

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

## **SHORELINE UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES REGULAR MEETING**

### **AGENDA**

**Thursday, March 21, 2019**

**TOMALES HIGH SCHOOL  
3850 Irvin Lane, Tomales**

We welcome you to today's meeting. The public may provide information and 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: We will break for lunch at 12:23 p.m. and reconvene at 12:53 p.m.**

1. Formal opening and call to order 8:30 a.m. – Assembly Room
2. Roll call
3. Flag salute
4. Approval and adoption of agenda **ACTION**
5. Students of the month **PRESENTATION**
6. Student forum/staff reports **PRESENTATION**
7. Consent agenda **ACTION**  
The Consent agenda is a group of routine items approved by a single Board action 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.
  - 7.1 Minutes: Approve minutes of January 17, 2019, regular meeting
  - 7.2 Minutes: Approve minutes of February 4, 2019, special meeting
  - 7.3 Warrants: General
  - 7.4 Acceptance of Gifts: To Bodega Bay School: Fisherman's Chapel by the Bay donated \$800.00
  - 7.5 Approval of West Marin Schools fourth grade class to attend the Coloma Outdoor Discovery School field trip from April 29 – May 1, 2019
  - 7.6 Ratify the extension of hours for Kasandra Semorile, para-educator I at West Marin School, from twenty hours per week to thirty hours per week in compliance with Classified School Employees Association (CSEA) contract section 6.6
  - 7.7 Superintendent Bob Raines received the resignation letter from Ryan Corrigan, technology coordinator for the district, effective March, 15, 2019
  - 7.8 Principal Adam Jennings received the resignation letter from Vanessa Corrigan, para-ed II library at Tomales High School, effective March 15, 2019
  - 7.9 Superintendent Bob Raines accepted the resignation letter from Amanda Mattea, principal at Tomales Elementary and Bodega Bay Schools, effective June 28, 2019
  - 7.10 Approval of Jose Chavarria, head baseball coach for the 2019 season
  - 7.11 Approval of Brian McIsaac, assistant baseball coach for the 2019 season
8. Consider approval of the 2019-2020 school calendar **ACTION**
9. Persons desiring to address the Board on items not on the agenda. The Board will listen to your comments however, are unable to engage in a discussion.
10. California School Board Association (CSEA) to sunshine negotiation items with Shoreline USD **INFORMATION**
11. Consider approval to appoint members to the Measure I Prop 39 Citizens' Oversight Committee **ACTION**
12. Consider approval of request for proposals for hazardous materials consulting, DSA inspector of record, **ACTION** geotechnical engineering, testing/special inspection and CEQA compliance services for Measure I projects
13. Consider awarding the contract for architectural services to AXIA Architects for Measure I projects **ACTION**
14. Update from Eastshore Consulting on the General Obligation Bonds sale **INFORMATION**
15. Marin Community Foundation (MCF) PreK-3 Grant Report **PRESENTATION**

### **Curriculum and Instruction**

- |   |                    |
|---|--------------------|
| 16. Principals' report  | <b>INFORMATION</b> |
| 17. Superintendent report: Update on TES/BBS and WMS/INV principal search/hiring timeline | <b>INFORMATION</b> |
| 18. Board of Trustees' report   | <b>INFORMATION</b> |
| 19. Quarterly Report on Williams Uniform Complaints                                       | <b>INFORMATION</b> |

### **Finance and Business**

- |   |               |
|---|---------------|
| 20. Consider approval of Second Interim Budget Report, ending January 31, 2019, with a positive certification | <b>ACTION</b> |
|---|---------------|

### **Employees**

- |   |               |
|---|---------------|
| 21. Consider employment of Logan Martin, director of fiscal services, effective March 25, 2019  | <b>ACTION</b> |
| 22. Consider employment of Rebekah Konkell, bus driver, four hours per day, effective March 11, 2019  | <b>ACTION</b> |
| 23. Consider employment of Daisy Gutierrez, long-term substitute primary teacher at West Marin School, effective April 15, 2019 through June 7, 2019                | <b>ACTION</b> |
| 24. Consider employment of Jeremiah Watterson, long-term substitute resource specialist teacher at West Marin School, effective March 18, 2019 through June 7, 2019 | <b>ACTION</b> |
| 25. Consider approval to create a 1.0 FTE certificated literacy coach position to be filled by April 10, 2019   | <b>ACTION</b> |
| 26. Authorize the superintendent to recruit and hire a .5 FTE school nurse for 2019-20 school year  | <b>ACTION</b> |
| 27. Authorize the superintendent to recruit and hire a 1.0 FTE school psychologist for 2019-20 school year  | <b>ACTION</b> |
| 28. Consider approval of the 2018-19 Certificated Seniority List  | <b>ACTION</b> |

### **Board Policy**

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| 29. Second reading and adoption of BP 3100 – Business and Non-Instructional Operations | <b>ACTION</b> |
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### **Auxiliary**

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| 30. Communications                                   |
| 31. Announcement of closed session items             |
| 32. Comments from the public on closed session items |
| 33. Recess to closed session                         |

### **CLOSED SESSION**

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

- 54957.6: Conference with Labor Negotiator, Bob Raines, regarding classified employee negotiations
- 54957: Public Employee Evaluation - Superintendent
- 54957: Public Employee Discipline/Dismissal/Release/Complaint
- Education Code 35146: Student Discipline and Other Confidential Student Matters-Jennifer Henry with School & College Legal Services will be present

### **RECONVENE TO PUBLIC SESSION**

- |   |
|---|
| 34. Announcement of any reportable action taken in closed session |
|---|

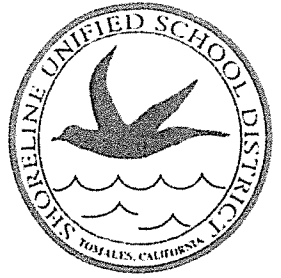
### **Adjournment**

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.

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact Jeannie Moody at (707) 878-2225 for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

# SHORELINE UNIFIED SCHOOL DISTRICT

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



March 13, 2019

Atziry Velazquez Orozco  
13200 Valley Ford Road  
Petaluma, CA 94952

Dear Atziry:

Due to the cancellation of the February board meeting because of poor weather and school closures, we will be acknowledging your student of the month selection for February 2019 at the March board meeting.

I invite you and your family to the Shoreline Unified School District Board of Trustees meeting, at Tomales High School on Thursday, March 21, 2019, 8:30 a.m., at which time we may acknowledge your selection before the Board of Trustees.

Congratulations!

Sincerely,

Bob Raines  
Superintendent

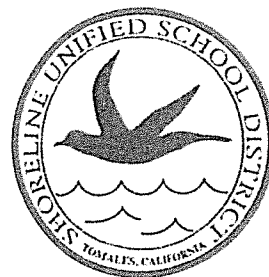
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TOMALES ELEMENTARY (707) 878-2214 FAX: 878-2467	BODEGA BAY ELEMENTARY (707) 875-2724 FAX: 875-2182	TOMALES HIGH SCHOOL (707) 878-2286 FAX: 878-2787	WEST MARIN ELEMENTARY (415) 663-1014 FAX: 663-8558	INVERNESS PRIMARY (415) 669-1018 FAX: 669-1581
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TF\_1\_ PORTATION  
(707) 878-2221

# SHORELINE UNIFIED SCHOOL DISTRICT

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



March 13, 2019

Elijah Judd  
PO Box 193  
Tomales, CA 94971

Dear Eli:

Due to the cancellation of the February board meeting because of poor weather and school closures, we will be acknowledging your student of the month selection for February 2019 at the March board meeting.

I invite you and your family to the Shoreline Unified School District Board of Trustees meeting, at Tomales High School on Thursday, March 21, 2019, 8:30 a.m., at which time we may acknowledge your selection before the Board of Trustees.

Congratulations!

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Raines", written over a white background.

Bob Raines  
Superintendent

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TOMALES ELEMENTARY (707) 878-2214 FAX: 878-2467	BODEGA BAY ELEMENTARY (707) 875-2724 FAX: 875-2182	TOMALES HIGH SCHOOL (707) 878-2286 FAX: 878-2787	WEST MARIN ELEMENTARY (415) 663-1014 FAX: 663-8558	INVERNESS PRIMARY (415) 669-1018 FAX: 669-1581
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TF\_2\_ PORTATION  
(707) 878-2221



**SHORELINE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING  
January 17, 2019**

**UNAPPROVED MINUTES**

A regular meeting of the Shoreline Unified School District Board of Trustees was held at West Marin School on Thursday, January 17, 2019.

1. Board Vice President Tim Kehoe called the meeting to order at 5:04 p.m.
2. Board members present: Tim Kehoe, Vonda Fernandes, Heidi Koenig, and Ethan Minor. Avito Miranda arrived at 5:35 p.m. Board members absent: Jill Manning-Sartori and Jane Healy. Staff present: Bob Raines, Adam Jennings, and Jeannie Moody.
3. Approved and adopted the agenda.  
(Fernandes/Koenig AYES: Kehoe/Fernandes/Koenig/Minor  
NOES: None ABSENT: Miranda/Manning-Sartori/Healy ABSTAIN: None) Motion passes.
4. Announced closed session items: 54957.6: Conference with Labor Negotiator, Bob Raines, regarding certificated and classified employee negotiations; 54956.9: Conference with Legal Counsel-Anticipated or Threatened Litigation. 54957: Public Employee Discipline/Dismissal/Release/Complaint; Education Code 35146: Student Discipline and Other Confidential Student Matters.
5. No comments from the public on closed session items.
6. Recessed to closed session at 5:06 p.m.
7. Reconvened to public session at 6:04 p.m.
8. No reportable action was taken in closed session.
9. Ana Loza and Luis Sanchez were honored as the students of the month for January 2019. Julie Cassel made the presentations.
10. No student representative report was given.
11. Consent Agenda.
  - 11.1 Minutes: Approved minutes of October 18, 2018, regular board meeting.
  - 11.2 Minutes: Approved minutes of December 6, 2018, special meeting.
  - 11.3 Minutes: Approved minutes of December 13, 2018, regular meeting.
  - 11.4 Approved warrants: General.
  - 11.5 Approval for Allowance of Attendance Because of Emergency Conditions on November 13, 2018 and November 16, 2018, due to poor air quality from the Camp Fire.
  - 11.6 Approved Superintendent Bob Raines and Trustee Tim Kehoe to attend the 2019 National Association of Federally Impacted Schools (NAFIS) Conference from March 17-19, 2019, in Washington, D.C. at a total cost of \$5,500.  
(Fernandes/Koenig AYES: Kehoe/Fernandes/Miranda/Koenig/Minor  
NOES: None ABSENT: Manning-Sartori/Healy ABSTAIN: None) Motion passes.
12. Approved the Shoreline Mentor Program College Tours field trip. Mr. Jennings described the field trip and stated that this field trip is fully funded by grant monies.  
(Fernandes/Minor AYES: Kehoe/Fernandes/Miranda/Koenig/Minor  
NOES: None ABSENT: Manning-Sartori/Healy ABSTAIN: None) Motion passes.
13. A community member and staff addressed the Board on items not on the agenda.

**Curriculum and Instruction**

14. Principal Adam Jennings reported for Tomales High and Tomales Elementary on the many educational field trips happening throughout the district. Ms. Cassel reported for West Marin School.

15. Superintendent Bob Raines announced Dr. Elizabeth Nolan as the new Interim Principal at West Marin/Inverness Schools effective January 18. Mr. Raines then reported on several upcoming events, meetings and projects happening throughout the District.
16. Board of Trustees' Report: Tim Kehoe thanked Ms. Armstrong for the great SEA certificated negotiations meeting and he is looking forward to meeting with CSEA for classified negotiations. Mr. Kehoe then expressed heartfelt condolences to Rhonda Kutter, her husband passed away on December 24.

### **Finance and Business**

17. Adopted Resolution 2018.19.7 – Certifying the November 6, 2018 General Obligation Bond Election. (Fernandes/Minor AYES: Kehoe/Fernandes/Miranda/Koenig/Minor NOES: None ABSENT: Manning-Sartori/Healy ABSTAIN: None) Motion passes.
18. Adopted Resolution 2018.19.8 – Bylaws Governing Measure I Citizens Oversight Committee. (Fernandes/Koenig AYES: Kehoe/Fernandes/Miranda/Koenig/Minor NOES: None ABSENT: Manning-Sartori/Healy ABSTAIN: None) Motion passes.
19. Adopted Resolution 2018.19.9 – Authorizing the Issuance and Sale of General Obligation Bonds Election of 2018, Series A, in the Aggregate Principal Amount of not to Exceed \$10,000,000. (Koenig/Minor AYES: Kehoe/Fernandes/Miranda/Koenig/Minor NOES: None ABSENT: Manning-Sartori/Healy ABSTAIN: None) Motion passes.
20. Considered approving Greystone West Company as construction manager for the Measure I projects. A few people expressed concerns about Greystone West and were hesitant to use them again. The Board decided to re-open the request for proposals and consider all proposals at a special meeting.
21. Reviewed and accepted the June 30, 2018, Annual Financial Audit from Christy White Associates. Trustee Fernandes asked why we keep seeing the same audit findings year after year. Why aren't these problems being addressed and resolved? (Fernandes/Minor AYES: Kehoe/Fernandes/Miranda/Koenig/Minor NOES: None ABSENT: Manning-Sartori/Healy ABSTAIN: None) Motion passes.
22. Discussed and approved changing the May 22, 2019, regular board meeting to May 30, 2019. (Kehoe/Minor AYES: Kehoe/Fernandes/Miranda/Koenig/Minor NOES: None ABSENT: Manning-Sartori/Healy ABSTAIN: None) Motion passes.
23. Approved agreement with Marin County Office of Education for sixty days of Administrative Support Services (Toni Lee). (Fernandes/Koenig AYES: Kehoe/Fernandes/Miranda/Minor NOES: Koenig ABSENT: Manning-Sartori/Healy ABSTAIN: None) Motion passes.

### **Board Policy**

24. First reading of BP 3100 – Business and Non-Instructional Operations.

### **Auxiliary**

25. No communications.

**Adjournment: 8:10 p.m.**

Respectfully submitted,

Bob Raines, Superintendent

Adopted by the Board:

**SHORELINE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE SPECIAL BOARD MEETING  
FEBRUARY 4, 2019**

**UNAPPROVED MINUTES**

A special board meeting of the Shoreline Unified School District Board of Trustees was held at Tomales High School on Monday, February 4, 2019.

1. President Jill Manning-Sartori called the meeting to order at 5:00 p.m.
2. Board members present: Jill Manning-Sartori, Heidi Koenig, Vonda Fernandes, Tim Kehoe, Avito Miranda and Jane Healy. Board members absent: Ethan Minor. Staff Present: Superintendent Bob Raines and Jeannie Moody.
3. Approved and adopted the agenda.  
(Healy/Manning-Sartori AYES: Manning-Sartori, Fernandes, Koenig, Kehoe, Miranda, Healy  
NOES: None ABSENT: Minor) Motion passes.
4. Approved Greystone West Company as our construction manager for Measure I projects.  
(Kehoe/Healy AYES: Manning-Sartori, Fernandes, Koenig, Kehoe, Miranda, Healy  
NOES: None ABSENT: Minor) Motion passes.
5. Approved School Services of California to conduct our Director of Fiscal Services job search in the amount \$16,500.  
(Healy/Koenig AYES: Manning-Sartori, Fernandes, Koenig, Kehoe, Miranda, Healy  
NOES: None ABSENT: Minor) Motion passes.

Meeting Adjourned: 5:30 p.m.

Respectfully submitted,

Bob Raines, Superintendent

Adopted by the Board:

# Shoreline Unified School District

## Warrant Recap

March 21, 2019

<u>Fund #</u>	<u>Fund Name</u>	<u>Amount</u>
1	General Fund	365,223.11
11	Adult Education Fund	-
12	Child Development Fund	387.46
13	Cafeteria Fund	13,161.12
14	Deferred Maintenance Fund	0.00
25	Capital Facilities Fund	-
73	Scholarship Fund	-
74	Special Education Trust Account	-

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0035 DD01102019  
 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
20223412	003052/	ADAM JENNINGS													
		PV-190262		01		0000	0	4300	00	0000	8110	420	000	PROPANE	63.36
				01		6500	0	4300	00	5770	1100	420	000	CLASS SUPPLIES	9.79
				01		9040	0	4300	00	1110	1010	420	000	LAB SUPPLIES	19.95
				01		9040	0	4300	00	1110	3110	420	126	SUPPLIES FOR LINK CREW	7.00
				01		9040	0	4300	00	1110	3110	420	126	CLASS SUPPLIES	18.04
				01		9040	0	5819	00	1110	1010	420	000	BUS PARKING FIELD TRIP	15.00
														WARRANT TOTAL	\$133.14
20223413	000617/	BILL'S LOCK AND SAFE SERVICE													
		PV-190248		01		0000	0	5840	00	0000	8110	700	000	KNOB, PADLOCKS, KEYS	525.95
														WARRANT TOTAL	\$525.95
20223414	003687/	LINDA BORELLO													
		PV-190250		01		9642	0	5200	00	0000	2700	108	144	DEC MILEAGE	27.25
														WARRANT TOTAL	\$27.25
20223415	070762/	LUIS BURGOS													
		PV-190251		01		9642	0	5200	00	8100	5000	108	144	LUNCH FOR TOTS	62.82
														WARRANT TOTAL	\$62.82
20223416	001303/	COLLEEN CONLEY													
		PV-190253		01		9642	0	4300	00	1110	1010	108	144	ART SUPPLIES	33.57
														WARRANT TOTAL	\$33.57
20223417	070851/	MARIA CONTRERES-DIAZ													
		990569 PO-190550	1.	01		6500	0	5840	00	5770	3600	700	758	DEC MILEAGE	457.80
		990569	1.	01		6500	0	5840	00	5770	3600	700	758	NOV MILEAGE	457.80
		990569	1.	01		6500	0	5840	00	5770	3600	700	758	OCT MILEAGE	359.70
														WARRANT TOTAL	\$1,275.30
20223418	070827/	RYAN CORRIGAN													
		PV-190254		01		0000	0	5200	00	0000	7200	700	000	AUG-DEC MILEAGE	467.88

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0035 DD01102019  
 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
WARRANT TOTAL															\$467.88
20223419	001270/	NANCY A CRIVELLI													
		PV-190256		01	-9642	-0	5200	.00	-0000	-2700	-108	-144	-000	DEC MILEAGE	22.89
WARRANT TOTAL															\$22.89
20223420	070429/	CSF BALFOUR													
		PV-190252		01	-0000	-0	5300	.00	-1110	-1010	-420	-000	-000	CHAPTER DUES FOR TOMALES HIGH	75.00
WARRANT TOTAL															\$75.00
20223421	004422/	ROBERT DAMAZIO													
		PV-190257		01	-0000	-0	5920	.00	-5770	-3600	-740	-000	-000	IPHONE 5C SCREEN REPAIR	72.40
WARRANT TOTAL															\$72.40
20223422	004075/	FIRST NATIONAL BANK OMAHA													
	990192	PO-190187	1.	01	-0000	-0	5970	.00	-0000	-2700	-700	-000	-000	8x8 INC	12.13
	990195	PO-190194	1.	01	-0000	-0	5839	.00	-0000	-7200	-700	-000	-000	LATE FEE & INTEREST	52.54
	990195		1.	01	-0000	-0	5839	.00	-0000	-7200	-700	-000	-000	INTEREST	21.88
	990195		1.	01	-0000	-0	5839	.00	-0000	-7200	-700	-000	-000	LATE FEES AND INTEREST	61.89
	990667	PO-190632	1.	01	-0000	-0	5803	.00	-0000	-7100	-700	-000	-000	PT REYES LIGHT AD	46.50
	990679	PO-190659	1.	01	-6500	-0	5200	.00	-5770	-1100	-108	-000	-000	MENTAL HEALTH CONFERENCE	619.00
	990680	PO-190660	1.	01	-6500	-0	5200	.00	-5770	-1100	-108	-000	-000	HOTEL STAY FAIRMONT	1,151.49
	990703	PO-190674	2.	01	-0000	-0	5200	.00	-0000	-7100	-700	-000	-000	CSBA CONFERENCE BOB IS FREE	350.00-
	990703		2.	01	-0000	-0	5200	.00	-0000	-7100	-700	-000	-000	CSBA CONFERENCE	350.00
	990703		1.	01	-0000	-0	5200	.00	-0000	-7110	-700	-000	-000	CSBA CONFERENCE	350.00
		PV-190247		01	-0000	-0	4300	.00	-0000	-7200	-700	-000	-000	LUNCH FOR PRINCIPALS	20.22
WARRANT TOTAL															\$2,335.65
3423	000050/	FRIEDMAN BROS.													
		PV-190258		01	-0000	-0	4300	.00	-0000	-8200	-700	-000	-000	DISTRICT LANDSCAING DEPARTMENT	582.79
				01	-0000	-0	4300	.00	-0000	-8200	-700	-000	-000	DISTRICT LANDSCAING DEPARTMENT	1,974.88

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0035 DD01102019  
 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						\$2,557.67
20223424	070902/	COURTNEY FRITSCHÉ				
		PV-190259	01-4035-0-5200.00-1110-2140-107-000-000		PARKING AND FOOD	97.64
WARRANT TOTAL						\$97.64
20223425	002255/	MARY-KATHERINE M. GALLAGHER				
		PV-190260	01-0000-0-4301.00-1110-3600-740-000-000		FUEL	50.00
WARRANT TOTAL						\$50.00
20223426	071231/	CHRISTINA R. GRACE				
		PV-190261	01-9641-0-4300.00-1110-1010-420-312-000		CPR & FIRST AID TRAINING	34.15
WARRANT TOTAL						\$34.15
20223427	071327/	MARIA MARQUEZ				
		PV-190264	01-9641-0-5840.00-1110-1010-420-328-000		TOMALES FOR MENTOR LUNCHEON	300.00
WARRANT TOTAL						\$300.00
20223428	071171/	AMANDA MASSEY MATTEA				
		PV-190265	01-0000-0-4300.00-0000-8110-107-000-000		DISTRICT BANNERS	267.28
WARRANT TOTAL						\$267.28
20223429	070015/	JEANNIE MOODY				
		PV-190266	01-0000-0-4300.00-0000-7110-700-000-000		BOARD MEETING FOOD DESSERT H2O	566.89
		PV-190267	01-0000-0-5200.00-0000-7200-700-000-000		OCT- DEC MILEAGE	197.29
WARRANT TOTAL						\$764.18
20223430	003420/	JOSHUA S RISLEY				
		PV-190268	01-4035-0-5200.00-1110-2140-105-000-000		VOCAB/WRITING SUPPLIES	81.00
WARRANT TOTAL						\$81.00
20223431	071192/	TALYHA ROMO				
		PV-190269	01-9641-0-4300.00-1110-1010-420-328-000		FOOD FOR MENTOR LUNCHEON	43.32
		PV-190270	01-9641-0-4300.00-1110-1010-420-000-000		CLASS SUPPLIES	63.99
WARRANT TOTAL						\$107.31
20223432	002531/	LAURIE M RUBIN				
		PV-190271	01-4035-0-5200.00-1110-2140-105-000-000		OCT-DEC MILEAGE	103.55

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0035 DD01102019  
 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						\$103.55
20223433	071324/	SOCCER & SPORTS				
		PV-190272	01-9641-0-4300.00-1110-1010-420-312-000	SOCCER BALLS		138.37
WARRANT TOTAL						\$138.37
20223434	003005/	SONOMA COUNTY OFFICE OF ED				
	990368	PO-190317	1. 01-0000-0-5829.00-0000-7100-700-000-000	19-01673 - NOVEMBER SERVICES		14,325.00
WARRANT TOTAL						\$14,325.00
20223435	003428/	SONOMARIN LANDSCAPE MATERIALS				
		PV-190273	01-0000-0-4300.00-0000-8200-700-000-000	CEMENT FOR KILN STRUCTURE		380.60
WARRANT TOTAL						\$380.60
20223436	000115/	STATE BOARD OF EQUALIZATION				
		PV-190246	01-0000-0-5839.00-0000-7200-700-000-000	3RD QTR USE TAX		19.38
			01-6300-0-9517.00-0000-0000-000-000-000	3RD QTR USE TAX		1.79
			01-9040-0-9517.00-0000-0000-000-000-000	3RD QTR USE TAX		138.51
WARRANT TOTAL						\$159.68
20223437	070415/	THE BANK OF NEW YORK MELLON				
		PV-190249	01-0000-0-5839.00-0000-7110-700-000-000	252-2149581		750.00
WARRANT TOTAL						\$750.00
20223438	070634/	WATERSAVERS IRRIGATION INC				
		PV-190274	01-0000-0-4300.00-0000-8200-700-000-000	DISTRICT LANDSCAPING		642.99
WARRANT TOTAL						\$642.99
20223439	071289/	WEX BANK				
	990379	PO-190348	1. 01-0000-0-4301.00-1110-3600-740-000-000	0201-00-109500-9		204.90
WARRANT TOTAL						\$204.90
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS: 28	TOTAL AMOUNT OF CHECKS:		\$25,996.17*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:		\$.00*
			TOTAL EFT GENERATED: 0	TOTAL AMOUNT OF EFT:		\$.00*
			TOTAL PAYMENTS: 28	TOTAL AMOUNT:		\$25,996.17*



DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
BATCH: 0035 DD01102019  
FUND : 12 CHILD DEVELOPMENT 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
20223440	071328/	YARELI CORONA														
		PV-190255													EARLY CHILDHOOD CLASSES	149.00
															WARRANT TOTAL	\$149.00
*** FUND	TOTALS ***															
															TOTAL NUMBER OF CHECKS:	1
															TOTAL AMOUNT OF CHECKS:	\$149.00*
															TOTAL ACH GENERATED:	0
															TOTAL AMOUNT OF ACH:	\$0.00*
															TOTAL EFT GENERATED:	0
															TOTAL AMOUNT OF EFT:	\$0.00*
															TOTAL PAYMENTS:	1
															TOTAL AMOUNT:	\$149.00*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
BATCH: 0035 DD01102019  
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			
20223441	070750/	ADAM JENNINGS				
		PV-190263	13-5310-0-4300.00-0000-3700-700-000-000		BREAD FOR CAFE	36.80
			WARRANT TOTAL			\$36.80
20223442	000115/	STATE BOARD OF EQUALIZATION				
		PV-190246	13-5310-0-8634.00-0000-0000-000-000-000		3RD QTR USE TAX	24.70
			WARRANT TOTAL			\$24.70
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$61.50*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	2	TOTAL AMOUNT:	\$61.50*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	31	TOTAL AMOUNT OF CHECKS:	\$26,206.67*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	31	TOTAL AMOUNT:	\$26,206.67*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	31	TOTAL AMOUNT OF CHECKS:	\$26,206.67*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	31	TOTAL AMOUNT:	\$26,206.67*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0036 DD 011418  
 FUND : 01 GENERAL FUND

RANT	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			
20222080	003189/	ANCHOR ELECTRIC				
	990665	PO-190636	1. 01-0000-0-5610.00-1110-3600-740-000-000	3346		2,188.59
			WARRANT TOTAL			\$2,188.59
20222081	004053/	ROSARIO BALLATORE				
	PV-190241		01-4035-0-5200.00-1110-2140-107-000-000		TRAINING LUNCH AND MILEAGE	73.00
			01-9040-0-4300.00-1110-1010-107-000-000		TRAINING LUNCH AND MILEAGE	56.80
			WARRANT TOTAL			\$129.80
20222082	000024/	CHEVRON USA INC.				
	PV-190242		01-7010-0-4301.00-1110-3600-420-000-000	7898867556		86.87
			WARRANT TOTAL			\$86.87
20222083	070825/	MERYL JUNIPER				
	PV-190243		01-9040-0-4300.00-1110-1010-107-000-000		ART SUPPLIES	98.61
			WARRANT TOTAL			\$98.61
20222084	071323/	PABLO MIGUEL LOPEZ				
	PV-190244		01-0000-0-5840.00-1130-4200-420-000-000		SERVICES FOR FOOTBALL	320.00
			WARRANT TOTAL			\$320.00
20222085	001600/	PETERSON TRUCKS INC				
	990166	PO-190021	1. 01-0000-0-5610.00-1110-3600-740-000-000	2768		2,145.77
			WARRANT TOTAL			\$2,145.77
20222086	003420/	JOSHUA S RISLEY				
	PV-190245		01-4035-0-5200.00-1110-2140-105-000-000		HOTEL FOR CONFERENCE	187.49
			01-9040-0-5200.00-1110-2140-105-000-000		HOTEL FOR CONFERENCE	53.91
			WARRANT TOTAL			\$241.40
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS: 7		TOTAL AMOUNT OF CHECKS:	\$5,211.04*
			TOTAL ACH GENERATED: 0		TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED: 0		TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS: 7		TOTAL AMOUNT:	\$5,211.04*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0036 DD 011418  
 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		
20222087	002930/	SYSKO SAN FRANCISCO INC				
990275	PO-190248	1.	13-5310-0-4700.00-0000-3700-700-000-000	775940 120618-121318	WMS	2,908.00
990275		1.	13-5310-0-4700.00-0000-3700-700-000-000	099085 120518-121218	THS	4,411.91
WARRANT TOTAL						\$7,319.91
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$7,319.91*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$7,319.91*
*** BATCH	TOTALS ***		TOTAL NUMBER OF CHECKS:	8	TOTAL AMOUNT OF CHECKS:	\$12,530.95*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	8	TOTAL AMOUNT:	\$12,530.95*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF CHECKS:	8	TOTAL AMOUNT OF CHECKS:	\$12,530.95*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00*
			TOTAL PAYMENTS:	8	TOTAL AMOUNT:	\$12,530.95*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0037 DD01232019  
 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
20223867	002069/	A Z BUS SALES INC														
	990149	PO-190024	1.	01-	0000-0-	4316.00-	1110-	3600-	740-	000-	000-			SH267		969.27
															WARRANT TOTAL	\$969.27
20223868	003316/	ADTS INC														
	990145	PO-190039	1.	01-	0000-0-	5840.00-	1110-	3600-	740-	000-	000-			173675		139.00
	990145		1.	01-	0000-0-	5840.00-	1110-	3600-	740-	000-	000-			173272		104.50
															WARRANT TOTAL	\$243.50
20223869	001499/	GUADALUPE APARICIO														
	990466	PO-190427	1.	01-	6500-0-	5840.00-	5750-	3600-	700-	745-	000-			DEC MILEAGE		793.52
															WARRANT TOTAL	\$793.52
20223870	000089/	AT&T														
		PV-190281		01-	0000-0-	5840.00-	0000-	2700-	700-	000-	000-			PLEASE SEE REMITS		49.25
				01-	0000-0-	5840.00-	0000-	2700-	700-	000-	000-			PLEASE SEE REMITS		10,130.21
															WARRANT TOTAL	\$10,179.46
20223871	071177/	ATHLETICS UNLIMITED														
	990108	PO-190132	1.	01-	0000-0-	4300.00-	1130-	4200-	420-	000-	000-			00100000424466		344.13
	990108		1.	01-	0000-0-	4300.00-	1130-	4200-	420-	000-	000-			00010000042620		378.33
															WARRANT TOTAL	\$722.46
20223872	001775/	BLICK ART MATERIALS														
	990103	PO-190127	1.	01-	9040-0-	4300.00-	1110-	1010-	420-	000-	000-			807279		302.61
															WARRANT TOTAL	\$302.61
20223873	000012/	BODEGA BAY P U D														
	990410	PO-190394	2.	01-	0000-0-	5535.00-	0000-	8200-	700-	000-	000-			1140		329.71
	990410		2.	01-	0000-0-	5535.00-	0000-	8200-	700-	000-	000-			1139		61.82
	990410		1.	01-	0000-0-	5540.00-	0000-	8200-	700-	000-	000-			1140		651.32
															WARRANT TOTAL	\$1,042.85
20223874	001625/	BSN SPORTS INC														
	990643	PO-190611	1.	01-	9040-0-	4300.00-	1110-	1010-	107-	000-	000-			903924558		215.82

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0037 DD01232019  
 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
WARRANT TOTAL																\$215.82
20223875	070028/	BUS WEST LLC														
	990163	PO-190012	1.	01	0000	0	4316	00	1110	3600	740	000	000		106716	59.14
WARRANT TOTAL																\$59.14
20223876	000836/	CAL WEST RENTALS INC														
	990645	PO-190646	1.	01	0000	0	5620	00	0000	8200	105	000	000		281445	95.84
WARRANT TOTAL																\$95.84
20223877	004135/	CALIF SCHOOL EMPLOYEES ASSN														
	990528	PO-190519	1.	01	6500	0	5200	00	5770	1100	105	000	000		Laurie Schmitt Reg	109.00
	990528		2.	01	6500	0	5200	00	5770	1100	108	000	000		Linda Borello Reg	109.00
WARRANT TOTAL																\$218.00
20223878	003643/	CLARK PEST CONTROL														
	990125	PO-190026	1.	01	0000	0	5840	00	0000	8110	420	000	000		23348773	167.00
WARRANT TOTAL																\$167.00
20223879	071045/	CRISTINA SALCEDO														
	990348	PO-190337	1.	01	9642	0	4300	00	1110	1010	107	144	000		SUPPLIES	461.96
WARRANT TOTAL																\$461.96
20223880	003834/	CROWN TROPHY PETALUMA														
	990507	PO-190491	1.	01	0000	0	4300	00	0000	7110	700	000	000		30045	14.64
WARRANT TOTAL																\$14.64
20223881	071306/	ASHLEY DUMBRA														
	990602	PO-190582	1.	01	4035	0	5200	00	1110	2140	106	000	000		DEC MILEAGE	32.70
WARRANT TOTAL																\$32.70
20223882	070196/	EMPIRE COMMUNICATIONS INC														
	990545	PO-190539	1.	01	0000	0	5840	00	0000	8200	700	000	000		23714	225.00
WARRANT TOTAL																\$225.00
20223883	070883/	FASTENAL COMPANY														
	990096	PO-190120	1.	01	7010	0	4300	00	1471	1010	420	000	000		CAPET44750	134.06

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0037 DD01232019  
 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
	990096		1.	01-7010-0-4300.00-1471-1010-420-000-000											CAPET44625	563.43
															WARRANT TOTAL	\$697.49
20223884	001431/	FEDEX														
	990414	PO-190396	1.	01-0000-0-5960.00-0000-7200-700-000-000											6-414-04860	67.24
															WARRANT TOTAL	\$67.24
20223885	000050/	FRIEDMAN BROS.														
	990127	PO-190028	1.	01-0000-0-4300.00-0000-8110-420-000-000											18886374I	582.79
	990127		1.	01-0000-0-4300.00-0000-8110-420-000-000											52860530I	192.90
	990127		1.	01-0000-0-4300.00-0000-8110-420-000-000											52808644I	54.66
	990127		1.	01-0000-0-4300.00-0000-8110-420-000-000											52808628I	1,974.88
	990011	PO-190062	1.	01-0000-0-4300.00-0000-8110-107-000-000											52884301I	45.87
	990097	PO-190121	1.	01-7010-0-4300.00-1471-1010-420-000-000											52859385I	143.06
	990097		1.	01-7010-0-4300.00-1471-1010-420-000-000											52887941I	40.08
	990136	PO-190167	1.	01-0000-0-4300.00-0000-8110-106-000-000											52866601I	126.03
	990136		1.	01-0000-0-4300.00-0000-8110-106-000-000											52780155I	62.99
	990136		2.	01-0000-0-4300.00-0000-8110-108-000-000											52850537I	233.64
															WARRANT TOTAL	\$3,456.90
20223886	071287/	GALLERY ROUTE ONE														
	990702	PO-190673	1.	01-9040-0-5840.00-1110-1010-108-000-000											ARTISTS IN THE SCHOOL	5,000.00
															WARRANT TOTAL	\$5,000.00
20223887	000205/	HANSEL AUTO GROUP														
	990158	PO-190003	1.	01-0000-0-5610.00-1110-3600-740-000-000											86137	175.95
															WARRANT TOTAL	\$175.95
3888	003912/	HENDRICKSON'S WINDOW FASHIONS														
	990706	PO-190676	1.	01-0000-0-4400.00-0000-8200-700-000-000											50% OF TOTAL FOR DEPOSIT	14,400.00
															WARRANT TOTAL	\$14,400.00

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0037 DD01232019  
 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	
20223889	003576/	HILLYARD/SAN FRANCISCO															
	990016	PO-190067	1.	01-0000-0-4300.00-0000-8200-107-000-000										603258497		1,719.68	
	990117	PO-190141	1.	01-0000-0-4300.00-0000-8200-420-000-000										603269590		1,256.04	
																WARRANT TOTAL	\$2,975.72
20223890	001858/	IBS OF THE NORTH BAY															
	990160	PO-190046	1.	01-0000-0-4300.00-1110-3600-740-000-000										4785		311.49	
																WARRANT TOTAL	\$311.49
20223891	070952/	KAISER															
	990161	PO-190011	1.	01-0000-0-5847.00-1110-3600-740-000-000										320900956875		65.00	
																WARRANT TOTAL	\$65.00
20223892	070518/	LEARING A-Z															
	990686	PO-190657	1.	01-3010-0-4300.00-8100-5000-107-000-000										2061994		109.95	
																WARRANT TOTAL	\$109.95
20223893	070740/	LEARNING WITHOUT TEARS															
	990256	PO-190272	1.	01-6300-0-4300.00-1110-1010-105-000-000										1243610-2		13.38	
																WARRANT TOTAL	\$13.38
20223894	071312/	LEE & LOW BOOKS															
	990619	PO-190592	1.	01-9642-0-4300.00-1110-1010-107-144-000										15374		777.97	
																WARRANT TOTAL	\$777.97
20223895	000359/	MARIN COUNTY TAX COLLECTOR															
	990175	PO-190048	2.	01-0000-0-4301.00-5770-3600-740-000-000										180124		1,981.16	
																WARRANT TOTAL	\$1,981.16
20223896	071327/	MARIA MARQUEZ															
	990700	PO-190683	1.	01-9642-0-4300.00-1110-1010-107-144-000										TAMALES		450.00	
																WARRANT TOTAL	\$450.00
20223897	000708/	NORTH BAY PETROLEUM															
	990176	PO-190049	1.	01-0000-0-4301.00-1110-3600-740-000-000										202037		11,572.20	
																WARRANT TOTAL	\$11,572.20



DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0037 DD01232019  
 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
20223898	071275/	DAVID PECK													
	990694	PO-190666	1.	01-0000-0-5200.00-1110-1010-105-000-000										DEC MILEAGE	21.80
														WARRANT TOTAL	\$21.80
20223899	000206/	PETALUMA AUTO PARTS													
	990165	PO-190020	1.	01-0000-0-5610.00-1110-3600-740-000-000										5610	214.23
														WARRANT TOTAL	\$214.23
20223900	070696/	RH & SONS WATER SERVICES													
	990675	PO-190648	1.	01-0000-0-5600.00-0000-8110-105-000-000										9716	385.00
														WARRANT TOTAL	\$385.00
20223901	071018/	ROGUE FITNESS HQ													
	990663	PO-190642	1.	01-0000-0-4300.00-1130-4200-420-000-000										4880265	749.68
														WARRANT TOTAL	\$749.68
20223902	000103/01	SCHOLASTIC BOOK CLUBS													
		PV-190282		01-6300-0-4200.00-1110-1010-700-000-000										ACCT 1630198545	368.00
														WARRANT TOTAL	\$368.00
20223903	001964/	STATE BOARD OF EQUALIZATION													
	990150	PO-190023	1.	01-0000-0-5839.00-1110-3600-740-000-000										63-529-597	51.16
														WARRANT TOTAL	\$51.16
20223904	071289/	WEX BANK													
	990379	PO-190348	1.	01-0000-0-4301.00-1110-3600-740-000-000										0201001095009	479.90
														WARRANT TOTAL	\$479.90
*** FUND	TOTALS ***														
				TOTAL NUMBER OF CHECKS:		38								TOTAL AMOUNT OF CHECKS:	\$60,067.99*
				TOTAL ACH GENERATED:		0								TOTAL AMOUNT OF ACH:	\$ .00*
				TOTAL EFT GENERATED:		0								TOTAL AMOUNT OF EFT:	\$ .00*
				TOTAL PAYMENTS:		38								TOTAL AMOUNT:	\$60,067.99*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
BATCH: 0037 DD01232019  
FUND : 12 CHILD DEVELOPMENT 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	
20223905	001540/	DISCOUNT SCHOOL SUPPLY				
	990640	PO-190614	1. 12-6105-0-4300.00-0001-1010-105-000-000		P37766970101	238.46
			WARRANT TOTAL			\$238.46

*** FUND	TOTALS ***	TOTAL NUMBER OF CHECKS:	1	TOTAL AMOUNT OF CHECKS:	\$238.46
		TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00
		TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00
		TOTAL PAYMENTS:	1	TOTAL AMOUNT:	\$238.46

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0037 DD01232019  
 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
20223906	003084/	CALIFORNIA REFRIGERATION FOOD													
	990262	PO-190259	1.	13-5310-0-5610.00-0000-3700-700-000-000									150686		800.11
	990262		1.	13-5310-0-5610.00-0000-3700-700-000-000									150586		483.33
				WARRANT TOTAL											\$1,283.44
20223907	002520/	COTATI FOOD SERVICE													
	990286	PO-190267	1.	13-5310-0-4700.00-0000-3700-700-000-000									120618-012419	000335	3,018.59
				WARRANT TOTAL											\$3,018.59
20223908	070570/	MARIN-SONOMA PRODUCE COMPANY													
	990285	PO-190250	1.	13-5310-0-4700.00-0000-3700-700-000-000									WMS	010719-011419	377.98
	990285		1.	13-5310-0-4700.00-0000-3700-700-000-000									THS	121718-011419	950.70
				WARRANT TOTAL											\$1,328.68
20223909	071326/	PRYOR LEARNING SOLUTIONS													
	990697	PO-190669	1.	13-5310-0-5200.00-0000-3700-700-000-000										CUST#34595187	149.00
				WARRANT TOTAL											\$149.00
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:		4							TOTAL AMOUNT OF CHECKS:		\$5,779.71*
				TOTAL ACH GENERATED:		0							TOTAL AMOUNT OF ACH:		\$ .00*
				TOTAL EFT GENERATED:		0							TOTAL AMOUNT OF EFT:		\$ .00*
				TOTAL PAYMENTS:		4							TOTAL AMOUNT:		\$5,779.71*
*** BATCH	TOTALS ***			TOTAL NUMBER OF CHECKS:		43							TOTAL AMOUNT OF CHECKS:		\$66,086.16*
				TOTAL ACH GENERATED:		0							TOTAL AMOUNT OF ACH:		\$ .00*
				TOTAL EFT GENERATED:		0							TOTAL AMOUNT OF EFT:		\$ .00*
				TOTAL PAYMENTS:		43							TOTAL AMOUNT:		\$66,086.16*
*** DISTRICT	TOTALS ***			TOTAL NUMBER OF CHECKS:		43							TOTAL AMOUNT OF CHECKS:		\$66,086.16*
				TOTAL ACH GENERATED:		0							TOTAL AMOUNT OF ACH:		\$ .00*
				TOTAL EFT GENERATED:		0							TOTAL AMOUNT OF EFT:		\$ .00*
				TOTAL PAYMENTS:		43							TOTAL AMOUNT:		\$66,086.16*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0038 January 2019 TMR  
 FUND : 01 GENERAL FUND

RANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20224195	000146/	ASSOC OF CA SCHOOL ADMINSTR													
		PV-190275		01-0000-0-5839.00-0000-7200-700-000-000										ACSA DUES 12/01/18 - 12/31/18	315.00
				01-0000-0-5839.00-0000-7200-700-000-000										ACSA DUES 01/01/19 - 01/31/19	315.00
				WARRANT TOTAL										\$630.00	
20224196	070322/	CALIF VALUED TRUST													
		PV-190276		01-0000-0-9528.00-0000-0000-000-000-000										CERTIFICATED-DENTAL DEC 2018	5,393.17
				01-0000-0-9528.00-0000-0000-000-000-000										CLASSIFIED-DENTAL DEC 2018	4,441.30
				01-0000-0-9528.00-0000-0000-000-000-000										MANAGEMENT-DENTAL DEC 2018	550.92
				01-0000-0-9528.00-0000-0000-000-000-000										CERTIFICATED-DENTAL JAN 2019	5,393.17
				01-0000-0-9528.00-0000-0000-000-000-000										CLASSIFIED-DENTAL JAN 2019	4,441.30
				01-0000-0-9528.00-0000-0000-000-000-000										MANAGEMENT-DENTAL JAN 2019	550.92
				01-0000-0-9529.00-0000-0000-000-000-000										CERTIFICATED-VISION DEC 2018	952.26
				01-0000-0-9529.00-0000-0000-000-000-000										CLASSIFIED-VISION DEC 2018	810.54
				01-0000-0-9529.00-0000-0000-000-000-000										MANAGEMENT-VISION DEC 2018	91.60
				01-0000-0-9529.00-0000-0000-000-000-000										CERTIFICATED-VISION JAN 2019	952.26
				01-0000-0-9529.00-0000-0000-000-000-000										CLASSIFIED-VISION JAN 2019	845.13
				01-0000-0-9529.00-0000-0000-000-000-000										MANAGEMENT-DENTAL 2019	91.60
				WARRANT TOTAL										\$24,514.17	
20224197	070280/	REDWOOD EMPIRE SCHOOLS INS GRP													
		PV-190277		01-0000-0-9526.00-0000-0000-000-000-000										BSC 733610P011000 - JAN 2019	3,201.00
				01-0000-0-9526.00-0000-0000-000-000-000										BSC 733610P021000 - JAN 2019	2,207.00
				01-0000-0-9526.00-0000-0000-000-000-000										BSC 733610P031000 - JAN 2019	627.00
				01-0000-0-9526.00-0000-0000-000-000-000										BSC 733610P041000 - JAN 2019	480.00
				01-0000-0-9526.00-0000-0000-000-000-000										KP604848-0154 - JAN 2019	63,836.00
				01-0000-0-9526.00-0000-0000-000-000-000										KP604848-0155 - JAN 2019	12,588.00

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0038 January 2019 TMR  
 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
																41,926.00
																4,178.00
																\$129,043.00
20224198	070280/02	RESIG														
		PV-190279													CONLEY, COLEEN - HSA JAN 2019	200.00
		PV-190285													2019 HSA FUNDING	102,000.00
																\$102,200.00
20224199	070280/05	RESIG														
		PV-190278													BM-DENTAL - JAN 2019	312.82
															BM-MED - JAN 2019	3,487.00
															BM-VISION - JAN 2019	91.82
															BM-DENTAL - FEB 2019	186.48
															BM-MED - FEB 2019	48.32
															BM-VISION - FEB 2019	1,854.00
															CERTIFICATED-DENTAL JAN 2019	495.92
															CERTIFICATED-MED - JAN 2019	3,283.25
															CERTIFICATED-VISION JAN 2019	114.14
															CLASSIFIED-DENTAL - JAN 2019	128.88
															CLASSIFIED-MED - JAN 2019	1,599.75
															CLASSIFIED-VISION - JAN 2019	38.05
															CERTIFICATED-DENTAL FEB 2019	422.45
															CERTIFICATED-MED - FEB 2019	2,829.25
															CERTIFICATED-VISION FEB 2019	97.23
															CLASSIFIED-DENTAL - FEB 2019	128.88
															CLASSIFIED-MED - FEB 2019	1,599.75

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.  
 BATCH: 0038 January 2019 TMR  
 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		
			01-0000-0-3702.00-1110-1010-700-103-000		CLASSIFIED-VISION - FEB 2019	38.05
			WARRANT TOTAL			\$16,756.04
20224200	070301/	THE STANDARD				
	PV-190280		01-0000-0-9527.00-0000-0000-000-000-000		LIFE INSURANCE - JAN 2019	402.35
			01-0000-0-9527.00-0000-0000-000-000-000		LIFE INSURANCE - FEB 2019	402.35
			WARRANT TOTAL			\$804.70
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$273,947.91 <sup>2</sup>
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00 <sup>2</sup>
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00 <sup>2</sup>
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$273,947.91 <sup>2</sup>
***	BATCH TOTALS ***		TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$273,947.91 <sup>2</sup>
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00 <sup>2</sup>
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00 <sup>2</sup>
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$273,947.91 <sup>2</sup>
***	DISTRICT TOTALS ***		TOTAL NUMBER OF CHECKS:	6	TOTAL AMOUNT OF CHECKS:	\$273,947.91 <sup>2</sup>
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$ .00 <sup>2</sup>
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$ .00 <sup>2</sup>
			TOTAL PAYMENTS:	6	TOTAL AMOUNT:	\$273,947.91 <sup>2</sup>

# SHORELINE UNIFIED SCHOOL DISTRICT

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



March 14, 2019

Fisherman's Chapel by the Bay  
PO Box 967  
Bodega Bay, CA 94923

Dear Fisherman's Chapel by the Bay:

The Shoreline Unified School District Board of Trustees accepted your gift of \$800.00 that you donated to Bodega Bay School.

The Board and staff wish to thank you for your generous support.

A vital part of our excellent school program is on-going community support and we are most appreciative.

Cordially,

A handwritten signature in black ink, appearing to read "Bob Raines".

Bob Raines  
Superintendent

A handwritten note in black ink that says "Thank you!" with a long horizontal line underneath.

---

TOMALES ELEMENTARY	BODEGA BAY ELEMENTARY	TOMALES HIGH SCHOOL	WEST MARIN ELEMENTARY	INVERNESS PRIMARY
(707) 878-2214	(707) 875-2724	(707) 878-2286	(415) 663-1014	(415) 669-1018
FAX: 878-2467	FAX: 875-2182	FAX: 878-2787	FAX: 663-8558	FAX: 669-1581

TI\_25- ORTATION  
(707) 878-2221

SHORELINE UNIFIED SCHOOL DISTRICT  
P.O. BOX 198  
TOMALES, CA 94971  
707-878-2266

ACCEPTANCE OF GIFTS

Please submit to the District Office upon completion

Gift Received By: Fisherman's Chapel by the Bay Date: 3-5-19

Description of Gift: Donation of \$800.00 to  
Bodega Bay School

Special Instructions: \_\_\_\_\_

Name and Address of Donor - (If organization or agency, give name of president or administrator)

Fisherman's Chapel by the Bay  
P.O. Box 967  
Bodega Bay, CA 94923  
707-875-9636



Field Trip Notice

Teacher: Anne Halley Harper Grade: 4th

Destination: Coloma Outdoor Discovery School

Day/Date: Monday, April 29 to Wednesday, May 1, 2019

Time leaving school: 6:30 a.m Time returning to school: 3:00 - 4:00 p.m

Transportation: Cars Drivers are needed: yes!

Parent volunteers are needed: We have chaperones

Be sure to bring: a lunch X. Other things: packing list will be provided

The cost for this event is \$225 per child. Any donation you can provide would be appreciated. No child will be excluded from the activity due to inability to pay.

Cut here and return the completed portion below by: March 14, 2019

-----  
\_\_\_\_\_ has my permission to go on a field  
Student's Name

trip to Coloma Outdoor Discovery School on Mon., 4/29 to Wed. 5/1, 2019  
Place Date

\_\_\_\_\_ I will be able to volunteer for this field trip. We have chaperones

\* yes  
If drivers are needed and you are volunteering to drive, please fill in lines 1 & 2:

Drivers must have current paperwork preapproved and on file in the school office.

1.  I can drive and will be at the school 5 minutes before the departure time indicated.
2. I have \_\_\_\_\_ seat belts for passengers

Parent's Signature: \_\_\_\_\_

Anuncio De Paseo

Maestro/a: Anne Halley Harper Grado: 4<sup>to</sup>

Destino: Coloma Escuela de Descubrimiento al Aire Libre

Dia/Fecha: Lunes 29 de Abril a Miercoles 1<sup>ro</sup> de Mayo, 2019

Hora que saldremos de la escuela: 6:30 am Hora que regresaremos: 3:00-4:00 pm

Transportación: Coches Chóferes necesitamos: Si!

Padres voluntarios se necesitan: Tenemos Chaperones

Asegúrese de traer: lonche X Otras cosas: Lista de paquetes sera proporcionada

El costo de este evento es de \$25 por niño/a. Cualquier donación que usted pueda proveer séle agradecerá. No excludiremos ningún niño/a de esta actividad si por alguna razón no pueden pagar.

Corte la porción de la parte de abajo complétela y regrésela para el: 14 de Marzo, 2019

-----

\_\_\_\_\_ tiene mi permiso de ir en paseo

Nombre del estudiante

Coloma Escuela de Descubrimiento al el Lunes, 4/29 al Miercoles 5/1 2019  
Lugar Aire Libre fecha

\_\_\_\_\_ Yo puedo ser voluntario en este paseo. Tenemos chaperones

SI  
\* Si necesitamos chóferes y usted puede ser voluntario, por favor complete las líneas 1 y 2. Los chóferes tendrán que tener la documentación de su automóvil, antes del viaje.

1.  Yo puedo manejar y llegar 5 minutos antes de la hora de la salida que esta indicada.
2.  Yo tengo \_\_\_\_\_ cinturones para pasajeros.

Firma de los Padres: \_\_\_\_\_

**ARTICLE VI**  
**HOURS OF EMPLOYMENT**

- 6.1 The work week for a full-time employee shall consist of five (5) consecutive days, eight (8) hours per day, exclusive of the daily lunch period, and forty (40) hours per week, Monday through Friday. Nothing in this contract shall restrict the ability of management to extend the hours of the regular workday or work week on an overtime basis when such is deemed necessary by the Management. Exception to the above may occur to enable the accomplishment of District work on a Tuesday through Saturday schedule if agreed to by the employee involved and the District. Such exceptions will not affect the eight (8) hour workday or forty (40) hour work week and the overtime provisions of this Article shall likewise not be affected in their application.
- 6.2 The working hours of part-time employees shall be scheduled to fall within a consecutive five-day (5) period, whenever practicable.
- 6.3 The arrival and departure time for each employee shall be determined by management. Changes of less than one-half (1/2) hour shall be at the discretion of management. Change of thirty-one (31) minutes or more shall be subject to mutual agreement between management and employee and shall require written notification to the employee(s) and the President of CSEA ten (10) calendar days prior to the proposed change. The employee may request in writing to meet with the appropriate administrator and his/her CSEA representative to discuss the proposed shift change and implementation date. The request for a meeting may result in an extension of up to twenty (20) calendar days of the implementation date.
- 6.4 There will be the equivalent of fifteen (15) minute paid, duty-free rest break at approximately the middle of each four (4) hour work period. For the part-time employee whose working assignment is only three (3) hours, there shall be the equivalent of a ten (10) minute paid rest break. There will be a minimum of one-half (1/2) hour unpaid, duty free lunch period after the employee has been on duty for four (4) hours which is scheduled for all full-time employees at or about the midpoint of the workday. Exceptions are subject to mutual agreement between supervisor and employee.
- 6.5 Any reduction in assigned time shall be considered a layoff in accordance with Education Code sections 45114, 45115, 45298 and 45308.
- 6.6 Adjustment of Assigned Time: Any employee in the bargaining unit who works an average of thirty (30) minutes or more per day in excess of the regular part time assignment for twenty (20) consecutive days shall have the assignment adjusted upward to reflect the longer hours, effective with the next pay period, during the period of the increased assignment.
- 6.7 When additional hours are assigned to a part-time position on a regular basis, the assignment shall be offered to qualified employees in the appropriate class and if there is more than one (1) application for the position and the qualifications of the applicants are relatively equal, and then the applicant with the greatest seniority shall receive the appointment.

# SHORELINE UNIFIED SCHOOL DISTRICT

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



March 1, 2019

To: Ryan Corrigan  
From: Bob Raines, Superintendent  
Re: Acceptance of Your Resignation

It is with decidedly mixed emotions that, in accordance with Shoreline Unified School District Board Policy 4217.2, I accept your resignation, effective March 15, 2019.

I am happy for you that you will be taking advantage of a great opportunity. I am sad to see you leave Shoreline. You have served the District and our staff well.

I wish you great fortune in your future endeavors.

**Ryan Corrigan**

16510 Cutten Dr. Apt A Guerneville, CA 95446 ryancorrigan82@gmail.com

March 1, 2019

Bob Raines  
Superintendent  
10 John St.  
Tomales, CA 94971

Dear Mr. Raines,

I am writing to submit my formal resignation effective end of day March 15th 2019.

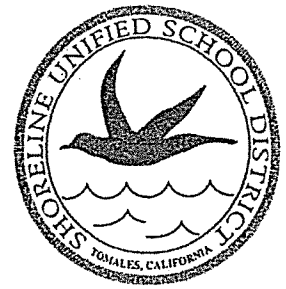
I am grateful to have been given the opportunity to work with some wonderful people while bringing to life many great changes to Shorelines technology. Unfortunately I have recently come into financial/personal difficulties that bring my future in the California Bay Area into question. I have ultimately decided to move and pursue career opportunities out of state.

As such, I will no longer be able to continue my current position at Shoreline. I would however like to offer my continued support with CALPADS certification. I can also provide remote tech support to help with the transition to a new support tech.

I wish you and Shoreline all the best and I hope we can continue to have a relationship in some capacity.

# SHORELINE UNIFIED SCHOOL DISTRICT

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



March 5, 2019

To: Vanessa Corrigan  
From: Bob Raines, Superintendent  
Re: Acceptance of Your Resignation

It is with mixed emotions that, in accordance with Shoreline Unified School District Board Policy 4217.2, I accept your resignation, effective March 15, 2019.

I am happy for you that you and Ryan will be taking advantage of a great opportunity. I am sad to see you leave Shoreline. You have served the District, Tomales High School, and our staff well.

I wish you great fortune in your future endeavors in North Carolina.

Vanessa Corrigan

16510 Cutten Drive, Apt. A, Guerneville, CA 95446 - (925) 407-7268 - vanessacorrigan@gmail.com

March 1, 2019

Adam Jennings  
Principal  
Tomales High School  
3850 Irvin Drive  
Tomales, CA 94971

Dear Mr. Jennings,

I am writing this to submit my formal resignation. I will be giving 2 weeks notice and my last day will be March 15th.

I will always be grateful for having the opportunity to work in the Library at Tomales High. On a daily basis, the interactions I had with students and peers gave me a sense of fulfillment. It is because of this position that I will continue to pursue a career in education- whether it be in a future library or within a classroom. I feel confident that I have a lot to offer my future institution because of my experience at Tomales.

Thank you for your kind leadership and understanding. It has been a privilege to work with you and the staff of THS. If there is anything I can do to help make this transition easier, please don't hesitate to let me know.

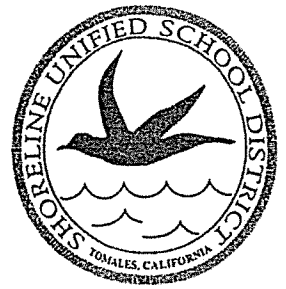
Sincerely,



Vanessa Corrigan  
Library/Paraeducator  
Tomales High School

# SHORELINE UNIFIED SCHOOL DISTRICT

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



February 15, 2019

To: Amanda Mattea  
From: Bob Raines, Superintendent  
Re: Acceptance of Your Resignation

It is with decidedly mixed emotions that, in accordance with Shoreline Unified School District Board Policy 4217.2, I accept your resignation, effective at the end of this school year.

While I am happy for you that you and Trevor will be taking advantage of a great opportunity with Cascade Canyon School, I am saddened to see you leave Shoreline. You have served the District, Tomales Elementary School, and our staff well.

I wish you great fortune in your future endeavors, and hope that we have opportunities to collaborate in the future.



February 11, 2019

Dear Bob and Shoreline Trustees,

It is with a heavy heart that I will not be pursuing renewal of my contract for the 2019-2020 school year in June. I want to express my gratitude and appreciation to you for the opportunity to work in Shoreline. I am sharing this with you now to allow you ample time to interview and hire an optimal replacement for my position. I will be returning from maternity leave the third week in June to collaborate with and provide a smooth transition for the incoming principal.

I have enjoyed working with you and wish you all the best in the future.

Sincerely,

A handwritten signature in cursive script that reads "Amanda Mattea".

Amanda Mattea

COACHES FOR 2018-19

SPORT	ASSIGNMENT	COACH'S NAME	DATE OF BOARD APPROVAL	STIPEND AMOUNT	CURRENT FORMS
	Athletic Director	Dominic Sacheli	8/16/18	6491.00	
FOOTBALL					
	Head Varsity	Dominic Sacheli	8/16/18	3246.00	
	Asst Varsity	Juan Avalos	8/16/18	2214.00	
	Asst Varsity	Anthony Feliciano	8/16/18	2214.00	
	Head JV	No Team			
	Asst JV	No Team			
VOLLEYBALL					
	Head Varsity	Amy Swanson	8/16/18	3246.00	
	Asst Varsity	Not filled yet		2214.00	
	Head JV				
SOCCER					
	Head Varsity (M)	Scot Brasil	8/16/18	3246.00	
	Asst Varsity (M)	Talyha Romo	8/16/18	2214.00	
	Head Varsity (W)	Morgan Raikes	8/16/18	3246.00	
	Asst Varsity (W)	Larissa Morelj	8/16/18	2214.00	
BASKETBALL					
	Head Varsity (M)	John Burke	8/16/18	3246.00	
	Asst Varsity (M)	Josh Hayworth	12/13/18	2214.00	
	Head Varsity (W)	Russ Sartori	8/16/18	3246.00	
	Asst Varsity (W)	Not filled yet		2214.00	
	Head JV (M)	Anthony Feliciano	8/16/18	2410.00	
	Head JV (W)				
BASEBALL					
	Head Varsity	Jose Chavarria	3/21/19	3246.00	
	Asst Varsity	Brian Mclsaac	3/21/19	2214.00	
	Head JV	No Team			
SOFTBALL					
	Head Varsity	Keith Muelrath	8/16/18	3246.00	
	Asst Varsity	Snow Mclsaac	8/16/18	2214.00	
TENNIS					
	Head	Russell Sartori	8/16/18	2214.00	
	Asst Varsity	Chris Grace	8/16/18	2214.00	
GOLF					
	Head	No Team			
CHEER					
	Head Season 1	Snow Mclsaac	8/16/18	2214.00	
	Head Season 2	Snow Mclsaac	8/16/18	2214.00	
CRS CNTRY					
	Head	No Team			

## SHORELINE UNIFIED SCHOOL DISTRICT 2019-20 CALENDAR

	M	T	W	Th	F	School	Certificated	Classified		
JULY 2019	1	2	3	4	5	0	0	0	July 4	Holiday (Independence Day)
	8	9	10	11	12					
	15	16	17	18	19					
	22	23	24	25	26					
	29	30	31							
AUGUST				1	2	10	14	12	Before Aug. 14 Aug. 14 Aug. 15 Aug. 16 Aug. 19	**Certificated to work one floating day Certificated & 11-12 month Classified work day Work day - All staff returns Professional Development Day - All staff work <b>FIRST STUDENT DAY OF SCHOOL</b>
	5	6	7	8	9					
	12	13	14	15	16					
	19	20	21	22	23					
	26	27	28	29	30					
SEPTEMBER	2	3	4	5	6	20	20	20	Sept. 2	Holiday (Labor Day)
	9	10	11	12	13					
	16	17	18	19	20					
	23	24	25	26	27					
	30									
OCTOBER		1	2	3	4	22	23	23	Oct. 4 Oct. 9 - Oct. 11	Professional Development Day - All staff work Minimum days
	7	8	9	10	11					
	14	15	16	17	18					
	21	22	23	24	25					
	28	29	30	31						
NOVEMBER					1	18	18	18	Nov. 1 Nov. 11 Nov. 26 Nov. 28 & Nov. 29	Minimum day Holiday (Veteran's Day) Minimum day Thanksgiving holiday
	4	5	6	7	8					
	11	12	13	14	15					
	18	19	20	21	22					
	25	26	27	28	29					
DECEMBER	2	3	4	5	6	15	15	15	Dec. 18 - Dec. 20 Dec. 23 - Jan. 3 Dec. 24 & Dec. 25	Minimum days Winter break (No School) Holiday's (Christmas Eve and day)
	9	10	11	12	13					
	16	17	18	19	20					
	23	24	25	26	27					
	30	31								
JANUARY 2020			1	2	3	19	19	19	Jan. 1 Jan. 20	Holiday (New Year's Day) Holiday (Martin Luther King, Jr. Day)
	6	7	8	9	10					
	13	14	15	16	17					
	20	21	22	23	24					
	27	28	29	30	31					
FEBRUARY	3	4	5	6	7	14	15	15	Feb. 17 & Feb. 18 Feb. 17 - Feb. 21 Feb. 26 - Feb. 27 Feb. 28	Holidays (President's Day & Lincoln's Bday) Late winter break Minimum days Professional Development Day - All staff work
	10	11	12	13	14					
	17	18	19	20	21					
	24	25	26	27	28					
MARCH	2	3	4	5	6	22	22	22		
	9	10	11	12	13					
	16	17	18	19	20					
	23	24	25	26	27					
	30	31								
APRIL			1	2	3	17	17	17	April 6 - April 10	Spring break (No School)
	6	7	8	9	10					
	13	14	15	16	17					
	20	21	22	23	24					
	27	28	29	30						
MAY					1	20	20	20	May 22 May 25	Storm day-if not needed then No School Holiday (Memorial Day)
	4	5	6	7	8					
	11	12	13	14	15					
	18	19	20	21	22					
	25	26	27	28	29					
JUNE	1	2	3	4	5	4	5	4	June 2 - June 5 June 4 June 5	Minimum days <b>LAST STUDENT DAY OF SCHOOL</b> Certificated & 11-12 month Classified work day
	8	9	10	11	12					
	15	16	17	18	19					
	22	23	24	25	26					
	29	30								

181      188      185      **Total Days**      1 extra day - see May 22  
180      187      184

- No School
- Holiday (No School)
- Work Day \*
- Staff Day \*\*
- Minimum Day for All Schools
- Professional Development Day - All Certificated & All Classified (No bus drivers)

- \*Work Days** All certificated staff  
All 10, 11 and 12 month classified staff  
No bus drivers
- \*\*Staff Days** All certificated staff  
All 11 and 12 month classified staff  
No bus drivers

**Approved by Board:**

# SHORELINE CSEA CHAPTER #304



DATE: January 17, 2019  
TO: Board of Trustees  
Bob Raines, Superintendent

FROM: CSEA Chapter #304 Negotiations Committee

SUBJECT: Contract Negotiations for 2018-2019

CSEA is submitting the following articles and proposals for our successor collective bargaining agreement for the 2018-2019 years with the Shoreline Unified School District.

**Article VIII: Wages**

- CSEA is interested in expanding the evening hourly differential rate.
- CSEA is interested in additional steps on the salary schedule.
- CSEA is interested in waiving the 5-day rule when covering for absent certificated staff.
- CSEA is interested in a fair and equitable salary increase.
- CSEA is interested in adding a stipend for overnight field trips.
- CSEA is interested in adding language related to medical support for students.

**Article VI: Hours of Employment**

- CSEA is interested in clarifying and amending the Reclassification Language.

**Article X: Safety**

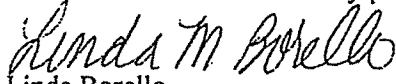
- CSEA is interested in improved safety language.

**Article XIX: Term/Reopeners**

- CSEA proposes a new three-year contract term from July 1, 2018 to June 30, 2021.

CSEA is interested in negotiating the 2019-2020 work calendars for all classified positions.

We look forward to a mutually positive and respectful negotiations process.

  
Linda Borello  
President  
CSEA Chapter #304

**Settlement Agreement  
Between Shoreline Unified School District  
And  
California School Employees Association  
and its Shoreline #304 Chapter  
October 11, 2018**

This Agreement (Agreement) is made by and between the Shoreline Unified School District (District) and California School Employees Association and its Shoreline #304 chapter (CSEA) both collectively hereinafter referred to as "the Parties."

**RECITALS**

WHEREAS, the Parties mutually acknowledge that an issue has arisen between them regarding a pending reclassification request;

WHEREAS, the District and CSEA desire to resolve all issues and disputes between them and to fully and finally release all present and possible future claims between them related to this particular reclassification request;

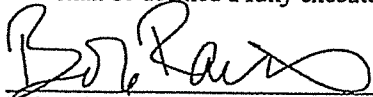
WHEREAS, it is understood and agreed this is a non-precedent setting agreement;

NOW, THEREFORE, to this end the Parties mutually agree to the following:

**TERMS**

1. **Reclassification:** District agrees to adjust the paygrade of the newly revised District Clerk classification to Range 15. Incumbent shall be placed at Range 15/ Step 2 retroactive to October 1, 2017.
2. **Hours:** District agrees to have incumbent in the position work within normal District Office business hours Monday through Friday in accordance with the current collective bargaining agreement. District will provide a copy of the work schedule to CSEA once it has been scheduled with the incumbent.
3. **Complete Agreement.** The foregoing constitutes the entirety of the Agreement between the Parties. No part of this Agreement can be altered except by writing signed by all Parties to this Agreement. If any part of this Agreement is found to be void or unenforceable, it shall be deemed severable from the remainder of the Agreement.
4. **Signature in Facsimile/Email Counterparts**

This Agreement may be signed in counterparts and by facsimile or email such that signatures appear on separate signature pages. A copy or original of this document with all signature pages appended together shall be deemed a fully executed Agreement.

  
\_\_\_\_\_  
Bob Raines, Superintendent/ Date

10-22-18

  
\_\_\_\_\_  
Linda Borello, Chapter President/ Date

10-22-18

**Shoreline Unified School District**

**Application for Bond Oversight Committee**

The Board of Trustees of the Shoreline Unified School District is establishing a Citizens' Bond Oversight Committee to monitor school construction activities associated with Measure I.

Applicant's Name: \_\_\_\_\_

Home address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

***Proposition 39 requires that the Committee have at least one member representing each of five categories. Please check all that apply to you.***

1. \_\_\_\_\_ I am active in a business organization representing the business community located within the Shoreline Unified School District – Please specify:

\_\_\_\_\_

2. \_\_\_\_\_ I am active in a senior citizen's organization – please specify:

\_\_\_\_\_

3. \_\_\_\_\_ I am a parent or guardian of a child enrolled in the Shoreline Unified School District.

4. \_\_\_\_\_ I am active in a parent-teacher organization and a parent or guardian of a child enrolled in Shoreline Unified School District – please specify:

\_\_\_\_\_

5. \_\_\_\_\_ I am Active in a bona fide taxpayer's organization. Please specify:

\_\_\_\_\_

6. \_\_\_\_\_ I do not fit within the above categories. I am applying as a member of the Community at Large.

Please answer the following questions:

- |    |   |     |    |
|----|---|-----|----|
| 1. | Are you an employee of the Shoreline Unified School District?<br><i>(Note: employees of the District are prohibited by law from being members of the Committee)</i>   | YES | NO |
| 2. | Are you a vender, contractor or consultant to the Shoreline Unified School District?<br><i>(Note: vendors, contractors and consultants to the District are prohibited by law from serving on the Committee)</i> | YES | NO |
| 3. | Are you able to regularly attend meetings and complete a two year term as a member of the Committee and refrain from becoming an employee, vendor, contractor or consultant to the District?                    | YES | NO |
| 4. | Will you, to the best of your knowledge, be able to maintain qualification in the membership category previously checked?   | YES | NO |

**This completed application must be received no later than 5:00 PM on March 21, 2019 to:**

Bob Raines, Superintendent  
SHORELINE UNIFIED SCHOOL DISTRICT  
PO BOX 198, TOMALES, CA 94971

**Shoreline Unified School District  
10 John Street  
Tomales, CA 94971**

March 21, 2019

**REQUEST FOR PROPOSALS  
FOR HAZARDOUS MATERIALS CONSULTING SERVICES**

The Shoreline Unified School District invites proposals from qualified firms to provide Hazardous Material Consulting services for Measure I Bond Projects as assigned and other District projects.

Interested firms are invited to submit their proposals, three (3) originals of requested materials to:

**Bob Raines  
Superintendent  
Shoreline Unified School District  
10 John Street  
Tomales, CA 94971**

To obtain a copy of the RFP or for questions regarding this RFP, please contact the District's Construction Manager or visit their website at [www.greystonewest.com](http://www.greystonewest.com):

Greystone West Company  
621 W Spain Street  
Sonoma, CA 95476  
707-933-0624 Phone

All proposals must be received on or before: **2:00 PM, April 4, 2019**

This is not a formal request for bids or an offer by the District to contact with any party responding to this request. The District reserves the right to reject any and all proposals.

Sincerely,

Bob Raines  
Shoreline Unified School District

Publication Dates:    March 23, 2019                      March 30, 2019



**Shoreline Unified School District  
10 John Street  
Tomales, CA 94971**

March 21, 2019

**REQUEST FOR PROPOSALS  
FOR INSPECTOR OF RECORD SERVICES**

The Shoreline Unified School District invites proposals from qualified D.S.A. (Division of State Architect) firms to provide construction inspection services for Measure I Bond Projects as assigned and other District projects.

Interested firms are invited to submit their proposals, three (3) originals of requested materials to:

**Bob Raines  
Superintendent  
Shoreline Unified School District  
10 John Street  
Tomales, CA 94971**

To obtain a copy of the RFP or for questions regarding this RFP, please contact the District's Construction Manager or visit their website at [www.greystonewest.com](http://www.greystonewest.com):

Greystone West Company  
621 W Spain Street  
Sonoma, CA 95476  
707-933-0624 Phone

All proposals must be received on or before: **2:00 PM, April 4, 2019**

This is not a formal request for bids or an offer by the District to contact with any party responding to this request. The District reserves the right to reject any and all proposals.

Sincerely,

Bob Raines  
Shoreline Unified School District

Publication Dates: March 23, 2019

March 30, 2019

**Shoreline Unified School District  
10 John Street  
Tomales, CA 94971**

March 21, 2019

**REQUEST FOR PROPOSALS  
FOR GEOTECHNICAL ENGINEERING SERVICES**

The Shoreline Unified School District invites proposals from qualified firms to provide Geotechnical Engineering services for Measure I Bond Projects as assigned and other District projects.

Interested firms are invited to submit their proposals, three (3) originals of requested materials to:

**Bob Raines  
Superintendent  
Shoreline Unified School District  
10 John Street  
Tomales, CA 94971**

To obtain a copy of the RFP or for questions regarding this RFP, please contact the District's Construction Manager or visit their website at [www.greystonewest.com](http://www.greystonewest.com):

Greystone West Company  
621 W Spain Street  
Sonoma, CA 95476  
707-933-0624 Phone

All proposals must be received on or before: **2:00 PM, April 4, 2019**

This is not a formal request for bids or an offer by the District to contact with any party responding to this request. The District reserves the right to reject any and all proposals.

Sincerely,

Bob Raines  
Shoreline Unified School District

Publication Dates: March 23, 2019

March 30, 2019

**Shoreline Unified School District  
10 John Street  
Tomales, CA 94971**

March 21, 2019

**REQUEST FOR PROPOSALS  
FOR TESTING AND SPECIAL INSPECTION SERVICES**

The Shoreline Unified School District invites proposals from qualified firms to provide Testing and Special Inspections services for Measure I Bond Projects as assigned and other District projects.

Interested firms are invited to submit their proposals, three (3) originals of requested materials to:

**Bob Raines  
Superintendent  
Shoreline Unified School District  
10 John Street  
Tomales, CA 94971**

To obtain a copy of the RFP or for questions regarding this RFP, please contact the District's Construction Manager or visit their website at [www.greystonewest.com](http://www.greystonewest.com):

Greystone West Company  
621 W Spain Street  
Sonoma, CA 95476  
707-933-0624 Phone

All proposals must be received on or before: **2:00 PM, April 4, 2019**

This is not a formal request for bids or an offer by the District to contact with any party responding to this request. The District reserves the right to reject any and all proposals.

Sincerely,

Bob Raines  
Shoreline Unified School District

Publication Dates: March 23, 2019

March 30, 2019

Shoreline Unified School District  
10 John Street  
Tomales, CA 94971

**REQUEST FOR PROPOSALS  
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) COMPLIANCE SERVICES**

**March 21, 2019**

Shoreline Unified School District (“District”) invites proposals from qualified firms, partnerships, corporations, associations, or professional organizations with expertise in public sector environmental and CEQA compliance consulting to undertake, perform, and complete the tasks set forth in this Request for Proposals (“RFP”). The selected consultant(s) (“Consultant”) will aid with the preparation of all documents and activities necessary for the proper compliance with CEQA, including preparation of Environmental Impact Statements, for the District’s Measure I projects.

The Consultant will be required to provide all necessary labor, and equipment to complete the work described in this RFP. The Consultant will be requested to enter into an independent contractor agreement with the District as set forth in Exhibit A to this RFP (“Agreement”). Please note that any comments or objections to the form of the Agreement shall be provided in writing before the interview described in Section 4.3 below, and may be the subject of inquiry at the interview.

Interested firms are invited to submit their proposals as described below, with one (1) original and two (2) copies of requested materials to:

**Bob Raines  
Superintendent  
Shoreline Unified School District  
10 John Street  
Tomales, CA 94971**

To obtain a copy of the RFP or for questions regarding this RFP, please contact the District’s Construction Manager or visit their website at [www.greystonewest.com](http://www.greystonewest.com):

Greystone West Company  
621 W Spain Street  
Sonoma, CA 95476  
707-933-0624 Phone

All proposals must be received on or before: **2:00 PM, April 4, 2019**

This is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFP. The District reserves the right to reject any and all proposals.

Publication Dates:     March 23, 2019                     March 30, 2019

# SHORELINE UNIFIED SCHOOL DISTRICT

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



March 21, 2019

To: The Board of Trustees  
From: Bob Raines, Superintendent  
Re: Architectural Services for Measure I Bond Projects

The District issued a request for proposals for architectural services for Measure I Bond Projects on February 15, 2019.

The following architectural firms met the February 28, 2019 submission deadline:

- Hibser & Yamauchi, Architects (Oakland and Davis, CA)
- Lemanski & Rockwell Architects (San Francisco, CA)
- AXIA Architects (Santa Rosa, CA)
- Persinger Architects (Sebastopol, CA)
- WLC Architects (Berkeley, CA)
- SVA Architects (Oakland, CA)
- Alameida Architecture (Sebastopol, CA)

Of those, the following firms' submissions met the full requirements of the RFP:

- Lemanski & Rockwell Architects
- AXIA Architects
- WLC Architects
- Alameida Architecture

Reference checks were conducted for the remaining firms. Information was collected regarding responsiveness to customer requests, quality of services, and the degree to which previous clients would be willing to reengage the firm.

Finally, of those firms which received positive reference checks, fee structures were compared.

As a result of this process, I recommend that the Board award the contract for architectural services to AXIA Architects.

## AGREEMENT FOR ARCHITECTURAL SERVICES

This agreement for architectural services (“Agreement”) is made and entered into by and between the \_\_\_\_\_ District (“District”) and \_\_\_\_\_, (“Architect”).

Whereas, the District proposes to undertake the construction of the projects described below which require the services of a duly qualified and licensed architect with expertise in the area of school construction;

Whereas, the Architect is licensed to practice architecture in the State of California (License No. \_\_\_\_\_) and represents that the firm is qualified to provide the services required by the District; and

Whereas, this Agreement sets forth the terms and conditions for the provision of such services.

Now, therefore, it is hereby agreed:

### 1. AGREEMENT

District retains Architect to perform, and Architect agrees and undertakes to provide to District, for the consideration and upon the terms and conditions set forth below, the architectural services specified in this Agreement and those related services incidental thereto.

### 2. PROJECT DESCRIPTION AND SCHEDULE

**a. Project Description:** Architectural services shall be provided for the planning, development and new construction for the \_\_\_\_\_ Project (“Project”), which is described in **Exhibit A**, Project Description and Schedule, attached hereto and incorporated by this reference. The Project is located at \_\_\_\_\_, \_\_\_\_\_, California.

**b. Project Schedule:** Included in Exhibit A is the Project Schedule indicating duration and milestone dates for key Project tasks. Architect shall perform services consistent with the Project Schedule as required by Paragraph 19, Time Schedule. Architect shall regularly report to District, not less frequently than once a month, and when the District requests, on actions required to meet milestone schedule dates and shall recommend further adjustments to the Project Schedule, if and when needed.

### 3. TERM OF AGREEMENT

The term of this Agreement begins with execution of the Agreement by the parties and ends upon completion of services under the Agreement, unless terminated sooner. Should none of the services stated herein be commenced within sixty (60) days from the date of execution, this Agreement is void.

### 4. COMPENSATION

As compensation for Architect's services, District shall pay Architect as follows:

a. **Basic Services:** For all "Basic Services," which are listed in Paragraph 5, below, and as specified in **Exhibit B**, Tasks and Responsibilities, attached hereto and incorporated by reference, the Architect shall receive compensation in an aggregate amount not to exceed the amount to be determined the parties in writing as the project scope and fees are established. **Exhibit C**, Compensation and Schedule of Hourly Billing Rates, is attached hereto and incorporated by reference.

b. **Additional Services:** For all "Additional Services," which are defined to mean authorized services in addition to the Basic Services, compensation shall be agreed upon by the parties in writing prior to performance of any such Additional Services by Architect, and may be a flat fee or hourly fee based on Architect's standard hourly rates, as set forth in Exhibit C, with necessary consultants at 1.10 times cost. Only the District's Superintendent may authorize Additional Services or changes to previously authorized Additional Services. Each such authorization must be in writing and shall be effective only after formal Board approval or ratification. Architect understands that no other District employees are authorized to order or approve either Additional Services or changes to previously authorized Additional Services. Failure of the Architect to secure proper authorization for Additional Services or changed services shall constitute a waiver of any and all right to adjustment in the contract price, and Architect shall not be entitled to compensation for any such unauthorized services.

c. **Reimbursable Expenses:** "Reimbursable Expenses" include expenses incurred by Architect and Architect's employees and consultants in the interest of the Project which fall within the categories listed below in this Paragraph 4.c. Payment of Reimbursable Expenses in excess of the total estimated reimbursable expenses set forth in Exhibit C is subject to prior written approval by District. Reimbursable expenses shall be itemized and presented monthly by Architect to District for payment upon approval. Reimbursable expenses shall be compensated at 1.10 times the actual cost of the expense as follows:

X   Reasonable expenses for authorized travel in connection with the Project except for travel within the District or as otherwise agreed and set forth in writing in Exhibit C hereto.

  X   Reasonable expense of interim and final reproductions, plotting, postage and handling of drawings, specifications and other Project documents including those for use of Architect and its consultants.

  X   Long distance telephone expense related to the Project.

  X   Actual and necessary agency or permit fees for the Project, if any, paid by Architect on behalf of District.

**d. Payments:** District shall pay Architect monthly, in arrears, as follows:

(1) Progress Payments: Payments for Basic Services shall be made monthly in proportion to services performed within each phase as reasonably determined by District up to the following amounts (or as otherwise agreed and set forth in writing in Exhibit C ):

<u>Upon Completion Of</u>	<u>Percentage Of Total Fees</u>	<u>Cumulative Percentage Of Total Fees</u>
Schematic Design Phase	15	15
Design Development Phase	20	35
Construction Documents Phase	38	73
DSA Approval	02	75
Bid Phase	05	80
Construction Phase	15	95
DSA Close Out	05	100

(2) Additional Services: Payments for Additional Services shall be made monthly, proportionate to the degree of completion, or as the parties specify in writing when the services are authorized.

(3) Monthly Invoices and Payment. Architect shall submit a monthly invoice to the District which itemizes the services performed during the billing period, method of computation, and amount payable. Architect shall format the invoice in accordance with the reasonable instructions as the Business Manager of the District may deliver to Architect in order that each invoice clearly discloses, as the Business Manager may require, the following:

(i) Identification of the phase of the work to which the item belongs;



- (ii) Any information the District may require in order to satisfy the requests and requirements of the District's auditor(s);
- (iii) Any itemization or information which the District requires in order to complete worksheets provided or required by the Office of Public School Construction and/or other governmental agencies with jurisdiction over the scope of work; and Architect shall be paid monthly in the usual course of District business after the invoice has been approved by District's authorized representative. Architect shall be paid for all undisputed amounts within thirty (30) days from receipt of approved invoice.

(4) **Payment Upon Termination:** If District terminates this Agreement at any time, with or without cause, Architect shall, upon notice of such termination, promptly cease all services. Architect's total fee for all services performed shall be computed to cover the services actually and satisfactorily performed to the date of such notice.

## 5. BASIC SERVICES

Architect's Basic Services shall consist of the following items and the items specified in Exhibit B hereto:

**a. Schematic Design Phase:** Architect shall review the program furnished by District to ascertain the requirements of the Project and arrive at a mutual understanding of such requirements with District. If District requires assistance in the preparation of the program, including meetings with faculty and other representatives, this assistance shall be compensated as an Additional Service. Architect shall, as part of the Basic Services: prepare schematic design studies, drawings and other necessary documents showing site use and the scale and relationship of the components of the Project for District approval; meet with faculty and other persons with a stake in the Project (including, for example, parents and community members); prepare a written preliminary estimate of probable construction costs based on current area, volume or other unit costs; and prepare a written time schedule for the performance of Architect's services

**b. Design Development Phase:** From the approved schematic design studies Architect shall prepare the design development documents consisting of site and floor plans, elevations and other drawings and documents sufficient to fix and describe the size and character of the Project as to structural, mechanical and electrical systems, kinds of materials and outline specifications, all for written approval by District. Architect shall also provide District with a revised and updated written estimate of probable construction cost. Architect shall assist District in applying for and obtaining required approvals from all applicable governmental agencies.

c. **Construction Documents Phase:** From the approved design development documents, Architect shall prepare complete working drawings and specifications setting forth in detail the work to be done and the materials, workmanship, finishes and equipment required for the architectural, structural, mechanical, electrical systems and utility-service-connected equipment and site work, all for written approval by District. With assistance from the District, and using the forms approved by the District and by the District's legal counsel, Architect shall prepare the bidding information, bidding forms, and the construction contract documents. **Bid and contract forms and documents must be submitted to District's legal advisor for review and approval at least ten (10) working days prior to proposed publication or distribution.** Architect shall assist District in filing any documents needed for obtaining the approval of any governmental authorities or other agencies having jurisdiction over the Project. Architect shall include with the delivery of the final form of construction documents Architect's final statement of probable construction cost based on adjustments to previous estimates indicated by changes in requirements or general market conditions. When the Project involves a school building, Architect shall make best efforts to ensure that the construction documents receive all required DSA - approval prior to bidding and shall ensure that DSA approval is obtained prior to Board approval of the construction contract.

d. **Bid Phase:** Following District's approval of the construction documents and District's acceptance of Architect's final estimate of probable construction costs, Architect shall reproduce the plans, specifications and construction contract documents in the required number and assist District in dissemination of plans, specifications and construction contract documents among interested contractors; in obtaining bids, and in award and preparation of the construction contract and the notice to proceed. Architect shall schedule advertising and bidding sufficiently in advance of the regular meeting of District's Governing Board to allow time for any bid protest that may arise to be handled in conformance with the approved bid protest procedures.

e. **Construction Phase:** The construction phase shall begin upon award of the construction contract and shall end sixty (60) days after the filing of the Notice of Completion. During this phase, Architect shall:

(1) Provide general administration of the construction contract, coordinating such services with the District's construction manager as directed by District, if applicable.

(2) Advise and consult with and serve as representative of District in dealings with the contractor. Architect shall have authority to act for District to the extent provided in the construction contract. However, all change orders affecting price shall be approved or ratified by the Governing Board of the District.

(3) Provide general direction to any Project inspector employed by and responsible to District as required by applicable law.

(4) Assist the District to direct the contractor in the preparation of a set of drawings showing the exact location and depth of buried utility lines and any other subsurface structures (as-built dimensions) which Architect shall cause to be delivered to District upon completion of the Project.

(5) Visit the Project site at intervals appropriate to the stage of the contractor's operations in order to maintain familiarity with the progress of work and to determine in general that the contractor's work complies with the DSA approved plans and specifications and that the work, when fully completed, will be in accordance with the contract documents. Such visits and determinations are to be distinguished from the continuous inspection provided by a project inspector required by law for public school construction. Architect shall neither have control over nor charge of, nor be responsible for, the contractor's construction sequences or procedures nor for safety precautions and programs in connection with the contractor's work

(6) Make such regular oral and/or written reports as shall be required by District or by any other applicable reviewing or licensing agencies.

(7) Review schedules, shop drawings, samples and other submissions of the contractor for general compliance with design and the contract specifications and timely notify the contractor and District of matters which may affect the construction schedule.

(8) Promptly notify District in writing of deviations known or observed by Architect in the contractor's work or materials or both which do not conform to the contract documents. Upon instructions from the District representative, Architect shall reject any work or materials or both which do not so conform. Architect shall promptly inform District what further work, installation of conforming materials, or testing of proposed substitute materials, whichever may be applicable, may be required. Upon instructions from District representative, further work, conforming materials, or substitute materials, whichever may be applicable, shall be required of the contractor if determined by Architect to be necessary to carry out the intent and purposes of the contract documents and the project, based on Architect's reasonable professional judgment. Architect shall not be responsible for the contractor's failure to perform the work in accordance with the requirements of the contract documents. Architect shall be responsible for Architect's negligent acts, errors and omissions, but shall not have control over or charge of and shall not be responsible for the intentional acts, errors or omissions of the contractors, subcontractors, or their agents or employees, or of any other persons or entities performing portions of the construction work.

(9) Architect shall promptly notify District of any significant defect that an architect exercising reasonable professional judgment in the course of maintaining familiarity with the construction work would detect in materials,

equipment, or workmanship which comes to Architect's attention and of any known or observed default by the contractor in the orderly and timely progression or prosecution of the work.

(10) Examine and verify the contractor's applications for payments including reviews of the status of the contractor's record drawings and approve the issuance of certificates for payment for work completed in the amount Architect determines is proper under the contract documents. Architect's approvals shall constitute representations to the District, based on the Architect's professional evaluation of the contractor's work and on the data comprising the contractor's applications for payment, that the contractor's work has progressed to the points indicated and that, to the best of Architect's professional knowledge, information and belief, the quality of the contractor's work is in accordance with the contract documents. Architect's approvals shall not be representations that Architect has (a) made exhaustive or continuous on-site inspections to check the quality or quantity of the contractor's work, (b) reviewed construction means, methods, techniques, sequences or procedures, (c) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by District to substantiate the contractor's rights to payment, or (d) ascertained how or for what purpose the contractor has used money previously paid on account of their contract sums.

(11) Prepare and/or review any necessary change orders for approval by the contractor, District and all applicable governmental agencies, including review of the contractor's pricing requests.

(12) After notice and approval by District, Architect shall have authority to reject work that does not conform to the contract documents. Architect shall have authority to require inspection or testing of the work in accordance with the provisions of the contract documents, whether or not such work is fabricated, installed or completed. However, neither this authority of Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of Architect to the contractor, subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the work.

(13) Architect shall review and approve or take other appropriate action upon the contractor's submittals such as shop drawings, product data and samples, for the purpose of checking for conformance with information given and the design concept expressed in the contract documents. Architect shall respond to contractor's requests for information relating to the construction documents. Architect's action shall be taken with such reasonable promptness as to cause no delay in the contractor's work or in the activities of District or of separate contractors or subcontractors, while allowing sufficient time in Architect's professional judgment to permit adequate review. If at any time it appears that the

time required for such review may result in a delay, Architect shall promptly notify District of the possibility of delay, and exercise best efforts to avoid or minimize such delay. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the contractor, all of which remain the responsibility of the contractor as required by the contract documents. Architect's review shall not constitute approval of safety precautions nor, unless otherwise specifically stated by Architect, of construction means, methods, techniques, sequences or procedures. Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

(14) Architect shall interpret and attempt to resolve matters concerning performance of District and the contractor under the requirements of the contract documents on written request of either District or the contractor. Architect's response to such requests shall be made with reasonable promptness and within any time limits agreed upon. Interpretations and decisions of Architect shall be consistent with the intent of and reasonably inferable from the contract documents and shall be in writing or in the form of drawings.

(15) District shall require each contractor to provide District with record drawings indicating the location and size of all underground or imbedded construction and utility connections or other subsurface structures or installations not covered in the original drawings, change orders, supplemental drawings, or shop drawings. District shall require the contractor to record such construction on reproducible drawings furnished to the contractor by District. Architect shall review the contractor's completed record drawings for general completeness based on Architect's site visits. Such a review by Architect shall not relieve the contractor of its responsibility for the accuracy or completeness of the information recorded.

(16) Provide a color schedule of all finished materials in the project for District's review and approval.

(17) Make final detailed on-site review of the work with representatives of District and contractor, including preparation of punch list.

(18) Collect from contractor and deliver to District all written guarantees, warranties, instruction books, diagrams, charts and as-built drawings as defined in the bid documents which are required of and assembled by contractor.

(19) Determine the date of final completion based on full completion of all punch list items and all requirements of the Project contract, and issue Architect's certificate of completion and final certificate for payment.

**f. Post-construction Phase:** After completion of Construction Phase services, Architect shall be available for reasonable consultation relating to the Project and the plans drawn by Architect and any disputes related thereto. At the request of the District, Architect shall provide to the District a written detailed analysis of Contractor claims as they relate to the plans and specifications. Architect shall attend meetings, at the request of District, relating to: completion of any punch list or lists; any claim by the contractor or any subcontractor of extra work or delay due to the plans, alleged design flaws, alleged insufficient drawings, or the construction contract administration by Architect; or any other matter germane to the completion of the Project over which Architect had general or specific control or responsibility. Architect shall assist District in compiling information necessary for Project closeout and, if applicable, shall promptly take all necessary steps, within the Architect's control, to obtain a DSA closeout letter for the Project. Services after notice of completion that are not covered by this subparagraph shall be compensated as Additional Services.

**g. Responsibility for Construction Costs:**

(1) District's budget for the Project may include a contingency of ten percent (10 %) over and above any estimate of construction cost or evaluation prepared or agreed to by Architect

(2) Evaluation of District's budget for the Project, preliminary estimates of the probable construction cost and any updated estimates of the probable construction cost prepared by Architect represent Architect's best judgment as a design professional familiar with the construction industry. The parties recognize, however, that neither Architect nor District has control over the cost of labor, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from District's budget for the Project or from any estimate of construction costs or evaluation prepared or agreed to by Architect.

(3) In preparing estimates of construction cost, the Architect shall include reasonable contingencies for design, bidding and price escalation as agreed to by the District.

(4) If bidding or negotiating has not commenced within sixty (60) days after Architect submits the construction documents to District, following review and approval by District's legal counsel, any Project budget shall be adjusted to reflect changes, if any, in the general level of prices in the construction industry.

(5) Should the lowest responsible bid received exceed Architect's final estimate of probable construction costs as accepted by District by more than ten percent (10%), District may:

- (a) award the contract and proceed with the Project;
- (b) authorize rebidding of the Project within a reasonable time;
- (c) cancel the Project and terminate this Agreement in accordance with Paragraph 13; or
- (d) direct Architect to revise the Project scope and quality as required to reduce the construction cost.

(6) If District chooses to proceed under item 5(d) above, Architect shall as part of Basic Services make any changes in plans and specifications necessary to bring new bids within ten percent (10%) of such estimated cost. The modification of the contract documents shall be the limit of Architect's responsibility arising out of the estimate of probable construction cost. Architect shall be entitled to compensation in accordance with this Agreement for all services satisfactorily performed to date whether or not the Construction Phase is commenced.

(7) If the lowest responsible bid exceeds the final estimate of probable construction cost by less than 10% and District chooses to require revising the Project scope and quality to reduce the construction cost, Architect's services to make such revisions shall be compensated as Additional Services.

**h. Consultants and Staff:** District and Architect agree that the professional services under this Agreement require adequate staffing and continuity of qualified people. All key staff listed below have been approved by District and Architect and may not be changed without prior written approval of the District except when such staff cease to work for Architect. If District finds the performance of an approved individual not acceptable, District shall notify Architect who shall then take necessary corrective action. If unable to correct performance to District's satisfaction, Architect shall make appropriate staffing changes acceptable to the District.

<u>Position</u>	<u>Individual</u>	<u>Firm</u>
Principal in charge		
Project Associate		
Principal Engineer, Structural		
Principal Engineer, Civil		
Principal Engineer, Mechanical		
Principal Engineer, Electrical		

(1) All engineers and experts and consultants employed by Architect not listed herein shall be approved in writing in advance by District prior to their

engagement. Architect shall supervise and shall be responsible for the work of consultants hired by Architect. Architect shall confer and cooperate with landscape architects, educational planners, and other professional consultants employed by District.

(2) Architect shall require each engineer and consultant listed above, prior to commencing any services relating to the Project, to provide District with evidence that each such engineer or consultant has in effect a policy of comprehensive general liability insurance, with the same limits, endorsements and requirements as specified in Paragraph 9 of this Agreement.

(3) Architect, as part of the Basic Services, shall furnish, at Architect's own expense, all draftsmen and clerical personnel necessary to perform the services described herein.

(4) Architect shall promptly notify District of reassignment or replacement of engineers, consultants and experts specified above. Architect shall also notify District of staff changes of all other key personnel working on the Project.

**i. Modifications:** Architect shall not make modifications to plans, designs or specifications which would increase the size or scope of the project or which would increase the probable cost of construction, without the prior express written instruction of District. Before performing any substantial work on any modification or change in design, plans or specifications, Architect shall notify District in writing of the amount of any increase in the probable cost of construction due to any such proposed modification or change. To the extent required, Architect shall obtain DSA approval for the modification.

**j. Consultation:** Architect shall consult as necessary with representatives of District and with representatives of any funding, licensing, or reviewing agencies or organizations concerned in the Project throughout the planning and construction of the Project and the post-construction phase noted above.

## 6. ADDITIONAL SERVICES TO BE RENDERED BY ARCHITECT

The following services are not included in the Basic Services. These services shall be provided by Architect if authorized in writing by District, and shall be compensated as Additional Services.

- a. Analyses of District's needs, and programming requirements of the Project .
- b. Financial feasibility or other special studies.



- c. Planning surveys, site evaluations, environmental studies or comparative studies of prospective sites that are identified by the parties in writing as Additional Services.
- d. Design services relative to future facilities, systems and equipment that are not intended to be constructed as part of the Project or as later phases related to the Project.
- e. Services to investigate existing conditions or facilities or to make measured drawings thereof, or to revise or verify the accuracy of drawings or other information furnished by District.
- f. Detailed quantity surveys or inventories of material, equipment and labor.
- g. Services required for or in connection with the selection of furniture and furnishing or equipment or articles not included in the construction contract.
- h. Services for planning tenant or rental spaces. Preparing contract documents required in connection with temporary housing during or related to construction.
- i. Revisions to drawings, specifications or other documents when such revisions are inconsistent with written approvals or instructions previously given or are due to causes beyond the control of Architect.
- j. Preparing supporting data and other services such as extra drawings, estimates, studies, correspondence and presentations in connection with change orders if the change in the basic compensation resulting from the adjusted contract sum is not commensurate with the services required of Architect.
- k. Investigations involving detailed appraisals and valuations of existing facilities, and surveys or inventories required in connection with construction performed by District.
- l. Consultation concerning replacement of any work damaged by fire or other cause during construction.
- m. Professional services made necessary by the failure of performance, termination or default of the contractor or a subcontractor or by major defects in the work of the contractor or a subcontractor in the performance of the construction contract except as provided in paragraph 5(f).
- n. Preparing a set of reproducible record prints of drawings showing significant changes in the work made during the construction process, based on marked-up prints, drawings and other data furnished by the contractor to Architect.

- o. Ongoing services if the agreed upon initial construction schedule is exceeded by more than thirty (30) days through no fault of the Architect.
- p. As requested by the District in writing, preparing to serve or serving as an expert witness in connection with any public hearing, dispute resolution proceeding or legal proceeding, that does not pertain in any way to Architect's services under this Agreement.
- q. Any other services not otherwise included in this Agreement and not customarily furnished in accordance with generally accepted architectural practice.
- r. Preparation time and materials for presentation to community for all required community meetings in excess of four, excluding District board meetings.
- s. Drawings and documents required for the demolition process if not part of the Project.
- t. Services for the following disciplines: detailed cost estimating, acoustical engineering, signage and graphics (other than for code-required signage), energy management, food service, off-site civil engineering, and security engineering.
- u. Special presentation models, renderings or mock-ups.
- v. Changes to previously prepared documents other than those changes for which Architect should have reasonably foreseen, due to enactment or revisions of codes, laws or regulations or changes in official interpretations.
- w. Seeking variances or changes to agency guidelines on behalf of District when so directed by District.
- x. Formal value engineering and detailed life-cycle cost analyses beyond those normally provided or required to meet the approved construction budget.
- y. Preparation of design and documentation for alternate bid or proposal requests by District when not required to meet the approved construction budget.
- z. Preparing District-generated addenda during the Bidding Phase other than those needed to clarify the construction documents.
- aa. Assistance with environmental and EIR studies other than those which would normally be required to complete Architect's Basic Services
- bb. Coordination of construction performed by District's own forces or coordination in connection with equipment supplied by District and not reflected within the contractor's construction costs.

cc. Providing assistance in the utilization of any equipment or system such as preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.

dd. Services related to furniture, furnishings, equipment or other articles incorporated in to the construction documents by Architect and not included in the construction contract.

ee. Services related to manufactured relocatable buildings specified or coordinated by Architect and not included in the construction contract.

ff. If the Project is suspended by District for more than ninety (90) consecutive days through no fault of Architect, the parties shall negotiate equitable adjustment to Architect's compensation due to such suspension.

## **7. RESPONSIBILITIES OF DISTRICT**

It shall be the duty of District to:

a. Make available to Architect all necessary data and information concerning the purposes and requirements of the Project, including realistic scheduling and budget limitations and a program which sets forth District's objectives, space requirements and relationships, site requirements, facilities standards, special equipment and systems.

b. Upon Architect's request, furnish Architect with a survey in an electronic CADD format approved by Architect of the Project site prepared by a registered surveyor or civil engineer which shall indicate legal limitations, existing structures, land features, improvements, sewer, water, gas, electrical and utility lines and locations including inverts and depths, topographical information and boundary dimensions of the site, and provide a soils investigation report, if required by law, and a geological report.

c. Pay all fees required by any reviewing or licensing agency.

d. Designate one or more representatives authorized to act as liaison between Architect and District in the administration of this Agreement and the construction contract.

e. Furnish at District expense the services of any Project inspector agreed to or required by law.

f. Review all documents submitted by Architect and notify Architect of decisions thereon within a reasonable time after submission.

g. Issue any orders to contractors through Architect or with notice to Architect.

h. Notify Architect in writing of any deficiencies in material or workmanship becoming apparent to the District during the contractor's guarantee period.

i. Retain a testing service for materials testing and inspection as required by the Department of General Services, Division of State Architect, Office of Regulatory Services, Title 24 of the California Code of Regulations, and the Uniform Building Code with California.

j. Provide copies of floor plans of existing buildings to be remodeled, if applicable and if available.

## 8. INDEMNITY

To the fullest extent permitted by law, and in accordance with California Civil Code Section 2782.8, Architect shall defend, hold harmless, and indemnify the District, its Board of Trustees, its agents, officers, officials, and employees from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, attorney fees and other costs of litigation, arising out of, pertaining to, or relating to, Architect's negligence, recklessness or willful misconduct in the performance of the services required in this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of District.

## 9. INSURANCE

Architect, at Architect's sole cost and expense, shall maintain at all times during the life of this Agreement, personal injury and property damage insurance for all activities of Architect and its employees, agents and consultants arising out of or in connection with this contract, written on a comprehensive or commercial general liability form, in an amount no less than \$2,000,000 combined single limit personal injury and property damage for each occurrence in an annual aggregate of no less than \$4,000,000 or as may be agreed upon in writing between District and Architect. Such insurance must be written by an admitted company or companies licensed to do business in the State of California at the time the policy is issued, and acceptable to District.

a. **Endorsements:** The general liability coverage specified above shall be endorsed with the following specific (or equivalent) language:

(1) The District is named as an additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees against liability for bodily injuries, deaths or property damage or destruction

arising in any respect directly or indirectly in the performance of the Agreement.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured and the coverage afforded shall apply as though separate policies have been issued to each insured.

(3) The insurance provided herein is primary and no insurance held or owned by District shall be called upon to contribute to a loss.

(4) Coverage provided by this policy shall not be canceled or the dollar amount reduced without thirty (30) days written notice given to District.

**b. Errors and Omissions Insurance:** Architect shall maintain in force for the period covered by this Agreement, professional liability (errors and omissions) insurance covering Architect's activities, in the amount not less than \$2,000,000 with an insurance carrier satisfactory to District. In addition, to the extent that the activities and services of engineers or consultants retained by Architect are not covered under Architect's professional liability insurance, Architect shall require each engineer and consultant to obtain and maintain a policy of professional liability insurance in an amount of not less than \$2,000,000 with an insurance carrier satisfactory to District, before commencing services on the Project.

Architect shall provide a copy of the insurance policies to the District upon request, and the policies, or certificates thereof, must contain the provision that the insurance cannot be canceled until thirty (30) days after written notice of intended revocation has been given to District

**c. Workers' Compensation Insurance:** Architect and all engineers, consultants, and subcontractors Architect intends to employ shall maintain, for the period covered by this Agreement, workers' compensation insurance as required by California law, with an insurance carrier satisfactory to District, for all persons whom they may employ in carrying out the work contemplated under this Agreement. If Architect is self-insured, Architect shall furnish a valid Certificate of Permission to Self-Insure, signed by the Department of Industrial Relations Administration of Self-Insurance, Sacramento, California. The policies represented by the certificates must contain the provision (and the certificates must so state) that the insurance cannot be canceled until thirty (30) days after written notice of intended revocation has been given to District.

**d. Documentation:** Prior to execution of this Agreement, Architect shall submit for District approval, certificates of insurance showing the limits of insurance provided and signed copies of the specified endorsements for each policy. At the time of making application for an extension of time, Architect shall submit evidence that the insurance policies will be in effect during the requested additional period of time.

e. **Miscellaneous:** If Architect or its consultants fails to maintain the required insurance, District may take out insurance to cover any damages for which District might be held liable on account of Architect's failure to pay such damages or to provide the required insurance coverage, and deduct and retain the amount of the premiums from any sums due Architect under the Agreement to the extent such a credit can be applied, and Architect, upon demand, shall immediately pay any difference to District. Nothing herein contained shall be construed as limiting in any way the extent to which Architect or any Architect's employees, agents, consultants, or subcontractors may be held responsible for payment of damages resulting from its operations.

## **10. ERRORS AND OMISSIONS:**

In addition to any other remedy which may be available to District under this Agreement or under the laws of the State of California, District may require Architect to pay all reasonable costs made necessary and to the extent caused by any negligent or intentional error or omission of Architect or any subconsultant, including, but not limited to, costs for the removal or replacement of materials and labor or both, and Architect shall not receive any fee for any of its work performed in correcting said error or omission. Notwithstanding the foregoing, District shall pay for the cost of any actual materials and labor that were omitted for any reason, but only to the extent the contract price obtained from the contractor was lower by reason of the omission.

## **11. COMPLIANCE WITH LAWS**

a. Architect's services and performance under this Agreement shall meet the standard of due care for architects in the community in which the Project is being constructed. Using reasonable professional judgment, Architect shall determine compliance with and interpretation of all applicable requirements of federal, state and local law including, but not limited to, the Uniform Building Code with California amendments, the Education Code, Title 19, and Title 24 of the California Code of Regulations, and all requirements prescribed by the California Department of General Services, as these codes and regulations may be amended from time to time. Conflicts of codes or regulations which should be disclosed, based on Architect's reasonable professional judgment and based on the Project schedule, scope of services or significance of the conflict, shall be made known to District and its legal advisor. District shall decide the course of action after recommendation, if any, by Architect and the legal advisor.

b. Architect and all engineers, and consultants retained by Architect in performance of this Agreement shall be licensed as required by law to practice in their respective professions.

## **12. RECORDS**

Architect shall maintain all records concerning the Project for a period of four years after the completion of the third phase of the work of which the Project constitutes the first phase, or a longer term if there is litigation regarding the Project. Architect shall keep and maintain full and complete documentation and accounting records concerning all additional services performed that

are compensable by other than a flat rate. Architect shall make such documents and records available to authorized representatives of District for inspection or audit at any reasonable time and shall provide copies thereof to District upon request.

### **13. TERMINATION OF CONTRACT**

a. District shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to Architect and upon compensation to Architect as set forth above. If District terminates this Agreement under this provision the parties shall be relieved of the remaining executory obligations of the Agreement except for such liability arising out of services performed prior to the date of termination.

b. District may, at its election, terminate this Agreement if Architect defaults in any material respect on any provision hereunder and fails to cure such material default within 15 days following written notice, or if the default cannot be cured within 15 days, fails to commence to cure such default within said 15 day period and thereafter diligently to prosecute such cure and complete the cure within a reasonable time following written notice and demand from District. If District terminates this Agreement based upon the material default of Architect, District shall be entitled to pursue any remedy available under the law against Architect including, without limitation, an action for damages for breach of contract.

c. Architect may, at its election, terminate this Agreement if District defaults in any material respect on any provision hereunder and fails to cure such material default within 15 days, or if the default cannot be cured within 15 days, fails to commence to cure such default within said 15 day period and thereafter diligently to prosecute such cure and complete the cure within a reasonable time following written notice and demand from Architect. If Architect terminates this Agreement based upon the material default of District, Architect shall be entitled to pursue any remedy available under the law against District, including, without limitation, an action for damages for breach of contract.

d. Upon termination of this Agreement for any reason, Architect shall promptly and without further cost or charge to District, deliver to District all of the documents and other work product relating thereto.

### **14. ARCHITECT AN INDEPENDENT CONTRACTOR**

Architect and District agree that in the making and performance of this Agreement, Architect and its agents are independent contractors and are not and shall not be construed to be an officer or employee or partner or joint venturer of District.

### **15. STANDARDIZED MANUFACTURED ITEMS**

Architect shall consult with and cooperate with District's staff in the use and selection of manufactured items to be used in the Project. Manufactured items, including, but not limited to, paint, finish, hardware, plumbing fixtures and fittings, mechanical equipment, electrical fixtures

and equipment, roofing materials, and floor covering, shall be standardized to District's criteria so long as the same does not materially interfere with building design. Architect is responsible for ensuring that any specification calling for a designated material, product, thing, or service by a specific brand or trade name is drafted in compliance with Section 3400 of the Public Contract Code and related provisions.

## **16. OWNERSHIP OF DOCUMENTS**

All plans, including, but not limited to, record drawings, specifications, and estimates prepared by Architect pertaining to the Project pursuant to this Agreement shall be and shall remain the property of District. Nothing in this paragraph shall preclude District from using the plans, record drawings, specifications, or estimates related to the Project for the purposes of additions, alignments, or other development on or adjacent to the site.

Any use or re-use or modification of any portion of the plans, specifications, or estimates or other documents prepared by Architect under this Agreement by District or any other person with District's consent, for any purpose other than as contemplated in this Agreement, shall be at the sole risk of District and without liability to Architect, with no warranty of merchantability or fitness, and District shall indemnify, hold harmless and defend Architect and its officers, directors, agents, employees and consultants from all claims of any kind arising out of such use, re-use or modification of said plans, specifications, estimates or other documents prepared by Architect.

After the completion of this Project, Architect shall not permit any reproductions to be made of any District-owned documents without the written approval of District, which approval District may grant or withhold in District's absolute discretion, and shall refer all requests for such documents by other persons to District.

The Architect and District shall have the right to include photographic or graphic representations of the design of the Project among their respective promotional and professional materials.

## **17. DISPUTE RESOLUTION PROVISIONS**

### **a. Non-binding Mediation**

(1) Any claim, dispute or other matter in question arising out of or related to this Agreement may be subject to non-binding mediation if the parties mutually agree.

(2) A request for mediation shall be filed in writing with the other party to this Agreement.

(3) The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon.



**b. Advisory Arbitration**

Any claim, dispute or other matter in question arising out of or related to this Agreement may be subject to advisory arbitration if the parties mutually agree. Prior to arbitration, the parties may endeavor to resolve disputes by mediation in accordance with the mediation provisions above.

**18. SUCCESSORS AND ASSIGNMENTS**

This Agreement is binding upon and inures to the benefit of the successors, executors, administrators, and assigns of each party to this Agreement, provided, however, that Architect shall not assign or transfer by operation of law or otherwise any or all of Architect's rights, burdens, duties, or obligations, professional or otherwise, without the prior written consent of District's Governing Board, which consent District may grant or withhold in District's absolute discretion. Any attempted assignment without such consent shall be invalid.

**19. TIME SCHEDULE**

**a. Time Schedule:** Time is of the essence in the performance of this Agreement. Architect shall perform all services hereunder as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. Architect shall submit for District's approval, as part of Exhibit A hereto, a schedule for the performance of Architect's services which shall be adjusted, as required, as the Project proceeds, and shall include allowance for periods of time required for District's review and approval of submissions and for approvals of authorities having jurisdiction over the Project. Once District approves the performance schedule, Architect shall perform its obligations hereunder prior to the occurrence of each scheduled performance deadline unless District has approved a time extension in writing. Architect shall at all times maintain adequate and competent staffing and resources necessary for the timely performance of Architect's services under this Agreement. Architect shall review and respond to submittals, requests for information, and the like, as expeditiously as possible to avoid delays in the work.

**b. Delays:** If Architect is delayed in Architect's services by acts of District or its employees or those in a direct contractual relationship with District or by the California Department of General Services or other agencies having jurisdiction over the Project or by acts of God or other occurrences which were not or could not have been reasonably foreseen and provided for, and which are not due to any fault or negligence on the part of Architect, the time for Architect's performance shall be extended accordingly. Notwithstanding the foregoing, Architect shall endeavor to avoid or minimize such delay. District shall not be liable for the damages to Architect on account of such delays.

**20. HAZARDOUS MATERIALS**

Unless otherwise specified, the services provided under this Agreement do not include the discovery, identification, removal, handling, or disturbance of any hazardous substances or materials at the project site. If such substances or materials are knowingly encountered by Architect, construction work shall cease in that area and District shall be notified to take appropriate action for removal or otherwise abating the condition in accordance with current regulations applicable to District.

## 21. SCHOOL SITE CONDITIONS

District has determined that fingerprinting is not applicable to this Agreement. Architect expressly acknowledges that the following conditions shall apply to any work performed by Architect, Architect's employees or Architect's subconsultants ("Architect representatives") on a school site (and "work" as used in the preceding clause shall mean any entry on to District property for any reason): (1) Architect representatives shall check in with the school office each day immediately upon arriving at the school site; the District may assign a District employee to supervise the representative at the site; (2) Architect representatives shall inform school office staff of their proposed activities and specific location at the school site; (3) Once at such location, Architect representatives shall not change locations without contacting the school office; (4) Architect representatives shall not use student restroom facilities; and (5) if an Architect representative finds himself/herself alone with a student, he/she shall immediately contact the school office and request that a member of the school staff be assigned to the work location

## 22. MISCELLANEOUS

The following terms and conditions shall apply to this Agreement:

**a. Governing Law and Venue:** This Agreement shall be construed in accordance with, and governed by the laws of the State of California. Venue shall be in the Superior Court of the State of California in the County of \_\_\_\_\_, and no other place.

**b. Entire Agreement:** This Agreement with its exhibits supersedes any and all other prior or contemporaneous oral or written agreements between the parties hereto. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person that are not incorporated herein, and that any other agreement shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all parties hereto.

**c. Severability:** Should any provision in this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect.

**d. Non-Waiver:** None of the provisions of the Agreement shall be considered waived by either party unless such waiver is specifically specified in writing. District's failure to enforce any provision of this Agreement or the waiver of any provision in a particular instance shall not be construed as a general waiver of any part of such provision.

e. **Discrimination Prohibited:** It is the policy of District that in connection with all work or services performed under contracts, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, handicap, or marital status. Architect agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment Practice Act, beginning with Government Code section 12900, et seq. In addition, Architect agrees to require like compliance by any consultants or subcontractors employed on the Project.

f. **Disabled Veterans Participation Goals:** In accordance with Education Code section 17076.11, the District has a participation goal for disabled veteran business enterprises (“DVBE”) of at least 3 percent per year of the overall dollar amount of funds allocated to District by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act of 1998 for construction or modernization and expended each year by the District. Prior to, and as a condition precedent for final payment under any contract for such Project, Architect shall provide appropriate documentation to District identifying the amount paid to disabled veteran business enterprises in conjunction with the contract, so that District can assess its success at meeting this goal.

g. **Retention of DVBE Records:** Architect agrees that, for all contracts subject to DVBE participation goals, the State and District have the right to review, obtain and copy all records pertaining to performance of the contract in accordance with DVBE requirements. Architect agrees to provide the State or District with any relevant information requested and shall permit the State or District access to its premises upon reasonable notice for purposes of interviewing employees and inspecting records. Architect agrees to maintain such records for a period of three years after final payment under the contract.

In witness whereof, the parties have executed this Agreement this \_\_\_ day of \_\_\_, 2014.

ARCHITECT

DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

## **Exhibit A – Project Description and Schedule**

Project description is planning, modernization and new construction for the [insert]

### **Outline Project Schedule:**

Commence with Programming and Facility Assessment

Complete Programming and Facility Assessment

Commence Implementation Plan Development

Commence Basic Services for

Present Implementation Plan Development to Board of Trustees

Final Board of Trustees Approval for First Phase Projects

Commence Basic Services for First Phase Projects

Anticipated Commence Construction for First Phase Projects

### Exhibit B – Tasks and Responsibilities

Scope of Services		District's Responsibilities	Provided By A/E team		Not Provid
			Basic Services	Additional Services	
<b>A</b>	<b>Project Administration Services (throughout all phases)</b>				
1	Project Team Selection				
	- Selection of District's additional consultants (soils, seismic, geo-hazard, haz-mat, const. mgrs., financing, energy mgmt., schedule & claims analysts, legal, financing, inspectors, other.)	√			
	- Coordination of District's additional consultants	√			
2	Project Communications				
	- Develop/implement a Community Relations & Public Information Plan	√			
	- Special board presentations & community meetings	√		√	
	- Special status reports to Board & Oversight Committee	√			
	- Establish & maintain web page	√			
3	Project Administration meetings				
	- As required for A/E basic services		√		
	- Other than required for A/E basic services			√	
4	Agency consultations/approvals				
	- Local Fire Marshal		√		
	- State Office of Reg. Services (DSA, SFM)		√		
	- State Department of Education, School Facilities Planning Approvals (if applicable)		√		
5	Prepare applications & supporting documents (as applicable to architects)				
	- state funding applications	√			
	- DSA application & approval		√		
<b>B</b>	<b>Programming, Planning &amp; Evaluation Services</b>				
1	Special investigations				
	- Geotechnical and soils engineering	√			
	- Hazardous materials reports & studies	√			
2	Investigation of unknown existing conditions	√			
	- Property surveys/building measurements (if not available from existing drawings)	√			
	- On-site utility studies (locations, condition, capacity, etc.)	√			
	- Off-site utility studies (locations, condition, capacity, etc.)			√	
3	Comprehensive ADA compliance study			√	
4	Develop detailed program				
	- Educational specifications/program, design criteria & standards	√			
	- Detailed space/adjacency programming	√			
	- Food service plan/program	√			
	- Equipment program	√			
5	Assistance with environmental, Negative Declaration & EIR studies				
	- Ecological studies and mitigation measures	√			

	- Traffic, noise, off-site parking, etc.	√			
	- Hearings and community meetings	√		√	
<b>C</b>	<b>Schematic Design Phase</b>				
1	Review of program and budget		√		
2	Field verification of existing conditions		√		
3	Code documentation & interpretations		√		
4	Schematic site and building plans		√		

Scope of Services		District's Responsibilities	Provided By A/E team		Not Provided
			Basic Services	Additional Services	
5	Preliminary sections and elevations		√		
6	Preliminary interior elevations of key spaces		√		
7	Room data sheets and/or finish schedules		√		
8	Preliminary selection of systems & materials		√		
9	Develop approximate dimensions & areas		√		
10	Preliminary description of engineering systems (mechanical, electrical, civil, structural) site only		√		
11	Outline specifications of major materials, systems and equipment		√		
12	Construction cost estimates; probable construction cost		√		
	- Unit cost estimate		√		
	- Detailed cost estimate, value engineering or life-cycle cost analyses			√	
13	Presentation models and/or renderings			√	
14	In-house constructability reviews				√
<b>D</b>	<b>Design Development Phase</b>				
1	Code documentation & interpretations		√		
2	Plans, sections, interior and exterior elevations		√		
3	Development of site plan		√		
4	Development of landscape plan, if required by District		√		
5	Typical construction details		√		
6	Equipment layouts			√	
7	Developed description and drawings of engineering systems (mechanical, electrical, civil, structural) site only		√		
8	Preliminary building specifications		√		
9	Preliminary interior design (fixed furniture, furnishings and equipment included within construction contract)		√		
10	Furniture, furnishings and equipment <u>not</u> included within construction contract			√	
11	Construction cost estimates; probable construction cost		√		
	- Unit cost estimate		√		
	- Detailed cost estimate, value engineering or life-cycle cost analyses			√	
12	Presentation models and/or renderings			√	
13	In-house constructability reviews				√

<b>E</b>	<b>Construction Documents Phase</b>				
1	Code documentation & interpretations		√		
2	Preparation of building construction plans		√		
3	Prepare color boards		√		
4	Final building specifications		√		
5	Furniture, furnishings and equipment				
	- Included within construction contract		√		
	- Not included within construction contract	√		√	
6	Develop detailed documentation on Construction Phasing Program or Multiple Contract Delivery	√			
7	Construction cost estimates; probable construction cost		√		
	- Update of DD phase unit cost estimate		√		
	- Detailed cost estimate, value engineering or life-cycle cost analyses			√	
8	Prepare bidding and procurement forms; Construction Specifications		√		
9	Prepare Conditions of the Contract (Divisions 0 & 1)		√		
10	Develop Project Manual		√		
11	Presentation models and/or renderings			√	
12	In-house constructability reviews				√

Scope of Services		District's Responsibilities	Provided By A/E team		Not Provided
			Basic Services	Additional Services	
<b>F</b>	<b>Other Design Services</b>				
1	Hazardous materials identification/determination of mitigation measures	√			
2	FF&E design (furnishings & movable equipment)	√		√	
3	Graphic & signage design	√		√	
	- Fire/life safety graphics & signage; site only		√		
	- Other graphics & signage; site only		√		
4	Mock-up services (workstations, classroom design, etc.)	√		√	
<b>G</b>	<b>Bidding Phase Services</b>				
1	Advertisement to potential bidders		√		
2	Pre-qualification of bidders	√			
3	Pre-bid conferences		√		
4	Distribution of bidding documents		√		
5	Distribution of special bidding/negotiation addenda		√		
6	Response to bidders' questions and provide clarifications		√		
7	Report bidding results & identify apparent low bidder		√		
8	Bid dispute resolution	√			
9	Contract award processing; issue Notice to Proceed	√	√		
<b>H</b>	<b>Contract Administration Services</b>				
1	Plan & manage move-in & out activities including temp. facilities	√			
2	Site visits/observation				
	- Scheduled meetings (as quantified in scope of services)		√		

Architect Agreement  
2017

	- Additional meetings			√	
3	Timely file with DIR the PWC-100 form re labor compliance & notice of award		√		
4	Coordination of other construction activities				√
	- Removal of non-conforming portables	√			
	- Demolition and/or removal of other structures	√			
	- Moving of utilities underground	√			
	- Utility hookups		√		
5	Multiple contract administration or multiple phase coordination efforts for single project			√	
6	Submittals & substitutions; building not included				
	- Review and respond to Contractors' proposed submittal schedules		√		
	- Receive, process, distribute submittals, shop drawings, & substitutions		√		
	- Review submittals and shop drawings		√		
	- Review proposed substitutions		√		
7	Requests for Information/Clarifications; building not included				
	- Receive, process & distribute requests		√		
	- Evaluate and respond to requests		√		
8	Change orders				
	- Receive, process & distribute Change Orders		√		
	- Changes stemming from A/E documents		√		
	- Owner and contractor initiated changes			√	
	- Review, analyze and/or negotiate prices with contractors			√	
9	Testing and inspection administration; No supervision	√			
10	Maintain official construction logs				
	- Change order log		√		
	- Request for Information (RFI) log		√		
	- Submittal log		√		

Scope of Services	District's Responsibilities	Provided By A/E team		Not Provided
		Basic Services	Additional Services	
11	Contract cost accounting; Review only			
	- Maintain records of payments	√		
	- Coordinate & assemble contractors' payment applications	√		
	- Approve & process contractors' payment applications		√	
12	Interpretations and decisions			
	- Relating to construction documents/specifications		√	
	- Relating to General Conditions	√		
13	Project closeout; not including building			
	- Preliminary and final punch lists		√	
	- Determination of payment withholdings		√	
	- Issuance of Certificates of Substantial Completion		√	
	- Securing and receipt of sureties	√		
	- Receipt & review of warranties & manuals		√	
	- Receipt & review of waivers of liens	√		
	- Issuance of final Certificates of Payment; See #11		√	
	- Project closeout with DSA		√	
14	Construction tours (students & community)		√	

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<b>I</b>	<b>Post-Construction &amp; Facility Operation Services</b>			√	
1	Record Drawings				
	- Develop record drawings based on contractor supplied information				√
	- Review record drawings for completeness		√		
	- Compile drawings & forward to District				√
	- Update contract documents to incorporate changes			√	
2	Warranty review				√
3	Detailed analysis or response to Contractor claims not due to fault of Architect			√	
4	Staff training (operating & maintaining equipment and systems)				√
5	Post-construction facility reviews (operations & performance review)				
	- Post occupancy facility review meeting		√		
	- Document defects or deficiencies			√	
	- Prepare instructions to Contractors for correction of defects			√	
6	Project promotion	√			
7	Community tours		√		

## **Exhibit C – Compensation and Schedule of Hourly Billing Rates**

The Architect's total compensation consists of basic services, additional services and reimbursable expenses as follows:

### **Basic Services**

The Architectural fee arrangement for Basic Services may be any of the following options:

1. A lump sum amount mutually agreed to, calculated based on the fee schedule described below, or estimating hours at billing rates or by negotiation of a mutually acceptable amount.
2. A percentage of construction cost based on a mutually agreed formula or fee schedule as described below.
3. Time and material at rates in the Agreement with an estimated not-to-exceed amount.
4. A combination of these options, as described below, for example a percentage fee through Schematic Design or Design Development after which the final lump sum fee shall be negotiated or calculated on a pre-agreed formula based on the Architect's scope definition and cost estimate.

For Basic Services under this Agreement, the parties have agreed to a fee, under option 2 above, of an amount to be determined by the parties.

The Fee Schedule is as follows:

**Option 2: BASIC SERVICES:** For all "basic services" compensation in the amount of a percentage of construction as follows:

All fees are based on the stated percentage of "total construction costs" for the project and the said compensation applies to work let under a single construction contract. "Total construction costs" for purposes of this paragraph shall mean the total amount of money derived by adding the contractor's bid for the project accepted by DISTRICT and any additive Change Orders agreed to by DISTRICT and the contractor (deductive Change Orders, deductive Bid Alternatives and Additive Bid Alternatives not Awarded shall not reduce "total construction costs" for purposes of this paragraph).

Each portion of the project let separately on a segregated bid basis shall be considered a separate project for purposes of determining the fee.

### **FEE SCHEDULE - New Construction**

1.

### **FEE SCHEDULE – Modernization**

Architect Agreement

2017

1.

**FEE SCHEDULE – Combined Modernization & New Construction**

1.

**Additional Services**

Any additional services that may be required during the Project must be requested by Architect and approved in writing by District before they are performed. Additional Services shall be compensated as described in Article 4.

Facility Assessment: Architect will provide Facility Assessment services as a fixed fee as an amount to be provided to District for approval.

Programming & Implementation Plan: Architect will provide these services on an hourly basis. The number of meetings and other services will be reviewed with District staff to minimize time and maximize efficiency.

**Reimbursable Expenses**

The Architect has estimated and the District has accepted the following reimbursable expenses to be billed at 110% of cost. The Architect may not exceed the total estimated amount unless approved in writing by District in advance.

- Automobile travel
- Telephone
- Printing
- Plotting
- Models and mockups

\_\_\_\_\_  
Total estimated reimbursable expenses      \$\_\_\_\_\_

**Standard Hourly Billing Rates**

The following hourly rates shall be used for any time and materials services above or for any calculation of future services:

Architect – Principal	\$	/hr.
Architect - Associate	\$	/hr.
Project Manager/Architect	\$	/hr.
Job Captain	\$	/hr.
Construction Admin Project Manager	\$	/hr.
Specifications Writer	\$	/hr.
CADD/Drafting	\$	/hr.
Construction Admin Technician	\$	/hr.
Clerical	\$	/hr.

The above rates are effective January 1, 2014, and are in effect for the calendar year 2014. On January 1 of each of the subsequent years, the above rates shall be adjusted in accordance with the Consumer Price Index issued by the U.S. Department of Labor, Bureau of Labor Statistics for “All Urban Consumers” in “San Francisco-Oakland” for “All Items.”

# Shoreline Unified School District

## Election of 2018, Series A General Obligation Bonds

March 2019



**EASTSHORE CONSULTING**  
FINANCIAL ADVISORY & FACILITIES PLANNING • FISCAL CONSULTING • ELECTION STRATEGIES & PUBLIC RELATIONS

# DEBT SERVICE SCHEDULE

DATE	PRINCIPAL	COUPON	INTEREST	TOTAL DEBT SERVICE*
8/1/2019	\$ -		\$ 136,600.00	\$ 136,600.00
8/1/2020	900,000.00	4.0000%	341,500.00	1,241,500.00
8/1/2021	340,000.00	4.0000%	305,500.00	645,500.00
8/1/2022	60,000.00	4.0000%	291,900.00	351,900.00
8/1/2023	75,000.00	4.0000%	289,500.00	364,500.00
8/1/2024	90,000.00	4.0000%	286,500.00	376,500.00
8/1/2025	105,000.00	4.0000%	282,900.00	387,900.00
8/1/2026	120,000.00	4.0000%	278,700.00	398,700.00
8/1/2027	135,000.00	4.0000%	273,900.00	408,900.00
8/1/2028	155,000.00	4.0000%	268,500.00	423,500.00
8/1/2029	175,000.00	4.0000%	262,300.00	437,300.00
8/1/2030	195,000.00	4.0000%	255,300.00	450,300.00
8/1/2031	215,000.00	4.0000%	247,500.00	462,500.00
8/1/2032	240,000.00	4.0000%	238,900.00	478,900.00
8/1/2033	260,000.00	4.0000%	229,300.00	489,300.00
8/1/2034	285,000.00	4.0000%	218,900.00	503,900.00
8/1/2035	315,000.00	5.0000%	207,500.00	522,500.00
8/1/2036	345,000.00	5.0000%	191,750.00	536,750.00
8/1/2037	380,000.00	5.0000%	174,500.00	554,500.00
8/1/2038	415,000.00	5.0000%	155,500.00	570,500.00
8/1/2039	455,000.00	5.0000%	134,750.00	589,750.00
8/1/2040	495,000.00	5.0000%	112,000.00	607,000.00
8/1/2041	535,000.00	5.0000%	87,250.00	622,250.00
8/1/2042	580,000.00	5.0000%	60,500.00	640,500.00
8/1/2043	630,000.00	5.0000%	31,500.00	661,500.00
<b>TOTAL</b>	<b>\$ 7,500,000.00</b>		<b>\$ 5,362,950.00</b>	<b>\$ 12,862,950.00</b>

\* Excludes annual paying agent fees

## SOURCES & USES OF FUNDS

<b>Sources:</b>	
<b>Bond Proceeds</b>	
Series A Principal	\$ 7,500,000.00
Premium	834,952.10
<b>Total Sources:</b>	<b>\$ 8,334,952.10</b>
<b>Uses:</b>	
<b>Project Fund</b>	
Capitalized Interest Fund	\$ 7,375,000.00
Cost of Issuance	782,452.10
Underwriter's Discount	125,000.00
<b>Total Uses:</b>	<b>\$ 8,334,952.10</b>

# Overview

- After nearly a decade since its last modest General Obligation (GO) Bond, the Shoreline Unified School District was facing a need for repairs and modernization of its school sites
- Through a robust planning and community engagement process, the District evaluated facilities needs for all school sites and determined that a new \$19.5 million Prop 39 General Obligation (GO) Bond program could satisfy many
- On November 6, 2018, 66.7% of voters approved Measure “I”, authorizing the District to issue up to \$19.5 million in GO Bonds at a tax rate not to exceed \$39 per \$100,000 of taxable property
- To minimize interest expense for taxpayers, the District opted to split the authorization into two series, with the first series aligned to fund projects in the summer of 2019, avoiding the need to pay interest on money not need immediately
- On February 21, 2019, the District priced the first series of Measure “I” bonds, the Election of 2018, Series A (Series A Bonds) in the amount of \$7.5 million
- On March 7, 2019, the Series A Bonds closed and funds were deposited with Marin County to address projects anticipated for the Summer of 2019 and initiate planning for subsequent projects
- A combination of favorable market conditions, a rating upgrade, and the hard work of the Administration allowed the District to sell the first series of Measure “I” at levels better than estimates provided to voters, while comfortably preparing to issue the \$12.5 million balance in 12-18 months

**PRELIMINARY OFFICIAL STATEMENT DATED FEBRUARY 14, 2019**

**NEW ISSUE - FULL BOOK-ENTRY BANK QUALIFIED**

In the opinion of Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel, subject, hereinafter referred to as "Jones Hall," the interest on the Bonds is excluded from gross income for Federal income tax purposes and such interest is not an item of tax preference for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. See "TAX MATTERS" herein for further information.

**RATING: Standard & Poor's: "AA+" See "RATING" herein**

**SHORELINE UNITED SCHOOL DISTRICT**  
(Martin and Sonoma Counties, California)  
**General Obligation Bonds**  
**Election of 2018, Series A**  
(Bank Qualified)

**Date of Delivery:** The captured bonds (the "Bonds") are being issued by the Shoreline Unified School District (the "District") pursuant to certain provisions of the California Government Code and a resolution of the Board of Trustees of the District held on January 17, 2019 (the "Bond Resolution"). The Bonds were authorized at an election of the registered voters of the District held on November 6, 2018, which authorized the issuance of up to \$10,500,000 of general obligation bonds for the purpose of financing the renovation, construction and improvement of school facilities. The Bonds are the first series of bonds to be issued under this authorization. See "THE FINANCING PLAN" and "THE BONDS" herein for further information.

**Authority and Purpose:** The captured bonds (the "Bonds") are being issued by the Shoreline Unified School District (the "District") pursuant to certain provisions of the California Government Code and a resolution of the Board of Trustees of the District held on January 17, 2019 (the "Bond Resolution"). The Bonds were authorized at an election of the registered voters of the District held on November 6, 2018, which authorized the issuance of up to \$10,500,000 of general obligation bonds for the purpose of financing the renovation, construction and improvement of school facilities. The Bonds are the first series of bonds to be issued under this authorization. See "THE FINANCING PLAN" and "THE BONDS" herein for further information.

**Redemption:** The Bonds are general obligation bonds of the District payable solely from ad valorem property taxes levied on all property subject to taxation by the District without limitation of rate or amount (except certain bonds which are subject to optional redemption). The Bonds are subject to optional and mandatory sinking fund redemption prior to maturity. The Bonds are subject to optional and mandatory sinking fund redemption prior to maturity. The Bonds are subject to optional and mandatory sinking fund redemption prior to maturity. The Bonds are subject to optional and mandatory sinking fund redemption prior to maturity.

**Book-Entry Only:** The Bonds will be issued in book-entry form only, and will be initially issued and registered in the name of the Trust Company, N.A., as the designated paying agent, registrar and transfer agent (the "Paying Agent"), to DTC for subsequent distribution to DTC Participants who will remit such payments to the beneficial owners of the Bonds. See "THE BONDS" herein for further information.

**Maturity Schedule:** The Bonds are being issued in book-entry form only, and will be initially issued and registered in the name of the Trust Company, N.A., as the designated paying agent, registrar and transfer agent (the "Paying Agent"), to DTC for subsequent distribution to DTC Participants who will remit such payments to the beneficial owners of the Bonds. See "THE BONDS" herein for further information.

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# Documentation

- The District's Bond Counsel, Jones Hall, prepared documentation required to conduct the sale of the Series A Bonds, including:
  - Resolutions certifying elections results, establishing a bond oversight committee and authorizing the issuance of bonds
  - The Preliminary Official Statement used to market the Series A Bonds
  - Closing certificates and documents to memorialize the terms negotiated for the District's Series A Bonds
- After the successful completion of the bond pricing process on Thursday, February 21, 2019, Bond Counsel finalized all documents and, on Thursday, March 7, 2019, funds were transferred, bonds released to buyers and the issuance closed
- An electronic version of all final documents will be provided to the District and other members of the financing team

**Summary:**

# Shoreline Unified School District, California; General Obligation

**Credit Profile**

US\$9.5 mil GO bnds Election of 2018 ser A due 08/01/2043

*Long Term Rating*

AA+/Stable

New

Shoreline Unif Sch Dist GO bnds

*Long Term Rating*

AA+/Stable

Upgraded

## Rationale

S&P Global Ratings raised its long-term rating to 'AA+' from 'AA' on Shoreline Unified School District, Calif.'s general obligation (GO) debt outstanding. At the same time, S&P Global Ratings assigned its 'AA+' long-term rating on the district's \$9.5 million series A (election of 2018) GO bonds. The outlook is stable.

The raised rating reflects the district's trend of strong financial results due in part to the district's status as a community-funded school district, meaning it has decreased reliance on the state for operating revenue. The district has further maintained very strong available fund balance reserves, and had adopted a formal reserve policy to ensure reserves remain strong. Due to community support and the district's revenue flexibility, we anticipate it will continue to produce strong financial results.

Revenue from unlimited ad valorem taxes levied on taxable property within the district secures the GO bonds. The board of supervisors of Marin County has the power to levy these taxes at the district's request for the bonds' repayment. The proceeds of the GO bonds will be used to finance the renovation, construction, and improvement of school facilities.

The rating further reflects our view of the district's:

- Participation in the broad and diverse Bay Area economic region;
- Strong local economy, evidenced by strong-to-very-strong incomes and extremely strong market value per capita;
- Long-held basic-aid status, which provides significantly more funding on a per-student basis than most school districts receive, while insulating the district from volatile state resources; and
- Trend of very strong available fund balance reserves.

Partially offsetting these factors, in our opinion, is the district's high debt on a per capita basis.

## Economy

Shoreline Unified School District is located in portions of western Marin and Sonoma County, approximately 60 miles north of San Francisco. It serves an estimated population of 6,091 over an area of approximately 400 square miles. It

# Ratings

- On February 5, 2019, the Superintendent, the Board President and the finance team conducted an in-person meeting with rating analysts from S&P Global Ratings (S&P) to review the credit strengths of the District
- After a review of the District, the community it serves, the fund balance and a number of other 'highlights' shared during the meeting, S&P upgraded the District's rating from an "AA" to an even stronger "AA+" rating
- Within the S&P analysis, the District was able to improve its "score" through the enactment of a stronger fund balance reserve policy
- This higher rating resulted in slightly lower interest rates by 3 to 10 basis points (0.03% to 0.10%), reducing interest expense for local taxpayers
- Among the strengths noted were:
  - A history of very strong reserves
  - A strong local economy with considerable local wealth in the area
  - A sizable tax base allowing for Basic Aid status

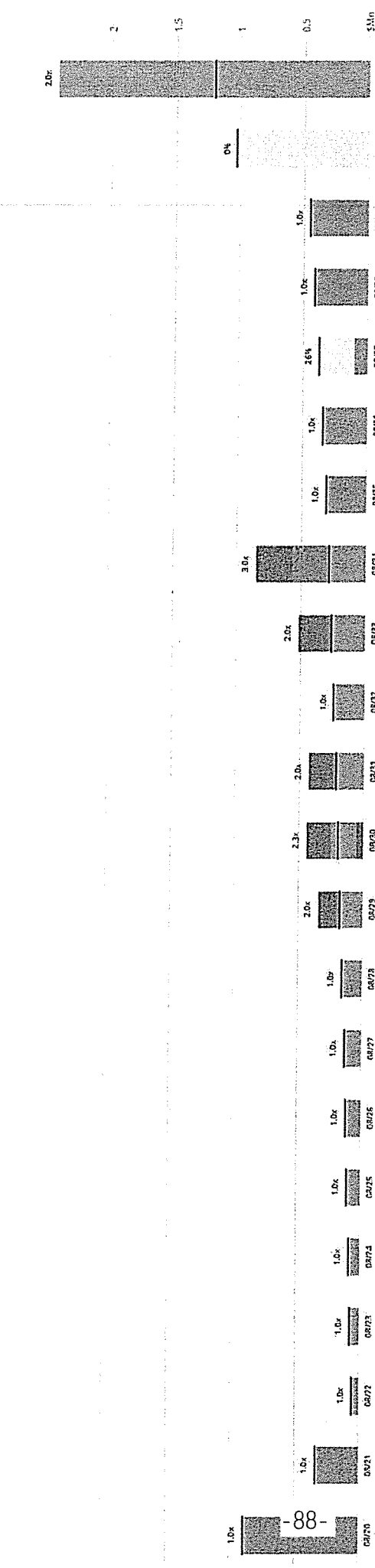
# PRELIMINARY & FINAL PRICING INTEREST RATES

Pricing: Call Scale (2/21/2019)										Pre-Price Scale (2/20/2019)																																	
Par	\$7,500,000	Issuer	Shoreline USD	Sale Date	2/21/19	Bond Type	GO	Tax Status	Tax-Exempt	Ratings	NR/AA+/NR	Insurance	n/a	Final Mat.	8/1/43	Call	8/1/26	Call Price	100%	Closing	3/7/19	Par	\$7,500,000	Issuer	Shoreline USD	Sale Date	2/21/19	Bond Type	GO	Tax Status	Tax-Exempt	Ratings	NR/AA+/NR	Insurance	n/a	Final Mat.	8/1/43	Call	8/1/26	Call Price	100%	Closing	3/7/19
Maturity	Par	Stated Yield	Yield to Maturity (YTM)	Spread to MMD	Stated Yield	Yield to Maturity (YTM)	Spread to MMD	Maturity	Par	Stated Yield	Yield to Maturity (YTM)	Spread to MMD	Maturity	Par	Stated Yield	Yield to Maturity (YTM)	Spread to MMD	Maturity	Par	Stated Yield	Yield to Maturity (YTM)	Spread to MMD	Maturity	Par	Stated Yield	Yield to Maturity (YTM)	Spread to MMD																
2020	900	4.000%	1.400%	-0.20%	4.000%	1.400%	-0.20%	2020	900	4.000%	1.400%	-0.20%	2020	900	4.000%	1.400%	-0.20%	2020	900	4.000%	1.400%	-0.20%																					
2021	340	4.000%	1.410%	-0.20%	4.000%	1.410%	-0.20%	2021	340	4.000%	1.410%	-0.20%	2021	340	4.000%	1.410%	-0.20%	2021	340	4.000%	1.410%	-0.20%																					
2022	60	4.000%	1.470%	-0.15%	4.000%	1.470%	-0.15%	2022	60	4.000%	1.470%	-0.15%	2022	60	4.000%	1.470%	-0.15%	2022	60	4.000%	1.470%	-0.15%																					
2023	75	4.000%	1.510%	-0.15%	4.000%	1.510%	-0.15%	2023	75	4.000%	1.510%	-0.15%	2023	75	4.000%	1.510%	-0.15%	2023	75	4.000%	1.510%	-0.15%																					
2024	90	4.000%	1.550%	-0.15%	4.000%	1.550%	-0.15%	2024	90	4.000%	1.550%	-0.15%	2024	90	4.000%	1.550%	-0.15%	2024	90	4.000%	1.550%	-0.15%																					
2025	105	4.000%	1.650%	-0.12%	4.000%	1.650%	-0.12%	2025	105	4.000%	1.650%	-0.12%	2025	105	4.000%	1.650%	-0.12%	2025	105	4.000%	1.650%	-0.12%																					
2026	120	4.000%	1.750%	-0.10%	4.000%	1.750%	-0.10%	2026	120	4.000%	1.750%	-0.10%	2026	120	4.000%	1.750%	-0.10%	2026	120	4.000%	1.750%	-0.10%																					
2027	135	4.000%	1.860%	-0.08% / 0.14%	4.000%	1.860%	-0.08% / 0.14%	2027	135	4.000%	1.860%	-0.08% / 0.14%	2027	135	4.000%	1.860%	-0.08% / 0.14%	2027	135	4.000%	1.860%	-0.08% / 0.14%																					
2028	155	4.000%	1.990%	-0.04% / 0.33%	4.000%	1.990%	-0.04% / 0.33%	2028	155	4.000%	1.990%	-0.04% / 0.33%	2028	155	4.000%	1.990%	-0.04% / 0.33%	2028	155	4.000%	1.990%	-0.04% / 0.33%																					
2029	175	4.000%	2.110%	-0.02% / 0.45%	4.000%	2.110%	-0.02% / 0.45%	2029	175	4.000%	2.110%	-0.02% / 0.45%	2029	175	4.000%	2.110%	-0.02% / 0.45%	2029	175	4.000%	2.110%	-0.02% / 0.45%																					
2030	195	4.000%	2.320%	0.08% / 0.59%	4.000%	2.320%	0.08% / 0.59%	2030	195	4.000%	2.320%	0.08% / 0.59%	2030	195	4.000%	2.320%	0.08% / 0.59%	2030	195	4.000%	2.320%	0.08% / 0.59%																					
2031	215	4.000%	2.520%	0.18% / 0.69%	4.000%	2.520%	0.18% / 0.69%	2031	215	4.000%	2.520%	0.18% / 0.69%	2031	215	4.000%	2.520%	0.18% / 0.69%	2031	215	4.000%	2.520%	0.18% / 0.69%																					
2032	240	4.000%	2.690%	0.28% / 0.78%	4.000%	2.690%	0.28% / 0.78%	2032	240	4.000%	2.690%	0.28% / 0.78%	2032	240	4.000%	2.690%	0.28% / 0.78%	2032	240	4.000%	2.690%	0.28% / 0.78%																					
2033	260	4.000%	2.780%	0.31% / 0.82%	4.000%	2.780%	0.31% / 0.82%	2033	260	4.000%	2.780%	0.31% / 0.82%	2033	260	4.000%	2.780%	0.31% / 0.82%	2033	260	4.000%	2.780%	0.31% / 0.82%																					
2034	285	4.000%	2.870%	0.35% / 0.85%	4.000%	2.870%	0.35% / 0.85%	2034	285	4.000%	2.870%	0.35% / 0.85%	2034	285	4.000%	2.870%	0.35% / 0.85%	2034	285	4.000%	2.870%	0.35% / 0.85%																					
2035	315	5.000%	2.730%	0.15% / 1.18%	5.000%	2.730%	0.15% / 1.18%	2035	315	5.000%	2.730%	0.15% / 1.18%	2035	315	5.000%	2.730%	0.15% / 1.18%	2035	315	5.000%	2.730%	0.15% / 1.18%																					
2036	345	5.000%	2.790%	0.15% / 1.20%	5.000%	2.790%	0.15% / 1.20%	2036	345	5.000%	2.790%	0.15% / 1.20%	2036	345	5.000%	2.790%	0.15% / 1.20%	2036	345	5.000%	2.790%	0.15% / 1.20%																					
2037	380	5.000%	2.850%	0.15% / 1.21%	5.000%	2.850%	0.15% / 1.21%	2037	380	5.000%	2.850%	0.15% / 1.21%	2037	380	5.000%	2.850%	0.15% / 1.21%	2037	380	5.000%	2.850%	0.15% / 1.21%																					
2038	415	5.000%	2.910%	0.15% / 1.21%	5.000%	2.910%	0.15% / 1.21%	2038	415	5.000%	2.910%	0.15% / 1.21%	2038	415	5.000%	2.910%	0.15% / 1.21%	2038	415	5.000%	2.910%	0.15% / 1.21%																					
2039	455	5.000%	2.960%	0.15% / 1.22%	5.000%	2.960%	0.15% / 1.22%	2039	455	5.000%	2.960%	0.15% / 1.22%	2039	455	5.000%	2.960%	0.15% / 1.22%	2039	455	5.000%	2.960%	0.15% / 1.22%																					
2040								2040					2040					2040																									
2041	1,030	5.000%	3.060%	4.12%	5.000%	3.060%	4.12%	2041	1,030	5.000%	3.060%	4.12%	2041	1,030	5.000%	3.060%	4.12%	2041	1,030	5.000%	3.060%	4.12%																					
2042								2042					2042					2042																									
2043	1,210	5.000%	3.100%	4.18%	5.000%	3.100%	4.18%	2043	1,210	5.000%	3.100%	4.18%	2043	1,210	5.000%	3.100%	4.18%	2043	1,210	5.000%	3.100%	4.18%																					
2044								2044					2044					2044																									

- Spread to MMD reflects the differential to the benchmark Thomson Reuters Municipal Market Data index, a hypothetical yield scale for "AAA" rating issuances
- Prepared by Raymond James & Associates

# Structuring & Strategy

- The Preliminary Official Statement was released to the public on Thursday, February 14, 2019, detailing the proposed bond issuance and providing potential buyers with information on the District's finances and tax base
- Given the District's very strong "AA+" rating, limited offering size and the low interest rate market environment, it was determined that the issuance of the Series A Bonds should make an effort to target "professional retail" and "institutional" purchasers
- Additionally, efforts were made to seek local retail orders with an advertisement placed in the Marin Independent Journal prior to the bond sale
- On Wednesday, February 27, 2019, the District, Eastshore Consulting and the Underwriter conducted a pre-pricing call to evaluate the markets and determine initial proposed interest rate levels for the Series A Bonds
- After a review of the proposed interest rate levels and determining that no significant competing issuances were scheduled for the pricing date, authorization was provided to the Underwriter to seek orders for the bonds the morning of February 28, 2019



Recent Orders  
 Indisclosed  
 Raymond James & Astro  
 Credit Suisse Asset Management  
 Regler Prop  
 Individuals  
 Raymond James & Astro  
 Watermill Asset Management  
 Raymond James & Astro  
 Eaton Vance - TAB5  
 Raymond James & Astro  
 Eaton Vance - TAB5

Summary

285	285
2019A-02-01-2384-4-0000	100
2019A-08-01-2327-5-0078	1,210
2019A-05-01-2224-4-0000	50
2019A-02-01-2220-4-0024	1,210
2019A-02-01-2324-5-0026	285
2019A-02-01-2224-4-0000	200

View Order Manager >

\$8,865 (1.2x)  
 TOTAL OFFERS (\$M)

\$6,190  
 (\$M)

\$1,310  
 (\$M)

83%  
 SHORTLY TO BE PAID

90%  
 SHORTLY TO BE PAID

62%  
 SHORTLY TO BE PAID

# Pricing

- At the opening of the markets on February 28, 2019, rate levels were mostly unchanged from the prior day but trended upward for longer dated maturities as the day progressed
- Despite the slight uptick in interest rates, the Underwriter was able to improve upon interest rate levels discussed during the pre-pricing conversations in selected years due to strong demand
- In total, there were \$8.865 million in orders for the \$7.5 million in available bonds
- Orders were especially strong for the medium dated maturities 2029 through 2034, with interest from institutional investors, money managers and a local retail account, allowing for improvements in interest rates for those maturities
- After completion of the order period, orders were received for all bonds – except those maturing in 2037 (which only received orders for approximately 26% of that maturity) and 2041
- The Underwriter was able to shift an order for the final maturity immediately after the order period and was willing to ‘take down’ the small unsold bond balance at the interest rate levels proposed to the markets
- The Underwriter will likely continue to offer the small unsold bond balance to buyers in the future

## FINAL ESTIMATED COSTS OF ISSUANCE

Cost of Issuance Detail		
Service	Party	Amount
Bond and Disclosure Counsel	Jones Hall PLC	\$ 57,260.00
Financial Advisor	Eastshore Consulting LLC	43,756.45
Rating Agency	S&P Global Ratings	16,000.00
Underwriter Expense	Raymond James & Associates	1,726.92
Paying Agent	BNY Mellon	1,350.00
Printing	Royce Printing	2,250.00
Contingency	-	2,656.63
<b>Total Consulting and Service Costs</b>		<b>\$ 125,000.00</b>
Underwriting Discount (\$7.00 per \$1,000 bond)	Raymond James & Associates	52,500.00
<b>Total Issuance Related Costs</b>		<b>\$ 177,500.00</b>

- Underwriting Discount was paid from premiums generated on the sale of bonds and will not reduce the available project proceeds
- Amounts identified as Contingency will be released to fund projects within 90 days



# Issuance Costs

- Total Series A Bond issuance-related legal, consultant and ancillary costs were \$122,343.37, excluding \$2,656.63 held in contingency
- After consultation with Bond Counsel, Underwriter compensation was paid from Net Original Issue Premiums generated on the sale of Series A Bonds
- All expenses were paid from bond proceeds; no General Fund resources were required to complete the transaction
- Other than annual Paying Agent fees (which are payable from the tax collections) and compliance-related reporting fees, no other fees are expected in connection with the Series A Bond issuance

# Closing

- On March 7, 2019, the Underwriter transferred proceeds net of their compensation to fund deposits to the Capitalized Interest Fund, the Cost of Issuance Account, and Project Fund
- \$7,375,000 was transferred to the Project Fund held by Marin County for anticipated project expenditures
- \$782,452.10 was deposited the Capitalized Interest (or Debt Service) Fund from Net Original Issue Premiums generated on the sale of bonds to fund interest expense on the Bonds through August 1, 2021
- The deposit to the Capitalized Interest Fund allowed for additional principal to be amortized through August 1, 2021, reducing the total cost of the Bonds
- After confirmation of the transfer of funds, the paying agent released the bonds to the Depository Trust Company and the transaction was complete
- Repayment schedules for the Series A Bonds have been transmitted to the County for calculation of tax levies in future years

# SERIES A BONDS - TAX RATE PROJECTION

Fiscal Year	Election of 2018, Series A General Obligation Bonds - Final Pricing Debt Service				Projected Tax Rate per \$100,000 of A.V.		
	Secured AV	Unsecured AV	Total AV	Growth Rate			
	Principal	Coupon	Interest	Capitalized Interest	Debt Service		
2018-19	\$ 2,434,129,777	48,168,638	2,482,298,415	5.82%	\$ 136,600.00	\$ -	\$ -
2019-20	2,501,068,346	49,493,276	2,550,561,621	2.75%	341,500.00	(136,600.00)	900,000.00
2020-21	2,569,847,725	50,854,341	2,620,702,066	2.75%	305,500.00	(341,500.00)	341,147.90
2021-22	2,640,518,538	52,252,835	2,692,771,373	2.75%	291,900.00	(304,352.10)	351,900.00
2022-23	2,713,132,798	53,689,788	2,766,822,586	2.75%	289,500.00		364,500.00
2023-24	2,787,743,950	55,166,257	2,842,910,207	2.75%	286,500.00		376,500.00
2024-25	2,864,406,908	56,683,329	2,921,090,237	2.75%	282,900.00		387,900.00
2025-26	2,943,178,098	58,242,121	3,001,420,219	2.75%	278,700.00		398,700.00
2026-27	3,024,115,496	59,843,779	3,083,959,275	2.75%	273,900.00		408,900.00
2027-28	3,107,278,672	61,489,483	3,168,768,155	2.75%	268,500.00		423,500.00
2028-29	3,192,728,835	63,180,444	3,255,909,279	2.75%	262,300.00		437,300.00
2029-30	3,280,528,878	64,917,906	3,345,446,784	2.75%	255,300.00		450,300.00
2030-31	3,370,743,423	66,703,148	3,437,446,571	2.75%	247,500.00		462,500.00
2031-32	3,463,438,867	68,537,485	3,531,976,352	2.75%	238,900.00		478,900.00
2032-33	3,558,683,436	70,422,266	3,629,105,701	2.75%	229,300.00		489,300.00
2033-34	3,656,547,230	72,358,878	3,728,906,108	2.75%	218,900.00		503,900.00
2034-35	3,757,102,279	74,348,747	3,831,451,026	2.75%	207,500.00		522,500.00
2035-36	3,860,422,592	76,393,338	3,936,815,929	2.75%	191,750.00		536,750.00
2036-37	3,966,584,213	78,494,155	4,045,078,367	2.75%	174,500.00		554,500.00
2037-38	4,075,665,279	80,652,744	4,156,318,022	2.75%	155,500.00		570,500.00
2038-39	4,187,746,074	82,870,694	4,270,616,768	2.75%	134,750.00		589,750.00
2039-40	4,302,909,091	85,149,638	4,388,058,729	2.75%	112,000.00		607,000.00
2040-41	4,421,239,091	87,491,253	4,508,730,344	2.75%	87,250.00		622,250.00
2041-42	4,542,823,166	89,897,263	4,632,720,429	2.75%	60,500.00		640,500.00
2042-43	4,667,750,803	92,369,438	4,760,120,241	2.75%	31,500.00		661,500.00
	<b>\$ 7,500,000.00</b>				<b>\$ 5,362,950.00</b>	<b>\$ (782,452.10)</b>	<b>\$ 12,080,497.90</b>

# Planning for the Next Series

- The Series A Bond repayments were structured to allow for an efficient issuance of the remaining Measure “1” authorization
- Assuming 3.0% annual tax base growth and slightly higher interest rate levels, there is adequate capacity to access the remaining \$12.5 million in authorized GO Bonds with a single series of approximately 25 years in duration
- Using conservative projections, it appears possible to complete the Measure “1” authorization with a final repayment ratio of less than 1.83 to 1, somewhat lower than initial estimates to voters, saving taxpayers just over \$2 million in interest expense
- IF interest rate levels do not rise significantly, or IF tax base growth in the upcoming fiscal year exceeds 3.0% estimates, it may be viable to further reduce the overall duration and cost of Measure “1”

# ELECTION OF 2018 (MEASURE "I") PROGRAM PROJECTION

Fiscal Year	PROJECTED SERIES A BOND				PROJECTED SERIES B BOND DEBT SERVICE				Projected Combined Tax Rate *
	Total AV	Growth Rate	Series A Bond Debt Service		Principal	Coupon	Interest	Debt Service	
2018-19	2,482,298,415	5.82%	\$ -						\$0.00
2019-20	2,556,767,367	3.00%	900,000.00						\$35.98
2020-21	2,633,470,388	3.00%	341,147.90	\$	20,000.00	4.00%	\$ 622,300.00	\$ 642,300.00	\$37.34
2021-22	2,712,474,500	3.00%	351,900.00		60,000.00	4.00%	621,500.00	681,500.00	\$38.10
2022-23	2,793,848,735	3.00%	364,500.00		85,000.00	4.00%	619,100.00	704,100.00	\$38.25
2023-24	2,877,664,197	3.00%	376,500.00		105,000.00	4.00%	615,700.00	720,700.00	\$38.13
2024-25	2,963,994,123	3.00%	387,900.00		135,000.00	5.00%	611,500.00	746,500.00	\$38.27
2025-26	3,052,913,947	3.00%	398,700.00		165,000.00	5.00%	604,750.00	769,750.00	\$38.27
2026-27	3,144,501,365	3.00%	408,900.00		195,000.00	5.00%	596,500.00	791,500.00	\$38.17
2027-28	3,238,836,406	3.00%	423,500.00		230,000.00	5.00%	586,750.00	816,750.00	\$38.29
2028-29	3,336,001,498	3.00%	437,300.00		265,000.00	5.00%	575,250.00	840,250.00	\$38.30
2029-30	3,436,081,543	3.00%	450,300.00		305,000.00	5.00%	562,000.00	867,000.00	\$38.34
2030-31	3,539,163,990	3.00%	462,500.00		350,000.00	5.00%	546,750.00	896,750.00	\$38.41
2031-32	3,645,338,909	3.00%	478,900.00		390,000.00	5.00%	529,250.00	919,250.00	\$38.35
2032-33	3,754,699,077	3.00%	489,300.00		440,000.00	5.00%	509,750.00	949,750.00	\$38.33
2033-34	3,867,340,049	3.00%	503,900.00		495,000.00	5.00%	487,750.00	982,750.00	\$38.44
2034-35	3,983,360,250	3.00%	522,500.00		545,000.00	5.00%	463,000.00	1,008,000.00	\$38.42
2035-36	4,102,861,058	3.00%	536,750.00		605,000.00	5.00%	435,750.00	1,040,750.00	\$38.45
2036-37	4,225,946,890	3.00%	554,500.00		665,000.00	5.00%	405,500.00	1,070,500.00	\$38.45
2037-38	4,352,725,296	3.00%	570,500.00		730,000.00	5.00%	372,250.00	1,102,250.00	\$38.43
2038-39	4,483,307,055	3.00%	589,750.00		800,000.00	5.00%	335,750.00	1,135,750.00	\$38.49
2039-40	4,617,806,267	3.00%	607,000.00		875,000.00	5.00%	295,750.00	1,170,750.00	\$38.50
2040-41	4,756,340,455	3.00%	622,250.00		955,000.00	5.00%	252,000.00	1,207,000.00	\$38.46
2041-42	4,899,030,668	3.00%	640,500.00		1,040,000.00	5.00%	204,250.00	1,244,250.00	\$38.47
2042-43	5,046,001,588	3.00%	661,500.00		1,130,000.00	5.00%	152,250.00	1,282,250.00	\$38.52
2043-44	5,197,381,636	3.00%			1,915,000.00	5.00%	95,750.00	2,010,750.00	\$38.69
			<b>\$ 12,080,497.90</b>		<b>\$ 12,500,000.00</b>		<b>\$ 11,101,100.00</b>	<b>\$ 23,601,100.00</b>	

\* Per \$100,000 of Assessed Value

# Summary & Tax Rate

- The District's strong financial position allowed for a very strong rating upgrade to "AA+", placing the District in a very good position to access the financial markets
- The District successfully conducted the sale of the Series A Bond during a period of historically low interest rates *and* on a particularly advantageous date with limited competing bond issuances
- While there are still authorized bonds to issue, the duration of the Series A Bond was approximately 24.5 years, two years shorter than initial estimates, with the final collection of taxes occurring in 2043
- The tax rate in support of the Series A Bond is expected to remain below \$39 dollars per \$100,000 of assessed value, slightly less than initial estimates, assuming annual tax base growth of no more than 3.0%
- The repayment ratio – or cost to taxpayers – for each dollar borrowed under with the Series A Bond is 1.61 to 1, net of funds deposited to the Debt Service Fund
- The True Interest Cost (TIC) for the Series A Bond is 3.767%

# Bond Program Maintenance

- Like the District's other debt, the Series A Bonds have certain legal requirements, including:
  - Annual SEC Rule 15c2-12 disclosures ("Continuing Disclosure")
  - Annual CDIAC reports pursuant to SB 1029
  - Compliance with IRS requirements related to tax-exempt bond proceeds
  - Periodic arbitrage rebate calculations
- Eastshore Consulting will assist the District in complying with SEC Rule 15c2-12 and SB 1029 requirements – and will assist in training of District staff to ensure future compliance
- Additionally, refinancing opportunities will be available to the District which may be able to reduce taxes for certain outstanding bonds by taking advantage of shorter terms and lower interest rates
  - On August 1, 2020, approximately \$2.695 million of 2011 GO Refunding Bonds will be eligible for redemption
  - On August 1, 2026, approximately \$5.810 million of the Series A Bonds will be eligible for redemption
  - On August 1, 2027, approximately \$4.045 million of 2017 GO Refunding Bonds will be eligible for redemption

**APPENDIX: RELATED MARKET DATA**



# COMPARABLE TRANSACTIONS

**Pricing/Call Scale (2/21/2019)**

Par	\$7,500,000
Issuer	Shoreline USD
Sale Date	2/21/19
Bond Type	GO
Tax Status	Tax-Exempt
Ratings	NR/AA+/NR
Insurance	n/a
Final Mat.	8/1/43
Call	8/1/26 Call Price 100%
Closing	3/7/19

**Final Scale**

Par	\$3,300,000
Issuer	Pine Ridge Elementary SD
Sale Date	2/14/19
Issue	GO
Tax Status	Tax-Exempt
Ratings	NR/AA+/NR
Insurance	n/a
Final Mat.	8/1/48
Call	8/1/26 Call Price 100%
Closing	2/28/19

**Final Scale**

Par	\$80,000,000
Issuer	Sierra Joint Community College District
Sale Date	2/13/19
Issue	GO
Tax Status	Tax-Exempt
Ratings	Aa1/AA/NR
Insurance	n/a
Final Mat.	8/1/53 (maturities through 2049 shown)
Call	8/1/28 Call Price 100%
Closing	3/6/19

Maturity	Par (1,000s)	Coupon	Stated Yield	Yield to Maturity		Spread to MMD
				(YTM)	(YTM)	
2020	900	4.000%	1.400%			-0.20%
2021	340	4.000%	1.410%			-0.20%
2022	60	4.000%	1.470%			-0.15%
2023	75	4.000%	1.510%			-0.15%
2024	90	4.000%	1.550%			-0.15%
2025	105	4.000%	1.650%			-0.12%
2026	120	4.000%	1.750%			-0.10%
2027	135	4.000%	1.860%	2.08%		-0.08% / 0.14%
2028	155	4.000%	1.990%	2.36%		-0.04% / 0.33%
2029	175	4.000%	2.110%	2.58%		-0.02% / 0.45%
2030	195	4.000%	2.320%	2.83%		0.08% / 0.59%
2031	215	4.000%	2.520%	3.03%		0.18% / 0.69%
2032	240	4.000%	2.690%	3.19%		0.28% / 0.78%
2033	260	4.000%	2.780%	3.29%		0.31% / 0.82%
2034	285	4.000%	2.870%	3.37%		0.35% / 0.85%
2035	315	5.000%	2.730%	3.76%		0.15% / 1.18%
2036	345	5.000%	2.790%	3.84%		0.15% / 1.20%
2037	380	5.000%	2.850%	3.91%		0.15% / 1.21%
2038	415	5.000%	2.910%	3.97%		0.15% / 1.21%
2039	455	5.000%	2.960%	4.03%		0.15% / 1.22%
2040						
2041	1,030	5.000%	3.060%	4.12%		0.17% / 1.23%
2042						
2043	1,210	5.000%	3.100%	4.18%		0.17% / 1.25%

Maturity	Par (1,000s)	Coupon	Stated Yield	Yield to Maturity		Spread to MMD
				(YTM)	(YTM)	
2020	170	4.000%	1.460%			-0.14%
2021						
2022						
2023						
2024						
2025						
2026	20	4.000%	1.920%			0.06%
2027	25	4.000%	2.010%	2.21%		0.06% / 0.26%
2028	30	4.000%	2.100%	2.45%		0.06% / 0.41%
2029	40	4.000%	2.200%	2.65%		0.06% / 0.51%
2030	45	4.000%	2.360%	2.85%		0.11% / 0.60%
2031	55	4.000%	2.610%	3.09%		0.26% / 0.74%
2032						
2033						
2034	220	4.000%	2.850%	3.36%		0.32% / 0.83%
2035						
2036						
2037	315	4.000%	3.200%	3.61%		0.49% / 0.90%
2038						
2039						
2040	435	5.000%	3.060%	4.10%		0.19% / 1.23%
2041						
2042						
2043						
2044	810	5.000%	3.220%	4.25%		0.27% / 1.30%
2045						
2046						
2047						
2048	1,135	3.625%	3.740%			0.75%

Maturity	Par (1,000s)	Coupon	Stated Yield	Yield to Maturity		Spread to MMD
				(YTM)	(YTM)	
2020	9,430	4.000%	1.410%			-0.20%
2021	9,060	4.000%	1.420%			-0.20%
2022						
2023						
2024						
2025						
2026						
2027						
2028						
2029						
2030						
2031						
2032	910	4.000%	2.730%	3.04%		0.28% / 0.59%
2033	1,035	4.000%	2.840%	3.17%		0.33% / 0.66%
2034	1,160	4.000%	2.940%	3.28%		0.38% / 0.72%
2035	1,295	4.000%	3.030%	3.37%		0.41% / 0.75%
2036	1,440	4.000%	3.110%	3.45%		0.43% / 0.77%
2037	1,590	4.000%	3.200%	3.52%		0.46% / 0.78%
2038	1,750	4.000%	3.290%	3.59%		0.49% / 0.79%
2039	1,915	4.000%	3.370%	3.65%		0.52% / 0.80%
2040	2,095	4.000%	3.440%	3.70%		0.54% / 0.80%
2041						
2042						
2043						
2044	10,335	4.000%	3.590%	3.80%		0.61% / 0.82%
2045						
2046						
2047						
2048						
2049	18,185	4.000%	3.680%	3.86%		0.65% / 0.83%

• Prepared by Raymond James & Associates

# COMPARABLE TRANSACTIONS

Pricing: Call Scale (2/21/2019)											
Final Scale											
Par	Issuer	Sale Date	Bond Type	Tax Status	Ratings	Insurance	Final Mat.	Call	Closing	Call Price	
\$7,500,000	Shoreline USD	2/21/19	GO	Tax-Exempt	NR/AA+/NR	n/a	8/1/43	8/1/26	3/7/19	100%	
\$150,000,000	Santa Barbara USD	1/5/19	GO	Tax-Exempt	Aa1/AA/NR	n/a	8/1/44	8/1/28	2/27/19	100%	
\$3,300,000	Monte Rio Union ESD	1/31/19	GO	Tax-Exempt	NR/AA+/NR	n/a	8/1/48	8/1/29	2/13/19	100%	
Maturity	Par (1,000s)	Coupon	Stated Yield	Yield to Maturity (YTM)	Spread to MMD	Maturity	Par (1,000s)	Coupon	Stated Yield	Yield to Maturity (YTM)	Spread to MMD
2020	900	4.000%	1.400%	-0.20%	-0.20%	2020	3,400	4.000%	1.340%	-0.28%	-0.28%
2021	340	4.000%	1.410%	-0.20%	-0.20%	2021	1,700	4.000%	1.370%	-0.28%	-0.28%
2022	60	4.000%	1.470%	-0.15%	-0.15%	2022					
2023	75	4.000%	1.510%	-0.15%	-0.15%	2023					
2024	90	4.000%	1.550%	-0.15%	-0.15%	2024					
2025	105	4.000%	1.650%	-0.12%	-0.12%	2025	155	4.000%	1.610%	-0.24%	-0.24%
2026	120	4.000%	1.750%	-0.10%	-0.10%	2026	240	4.000%	1.700%	-0.23%	-0.23%
2027	135	4.000%	1.860%	2.08%	-0.08% / 0.14%	2027	335	5.000%	1.820%	-0.21%	-0.21%
2028	155	4.000%	1.990%	2.36%	-0.04% / 0.33%	2028	430	5.000%	1.920%	-0.20%	-0.20%
2029	175	4.000%	2.110%	2.58%	-0.02% / 0.45%	2029	540	5.000%	2.070%	2.29%	-0.15% / 0.07%
2030	195	4.000%	2.320%	2.83%	0.08% / 0.59%	2030	665	5.000%	2.210%	2.60%	-0.12% / 0.27%
2031	215	4.000%	2.520%	3.03%	0.18% / 0.69%	2031	795	5.000%	2.330%	2.84%	-0.10% / 0.41%
2032	240	4.000%	2.690%	3.19%	0.28% / 0.78%	2032	930	5.000%	2.440%	3.04%	-0.05% / 0.55%
2033	260	4.000%	2.780%	3.29%	0.31% / 0.82%	2033	1,085	4.000%	2.830%	3.16%	0.28% / 0.61%
2034	285	4.000%	2.870%	3.37%	0.35% / 0.85%	2034	1,240	4.000%	2.940%	3.28%	0.34% / 0.68%
2035	315	5.000%	2.730%	3.76%	0.15% / 1.18%	2035	1,400	4.000%	3.050%	3.38%	0.39% / 0.72%
2036	345	5.000%	2.790%	3.84%	0.15% / 1.20%	2036	1,570	4.000%	3.150%	3.47%	0.43% / 0.75%
2037	380	5.000%	2.850%	3.91%	0.15% / 1.21%	2037	1,760	4.000%	3.230%	3.54%	0.45% / 0.76%
2038	415	5.000%	2.910%	3.97%	0.15% / 1.21%	2038	1,960	4.000%	3.310%	3.60%	0.47% / 0.76%
2039	455	5.000%	2.960%	4.03%	0.15% / 1.22%	2039	2,165	4.000%	3.380%	3.65%	0.49% / 0.76%
2040						2040	2,395	4.000%	3.440%	3.70%	0.51% / 0.77%
2041	1,050	5.000%	3.060%	4.12%	0.17% / 1.23%	2041	2,630	4.000%	3.510%	3.74%	0.56% / 0.79%
2042						2042	7,545	4.000%	3.540%	3.76%	0.57% / 0.79%
2043	1,210	5.000%	3.100%	4.18%	0.17% / 1.25%	2043					
2044						2044	17,060	4.000%	3.580%	3.79%	0.58% / 0.79%
2045						2045					
2046						2046					
2047						2047					
2048						2048	2,050	5.250%	3.260%	4.21%	0.25% / 1.20%

# COMPARABLE TRANSACTIONS

Pricing/Call Scale: 2/21/2019										Final Scale																																																																																																																						
Par	\$7,500,000	Shoreline USD	Par	\$70,000,000	Marin Community College District	Maturity	Yield	Stated Yield	Yield to Maturity (YTM)	Spread to MMD	Maturity	Yield	Stated Yield	Yield to Maturity (YTM)	Spread to MMD																																																																																																																	
Issue	2/21/19	Bond Type	GO	1/24/19	GO	2020	4.000%	1.400%	-0.20%	2021	4.000%	1.410%	-0.20%	2022	4.000%	1.470%	-0.15%	2023	4.000%	1.510%	-0.15%	2024	4.000%	1.550%	-0.15%	2025	4.000%	1.650%	-0.12%	2026	4.000%	1.750%	-0.10%	2027	4.000%	1.860%	2.08%	-0.08% / 0.14%	2028	4.000%	1.990%	2.36%	-0.04% / 0.33%	2029	4.000%	2.110%	2.58%	-0.02% / 0.45%	2030	4.000%	2.320%	2.83%	0.08% / 0.59%	2031	4.000%	2.520%	3.03%	0.18% / 0.69%	2032	4.000%	2.690%	3.19%	0.28% / 0.78%	2033	4.000%	2.780%	3.29%	0.31% / 0.82%	2034	4.000%	2.870%	3.37%	0.35% / 0.85%	2035	5.000%	2.730%	3.76%	0.15% / 1.18%	2036	5.000%	2.790%	3.84%	0.15% / 1.20%	2037	5.000%	2.850%	3.91%	0.15% / 1.21%	2038	5.000%	2.910%	3.97%	0.15% / 1.21%	2039	5.000%	2.960%	4.03%	0.15% / 1.22%	2040	5.000%	3.060%	4.12%	0.17% / 1.23%	2041	5.000%	3.100%	4.18%	0.17% / 1.25%	2042	5.000%	3.100%	4.18%	0.17% / 1.25%	2043	5.000%	3.100%	4.18%	0.17% / 1.25%	2044	5.000%	3.100%	4.18%	0.17% / 1.25%	2045	5.000%	3.100%	4.18%	0.17% / 1.25%
Tax Status	NR/AA+/NR	Ratings	NR/AA+/NR	GO	GO	2020	4.000%	1.400%	-0.20%	2021	4.000%	1.410%	-0.20%	2022	4.000%	1.470%	-0.15%	2023	4.000%	1.510%	-0.15%	2024	4.000%	1.550%	-0.15%	2025	4.000%	1.650%	-0.12%	2026	4.000%	1.750%	-0.10%	2027	4.000%	1.860%	2.08%	-0.08% / 0.14%	2028	4.000%	1.990%	2.36%	-0.04% / 0.33%	2029	4.000%	2.110%	2.58%	-0.02% / 0.45%	2030	4.000%	2.320%	2.83%	0.08% / 0.59%	2031	4.000%	2.520%	3.03%	0.18% / 0.69%	2032	4.000%	2.690%	3.19%	0.28% / 0.78%	2033	4.000%	2.780%	3.29%	0.31% / 0.82%	2034	4.000%	2.870%	3.37%	0.35% / 0.85%	2035	5.000%	2.730%	3.76%	0.15% / 1.18%	2036	5.000%	2.790%	3.84%	0.15% / 1.20%	2037	5.000%	2.850%	3.91%	0.15% / 1.21%	2038	5.000%	2.910%	3.97%	0.15% / 1.21%	2039	5.000%	2.960%	4.03%	0.15% / 1.22%	2040	5.000%	3.060%	4.12%	0.17% / 1.23%	2041	5.000%	3.100%	4.18%	0.17% / 1.25%	2042	5.000%	3.100%	4.18%	0.17% / 1.25%	2043	5.000%	3.100%	4.18%	0.17% / 1.25%	2044	5.000%	3.100%	4.18%	0.17% / 1.25%	2045	5.000%	3.100%	4.18%	0.17% / 1.25%
Final Mat.	8/1/43	Call	8/1/26	Call Price 100%	Call Price 100%	2020	4.000%	1.400%	-0.20%	2021	4.000%	1.410%	-0.20%	2022	4.000%	1.470%	-0.15%	2023	4.000%	1.510%	-0.15%	2024	4.000%	1.550%	-0.15%	2025	4.000%	1.650%	-0.12%	2026	4.000%	1.750%	-0.10%	2027	4.000%	1.860%	2.08%	-0.08% / 0.14%	2028	4.000%	1.990%	2.36%	-0.04% / 0.33%	2029	4.000%	2.110%	2.58%	-0.02% / 0.45%	2030	4.000%	2.320%	2.83%	0.08% / 0.59%	2031	4.000%	2.520%	3.03%	0.18% / 0.69%	2032	4.000%	2.690%	3.19%	0.28% / 0.78%	2033	4.000%	2.780%	3.29%	0.31% / 0.82%	2034	4.000%	2.870%	3.37%	0.35% / 0.85%	2035	5.000%	2.730%	3.76%	0.15% / 1.18%	2036	5.000%	2.790%	3.84%	0.15% / 1.20%	2037	5.000%	2.850%	3.91%	0.15% / 1.21%	2038	5.000%	2.910%	3.97%	0.15% / 1.21%	2039	5.000%	2.960%	4.03%	0.15% / 1.22%	2040	5.000%	3.060%	4.12%	0.17% / 1.23%	2041	5.000%	3.100%	4.18%	0.17% / 1.25%	2042	5.000%	3.100%	4.18%	0.17% / 1.25%	2043	5.000%	3.100%	4.18%	0.17% / 1.25%	2044	5.000%	3.100%	4.18%	0.17% / 1.25%	2045	5.000%	3.100%	4.18%	0.17% / 1.25%
Closing	3/7/19	Closing	3/7/19	Call Price 100%	Call Price 100%	2020	4.000%	1.400%	-0.20%	2021	4.000%	1.410%	-0.20%	2022	4.000%	1.470%	-0.15%	2023	4.000%	1.510%	-0.15%	2024	4.000%	1.550%	-0.15%	2025	4.000%	1.650%	-0.12%	2026	4.000%	1.750%	-0.10%	2027	4.000%	1.860%	2.08%	-0.08% / 0.14%	2028	4.000%	1.990%	2.36%	-0.04% / 0.33%	2029	4.000%	2.110%	2.58%	-0.02% / 0.45%	2030	4.000%	2.320%	2.83%	0.08% / 0.59%	2031	4.000%	2.520%	3.03%	0.18% / 0.69%	2032	4.000%	2.690%	3.19%	0.28% / 0.78%	2033	4.000%	2.780%	3.29%	0.31% / 0.82%	2034	4.000%	2.870%	3.37%	0.35% / 0.85%	2035	5.000%	2.730%	3.76%	0.15% / 1.18%	2036	5.000%	2.790%	3.84%	0.15% / 1.20%	2037	5.000%	2.850%	3.91%	0.15% / 1.21%	2038	5.000%	2.910%	3.97%	0.15% / 1.21%	2039	5.000%	2.960%	4.03%	0.15% / 1.22%	2040	5.000%	3.060%	4.12%	0.17% / 1.23%	2041	5.000%	3.100%	4.18%	0.17% / 1.25%	2042	5.000%	3.100%	4.18%	0.17% / 1.25%	2043	5.000%	3.100%	4.18%	0.17% / 1.25%	2044	5.000%	3.100%	4.18%	0.17% / 1.25%	2045	5.000%	3.100%	4.18%	0.17% / 1.25%

• Prepared by Raymond James & Associates

## MUNICIPAL MARKET DATA – 'AAA' SCALE

DATE	1 Year	5 Year	10 Year	15 Year	20 Year	25 Year
2/12/2019	1.60	1.70	2.12	2.54	2.85	2.96
2/13/2019	1.60	1.71	2.14	2.56	2.83	2.98
2/14/2019	1.59	1.69	2.11	2.53	2.82	2.95
2/15/2019	1.59	1.69	2.11	2.53	2.82	2.95
2/19/2019	1.59	1.69	2.11	2.53	2.82	2.95
2/20/2019	1.59	1.68	2.10	2.52	2.81	2.94
2/21/2019	1.59	1.69	2.11	2.54	2.83	2.96
2/22/2019	1.59	1.69	2.10	2.51	2.81	2.94
2/25/2019	1.59	1.69	2.10	2.51	2.81	2.94
2/26/2019	1.57	1.67	2.08	2.48	2.78	2.90
2/27/2019	1.57	1.67	2.08	2.49	2.79	2.91
2/28/2019	1.57	1.67	2.10	2.51	2.81	2.93

**Valenzuela/CAHSEE Lawsuit Settlement**  
**Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186(d)]

District: Shoreline Unified School District

Person completing this form: Bob Raines Title: Superintendent

Quarterly Report Submission Date:  July 2018  
 October 2018  
 January 2019  
 April 2019

Date for information to be reported publicly at governing board meeting March 21, 2019

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	-0-		
Teacher Vacancy or Misassignment	-0-		
Facilities Conditions	-0-		
CAHSEE Intensive Instruction and Services	-0-		
<b>TOTALS</b>	-0-		

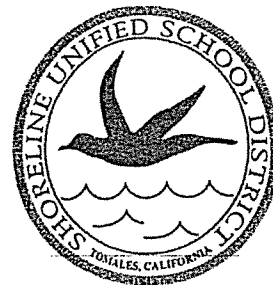
Bob Raines  
 Print Name of District Superintendent

Signature of District Superintendent

March 22, 2019  
 Date

# SHORELINE UNIFIED SCHOOL DISTRICT

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



March 21, 2019

To: The Board of Trustees  
From: Bob Raines, Superintendent  
Re: Reading/Literacy Coach Position

I have attached a proposed job description for a Reading & Literacy Coach certificated position. I recommend that the Board adopt the job description and authorize me to fill this position for the remainder of this year, and to fill an additional position for the 2019-2020 school year, for a total of two positions.

The Board has heard, on previous occasions, about the deeper understanding of the needs of our students that staff has gained, as a result of the newly implemented reading assessments (Fontes and Pinnel). Those evaluations, conducted as an outcome of your action to approve the purchase of new, research-based reading materials, have demonstrated that well beyond half of our students in grades K-8 are performing below grade level expectations. This student performance data also highlights gaps in our past reading and literacy instruction and intervention strategies, and emphasizes our need to adopt and implement research-based practices that will address those gaps.

The District Reading and Language Arts Task Force, which has presented to the Board previously, has also identified these needs, and supports the creation of these positions.

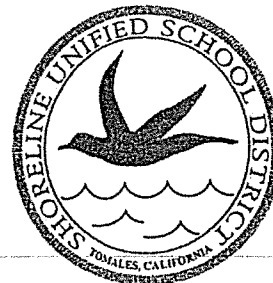
As you can see in the attached job description, the responsibilities of the Reading/Literacy Coach will be to work, primarily, with certificated staff to improve classroom instructional practices. This model has been piloted at West Marin and Inverness Schools with a very positive response from certificated staff, as well as promising student performance assessment results.

The fiscal impact of creating these positions can be absorbed in the current and subsequent years' budgets, as indicated in the Second Interim Report you will consider at this meeting. Previously, the District did employ Reading Specialists, although those positions were eliminated a number of years ago. These positions would differ significantly, in that the focus of the Reading Specialists was to instruct students who were not responding to classroom instruction. The professionals in the Reading/Literacy Coach positions will focus on collaborating with classroom teachers to better serve all students.

Again, I recommend that the Board adopt this job description and authorize me to hire one Reading/Literacy Coach this year, and another for the 2019-2020 school year.

# SHORELINE UNIFIED SCHOOL DISTRICT

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



## Shoreline Unified School District Literacy Coach

### Certificated Job Description

#### Representative Duties and Responsibilities

- Collaborate with and coach teachers in developing, implementing, and evaluating literacy instructional practices and curriculum that meet the needs of all learners.
- Design, select, adapt, teach, and evaluate evidence-based, supplemental, and intervention approaches and programs.
- Select and administer ongoing formal and informal diagnostic assessments of students' progress, report results, and use the results for student placement in and exit from reading intervention programs.
- Participate in and lead professional learning experiences to assist teachers in selecting, administering, analyzing, interpreting assessments, and using results for instructional decision making in classrooms and schools.
- Assist and collaborate with school leaders and teachers in the administration and interpretation of assessment data to inform classroom and schoolwide decisions, instruction, and interventions.
- Create and advocate for inclusive and affirming classroom and school environments by designing and implementing instruction that is culturally responsive and acknowledges and values the diversity in the schools.
- Meet the developmental needs of all learners and collaborate with school personnel to use a variety of print and digital materials to engage and motivate all learners and integrate digital technologies in appropriate, safe, and effective ways.
- Foster a positive climate that supports a literacy-rich environment.
- Apply knowledge of adult learning to engage in collaborative decision making with colleagues to design, align, and assess instructional practices and interventions within and across classrooms.
- Collaborate with and lead schoolwide literacy curriculum efforts and analyze needs assessments resulting in literacy action plan that provides for horizontal and vertical alignment, is comprehensive and evidence-based, provides for ongoing evaluation, and is aligned with district and state standards.
- Develop, in collaboration with school and district personnel, a vision and goals for the literacy program that reflect evidence-based practices, the effective integration of technology, and an inclusive, differentiated literacy curriculum.
- Lead efforts to engage families and the community in literacy initiatives that improve student learning, including the development of literacy curricula and instructional practices that are inclusive, differentiated, and socially, culturally, and linguistically responsive.

#### Required Credentials

- CA Multiple Subject Credential
- The CA Reading and Literacy Added Authorization (RLAA)  
or the CA Reading and Literacy Leadership Specialist (RLLS) Credential

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TOMALES ELEMENTARY (707) 878-2214 FAX: 878-2467	BODEGA BAY ELEMENTARY (707) 875-2724 FAX: 875-2182	TOMALES HIGH SCHOOL SHORELINE HIGH SCHOOL INDEPENDENT STUDY SCHOOL (-328)-2286 FAX: 878-2787	WEST MARIN ELEMENTARY (415) 663-1014 FAX: 663-8558	INVERNESS PRIMARY (415) 669-1018 FAX: 669-1581
				TRANSPORTATION (707) 878-2221

## Certificated Seniority List 2015-16

Seniority	Name	First Prob Date	FTE	Status	Position	Cred Code	Certificate Type	Level	Number	Expires
1	Righetti, Celestine	9/1/1987	1.0	Perm	Teacher	M	SA9 Language Development Specialis S22 ESL/ELD;SEE DOCUMENT S31C AUTH VALID W/PREQUISITE NA NA	CLEAR	930070772	12/31/1999
						Authorizations: Renewals: Subjects:				
						Authorizations: Subjects:	SC1A Administrative Services Creden R54C ADMINISTRATIVE; SEE DOC NA NA	COE	960034271	12/31/1999
						Authorizations: Renewals: Subjects:	TC1 Single Subject Teaching Creden R1S PREK-12/ADULTS R20 APP / FEE MA SU PS Physical Science MA SU FMX Foundational-Level Mathematics (Examination)	CLEAR	160230088	9/1/2022
						Authorizations: Renewals: Subjects:	TC2 Multiple Subject Teaching Cred R2M SELF-CONTAINED K-8;SEE DOC R20 APP / FEE MA SU GSX General Subjects (Examination)	CLEAR	160230089	2/1/2022
2	Gilardi, Fredrick	8/28/1989	1.0	Perm	Teacher		SA12 Crosscultural, Language and Ac S12 EL LEARNERS PREK-12/AD;SEE DOC S31B AUTH VALID W/PREREQ CRED/PERMT NA NA	CLEAR	950095538	12/31/1999
						Authorizations: Renewals: Subjects:	SDTE Standard Designated Subjects T 205B PUBLICSAFETY/ACCPREV;DRED/DRTING NA NA	LIFE	SDT10457	12/31/1999
						Authorizations: Subjects:	STCB Standard Secondary Teaching Cr 103 7-12 MAJ/MINOR MA SU SSH Social Science: History MI SU GEOG Geography	LIFE	STC365564	12/31/1999
						Authorizations: Renewals: Subjects:	TC2 Multiple Subject Teaching Cred R2M SELF-CONTAINED K-8;SEE DOC R20 APP/FEE MA SU GSX General Subjects (Examination)	CLEAR	150064552	9/1/2020



Certificated Seniority List 2015-16

Seniority	Name	First Prob Date	FTE	Status	Position	Cred Code	Certificate Type	Level	Number	Expires
2	Marweg, Michael	8/28/1989	1.0	Perm	Teacher	COC NA NA	Certificate of Clearance	NA	CC77551	12/31/1999
							Subjects: NA NA			
							Authorizations: SA9 Language Development Specialis	CLEAR	940002917	12/31/1999
							Renewals: S22 ESL/ELD;SEE DOCUMENT			
							Subjects: S31C AUTH VALID W/PREREQUISITE			
							Subjects: NA NA			
							Authorizations: SC1A Administrative Services Creden	COE	30075880	12/31/1999
							Subjects: R54C ADMINISTRATIVE; SEE DOC			
							Subjects: NA NA			
							Authorizations: TC2 Multiple Subject Teaching Cred	CLEAR	170188760	9/1/2022
							Renewals: R2M SELF-CONTAINED K-8;SEE DOC			
							Subjects: R20 APP / FEE			
							Subjects: MA SU GSX General Subjects (Examination)			
2	O'Neill, Steffan	8/28/1989	1.0	Perm	Counselor	SA14 Bilingual, Crosscultural, Lang S14 BILINGUAL; 6-12; SEE DOC S31B AUTH VALID W/PREREQ CRED/PERMT		CLEAR	970089936	12/31/1999
							Subjects: MA SU SPAN Spanish			
							Authorizations: SC5 Pupil Personnel Services Crede	CLEAR	130105816	8/27/2018
							Renewals: R51A PPS;SEE DOCUMENT			
							Subjects: R69 APP/FEE			
							Authorizations: MA SU BPPS Basic Pupil Personnel Services	CLEAR	180079489	5/1/2023
							Subjects: Certificate of Clearance			
							Authorizations: COC Certificate of Clearance	NA	CC49078	12/31/1999
							Subjects: NA NA			
							Authorizations: SA17 Certificate of Completion of S	CLEAR	30253799	12/31/1999
							Renewals: S17D ELD/SDAIE			
							Subjects: S17S ELD			
							Subjects: MA SU 451E			
							Authorizations: TC2 Multiple Subject Teaching Cred	CLEAR	150235849	3/1/2021
							Renewals: R2M SELF-CONTAINED K-8;SEE DOC			
							Subjects: R20 APP/FEE			
							Subjects: MA SU GS General Subjects			

Certificated Seniority List 2015-16

Seniority	Name	First Prob Date	FTE	Status	Position	Cred Code	Certificate Type	Level	Number	Expires
3	Gregoris, Bernard	8/30/1990	1.0	Perm	Teacher	COC	Certificate of Clearance	NA	CC40223	12/31/9999
						NA NA				
						SA17	Certificate of Completion of S	CLEAR	30244872	12/31/9999
						S17D	ELD/SDAIE			
						S17S	ELD			
						MA SU 451E				
						TC1	Single Subject Teaching Creden	CLEAR	140203659	3/1/2020
						R1S	PREK-12/ADULTS			
						R1A	SUPAUTH PREK-12/ADULT;SEE DOC			
						R1B	SUPAUTH K-9/ADULT;SEE DOC			
						R20	APP/FEE			
						MA SU AGR/	Agriculture			
						MI SU BIOL	Biology			
						MI SU PSCI	Plant Science			
						MI SU IS1	Introductory Science			
						TC3A	Specialist Instruction Credential	CLEAR	140203660	3/1/2020
						R3A1	AG PREK-12/AD;SUPERVISORY			
						R15	TERM LIMITED TO PREREQUISITE			
						MA SU AGR/	Agriculture			
						COC	Certificate of Clearance	NA	CC35183	12/31/9999
						NA NA			180075402	4/3/2018
						SA17	Certificate of Completion of S	CLEAR	40085432	12/31/9999
						S17D	ELD/SDAIE			
						S17S	ELD			
						MA SU 451E				
						TC1	Single Subject Teaching Creden	CLEAR	130095382	8/27/2018
						R1S	PREK-12/ADULTS			
						R1B	SUPAUTH K-9/ADULT;SEE DOC			
						R20	APP/FEE			
						MA SU PEX	Physical Education (Examination)			
						MI SU IM2	Introductory Mathematics			
						TC2	Multiple Subject Teaching Cred	CLEAR	130095831	7/1/2018
						R2M	SELF-CONTAINED K-8;SEE DOC			
						R20	APP/FEE			
						MA SU GSX	General Subjects (Examination)			

## Certificated Seniority List 2015-16

Seniority	Name	First Prob Date	FTE	Status	Position	Cred Code	Certificate Type	Level	Number	Expires
4	Feliciano, Leon	8/29/1996	1.0	Perm	Teacher	COC MA NA	Certificate of Clearance	NA	900011909	12/31/9999
						SA17 S17D MA SU 451	Certificate of Completion of S ELD/SDAIE	CLEAR	81032128	12/31/9999
						TC1 R1S R20 APP / FEE	Single Subject Teaching Creden PREK-12/ADULTS	CLEAR	150125491	9/1/2020
						MA SU PEX TC2 R2M R2BL	Physical Education (Examination) Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC BCLAD PREK-12/ADULT;SEE DOC	CLEAR	130026691	5/1/2018
						R20 APP/FEE MA SU GSX MA SU BLS	General Subjects (Examination) BCLAD: Spanish			
5	Rubin, Laurie	8/27/1998	0.8	Perm	Teacher	COC MA NA	Certificate of Clearance	NA	CC82283	12/31/9999
						SA6 S6 S31C MA SU SPAN	Bilingual Certificate of Compe BILINGUAL; PREK-12/AD;SEE DOC AUTH VALID W/PREREQUISITE Spanish	CLEAR	930106203	12/31/9999
						TC1 R1S R20 APP/FEE	Single Subject Teaching Credential PREK-12/ADULTS	CLEAR	160174868	10/1/2021
						MA SU FLX TC2 R2M R20 APP/FEE	Foreign Language: Spanish (Examination) Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC	CLEAR	130223154	1/1/2024
						MA SU GSX	General Subjects (Examination)			

## Certificated Seniority List 2015-16

Seniority	Name	First Prob Date	FTE	Status	Position	Cred Code	Certificate Type	Level	Number	Expires
6	Leask, Meredith	8/30/1999	1.0	Perm	Teacher	COC NA NA	Certificate of Clearance	NA	980146704	12/31/9999
						Subjects:				
						Authorizations:	TC2 Multiple Subject Teaching Cred R2M SELF-CONTAINED K-8;SEE DOC R2CL CLAD PREK-12/ADULT;SEE DOC	PC	150187961	11/1/2020
						Renewals:	R21 150 CLOCK HOURS PROGROWTH			
						Subjects:	MA SU GSX General Subjects (Examination) MA SU CLAD Crosscultural, Language & Academic Development Emphasis			
6	Osterholt-Warner, Jennifer	8/30/1999	1.0	Perm	Teacher	COC NA NA	Certificate of Clearance	NA	980073648	12/31/9999
						Subjects:				
						Authorizations:	TC2 Multiple Subject Teaching Cred R2M SELF-CONTAINED K-8;SEE DOC R2CL CLAD PREK-12/ADULT;SEE DOC	CLEAR	180154543	10/1/2023
						Renewals:	R20 APP/FEE			
						Subjects:	MA SU GS General Subjects MA SU CLAD Crosscultural, Language & Academic Development Emphasis			
6	Risley, Joshua	8/30/1999	1.0	Perm	Teacher	COC NA NA	Certificate of Clearance	NA	970013131	12/31/9999
						Subjects:				
						Authorizations:	TC2 Multiple Subject Teaching Cred R2M SELF-CONTAINED K-8;SEE DOC R2CL CLAD PREK-12/ADULT;SEE DOC	CLEAR	170264560	1/1/2023
						Renewals:	R20 APP/FEE			
						Subjects:	MA SU GSX General Subjects (Examination) MA SU CLAD Crosscultural, Language & Academic Development Emphasis			
6	Whitney, David	8/30/1999	1.0	Perm	Teacher	COC NA NA	Certificate of Clearance	NA	980135157	12/31/9999
						Subjects:				
						Authorizations:	SA12 Crosscultural, Language and Ac S12 EL LEARNERS PREK-12/AD;SEE DOC S31B AUTH VALID W/PREREQ CRED/PERMT	CLEAR	40057260	12/31/9999
						Renewals:				
						Subjects:	NA NA			
						Authorizations:	TC2 Multiple Subject Teaching Cred R2M SELF-CONTAINED K-8;SEE DOC	CLEAR	130048053	3/1/2018
						Renewals:	R20 APP/FEE			
						Subjects:	MA SU GSX General Subjects (Examination) MI SU IM3 Introductory Music	CLEAR	130014211	2/1/2018

## Certificated Seniority List 2015-16

Seniority	Name	First Prob Date	FTE	Status	Position	Cred Code	Certificate Type	Level	Number	Expires
7	Staples, Vanessa	8/28/2000	1.0	Perm	Teacher	TC2 R2M R2CL R20	Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC CLAD PREK-12/ADULT;SEE DOC APPI/FEE	CLEAR	140047416	6/1/2019
						MA SU GSX MA SU CLAD	General Subjects (Examination) Crosscultural, Language & Academic Development Emphasis			
						TC1 R1GS ELA1 R20	Single Subject Teaching Creden INTO/SUBJ ELLA PREK-12/AD; SEE DOC APPI/FEE	CLEAR	140068156	4/1/2019
						MA SU SIFX	Foundational-Level General Science (Examination)			
8	Underwood, Esther	8/27/2001	1.0	Perm	Teacher	COC NA	Certificate of Clearance	NA	33273	12/31/9999
						TC2 R2M R2CL R20	Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC CLAD PREK-12/ADULT;SEE DOC APPI/FEE	CLEAR	110008329	8/1/2021
						MA SU GSX MA SU CLAD	General Subjects (Examination) Crosscultural, Language & Academic Development Emphasis			
						COC NA	Certificate of Clearance	NA	10239173	12/31/9999
						SA12 S12 S31B NA	Crosscultural, Language and Ac EL LEARNERS PREK-12/AD;SEE DOC AUTH VALID W/PREREQ CRED/PERMT NA	CLEAR	50153006	12/31/9999
						MA SU GSX	General Subjects (Examination)			
						TC2 R2M R20	Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC APPI/FEE	CLEAR	140209711	12/1/2019
						MA SU GSX	General Subjects (Examination)			
10	Broderick, Dan	8/25/2003	1.0	Perm	Teacher	SA12 S12 S31B NA	Crosscultural, Language and Ac EL LEARNERS PREK-12/AD;SEE DOC AUTH VALID W/PREREQ CRED/PERMT NA	CLEAR	40201271	12/31/9999

Certificated Seniority List 2015-16

Seniority	Name	First Prob Date	FTE	Status	Position	Cred Code	Certificate Type	Level	Number	Expires
10	Broderick - cont	8/25/2003	1.0	Perm	Teacher	TC3S R3MM R3Ms R20 MA SU MM MA SU MS	Education Specialist Instructi MLD/MOD;SEE DOCUMENT MOD/SEV; SEE DOCUMENT APP/FEE Mild/Moderate Disabilities Moderate/Severe Disabilities	CLEAR	150109609	8/1/2020
11	Martin, Rachelle	8/23/2004	1.0	Perm	Teacher	TC2 R2M R2CL R20 MA SU GSX MA SU CLAD	Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC CLAD PREK-12/ADULT;SEE DOC APP/FEE General Subjects (Examination) Crosscultural, Language & Academic Development Emphasis	CLEAR	160201341	10/1/2021
12	Demsher, Ben	8/22/2005	1.0	Perm	Teacher	TC3S R3MM AAAS R20 MA SU MM	Education Specialist Instructi MLD/MOD;SEE DOCUMENT AUTISM AUTHORIZATION APP/FEE Mild/Moderate Disabilities	CLEAR	160201340	3/1/2022
12	Riley, Melissa	8/22/2005	1.0	Perm	Teacher	COC NA TC2 R2M R2C R20 MA SU GSX MA SU CLAD	Certificate of Clearance NA Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC CLAD PREK-12/ADULT;SEE DOC APP/FEE General Subjects (Examination) Crosscultural, Language & Academic Development Emphasis	NA	10233322	12/31/9999
12						COC NA TC1 R1S R22 MA SU FLSX	Certificate of Clearance NA Single Subject Teaching Creden PREK-12/ADULTS TERM LIMITED TO 1ST PROF GR Foreign Language: Spanish (Examination)	NA	CC90781	12/31/9999
						TC2 R2M R2BL R20 MA SU GSX MA SU BLS	Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC CLAD PREK-12/ADULT;SEE DOC APP/FEE General Subjects (Examination) BCLAD: Spanish	Clear	150011032	2/1/2020

Certificated Seniority List 2015-16

Seniority	Name	First/Prob Date	FTE	Status	Position	Cred Code	Certificate Type	Level	Number	Expires
13	Ballatore, Rosario	8/21/2006	1.0	Perm	Teacher	COC NA NA	Certificate of Clearance	NA	20219357	12/31/9999
						Subjects:	TC1 Single Subject Teaching Creden R1S PREK-12/ADULTS	CLEAR	170196673	10/1/2022
						Renewals:	R1CL CLAD PREK-12/ADULT;SEE DOC R20 APP/FEE			
						Subjects:	MA SU SS Social Science MA SU FLX Foreign Language: Spanish (Examination) MA SU CLAD Crosscultural, Language & Academic Development Emphasis			
13	Morelj, Larissa	8/21/2006	1.0	Perm	Teacher	SA12 S12 S31B NA NA	Crosscultural, Language and Ac EL LEARNERS PREK-12/AD;SEE DOC AUTH VALID W/PREQ CRED/PERMT	CLEAR	60208890	12/31/9999
						Authorizations:				
						Renewals:				
						Subjects:				
13	Halley, Anne	8/21/2006	1.0	Perm	Teacher	TC1 R1S R20 MA SU MATH	Single Subject Teaching Creden PREK-12/ADULTS APP/FEE Mathematics	CLEAR	140033087	3/1/2019
						Authorizations:				
						Renewals:				
						Subjects:				
13	Halley, Anne	8/21/2006	1.0	Perm	Teacher	COC NA NA	Certificate of Clearance	NA	50028331	12/31/9999
						Subjects:				
14	Henke, Kelsy	8/24/2009	1.0	Perm	Teacher	TC2 R2M R242 R20 MA SU GS	Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC EL LEARNERS PREK-12/AD;SEE DOC APP/FEE General Subjects	CLEAR	130133797	8/1/2018
						Authorizations:				
						Renewals:				
						Subjects:				
14	Henke, Kelsy	8/24/2009	1.0	Perm	Teacher	TC3S R3MM AAAS ELA1 R20 MA SU MM	Education Specialist Instructi MLD/MOD;SEE DOCUMENT AUTISM AUTHORIZATION ELLA PREK-12 AD: SEE DOC APP/FEE Mild/Moderate Disabilities	CLEAR	170118108	3/1/2022
						Authorizations:				
						Renewals:				
						Subjects:				

Certificated Seniority List 2015-16

Seniority	Name	First Prob Date	FTE	Status	Position	Cred Code	Certificate Type	Level	Number	Expires
15	Armstrong, Dee Lynn	10/5/2010	1.0	Perm	Teacher	TC2 R2M ELA1 R20 MA SU GS	Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC ELLA PREK-12 AD: SEE DOC APP/FEE General Subjects	CLEAR	150106775	8/1/2020
16	Montoya, Erin	8/26/2011 12/13/2010	0.80 0.2	Perm Prob 1	Teacher	TC1 R1S R1B4 R20 MA SU GS MS SU BLS	Single Subject teaching Credential PREK-12/ADULTS BCLAD PREK-12;SEE DOC APP/FEE Foreign Language: Spanish BCLAD: Spanish	CLEAR	150087517	6/1/2020
16	Kaplan, Rhianna	8/26/2011	1.0	Perm	Teacher	TC2 R2M R242 R2B R14I MA SU GSX MA SU ENGL	Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC EL LEARNERS PREK-12/AD;SEE DOC SUPAUTH PREK-9 INDUCTION General Subjects (Examination) English	CLEAR	130153893	8/1/2018
16	Cassel, Julie	8/26/2011	1.0	Perm	Teacher	SA12 ELA1 S31B MA SU CLAD NA NA	Crosscultural, Language and Ac ELLA LEARNERS PREK-12/AD;SEE DOC AUTH VALID W/PREQ CRED/PERMT Crosscultural, Language and Acad NA NA	CLEAR	120009782	12/31/9999
16	Cassel, Julie	8/26/2011	1.0	Perm	Teacher	TC1 R1S R20 MA SU SSX TC2 R2M R20 MA SU GSX TC3H R3SH R15P R20 MA SU SH	Single Subject Teaching Creden PREK-12/ADULTS APP/FEE Social Science (Examination) Multiple Subject Teaching Cred Self-contained K-8: see doc APP/FEE General Subjects (Examination) Specialist Instruction Credential SEV HDCAP;SEE DOCUMENT TERM LIMITED TO PREREQUISITE APP/FEE Severly Handicapped	CLEAR	160132867	11/1/2021

\*hired as temp teacher on 12/13/2010 - temp status does not count towards seniority list. See letter in file

\*hired as temp teacher on 12/13/2010 - temp status does not count towards seniority list. See letter in file



Certificated Seniority List 2015-16

Seniority	Name	First Prob Date	FTE	Status	Position	Cred Code	Certificate Type	Level	Number	Expires
16	Sacheli, Dominic	8/26/2011	1.0	Perm	Teacher	COC NA NA	Certificate of Clearance NA NA	NA NA	70317768	12/31/9999
							TC1 Single Subject Teaching Creden R1F MATH; SEE DOCUMENT R1S PREK-12/ADULTS R1A SUPAULT PREK-12/ADULTS;SEE DOC ELA1 ELLA PREK-12/AD;SEE DOC R20 APP/FEE	CLEAR	170254422	11/1/2017
						MA SU FMX Foundational-Level Mathematics (Examination) MA SU PEX Physical Education (Examination) MI SU PSYC Psychology				
16	Van Evera, Judy	8/26/2011	1.0	Perm	Teacher	TC2 Multiple Subject Teaching Cred R2CL CLAD PREK-12/ADULT; SEE DOC R2M SELF-CONTAINED K-8; SEE DOC R20 APP/FEE		CLEAR	170199283	12/1/2022
						MA SU GSX General Subjects (Examination) MA SU CLAD Crosscultural, Language & Acad MA SU CLAD Crosscultural, Language & Academic Development Emphasis				
17	Burgos, Luis	8/27/2012	1.0	Perm	Teacher	SA14 Bilingual, Crosscultural, Language S14 BILINGUAL; 6-12; SEE DOC S31B AUTH VALID W/PREREQ CRED/PERMIT MA SU SPAN Spanish		CLEAR	40224336	12/31/9999
						TC2 Multiple Subject Teaching Cred ELA1 ELLA PREK-12/AD;SEE DOC R2M SELF-CONTAINED K-8;SEE DOC R20 APP/FEE		CLEAR	170070644	7/1/2022
						MA SU GSX General Subjects (Examination)				
18	Fritsche, Michael	8/19/2013	1.0	Perm	Teacher	TC1 Single Subject Teaching Creden R1S PREK-12/ADULTS ELA1 ELLA PREK-12/AD;SEE DOC R14I INDUCTION MA SU PE PHYSICAL EDUCATION		CLEAR	130164625	7/1/2018

## Certificated Seniority List 2015-16

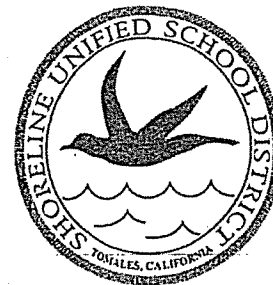
Seniority	Name	First Prob Date	FTE	Status	Position	Cred Code	Certificate Type	Level	Number	Expires
18	Eckert, Christopher	8/19/2013	1.0	Perm	Teacher	TC1 R1S R20 MA SU PE	Single Subject Teaching Creden PREK-12/ADULTS APP/FEE PHYSICAL EDUCATION	CLEAR	130154886	08/01/2018
							Authorizations: Renewal: Subjects:			
							Multiple Single Teaching Credential ELLA1 ELLA PREK-12	CLEAR	170071774	3/1/2022
19	Spitler-Kashuba, Anne	4/30/2014	1.0	Perm	Speech Pathologist	SA13 TCNR MI SU CLAD	Crosscultural, Language and Ac TEMP COUNTY CERT NOT RENEWABLE Crosscultural, Language and Acad	CLEAR	150175088	12/31/9998
							Authorizations: Renewal: Subjects:			
							Speech -Language Path Serv Cred CLN REHAB; SEE DOC APP/FEE LASH Language, Speech and Hearing	CLEAR	170145132	10/1/2022
20	Bishop, Rebecca	8/18/2014	1.0	Perm	Teacher	TC1 R1S ELA1 R14I MA SU ENG	Single Subject Teaching Creden PREK-12/ADULTS ELLA PREK-12/AD; SEE DOC INDUCTION English (Examination)	PRELIM	140115300	7/1/2019
							Authorizations: Renewal: Subjects:			
							Multiple Subject Teaching Creden ELLA PREK-12/AD; SEE DOC SELF-CONTAINED 5-8; SEE DOC APP/FEE GSX General Subjects (Examination)	CLEAR	123150152	8/1/2018
20	Rich, Ashley	8/18/2014	1.0	Perm	Teacher	TC2 R2M ELA1 R14I MA SU GSX	Multiple Subject Teaching Cred SELF-CONTAINED K-8;SEE DOC ELLA PREK-12/AD;SEE DOC INDUCTION General Subjects (Examination)	CLEAR	150183345	8/1/2020
							Authorizations: Renewal: Subjects:			
							Multiple subject Teaching Cred	PRELIM	130113524	8/1/2020
21	Bradbury, Jennifer	8/24/2015	0.4	Perm	Teacher	TC1 R1S ELA1 R14I MI SU IE MA SU SSX	Single Subject Teaching Creden PREK-12/ADULTS ELLA PREK-12/AD;SEE DOC INDUCTION Introductory English Social Science (Examination)	CLEAR	170219838	8/1/2022
							Authorizations: Renewal: Subjects:			

Certificated Seniority List 2015-16

Seniority	Name	First Prob Date	FTE	Status	Position	Authorizations:	Cred Code	Certificate Type	Level	Number	Expires
21	Butler, Kelly	8/24/2015	1.0	Perm	Teacher	Authorizations: Renewal: Subjects: Authorizations:	TC1 R1S ELA1 R14/	Single Subject Teaching Creden PREK-12/ADULTS ELLA PREK-12/AD;SEE DOC INDUCTION	CLEAR	160175428	8/1/2021
22	Romo, Talyha	8/18/2017	1.0	Prob 2	Teacher	Authorizations: Renewal: Subjects: Authorizations:	MA SU MUSI R2M ELA1 R20	Multiple Subject Teaching Credential General Subjects (Examinations) APPI/FEE	CLEAR	170202000	8/1/2022
22	Geoghegan, Virginia	8/18/2017	1.0	Prob 2	Teacher	Authorizations:		Single Subject Teaching Credential	CLEAR	170074644	7/1/2020
23	Vasquez Carlos R	8/21/2017	1.0	Prob 2	Teacher	Authorizations:	COC	Certificate of Clearance Education Specialist Instruction Credential	CLEAR	160076301 170128756	9/1/2020 9/1/2019
24	McMillin, Megan	8/14/2018	1.0	Prob 1	Teacher	Authorizations:		Education Specialist Instruction Credential Multiple Subject Teaching Credential	CLEAR	17204040 170204039	10/1/2022 10/1/2022
24	Hale, Amy L	8/14/2018	1.0	Prob 1	Teacher	Authorizations:		Single Subject Teaching Credential	CLEAR	160081688	8/1/2021
24	Kobe, Rachael	8/14/2018	1.0	Prob 1	Counselor	Authorizations:	COC	Certificate of Clearance Pupil Personnel Services Credential	CLEAR	160033807 180166837	3/1/2021 8/1/2023
24	Macias-Lopez Ana	8/14/2018	1.0	Prob 1	Teacher	Authorizations:		Bilingual Certificate of Competence	CLEAR	BLC5472	

# SHORELINE UNIFIED SCHOOL DISTRICT

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



March 21, 2019

To: The Board of Trustees  
From: Bob Raines, Superintendent  
Re: First Reading of Draft Board Policy 3100 Budget

I have attached a draft of Board Policy 3100, Budget, for your consideration in a second reading.

We do not currently have a BP 3100, and as we proceed with the issuance of general obligation bonds to fund numerous construction projects in the District, it will be beneficial to have this in order to secure the highest possible rating for the bonds.

Additionally, if the Board so desires, adopting this policy with the stated intention of maintaining a higher reserve for economic uncertainty (5% instead of 4%) and of maintaining a Basic Aid/Federal Impact Aid reserve of 10%, there is a much greater likelihood of earning a AAA rating. This rating, higher than our current AA+, would result in lower interest rates for the bonds, ultimately costing our taxpayers less over the life of the bonds.

The language in the draft policy relating to the proposed reserve goals is stated in bold in the attached document.

I recommend that the Board approve this policy.

# **DRAFT**

## **Board Policy**

### **Budget**

BP 3100

#### **Business and Noninstructional Operations**

The Governing Board recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

- (cf. 0000 - Vision)
- (cf. 0200 - Goals for the School District)
- (cf. 0400 - Comprehensive Plans)
- (cf. 0460 - Local Control and Accountability Plan)
- (cf. 3300 - Expenditures and Purchases)
- (cf. 3460 - Financial Reports and Accountability)
- (cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

#### **Budget Development and Adoption Process**

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

- (cf. 9320 - Meetings and Notices)
- (cf. 9322 - Agenda/Meeting Materials)
- (cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget on or before July 1 of each year. (Education Code 42127)

At a public meeting scheduled on a date after the public hearing on the budget, the Board shall, following its adoption of the LCAP or an annual update to the LCAP, adopt the budget. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

#### Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33128.3, 33129, 42127.01; 5 CCR 15440-15451)

**In addition, the Board shall establish and maintain a Basic Aid/Federal Impact Aid reserve at a recommended level of no less than 10 percent of annual general fund**

**expenditures to provide transitional funding in the event of the potentially catastrophic loss of basic aid or federal impact aid funding. Additionally, the Board will review its financial position annually to determine the incremental increase, if any, to this reserve. The Board will endeavor to achieve a Basic Aid/Federal Impact Aid reserve equivalent to the differential between its Basic Aid and Federal Impact Aid revenues and the State's revenue limit guarantee.**

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)  
(cf. 3110 - Transfer of Funds)

#### Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

#### Reserve Balance

**The district budget shall include a minimum reserve balance for economic uncertainties that is 5% of budgeted expenses.**

In any year that the district is notified by the Superintendent of Public Instruction that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds. (Education Code 41202, 42127.01)

#### Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the



funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

### Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

### Legal Reference:

#### EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

41202 Determination of minimum level of education funding

42103 Public hearing on proposed budget; requirements for content of proposed budget

42122-42129 Budget requirements

42130-42134 Financial certifications

42140-42141 Disclosure of fiscal obligations

42238-42251 Apportionments to districts, especially:

42238.01-42238.07 Local control funding formula

42602 Use of unbudgeted funds

42610 Appropriation of excess funds and limitation thereon

45253 Annual budget of personnel commission

45254 First year budget of personnel commission

52060-52077 Local control and accountability plan  
GOVERNMENT CODE  
7900-7914 Appropriations limit  
CODE OF REGULATIONS, TITLE 5  
15060 Standardized account code structure  
15440-15451 Criteria and standards for school district budgets  
15494-15496 Local control funding formula, expenditures

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2015

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California, Inc.: <http://www.sscal.com>