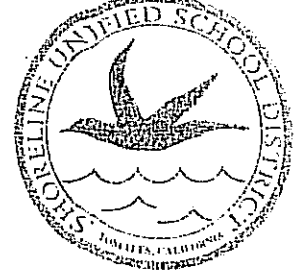
-  No School
-  Holiday (No School)
-  Work Day *
-  Staff Development Day **
-  Minimum Day for All Schools

- *Work Days All certificated staff
All 10, 11, and 12 month classified staff
Not bus drivers
- **Staff Development Days
Certificated staff
All 11 and 12 month classified staff

Approved by Board: April 16, 2015

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



SHORELINE UNIFIED SCHOOL DISTRICT SCHOOL PSYCHOLOGISTS SERVICES CONTRACT

This agreement is made by and between Shoreline Unified School District (hereinafter "Shoreline") and J. Stanley Correia (hereinafter "Mr Correia").

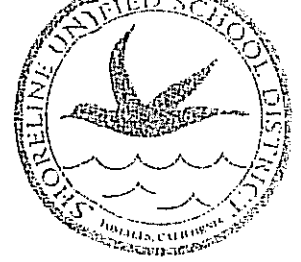
- 1. Scope of Work:** Mr Correia shall provide school psychologist for Shoreline. Specific case work assignments will be provided by Shoreline Superintendent Tom Stubbs or designee. It is expected the work will take 3.5 days a week on average and a 6.5 hour day with additional time prior to student's arrival for the school year and time to close out the school year. The specific days Mr Correia will be at Shoreline will be worked out with Superintendent Stubbs or designee.
- 2. Term:** The term of this agreement will be the remainder of the 2014-15 school year starting February 16th and extend through June 15th. Termination of contract requires 30 days written notice from either party.
- 3. Fee:** The hourly charge for the Psychologist services will be \$80.00 per hr. This agreement will not exceed \$29,120 or 364 hrs.
- 4. Billing:** Mr Correia agrees to bill Shoreline monthly for services provided based on actual hours worked. Payment from Shoreline is to be expected with 15 days of receipt of invoice.
- 5. Ownership of documents:** Every report, study memo, letter, spreadsheet, worksheet, plan, graph, or any other document prepared by Mr Correia under this agreement shall be the property of Shoreline.
- 6. Indemnification:** Both parties shall indemnify, defend, protect and hold harmless the other party against any and all liability, losses, claims, damages and costs directly arising from any negligent act or omission, willful misconduct or violation of law or the other party.
- 7. Independent Contractor:** Mr Correia shall be an independent contractor in performing the services agreed in this contract and shall not act as an agent or employee of Shoreline.

Independent Contractor

By: J. Stanley Correia
Date: March 18, 2015

Shoreline Unified School District

By: T. Stubbs
Date: 3/18/15



SHORELINE UNIFIED SCHOOL DISTRICT SCHOOL PHYCOLOGISTS SERVICES CONTRACT

This agreement is made by and between Shoreline Unified School District (hereinafter "Shoreline") and J. Stanley Correia (herereinafter "Mr Correia").

- 1. Scope of Work:** Mr Correia shall provide school phycologist for Shoreline. Specific case work assignments will be provided by Shoreline Superintendent Tom Stubbs or designee. Is it expected the work will take 3.5 days a week on average and a 6.5 hour day with additional time prior to student's arrival for the school year and time to close out the school year. The specific days Mr Correia will be at Shoreline will be worked out with Superintendent Stubbs or designee.
- 2. Term:** The term of this agreement will be the 2015-16 school year. Termination of contract requires 30 days written notice from either party.
- 3. Fee:** The hourly charge for the Psychologist services will be \$80.00 per hr. This agreement will not exceed \$75,000 or 925 hrs.
- 4. Billing:** Mr Correia agrees to bill Shoreline monthly for services provided based on actual hours worked. Payment from Shoreline is to be expected with 15 days of receipt of invoice.
- 5. Ownership of documents:** Every report, study memo, letter, spreadsheet, worksheet, plan, graph, or any other document prepared by Mr Correia under this agreement shall be the property of Shoreline.
- 6. Indemnification:** Both parties shall indemnify, defend, protect and hold harmless the other party against any and all liability, losses, claims, damages and costs directly arising from any negligent act or omission, willful misconduct or violation of law or the other party.
- 7. Independent Contractor:** Mr Correia shall be an independent contractor in preforming the services agreed in this contract and shall not act as an agent or employee of Shoreline.

Independent Contractor

By: J. Stanley Correia
Date: March 18, 2015

Shoreline Unified School District

By: Tom Stubbs
Date: 3/18/15

SHORELINE UNIFIED SCHOOL DISTRICT
 ADMINISTRATIVE SALARY SCHEDULE
 2015-16

Step	1	2	3	4	5	6	7	8	9	10
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Elementary Principals - 212 Days

	104,008	106,608	109,272	112,003	114,805	117,674	120,616	123,631	126,721	129,891
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High School Principal - 217 Days

*	111,784	114,578	117,442	120,377	123,388	126,472	129,634	132,874	136,195	139,602
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* The high school principal shall be compensated at 5% above his/her experience step on the schedule and adjusted for number of work days.

Interim Principal - Per diem

A	460.60
B	525.00

Adopted by Board: June 20, 2013

Mission and Vision

The Petaluma Health Care District (PHCD) is dedicated to improving the health and well-being of the Southern Sonoma County community through leadership, advocacy, support, partnerships and education. Its vision is to foster a healthier community, a thriving hospital and local access to comprehensive health and wellness services. PHCD has served the health and wellness needs of the community for more than 65 years and is a public agency managed by the community for the community.

Petaluma Valley Hospital

PHCD ensures local access to quality emergency and acute care services. The District owns Petaluma Valley Hospital (PVH) and leases operations to St. Joseph Health. The PVH Emergency Room is the second busiest in the county, serving nearly 18,000 patients annually. PHCD is currently engaging the community in a transparent decision-making process to determine the future of the hospital.

Programs and Services

PHCD operates and provides residents with signature preventative services, including:

- *Lifeline of the North Bay*, an independent medical alert system
- *HEALTHQUEST CPR/AED Training*, an American Heart Association Certified Training Center
- *HeartSafe Community Program*, ensuring our community can respond to a cardiac emergency

Community Health and Investment

Good health requires more than just access to acute and general health care services. To this end, PHCD supports the total health of Southern Sonoma County residents by:

- Contributing more than \$200,000 annually to support non-profits, schools, health services and social programs.
- Convening community groups and individuals to collaborate on specific local health issues and initiatives, including the formation of the Community Health Initiative of the Petaluma Area (CHIPA) and HeartSafe Community (HSC).
- Funding free community programs, such as a pre- and post-natal depression screening program, an eating disorder support group, and an in-school childhood obesity prevention program.
- Actively addressing community health needs, including: expanding quality early education programs; access to mental/behavioral health and substance abuse services; and wellness and prevention initiatives.
- Bringing together



Sudden Cardiac Arrest (SCA) is the Leading Cause of Death at the Workplace



Led by the Petaluma Health Care District, the HeartSafe Community Program promotes heart health by providing community residents, businesses, schools and organizations with training and access to life saving equipment to strengthen our community's response to sudden cardiac arrest (SCA).

Benefits to Local Schools:

- Staff and students are trained to be "Rescue Ready" in medical emergency situations
- CPR certification/training and AED purchase savings
- Local one-stop resource for all your CPR/First Aid and AED needs
- Recognized and promoted as a HEARTSAFE Community school
- Lets your school community know you care about their health and wellness

Did You Know?

- According to OSHA, SCA causes 10,000 employee deaths annually
- 350,000 people will suffer from Sudden Cardiac Arrest (SCA) this year
- Organizations with comprehensive CPR/AED programs have survival rates of 70% or greater
- National survival rates are less than 5% without AED used within 3-5 minutes of collapse

JOIN LOCAL BUSINESS AND COMMUNITY LEADERS

HSC Advisory Committee

<i>American Heart Association</i>	<i>Petaluma Chamber</i>	<i>Petaluma Police Department</i>	<i>Redcom 911 EMS</i>
<i>Arrow Benefits Group</i>	<i>Petaluma City Schools</i>	<i>Petaluma Save-a-Life</i>	<i>Rescue Ready CPR</i>
<i>Casa Grande High School</i>	<i>Petaluma Downtown Assoc</i>	<i>Petaluma Senior Center</i>	<i>Save Lives Sonoma</i>
<i>Coastal Valley EMS</i>	<i>Petaluma Fire Department</i>	<i>Petaluma Valley Hospital</i>	<i>St. Joseph Health Systems</i>
<i>Kenilworth Junior High</i>	<i>Petaluma Health Care District</i>	<i>Rancho Adobe Fire District</i>	<i>The Via Foundation</i>

HSC Business Members

<i>Arrow Benefits Group</i>	<i>COTS</i>	<i>Morans Rill</i>	<i>Petaluma Health Center</i>
<i>Carlsen & Associates</i>	<i>Cross & Crown Lutheran Church</i>	<i>Petaluma City Schools</i>	<i>Petaluma Police Department</i>
<i>Celsius 44 Condominiums</i>	<i>Daymen Corporation</i>	<i>Petaluma Downtown Assoc</i>	<i>Soligent</i>
<i>Cinnabar Theater</i>	<i>George Petersen Insurance</i>	<i>Petaluma Downtown Visitors Ctr</i>	<i>Xandex Corporation</i>
<i>Clear Blue Commercial</i>	<i>Lucchesi Center</i>	<i>Petaluma Health Care District</i>	

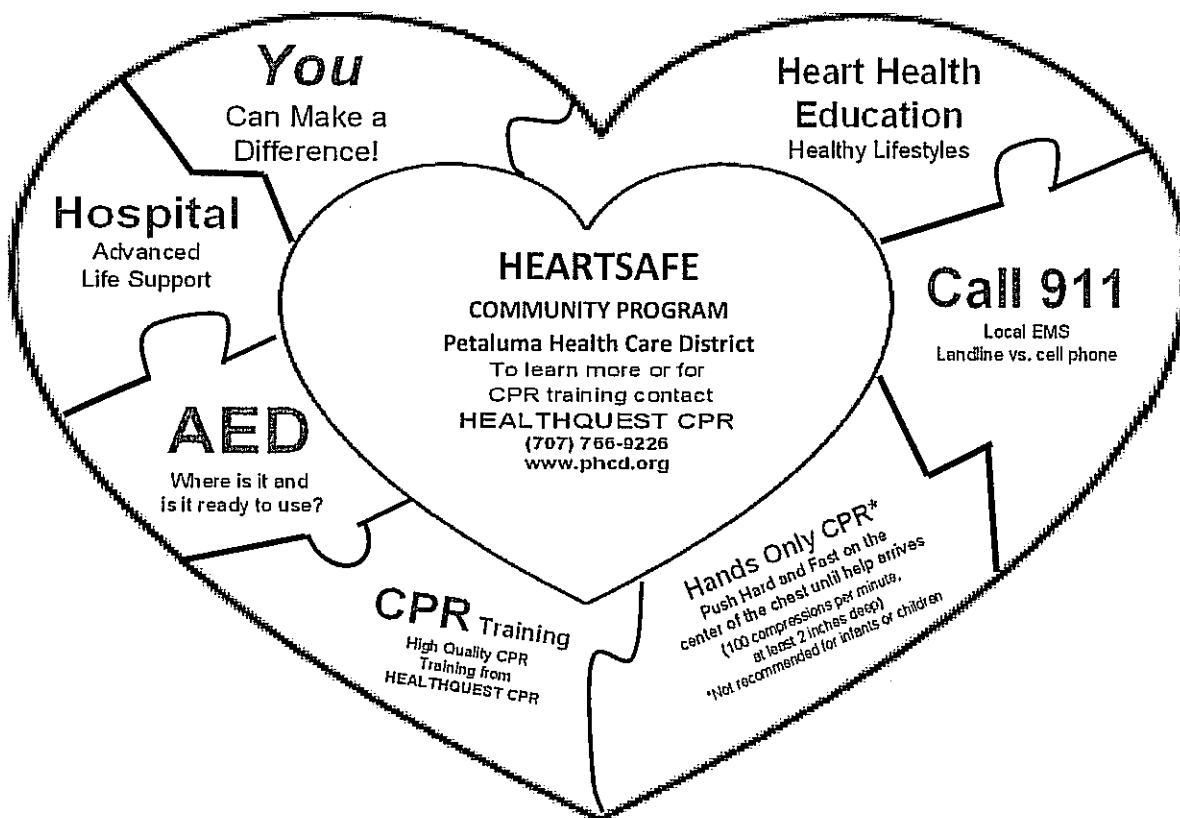
CALL HEALTHQUEST AND GET INVOLVED TODAY!

(707) 766-9226 - www.phcd.org

The HeartSafe Community Program has been developed with regulations found in the California Health and Safety Codes in Title 22 for Public Access Defibrillators, local Emergency Medical Services (EMS), and the Policy and Procedures developed by HEALTHQUEST under the guidelines of the American Heart Association.



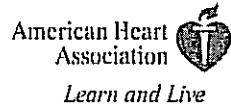
Putting the pieces together



Healthquest CPR/AED/First Aid / (707) 766-9225 / www.phcd.org

HEALTHQUEST

A service of the Petaluma Health Care District



AUTHORIZED
TRAINING
CENTER

CPR | AED | First Aid | AED Sales & Service

CPR/AED First Aid CLASSES *(2-year Certification)*

BLS CPR for the Healthcare Provider - \$65

*Petaluma Location: 2nd or 4th Thursday from 6-9:30pm, or 3rd Saturday 9am-12:30pm
NEW Santa Rosa Location: 1st Tuesday from 5:30-9pm*

Renewal BLS - \$65

Petaluma: 1st or 3rd Thursday 6pm-9pm

HeartSaver CPR/AED for the Workplace or Layperson - \$55

Petaluma: 2nd or 4th Saturday from 9am-12:30pm

CPR/AED w/ Standard First Aid skills testing - \$75

(Additional online fee paid directly to AHA)

Petaluma: 4th Saturday 9am-1:30pm

Custom, Private, and On-site CPR or First Aid Class

At your place or ours~ minimum 8 participants~ Ask about group rates!

AED Sales, Service, Maintenance

Healthquest CPR is your one stop shop to purchase your AED, accessories, maintenance, and more ...

Other Services

Non-certification/Hands Only
CPR/AED Training Events

HeartSafe Community Information
Presentations



CONTACT FOR MORE INFORMATION:

www.phcd.org (707) 766-9226 healthquest@phcd.org

Pre-registration is required and is complete when payment is made. AHA manual \$17

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the AHA.

SHORELINE USD BOARD OF TRUSTEES ELECTION INFORMATION

- ❖ ELECTION DAY – TUESDAY, NOVEMBER 3, 2015

- ❖ JULY 13, 2015 – CANDIDATE PACKETS WILL BE AVAILABLE FOR PICKUP AT THE MARIN COUNTY ELECTIONS OFFICE IN SAN RAFAEL.

- ❖ IF YOU LIVE IN SONOMA COUNTY THEN YOU WOULD GO TO THE SONOMA COUNTY ELECTIONS OFFICE IN SANTA ROSA TO GET YOUR CANDIDATE PACKET.

- ❖ AUGUST 7, 2015 – DEADLINE FOR CANDIDATES TO SUBMIT THEIR PAPERWORK.

- ❖ TRUSTEE TERMS EXPIRING ON DECEMBER 4, 2015
 - AREA 1 – KEGAN STEDWELL
 - AREA 2 – JILL MANNING-SARTORI
 - AREA 3 – MONIQUE MORETTI
 - AREA 3 – CLARETTE MCDONALD

GOVERNING BOARD ELECTIONS - BB 9220(A)

Any person is eligible to be a member of the Board of Trustees, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when he/she has been granted a pardon in accordance with law.
(Education Code 35107; Elections Code 20)

INFORMACIÓN DE LAS ELECCIONES PARA LA JUNTA ADMINISTRATIVA DE SHORELINE USD

- ❖ **DÍA DE LAS ELECCIONES: MARTES, 3 DE NOVIEMBRE DE 2015**
- ❖ **13 DE JULIO DE 2015 – CANDIDATO PAQUETES ESTARÁN DISPONIBLES PARA RECOGER EN LA OFICINA DE ELECCIONES DEL CONDADO DE MARIN EN SAN RAFAEL**
- ❖ **SI USTED VIVE EN EL CONDADO DE SONOMA IRÍAS A LA OFICINA DE ELECCIONES DEL CONDADO DE SONOMA EN SANTA ROSA PARA OBTENER SU PAQUETE DE CANDIDATO.**
- ❖ **7 DE AGOSTO DE 2015: FECHA LÍMITE PARA QUE LOS CANDIDATOS PRESENTEN EL PAPELEO.**
- ❖ **LOS TÉRMINOS DE ADMINISTRADORES VENCEN EL 4 DE DICIEMBRE DE 2015**
 - ÁREA 1 – KEGAN STEDWELL**
 - ÁREA 2 – JILL MANNING-SARTORI**
 - ÁREA 3 – MONIQUE MORETTI**
 - ÁREA 3 – CLARETTE MCDONALD**

ELECCIONES PARA LA JUNTA RECTORA - BB 9220(A)

Cualquier persona puede cumplir los requisitos para llevar a ser miembro de la Junta Administrativa, sin más cualificaciones, si tiene 18 años de edad o más, es ciudadano de California, reside en el distrito escolar, es votante registrado, y no se le descalificó de un puesto civil. Cualquier persona condenada por delito grave que implique dar, aceptar, ofrecer sobornos, estafa o malversación, o hurto de fondos públicos, extorsión, perjurio, o conspiración para la comisión de tales delitos, bajo la ley de California o la ley de otro Estado, de Estados Unidos de América o de otro país, no cumple los requisitos como candidato para un puesto o para ser miembro de la Junta, excepto si se le concedió el perdón de acuerdo con la ley. (Código de Educación 35107; Código Electoral 20)

SHORELINE UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

2015

			Term
President	Jill Manning-Sartori	Area 2	12/08/2011 – 12/04/2015
Vice President	Kegan Stedwell	Area 1	12/08/2011 – 12/04/2015
Clerk	Clarette McDonald	Area 3	12/06/2013 – 12/04/2015 Appointment–2 year term
Board Representative	Jim Lino	Area 1	12/06/2013 – 12/01/2017
Trustee	Tim Kehoe	Area 1	12/06/2013 – 12/01/2017
Trustee	Jane Healy	Area 2	12/06/2013 – 12/01/2017
Trustee	Monique Moretti	Area 3	12/08/2011 – 12/04/2015

Area 1 = Point Reyes, Inverness, Olema

Area 2 = Tomales, Marshall

Area 3 = Bodega, Bodega Bay, Dillon Beach, Valley Ford

INTERDISTRICT TRANSFERS

2014-15

INCOMING:	New	Renewing	Petaluma	Coast Guard	Sebastopol	Santa Rosa	Employee's	Other	
BBS	2				2				
INV	1						1		
WMS	5	1					2	4	2 Lincoln 1 Bolinas
TES	8	22	8	8	5	1	7	1	Cotati/R.P.
THS	6	20	10	3	2	2	4	5	Cotati/R.P.
Total Incoming= 65	22	43	18	11	9	3	14	10	

OUTGOING:	New	Renewing	Petaluma	Nicasio	Sebastopol	Santa Rosa	Novato	Other	
BBS		3			3				
INV	5	5		6				4	Bollnas
WMS	1	15		11				5	Bollnas
TES	4	6	3		6			1	Charler
THS	6	15	2		13		6		
Total Outgoing= 60	16	44	5	17	22	0	6	10	

2015-16

INCOMING:	New	Renewing	Petaluma	Coast Guard	Sebastopol	Santa Rosa	Employee's	Other	
BBS									
INV		1					1		
WMS		1					1		
TES	2	8	3				7		
THS	1	8	4				5		
Total Incoming= 21	3	18	7	0	0	0	14	0	

OUTGOING:	New	Renewing	Petaluma	Nicasio	Sebastopol	Santa Rosa	Novato	Other	
BBS	1				1				
INV	1							1	Old Adobe
WMS									
TES	1					1			
THS	1	8			8		1		
Total Outgoing= 12	4	8	0	0	9	1	1	1	

Totals updated on: April 7, 2015

Incoming: 3 Outgoing: 10 from last month



March 6, 2012

Dear County and District Superintendents, Charter School Administrators, and High School Principals:

IMPLEMENTATION OF ASSEMBLY BILL 1330

The purpose of this letter is to provide guidance on the implementation of Assembly Bill 1330 (Chapter 621, Statutes of 2011) in districts and schools offering instruction in any of grades nine through twelve, inclusive.

Existing state law requires all graduating high school students to complete one course in visual or performing arts or foreign language. Beginning with the 2012–13 school year (class of 2013), AB 1330 authorizes local educational agencies to accept a Career Technical Education (CTE) course as an optional high school graduation requirement in lieu of one course in visual or performing arts or foreign language. Please note that AB 1330 does not require a district or a school to start new CTE programs.

AB 1330 also requires the California Department of Education (CDE) to submit a report to the Legislature by July 1, 2017, concerning the impact of AB 1330. In addition, the provisions of AB 1330 will be repealed on January 1, 2018, unless its provisions are extended by legislative action.

If a local governing board elects to adopt an optional CTE graduation requirement pursuant to AB 1330, the governing board, prior to offering the optional CTE graduation requirement to students, shall notify parents, teachers, pupils, and the public at a regularly scheduled meeting of the governing board. This notification shall include the following:

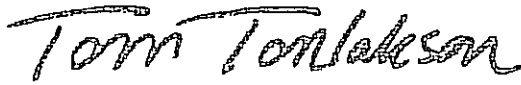
- The intent to offer CTE courses to fulfill the graduation requirement.
- The impact that offering CTE courses will have on the availability of courses that meet the eligibility requirements for admission to the California State University (CSU) and the University of California (UC) systems, and whether these CTE courses would satisfy those eligibility requirements.
- The distinction between the high school graduation requirements of the school district or county office of education and the eligibility requirements for CSU and UC admission.

March 6, 2012
Page 2

For more information about California's high school graduation requirements, including more detailed guidance for complying with the provisions of AB 1330, please visit the CDE State Minimum Course Requirements Web page at <http://www.cde.ca.gov/ci/qs/hs/hsgmin.asp>.

If you have any questions regarding this subject, please contact Terrie Poulos, Education Programs Consultant, High School Innovations and Initiatives Office, by phone at 916-319-0483 or by e-mail at tpoulos@cde.ca.gov.

Sincerely,

A handwritten signature in black ink that reads "Tom Torlakson". The signature is written in a cursive style with a prominent horizontal line above the first few letters.

Tom Torlakson

TT:tp

Shoreline Education Association

April 2, 2015

Mr. Tom Stubbs, Superintendent
Shoreline Unified School District
10 John Street
Tomales, CA 94971

Dear Tom:

Pursuant to the provisions of the Educational Employment Relations Act, the Shoreline Education Association is hereby providing notice that it intends to open the collective-bargaining negotiations process for 2015-16 in order to address the following priorities:

Wages: Article V
Completion of Agreement: Article XVI

As you know, the Act requires that these bargaining priorities be presented at a public session of the District Board of Trustees prior to the beginning of active negotiations. Accordingly, please place this notice on the agenda for the next meeting of the Shoreline Unified School District Board of Trustees. Since the District has already identified its bargaining priorities, we look forward to commencing this process as soon as possible.

Sincerely,



Dee Lynn Armstrong
Co-President



Anne Halley Harper
Co-President

cc: Shoreline Unified School District Board of Trustees
Rick Willis, CTA Consultant

RESOLUTION # 2014.15.12

OF THE GOVERNING BOARD OF THE
SHORELINE UNIFIED SCHOOL DISTRICT

SPECIFICATIONS OF THE ELECTION ORDER:

RESOLVED, that pursuant to Education Code Sections 5304 and 5322, the following is specified with respect to the governing board member election of said governing body.

WHEREAS, it is the determination of said governing body that the Uniform District Election to be held on the 3rd day of November 2015, at which election the issue to be presented to the voters shall be to elect Governing Board Members:

Number of Regular Term Trustee Positions (4 year): 4

Number of Short Term Trustee Positions (2 year): 0

WHEREAS, that payment for the publication of a candidate's statement of qualifications is the responsibility of the candidate

IT IS HEREBY RESOLVED that the said governing body will hold an election on November 3, 2015 to elect member(s) to the governing board as listed, and hereby requests:

- 1) Consolidation of said election with any other applicable election conducted on the same day;
- 2) Authorize and direct the Elections Department, at District expense, to provide all necessary election services and to canvass the results of said election.

PASSED AND ADOPTED by the Shoreline Unified School District Board of Trustees at a regular meeting held on April 16, 2015, by the following vote:

AYES:

NOES:

ABSENT:

Jill Manning-Sartori, President
Board of Trustees

ATTEST: _____
Clarette McDonald, Clerk of the 68 -ning Board

SHORERLINE UNIFIED SCHOOL DISTRICT

Food Services Review

EXECUTIVE SUMMARY

Shoreline Unified School District is facing many difficult challenges. They are a small district of 5 schools spread out over approximately 32 miles along the narrow Coastal Hwy 1. Enrollment in the district has been on a downward trend for many years, dropping 36% in the past decade. Yet district costs have continued to climb.

The general fund is in a deficit mode and has implemented a 3 year cost reduction plan. At the end of this timeframe, 2017, they still estimate a negative fund balance of \$(615,000). 45% of this deficit is predicted to be due to cafeteria encroachments. This is taking money out of educational funds, and must be reduced.

Ideally a Child Nutrition program should be able to be self-funded – covering costs with meal revenue, without assistance from the general fund. The Shoreline cafeteria budget for 2014-2015 projects a severe encroachment into the general fund. Current year projections for general fund contributions are \$250,000. Total expenses are exceeding actual revenue by 213% almost entirely from food & labor. Comparative Budgets reports for the cafeteria fund were reviewed from 2003-2004 to current year. They indicate an alarming trend of skyrocketing costs and declining enrollment. The general fund contributions have gone from \$25,000 in '03 -'04 to \$250,000 this year. That is a 900% increase. Cafeteria revenue showed a slow climb peaking in 2011-2012, when the breakfast program began, and then began declining. Food and labor costs have increased sharply. Current labor costs are 215% higher than '03 -'04 and food is 164% higher.

Food and labor costs should be about 40-45% of revenue. For this report only actual cafeteria revenue was used to analyze these costs, without the general fund contributions. Current year projections for costs compared to revenue are 89% for food and 118% for labor. This is unsustainable. It would take a reduction of 50% for both food and labor or an increase of \$250,000 in revenue in order to have a zero district contribution, neither of which is likely. However every effort must be done to significantly reduce costs and increase revenue.

The impact of the breakfast program was studied for correlations to increased costs. Information was not available to accurately separate costs and revenue between breakfast and lunch; however total costs and revenue were compared. The first year of the program showed an increase of food and labor by \$102,796 and revenue by \$55,440, for a net of \$(47,356). General fund contributions were up that year by \$48,000. Current year projections are worse. Compared to before the breakfast program, increased expenses exceeded revenue by \$133,057 and contributions are projected to be increased by \$145,000. So while the breakfast program may not be the

total cause of these changes it doesn't appear to be helping. It needs to be thoroughly reviewed. Modifying it or eliminating it should be considered. Eliminating it will unfortunately reduce revenue also. Details of this discussion are in the body of this report.

Labor costs are the highest cost for the department. Meals-per-Labor-Hour (MPLH) were analyzed to assess staff productivity and appropriate staff levels. Part of the food service manager's time was included in these hours because she actively participates in production. The district is averaging 21 MPLH. Industry standards are generally about 30. This suggests over-staffing. It isn't unusual in a small spread out district to have lower than average numbers. However due to the extremely high labor costs, more productivity is essential.

Labor costs aren't entirely due to over-staffing but also because rates per hour in that department are extremely high – between \$15-22/for food service assistants and \$24/hour for a lead. The food service manager salary is not high for a management position (\$26/hour) but very costly when used as food service worker hours. District benefits are also very expensive.

Menu items and production methods need to be assessed and streamlined to save time. Staff hours need to be reduced accordingly. The district and the food service manager need to make this a priority.

Food costs are exceedingly high – about 45% higher than ideal. Higher than normal costs are not unusual in small, remote districts, however many of Shoreline's food costs are out of line. Examples are given in the body of the report. The district is not seeking food bids or quotes, but appear to be just paying whatever is charged. Another complication is that the district's desire to move towards organic foods has led to some unwise food purchases.

The district needs to obtain bids or quotes in order to save money. Due to the size of the district and the low volume it may be more advantageous to piggyback off of other nearby districts.

New federal regulations in the Child Nutrition programs have become stricter and more complicated. Many of menu requirements are good – increased amounts and types of fresh fruits and vegetables, more whole grains and less fat and sodium. However these changes have been challenging for districts to implement and the new menus have not always resulted in positive student acceptance. Shoreline has done a good job implementing these changes and appears to be meeting requirements for the most part.

While student participation in the meal program is good, finding ways to increase it could create more revenue. Food preferences need to be studied to determine what foods will attract more students. A carefully conducted survey should be done and appropriate changes should be made when program regulations and costs allow.

Breakfast prices and snack prices need to be reviewed and raised. There are regulations governing minimum paid lunch prices and foods sold as a la carte items. The district's prices for lunch are at appropriate levels. Many a la carte foods are being sold for less than or only slightly above costs. Breakfast prices aren't regulated but good business practice would assume that costs should not exceed revenue. Due to some very pricey breakfast items food costs alone are likely exceeding meal reimbursements & paid prices without even taking labor costs into account.

The district doesn't have clear policies on student meal charges for paid students and the food service department does have some unpaid charges or charges that accrue to large amounts before paid. Unpaid meal charges are considered bad debt which by regulations may not be paid out of federally restricted funds. The district needs to review their policies and procedures in this area and support the food service manager in enforcing policies and collecting debt.

District cafeteria facilities and equipment are old and in need of repair or remodeling. Probably the areas in most need of improvement are the storage areas. All the schools are lacking adequate storage for both dry goods and perishables. There is a desire at Tomales high school to remodel the kitchen and add a dishwasher so they can reduce disposables. Unfortunately even if there were money to do this, it would necessitate more labor which the district cannot afford. If the district does find extra money for improvements, storage needs should be the priority.

Though old, the kitchens are well kept and sanitary. Requirements for a HACCP food safety plan are basically covered with a generic plan, which needs to be individualized for the district. However, a review of county health department reports show that the department is following good practices. The staff members have food safety certificates. Revising the HACCP plan should be done before the next state review, however it is not a priority at this time.

A major goal of the district is very well described in their wellness policy. The policy is very complete, incorporating all the required areas, including nutrition education, physical activity, food service, professional development. There is a strong emphasis to use organic, locally grown foods in the food service program as well as a reduce packaging or use of compostable products. While these goals are admirable they are costly and may not be feasible with the severe deficit the district is experiencing. The food service department feels pressure to change menu items to organic foods that they cannot afford. With the new federal requirements in the meal program, the meals provided in the department do supply nutritious foods to students, and organic doesn't necessarily equate to more healthful. Since this is such a passionate aspiration for the district, requests for changes should be discussed. However, unaffordable changes should not be incorporated into the program. When the district seeks food and supply bids, organic and local foods can be included in these bids but only chosen if they can be shown to save money.

DISTRICT PRIORITIES FOR FOOD SERVICES:

(Details are contained in the report)

Staff Hours Must Be Reduced

- Modify and streamline the breakfast program and reduce staff hours accordingly.
- Consider eliminating breakfast at Inverness and Bodega Bay
- Do a careful analysis of breakfast costs and revenue vs. lunch costs/revenue to see if there is any benefit in continuing the program. If it does appear to be a negative effect, the program should be eliminated and staff cuts increased.
- Review lunch menus and recipes and streamline methods and or use more ready to serve foods. As menus become more streamlined, hours should be able to be reduced further.
- Consider using disposable serving ware rather than washing dishes at West Marin to save staff time.

Food Costs Must Be Lowered/Revenue Increased

- Most importantly – seek bids to find better prices. Negotiate with current vendors to try and reduce costs. Include desired organic items in bids to see if affordable prices can be found. Do not pick organic or locally sourced foods if costs are higher.
- Carefully evaluate menu items for costs and for time consuming production.
- Survey students for preferences and adjust menus when possible in an attempt to increase participation.
- Check prices on A la Carte items and make sure they are appropriate to food costs.
- Consider increasing breakfast prices if program continues. Discontinue high priced items.

Staff Training

- Manager needs training in the areas of financial management and food service management and needs to participate in streamlining the program and reducing costs.
- Other food service staff need be informed of the budget problems and the need to streamline the department. They should be given training in productivity.

SHORELINE UNIFIED SCHOOL DISTRICT

Food Services Review

January 2015

INTRODUCTION & BACKGROUND

On January 12-13, 2015, a food service review was conducted in the district by Judy Stephens, Registered Dietitian and School Nutrition Consultant. Observation of meal service and food production was done at three schools – Tomales High School, Tomales Elementary School and West Marin School. Staff interviews were conducted with the Superintendent, the previous Chief Business Official and the current Chief Business Official, a Board Member, the food service manager and staff members, teachers and site secretaries. A second Board Member was interviewed on the phone prior to the district visit.

Documents were reviewed, including budgets, food service menus and production records, food invoices, position control and staffing schedules, job descriptions, reimbursement claims, wellness policy, HACCP food safety policies and health department records.

This report is a result of those activities.

Shoreline Unified School District is located in Western Marin and Sonoma Counties on the California Coast. They have five schools: One very small elementary school in Sonoma County, Bodega Bay School. The schools in Marin County are West Marin Elementary & Inverness Elementary Schools in Pt Reyes; Tomales Elementary School and Tomales High School in Tomales. The district office is in Tomales, Calif. The distance from the southern-most school, West Marin and the northern-most, Bodega Bay elementary is approximately 32 miles along the narrow, winding Coastal Highway I. This a challenging logistics issue for travel between sites.

The October 2014 CBEDS report indicates enrollment in the district is 517 this year. Inverness School in Pt Reyes is a K-1 school with just 42 students. West Marin has 113 second through eighth grade students. Tomales Elementary has 165 second through eighth grade students and the high school has 171 students in grades 9-12. Bodega Bay Elementary has just 26 students this year, in K-5. The district has seen declining enrollment for many years. Since the beginning of the decade enrollment has dropped from 811 to 517 in the current year; a 36% decrease. During that time period, district staffing increased, which is currently 85% of the district budget. Teacher student ratios are among the lowest in the state, averaging 13:1. Having to operate small schools spread out as much as these are and having to staff the two very small elementary schools adds to the district's expenses.

There have been discussions about closing the smaller schools but there is much public opposition to this.

The district general fund budget has been in a deficit mode and will be implementing budget reductions including staff layoffs over the next three years. Even at the end of that time they project a negative fund balance of \$615,000 and will be facing on-going budget reductions.

The Child Nutrition budget for 2014-2015 projects a severe encroachment into the general fund. This year's district contribution is projected at \$250,000. Total expenses are exceeding actual revenue by 213% almost entirely from food & labor. This deficit has been an increasing trend for the past decade. By the end of 2017, food service encroachment is anticipated to be \$275,000 (45% of the total general fund deficit) if serious changes are not made to the program. This is taking money out of educational funds.

While the district is obviously very focused on critical financial issues, another goal centers on wellness. The Wellness Policy is heavily focused on the school lunch program and goals to use organic, local foods prepared fresh in the cafeterias and served in a manner to reduce packaging waste. While this is an admirable goal, it can be quite expensive both in labor and materials both of which are already prohibitively costly. The pros and cons of this aspiration will be included in later sections of this report.

Shoreline Unified is fortunate to have a staff and school board of very hardworking dedicated people who are very passionate about the vision of the district. The difficult financial situation they are in will require cooperation and flexibility among all players to resolve the problems.

FINDINGS & RECOMMENDATIONS

BUDGET CONCERNS

Ideally a Child Nutrition program should be a self-sustaining operation. Meal revenue should be able to fund department expenses and contribute to district indirect expenses. The cafeteria fund at Shoreline has been spending in a deficit manner for many years. There are many challenges that make these goals difficult but it is important to carefully monitor this program carefully. It does not appear that this has been happening.

Comparative Budget Reports were reviewed from school year 2003-2004 to current year. Enrollment over this time was also tracked. There were some alarming trends noted in this process. The attached spreadsheet and charts outline the details.

District enrollment from California Department of Education Data Quest and CBEDS reports indicate a 36% reduction in the number of students attending district schools since 2003-

2004, when enrollment was 701. In October 2014 the district had 517 students according to CBEDS. This declining enrollment has been an on-going trend for many years. Cafeteria revenue showed a steady since climb since 2003-2004, with a peak in 2011-2012 (with the start of the breakfast program). It has been going down since then with current year projections to be \$37,000 less this year than 2011-2012. The cafeteria fund has been encroaching on the general fund every year reviewed with a disturbing increase over those years. The general fund (GF) contribution in 2003-2004 was \$25,000. The projection for current year contributions is \$250,000 – a 900% increase in general fund contributions. The total amount of general fund contributions since 2003-2004 has been \$1,467,702. Projections indicate that by the end of 2017, the cafeteria encroachment will be responsible for 45% of the district deficit.

The food service manager states that she has never been involved in budget development or review and had no knowledge of the current deficit problem. It is vital that a department manager be involved in the budget development and should be expected to participate in managing program costs. She needs training in this area and in overall program management.

Cafeteria expenses have likewise increased significantly in the timeframe reviewed. Total salary and benefit expenses have increased by 215% since 2003-2004. Food and supplies have increased by 164%. Food and labor are the main expenses in a cafeteria budget and in order to maintain a balanced budget they must be controlled. Since total revenue in these budgets are skewed with the extremely high GF contributions, discussions about food and labor percentages are based on the actual revenue earned by the department, not including general fund monies.

Typically food and labor expenses should each be 40-45% of revenue. This allows for capital equipment expenditures, overhead and even indirect expenses paid to the district. In the timeframe reviewed, the district has been far from reaching these goals. In 2003-2004, food was 62% of revenue and labor 69%. Current year projections are 89% for food and 118% for labor.

Food prices are incredibly high. The district is at a bit of a disadvantage being in such a remote location but they are not paying close attention to what they are being charged nor are they seeking any bids or quotes. This will be discussed in more detail in the purchasing section.

Labor expenses are very high in the Shoreline Food Service program. Hourly rates are much higher than normal food service worker amounts. The amounts range from \$15.52 to \$22.08 for food service assistants, and \$24.34 for a lead. The manager's rate is \$26.23, which is not high for a manager, but most of her hours are being utilized in the kitchen, making that a very high rate for a food service worker.. These are considerably higher than expected wages for this type of work, though the Bay Area does have higher costs than other areas in the state.

A salary survey in the surrounding districts would have to be done to know whether they are high for the area.

Employee benefits are available at 3 hours a day, so 4 of the staff members are eligible. The district pays 100% for employees and families of 8 hour employees. Only the manager has 8 hours a day with food service but some of the staff members work in other departments and have 8 hours with their combined positions. The district also had a 9.98% increase in health care costs in the current year, which increased total costs significantly.

In 2007-2008, the district opened a kitchen at the West Marin School in Pt Reyes to prepare food for their students and those at Inverness. Prior to that food for these students was transported from the Tomales High School Kitchen. Labor & benefit expenses increased by 11% that year. Some of that may be attributed to step and column increases or increased cost in benefits but that is a significant jump in a year's time.

The district started a breakfast program in the middle of 2011-2012. Labor hours at all sites were added to accommodate this change but the district does not have records indicating the number of hours that were added for this program change. Likewise food expenses specifically for the breakfast program are not available. Information separating breakfast and lunch revenue should be available from the year end meal claim forms but unfortunately there were errors in some of them that make the data unreliable, and the food service manager says she cannot retrieve this information in her point of sale software.

Costs and revenues since the breakfast program began were compared to see if any conclusions can be drawn about its effect on the budget. During 2011-2012 salaries and benefits increased from the prior year by \$57,382; food costs by \$45,414; revenue by \$55,440. Increased expenses exceeded increased revenue by \$47,356 in the first year of the program and an additional \$48,000 contribution was needed from the general fund.

2014-2015 projections aren't any more positive. Compared to 2010-2011, current salaries and benefits are up \$103,233 and food is \$48,390 higher. Revenue is only up \$18,566. Expenses exceeded revenue by \$133,057. General fund contributions are projected to be \$145,000 higher than the year the breakfast program began.

This is not suggesting that the breakfast program has been the sole cause of the negative effects. There are many factors affecting the costs and revenues besides the breakfast program but these changes are significant in the timeframe since the breakfast program began, and they are not positive. Costs have continued to be high and the initial boost in revenue did not last. Revenue has dropped despite increased annual state & federal reimbursement rates and the extra \$.06 per lunch associated with the new meal regulations.

Many changes in the meal program have occurred since the initiation of the Healthy Hunger Free Child Act of 2010. The meal pattern changes (which are discussed in the menu section of this report) were required beginning in the 2012-2013 school year. Many of the

requirements (whole grains and increased fruits and vegetables) have resulted in increased food costs, and some districts have seen reduced revenue, due to student dissatisfaction. In analyzing meal participation, which will be discussed in more detail in the staffing section of this report, lunch participation has actually increased by 16%, while breakfast participation has decreased by 6%. So it may be possible to draw some conclusions that the drop in revenue is likely in the breakfast program, and increases in the food and labor expenses are largely due to costs associated with the program.

This budget deficit is by far the districts most crucial issue with the Child Nutrition program. The general fund itself is facing very severe budgetary challenges and cannot afford the type of encroachment the cafeteria fund is creating. Close to half of the district's projected deficit in 2016-2017 can be linked to the food service encroachment. Serious changes need to be made in order to reverse this deficit trend. Expenses need to be cut and / or revenue increased.

Using this year's numbers, in order to eliminate the need for a district contribution, food and labor would have to be cut by more than 50% or revenue increased by \$250,000. This illustrates the severity of the current situation and the extreme measures it would take to eliminate the encroachment completely. A zero encroachment is unlikely but, because of the severe burden on the general fund, every effort must be made to reduce the amount. The district should come up with a goal that they feel they can afford and work towards it in stages. Both food and labor costs need to be reduced significantly and/or participation increased

RECOMMENDATIONS:

- Food and Labor costs must be significantly reduced or revenue increased to ease the burden on the general fund. Hours will have to be reduced and food costs cut. (discussions of these will follow in later sections)
- The district should consider modifying or discontinuing the breakfast program and reduce staff hours accordingly (see staffing section). Even though revenue would be lost, the increased costs appear to have exceeded any gains.
- The food service manager needs to be trained in the budget and expected to be actively involved in cost control and department efficiencies.

STAFFING AND MEALS PER LABOR HOUR

Shoreline Unified School District serves breakfast and lunch at 5 schools – Tomales Elementary School & Tomales High School, Bodega Bay Elementary School, West Marin Elementary and Inverness Primary in Pt Reyes. Staffing is comprised of 7 employees with a total of 30.5 hours per day.

Tomales High School (THS) and Tomales Elementary School (TES) are very close together and are in the vicinity of the district office. Bodega Bay (BB) Elementary is a very small K-5 elementary school (with just 25 students this year). It is located about 15 miles north of Tomales. The high school produces the food for themselves, Tomales Elementary School and Bodega Bay elementary school. Staffing at these sites includes an 8 hour manager (who spends about 6.5 hours in hands-on food service duties), a 7 hour food service worker at THS, a 5.5 hour worker for TES and a 2 hours worker who transports and serves an average of 14 lunches a day at BB school. A clerical person at BB serves breakfast to the students (an average of 6/day). This time is not charged to child nutrition.

West Marin Elementary School prepares food for themselves and the small K-1 Inverness School (42 students). West Marin does all the preparation for both schools. An employee from West Marin delivers food and serves lunch at Inverness, which is a 15 minute drive each way (according to the employee). Average total meals per day for both schools are 134, about 45 breakfasts and 89 lunches. Labor hours for these two schools are 8 per day. The food preparation and service for these schools are independent from Tomales. The administrative duties, menu planning, purchasing, meal application processing, etc. are handled by the food service manager at THS.

West Marin is using plastic re-usable trays and dishes which saves on disposables but takes considerable time to wash. The kitchen space is very small and makes this process difficult. Disposable serving ware is used at the Tomales schools. They do not have a dishwasher. The district would like to either remodel the kitchen to accommodate this or switch to compostable serving ware. Remodeling the kitchen would be very expensive and washing trays would require more staff time, which they cannot afford. The compostables are very expensive and there is no recycling program for these in the area.

Meals per labor hour (MPLH) is an industry standard tool used to measure staff efficiency and help determine the appropriate staffing levels in a food service operation. Analyzing the number of meals served compared to labor hours is a valuable tool for evaluating productivity. There are several ways to determine MPLH. Breakfasts, lunches and a la carte sales can be included in the analysis. Breakfasts are sometimes counted as a fraction of a meal equivalent because they are simpler to prepare, but they were given equal weight in this analysis even though most of the breakfasts are cold, ready to serve meals. A la carte sales were only counted at the high school since the elementary schools sell very little outside the program. A la carte dollars are converted to a meal equivalent by dividing the total by a factor of the average breakfast and lunch cost, in this case, \$2.38.

Since Tomales High School prepares the food for their students, Tomales Elementary School and Bodega Bay School, the labor hours and the number of meals served are combined for a total MPLH calculation. The same is true for West Marin and Inverness. Then a total for the district is also figured. Administrative hours are not typically included in these types of analysis because it is measuring meal productivity. However, since the food service manager is very involved in the daily preparation and service of meals, 6.5 of her 8 hours were included in the MPLH calculation, based on her estimated of time spent in the kitchen.

As is shown on the spreadsheet, the MPLH for Tomales & Bodega Bay are 21 and for West Marin/Inverness they are 17, with a district average of 20. Industry standards for MPLH are generally about 30. This is an indication of over-staffing. It is harder for very small districts to achieve these numbers, especially when sites are so spread out and transporting food is involved. Ordinarily expectations of lower MPLH could be acceptable due to these circumstances. However considering the district's financial situation they cannot afford to be over-staffed. Labor costs in the department are extremely high – 118% of revenue. This must be reduced or more meals need to be served. It is probably not possible to reach the desired productivity of 30 MPLH but efforts must be taken to improve current numbers.

The percentage of free & reduced eligible students in the district is currently 63%. This is the population that is usually the most likely to participate in the program. The MPLH spreadsheet shows the percentage of these students and total students participating in the meal programs. District totals in October, 2014 indicate that 48% of eligible students and 32% of total students are getting breakfast. 76% of eligible students and 55% of total students are participating in the lunch program. Participation levels are actually quite good in the district. While there is a possibility of capturing more meals, it is not likely that they can increase meals enough to justify current staffing. The problem is that the total enrollment is low and the schools are small and spread out over many miles, making consolidation of staff difficult. Thus menu & program simplification and staff reductions may be the only choice to reduce labor costs.

The district does not have records on exactly how many hours were added for the breakfast program but staff at West Marin and Inverness indicated that a total of 3 hours were added for the two schools. The food service manager states that 1 hour was added to the worker at Tomales high school but doesn't know how many were added to the Tomales elementary worker. Salaries went up \$34,000 in 2011-2012 and another \$12,000 the following year, so it's likely that more than 4 hours were added for the program. Participation has not been high enough to warrant any increase in hours. Also at both Tomales and West Marin schools, breakfast is served during two different time periods – both before school and at recess, necessitating staff coming in early to accommodate both serving times. If the breakfast program is to be continued, it may be wise to only have the mid-morning breakfast so staff can come in later and hours can be reduced.

With breakfast participation and thus revenue declining since the first year of the program, the district should seriously consider if they can afford continuing it. The program has seriously increased both labor and food costs and the revenue does not appear to justify it. One of the considerations in last fall's budget reduction workshops was to eliminate the breakfast program. This may be an unfortunate necessity to help reduce costs.

Inverness and Bodega Bay schools are difficult challenges for the department. The cost per meal at these schools is much higher due to logistics and the low counts. However it is required that the district provide lunches for them. Any district receiving state or federal money must provide at least one meal a day for students. It is an option to eliminate breakfast at these schools however. That would save in some staff time and food expense. It also may be more efficient to serve simple bag lunches to these schools.

The manager states that most of her time is spent in actual meal production and service at the high school. This is very expensive hands on labor and it limits her ability to observe and manage the district program effectively. She states that she only visits other schools once a year and she does not seem to have a clear picture of what is happening and how staff is spending their time. Thus there really is no oversight of the program. In observing the sites and in reviewing documents it appears that some reorganization of her time and that of others is possible.

Tomales Elementary and High Schools do have a need for consolidating staff hours for food preparation. The food service assistant assigned to Tomales Elementary School has 5.5 hours a day to serve a total of 51 breakfasts and 94 lunches. The food for the elementary is prepared at the Tomales High School kitchen. The only food prep the elementary worker does is dishing some of the salads and fruit. She spends most of her day at the elementary school, only coming to the high school to pick up supplies. She should have time between meals to help prepare food for both sites, going to the elementary school just to serve meals. This would be most effective if breakfast at the elementary school were consolidated into the recess time for all age groups. The manager could then pull some of her time away to actually manage the department, streamlining production methods and seeking acceptable ready to serve items and better food prices.

RECOMMENDATIONS:

Staff hours need to be reduced in order to lower labor costs. This can be done in several ways and can be done in stages. The first two items would maintain breakfast revenue but help lower food and labor costs.

- In the first stage, continue the breakfast program but only at recess time. Simplify the menu to include only cold, ready to serve foods or purchased heat and serve items (nothing from scratch). Only juice and whole fruit should be offered, not cut or dished fruit to save prep time. Less expensive items should be chosen (see purchasing section for examples).
- With modified breakfast plan staff hours should be cut by an hour at each of the 3 larger sites (West Marin, TES, THS).
- Consider eliminating breakfast at Inverness and Bodega Bay and reduce the 1 hour breakfast position for Inverness.
- If not enough savings is realized through the modified breakfast plan, consider eliminating the program and cutting labor more hours - at least 1 more hour at the sites mentioned above as well as the 1 hour at Inverness. This will, however, also eliminate breakfast revenue.
- Lunch menus should also be simplified to require less labor (see menu section). Consider sack lunches for Bodega Bay and Inverness Schools. As menus are simplified the district should assess whether additional hours can be saved.
- Consider switching to disposable trays at West Marin to save time.
- The manager should delegate more tasks to the other staff members at Tomales HS and elementary schools and reduce her time spent in kitchen duties in order to spend more time managing the program. It may be necessary to cut management hours also to further reduce labor costs. A 6 hour manager may be more appropriate for this size program, unless she can utilize her time finding ways to significantly reduce costs or increase revenue.
- The program needs to be marketed to students and families in an attempt to increase participation.

STAFF TRAINING

The food service manager has been in the position at Shoreline for 8 years and she states that she has had little training for it. She came from another district where she was a food service worker. She expressed a desire to attend trainings. She states she has never seen her budget nor was she aware that it was in a deficit. It appears that other than basic administrative requirements (menu planning, application processing and ordering), she is not managing the department. A manager should be responsible for managing the budget and overseeing staff and the overall program. If she hasn't had management training (or been given higher expectations by the district) she may not know how to improve efficiencies. The number of food service hours at Tomales High School and elementary school should allow her to spend less time in the kitchen and more time working with staff at all sites to improve productivity and find cost savings. Staff responsibilities need to be delegated better.

Training is not a luxury but a necessity in order to give staff the tools they need to properly do their jobs. Staff competency and training are actually going to be a requirement of the program beginning in July 2015. This requirement is part of The Child Nutrition Act of 2010. This mandates professional standards and annual training requirements for Child Nutrition directors, managers and staff. The requirements vary with the position. A complete description of this mandate can be found at the following website:

<http://www.fns.usda.gov/sites/default/files/Professional-Standards-Final-Rule-02-26-15.pdf>. There are grants available to help with costs of trainings.

RECOMMENDATIONS:

- The district needs to study the requirements for staff qualifications and training and implement them in order to meet regulations and staff needs.
- The district needs to set expectations for the manager to participate in the management of the child nutrition program. All staff need to be given the responsibility of improving efficiencies in the department.

MENUS & MEAL PROGRAM

MEAL PATTERN REQUIREMENTS

The district participates in the National School Lunch & Breakfast programs, which are regulated by USDA and the California Department of Education. Regulations were updated in 2010 during the federal reauthorization of the program. These were the most comprehensive changes to the program in 15 years. Initial guidelines became effective in the 2012-2013 school year, and have continued to become stricter.

Section 9(a)(4) of the Richard B. Russell National School Lunch Act (NSLA) requires that school meals reflect the latest Dietary Guidelines for Americans (Title 42 United States Code Section 1758(a)(4)). In addition, Section 201 of the Healthy, Hunger-Free Kids Act of 2010 amended Section 4(b) of the NSLA to require the United States Department of Agriculture (USDA) to issue regulations to update the meal patterns and nutrition standards for school lunches and breakfasts based on the recommendations issued by the Food and Nutrition Board of the National Research Council of the National Academy of Sciences (Title 42 United States Code Section 1753(b)). The following websites contain additional information regarding these issues:

<http://www.fns.usda.gov/sites/default/files/NSLA.pdf>

<http://www.fns.usda.gov/sites/default/files/HealthyHungerFreeKidsActof2010.pdf>

The new regulations seek to increase the availability of fruits, vegetables, whole grains, and fat-free and low-fat fluid milk on school menus; reduce the levels of sodium, saturated fat and Trans fat in school meals; and meet the nutritional needs of school children within specified calorie requirements. The intent is to provide meals that are high in nutrients and low in calories, which better meets students' dietary needs and protects their health.

In addition to higher fruit and vegetable requirements, districts must offer a wider variety of vegetables, including specified weekly amounts of vegetable subgroups. These subgroups include Dark green, red/orange, starchy, and legumes. While this is a good thing nutritionally, it has complicated menu planning and to some extent, student acceptance. A full cup of fruit must be offered at breakfast and at lunch ½ cup of fruit, ¾ cup (K-8) and 1 cup (9-12) of both fruit and vegetables must be offered. Students must take at least ½ cup of fruit or vegetable with both breakfast and lunch whether they want it or not. Districts have seen an increase in waste due to this requirement.

The district uses the offer versus serve meal plan option, which means that at least 5 items must be offered at lunch and 4 at breakfast, but students are only required to take 3 items. Other than the requirement that one of the items must be a fruit or vegetable, students may choose or refuse whatever they want. The purpose of offer versus serve is to provide students with choices and an option to refuse items they do not intend to consume. It is also meant to prevent waste (and extra expense) of items students don't want. It was observed at Shoreline schools that sometimes several items are put on the trays for the students instead of giving them a choice. This can be another reason for the district's high food costs.

Detailed information on menu requirements can be found in the charts included in this report and from the following website: <http://www.cde.ca.gov/ls/nu/he/smi.asp>

These changes have been extremely challenging for school districts across the United States to implement. In 2012 districts had to submit detailed worksheets and nutritional analysis to the state proving that their menus met guidelines in order to qualify for an additional \$.06 reimbursement for lunches. Shoreline did this and is receiving the additional revenue. Most districts feel that this has not been enough to cover the higher food costs associated with the new requirements.

MENUS

In reviewing district menus it appears that nutritional regulations are being followed pretty closely and it is obvious that the department is really making an effort to offer a variety of foods. It does not appear from the breakfast menus that the required 1 cup of fruit is being offered every day, particularly when dried fruit or juice is offered. This is an increased requirement for breakfast in 2014-2015. It is also not clear from the documents reviewed that all of the vegetable subgroups are being offered in required amounts weekly. This was a finding on the 2013 state administrative review. It may be that they are being correctly offered but it is not evident on the production records.

The district is offering a wide variety of fresh fruits and vegetables purchased from a local produce company, Sonoma Marin Produce, and from Sysco. There is a movement in the district to serve only organic foods purchased from local farms. While many people believe that organic is better than non-organic, it is not necessarily healthier or fresher than from other sources. Organic is not always pesticide free either. Using organic foods is a popular trend and a life-style choice but it can be much more expensive than foods purchased from other sources. If the district is getting fresh products from their current vendors and utilizing them in a timely manner, students are not being short-changed, they are still getting a nutritious meal. Organic, local foods are specified as a goal in the district's wellness policy. However, if they cost more, the district would be remiss in using them considering their current financial situation. If the district can negotiate with local growers so prices can be even lower than current produce costs and the items don't require more staff time to prepare, it may be feasible to incorporate them in the program.

Food safety must also be considered when buying from any local sources. While any produce can be contaminated with E. Coli & Salmonella organic foods are more frequently the culprits, especially if animal fertilizers are used. Any food vendor the district uses should have a business license and liability insurance, and if they are calling their products organic, they must have a certification. The USDA website has a great deal of information about organic certification:

<http://www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateA&>

Both the West Marin & Tomales elementary schools have school gardens which produce small amounts of fresh grown produce that can be incorporated in menus when available. Gardening methods should take food safety in consideration by making sure that there are protecting gardens from contamination either in water, fertilizers or animals. And the kitchens should be sure to wash the produce thoroughly.

When incorporating produce from the gardens, staff needs to make sure they are not changing the menus without approval from the manager. Because of the strict guidelines with the types of vegetables required weekly (e.g., dark green, red-orange, legumes) appropriate substitutions must be made. If like type of vegetables aren't available from the gardens, they should just be served as extras. Any substitutions or additions to the meals must be noted on production records.

The menus being served seem to comply with the new regulations (except for the possible fruit and vegetable issues noted before) and the department is trying to please the students. This is not an easy task. Student food preferences are inconsistent. Foods popular with some of the students are not favorites with others. In speaking with food service staff and teaching staff, some common preferences seem to prevail. Favorites seem to be the beef (not turkey) burgers, pizza, hot pockets, hot dogs, burritos, and chili (though some do not like the green peppers in the chili). Unpopular items seem to be the soups, the whole wheat tortillas or the whole grain coating on corn dogs. The whole grain tortillas and coatings on corn dogs are required under the new guidelines. These preferences are not unexpected – most young people prefer foods that seem similar to fast foods. Fortunately due to the new regulations, manufacturers have been forced to comply with the nutrition guidelines so even the ready-made foods are more nutritious than in the past (whole grain, lower in fat, sugar and sodium).

Because only one entrée is being offered on a daily basis, it is important that it is something that is universally popular. In reviewing the menus this consultant would agree with the comments about the soups and the chili with the visible chunks of green peppers, celery and onions. There have been many different types of soups offered in the last few months – including chicken noodle, bean, minestrone and clam chowder. These soups are not offered with a sandwich, just a side of crackers or a dinner roll. Even though the manager states that extra vegetables and meats are added, this just doesn't seem to be a substantial or popular lunch for school children. Clam chowder and bean soup are not a universal appeal to children of this age group. Alternate menu items to the soups may be a good idea. As for the chili, many children do not like to see visible chunks of vegetables in them. A simpler recipe with just tomato sauce may be more popular.

Another comment made by staff was that the students really miss the chocolate milk on a daily basis. It was changed to being only offered once a week based on request from a few parents and staff members. During district interviews with teachers it was requested that the chocolate milk be added back on a daily basis. Fat free chocolate milk is allowable within the regulations and nutritionally equivalent to white milk. The chocolate milk is also a good source of iron, which is not the case in white milk. The Clover brand only has 8 grams more sugar than the non-fat white milk. Some students will choose to skip milk if chocolate is not available.

Milk and dairy products are the main source of calcium in our diets, a critical mineral that kids need to build strong bones, help muscles contract and transmit nerve impulses. According to the Academy of Nutrition and Dietetics, less than 50 percent of children ages 2 to 8, and only 25 percent of kids ages 9 to 19, drink the recommended amount of milk each day. Studies have found that kids who shun dairy rarely get the calcium they need.

Putting chocolate milk back on the menu would not only enhance the nutrition of students who would otherwise not choose milk but it may increase student participation.

The department has been trying to make more items from scratch, which is one of their wellness goals. They are making homemade burritos, chili using freshly cooked dried beans, homemade pizza using a purchased crust, homemade granola. The dilemma with making food from scratch is that it is usually more labor intensive and may not be feasible unless staff is trained in more efficient work methods. Some recipes can be simplified by using some precooked ingredients put together as 'scratch' items. For example, chili can be just as tasty and nutritious by using canned pinto beans and pre-cooked ground beef crumbles (both available as commodity items). This pre-cooked ground beef is a good choice also for sloppy Joes and spaghetti sauce. Using these pre-cooked beef crumbles eliminates having to thaw and cook large blocks of raw meat and it also reduces the possibility of bacterial contamination.

Other items that could save time are the corn muffins and corn bread served with the chili. Currently the district is using cornbread mix and making it into muffins at Tomales and cornbread at West Marin. This is time consuming both for mixing, baking and washing pans. There are equally good pre-baked corn muffins available which could be substituted.

Homemade pizza and burritos may be too labor-intensive, but if short-cuts in preparation can be found these may be good items to keep because they are likely to be better products.

If the breakfast program is kept, the menu needs to be simplified by using all ready-made, easy to serve items. This could incorporate some hot items if they are simply heat and serve.

The district is paying extremely high prices for some of their breakfast items such as cold cereals and the Greek yogurt. The district switched to Greek yogurt at the request of some teachers and parents and is paying three times what the previous yogurt cost. While Greek yogurt is a preferred taste to many, there is no nutritional reason to use it. Greek yogurt is strained to make it thicker and creamier. It is higher in protein but lower in calcium. Children generally get sufficient protein, but calcium is a vital nutrient that children are often deficient in. This is not a wise choice for the district. They are also buying very expensive brand-name cereals. Prices will be discussed in the purchasing section. But it should be noted that reimbursement rates and the paid breakfast prices are not covering food costs, so expensive items should be discontinued.

In order to better assess student preferences and perhaps increase participation, the district should conduct a food survey. It must be well written and conducted in a manner that does not bias the individuals or create a group opinion. It may be wise to find the 10 most favorite items in the district and reduce the menu to just a 10 day cycle. This would simplify ordering, storage and preparation. It may reduce cost by reducing waste of items that are not popular.

RECOMMENDATIONS:

- The food service manager should make sure that menus are meeting the guidelines – especially in the area of minimum amounts of vegetable subgroups and breakfast portions of fruit.
- The district needs to review their practices on offer vs. serve at all schools and make sure all staff understand the regulation. Other than the fruit requirement, only two other items must be selected and those items should be the choice of the student. Staff should not be placing extra items on student trays or telling them to take them. This can lead to waste and extra cost.
- Recipes & menus must be simplified in order to reduce labor. Consider the following:
 - Use commodity pre-cooked beef crumbles rather than raw meat in all recipes using ground beef.
 - Use canned pinto beans rather than cooking dried beans
 - Use purchased corn muffins rather than baking from a mix
 - Eliminate soups from menu unless a second, simple entrée is offered
 - Find more ready to serve (affordable) items that meet requirements, student preferences
 - If breakfast program is continued, change to ready-to-serve items only
 - Put chocolate milk back on the menu daily
 - If the breakfast program continues, stop using the Greek yogurt and choose less expensive cereals.
 - Increase breakfast prices for students and adults by \$1.00
 - Conduct a student survey to determine the most popular items and plan menus accordingly (if they fit into the regulations). Adults can also be included in the survey but since students are ultimately the target customers, their voices need to be heard. Make sure that the survey is given in a non-biased setting so that individual preferences are given, not a group opinion.
- If affordable sources of local and/or organic foods can be negotiated, incorporate them in the menu when possible. Since food prices are already exceedingly high, any local sources would have to be much less expensive than current products.

RECIPES & PRODUCTION RECORDS

Regulations require the use of production records and standardized recipes. The district is required to complete and keep daily menu production record forms noting the types and amounts of food served to students and adults. The department is conscientious about keeping these on a daily basis but they are missing some required information, such as actual number of adult & a la carte servings, leftovers usage records. Some reviewers also want to see product code name or recipe number. This is not a priority at this time with everything else the department is dealing with but it should be corrected before the next state review.

Many different formats are used for these forms, and several examples are provided on the CDE website at <http://www.cde.ca.gov/ls/nu/he/mnprodfrm.asp>, but use of a particular form is not required. As long as all the required information is recorded, the district may use any form it chooses. The information required on the production records is listed below, and the records will be inspected during the state administrative review.

- Number of meals planned and number served.
- All planned menu items used to meet the required meal pattern, as well as condiments, and non-creditable desserts (meal components must be identified).
- Serving size of each food item.
- Total amount of food prepared for the students.
- Actual number of students adults and la carte served
- Leftover usage records, substitution lists and dates.

The district is not using standardized recipes, which is a requirement of the program. West Marin doesn't seem to be following any recipes. When asked to see recipes for the items on the menu that day, they could not be produced. A manila envelope containing recipes torn out from magazines or informally typed or handwritten was all that was available.

Standardized recipes follow a particular format. They should include specific points, such as title, cooking instructions, cooking time, cooking temperature, ingredients, portion size, and yield. HACCP safety precautions are also written directly into the recipe. The advantages to using this format are consistency, easy to read and that it controls the end product can be found on the CDE website at <http://www.cde.ca.gov/ls/nu/he/documents/recipe.doc>

Even products that are prepackaged and only require heating are required to have a recipe for each menu item and those recipes must be on hand at each site.

RECOMMENDATIONS:

- The department needs to change the format of their production records to meet the requirements
- Standardized recipes need to be written for all items served
- Neither of these recommendations are priorities at this time but they should be completed before the next state review

MEAL PRICES

Prices charged to students that do not qualify for free or reduced-price meals have been addressed by the USDA and state. The Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, requires that meals for non-needy students are not subsidized by federal reimbursements for meals of needy students. This became effective July 1, 2011.

Basically the requirements are that average meal prices in a district should be at least the amount equal to the difference between the higher federal subsidies for free meals and the lower subsidies for paid meals. The 2014-2015 federal reimbursement for free lunch is \$3.06 and \$.36 for paid lunches. The difference is \$2.70, which is the minimum the district should charge for paid lunches. The district's paid lunch prices are \$3.25, thus they are in compliance with current requirements. More information on meal price equity and a calculation tool can be found at: <http://www.fns.usda.gov/paid-lunch-equity-school-year-2015-16-calculations-and-tool>

This ruling doesn't apply to breakfast but for good financial management, the district should assure that prices cover costs. Breakfast reimbursements this year are \$2.15 for free students. Paid breakfast prices are \$1.50 plus a \$.28 reimbursement, so \$1.78 is the total revenue per meal for paid students. Many breakfast items, as discussed in the purchasing section, are very expensive and it's likely that reimbursements and paid meal prices are not covering food costs. If the breakfast program is continued, prices should be increased, probably by \$.75 to \$1.00. Adult breakfast prices are also too low for food costs at \$2.00 and should also be increased similar amounts. Keep in mind that this ruling only covers food costs. For financial management, labor costs need to be considered also.

RECOMMENDATIONS:

- Be sure to do the paid meal equity calculation annually per regulations
- If the breakfast program is continued, consider raising student and adult breakfast prices by \$.75- \$1.00
- Find less expensive breakfast items.

FOOD PRICES AND PURCHASING

Food costs in the district are extremely high. As mentioned in the budget section, food costs are currently projected to be 89% of revenue. Industry standards recommend that 40-45% of the budget be spent on food. Higher than ideal costs may be unavoidable in a small remote district, but current amounts are unsustainable to the district. Review of invoices indicates that the district is paying much higher than normal prices on many items. The district purchases foods from many vendors as well as government commodities, but they are not seeking bids or quotes from any companies – they are just paying whatever is charged.

Examples of current district prices compared to possible prices with bids or quotes follow.

Milk is purchased from Clover Dairy. The district has two different distributors – Meadowlark in Pt Reyes and Wild Oak Dairy for Tomales area. Prices in general are some of the highest in the state and each of these distributors are charging different prices for the same products. Prices are for the 8 oz cartons. From Wild Oak – 1% milk is \$.39; Non-fat white milk is \$.37 and non-fat chocolate is \$.36. The same products from Meadowlark are \$.43, \$.40, \$.40. Most districts pay less than \$.30 a unit; some are as low as \$.20. Prices are generally higher with smaller volumes and in more remote areas but Shoreline distributors aren't that far away – Petaluma & Cotati. The district needs to negotiate better pricing. And the pricing should be uniform for all the district schools. Producers Dairy also distributes in that area so it may be wise to do a bid from both dairies.

Yogurt prices are probably the most out-of-line. The district decided to switch to Greek yogurt this year and chose a very expensive brand – Chobani. They are paying between \$1.32 & \$1.55 for a 6 oz. container. Previously regular yogurt (not Greek) was being used and cost \$.47 each from Sysco. This is still higher than desirable, but a third of the Greek yogurt price. If the district had bid pricing from Sysco, they should receive lower prices on the regular yogurt, as well. Many dairy companies also supply yogurt so it should be added to dairy bids as well as the Sysco bid. Also, the district could save by purchasing 4 oz. yogurts instead of 6 oz., since that is enough to cover portion requirements.

There is no nutritional reason to use Greek yogurt and the district should discontinue the practice. The price variations on the yogurt were on different invoices within the same month. Even without a bid, this shouldn't happen and should be questioned if it does.

A Dannon yogurt parfait is also being used on the high school breakfast menu and the district is paying \$.78 a unit for it. This is one menu item that would be advisable to make from scratch with a bulk yogurt, commodity fruit and the granola they are already making from scratch.

Cold cereal prices are amazingly high. The district is offering a wide variety of whole grain and organic cereals – including some General Mills and Kashi products that are costing \$1.00 per unit. Their Cheerios is the least expensive at \$.50 a unit, but this at least \$.20 more than expected. Some districts pay \$.25 or less. While whole grain cereals are required but there is no need to use high end organic products to meet nutritional needs.

Breakfast reimbursement rates for free students are only \$2.15 /meal. The district is only charging \$1.50 to paid students, and receives just \$.28 in reimbursements (\$1.78 total). Considering the cost of milk, yogurt and cereals plus the fruit requirement, the revenue is not covering food cost, much less labor.

Other unusually high prices were for whole grain pasta - \$47/case vs \$26 that Sysco is charging elsewhere. Sysco brand canned carrots – district price \$51 vs \$28/case. These should be available in commodity. Whole grain elbow macaroni – district price \$47.50 vs \$26. On the same invoice as the macaroni, the district's price on whole grain rotini pasta was \$27 for the same size case.

Some district prices are within expected ranges, including grilled chicken breasts, chicken drumsticks, fresh baby carrots, pre-cooked scrambled eggs.

Produce prices are also higher than expected from the local produce company. Apples are about \$41/case vs \$30, and snap peas are \$32.00/case vs \$19.00. Interestingly the district paid \$41/case for apples from Sonoma Produce and just \$28.00 from Sysco.

The few examples above are clear evidence that pricing is not being closely watched and it would well worth the time to seek bids or try to piggyback off another school district's bids. The district cannot afford to not pay attention to food prices.

As was mentioned in other sections, the district has a goal to move towards all locally sourced organic foods in the meal program. These are normally much more expensive and with the financial crisis facing the district and the food services budget it is probably not possible. However since the district has these aspirations it would be worth bidding out products to see what happens. But the district should not pay higher prices for the organics in order to make these goals happen, they cannot afford it. The district needs to keep in mind that the current products are meeting government regulations and the nutritional needs of the students.

Another goal of the district is to reduce waste. In regards to the meal program there has been a push to reduce packaging and to switch to compostable trays and utensils. The food service manager has purchased some of these due to pressure from the wellness committee but they are very expensive. Regular plastic utensils are \$9/case vs. \$48/case for compostable ones. The paper trays are \$53/case each compared to \$99/case for compostables. The cost alone is prohibitive and there is no service available in the area to collect them so they are going in the garbage. The district should discontinue purchasing the compostable items.

RECOMMENDATIONS:

- Immediately start the process of bidding or seeking to piggyback off bids in larger districts in the area. Even before the bidding process the district should speak to current vendors to try and obtain better pricing. Seek as many vendors as available to compete in the bids.
- Since the district goals include the use of local organic produce, bids should be sought on these also but the district should not pay more for these products than for non-organics; keeping in mind that the budget goal is to reduce current costs regardless of the type of products.
- In the case of milk pricing, speak to Clover about district-wide prices so you aren't paying more at some schools than others. Try to negotiate better overall prices and check into other distributors such as Producers.
- Go back to using regular yogurt instead of Greek. Consider using a 4 oz. instead of 6 oz. Stop using the pre-made yogurt parfait and make it from scratch with bulk yogurt and commodity fruit.
- Make more cost conscious menu planning choices such as with the types of cereals you are offering.

- Do not purchase the compostable serving ware. It is too expensive and is being thrown in the regular trash due to the unavailability of a collection service.
- Pay attention to invoices and question vendors about discrepancies.

WELLNESS POLICY

Wellness policies have been required for school districts participating in the National School Lunch Program since 2006. This requirement was part of the federal Child Nutrition Reauthorization Act of 2004. Shoreline has a very well specific, individualized wellness policy, including a broad based reach to improve the wellness education and practices on campus and in food services. It incorporates all the required areas, including nutrition education, physical activity, food service, professional development. There is a real emphasis on organic, locally grown foods in the food service program as well as a reduction in packaging or use of products that can be recycled. While these goals for food services are admirable they may not be feasible to the extent desired due to prohibitive costs as described elsewhere in this report. But because this is such a passionate goal to the district, attempts should be made to incorporate local organic foods but only if affordable, which means considerably less than they are currently paying. Since the district has such interest in using locally grown foods they should seek community partners that are willing to assist in obtaining affordable prices (or to make donations).

The food service manager has indicated that there has been a great deal of pressure on her to change some of their menu items and serving ware based on wellness goals for more organic foods and less packaging waste, despite high costs. The district should set procedures for selecting new items in the meal program. The wellness committee should not be dictating the menu choices or paper products when they are not affordable. The food service manager should listen to requests from the committee but the final decision should be made in consultation with the business manager after prices have been compared.

There were comments by district administration that perhaps the food service manager should not be included in the wellness committee due to conflicts arising in meetings between food services and other committee members. This is not allowed – food service representation is required on the wellness committee. An atmosphere of mutual respect and teamwork should be maintained. District administration needs to give support to the manager when unaffordable products are suggested.

The district has a very active and committed wellness committee. Since it is probably not possible to meet all the district's goals for menu choices, the district should find other ways to reach students, and teach them good wellness habits. This includes classroom curriculum and student activities and outreach to families. Taste tests of fruits, vegetables and other wholesome foods should be done – either in the classroom or afterschool activities. Encourage community partners to be involved.

There are many ideas on the USDA and CDE websites regarding wellness activities to promote student awareness and education. There are also grants available through CDE which reimburse districts for serving extra fruits and vegetables to students. One such grant

is the California Fresh Fruit & Vegetable Program. This program is applied for through food services and reimbursements are claimed by them but the extra fruits and vegetables must be served outside the meal program, such as at recess or in the classrooms. Information about this can be found at the following website: <http://www.cde.ca.gov/ls/nu/sn/caffvp.asp>

The Healthy, Hunger-Free Kids Act of 2010 specified additional new requirements for wellness policies, including to:

- Designate one or more district or school officials to ensure that each school complies with the policy.
- Include goals for nutrition promotion.
- Expand the committee members to include physical education teachers and school health professionals.
- Inform and update the public about the content and implementation of the policy.

It is unknown to what extent the wellness policy is actually being implemented within the district. Documentation regarding implementation and annual reporting of the wellness policy was requested but not received.

RECOMMENDATIONS:

- The menus should incorporate locally sourced or organic foods only if they are truly affordable. The food service department should not increase costs to make this happen. District administration needs to support these efforts and support the food service manager in these decisions.
- The district should move their emphasis on wellness to student education, both in the classroom and other ways to have the students experience locally grown foods, such as the garden projects, field trips to local farms, taste tests and perhaps a grant to provide extra produce to students.
- Seek community assistance in the procurement of affordable local foods.
- The district needs to keep records of wellness policy implementation and report annually to the board as is required by regulations.

MISCELLANEOUS

A LA CARTE PRICES

In June 2011, the USDA published an Interim Rule pertaining to Revenue from Non-program Foods to ensure that revenues from the sales of non-program foods generate at least the same proportion of SFA revenues as they contribute to SFA food costs. A memo on this topic can be found at <http://www.cde.ca.gov/ls/nu/sn/mbusdasnp362012>

The term 'non-program food' means food that is sold in a participating school other than a reimbursable meal provided under the school meal program and purchased using funds from the nonprofit school food service account of the school food authority of the school. The term 'non-program food' includes food that is sold in competition with the program.

To implement this requirement, SFAs must identify and track the following for an entire school year:

1. Total food costs and proportion of non-program food costs to total food costs
2. Total food revenues and proportion of non-program food revenues to ensure that the non-program revenues meet or exceed non-program food costs

This can be a very time consuming and complicated process but is something that is required and may be requested at the time of the CDE administrative review. At a minimum, the district needs to make sure that the pricing of their foods sold a la carte are covering the costs of the food. In reviewing the price list of snacks being sold in the district, many prices are too low – some are less than the districts cost or only slightly higher. For example: Pop Tarts cost \$.41 and are being sold for \$.25; Granola bars cost \$.30, sell for \$.25; Cheese Its cost \$.22, sell for \$.25. Milk is being sold for \$.50 and costs \$.36-\$.43. It should be raised to \$.75.

RECOMMENDATIONS:

- Review the non-program foods requirements and keep track of costs vs revenue to have available for the administrative review.
- Increase prices to be in line with regulations and make sure the district is not losing money on them

COMPETITIVE FOODS

The Healthy, Hunger-Free Kids Act specifies that nutrition standards apply to all foods sold outside the school meal programs, on the school campus, and at any time during the school day. These changes are intended to improve the health and well-being of the nation's children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. The standards for food and beverages are minimum standards that local educational agencies, school food authorities and schools are required to meet.

Competitive foods and beverages are those that are sold at school sites outside of and in competition with the federally reimbursable meal programs. Examples of competitive foods and beverages include those sold during the school day in vending machines (not including reimbursable meals) and in student stores, à la carte items sold by the food service department, and items sold at fundraisers. More detailed information can be found at: <http://www.cde.ca.gov/ls/nu/he/compfoods.asp>.

The snacks sold by food services at Shoreline appear to follow nutritional requirements and the district did not indicate that they had a problem with competitive foods from other groups. It is important however for the district to be aware of these regulations and assure that all entities are in compliance.

RECOMMENDATIONS:

- Review districts practices for food sales on campuses and make sure all laws are being met.
- Make sure that staff, parents and students are aware of these regulations.

STUDENT DEBT – PAID MEAL CHARGES

The food service manager expressed concern about unpaid meal charges in the district. There does not appear to be a policy for handling students who do not have money for lunch. The balance at the time of the food service review in January \$3,596.97. Some of these charges are minor, just a few dollars but some are between \$50-100 and two are close to \$400. She bills families at the end of the month but has been having problems collecting debt from some families. She also mentioned that some families use the system like a credit account – paying at the end of the month rather than pre-paying, which the district has a procedure for.

Unpaid meal charges are considered bad debt and are not allowed to be covered by federal funds – they must be covered by the general fund or other non-federal sources, such as PTA funds. Because the general fund is so heavily subsidizing the cafeteria fund it's unlikely that any program funds are being used for this purpose anyway. But the district needs to get a handle on any factors that are increasing their costs.

RECOMMENDATIONS:

Develop policies for paid meals and charged meals and inform parents of policies

- Set up a parent notification system for when a student's meal payment account is low and/or when the student has begun charging for their meals.
- Encourage the pre-payment of meals for full-price and reduced-price meals; consider offering pre-payment discounts.
- If the food service manager has problems getting families to comply or repay charges the business office should intervene.

HACCP – FOOD SAFETY

Proper food handling is essential for any food service operation to maintain fresh foods and avoid the possibility of foodborne illness. The food service operation must follow all local and state health regulations, and school districts participating in the federal meal program must follow a specific format in their food safety plan, the Hazard Analysis and Critical Control Point (HACCP). All food safety policies and procedures must be outlined in HACCP-based standard operating procedures. The HACCP has been required since 2005 and is a comprehensive food safety plan that includes a detailed and specific format and complex methods for assuring food safety.

The district does not have an HACCP plan specific to their operation, just a generic version which was sent to districts when the program began.

The food services manager is aware of the HACCP requirements and has a food safety certification, as do other staff members. It appears that staff understands appropriate food safety procedures since county health department reports indicate facilities and operations are meeting standards. But the department is still required to have a written HACCP plan that is outlined in a specific format and implemented in daily food handling procedures.

In accordance with USDA guidance issued in June 2005, a school food safety program must include documented standard operating procedures and a written plan at each school food preparation and service site for applying HACCP principles. The written plan must include methods for documenting menu items in the appropriate HACCP process category; documenting critical control points of food production; monitoring; establishing and documenting corrective actions; record keeping; and reviewing and revising the overall food safety program. Additional details can be found at <http://www.cde.ca.gov/ls/nu/sn/gis15.asp>. A copy of the USDA HACCP guidance manual can be found at <http://www.fns.usda.gov/fns/safety/pdf/HACCPGuidance.pdf>.

The National Food Service Management Institute has developed HACCP-based standard operating procedures in conjunction with the USDA and the Food and Drug Administration. Templates are available at <http://www.nfsmi.org/ResourceOverview.aspx?ID=75>. Use of these templates can help simplify the development of policies and procedures; however, the district will need to individualize them to fit its food service program.

RECOMMENDATIONS:

- The department should create a HACCP plan specific to their operation based on the USDA guidelines. This is important and should be completed before the next CDE administrative review. However since the department has good food safety practices, this is not a priority considering the many critical issues facing them.

FACILITIES

All of the district food service facilities are old and have inadequate storage facilities. The Tomales High School kitchen is fairly large with decent sized work spaces but storage is severely lacking, and is scattered in many different areas in the building. The department has discussed remodeling and adding a dishwasher so they can switch to reusable trays. However that would take more labor and the program cannot afford that.

Tomales Elementary School receives food from the high school and serves behind a counter in a multi-purpose room. They have small refrigerators and minimal storage areas. The space seems appropriate for the number of meals being served and staff says it is a vast improvement from the closet they used to serve out of.

West Marin has a very small kitchen for a full cooking facility. They have a range and oven, dishwasher, a small work counter and a counter and window where they serve the meals to students. A tiny (closet-sized) storeroom with a small freezer is in the kitchen; a larger storeroom and two double door freezers are located in the adjoining multiple purpose room. Additional cold storage (refrigerators) and a small cabinet are located in the staff lounge area. Clearly this facility is cramped and challenging to use.

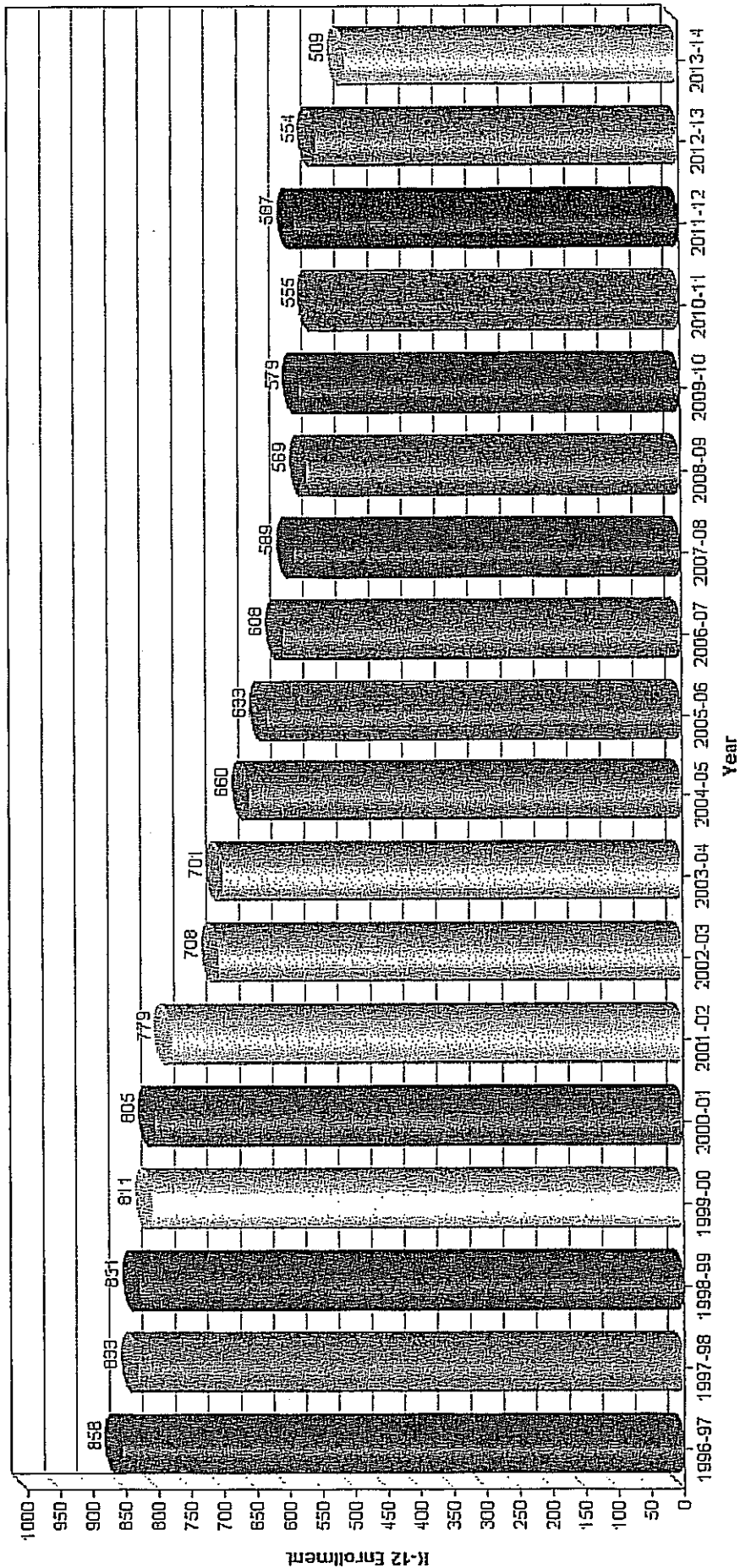
The district has discussed trying to find grant funds to upgrade their facilities and there definitely is a need. However with the severe deficit situation and the likelihood of streamlining the program and reducing staff, this is probably not the time to expand or remodel facilities.

RECOMMENDATIONS:

- Despite the obvious need to improve facilities, the district should put these plans on hold until the budget situation can be improved and the program is streamlined.
- If funds become available for this purpose, better storage space for dry goods as well as refrigerated and frozen foods should be the priority.

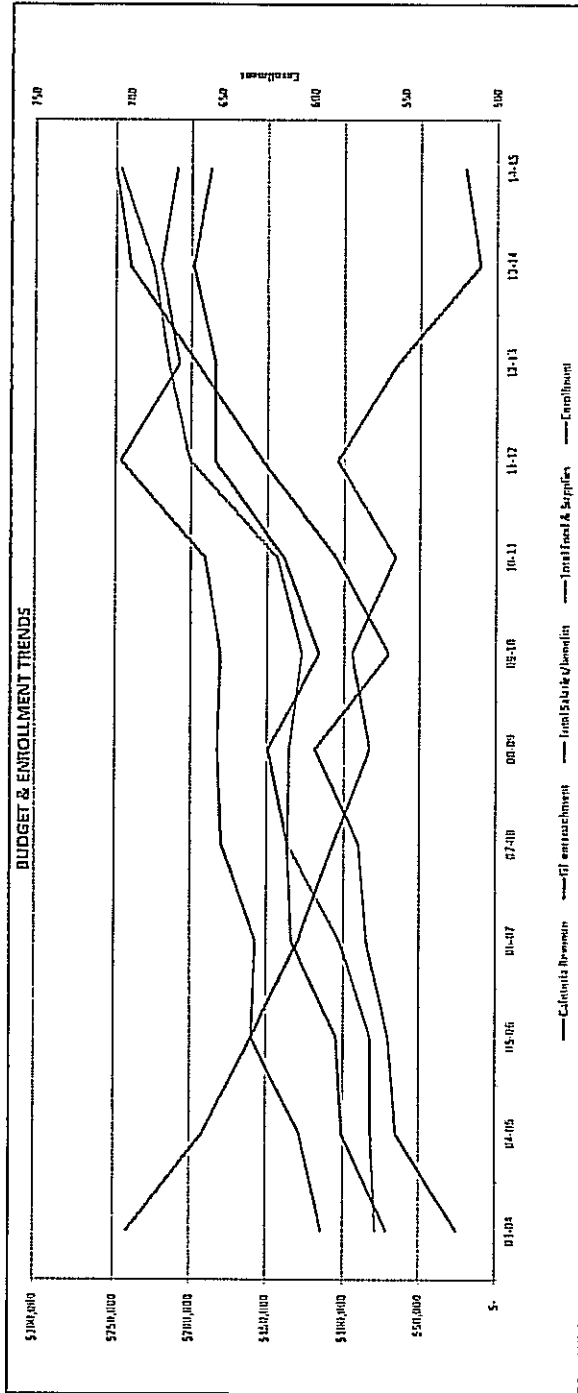


California Department of Education
Data Reporting Office
Shoreline Unified School District



ChartDirector (unregistered) from www.advsofteng.com

SHORELINE CAFETERIA BUDGET TRENDS
2003-2004 to 2014-2015



Dates	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15
Cafeteria Revenue	\$ 113,014	\$ 120,532	\$ 159,682	\$ 137,424	\$ 170,708	\$ 192,581	\$ 180,412	\$ 190,031	\$ 240,374	\$ 297,816	\$ 297,816	\$ 297,816
GF entrenchment	\$ 25,000	\$ 69,000	\$ 70,000	\$ 65,000	\$ 60,000	\$ 110,702	\$ 70,000	\$ 105,000	\$ 198,000	\$ 198,000	\$ 240,000	\$ 240,000
Total Salaries & Benefits	\$ 70,230	\$ 81,035	\$ 81,937	\$ 102,710	\$ 130,512	\$ 135,781	\$ 127,587	\$ 142,240	\$ 200,631	\$ 214,054	\$ 224,065	\$ 240,000
Total Food & Supplies	\$ 70,001	\$ 105,720	\$ 101,210	\$ 134,215	\$ 136,052	\$ 149,401	\$ 110,159	\$ 130,110	\$ 161,574	\$ 183,000	\$ 180,038	\$ 187,500
Enrollment	781	660	633	600	500	508	578	555	507	551	500	517

Expense/Revenue since Breakfast Program Began		
	10-11 to 12-12	10-11 to 14-15
Revenue Increase	\$ 55,440	\$ 18,506
Salaries/Benefits Increase	\$ 57,202	\$ 63,293
Food Cost Increase	\$ 45,414	\$ 49,300
Food & Labor Increase	\$ 102,768	\$ 151,023
Revenue - Expenses	\$ 147,358	\$ 133,057
GF entrenchment increase	\$ 40,000	\$ 148,000

SHORELINE CAFETERIA BUDGET TRENDS

2003-2004 to 2014-2015

BUDGET LINE ITEM	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	+/- Trend over time Since '03-04	Since '10-'11
Cafeteria Revenue	113,614	128,532	159,692	157,424	179,708	182,594	180,442	190,934	246,374	207,516	219,736	209,500	84%	10%
Annual Revenue Increase/decrease		12%	20%	-1%	12%	2%	-1%	5%	23%	-1%	6%	-5%		
GF contribution (encroachment)	25,000	65,000	70,000	85,000	90,000	118,702	70,000	105,000	153,000	196,000	240,000	250,000	900%	138%
Annual Contribution Increase/decrease		62%	7%	18%	6%	24%	-70%	33%	31%	22%	18%	4%		
Total Revenue w/ contribution	138,614	193,532	229,692	242,424	269,708	301,296	250,442	295,934	399,374	403,516	459,736	459,500		
GF Contrib % of Total revenue	18%	34%	30%	35%	33%	39%	28%	35%	38%	49%	52%	54%		
Salaries 2xxx	57,686	58,916	57,189	72,149	95,130	89,502	83,983	91,768	125,562	138,466	145,191	155,742		
Benefits 3xxx	20,552	22,709	24,648	30,569	41,382	46,279	43,604	51,681	75,269	76,388	79,794	90,940		
Total Salaries/benefits	78,238	81,625	81,837	102,718	136,512	135,781	127,587	143,449	200,831	214,854	224,985	246,682	215%	72%
Sal/bene expense % actual revenue	69%	64%	51%	65%	76%	74%	71%	75%	82%	104%	102%	118%		
Food	62,160	91,313	101,649	119,179	131,541	142,478	113,195	113,977	148,375	171,147	187,076	180,000		
Materials	5,107	5,159	2,597	7,322	4,151	5,697	2,964	4,666	5,004	8,651	6,396	7,500		
Non- Cap Equip	3,724	4,254	0	7,714	970	1,226	0	20,467	31,145	4,168	5,166	0		
Total Food & Supplies	70,991	100,726	104,246	134,215	136,662	149,401	116,159	139,110	184,524	183,966	198,638	187,500	164%	35%
Food/Supp % actual revenue	62%	78%	65%	85%	76%	82%	64%	73%	75%	89%	90%	89%		
Other expenses 5xxx	5,421	4,810	32,450	5,299	5,339	6,984	5,963	8,709	6,688	13,073	14,682	11,200		
Total Expenses (1000-6999)	154,650	187,161	218,533	242,232	278,513	292,166	249,709	291,268	392,043	411,893	438,305	447,182	189%	54%
Excess Rev/expenses	-41,036	-58,629	-58,841	-84,808	-98,805	-109,572	-69,267	-100,334	-145,669	-204,377	-218,569	-237,682		
Rev/expenses (w/ GF contribution)	-16,036	6,371	11,159	192	-8,805	9,130	733	4,666	7,331	-8,377	21,431	12,318		
Enrollment History	701	660	633	608	589	569	579	555	587	554	509	517	-184	-62
Increase/Decrease In Enrollment		-41	-27	-25	-19	-20	10	-24	32	-33	-45	8		
(from Data Quest & CBEDs)														

Menu Planning for Breakfast

Amount of Food Per Week (Minimum Per Day)

Meal Pattern	Grades K-12	Grades K-5	Grades K-8	Grades 6-8	Grades 6-12	Grades 9-12
Fruits (cups) ^{b, 2013-14}	2 1/2 (1/2)	2 1/2 (1/2)	2 1/2 (1/2)	2 1/2 (1/2)	2 1/2 (1/2)	2 1/2 (1/2)
Fruits (cups) ^{b, c, 2014-15}	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Vegetables (cups) ^{b, c}	0	0	0	0	0	0
Grain Minimums (oz eq) ^d	9-10 (1)*	7-10 (1)*	8-10 (1)*	8-10 (1)*	9-10 (1)*	9-10 (1)*
Meat/Meat Alternate Minimums (oz eq) ^e	0	0	0	0	0	0
Fluid Milk (Cups) ^f	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)

Other Specifications: Daily Amount Based on the Average for a 5-Day Week

Meal Pattern	Grades K-12	Grades K-5	Grades K-8	Grades 6-8	Grades 6-12	Grades 9-12
Min-max calories (kcal) ^{g, h}	450-500	350-500	400-500	400-550	450-550	450-600
Saturated fat (% of calories) ^h	<10% of calories	<10% of calories	<10% of calories	<10% of calories	<10% of calories	<10% of calories
Sodium Target 1 (mg) ^{h, i, 2014-15 SY}	≤ 540 mg	≤ 540 mg	≤ 540 mg	≤ 600 mg	≤ 600 mg	≤ 640 mg
Reference Only Sodium Target 2 (mg) ^{h, i, 2017-18 SY}	≤ 485 mg	≤ 485 mg	≤ 485 mg	≤ 535 mg	≤ 535 mg	≤ 570 mg

Trans fat^l-Nutrition label or manufacturer specifications must indicate zero grams of trans fat (< 0.5 grams) per serving

*U.S. Department of Agriculture has lifted the weekly maximums for grains. The daily and weekly minimums for grains and the weekly calorie ranges still apply. The maximums are used as a guide for menu planning purposes only.

^a Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.

^b One quarter-cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. All juice must be 100% full-strength. Frozen 100% juice without added sugar can be used.

^c Vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or "Other vegetables" subgroups, as defined in 210.10(c)(2)(iii).

^d All grains must be whole grain-rich. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met. Meat/meat alternates may be offered as extra food items that do not count toward the grain component or as food items for OVS. These extra food items need to be included in the weekly calories, sodium, and saturated fat.

^e There is no meat/meat alternate requirement.

^f All fluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).

^g The average daily calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

^h Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

ⁱ Final sodium targets must be met no later than July 1, 2022 (SY 2022-23). The first intermediate target must be met no later than SY 2014-2015 and the second intermediate target must be met no later than SY 2017-18. See required intermediate specifications in § 220.8(f)(3).

Note: For offer versus serve, every student must take either 1/2 cup fruit (or substituted vegetable) or a combination of both to

Menu Planning for Lunch

Amount of Food per Week (Minimum per Day)

Meal Pattern	Grades K-5	Grades K-8	Grades 6-8	Grades 9-12
Fruits (cups) ^a	2½ (½)	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^a	3¾ (¾)	3¾ (¾)	3¾ (¾)	5 (1)
Dark Green ^c	½	½	½	½
Red/Orange ^c	¾	¾	¾	1¼
Beans and Peas (legumes) ^c	½	½	½	½
Starchy ^c	½	½	½	½
Other ^{c,d}	½	½	½	¾
Additional Veg to Reach Total ^e	1 ^e	1 ^e	1 ^e	1½ ^e
Grain Minimums (oz eq) ^f	8-9 (1)*	8-9 (1)*	8-10 (1)*	10-12 (2)*
Meats/Meat Alternate Minimums (oz eq)	8-10 (1)*	9-10 (1)*	9-10 (1)*	10-12 (2)*
Fluid Milk (Cups) ^g	5 (1)	5 (1)	5 (1)	5 (1)

Other Specifications: Daily Amount Based on the Average for a 5-Day Week

Meal Pattern	Grades K-5	Grades K-8	Grades 6-8	Grades 9-12
Min-max calories (kcal) ^h	550-650	600-650	600-700	750-850
Saturated fat (% of calories) ^h	< 10	< 10	< 10	< 10
Sodium Target 1 (mg) ^{h,i, 2014-15 SY}	≤ 1,230	≤ 1,230	≤ 1,360	≤ 1,420
Reference Only Sodium Target 2 (mg) ^{h,i, 2017-18 SY}	≤ 935	≤ 935	≤ 1,035	≤ 1,080

Trans Fat^h: Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.

*U.S. Department of Agriculture has lifted the weekly maximums for grain and meat/meat alternates. The daily and weekly minimums for grains and meat/meat alternates still apply. The maximum are used as a guide for menu planning purposes only.

- Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is ¼ cup.
- One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
- Larger amounts of these vegetables may be served.
- This category consists of "Other vegetables" as defined in §210.10(c)(2)(iii)(E). For the purposes of the National School Lunch Program, the "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).
- Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.
- All grains must be whole grain-rich.
- All fluid milk must be low-fat (1 percent or less, unflavored) or fat-free (unflavored or flavored).
- Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent are not allowed.
- Final sodium targets must be met no later than July 1, 2022 (2022-23 SY). The first intermediate target must be met no later than SY 2014-15 and the second intermediate target must be met no later than 2017-18 SY. See required intermediate specifications in § 210.10(f)(3).

Note: For offer versus serve, every student must take 1/2 cup fruit and/or vegetable or combination of both to count as a reimbursable meal.

Level I Developer Fee Study
for
Shoreline Unified
School District

March 18, 2015

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EXECUTIVE SUMMARY

- Education Code Section 17620 authorizes school districts to levy a fee, charge, dedication or other form of requirement against any development project for the construction or modernization of school facilities provided the District can show justification for levying of fees.
- In January 2014, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.36 per square foot for residential construction and \$0.54 per square foot for commercial/industrial construction.
- The Shoreline Unified School District is justified in collecting \$3.36 per square foot for residential construction and \$0.54 per square foot of commercial/industrial construction with the exception of mini storage. The mini storage category of construction should be collected at a rate of \$0.08 per square foot.
- In general, it is fiscally more prudent to extend the useful life of an existing facility than to construct new facilities when possible. The cost to modernize facilities is approximately 41.1 percent of the cost to construct new facilities.
- The residential justification is based on the Shoreline Unified School District's projected modernization need of \$627,144 for students generated from residential development over the next 20 years and the projected residential square footage of 185,600.
- Based on the modernization need for students generated from projected residential development and the projected residential square footage, each square foot of residential construction will create a school facilities cost of at least \$3.38 ($\$627,144/185,600$).
- The commercial/industrial justification is based on the Shoreline Unified School District's projected modernization need of \$44,796 for students

generated from commercial/industrial development over the next 20 years and the projected commercial/industrial square footage of 9,280.

- Based on the modernization need for students generated from projected commercial/industrial development and the projected commercial/industrial square footage, each square foot of commercial/industrial construction will create a school facilities cost of at least \$4.83 ($\$44,796 / 9,280$) with the exception of mini storage. The mini storage category of construction will create a school facilities cost of \$0.08 per square foot.

INTRODUCTION

In September, 1986, the Governor signed into law Assembly Bill 2926 (Chapter 887/Statutes 1986) which granted school district governing boards the authority to impose developer fees. This authority is codified in Education Code Section 17620 which states in part "...the governing board of any school district is authorized to levy a fee, charge, dedication or other form of requirement against any development project for the construction or modernization of school facilities."

The Level I fee that can be levied is adjusted every two years according to the inflation rate, as listed by the state-wide index for Class B construction set by the State Allocation Board. In January of 1992, the State Allocation Board increased the Level 1 fee to \$1.65 per square foot for residential construction and \$0.27 per square foot for commercial and industrial construction.

Senate Bill 1287 (Chapter 1354/Statutes of 1992) effective January 1, 1993, affected the facility mitigation requirements a school district could impose on developers. Senate Bill 1287 allowed school districts to levy an additional \$1.00 per square foot of residential construction (Government Code Section 65995.3). The authority to levy the additional \$1.00 was rescinded by the failure of Proposition 170 on the November 1993 ballot.

In January 1994, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.72 per square foot for residential construction and \$0.28 per square foot for commercial/industrial construction.

In January 1996, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.84 per square foot for residential construction and \$0.30 per square foot for commercial/industrial construction.

In January 1998, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.93 per square foot for residential construction and \$0.31 per square foot for commercial/industrial construction.

In January 2000, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.05 per square foot for residential construction and \$0.33 per square foot for commercial/industrial construction.

In January 2002, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.14 per square foot for residential construction and \$0.34 per square foot for commercial/industrial construction.

In January 2004, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.24 per square foot for residential construction and \$0.36 per square foot for commercial/industrial construction.

In January 2006, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.63 per square foot for residential construction and \$0.42 per square foot for commercial/industrial construction.

In January 2008, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.97 per square foot for residential construction and \$0.47 per square foot for commercial/industrial construction.

In January 2010, the State Allocation Board's biennial inflation adjustment maintained the fee at \$2.97 per square foot for residential construction and \$0.47 per square foot for commercial/industrial construction.

In January 2012, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.20 per square foot for residential construction and \$0.51 per square foot for commercial/industrial construction.

In January 2014, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.36 per square foot for residential construction and \$0.54 per square foot for commercial/industrial construction.

The next adjustment to the fee will occur at the January 2016 State Allocation Board meeting.

In order to levy a fee, a district must make a finding that the fee to be paid bears a reasonable relationship and be limited to the needs of the community for elementary or high school facilities and be reasonably related to the need for schools caused by the development. Fees are different from taxes and do not require a vote of the electorate. Fees may be used only for specific purposes and there must be a reasonable relationship between the levying of fees and the impact created by development.

In accordance with the recent decision in the *Cresta Bella LP v. Poway Unified School District* (2013 WL 3942961) court Case, school districts are now required to demonstrate that reconstruction projects will generate an increase in the student population thereby creating an impact on the school district's facilities. School districts must establish a reasonable relationship between an increase in student facilities needs and the reconstruction project in order to levy developer fees.

Purpose of Study

This study will demonstrate the relationship between residential, commercial and industrial growth and the need for the modernization of school facilities in the Shoreline Unified School District.

SECTION I: DEVELOPER FEE JUSTIFICATION

Developer fee law requires that before fees can be levied a district must find that justification exists for the fee. Government Code Section 66001 (g) states that a fee shall not include the costs attributable to existing deficiencies in public facilities, but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with a general plan. This section of the study will show that justification does exist for levying developer fees in the Shoreline Unified School District.

Modernization and Reconstruction

Extending the useful life of a school is a cost effective and prudent way to house students generated from future development. The state of California recognizes the need to extend the life of existing schools and provides modernization funding through the State School Facility Program. For the purpose of this report, modernization and reconstruction are used interchangeably since many of the improvements are common to both programs, i.e. roofing, plumbing, heating, cooling, dry rot repair, infrastructure improvement, etc. Developer fees may not be used for regular maintenance, routine repair of school buildings and facilities or deferred maintenance. The authorization to justify modernization and modernization of school facilities and extend the useful life of existing schools is contained in Education Code Section 17620 and Government Code Section 66001 (g).

Modernization Need

As new students are generated by new development, the need to increase the useful life of school facilities will be necessary. In order to calculate the District's estimated modernization need generated by students from new development, it is necessary to determine the following factors: the number of units included in proposed developments, the District student yield factor, and the per pupil cost to modernize facilities.

Proposed Development

Based on data provided by MetroScan, a real estate data base, an average of four residential units were constructed per year for the previous five years within District boundaries. Based on this historical data, it is estimated that 80 units (4 x 20) may be constructed in the next 20 years. The School Facility Program allows districts to apply for modernization funding for classrooms over 20 years old, meaning that school facilities are presumed to be eligible for, and therefore need, modernization after that time period. It is therefore generally presumed that school facilities have a useful life span of 20 years before modernization is needed in order to maintain the same level of service as previously existed. The same would be true for modernization of buildings 20 years after their initial modernization. Therefore, the District's modernization needs are considered over a 20 year period, and a 20 year projection has been included in the Study when considering the homes that will generate students for the facilities in question.

Student Yield

To identify the number of students anticipated to be generated by new residential development, a student yield factor of 0.7 has been utilized for the Shoreline Unified School District. The yield factor is based on State wide student yield averages calculated by the Office of Public School Construction.

Construction Cost

The construction cost per K-12 pupil is \$27,249 (Appendix A). Table 1 shows the weighted average to construct facilities per K-12 pupil.

Table 1:
Construction Costs

Grade Level	Construction Costs
K-6	\$24,227
7-8	\$27,802
9-12	<u>\$32,262</u>
Weighted Average =	\$27,249

Source: California Department of Education, Jack Schreder & Associates.

Modernization Cost

The cost to modernize facilities is 41.1 percent of new construction costs. The percentage is based on the comparison of the State per pupil modernization grant (including 3% for Americans with Disabilities and Fire, Life Safety improvements) and the State per pupil new construction grant. For example, the State provides \$9,921 per K-6 pupil to construct new facilities and \$3,778 to modernize facilities, which is 38.1 percent ($\$3,778 / \$9,921$) of the new construction grant amount. In addition, the State provides a minimum of three percent for ADA/FLS improvements which are required by the Department of State Architect's (DSA) office. Based on the per pupil grant amounts and the ADA/FLS costs, the estimated cost to modernize facilities is 41.1 percent of the cost to construct facilities. The School Facility Program per pupil grant amounts are included in Appendix B.

The construction cost per K-12 pupil is \$27,249 and is outlined in Table 1 and included in Appendix A. Therefore, the per pupil cost to modernize facilities per K-12 pupil is \$11,199 ($\$27,249 \times .411$).

20 Year Modernization Need

The District's estimated modernization need generated by students generated from new residential development is \$627,144. The calculation is included in Table 2.

Table 2:
20 Year Modernization Need

Proposed Development	80
Student Yield	<u>x .7</u>
Students Generated	56
Per Pupil Modernization Cost	\$11,199
Students Generated	<u>x 56</u>
Modernization Need	\$627,144

Source: Shoreline Unified School District, Office of Public School Construction, and Jack Schreder & Associates.

Residential Development and Fee Projections

To show a reasonable relationship exists between the construction of new housing units and the need for modernized school facilities, it will be shown that residential construction will create a school facility cost impact on the Shoreline Unified School District by students generated from new development.

According to MetroScan, a real estate data base, residential units average 2,320 square feet per unit. Based on the potential of 80 units with an average square footage of 2,320, approximately 80 housing units totaling 185,600 square feet (80 x 2,320) may be constructed in the District over the next 20 years. The amount of residential fees to be collected can be estimated based on the housing unit projections.

Based on the District's modernization need of \$627,144 generated by students from residential construction and the total projected residential square footage of 185,600 residential construction will create a facilities cost of \$3.38 per square foot. The calculation is included in Table 3. However, the statutory Level I fee for residential construction is \$3.36 per square foot. Therefore, the District is justified to collect \$3.36 per square foot of residential construction.

Table 3:
Facilities Cost per SF from Proposed Residential Construction

Modernization Need	Total Square Footage	Facilities Cost
\$627,144	/185,600	\$3.38

Source: Shoreline Unified School District, Jack Schreder & Associates, Office of Public School Construction.

Commercial/Industrial Development and Fee Projections

In order to levy developer fees on commercial and industrial development, Assembly Bill 181 provides that a district "... must determine the impact of the increased number of employees anticipated to result from commercial and industrial development upon the cost of providing school facilities within the district. For the purposes of making this determination, the [developer fee justification] study shall utilize employee generation estimates that are based on commercial and industrial factors within the district, as calculated on either an individual project or categorical basis". The passage of Assembly Bill AB 530 (Chapter 63/Statutes 1990) modified the requirements of AB 181 by allowing the use of a set of state-wide employee generation factors. Assembly Bill 530 allows the use of the employee generation factors identified in the San Diego Association of Governments report entitled, San Diego Traffic Generators. This study, which was completed in January of 1990, identifies the number of employees generated for every 1,000 square feet of floor area for several development categories. These generation factors are shown in Table 4.

Table 4 indicates the number of employees generated for every 1,000 square feet of development and the number of district households generated for every employee in 11 categories of commercial and industrial development. The number of district households is calculated by adjusting the number of employees for the percentage of employees that live in the district and are heads of households.

Table 4:
Commercial and Industrial Generation Factors

<u>Type of Development</u>	<u>Employees Per 1,000 Sq. Ft.*</u>	<u>District Households Per Employee**</u>
Medical Offices	4.27	.2
Corporate Offices	2.68	.2
Commercial Offices	4.78	.2
Lodging	1.55	.3
Scientific R&D	3.04	.2
Industrial Parks	1.68	.2
Industrial/Business Parks	2.21	.2
Neighborhood Shopping Centers	3.62	.3
Community Shopping Centers	1.09	.3
Banks	2.82	.3
Agriculture	.31	.51
Average	2.55	.27

* Source: San Diego Association of Governments.

** Source: Jack Schreder and Associates.

Based on data available for the purpose of determining the impact of mini-storage construction on the Shoreline Unified School District, it has been determined that mini storage construction has significantly less impact than other commercial/industrial construction. Mini storage construction generates .06 employees per 1,000 square feet of school construction. This information was provided by the San Diego Association of Governments, Traffic Generators, January 1990, and is cited for use in Education Code Section 17621(e)(1)(B).

The generation of .06 employees per 1,000 square feet and the utilization of the student generation rate per household, yields an impact of \$0.08 per square foot of mini-storage construction. It is recommended that the Shoreline Unified School District levy a fee for mini-storage not to exceed \$0.08 per square foot.

Historical data shows that commercial/industrial square footage represents approximately five percent of residential square footage. District residential projections indicate that 185,600 (Table 3) square feet of residential space may be constructed in the next 20 years. The five percent ratio represents 9,280 square feet of commercial and industrial development. Table 5 illustrates this calculation.

Table 5: <u>Projected Commercial/Industrial Fee Square Footage</u>						
<u>Ratio</u>		<u>Residential SF</u>				<u>Commercial SF</u>
.05	x	185,600 sf	=			9,280 sf

Source: Shoreline Unified School District, Jack Schreder & Associates, original research.

According to the average employee generation factors in Table 4, commercial and industrial development will yield 24 new employees and six new district households over the next 20 years. Table 6 illustrates this calculation.

Table 6: <u>Projected Employees/District Households</u> <u>from</u> <u>Commercial/Industrial Development</u>						
<u>Commercial/ Industrial SF</u>		<u>Average Employees Per 1,000 SF</u>		<u>New Employees</u>		<u>New Households</u>
9,280/1,000	x	2.55	=	24	x	.27 =
Number of Households = 6						

Source : San Diego Association of Governments, Shoreline Unified School District, Jack Schreder & Associates.

The addition of six new households created by commercial and industrial development will impact Shoreline Unified School District with an estimated four (6 x .7) additional students. Based on the per pupil K-12 modernization cost of \$11,199, the

estimated cost to house two students generated from commercial/industrial construction is \$44,796 (\$11,199 x 4).

Based on the District’s modernization need of \$44,796, generated by students from commercial/industrial construction and the total projected square footage of 9,280, commercial/industrial construction will create a facilities cost of \$4.83 per square foot with the exception of mini storage. However, the statutory Level I fee for commercial/industrial construction is \$0.54 per square foot. Therefore, the District is justified to collect \$0.54 per square foot of commercial/industrial construction with the exception of mini storage. The mini storage category should be collected at a rate of \$0.08 per square foot. The commercial/industrial calculation is included in Table 7.

Table 7:
Facilities Cost per SF from Proposed Commercial/Industrial Construction

Modernization Need	Total Square Footage	Level I Fee
\$44,796 /	9,280 =	\$4.83

Source: Shoreline Unified School District, Jack Schreder & Associates, Office of Public School Construction.

Summary

Based on the District’s modernization need of \$627,144 generated by students from residential construction and the total projected residential square footage of 185,600, residential construction will create a facilities cost of \$3.38 per square foot. However, the statutory Level I fee for residential construction is \$3.36 per square foot. Therefore, the District is justified to collect \$3.36 per square foot of residential construction.

Based on the District’s modernization need of \$44,796 generated by students from commercial/industrial construction and the total projected square footage of 9,280, commercial/industrial construction will create a facilities cost of \$4.83 per square foot with the exception of mini storage. However, the statutory Level I fee for

commercial/industrial construction is \$0.54 per square foot. Therefore, the District is justified to collect \$0.54 per square foot of commercial/industrial construction with the exception of mini storage. The mini storage category should be collected at a rate of \$0.08 per square foot.

SECTION II: BACKGROUND OF DEVELOPER FEE LEGISLATION

Initially, the allowable developer fee was limited by Government Code Section 65995 to \$1.50 per square foot of covered or enclosed space for residential development and \$.25 per square foot of covered or enclosed space of commercial or industrial development. The Level 1 fee that can be levied is adjusted every two years, according to the inflation rate as listed by the state-wide index for Class B construction set by the State Allocation Board. In January of 2014, the State Allocation Board changed the Level I fee to \$3.36 per square foot of residential construction and \$0.54 per square foot of commercial and industrial construction.

The fees collected are to be used by the school district for the construction or modernization of school facilities and may be used by the district to pay bonds, notes, loans, leases or other installment agreements for temporary as well as permanent facilities.

Assembly Bill 3228 (Chapter 1602/Statutes of 1990) added Government Code Section 66016 requiring districts adopting or increasing any fee to first hold a public hearing as part of a regularly scheduled meeting and publish notice of this meeting twice, with the first notice published at least ten days prior to the meeting.

Assembly Bill 3980 (Chapter 418/Statutes of 1988) added Government Code Section 66006 to require segregation of school facilities fees into a separate capital facilities account or fund and specifies that those fees and the interest earned on those fees can only be expended for the purposes for which they were collected.

Senate Bill 519 (Chapter 1346/Statutes of 1987) added Section 17625 to the Education Code. It provides that a school district can charge a fee on manufactured or mobile homes only in compliance with all of the following:

1. The fee, charge, dedication, or other form of requirement is applied to the initial location, installation, or occupancy of the manufactured home or mobile home within the school district.

2. The manufactured home or mobile home is to be located, installed, or occupied on a space or site on which no other manufactured home or mobile home was previously located, installed, or occupied.
3. The manufactured home or mobile home is to be located, installed, or occupied on a space in a mobile home park, on which the construction of the pad or foundation system commenced after September 1, 1986.

Senate Bill 1151 (Chapter 1037/Statutes of 1987) concerns agricultural buildings and adds Section 17622 to the Education Code. It provides that no school fee may be imposed and collected on a greenhouse or other space covered or enclosed for agricultural purposes unless the school district has made findings supported by substantial evidence as follows:

1. The amount of the fees bears a reasonable relationship and is limited to the needs for school facilities created by the greenhouse or other space covered or enclosed for agricultural purposes.
2. The amount of the fee does not exceed the estimated reasonable costs of the school facilities necessitated by the structures as to which the fees are to be collected.
3. In determining the amount of the fees, the school district shall consider the relationship between the proposed increase in the number of employees, if any, the size and specific use of the structure, as well as the cost of construction.

In order to levy developer fees, a study is required to assess the impact of new growth and the ability of the local school district to accommodate that growth. The need for new school construction and modernization must be determined along with the costs involved. The sources of revenue need to be evaluated to determine if the district can fund the new construction and modernization. Finally, a relationship between needs and funding raised by the fee must be quantified.

Assembly Bill 181 (Chapter 1109/Statutes of 1989) which became effective October 2, 1989, was enacted to clarify several areas of developer fee law. Assembly Bill 181 provisions include the following:

1. Exempts residential remodels of less than 500 square feet from fees.
2. Prohibits the use of developer fee revenue for routine maintenance and repair, most asbestos work, and deferred maintenance.
3. Allows the fees to be used to pay for the cost of performing developer fee justification studies.
4. States that fees are to be collected at the time of occupancy, unless the district can justify earlier collection. The fees can be collected at the time the building permit is issued if the district has established a developer fee account and funds have been appropriated for which the district has adopted a proposed construction schedule or plan prior to the issuance of the certificate of occupancy.
5. Clarifies that the establishment or increase of fees is not subject to the California Environmental Quality Act.
6. Clarifies that the impact of commercial and industrial development may be analyzed by categories of development as well as an individual project-by-project basis. An appeal process for individual projects would be required if analysis was done by categories.
7. Changes the frequency of the annual inflation adjustment on the Level I fee to every two years.
8. Exempts from fees - development used exclusively for religious purposes, private schools, and government-owned development.

9. Expands the definition of senior housing, which is limited to the commercial/industrial fee and requires the conversion from senior housing to be approved by the city/county after notification of the school district.

10. Extends the commercial/industrial fee to mobile home parks limited to older persons.

SECTION III: REQUIREMENTS OF AB 1600

Assembly Bill 1600 (Chapter 927/Statutes of 1987) adds Section 66000 through 66003 to the Government Code:

Section 66000 defines various terms used in AB 1600:

"Fee" is defined as monetary exaction (except a tax or a special assessment) which is charged by a local agency to the applicant in connection with the approval of a development project for the purpose of defraying all or a portion of the costs of public facilities related to the development project.

"Development project" is defined broadly to mean any project undertaken for purposes of development. This would include residential, commercial, or industrial projects.

"Public facilities" is defined to include public improvements, public services, and community amenities.

Section 66001 (a) sets forth the requirements for establishing, increasing or imposing fees. Local agencies are required to do the following:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put.
3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed.
4. Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed.

Section 66001 (c) requires that any fee subject to AB 1600 be deposited in an account established pursuant to Government Code Section 66006. Section 66006 requires that development fees be deposited in a capital facilities account or fund. To avoid any commingling of the fees with other revenues and funds of the local agency, the fees can only be expended for the purpose for which they were collected. Any income earned on the fees should be deposited in the account and expended only for the purposes for which the fee was collected.

Section 66001 (d) as amended by Senate Bill 1693 (Monteith/Statutes of 1996, Chapter 569), requires that for the fifth year following the first deposit into a developer fee fund, and for every five years thereafter, a school district must make certain findings as to such funds. These findings are required regardless of whether the funds are committed or uncommitted. Formerly only remaining unexpended or uncommitted fees were subject to the mandatory findings and potential refund process. Under this section as amended, relating to unexpended fee revenue, two specific findings must be made as a part of the public information required to be formulated and made available to the public. These findings are:

1. Identification of all sources and amounts of funding anticipated to provide adequate revenue to complete any incomplete improvements identified pursuant to the requirements of Section 66001 (a)(2).
2. A designation of the approximate date upon which the anticipated funding will be received by the school district to complete the identified but as yet, incomplete improvements.

If the two findings are not made, a school district must refund the developer fee revenue on account in the manner provided in Section 66001 (e).

Section 66001 (e) provides that the local agency shall refund to the current record owners of the development project or projects on a prorated basis the unexpended or uncommitted portion of the fees and any accrued interest for which the local agency is unable to make the findings required by Section 66001 (d) that it still needs the fees.

Section 66002 provides that any local agency which levies a development fee subject to Section 66001 may adopt a capital improvement plan which shall be updated annually and which shall indicate the approximate location, size, time of availability and estimates of cost for all facilities or improvements to be financed by the fees.

Assembly Bill 1600 and the Justification for Levying Developer Fees

Effective January 1, 1989, Assembly Bill 1600 requires that any school district which establishes, increases or imposes a fee as a condition of approval of development shall make specific findings as follows:

1. A cost nexus must be established. A cost nexus means that the amount of the fee cannot exceed the cost of providing adequate school facilities for students generated by development. Essentially, it prohibits a school district from charging a fee greater than their cost to construct or modernize facilities for use by students generated by development.
2. A benefit nexus must be established. A benefit nexus is established if the fee is used to construct or modernize school facilities benefiting students to be generated from development projects.
3. A burden nexus must be established. A burden nexus is established if a project, by the generation of students, creates a need for additional facilities or a need to modernize existing facilities.

SECTION IV: REVENUE SOURCES FOR FUNDING FACILITIES

Two general sources exist for funding facility construction and modernization - state sources and local sources. The District has considered the following available sources:

State Sources

State School Facility Program

Senate Bill 50 reformed the State School Building Lease-Purchase Program in August of 1998. The new program, entitled the School Facility Program, provides funding under a "grant" program once a school district establishes eligibility. Funding required from districts will be a 50/50 match for construction projects and 60/40 (District/State) match for modernization projects. Districts may levy the current statutory developer fee as long as a district can justify collecting that fee. If a district desires to collect more than the statutory fee (Level 2 or Level 3), that district must meet certain requirements outlined in the law, as well as conduct a needs assessment to enable a higher fee to be calculated.

Local Sources

Mello-Roos Community Facilities Act

The Mello-Roos Community Facilities Act of 1982 allows school districts to establish a community facilities district in order to impose a special tax to raise funds to finance the construction of school facilities. At the present time, this alternative does not seem to be workable for the following reasons:

1. The voter approved tax levy requires a two-thirds vote by the voters of the proposed Mello-Roos district. It is not likely that two-thirds of the district would vote to impose such a special tax.
2. If a Mello-Roos district is established in an area in which fewer than twelve registered voters reside, the property owners may elect to establish

a Mello-Roos district. Currently the owners of major developments have not elected to establish a Mello-Roos district.

3. Should a Mello-Roos district be formed subsequent to the levying of developer fees, the Mello-Roos district may be exempt from such fees.

The Board may levy developer fees and provide flexibility for establishment of a Mello-Roos district in the future.

General Obligation Bonds

General Obligation (GO) bonds may be issued by any school district for the purposes of purchasing real property or constructing or purchasing buildings or equipment "of a permanent nature." Because GO bonds are secured by an ad valorem tax levied on all taxable property in the district, their issuance is subject to two-thirds voter approval or 55% majority vote under Proposition 39 in an election. School districts are obligated, in the event of delinquent payments on the part of the property owners, to raise the amount of tax levied against the non-delinquent properties to a level sufficient to pay the principal and interest coming due on the bonds.

School District General Funds

The district's general funds are needed by the district to provide for the operation of its instructional program. There are no unencumbered funds that could be used to construct new facilities or modernize existing facilities.

Expenditure of Lottery Funds

Government Code Section 8880.5 states: "It is the intent of this chapter that all funds allocated from the California State Lottery Education Fund shall be used exclusively for the education of pupils and students and no funds shall be spent for acquisition of real property, construction of facilities, financing research, or any other non-instructional purpose."

SECTION V: ESTABLISHING THE COST, BENEFIT AND BURDEN NEXUS

In accordance with Government Code Section 66001, the District has established a cost nexus and identified the purpose of the fee, established a benefit nexus, and a burden nexus:

Establishment of a Cost Nexus & Identify Purpose of the Fee

The Shoreline Unified School District chooses to construct and/or modernize facilities for the additional students created by development in the district and the cost for providing new and/or modernized facilities exceeds the amount of developer fees to be collected. It is clear that when educational facilities are provided for students generated by new residential, commercial and industrial development that the cost of new facilities exceeds developer fee generation, thereby establishing a cost nexus.

Establishment of a Benefit Nexus

Students generated by new residential, commercial and industrial development will be attending district schools. Housing District students in new and/or modernized facilities will directly benefit those students from the new development projects upon which the fee is imposed, therefore, a benefit nexus is established.

Establishment of a Burden Nexus

The generation of new students by development will create a need for additional and/or modernized school facilities. The District must carry the burden of constructing new facilities required by the students generated by future developments and the need for facilities will be, in part, satisfied by the levying of developer fees, therefore, a burden nexus is established.

SECTION VI: FACILITY FUNDING ALTERNATIVES

The District does not currently have funds to provide for the shortfall in modernization costs. We suggest the District continue to consider the following possible funding alternatives:

1. Participate in the State School Facility Program.
2. Explore voter approved General Obligation Bond election.

STATEMENT TO IDENTIFY PURPOSE OF FEE

It is a requirement of AB 1600 that the District identify the purpose of the fee. The purpose of fees being levied shall be used for the construction and/or modernization of school facilities. The District will provide for the construction and/or modernization of school facilities, in part, with developer fees.

ESTABLISHMENT OF A SPECIAL ACCOUNT

Pursuant to Government Code section 66006, the District has established a special account in which fees for capital facilities are deposited. The fees collected in this account will be expended only for the purpose for which they were collected. Any interest income earned on the fees that are deposited in such an account must remain with the principal. The school district must make specific information available to the public within 180 days of the end of each fiscal year pertaining to each developer fee fund. The information required to be made available to the public by Section 66006 (b) (1) was amended by SB 1693 and includes specific information on fees expended and refunds made during the year.

RECOMMENDATION

Based on the fee justification provided in this report, it is recommended that the Shoreline Unified School District levy residential development fees and commercial/industrial fees up to the statutory fee for which justification has been determined.

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APPENDIX A
CONSTRUCTION COSTS

Elementary School Facility Construction Costs		
I. Allowable Building Area		
	A. Total Student Capacity	
	B. Building Area	
	600 students @ 71sf/student	42,600
	Speech/Resource Specialist	600
	Total	43,200
II. Site Requirements		
	A. Purchase Price of Property (10 Acres)	
	Cost per Acre	\$0
	B. Appraisals	\$0
	C. Costs Incurred in Escrow	\$0
	D. Surveys	\$0
	E. Other Costs, Geo. and Soils Reports	\$0
	Total-Acquisition of Site	\$0
III. Plans		
	A. Architect's Fee for Plans	\$841,935
	B. DSA Plans Check Fee	\$68,457
	C. School Planning, Plans Check Fee	\$5,802
	D. Preliminary Tests	\$4,449
	E. Other Costs, Energy Cons. & Advertising	\$39,062
		\$959,705
IV. Construction Requirements		
	A. Utility Services	\$373,612
	B. Off-site Development	\$560,417
	C. Site Development, Service	\$896,666
	D. Site Development, General	\$597,777
	E. New Construction	\$9,102,741
	F. Unconventional Energy Source	\$508,977
	Total Construction	\$12,040,190
	Total Items II, III and IV	\$12,999,895
	Contingency 10%	\$1,299,990
	Construction Tests	\$138,654
	Inspection	\$97,464
	TOTAL ESTIMATED PROJECT COSTS	\$14,536,003
	ESTIMATED COST PER STUDENT	\$24,227

Middle School Facility Construction Costs			
I. Allowable Building Area			
	A. Total Student Capacity		
	B. Building Area		
	1000 students @ 85sf/student		85,000
	Speech/Resource Specialist		<u>1,360</u>
	Total		86,360
II. Site Requirements			
	A. Purchase Price of Property (20 Acres)		
	Cost per Acre	\$0	\$0
	B. Appraisals		\$0
	C. Costs Incurred in Escrow		\$0
	D. Surveys		\$0
	E. Other Costs, Geo. and Soils Reports		<u>\$0</u>
	Total-Acquisition of Site		\$0
III. Plans			
	A. Architect's Fee for Plans		\$1,607,160
	B. OSA Plans Check Fee		\$105,839
	C. School Planning, Plans Check Fee		\$6,661
	D. Preliminary Tests		\$7,401
	E. Other Costs, Energy Cons. & Advertising		<u>\$56,990</u>
			\$1,784,051
IV. Construction Requirements			
	A. Utility Services		\$548,142
	B. Off-site Development		\$616,896
	C. Site Development, Service		\$1,703,997
	D. Site Development, General		\$1,215,440
	E. New Construction		\$18,255,778
	F. Unconventional Energy Source		<u>\$870,391</u>
	Total Construction		\$23,210,644
	Total Items II, III and IV		\$24,994,695
	Contingency		\$2,499,470
	Construction Tests		\$194,838
	Inspection		\$113,387
	TOTAL ESTIMATED PROJECT COSTS		\$27,802,390
	ESTIMATED COST PER STUDENT		\$27,802

High School Facility Construction Costs		
I. Allowable Building Area		
A. Total Student Capacity		
B. Building Area		
1500 students @ 92sf/student		138,000
Speech/Resource Specialist		<u>4,500</u>
Total		142,500
II. Site Requirements		
A. Purchase Price of Property (40 Acres)		
Cost per Acre	\$0	\$0
B. Appraisals		\$0
C. Costs incurred in Escrow		\$0
D. Surveys		\$0
E. Other Costs, Geo. and Soils Reports		<u>\$0</u>
Total-Acquisition of Site		\$0
III. Plans		
A. Architect's Fee for Plans		\$1,990,454
B. OSA Plans Check Fee		\$187,274
C. School Planning, Plans Check Fee		\$7,124
D. Preliminary Tests		\$11,535
E. Other Costs, Energy Cons. & Advertising		<u>\$105,342</u>
		\$2,301,729
IV. Construction Requirements		
A. Utility Services		\$961,337
B. Off-site Development		\$983,187
C. Site Development, Service		\$3,168,045
D. Site Development, General		\$2,381,497
E. New Construction		\$31,984,812
F. Unconventional Energy Source		<u>\$1,721,722</u>
Total Construction		\$41,200,600
Total Items II, III and IV		\$43,502,329
Contingency 10%		\$4,350,233
Construction Tests		\$350,630
Inspection		\$189,987
TOTAL ESTIMATED PROJECT COSTS		\$48,393,179
ESTIMATED COST PER STUDENT		\$32,262

APPENDIX B
PER PUPIL GRANT AMOUNTS

ATTACHMENT

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS
State Allocation Board Meeting, January 22, 2014

Grant Amount Adjustments

		Regulation Section	Current Adjusted Grant Per Pupil Effective 1-1-13	Current Adjusted Grant Per Pupil Effective 1-1-14
New Construction	Elementary	1859.71	\$9,751	\$9,921
	Middle	1859.71	\$10,312	\$10,491
	High	1859.71	\$13,199	\$13,429
	Special Day Class – Severe	1859.71.1	\$27,396	\$27,873
	Special Day Class – Non-Severe	1859.71.1	\$18,321	\$18,640
	Automatic Fire Detection/Alarm System – Elementary	1859.71.2	\$11	\$11
	Automatic Fire Detection/Alarm System – Middle	1859.71.2	\$17	\$17
	Automatic Fire Detection/Alarm System – High	1859.71.2	\$26	\$26
	Automatic Fire Detection/Alarm System – Special Day Class – Severe	1859.71.2	\$51	\$52
	Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe	1859.71.2	\$34	\$35
	Automatic Sprinkler System – Elementary	1859.71.2	\$164	\$167
	Automatic Sprinkler System – Middle	1859.71.2	\$195	\$198
	Automatic Sprinkler System – High	1859.71.2	\$202	\$206
	Automatic Sprinkler System – Special Day Class – Severe	1859.71.2	\$518	\$527
	Automatic Sprinkler System – Special Day Class – Non-Severe	1859.71.2	\$347	\$353
Modernization	Elementary	1859.78	\$3,713	\$3,778
	Middle	1859.78	\$3,928	\$3,996
	High	1859.78	\$5,141	\$5,230
	Special Day Class - Severe	1859.78.3	\$11,829	\$12,035
	Special Day Class – Non-Severe	1859.78.3	\$7,914	\$8,052
	State Special School – Severe	1859.78	\$19,721	\$20,064
	Automatic Fire Detection/Alarm System – Elementary	1859.78.4	\$119	\$121
	Automatic Fire Detection/Alarm System – Middle	1859.78.4	\$119	\$121
	Automatic Fire Detection/Alarm System – High	1859.78.4	\$119	\$121
	Automatic Fire Detection/Alarm System – Special Day Class – Severe	1859.78.4	\$332	\$338
	Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe	1859.78.4	\$223	\$227
	Over 50 Years Old – Elementary	1859.78.6	\$5,157	\$5,247
	Over 50 Years Old – Middle	1859.78.6	\$5,456	\$5,551
	Over 50 Years Old – High	1859.78.6	\$7,142	\$7,266
	Over 50 Years Old – Special Day Class – Severe	1859.78.6	\$16,437	\$16,723
	Over 50 Years Old – Special Day Class – Non-Severe	1859.78.6	\$10,992	\$11,183
	Over 50 Years Old – State Special School – Severe	1859.78.6	\$27,396	\$27,873

S t u d e n t S u c c e s s

SHORELINE UNIFIED SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

During the Shoreline Unified School District Board of Trustees meeting on April 16, 2015, to be held at Tomales Elementary School, 40 John Street, Tomales, at 6:00 p.m., the following Public Hearing will be held:

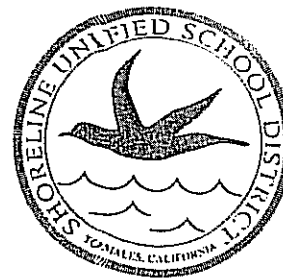
1. Public Hearing on Resolution #2014.15.13 – Implementing School Facilities Fees as Authorized by Statute AB 2926 (Chapter 887/Statutes 1986)

Posted at:
All school sites
District Office
District Website
Transportation Yard

Posted: 4/03/15

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



DECLARATION OF POSTING AGENDA

I, Jeannie Moody, declare that I posted the attached "Notice of Public Hearing and of Proposal for Implementing School Facilities Fees," in the following locations.

1. Point Reyes Light – PO Box 210, Point Reyes Station, CA 94956
Published in April 2 and April 9 newspapers
2. Press Democrat – 427 Mendocino Avenue, Santa Rosa, CA 95401
Published in April 4 and April 11 newspapers
3. The Notice of Public Hearing was posted at every school site within Shoreline Unified School District on April 3, 2015. The April 16, 2015, Board Agenda was posted at the same locations on Monday, April 13, 2015: Tomales High School, Tomales Elementary School, Bodega Bay School, West Marin School, Inverness School, Shoreline USD Office, Shoreline USD website, and the Transportation Yard.

I declare under penalty of perjury that the above is true and correct.

Executed on April 1, 2015, at Tomales, California

Signed: Jeannie Moody

NOTICE

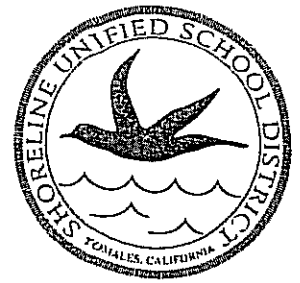
NOTICE

**NOTICE OF PUBLIC HEARING AND OF PROPOSAL FOR IMPLEMENTING
SCHOOL FACILITIES FEES AS AUTHORIZED BY
EDUCATION CODE SECTION S 17620 AND GOVERNMENT CODES 65995**

PLEASE TAKE NOTICE that immediately following a public hearing on the matter, a proposed resolution(s) will be considered by the Governing Board of Shoreline Unified School District School District at its regular meeting on April 16, 2015, at 6:00 p.m., which if adopted by the Board will implement development fees established by the District against residential construction and reconstruction at \$3.36 per square foot and against new commercial or industrial construction at \$0.54 a square foot. Education Code Section 17620 and Government Code Section 65995 authorize the proposed fees. Data pertaining to the cost of school facilities is available for inspection during regular business hours at the District's administrative offices. The fee, if approved by the Governing Board, will become effective on June 16, 2015, which is 60 days after the proposed adoption of the resolution levying such fee by the Governing Board.

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



PROOF OF SERVICE OF FOURTEEN DAY NOTICE

I am Thomas Stubbs; Superintendent for the Shoreline Unified School District. On April 1, 2015, I mailed the attached letter regarding FOURTEEN-DAY NOTICE OF PROPOSAL TO IMPLEMENT DEVELOPMENT FEES to the following persons who had filed, on or after April 1, 2015, a request for notice of hearing, by first class United States mail addressed as follows:

1. County of Marin, Community Development Agency
3501 Civic Center Drive, Suite 308
San Rafael, CA 94903
2. County of Sonoma, Permit & Resource Management Department
2550 Ventura Avenue
Santa Rosa, CA 95403
3. County of Marin, Board of Supervisors
3501 Civic Center Drive, Suite 329
San Rafael, CA 94903
4. County of Sonoma, Board of Supervisors
575 Administration Drive, Room 100A
Santa Rosa, CA 95403

I declare under penalty of perjury that the above is true and correct.

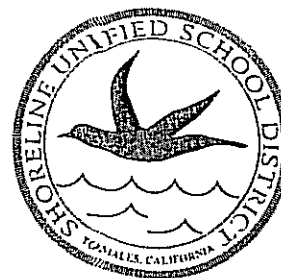
Executed on April 1, 2015, at Tomales, California

Signed: _____

W Stubbs

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554

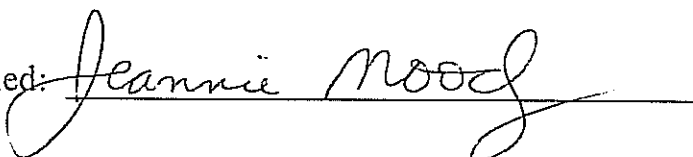


DECLARATION OF DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION ON APRIL 3, 2015

I am Jeannie Moody; District/Personnel Secretary for the Shoreline Unified School District. From April 3, 2015, through April 16, 2015, the following documents were available for public inspection at the District office located at 10 John Street, Tomales, California.

1. Development Fee Implementation Study.
2. All applications and related documents filed with respect to the State Facility Building Program.
3. The District's budget and enrollment reports.

I declare under penalty of perjury that the above is true and correct.
Executed on April 3, 2015, at Tomales, California

Signed: 

RESOLUTION NO. 2014.15.13

A RESOLUTION OF THE GOVERNING BOARD OF THE SHORELINE UNIFIED SCHOOL DISTRICT IMPLEMENTING SCHOOL FACILITIES FEES AS AUTHORIZED BY STATUTE AB 2926 (CHAPTER 887/ STATUTES 1986)

WHEREAS, Statute AB 2926 (Chapter 887/ Statutes 1986) authorizes the governing board of any school district to levy a fee, charge, dedication or other form of requirement against any development project for the construction or reconstruction of school facilities; and,

WHEREAS, Government Code Section 65995 limits the fee authorized by Statute AB 2926 (Chapter 887/ Statutes 1986) to \$3.36 per square foot of residential construction described in Government Code Section 65995(b)(1) and \$0.54 per square foot against commercial and industrial construction described in Government Code Section 65995(b)(2); and,

WHEREAS, the purpose of this Resolution is to approve and adopt fees on residential projects in the amount of \$3.36 per square foot as authorized by Education Code Section 17620; and,

WHEREAS, the purpose of this Resolution is to approve and adopt fees on commercial and industrial development projects in the amount of \$0.54 per square foot as described in Government Code Section 65995 (b) (2). The mini storage category of commercial/industrial justification has less impact than the statutory \$0.54 per square foot commercial/industrial justification and should be collected at the justified rate of \$0.08 per square foot.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Governing Board of the Shoreline Unified School District as follows:

1. Procedure. This Board hereby finds that prior to the adoption of this Resolution, the Board conducted a public hearing at which oral and written presentations were made, as part of the Board's regularly scheduled April 16, 2015, meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, has been published twice in a newspaper in accordance with Government Code Section 66016, and a notice, including a statement that the data required by Government Code Section 66016 was available, was mailed at least 14 days prior to the meeting to any interested party who had filed a written request with the District for mailed notice of the meeting on new fees or service charges within the period specified by law. Additionally, at least 10 days prior to the meeting, the District made available to the public, data indicating the amount of the cost, or estimated cost, required to provide the service for which the fee is to be adjusted pursuant to this Resolution, and the revenue sources anticipated to provide this service. By way of such public meeting, the Board received oral and written presentations by District staff which are summarized and contained in the District's Developer Fee Implementation Study dated March 18, 2015, (hereinafter referred to as the "Plan") and which formed the basis for the action taken pursuant to this Resolution.
2. Findings. The Board has reviewed the Plan as it relates to proposed and potential development, the resulting school facility's needs, the cost thereof, and the available sources of revenue including the fees provided by this Resolution, and based thereon and upon all other written and oral presentations to the Board, hereby makes the following findings:
 - A. Additional development projects within the District, whether new residential construction or residential reconstruction involving increases in assessable area greater than 500 square feet, or new commercial or industrial construction will increase the need for school facilities and/or the need for reconstruction of school facilities;

- B. Without the addition of new school facilities, and/or reconstruction of present school facilities, any further residential development projects or commercial or industrial development projects within the District will result in a significant decrease in the quality of education presently offered by the District;
 - C. The fees proposed in the Plan and the fees implemented pursuant to this Resolution are for the purposes of providing adequate school facilities to maintain the quality of education offered by the District;
 - D. The fees proposed in the Plan and implemented pursuant to this Resolution will be used for the construction and/or reconstruction of school facilities as identified in the Plan;
 - E. The uses of the fees proposed in the Plan and implemented pursuant to this Resolution are reasonably related to the types of development projects on which the fees are imposed;
 - F. The fees proposed in the Plan and implemented pursuant to this Resolution bear a reasonable relationship to the need for school facilities created by the types of development projects on which the fees are imposed;
 - G. The fees proposed in the Plan and implemented pursuant to this Resolution do not exceed the estimated amount required to provide funding for the construction or reconstruction of school facilities for which the fees are levied; and in making this finding, the Board declares that it has considered the availability of revenue sources anticipated to provide such facilities, including general fund revenues;
 - H. The fees imposed on commercial or industrial development bear a reasonable relationship and are limited to the needs of the community for schools and are reasonably related and limited to the need for school facilities caused by the development;
 - I. The fees will be collected for school facilities for which an account has been established and funds appropriated and for which the district has adopted a construction schedule and/or to reimburse the District for expenditures previously made.
3. Fee. Based upon the foregoing findings, the Board hereby implements fees in the amount of \$3.36 per square foot for assessable space for new residential construction and for residential reconstruction to the extent of the resulting increase in assessable areas; and to the amount of \$0.54 per square foot for new commercial or industrial construction. The mini-storage category of commercial/industrial justification has less impact than the statutory \$0.54 per square foot commercial/industrial justification and should be collected at the justified rate of \$0.08 per square foot.
4. Fee Adjustments and Limitation. The fees herewith shall be subject to the following:
- A. The amount of the District's fees as authorized by Education Code Section 17620 shall be reviewed every two years to determine if a fee increase according to the adjustment for inflation set forth in the statewide cost index for Class B construction as determined by the State Allocation Board is justified.
 - B. Any development project for which a final map was approved and construction had commenced on or before September 1, 1986, is subject only to the fee, charge, dedication or other form of requirement in existence on that date and applicable to the project.
 - C. The term "development project" as used herein is as defined by Section 65928 of the Government Code.
5. Additional Mitigation Methods. The policies set forth in this Resolution are not exclusive and the Board reserves the authority to undertake other or additional methods to finance school facilities

including but not limited to the Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311, et seq.) and such other funding mechanisms. This Board reserves the authority to substitute the dedication of land or other property or other form of requirement in lieu of the fees levied by way of this Resolution at its discretion, so long as the reasonable value of land to be dedicated does not exceed the maximum fee amounts contained herein or modified pursuant hereto.

6. Implementation. For residential, commercial or industrial projects within the District, the Superintendent, or the Superintendent's designee, is authorized to issue Certificates of Compliance upon the payment of any fee levied under the authority of this Resolution.
7. California Environmental Quality Act. The Board hereby finds that the implementation of Developer Fees is exempt from the California Environmental Quality Act (CEQA).
8. Commencement Date. The effective date of this Resolution shall be June 16, 2015, which is 60 days following its adoption by the Board.
9. Notification of Local Agencies. The Secretary of the Board is hereby directed to forward copies of this Resolution and a Map of the District to the Planning Commission and Board of Supervisors of both Marin and Sonoma Counties.
10. Severability. If any portion of this Resolution is found by a Court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares its intent to adopt this Resolution irrespective of the fact that one or more of its provisions may be declared invalid subsequent hereto.

APPROVED, PASSED and ADOPTED by the Governing Board of the Shoreline Unified School District this 16th day of April, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jill Manning-Sartori, President, Governing Board
Shoreline Unified School District

ATTEST:

Tom Stubbs, Secretary, Governing Board
Shoreline Unified School District

Sewer Cost comparison

Shoreline Unified School District

The following information is based on random sampling not detail analysis. It is hard to compare school cost given the charge is usually a tax for which schools are exempt.

Sanitary Districts in Marin

TVCSO

Residential \$756 - \$1,512

SUSD (TES-165, THS-171, Bus yard, DO) \$83,219 (does not include disputed depreciation charge)

Las Gallinas

Residential \$649

Apt 42 Units \$26,787.80

San Rafael

Residential \$743.52

Marin Academy High School (Private) 400 ADA \$8,178.72

Hotel approx. 40 rooms \$11,896

Mill Valley

Residential \$235.44 - \$706.32

Apt 12 units \$3,121.74

Corte Madera

Residential \$500

Apt 8 units \$4,484

BBS (Sonoma County) - \$1,600

NEW TES PRINCIPAL Search

This document compiled as a result of numerous TES Family Engagement Committee meetings, in addition to TES Family Engagement Committee meetings with the TES Site Council, TES ELAC and the TES community, families and staff.

What we would like to see in our new principal:

1. Someone who is accessible and approachable and will make parents and students feel welcome on campus.
2. Someone who can bridge the gap between staff and parents, and engage parent involvement in their child's education.
3. Someone who will value ALL communities as bringing equal worth to our school community.
4. Someone who will foster positive, collaborative relationships with the other schools in our district.
5. Someone who has knowledge about 21st century learning and school budgets.
6. A professional who has good communication and problem solving skills.
7. Someone with a good sense of humor who motivates and supports staff and works as a team player.
8. The Family Engagement Committee, TES Site Council and TES ELAC unanimously concur that it is not the right time to have a superintendent/principal at our site. We strongly support one full time principal of Tomales Elementary School and Bodega Bay School.

Second Community Meeting Jan. 22, 2015

Tomales and Bodega Bay Elementary Schools

Invited Bodega Bay School, facilitated by Babs Carverough

Participant Discussion Feedback

Topic	Group 1	Group 2	Group 3	Group 4
What makes a great principal?	<ul style="list-style-type: none"> • Communicator – open • Communication- drop in - feel welcome (parents) • Kind • Compassionate • Likes kids • Positive attitude • Energetic • Not intimidating 	<ul style="list-style-type: none"> • *Someone who understands budgets and how they work • No favoritism • Communication • Team player • Fair • Visible • Open to ideas • Creative • Supportive • Able to get along with diverse number of people • Welcoming • Outgoing • Confidential (professional) • <u>Transparent</u> • Leader • Positive • Approachable • Problem solver • Knowledge of educational system and our community • Experience with small school district 	<ul style="list-style-type: none"> • Approachable, visible • Makes connections with students • High expectations of staff and students • Works well with the teaching staff, supports us • Solutions oriented • Good motivator, inspiring • Consistent, equal treatment of all • Creates a shared understanding • Trust and transparency • From the teacher perspective, will bring staff development that is valuable and that we need 	<ul style="list-style-type: none"> •

Topic	Group 1	Group 2	Group 3	Group 4
How would you describe the role of the TES principal?	<ul style="list-style-type: none"> • Positive role model • searching for new ways, inventive • Current on curriculum • Problem solver 	<ul style="list-style-type: none"> • Rules by support and understanding and not intimidation • *someone who loves kids • Focused on 21st century learning • Knowledge of how system works • Lead by example & “don’t ask me to do what you wouldn’t do yourself” and with collaborative spirit • Wants to be part of a team • Delegates well – good liaisons between many parties • Someone who can admit they are wrong • Attentive & involved with kids 	<ul style="list-style-type: none"> • Some one who can work with the School Board and the other principals. • Models professionalism and competency • Aware of rules and regulations. Knows their job. • Role model with students and staff. Inspirational to students and staff • Welcoming to parents. Support for parents to be apart of their kids’ education • Makes sure our students are competitive in their academics and in technology • Voice and advocate. Face of our schools. We need a cheer leader for our school • A good communicator. 	

Topic	Group 1	Group 2	Group 3	Group 4
<p>What are the key characteristics that you want in a new principal?</p>	<ul style="list-style-type: none"> • Understands school budgets • Innovative – how to create more with less while serving needs of kids • Strong leadership, make tough decisions – <u>be the boss</u> 	<ul style="list-style-type: none"> • Welcoming • Team player • Trustworthy • Transparent • Collaborative • Leads by example • Good communication • Kids first • Problem solver 	<p>There are so many good things to tell about our school and our school community.</p> <ul style="list-style-type: none"> • Positivity. Approachable. Welcoming. • Problem solver. Takes a problem and moves with it (like JP does) Someone who sees options and always keeps our students in the forefront and as a priority • Accountable to staff and students: "I am a friend. And I have expectations" • Sense of humor, ability to lighten the atmosphere. A sense of humor is a great way to connect with students. • Someone who can relate to all kids: Kindergarten through 8th grade. 	<ul style="list-style-type: none"> •
<p>What is one thing you want a new principal to know about Tomales and Bodega Bay</p>	<ul style="list-style-type: none"> • Include staff, parents in decision making • Approachable- Collaborative with Admin. & Board • Trusting staff • delegating responsibility 	<ul style="list-style-type: none"> • Differences of our students and families (socio-economic, geographic (distance), cultural • You need to understand what it is like to live in a VERY small community 	<ul style="list-style-type: none"> • All of the positives about our schools and our community. This is a unique place. We want the new superintendent to know the uniqueness about both schools. • The environment. 	<ul style="list-style-type: none"> •

Topic	Group 1	Group 2	Group 3	Group 4
Elementary Schools		<p>(confidentiality)</p> <ul style="list-style-type: none"> • He/she is very lucky to be here because we have an awesome staff and awesome students • We don't have a huge homework load – we value family time & extracurricular activities • You should know the history of our challenges so you can be sensitive to our situation (i.e. budget cuts, how we are funded) 	<ul style="list-style-type: none"> • The compliments we hear about our kids. • With the MCF grant, there is a lot of attention on a targeted population of students. There are different ways of handling it. It has to be about all kids and the benefits for all kids. We have lost some families because of what seems to be a focus on a section of our student population and not all the students. • How important it is to us that families know that our schools care about all kids. • To understand that we have declining enrollment. We have lots of reasons for declining enrollment. It is important that this issue is studied and understood. We do not want to lose any students who live within our boundaries. • It is important to have strong relations with families. We want to 	

Topic	Group 1	Group 2	Group 3	Group 4
			<p>keep staff and families together.</p> <ul style="list-style-type: none"> ▪ We want to deepen the work of this year. As JP says – “this is a year of healing”. • When asked about reasons for declining enrollment – housing is a barrier and reason for declining enrollment • To be a voice to families for why choosing the community school is the right choice • To have respect for the history and have the ability to be a bridge to the cultures and a bridge for parents and staff. 	

Family Engagement Committee New Principal Search Meeting 11/13/14

Nicole explained why the FEC began to work on "What We Want in a New Principal Document" and read it to the group.

Meredith Leask presented the teacher's plan to keep Principal Jim Patterson for one more year.

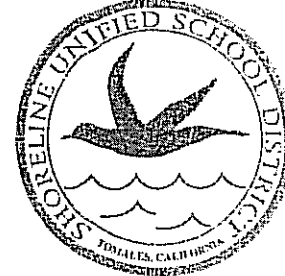
The following are some questions and comments that came up during the meeting:

- Are all of the teachers in agreement with the plan? **Yes**
- How much longer would JP be at our school? **One more school year (2015-2016)**
- Do all of the parents know this plan? **No it is being announced for the first time tonight.**
- Will a survey be sent out regarding JP? **Since this is a time sensitive issue, there will not be time to do that since the teachers will be presenting their plan at the December SUSD Board meeting.**
- What amount of time is JP supposed to be here? **Part-time. 1 14 hour full day and 2 7 hour half days per week (but he goes above and beyond what his contract says). Who is in charge when he is not here? We [the parents] want to know where to send our concerns. Teacher in-charge Eric Ballatore. TES is used to this model because we have shared a principal with BBS in the past.**
- Is JP on board? **Yes he is.**
- Some parents were frustrated because they thought they were coming to a meeting to discuss what we want in a new principal and now we are being told the plan has changed.
- ~~We would like to support the plan and agree there needs to be more communication. We want a principal who is more involved; know when he is here, and who is more available for meetings.~~
- If we present this to the Board will he stay? **The Board has the ultimate decision.**
- How can the parents help? **Email or call Board Members outlining reason why you support this model.**
- If JP decides to stay we would like him as close to full time as possible so he is available to kids and parents and will be physically here on campus.
- **Mr. Ballatore said as a parent and teacher he would rather see a good part time principal rather than rush in and hire someone who may not turn out good. He likes the direction the school is headed right now.**
- The Principal needs to be more present at school. As a parent, I do not get as much attention as I used to on the past. The teachers have a closer relationship with JP because you get to work with him more than we do. We do not have a chance to build that relationship.
- **Ms. Leask commented that this allows us to slow things down so we have a better idea of what the budget looks like this spring so we can make a well informed decision.**
- If we as parents agree to this, then how are the teachers going to assure the children will have a better experience?
- **Ms. O'Briant pointed out to the group that JP may not be as visible because he doesn't have a set routine schedule because he is trying to be here at different**

- times so he can see the kids doing various activities and in a variety of classes.
- It doesn't matter how many hours JP is here as long as his hours are more predictable and we [the parents] have a chance to build a relationship with him. **Parents are welcome to come to Community Coffee to do just that.**
 - One parent who is also works throughout the District has heard that the other schools in the district would like to push for TES to have a part-time principal (and maybe Superintendent/Principal??).
 - There are two things going on here—new principal search and combining the Superintendent and Principal position, we as parents need to voice our opinion and say no if we do not want a combined position. It is our rights as parents to say what we want.
 - When during the Board Meeting can we voice our opinion? **When the floor is open to items not on the agenda.**
 - There are two issues TES is facing—the principal situation and that the Grant is ending. We need to work together to find funding for the Family Center.
 - Can JP increase his hours? **He is bound by his contract.**
 - **It is quality vs quantity [in regards to how much he is here].**
 - **There is a positive feeling now on campus. JP has a "can do" attitude. When JP is on campus he is not on the office because he is physically out on campus with the kids.**
 - Thank you to Mr. Fritche for a dancing activity he did last year where the parents were invited to join. Thank you from the parents since there hasn't been a teacher who has let parents get involved like that before.

New programs where discussed:

- **Who will benefit from these programs? PreK-3 will benefit from Footsteps to Brilliance. Whole school benefits from My School in Motion and the preschool is invited to join.**
- **These new programs will give parents the opportunity to come on campus and participate and volunteer.**



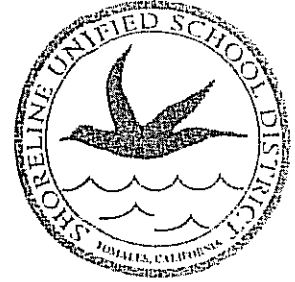
EMPLOYMENT AGREEMENT FOR INTERIM PRINCIPAL TOMALES ELEMENTARY SCHOOL

The following is an agreement between the Governing Board of the Shoreline Unified School District, hereinafter referred to as "Board" and Jim Patterson, hereinafter referred to as "Interim Principal". The above named parties hereby mutually agree as follows:

1. The District hereby employs the Interim Principal commencing July 1, 2015 through June 30, 2016.
2. The work year of the Interim Principal shall be 70.12 days with a per diem salary of \$575.00. Total compensation cannot exceed \$40,321.00, the current maximum allowed under STRS retirement rules. Specific work days will be approved by the superintendent.
3. The Interim Principal agrees to perform the duties designated for this position by the governing Board and to provide all services related to the position of Interim Principal.
4. The Interim Principal shall be entitled to reimbursement for actual and necessary expenses incurred while performing duties incidental to this agreement. Reimbursement shall be in accordance with applicable Board regulations.
5. The agreement is subject to all applicable laws of the State of California, rules and regulation of the State Board of Education, and the rules, regulations, and policies of the Board, all of which are made a part of term and conditions of this contract as set forth herein.
6. Interim Principal hereby represents that he/she is, on the date of this agreement, a holder of a valid California Administrator's Credential and a valid California Teacher's Credential and such credential are registered with the Marin County Office of Education.

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



I hereby accept this offer of employment and agree to comply with the conditions thereof and fulfill all of the duties of employment at Tomales Elementary School for the Shoreline Unified School District.

Governing Board of the Shoreline Unified School District

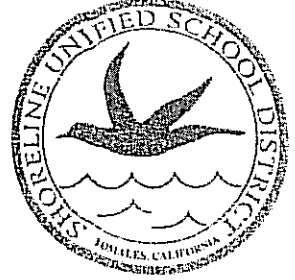
Date

Superintendent, Shoreline Unified School District

Date

Interim Principal, Tomales Elementary School

Date



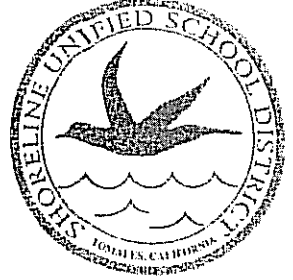
EMPLOYMENT AGREEMENT FOR INTERIM PRINCIPAL BODEGA BAY ELEMENTARY SCHOOL

The following is an agreement between the Governing Board of the Shoreline Unified School District, hereinafter referred to as "Board" and Nancy Wolf, hereinafter referred to as "Interim Principal". The above named parties hereby mutually agree as follows:

1. The District hereby employs the Interim Principal commencing July 1, 2015 through June 30, 2016.
2. The work year of the Interim Principal shall not exceed 38 days, scheduled as two ½ days a week during the school year. Compensation will be based on the Interim Principal Salary schedule with a per diem salary of \$490.60. Total compensation not to exceed \$18,642.80. Specific work days will be approved by the superintendent.
3. The Interim Principal agrees to perform the duties designated for this position by the governing Board and to provide all services related to the position of Interim Principal.
4. The Interim Principal shall be entitled to reimbursement for actual and necessary expenses incurred while performing duties incidental to this agreement. Reimbursement shall be in accordance with applicable Board regulations.
5. The agreement is subject to all applicable laws of the State of California, rules and regulation of the State Board of Education, and the rules, regulations, and policies of the Board, all of which are made a part of term and conditions of this contract as set forth herein.
6. Interim Principal hereby represents that he/she is, on the date of this agreement, a holder of a valid California Administrator's Credential and a valid California Teacher's Credential and such credential are registered with the Marin County Office of Education.

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



I hereby accept this offer of employment and agree to comply with the conditions thereof and fulfill all of the duties of employment at Tomales Elementary School for the Shoreline Unified School District.

Governing Board of the Shoreline Unified School District

Date

Superintendent, Shoreline Unified School District

Date

Interim Principal, Bodega Bay Elementary School

Date

INTERDISTRICT ATTENDANCE – DISTRICT OF CHOICE

The Governing Board recognizes that students who reside in one district may choose to request to attend school in another district and that such choices are made for a variety of reasons.

The Board has designated the district as “school district of choice” and shall accept a specific number of students who reside in other California districts who wish to attend a district school. Each year, the Superintendent or designee shall recommend to the Board the number of transfer students that the district will be able to accept and shall identify the schools, grade levels, and programs that will be able to accept these students.

Upon receiving the Superintendent’s recommendation, the Board shall determine the number of students that will be accepted for admittance into the district through this program. This number shall be reflected in the minutes of the Board’s meeting.

The Superintendent or designee shall establish a selection process which ensures that students applying through the program are admitted to district schools through a random, unbiased process that prohibits evaluation of whether a student should be enrolled based upon his/her academic or athletic performance. If the number of student applications exceeds the number of transfers the Board has designated for acceptance under the program, the Superintendent or designee shall conduct a random drawing in public at a regularly scheduled Board meeting. (Education Code 48301)

The Superintendent or designee shall maintain a record of requests for admittance under the program that contains all of the following (Education Code 48313):

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial.
2. The number of students transferred out of and transferred into the district pursuant to this program.
3. The race, ethnicity, gender, self-reported socio-economic status, and the district of residence for each student in item #2 above.
4. The number of students in item #2 above who are classified as English learners or students with disabilities.

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items # 1 – 4 above. By May 15th of each year, the Superintendent or designee shall provide the same information, as well as information regarding the district’s status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, the California Department of Education, and the Department of Finance. (Education Code 48313)

The reports to the Board and other agencies shall also include a summary of audit exceptions, if any, resulting from the compliance review of components of the district of choice program conducted as part of the annual district audit. (Education Code 48301, 48313)

INTERDISTRICT ATTENDANCE – DISTRICT OF CHOICE

Transportation

The district shall not provide transportation outside any school attendance area.

Limits on Student Transfers out of the District to a School District of Choice

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules government expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, Interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops. Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.AppAth 1275

Policy

Adopted: November 20, 2014

Revised:

SHORELINE UNIFIED SCHOOL DISTRICT

Tomales, California

INTERDISTRICT ATTENDANCE – DISTRICT OF CHOICE

The Superintendent or designee shall make information regarding its schools, programs, policies and procedures available to any interested person upon request (Ed Code 48312). Applications for attendance under the alternative Interdistrict attendance program (herein referred to as District of Choice) shall be available at district schools and the District Office. The application form shall permit students residing in districts other than Shoreline Unified School District to request enrollment in the District and in a specific school or program, if desired. (Ed Code 48308)

Applications for District of Choice transfers should be submitted to the District Office between October 1 and January 1 of the school year proceeding the school year for which the student may be transferred. The January 1 application date may be waived upon agreement of the student's school district of residence and the District. (Ed Code 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Ed Code 48308)

The Superintendent or designee shall ensure that any communication sent to parents/guardians is factually accurate and does not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic performance or any other personal characteristic. (Ed Code 48301)

Existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Ed Code 48305)

The District shall give greatest priority for attendance to students already in attendance in the district. (Ed Code 48306) Next priority for attendance shall be to siblings of students already in attendance. Last priority shall be for children of military personnel.

Not later than 90 days after the district receives an application for transfer, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected and of the student's position on any waiting list.

Final acceptance or rejection shall be made by May 15 of the school year proceeding the year for which the student may be transferred. Applications that necessitate a response after May 15 shall be governed by the same provisions as those in place for applications previously received for the same school year. If the application is accepted, notice shall be sent to the student's district of residence as well as to the parent/guardian. (Ed Code 48308)

However, if an application is submitted for a student who is residing with a parent/guardian enlisted in the military and that parent/guardian was relocated by the military 90 days prior to the submission of the application, then the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon his/her acceptance, the student may immediately enroll in a district school. (Ed Code 48308)

INTERDISTRICT ATTENDANCE – DISTRICT OF CHOICE

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Governing Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts open enrollment transfer students from other districts, and providing in any case that such transfers, under the District’s priority criteria within its Interdistrict attendance – District of Choice policy, do not result in the displacement from a school or program in the District of any other pupil who resides within the District or is currently enrolled in a specific program or school (e.g. kindergarten through third grade classes under the requirements of the State Class Size Reduction program).

The District may accept any completed coursework, attendance and other academic progress credited to an accepted student by any district(s) he/she has previously attended and may grant academic standing to the student based upon the district’s evaluation of the student’s academic progress credited to that student. (Ed Code 48309)

The District may immediately revoke a student’s enrollment if he/she is recommended for expulsion pursuant to Education Code 489918. (Ed Code 48309)

Rejection of Transfers

The District may deny a transfer under the District of Choice program if:

- 1: The Board determines that the transfer into the district would negatively impact a court-ordered desegregation plan, voluntary desegregation plan, or the racial or ethnic balance of the District. (Ed Code 48301)

2. The transfer into the district would require the district to create a new program to serve that student except that the district shall not reject the transfer of a student with disabilities or an English learner. (Ed Code 48303)