

Student Success

SHORELINE UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES REGULAR MEETING

AGENDA

Thursday, November 17, 2016

WEST MARIN SCHOOL
11550 State Route One, Point Reyes

1. Formal opening and call to order 5:00 p.m. – Small Gym
2. Roll call
3. Approval and adoption of agenda **ACTION**
4. Announcement regarding closed session item
5. Comments from the public on closed session item
6. Recess to closed session

CLOSED SESSION - ~5:10 p.m. – Staff Room

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

- 54957.6: Conference with Labor Negotiator, Bob Raines, regarding classified and certificated employees negotiations

RECONVENE TO PUBLIC SESSION 6:00 p.m.

We welcome you to this evening'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.

7. Announcement of any reportable action taken in closed session
8. Flag salute
9. Students of the month **INFORMATION**
10. Student representative report **INFORMATION**
11. Consent agenda **ACTION**
The Consent agenda is a group of routine items that are approved by a single Board action. They are grouped together for a single decision in order to save time. A Board member, the superintendent or a person in the audience may ask that any item be removed and acted upon separately.
 - 11.1 Minutes: Approve minutes of October 20, 2016, regular meeting
 - 11.2 Warrants: General
 - 11.3 Acceptance of Gifts: Bodega Bay Fisherman's Festival donated \$3,000 to Bodega Bay School PTA
 - 11.4 Review the 2014-15 Public Self-Insurer's ER Annual Report from Redwood Empire Schools Insurance Group
12. Consider approval of the Tomales High School overnight field trip from March 5 – 10, 2017, "College Visits Tour" **ACTION**
13. Update from Ryan Corrigan on the video conferencing system **INFORMATION**
14. Persons desiring to address the Board on items not on the agenda. The Board will listen to your comments but are unable to engage in a discussion.

Curriculum and Instruction

- | | | |
|-----|---|--------------------|
| 15. | Principals' report | INFORMATION |
| 16. | Superintendent report - Tomales Elementary/Bodega Bay Principal search; Superintendent's Goals; Calendar of Board Meetings for 2017; Marin County Adult Education Consortium, Adult Education Block Grant Governance Committee; High School Innovative Programs Meeting | INFORMATION |
| 17. | Board of Trustees' report | INFORMATION |

Finance and Business

- | | | |
|-----|--|--------------------|
| 18. | Chief Business Official report | INFORMATION |
| 19. | Review of the Fiscal Crisis and Management Assistance Team (FCMAT) report | INFORMATION |
| 20. | California School Employees Association (CSEA) would like to sunshine 2016-17 negotiation items with Shoreline USD | INFORMATION |

Employees

- | | | |
|-----|--|---------------|
| 21. | Consider employment of Olivia Wollenburg, instructional assistant at West Marin and Inverness Schools, 4 hours per day, five days per week, effective November 8, 2016 | ACTION |
|-----|--|---------------|

Auxiliary

- | | | |
|-----|--|---------------|
| 22. | Designate the date for the Annual Organizational Meeting | ACTION |
| 23. | Communications | |

Adjournment

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

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



November 9, 2016

Xochilt Gracida
PO Box 812
Point Reyes Station, CA 94956

Dear Xochilt:

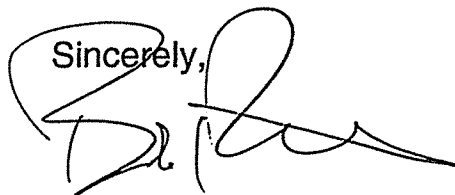
It is my pleasure to inform you that the West Marin School faculty has selected you as one of Shoreline's Student of the Month for November 2016.

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

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

I invite you and your family to the Shoreline Unified School District Board of Trustees meeting to be held at West Marin School on Thursday, November 17, 2016, 6:00 p.m., at which time we may acknowledge your selection before the Board of Trustees.

Congratulations!

Sincerely,


Bob Raines
Superintendent

SHORELINE UNIFIED SCHOOL DISTRICT

November 8, 2016

TO: Jeannie Moody

FROM: Matt Nagle, Principal, West Marin-Inverness School

SUBJECT: Students of the month – November 2016

NAME: Xochilt Gracida (Parent Claudia Salgado)

ADDRESS: PO BOX 812, 20 3rd Street

Point Reyes Station CA 94956

SHORELINE UNIFIED SCHOOL DISTRICT

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



November 9, 2016

Ryland Whitney
PO Box 325
Point Reyes Station, CA 94956

Dear Ryland:

It is my pleasure to inform you that the West Marin School faculty has selected you as one of Shoreline's Student of the Month for November 2016.

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

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

I invite you and your family to the Shoreline Unified School District Board of Trustees meeting to be held at West Marin School on Thursday, November 17, 2016, 6:00 p.m., at which time we may acknowledge your selection before the Board of Trustees.

Congratulations!

Sincerely,

Bob Raines
Superintendent

SHORELINE UNIFIED SCHOOL DISTRICT

November 8, 2016

TO: Jeannie Moody

FROM: Matt Nagle, Principal, West Marin-Inverness School

SUBJECT: Students of the month – November 2016

NAME: Ryland Whitney (Parents Mary & David Whitney)

ADDRESS: PO BOX 325, Point Reyes Station, CA 94956

14100 Sir Francis Drake, Inverness CA 94937

**SHORELINE UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING
OCTOBER 20, 2016**

UNAPPROVED MINUTES

A regular meeting of the Shoreline Unified School District Board of Trustees was held at Tomales Elementary School on Thursday, October 20, 2016.

1. Board Vice President Clarette McDonald called the meeting to order at 5:04 p.m.
2. Board members present: Clarette McDonald, Jane Healy, Vonda Jensen and Jim Lino. Trustee Avito Miranda arrived at 5:20 p.m. and President Jill Manning-Sartori arrived at 5:40 p.m. Board member absent: Tim Kehoe. Staff present: Superintendent Bob Raines, Adam Jennings, Jim Patterson, Matt Nagle, Nancy Wolf, Bruce Abbott, and Jeannie Moody.
3. Approved and adopted the agenda.
(Healy/Lino AYES: McDonald/Healy/Jensen/Lino
NOES: None ABSENT: Miranda/Manning-Sartori/Kehoe ABSTAIN: None) Motion passes.
4. Announced closed session items: 54957.6-Conference with Labor Negotiator, Bob Raines, regarding classified and certificated negotiations; 54957-Public Employee Discipline/Dismissal/Release.
5. No comments from the public on closed session items.
6. Recessed to closed session at 5:07 p.m.
7. Reconvened to public session at 6:10 p.m.
8. No reportable action taken was taken in closed.
9. Jill Kuykendall and David Lopez were honored as Shoreline's students of the month for October 2016. Ms. Leask and Mr. Patterson made the presentations.
10. Both of our student representatives were unable to attend this meeting so the student representative report was given by Rachel Gonzalez. She reported on all of the events and activities happening throughout the District.
11. Consent Agenda
 - 11.1 Approved minutes of September 15, 2016, regular meeting.
 - 11.2 Approved minutes of October 3, 2016, special meeting.
 - 11.3 Approved warrants: General.
 - 11.4 Approved CBO Bruce Abbott to attend the National Association of Federally Impacted Schools (NAFIS) FISEF classes from October 27 – 28, 2016, in Flagstaff, Arizona.
 - 11.5 Gifts: Accepted Gifts: To: Bodega Bay After School Program, Remberock Foundation donated \$7,000, Rotary Club of Sunrise Foundation donated \$500, and proceeds from the PTA bake sale donated \$1,153.90.
 - 11.6 Approved the WMS fifth grade class to attend the overnight field trip to Sugar Loaf Ridge State Park from November 9-10, 2016.
 - 11.7 Approved the WMS sixth through eighth grade classes to attend the overnight field trip to the Clem Miller Educational Center from November 7-10, 2016.
(Lino/Healy AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.
12. Athletic Director Dominic Sacheli gave a report on current sporting events, new and returning coaches and announced our new athletic trainer Chris Lynch. Mr. Lynch will work three days per week for a total of 20 hours per week.

13. Mr. Raines gave a transportation report that was prepared by our Transportation Director George Borges. Trustee Lino asked for additional information such as: mileage and conditions of our busses and to know if we will need to replace or purchase any new busses in the near future.
14. Board of Trustees chose their top three goals to focus on first: Student Achievement, School Culture and Communication. The superintendent goal to “develop and distribute a public calendar...” was moved from the “Through enhanced communication...” district goal to the “The public will be kept informed regarding the goals...”. All of the board goals will be addressed but the Board felt it would be more beneficial to focus on a few goals at a time. At the November Board meeting the superintendent goals will be refined.
15. Adopted Resolution # 2016.17.4 – School Facilities Bond (Prop 51).
(Lino/Jensen AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.
16. Adopted Resolution # 2016.17.5 – Children’s Education and Health Care Act (Prop 55).
(Healy/Manning-Sartori AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.
17. Adopted Resolution # 2016.17.6 – Marin County Adult Education Block Grant.
(Lino/Healy AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.
18. No one addressed the Board on items not on the agenda.

Curriculum and Instruction

19. Principals reported on all of the events and activities happening at their sites.
20. Superintendent Bob Raines reported on Tomales Elementary/Bodega Bay Principal search; District of Choice Reauthorization; School Calendar Planning in Marin County; Freedom of information public records requests and our district student wellness advisory committee.
21. Board of Trustee Jim Lino reported that he and Superintendent Raines attended a workshop at MCOE on school bonds because Shoreline USD will need one in the near future. President Jill Manning-Sartori reported on the Boards Self-Evaluation Workshop. Their survey and results are online.
22. Approved the maximum student capacity of schools, grade level and programs for 2017-18 school year.
(Healy/Manning-Sartori AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.
23. Adopted math books for grades 4th – 8th published by College Preparatory Mathematics (CPM) Educational Program.
(Lino/Healy AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.

Finance and Business

24. CBO Bruce Abbott thanked the staff for their patience while he learns the payroll desk. Mr. Abbott then reported that Christy White & Associates conducted their audit of the payroll desk and nothing was discovered.
25. Approved first updates to the 2016-17 budget. Mr. Abbott handed out a revised copy at the meeting because errors were discovered in the original report.
(Healy/McDonald AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.

26. Approved the revision to Resolution # 2016.17.3 – Gann Limit. The reported increase of \$8,794,927.46 was incorrectly stated, the dollar amount was revised to \$0.00.
(McDonald/Healy AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.
27. Adopted the statement of openers that Shoreline USD sun shined 2016-17 negotiation items with California School Employees Association (CSEA).
(Lino/Manning-Sartori AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.
28. Approved upgrading our California Schools Boards Association (CSBA) Gamut services.
(Healy/Manning-Sartori AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.

Employees

29. Superintendent Bob Raines accepted the resignation from Becky Evenich, district payroll clerk effective November 10, 2016.
30. Approved Paola Conde Frendo, district payroll clerk, eight hours per day, five days per week, effective October 24, 2016. Superintendent Bob Raines recommends.
(Healy/Lino AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.
31. Approved Rick Halley, Instructional Assistant at WMS/INV, six hours per day, five days per week, effective October 24, 2016. Superintendent Bob Raines recommends.
(McDonald/Manning-Sartori AYES: McDonald/Healy/Jensen/Lino/Manning-Sartori/Miranda
NOES: None ABSENT: Kehoe ABSTAIN: None) Motion passes.

Auxiliary

32. No Communications.

Adjournment: 8:28 p.m.

Respectfully submitted,

Bob Raines, Superintendent

Adopted by the Board:

Shoreline Unified School District

Warrant Recap

November 17, 2016

<u>Fund #</u>	<u>Fund Name</u>	<u>Amount</u>
1	General Fund	152,859.46
12	Child Development Fund	0.00
13	Cafeteria Fund	924.75
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: 0017 DD 101016
 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
20141338	000146/	ASSOC OF CA SCHOOL ADMINSTR				
		PV-170008	01-0000-0-9527.00-0000-0000-000-000-000		JULY, AUGUST, SEPTEMBER	370.94
			01-0000-0-9527.00-0000-0000-000-000-000		JULY, AUGUST, SEPTEMBER	207.75
			01-0000-0-9527.00-0000-0000-000-000-000		JULY, AUGUST, SEPTEMBER	229.13
			WARRANT TOTAL			\$807.82
20141339	070322/	CALIF VALUED TRUST				
		PV-170007	01-0000-0-9528.00-0000-0000-000-000-000		DENTAL	27,829.60
			WARRANT TOTAL			\$27,829.60
20141340	070280/	REDWOOD EMPIRE SCHOOLS INS GRP				
		PV-170010	01-0000-0-9526.00-0000-0000-000-000-000		FOR PAYROLL DATED 08/31/16	1,022.25
		PV-170011	01-0000-0-9526.00-0000-0000-000-000-000		KAISER # 64	31,759.00
		PV-170012	01-0000-0-9526.00-0000-0000-000-000-000		KAISER PACKAGE 2 ER	52,561.32
			01-0000-0-9526.00-0000-0000-000-000-000		KAISER MID ER	4,445.25
			WARRANT TOTAL			\$89,787.82
20141341	070301/	THE STANDARD				
		PV-170009	01-0000-0-9527.00-0000-0000-000-000-000		CT 503146, PRINT DATE 07/20/16	412.00
			01-0000-0-9527.00-0000-0000-000-000-000		CT 503146, PRINT DATE 08/22/16	412.00
			01-0000-0-9527.00-0000-0000-000-000-000		CT 503146, PRINT DATE 09/19/16	412.00
			WARRANT TOTAL			\$1,236.00
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	4	TOTAL AMOUNT OF CHECKS:	\$119,661.24*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	4	TOTAL AMOUNT:	\$119,661.24*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	4	TOTAL AMOUNT OF CHECKS:	\$119,661.24*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	4	TOTAL AMOUNT:	\$119,661.24*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	4	TOTAL AMOUNT OF CHECKS:	\$119,661.24*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	4	TOTAL AMOUNT:	\$119,661.24*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0018 dd 101216
 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	
20141681	003052/	ADAM JENNINGS				
		PV-170013	01-0000-0-4300.00-0000-8110-420-000-000		LANDSCAPING MATERIALS	26.04
			01-0000-0-4300.00-0000-8110-420-000-000		MAINT. SUPPLIES	12.97
			01-0000-0-5200.00-0000-2700-420-000-000		CONF. MEAL REIMBURS.	8.63
			01-0000-0-5200.00-0000-2700-420-000-000		CONF. MEAL REIMBURS.	11.18
			01-1100-0-4300.00-0000-2700-420-000-000		OFFICE SUPPLIES	46.50
			01-1100-0-4300.00-0000-2700-420-000-000		OFFICE SUPPLIES	14.61
			01-9641-0-8699.00-0000-0000-420-301-000		STAFF DEVELOPMENT FOOD	42.00
			01-9641-0-8699.00-0000-0000-420-301-000		STAFF MORALE FOOD	31.00
					WARRANT TOTAL	\$192.93
20141682	070602/	AUS WEST LOCKBOX				
		PO-170055	1. 01-0000-0-5520.00-0000-8200-107-000-000	702928035		98.90
		PO-170117	1. 01-0000-0-5520.00-0000-8200-106-000-000	702941188		35.50
			1. 01-0000-0-5520.00-0000-8200-106-000-000	702899998		35.50
					WARRANT TOTAL	\$169.90
20141683	004053/	ROSARIO BALLATORE				
		PO-170459	1. 01-9040-0-4300.00-1110-1010-107-000-000		WORKBOOKS	20.80
		PO-170460	1. 01-9040-0-4300.00-1110-1010-107-000-000		CD, WORKBOOKS, GUIDES	116.00
					WARRANT TOTAL	\$136.80
20141684	003687/	LINDA BORELLO				
		PO-170422	1. 01-9040-0-4300.00-1110-1010-108-000-000		CLASS RUGS	30.42
					WARRANT TOTAL	\$30.42
20141685	070990/	KELLY BUTLER				
		PO-170455	1. 01-0000-0-5200.00-1110-1010-107-000-000		AUGUST/SEPTEMBER MILEAGE	86.40
					WARRANT TOTAL	\$86.40
20141686	003662/	CALIF AGRICULTURAL TEACHERS'				
		PO-170426	1. 01-7010-0-5300.00-1471-1010-420-000-000		MEMBERSHIP	200.00

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0018 dd 101216
 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																\$200.00
20141687	071087/	CHRISTIAN HOLSTEN														
		PO-170419	1.	01-0000-0-4300.00-1130-4200-420-000-000											FIRST AID KIT	7.91
WARRANT TOTAL																\$7.91
20141688	070827/	RYAN CORRIGAN														
		PO-175123	1.	01-0000-0-5200.00-0000-2700-700-000-000											SEPTEMBER MILEAGE	74.30
WARRANT TOTAL																\$74.30
20141689	070992/	KARL CRAIG														
		PO-170456	1.	01-6500-0-5200.00-5770-1100-107-000-000											SEPTEMBER MILEAGE	9.18
WARRANT TOTAL																\$9.18
20141690	001270/	NANCY A CRIVELLI														
		PO-170472	1.	01-0000-0-5200.00-0000-2700-108-000-000											SEPTEMBER MILEAGE	10.80
WARRANT TOTAL																\$10.80
20141691	070429/	CSF BALFOUR														
		PO-170409	1.	01-0000-0-5300.00-1110-1010-420-000-000											CSF DUES 2016-2017	75.00
WARRANT TOTAL																\$75.00
20141692	004015/	PAMELA DAKE														
		PO-170453	1.	01-0000-0-5200.00-1110-1010-106-000-000											SEP ADDITIONAL MILEAGE	5.40
WARRANT TOTAL																\$5.40
20141693	070851/	MARIA DIAZ														
		PO-175078	1.	01-6500-0-5840.00-5770-3600-700-758-000											AUGUST MILEAGE	324.00
			1.	01-6500-0-5840.00-5770-3600-700-758-000											SEPTEMBER MILEAGE	550.80
WARRANT TOTAL																\$874.80
20141694	000034/	DISCOVERY OFFICE SYSTEMS														
		PO-175093	1.	01-0000-0-5620.00-0000-7200-700-000-000											302245	484.17
		PO-175094	1.	01-0000-0-5620.00-1110-1010-108-000-000											302245	145.30
WARRANT TOTAL																\$629.47
20141695	070991/	ERIKA DUARTE														
		PO-170391	1.	01-6500-0-5840.00-5770-3600-700-765-000											AUGUST MILEAGE	482.11

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0018 dd 101216
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
		1.	01-6500-0-5840.00-5770-3600-700-765-000		SEPTEMBER MILEAGE	441.94
			WARRANT TOTAL			\$924.05
20141696	070989/	EVERBANK COMMERCIAL FINANCE				
		PO-175098	1. 01-0000-0-5605.00-1110-1010-420-000-000		20219668	723.51
		PO-175100	1. 01-0000-0-5605.00-1110-3600-740-000-000		20210105	109.55
			WARRANT TOTAL			\$833.06
20141697	001431/	FEDERAL EXPRESS CORPORATION				
		PO-175027	1. 01-0000-0-5960.00-0000-7200-700-000-000		5-540-02641	36.54
			1. 01-0000-0-5960.00-0000-7200-700-000-000		5-547-52576	68.53
			WARRANT TOTAL			\$105.07
20141698	070806/	MIKE FRITSCH				
		PO-170458	1. 01-0000-0-5200.00-1110-1010-107-000-000		AUGUST/SEPTEMBER MILEAGE	112.32
			WARRANT TOTAL			\$112.32
20141699	001624/	DOLORES GONZALEZ				
		PO-175126	1. 01-0000-0-5200.00-1110-1010-106-000-000		SEPTEMBER MILEAGE	51.30
			WARRANT TOTAL			\$51.30
20141700	001293/	BERNARD GREGORIS				
		PO-170482	1. 01-0000-0-5200.00-1110-1010-420-000-000		SEPTEMBER MILEAGE	5.94
			WARRANT TOTAL			\$5.94
20141701	070020/	ANNE HALLEY				
		PO-170476	2. 01-4035-0-5200.00-1110-1010-108-000-000		ENVIRONMENTAL WORKSHOP	90.00
			1. 01-9040-0-4300.00-1110-1010-108-000-000		ENVIRONMENTAL WORKSHOP	250.00
			WARRANT TOTAL			\$340.00
20141702	070988/	KIM HARVELL				
		PO-170378	1. 01-9040-0-4300.00-8100-5000-108-000-000		CAFECITO, LUNCH, CLOROX WIPES	29.01
			WARRANT TOTAL			\$29.01
20141703	070825/	MERYL JUNIPER				
		PO-170477	1. 01-9040-0-4300.00-1110-1010-107-000-000		SOAP, CANVAS, BRUSHES	167.41

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0018 dd 101216
 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																\$167.41
20141704	004472/	JOANN KEMPF														
		PO-170473	1.	01-0000-0-5200.00-1110-1010-106-000-000											SEPTEMBER MILEAGE	22.14
		PO-170493	1.	01-6264-0-5200.00-1110-1010-700-000-000											FEBRUARY MILEAGE	18.36
WARRANT TOTAL																\$40.50
20141705	070521/	EMILIE KLEIN														
		PO-175128	1.	01-0000-0-5200.00-1110-1010-106-000-000											MARCH MILEAGE	143.64
			1.	01-0000-0-5200.00-1110-1010-106-000-000											SEPTEMBER MILEAGE	95.58
WARRANT TOTAL																\$239.22
20141706	003819/	KOEHLER-CRAIG KAREN L														
		PO-170480	1.	01-0000-0-5200.00-1110-1010-106-000-000											SEPTEMBER MILEAGE	124.74
WARRANT TOTAL																\$124.74
20141707	070414/	ENRIQUETA LAVARTA														
		PO-170462	1.	01-1100-0-4300.00-0000-2700-107-000-000											DIEBELS LUNCH	26.47
		PO-170464	1.	01-9040-0-4300.00-8100-5000-107-000-000											BACK TO SCHOOL NIGHT DINNER	311.27
WARRANT TOTAL																\$337.74
20141708	003481/	MARIN COLOR SERVICE INC														
		PO-170470	1.	01-0000-0-4300.00-0000-8200-108-000-000											N0031526	170.92
WARRANT TOTAL																\$170.92
20141709	001212/	MICHAEL P MARWEG														
		PO-170450	1.	01-0000-0-5200.00-1110-1010-107-000-000											SEPTEMBER MILEAGE	18.36
WARRANT TOTAL																\$18.36
20141710	070886/	CONNIE MARX														
		PO-170382	1.	01-0000-0-5200.00-0000-2700-420-000-000											BREAKFAST AT CONFERENCE	5.66
		PO-170383	1.	01-9641-0-4300.00-1110-3110-420-328-000											SCMP WORKSHOP	63.22
		PO-170451	1.	01-0000-0-5200.00-0000-2700-420-000-000											PARKING CSU WORKSHOP	35.00
WARRANT TOTAL																\$103.88

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0018 dd 101216
 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	
20141711	003185/	SALLY A MAZZUCCHI				
		PO-170457	1. 01-0000-0-5200.00-1110-1010-107-000-000		SEPTEMBER MILEAGE	18.36
			WARRANT TOTAL			\$18.36
20141712	070607/	SNOW MCISAAC				
		PO-170418	1. 01-0000-0-5200.00-1130-4200-420-000-000		CPR/AED & FIRST AID	35.95
			WARRANT TOTAL			\$35.95
20141713	070996/	MEGAN MCMILLIN				
		PO-170481	1. 01-0000-0-5200.00-1110-1010-106-000-000		SEPTEMBER MILEAGE	7.00
			2. 01-0000-0-5200.00-1110-1010-108-000-000		SEPTEMBER MILEAGE	7.26
			WARRANT TOTAL			\$14.26
20141714	070660/	ERIN MONTOYA				
		PO-170479	1. 01-1100-0-4300.00-1110-1010-108-000-000		CLASS SUPPLIES	35.99
		PO-175130	1. 01-0000-0-5200.00-1110-1010-106-000-000		SEPTEMBER MILEAGE	117.29
			WARRANT TOTAL			\$153.28
20141715	070986/	MONICA MUELLER				
		PO-170452	1. 01-9040-0-4300.00-1110-1010-420-000-000		SKETCHBOOKS,CLAY,ART SUPPLIES	280.26
			WARRANT TOTAL			\$280.26
20141716	070752/	MATTHEW NAGLE				
		PO-170402	1. 01-4035-0-5200.00-1110-1010-106-000-000		DIEBEL TRAINING	14.52
			2. 01-4035-0-5200.00-1110-1010-108-000-000		DIEBEL TRAINING	14.52
		PO-170465	1. 01-6300-0-4200.00-1110-1010-106-000-000		SIPPS	200.97
			2. 01-6300-0-4200.00-1110-1010-108-000-000		SIPPS	200.97
			WARRANT TOTAL			\$430.98
20141717	070041/	JOE NOKES				
		PO-170463	1. 01-1100-0-4300.00-0000-2700-107-000-000		TEACHER'S MEETINGS	184.40
			WARRANT TOTAL			\$184.40
20141718	003560/	NORTH COAST REGION CATA				
		PO-170413	1. 01-7010-0-5200.00-1471-1010-420-000-000		REGIONAL INSERVICE FEES	115.00

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0018 dd 101216
 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													\$115.00	
20141719	001046/	STEFFAN P O'NEILL												
		PO-170454	1.	01-0000-0-5200.00-1110-1010-107-000-000									AUGUST/SEPTEMBER MILEAGE	110.16
		WARRANT TOTAL											\$110.16	
20141720	071086/	WOLLENBURG OLIVIA												
		PO-170475	1.	01-0000-0-5200.00-1110-1010-108-000-000									SEPTEMBER MILEAGE	17.71
		WARRANT TOTAL											\$17.71	
20141721	001963/	MARIA OROZCO												
		PO-175079	1.	01-6500-0-5840.00-5770-3600-700-753-000									SEPTEMBER MILEAGE	158.32
			1.	01-6500-0-5840.00-5770-3600-700-753-000									AUGUST OT-PT MILEAGE	29.16
		WARRANT TOTAL											\$187.48	
20141722	004481/	GILBERTO RODRIGUEZ												
		PO-170421	1.	01-0000-0-4300.00-0000-8200-106-000-000									GRIP N GRAB REACH TOOLS	87.50
			2.	01-0000-0-4300.00-0000-8200-108-000-000									GRIP N GRAB REACH TOOLS	87.50
		WARRANT TOTAL											\$175.00	
20141723	070764/	ESPERANZA ROMAN-NUNEZ												
		PO-170387	1.	01-9641-0-4300.00-1110-1010-420-301-000									ELAC SNACKS	34.45
		PO-170420	1.	01-9641-0-4300.00-1110-1010-420-301-000									ADMIN TEAM DEVELOPMENT	35.56
		WARRANT TOTAL											\$70.01	
20141724	000103/	SCHOLASTIC INC												
		PO-170446	1.	01-6300-0-4200.00-1110-1010-105-000-000									94971705	108.90
		WARRANT TOTAL											\$108.90	
20141725	071058/	SIERRA PACIFIC TURF SUPPLY												
		PO-170445	1.	01-9641-0-4300.00-0000-8200-105-134-000									8033080	169.35
		WARRANT TOTAL											\$169.35	
20141726	003538/	VANESSA J STAPLES												
		PO-170379	1.	01-6300-0-4200.00-1110-1010-108-000-000									CLASS LIBRARY BOOKS	123.48
		PO-170492	1.	01-4035-0-5200.00-1110-1010-108-000-000									MEALS & MILEAGE	95.84

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0018 dd 101216
 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															\$219.32
20141727	004306/	WELLS FARGO	VENDOR FIN SERV												
		PO-175101	1.	01-0000-0-5620.00-1110-1010-420-000-000										65566506	171.43
		PO-175102	1.	01-0000-0-5605.00-1110-1010-105-000-000										65559882	265.48
WARRANT TOTAL															\$436.91
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:	47			TOTAL AMOUNT OF CHECKS:							\$8,834.16*
				TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:							\$.00*
				TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:							\$.00*
				TOTAL PAYMENTS:	47			TOTAL AMOUNT:							\$8,834.16*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0018 dd 101216
 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	
20141728	070602/	AUS WEST LOCKBOX												
		PO-177001	1.	13-5310-0-5520.00-0000-8200-700-000-000									702928034	250.52
			1.	13-5310-0-5520.00-0000-8200-700-000-000									702928033	72.12
													WARRANT TOTAL	\$322.64
20141729	003697/	SHAMROCK MATERIALS INC												
		PO-170427	1.	13-5310-0-4300.00-0000-3700-700-000-000									121089	602.11
													WARRANT TOTAL	\$602.11
*** FUND	TOTALS ***			TOTAL NUMBER OF CHECKS:	2				TOTAL AMOUNT OF CHECKS:					\$924.75*
				TOTAL ACH GENERATED:	0				TOTAL AMOUNT OF ACH:					\$.00*
				TOTAL EFT GENERATED:	0				TOTAL AMOUNT OF EFT:					\$.00*
				TOTAL PAYMENTS:	2				TOTAL AMOUNT:					\$924.75*
*** BATCH	TOTALS ***			TOTAL NUMBER OF CHECKS:	49				TOTAL AMOUNT OF CHECKS:					\$9,758.91*
				TOTAL ACH GENERATED:	0				TOTAL AMOUNT OF ACH:					\$.00*
				TOTAL EFT GENERATED:	0				TOTAL AMOUNT OF EFT:					\$.00*
				TOTAL PAYMENTS:	49				TOTAL AMOUNT:					\$9,758.91*
*** DISTRICT	TOTALS ***			TOTAL NUMBER OF CHECKS:	49				TOTAL AMOUNT OF CHECKS:					\$9,758.91*
				TOTAL ACH GENERATED:	0				TOTAL AMOUNT OF ACH:					\$.00*
				TOTAL EFT GENERATED:	0				TOTAL AMOUNT OF EFT:					\$.00*
				TOTAL PAYMENTS:	49				TOTAL AMOUNT:					\$9,758.91*

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0019 DD 101416
 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	
20142629	002069/	A Z BUS SALES INC												
		PO-179001	1.	01-0000-0-4316.00-1110-3600-740-000-000									JULY-SEPTEMBER	1,000.12
			2.	01-0000-0-4316.00-5770-3600-740-000-000									JULY- SEPTEMBER	726.10
				WARRANT TOTAL										\$1,726.22
20142630	003393/	AMAZON												
		PO-170053	1.	01-9040-0-4300.00-1110-1010-107-000-000									255909388254	88.14
			1.	01-9040-0-4300.00-1110-1010-107-000-000									255905131832	12.59
			1.	01-9040-0-4300.00-1110-1010-107-000-000									255907467353	62.95
			1.	01-9040-0-4300.00-1110-1010-107-000-000									255901616649	12.59
			1.	01-9040-0-4300.00-1110-1010-107-000-000									255900431961	12.59
			1.	01-9040-0-4300.00-1110-1010-107-000-000									255900431961	12.59
			1.	01-9040-0-4300.00-1110-1010-107-000-000									255908327119	50.37
		PO-170054	1.	01-0000-0-4300.00-0000-8110-107-000-000									129888135804	38.99
			1.	01-0000-0-4300.00-0000-8110-107-000-000									187464685738	17.09
			1.	01-0000-0-4300.00-0000-8110-107-000-000									227873580851	32.00
		PO-170070	2.	01-0000-0-4300.00-1130-4200-420-000-000									199857292677	110.76
			1.	01-0000-0-4300.00-1130-4200-420-000-000									177855008679	508.91
		PO-170072	1.	01-1100-0-4300.00-1110-1010-420-000-000									162983798404	18.99
			1.	01-1100-0-4300.00-1110-1010-420-000-000									039630520212	18.99
			1.	01-1100-0-4300.00-1110-1010-420-000-000									122855724662	14.40
			1.	01-1100-0-4300.00-1110-1010-420-000-000									108170520167	5.83
			1.	01-1100-0-4300.00-1110-1010-420-000-000									046575406944	6.98
			1.	01-1100-0-4300.00-1110-1010-420-000-000									265461490923	8.94
			1.	01-1100-0-4300.00-1110-1010-420-000-000									166358902808	8.99
			1.	01-1100-0-4300.00-1110-1010-420-000-000									177993964152	12.98

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0019 DD 101416
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE							ABA NUM	ACCOUNT NUM	AMOUNT			
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
			1.											277439067442	22.98
			1.											166357955066	8.99-
	PO-170073		1.											003686932071	140.06
			1.											13.76	13.76
			1.											254998121178	12.69
			1.											06170082138	13.75
			1.											234147355853	28.24
			1.											068517363467	46.72
			1.											159926303786	118.50
			1.											281699491728	13.77
			1.											003684352196	48.12
			1.											231720458150	115.92
			1.											242183083061	12.68
			1.											297223462084	23.32
	PO-170076		1.											287994790248	10.80
	PO-170190		1.											142696886745	75.94
	PO-170197		1.											234915217320	27.90
			1.											088016376418	12.28
			1.											294032654373	6.69
			1.											214871938686	75.57
	PO-170223		1.											043900268041	47.83
			2.											269889763007	5.75
			2.											043900268041	13.97
	PO-170231		1.											252133430912	202.32

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0019 DD 101416
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE							ABA NUM	ACCOUNT NUM	AMOUNT			
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
		PO-170272	1.		01-9040-0-4300.00-1110-1010-107-000-000									215236080299	13.82
			1.		01-9040-0-4300.00-1110-1010-107-000-000									238571161820	68.94
			1.		01-9040-0-4300.00-1110-1010-107-000-000									035523046028	45.94
			1.		01-9040-0-4300.00-1110-1010-107-000-000									013643732150	65.97
			1.		01-9040-0-4300.00-1110-1010-107-000-000									195301305172	32.54
			1.		01-9040-0-4300.00-1110-1010-107-000-000									175369802044	29.46
			1.		01-9040-0-4300.00-1110-1010-107-000-000									029262981983	25.48
			1.		01-9040-0-4300.00-1110-1010-107-000-000									029295815124	3.44
			1.		01-9040-0-4300.00-1110-1010-107-000-000									284017344473	12.42
			1.		01-9040-0-4300.00-1110-1010-107-000-000									290814085869	14.04
		PO-170283	1.		01-9040-0-4300.00-1110-1010-107-000-000									197954896088	239.70
			1.		01-9040-0-4300.00-1110-1010-107-000-000									197950552711	583.63
		PO-170286	1.		01-0000-0-4300.00-0000-7200-700-000-000									067793343418	379.99
		PO-170326	1.		01-9040-0-4300.00-1110-1010-107-000-000									00176532004	215.92
					WARRANT TOTAL										\$3,867.53
20142631	001649/	APPLE COMPUTER INC													
		PO-170354	1.		01-9040-0-4300.00-1110-1010-108-000-000									4400393652	1,000.00
					WARRANT TOTAL										\$1,000.00
20142632	000089/	AT&T													
		PO-175006	1.		01-0000-0-5940.00-0000-2700-700-000-000									243 343-6748 0567	3,451.50
		PO-175007	1.		01-0000-0-5970.00-0000-2700-700-000-000									7078782105616	46.97
			1.		01-0000-0-5970.00-0000-2700-700-000-000									41566314155418	34.72
			1.		01-0000-0-5970.00-0000-2700-700-000-000									4156631014646	87.66
			1.		01-0000-0-5970.00-0000-2700-700-000-000									7078782105616	47.87
			1.		01-0000-0-5970.00-0000-2700-700-000-000									4156638145761	35.57

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0019 DD 101416
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
		1.	01-0000-0-5970.00-0000-2700-700-000-000	4156638101815		47.29
		1.	01-0000-0-5970.00-0000-2700-700-000-000	7078782286357		207.50
		1.	01-0000-0-5970.00-0000-2700-700-000-000	4156638145761		35.15
		1.	01-0000-0-5970.00-0000-2700-700-000-000	4156638101815		45.98
		1.	01-0000-0-5970.00-0000-2700-700-000-000	7078782214323		137.18
		1.	01-0000-0-5970.00-0000-2700-700-000-000	4156638130587		33.66
		1.	01-0000-0-5970.00-0000-2700-700-000-000	7078782104617		51.71
		1.	01-0000-0-5970.00-0000-2700-700-000-000	7078789589023		18.38
		1.	01-0000-0-5970.00-0000-2700-700-000-000	7078782286357		207.67
		1.	01-0000-0-5970.00-0000-2700-700-000-000	4156638130587		33.85
		1.	01-0000-0-5970.00-0000-2700-700-000-000	7078789589023		17.83
		1.	01-0000-0-5970.00-0000-2700-700-000-000	4156691018646		79.79
		1.	01-0000-0-5970.00-0000-2700-700-000-000	41566314555418		21.90
		1.	01-0000-0-5970.00-0000-2700-700-000-000	7078782214323		137.87
		1.	01-0000-0-5970.00-0000-2700-700-000-000	4156631014646		77.58
		1.	01-0000-0-5970.00-0000-2700-700-000-000	7078752724215		67.89
		1.	01-0000-0-5970.00-0000-2700-700-000-000	4156691018646		78.18
		3.	01-0000-0-5970.00-0000-7200-700-000-000	7078782225889		269.79
		3.	01-0000-0-5970.00-0000-7200-700-000-000	7078782225889		267.46
		2.	01-0000-0-5970.00-1110-3600-740-000-000	4156638762426		17.87
		2.	01-0000-0-5970.00-1110-3600-740-000-000	7078782571343		58.13
		2.	01-0000-0-5970.00-1110-3600-740-000-000	7078782221866		115.02
		2.	01-0000-0-5970.00-1110-3600-740-000-000	4156638762426		18.57
		2.	01-0000-0-5970.00-1110-3600-740-000-000	7078782221866		115.41

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0019 DD 101416
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE					ABA NUM	ACCOUNT NUM	AMOUNT					
	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	
			2.	01	0000	0	5970	00	1110	3600	740	000	000	7078782571343	57.02
														WARRANT TOTAL	\$5,922.97
20142633	070336/	BAY ALARM COMPANY													
		PO-170140	1.	01	0000	0	5840	00	0000	8110	107	000	000	13199329	330.67
		PO-170528	1.	01	0000	0	5620	00	0000	8200	105	000	000	13282518	190.00
			1.	01	0000	0	5620	00	0000	8200	105	000	000	13199417	427.00
		PO-175010	1.	01	0000	0	5620	00	0000	8200	105	000	000	13317607	67.01
			1.	01	0000	0	5620	00	0000	8200	105	000	000	13317607	112.57
			1.	01	0000	0	5620	00	0000	8200	105	000	000	13282518	7.43
			1.	01	0000	0	5620	00	0000	8200	105	000	000	13199417	7.18
			3.	01	0000	0	5620	00	0000	8200	106	000	000	13310941	93.81
			3.	01	0000	0	5620	00	0000	8200	106	000	000	1315528	52.34
			3.	01	0000	0	5620	00	0000	8200	106	000	000	1314828	93.81
			3.	01	0000	0	5620	00	0000	8200	106	000	000	13228042	52.34
			4.	01	0000	0	5620	00	0000	8200	107	000	000	13317691	94.50
			4.	01	0000	0	5620	00	0000	8200	107	000	000	13317124	91.90
			4.	01	0000	0	5620	00	0000	8200	107	000	000	13314851	136.70
			4.	01	0000	0	5620	00	0000	8200	107	000	000	13227428	94.50
			4.	01	0000	0	5620	00	0000	8200	107	000	000	13230554	91.90
			4.	01	0000	0	5620	00	0000	8200	107	000	000	13233393	136.70
			6.	01	0000	0	5620	00	0000	8200	108	000	000	13230452	97.01
			6.	01	0000	0	5620	00	0000	8200	108	000	000	13317476	97.01
			6.	01	0000	0	5620	00	0000	8200	108	000	000	13312456	42.55
			6.	01	0000	0	5620	00	0000	8200	108	000	000	13312479	100.83

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0019 DD 101416
 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	
			6. 01-0000-0-5620.00-0000-8200-108-000-000		13233054	100.83
			5. 01-0000-0-5620.00-0000-8200-420-000-000		13231193	67.01
			5. 01-0000-0-5620.00-0000-8200-420-000-000		13231193	112.57
			5. 01-0000-0-5620.00-0000-8200-420-000-000		13233128	158.83
			5. 01-0000-0-5620.00-0000-8200-420-000-000		13232684	117.42
			5. 01-0000-0-5620.00-0000-8200-420-000-000		13318023	158.83
			5. 01-0000-0-5620.00-0000-8200-420-000-000		1315328	117.42
			2. 01-0000-0-5620.00-0000-8200-700-000-000		13314548	68.92
			2. 01-0000-0-5620.00-0000-8200-700-000-000		13233640	68.92
	PO-179003		1. 01-0000-0-5620.00-1110-3600-740-000-000		13225593	61.67
			1. 01-0000-0-5620.00-1110-3600-740-000-000		13231979	56.16
			1. 01-0000-0-5620.00-1110-3600-740-000-000		13313397	46.90
			1. 01-0000-0-5620.00-1110-3600-740-000-000		13313397	61.67
			1. 01-0000-0-5620.00-1110-3600-740-000-000		13307027	56.16
			1. 01-0000-0-5620.00-1110-3600-740-000-000		13225593	46.90
			WARRANT TOTAL			\$3,717.97
20142634	070812/	GEORGE BORGES				
		PO-170505	1. 01-0000-0-4316.00-1110-3600-740-000-000		DMV RENEWAL	43.00
			WARRANT TOTAL			\$43.00
20142635	070028/	BUS WEST LLC				
		PO-179006	1. 01-0000-0-4316.00-1110-3600-740-000-000		BN81380	152.59
			1. 01-0000-0-4316.00-1110-3600-740-000-000		BN81686	152.59
			1. 01-0000-0-4316.00-1110-3600-740-000-000		BN-80793,80899,81380,81405	444.72
			WARRANT TOTAL			\$444.72
20142636	002467/	CALIF EDUCATIONAL CREATIONS				
		PO-170386	1. 01-9040-0-4300.00-1110-1010-420-000-000		170386	162.90

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0019 DD 101416
 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						\$162.90
20142637	000020/	CALIF SCHOOL BOARDS ASSOC				
		PO-170439	1. 01-0000-0-5200.00-0000-7110-700-000-000		INV-26687-F9G3G1	249.00
			WARRANT TOTAL			\$249.00
20142638	070827/	RYAN CORRIGAN				
		PO-170497	1. 01-0000-0-4300.00-0000-7200-700-000-000		TECH SUPPLIES	86.99
			WARRANT TOTAL			\$86.99
20142639	002719/	CREATIVE CERAMICS				
		PO-170057	1. 01-9040-0-4300.00-1110-1010-107-000-000		170057	183.53
		PO-170234	1. 01-9040-0-4300.00-1110-1010-105-000-000		80218	68.95
			WARRANT TOTAL			\$252.48
20142640	001833/	CURRICULUM ASSOCIATES LLC				
		PO-170216	1. 01-1100-0-4300.00-1110-1010-108-000-000		90436899	39.97
			WARRANT TOTAL			\$39.97
20142641	004015/	PAMELA DAKE				
		PO-170417	1. 01-0000-0-5200.00-1110-1010-106-000-000		SEPTEMBER MILEAGE	16.20
			WARRANT TOTAL			\$16.20
20142642	002553/	DANCE PALACE				
		PO-170360	1. 01-9642-0-5840.00-8100-5000-106-144-000		PS0916-23	560.00
			2. 01-9642-0-5840.00-8100-5000-108-144-000		PS0916-23	1,968.00
			WARRANT TOTAL			\$2,528.00
20142643	000034/	DISCOVERY OFFICE SYSTEMS				
		PO-170359	1. 01-1100-0-4300.00-0000-2700-108-000-000		55E1340483	80.40
			WARRANT TOTAL			\$80.40
20142644	004304/	EDITS				
		PO-170342	1. 01-9040-0-4300.00-1110-1010-420-000-000		556435	524.41
			WARRANT TOTAL			\$524.41
20142645	070850/	OCCUPATIONAL HEALTH CENTERS				
		PO-179010	1. 01-0000-0-5847.00-1110-3600-740-000-000		DOT RECERT	84.50

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0019 DD 101416
 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													\$84.50	
20142646	071004/	SAMANTHA SHURA												
		PO-175137	1.	01-6500-0-5840.00-5770-1100-700-775-000									OT FOR AZLEA GARNER	90.00
		PO-175138	1.	01-6500-0-5840.00-5770-1100-700-774-000									OT FOR BRINKLEY WOODWARD	135.00
		WARRANT TOTAL											\$225.00	
20142647	071074/	SOREN BENNICK PRODUCTIONS INC												
		PO-170295	1.	01-9040-0-5200.00-1110-1010-107-000-000									21333 ANTIBULLYING	850.00
		WARRANT TOTAL											\$850.00	
20142648	004211/	STUDIES WEEKLY												
		PO-170227	1.	01-1100-0-4300.00-1110-1010-105-000-000									188428	209.44
		WARRANT TOTAL											\$209.44	
20142649	000093/	THE ARGUS COURIER												
		PO-170110	1.	01-1100-0-4300.00-1110-1010-420-000-000									11394843	36.40
		WARRANT TOTAL											\$36.40	
20142650	000354/	VAN BEBBER BROS INC												
		PO-170116	1.	01-7010-0-4300.00-1471-1010-420-000-000									640667	21.67
		WARRANT TOTAL											\$21.67	
20142651	071088/	CARLOS VASQUEZ												
		PO-170488	1.	01-0000-0-1140.00-1110-1010-420-000-000									CHECK DIDNT MAKE PAYROLL	1,957.33
		WARRANT TOTAL											\$1,957.33	
20142652	070587/	VERIZON WIRELESS												
		PO-175071	2.	01-0000-0-5920.00-0000-2700-700-000-000									7073385484	53.79
			3.	01-0000-0-5920.00-0000-7200-700-000-000									4157477292	63.79
			4.	01-0000-0-5920.00-0000-7200-700-000-000									7073383756	38.01
			1.	01-0000-0-5920.00-5770-3600-740-000-000									7074814068	53.79
			1.	01-0000-0-5920.00-5770-3600-740-000-000									7074814067	53.79
			1.	01-0000-0-5920.00-5770-3600-740-000-000									4157477293	53.79

DISTRICT: 064 SHORELINE UNIFIED SCHOOL DIST.
 BATCH: 0019 DD 101416
 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															
*** FUND	TOTALS	***													\$316.96
			TOTAL NUMBER OF CHECKS:	24			TOTAL AMOUNT OF CHECKS:								\$24,364.06*
			TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:								\$.00*
			TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:								\$.00*
			TOTAL PAYMENTS:	24			TOTAL AMOUNT:								\$24,364.06*
***	BATCH TOTALS	***													\$24,364.06*
			TOTAL NUMBER OF CHECKS:	24			TOTAL AMOUNT OF CHECKS:								\$24,364.06*
			TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:								\$.00*
			TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:								\$.00*
			TOTAL PAYMENTS:	24			TOTAL AMOUNT:								\$24,364.06*
***	DISTRICT TOTALS	***													\$24,364.06*
			TOTAL NUMBER OF CHECKS:	24			TOTAL AMOUNT OF CHECKS:								\$24,364.06*
			TOTAL ACH GENERATED:	0			TOTAL AMOUNT OF ACH:								\$.00*
			TOTAL EFT GENERATED:	0			TOTAL AMOUNT OF EFT:								\$.00*
			TOTAL PAYMENTS:	24			TOTAL AMOUNT:								\$24,364.06*

SHORELINE UNIFIED SCHOOL DISTRICT

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



November 9, 2016

Bodega Bay Fisherman's Festival
Mary Neuenfeldt
PO Box 576
Bodega Bay, CA 94923

Dear Mary:

The Shoreline Unified School District Board of Trustees accepted your gift of \$3,000 that the Bodega Bay Fisherman's Festival donated to Bodega Bay School PTA.

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,

Bob Raines
Superintendent

Thank you!

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: Bodega Bay School Date: 10/21/16

Description of Gift: Donation of \$3000 from
the Fish Fest

Special Instructions: _____

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

Mary Neuenfeldt
PO Box 576
Bodega Bay CA 94923



June 2016

Ms. Diann Petty
Bodega Bay School PTA
PO Box 155
Bodega Bay, CA 94923

Dear Ms. Petty,

The 2016 Fisherman's Festival Allocation Committee is pleased to present the Bodega Bay School PTA a check in the amount of \$3000. As you are aware, rainy weather challenged this year's FishFest and our profit is substantially lower than previous years. The committee opened FishFest reserves to accommodate the important requests of our community.

The Fisherman's Festival relies heavily on volunteer support. We thank you for your commitment in meeting this need. We are overwhelmed by the tireless, enthusiastic energy displayed by community volunteers.

We look forward to continued community contributions as we plan the 2017 Fisherman's Festival.

Kind Regards,

Mary Neuenfeldt
Executive Secretary

PO Box 576. Bodega Bay. CA 94923 • bodegabayfishfest@gmail.com

The Bodega Bay Fisherman's Festival is a 501 (c) (3) California nonprofit charitable organization.

ROSE R. BURCINA
EXECUTIVE DIRECTOR
CALIFORNIA LICENSE 0B24780




(707) 836-0779
(707) 836-9079 ADMIN.FAX
(707) 836-8671 BENEFITS FAX
(707) 836-9479 W/C FAX

October 3, 2016

MEMORANDUM

TO: Executive Committee

FROM: Rose R. Burcina, Executive Director 

SUBJECT: 2015-16 Public Self-Insurer's Annual Report

RESIG is self-funded for workers' compensation claims and retains the liability for all workers' compensation claims for past years. RESIG is required to report to the Department of Industrial Relations (DIR) details of these claims annually. Attached is a copy of the summary portion of the 2015-2016 report.

Member Districts are required to advise their governing board, before December 31, 2016, of the amount of total liabilities reported (Labor Code §3702.6(b)). This total undiscounted amount is \$13,861,739 as of June 30, 2016. RESIG has sufficient funds to pay all of these outstanding liabilities. Member Districts are also required to report whether the funding of these liabilities is in compliance with GASB 10 standards; RESIG's accountants have certified compliance.

This does not require any action by RESIG's Member Districts' Board of Trustees. RESIG recommends that the report be placed on the agenda as an informational item, as part of the superintendent's report, or simply as part of the Consent Calendar to be received and filed.

State Of California



Public Self Insurers ER Annual Report

For Year 2015/2016

September 26, 2016
Redwood Empire Schools Insurance Group
5760 Skylane Blvd, Ste 100
Windsor CA 95492 9742

State of California
Employer

General Information :

Certification Number 5536 Period Of Report Full Year
(Period) From- 07/01/2015 (Period) To 06/30/2016

Master Certificate Holder :

FTIN 68-0019280

Name Redwood Empire Schools Insurance Group Address1 5760 Skylane Blvd, Ste 100
City- Windsor State CA Zip 95492-9742
Type of Public Agency JPA

Subsidiaries :

- | | | | |
|---|---|----------|----|
| 1) Full Legal Name | Harmony Union School District | State | CA |
| Subsidiaries Affiliate Certificate Number | | 5536-029 | |
| 2) Full Legal Name | Alexander Valley Union School District | State | CA |
| Subsidiaries Affiliate Certificate Number | | 5536-001 | |
| 3) Full Legal Name | West Sonoma County Union High School District | State | CA |
| Subsidiaries Affiliate Certificate Number | | 5536-002 | |
| 4) Full Legal Name | Bellevue Union School District | State | CA |
| Subsidiaries Affiliate Certificate Number | | 5536-003 | |
| 5) Full Legal Name | Bennett Valley Union School District | State | CA |
| Subsidiaries Affiliate Certificate Number | | 5536-004 | |
| 6) Full Legal Name | Cloverdale Unified School District | State | CA |
| Subsidiaries Affiliate Certificate Number | | 5536-005 | |
| 7) Full Legal Name | Cotati-Rohnert Park Unified School District | State | CA |
| Subsidiaries Affiliate Certificate Number | | 5536-006 | |
| 8) Full Legal Name | Dunham School District | State | CA |
| Subsidiaries Affiliate Certificate Number | | 5536-007 | |
| 9) Full Legal Name | Gravenstein Union School District | State | CA |
| Subsidiaries Affiliate Certificate Number | | 5536-008 | |
| 10) Full Legal Name | Liberty School District | State | CA |
| Subsidiaries Affiliate Certificate Number | | 5536-009 | |
| 11) Full Legal Name | Mark West Union School District | State | CA |
| Subsidiaries Affiliate Certificate Number | | 5536-010 | |

State of California

- 12) Full Legal Name Montgomery School District State CA Subsidiaries Affiliate Certificate Number 5536-011 13) Full Legal Name Oak Grove Union School District State CA Subsidiaries Affiliate Certificate Number 5536-012 14) Full Legal Name Old Adobe Union School District State CA Subsidiaries Affiliate Certificate Number 5536-013 15) Full Legal Name Rincon Valley Union School District State CA Subsidiaries Affiliate Certificate Number 5536-014 16) Full Legal Name Sebastopol Union Elementary School District State CA Subsidiaries Affiliate Certificate Number 5536-015 17) Full Legal Name Sonoma County Office of Education State CA Subsidiaries Affiliate Certificate Number 5536-017 18) Full Legal Name Sonoma Valley Unified School District State CA Subsidiaries Affiliate Certificate Number 5536-018 19) Full Legal Name Twin Hills Union School District State CA Subsidiaries Affiliate Certificate Number 5536-019 20) Full Legal Name Waugh School District State CA Subsidiaries Affiliate Certificate Number 5536-020 21) Full Legal Name Forestville Union School District State CA Subsidiaries Affiliate Certificate Number 5536-021 22) Full Legal Name Wilmar Union School District State CA Subsidiaries Affiliate Certificate Number 5536-022

PUBLIC SELF INSURER'S ANNUAL REPORT
CERTIFICATE NUMBER: 4-5536-05-157

9. Continued from previous page:

<u>Full Legal Name</u>	<u>Affiliate Certificate No.</u>
Guerneville School District	5536-032
Two Rock Union School District	5536-033
Cinnabar School District	5536-034
Geyserville Unified School District	5536-035
Monte Rio Union School	5536-036
Fort Ross School District	5536-037
Wright School District	5536-038
West Side Union School District	5536-039
Horicon School District	5536-040
Kenwood Elementary School District	5536-041
Roseland School District	5536-042
Kashia School District	5536-043
West County Transportation Agency	5536-044
Redwood Empire Schools' Insurance Group	5536-045
Healdsburg Unified School District	5536-046
Sebastopol Independent Charter School	5536-047
Sonoma Charter School	5536-048
Santa Rosa Education Cooperative	5536-049
Piner-Olivet Charter School	5536-050
Live Oak Charter School	5536-053
Russian River Charter School	5536-056
Woodland Star Charter School	5536-057
Shoreline Unified School District	5536-058

State of California

23) Full Legal Name Piner-Olivet Union School District State CA Subsidiaries Affiliate Certificate Number 5536-023 24) Full Legal Name Windsor Unified School District State CA Subsidiaries Affiliate Certificate Number 5536-026 25) Full Legal Name Santa Rosa Elementary School District State CA Subsidiaries Affiliate Certificate Number 5536-027 26) Full Legal Name Santa Rosa High School District State CA Subsidiaries Affiliate Certificate Number 5536-028 27) Full Legal Name Petaluma City Union School District State CA Subsidiaries Affiliate Certificate Number 5536-030 28) Full Legal Name Petaluma City Joint Union High School District State CA Subsidiaries Affiliate Certificate Number 5536-031

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder or any subsidiary?

A merger or unification? (No)
Changes in name or identity? Identity (No)
Any addition to Self Insurance Program Insurance Program (No)

If Yes, Explain :

N/A

Employment and wages paid in current fiscal year (If your certificate has been revoked for more than 3 fiscal years then indicate zeroes for both.) :

Number Of Employees 13,933
Total Wages And Salaries Paid \$449,853,632

Addressed Correspondence For Security Deposit and Financial Matters :

Name - Chris Spencer
Company Name - Redwood Empire Schools' Insurance Group
Phone Number - 707-836-0779 ex 114
Address- 5760 Skylane Blvd. #100
City - Windsor State- CA Zip - 95492
Corporate Web Address - www.resig.org

Position/Title - WC Claims Manager
Email Address - cspencer@resig.org
Fax Number - 707-836-9479

State of California

Record Storage :

Are Claim records stored at any location other than with the current administrator? (No)

Insurance Coverage :

Are any of your workers' compensation liabilities in California during the reporting period covered by a standard workers' compensation insurance policy? (No)

Are any of your workers' compensation liabilities in California during the reporting period covered by a specific excess workers' compensation insurance policy? (Yes)

1) Safety National Corporation - Policy Number SP4050777 - Policy Issue Date 07/01/2014
Retention Limit \$1,000,000

Do you carry an aggregate (stop loss) workers' compensation insurance policy? (No)

Name Of Company Officer-

Rose Burcina

Street Address-

5760 Skylane Blvd. #100

Name Of Company-

Redwood Empire Schools' Insurance Group

City- Windsor

State - CA

Zip - 95492-9742

Phone Number - 707-836-0779 ex 104

Name Of Person Legally Responsible For This Electronic Signature :

Rose Burcina

(Date/Time Of Signature) - 09/26/2016 14:56

TPA:-

Liabilities By Reporting Location

Report Location Number: 5536-05-157		Identification of Location: Redwood Empire Schools Insurance Group - Santa Rosa		Certificate Holder: Redwood Empire Schools Insurance Group			
CASES AND BENEFITS (to the nearest dollar)				From Date- 07/01/2015		To Date- 06/30/2016	
Date	#	Incurred Liability		Paid To Date		Future Liability	
		Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2016 reported prior to 2011/2012	206	5,526,755	15,036,293	4,667,457	8,435,077	859,298	6,601,216
2) Open and Closed Cases							
A) All Cases reported in 2011/2012	382	994,471	1,413,890	949,009	1,110,385	45,462	303,505
2011/2012 Cases open	18	268,966	465,035	223,504	161,530	45,462	303,505
B) All Cases reported in 2012/2013	463	936,136	2,298,544	860,587	1,236,940	75,549	1,061,604
2012/2013 Cases open	38	936,136	2,298,544	860,587	1,236,940	75,549	1,061,604
C) All Cases reported in 2013/2014	425	1,234,579	2,158,950	844,043	1,066,066	390,536	1,092,884
2013/2014 Cases open	45	929,659	1,770,337	539,123	677,453	390,536	1,092,884
D) All Cases reported in 2014/2015	428	1,328,279	2,253,952	667,656	899,634	660,623	1,354,318
2014/2015 Cases open	59	1,152,735	1,987,427	492,112	633,109	660,623	1,354,318
E) All Cases reported in 2015/2016	411	637,863	1,413,945	236,742	398,322	401,121	1,015,623
2015/2016 Cases open	166	571,088	1,270,722	169,947	255,099	401,121	1,015,623

	\$ Indemnity	\$ Medical
SUBTOTAL	2,432,589	11,429,150

3) Estimate Future Liability (Indemnity Plus Medical)	TOTAL	13,861,739
	\$ Indemnity	\$ Medical

4) Indemnity benefits paid to all employees, except for the part of LC §§ 4800/4850 benefits paid that are more than the temporary disability (TD) rate.

- Include the TD payments or salary in lieu thereof for all employees, permanent disability, life pensions, death benefits, and supplemental job displacement benefit vouchers.
 - Please see LC §§ 4800/4850 for detailed information, including which employees should receive LC §§ 4800/4850 benefits.
- | | | |
|--|-----------|-----------|
| | 1,143,970 | 2,579,196 |
|--|-----------|-----------|

- 5) Number of MEDICAL-ONLY Cases Reported in 2015/2016 → 295
- 6) Number of INDEMNITY Cases Reported in 2015/2016 → 116
- 7) Total of 5 and 6 (Also entered in 2E above) → 411
- 8) Total Number of open Indemnity Cases (All Years) → 391
- 9) Number of Fatality Cases Reported In 2015/2016 → 0
- 10) (a) Number of FY 2016 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2016 → 0
- 10) (b) Number of non-FY 2016 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2016 → 0
- 11) The amount paid to employees receiving LC § 4800/4850 benefits, not including the TD benefits they received. → 0
- 12) TD benefits paid to employees while they were receiving LC § 4800/4850 benefits. → 0

* Attach a List of ALL Open Indemnity Claims (by reporting location and by year) reported and with claims (in alphabetical order) → 5536-05-157-2016.pdf

State of California
Certification

CERTIFICATION

I declare under penalty of perjury that I have prepared or caused this report to be prepared and I have examined this liabilities report of this self insurer's worker's compensation liabilities. To the best of my knowledge and belief this report is true, correct and complete with respect to the worker's compensation liabilities incurred and paid. I further declare under the penalty of perjury that the estimates of future liability of worker's compensation claims made in this report reflect the administrator's best judgment as to the future liability of claims, using prevailing industry standards, and the signatory intends Self Insurance Plans to rely upon the representation.

First Name	M.I.	Last	Agency Name
<input type="text" value="Chris"/>	<input type="text"/>	<input type="text" value="Spencer"/>	<input type="text" value="Redwood Empire Schools' Insurance Group"/>

Address 1

City	State	Zip Code	E-mail Address
<input type="text" value="Windsor"/>	<input type="text" value="CA"/>	<input type="text" value="95492"/>	<input type="text" value="cspencer@resig.org"/>

Phone Number	FAX Number	Date	Signature (Type your Full Name)
<input type="text" value="707-836-0779 ex 114"/>	<input type="text" value="707-836-9479"/>	<input type="text" value="09/26/2016"/>	<input type="text" value="Christopher N. Spencer"/>

Person legally responsible for this Electronic Signature

Dear Shoreline Unified Board of Trustees:

The Shoreline Community Mentor Program (SCMP) is requesting approval for the College Visits Tour we will be conducting with our mentees this spring from March 5th to March 10th. We have chosen this week of school because it is the least disruptive to students and staff - during this week there will be two minimum days and one staff development day. In the following letter, we will outline the details of each college visit, the fiscal details of the tour, and the logistics of the overnight portion. The goal of our College Visits is to provide an all inclusive visitation to many of the colleges our students are interested in applying to but have never previously had the opportunity to visit. We want to show our students that attending these colleges is a possibility if they work hard in their academics.

Shoreline Community Mentor Program is designed to aide students in the college application process as well as aide in the daily demands of becoming college ready. For our program, students must meet *one* of the following requirements: first generation college student and socio-economically disadvantaged. All of our students must be A-G eligible.

Within our College Tours Trip, we will visit at least two colleges each day to ensure that our students are seeing a wide range of Universities of California's, Cal State Universities, and private colleges. Connie Marx and I (Becca Bishop) will be chaperoning the entirety of the college tours. We will drive down on *Sunday, March 5th* of 2017 to the city of Irvine. We will visit the following campuses:

- ❖ Monday, March 6th
 - > University of California, Irvine
 - > Chapman University
- ❖ Tuesday, March 7th
 - > University of California, Los Angeles
 - > Pepperdine University
 - > Loyola Marymount University
- ❖ Wednesday, March 8th
 - > University of California, Santa Barbara
 - > California State University, Cal Poly
- ❖ Thursday, March 9th
 - > California State University, San Jose
- ❖ Friday, March 10th
 - > Stanford University
 - > University of San Francisco

We will receive our funding from the College Readiness Block Grant, provided by the state, and from the Shoreline Community Mentor Program donations. Our list of expenses for the fourteen students and two chaperones includes:

- ❖ Charter Bus \$6600
- ❖ Hotel Rooms - Embassy Suites
 - \$5445 for five rooms each night
 - 1 room for Connie and me
 - 1 room for the bus driver
 - 1 room for 5 girls
 - 1 room for 5 boys
 - 1 room 4 girls
 - \$300 in parking
- ❖ Food
 - Breakfast is included with Embassy Suites
 - Lunches are provided by the colleges
 - Snack and dinners will be on us
 - Total = \$1200

Altogether, the cost of the trip should be around \$13,500.

Shoreline Community Mentor Program would greatly appreciate your approval for our College Tour Trip. We feel that the trip is an integral part of showcasing the advantageous nature of post-secondary education to our intelligent and mature students.

Sincerely,

Becca Bishop
Shoreline Community Mentor Program Coordinator
M.A. Education | School of Education
University of California, Davis - June 2015

B.A. English | College of Liberal Arts
Loyola Marymount University - June 2012

Subject: Board Meeting Live Video Update

Tuesday, November 08, 2016 11:14 AM

To: Board of Trustees, SUSD Community

From: Ryan Corrigan, Technology Support

Moving forward with a plan to broadcast board meetings live online

Phase 1: Begin "Beta" testing period

In the first phase, we begin broadcasting the next board meetings while working out potential issues with our setup. We encourage viewers to tune in to watch meetings, however please understand that there may be issues with the live feed while we work to improve the overall quality. Feedback during the testing phase is encouraged

During this time we will be working on

- Training
- Camera Placement/logistics
- Improving Video/Audio quality

At this point we are not ready to implement the chat feature. We want to focus first on getting a quality Video/Audio stream for viewers to watch at home. Chat will be discussed at a later phase.

Planned Purchases

- Microphone ~\$200
- Tripod \$100
- Streaming Service (Ustream) \$90/month

Superintendent's Goals 2016-17
Shoreline Unified School District

Specific goal	Metrics (Observables)	Attainability	Relevance	Timeline
<p>Design and share an Assessment data dashboard of data related to student achievement for the district</p>	<ul style="list-style-type: none"> • Dashboard shared at Board Meeting • Dashboard on Website 	<ul style="list-style-type: none"> • Benchmark assessments need to be developed. • CELDT, PFT, CAASPP data is all available. 	<ul style="list-style-type: none"> • Closely aligned to the first District Goal; student achievement 	<p>April, 2017</p>
<p>Develop existing common academic formative assessments for all schools</p>	<ul style="list-style-type: none"> • Writing Assessment in place • Math Assessment in place • Reading Assessment in place 	<ul style="list-style-type: none"> • MARS math problems of the month are in use at WMS, investigating use as benchmark assessments • Writing Assessment work was begun last year • Some limited reading assessments are in place • K-3 teachers meet in Data Planning Teams within the PK-3 MCF Grant 	<ul style="list-style-type: none"> • Supports the “academic dashboard” goal and the first District Goal 	<p>Writing and Math benchmarks by March of 2017 Reading benchmark by September, 2017</p>
<p>Design and share a Student Engagement dashboard of data related to student wellbeing for the district</p>	<ul style="list-style-type: none"> • Dashboard shared at Board Meeting • Dashboard on Website 	<ul style="list-style-type: none"> • Physical Fitness Tests completed for 5th and 7th grades • Healthy Kids Survey planned for January • Discussions at Leadership Team regarding other metrics 	<ul style="list-style-type: none"> • Supports the second District Goal, student engagement 	<p>April, 2017</p>

Hire a full time principal for Tomales and Bodega Bay Elementary Schools

- Principal hiring approved and principal starts July 1, 2017
- Discussions with parents and staff begun in fall, 2016
- Receiving calls from prospective candidates and colleagues currently
- Consulting Superintendents in Marin and Sonoma County regarding best practices
- Filling the position is a goal of the Board, as well as parent communities and staffs of TES, BBS

March, 2017

Develop and implement a plan to realize the recommendations of the District Student Wellness Advisory Committee.

- Wellness Committee meets regularly during the 2016-17 school year
- Wellness Committee generates goals and timelines for completion
- Wellness Committee held initial meeting for the year in October, 2016
- Wellness Committee goals in five areas are under consideration
- Community members in all attendance areas and staff from all school sites have expressed interest in student wellness
- TES has begun Zero Waste efforts with County of Marin

Spring, 2017

Update all Board Policies and Administrative Regulations, and make them available to the community in a meaningful and easily accessible manner

- Revised policies and administrative regulations are adopted by the Board of Trustees
- A process to continually update and revise policies and regulations is in place and functioning
- Quote from CSBA received
- Superintendent has done this in two previous districts
- Many BP have already been developed that reflect unique SUSD perspectives and situations
- Policies have not been updated in three years
- District is liable for enforcing laws and court decisions, even if they are not reflected in BP or AR

Spring 2017

Develop and implement a District Communication

- New, easier to navigate, website for
- Information has been collected for current
- The District website has been graded

March, 2017

<p>Plan that includes utilization of social media, redesign of the District Website, and a regular hard and electronic copy District Bulletin for parents and community members.</p>	<p>the District and sites</p> <ul style="list-style-type: none"> Facebook pages for District and all school sites, with regular updates. Twitter accounts for strategic District employees 	<p>website</p> <ul style="list-style-type: none"> THS students will research other District websites SUSD Twitter account has been established Facebook is a familiar platform for most folks 	<p>poorly by Marin Grand Jury</p> <ul style="list-style-type: none"> "Pirate" FB page for TES was active last year Board has expressed the desire to build a positive public perception 	
<p>Develop and distribute a public calendar of Board topics and actions</p>	<ul style="list-style-type: none"> Board Calendar adopted by Board Board Calendar posted on District Website and various locations throughout the District 	<ul style="list-style-type: none"> Model Board Calendar was shared at the Board Self-Evaluation retreat Ongoing Board topics can be culled from past Board Meeting agendas 	<ul style="list-style-type: none"> Supports Board Goal to improve communication with community Assists in planning Board meetings 	<p>December, 2016</p>

Marin County Adult Education Consortium
Adult Education Block Grant Governance Committee
Agenda
November 9, 2016

Meeting Time: 1:30-3:30 pm

Meeting Place: Marin County Office of Education, Board Room

1. Roll Call Attendance
2. Approval of current agenda and minutes from prior meetings
 - a. Minutes from October 5, 2016

3. Public Comment

The public may address the Governance Committee about issues that are not contained in the agenda. Speakers are limited to three minutes each. Under the law, Committee Members are not allowed to take action on matters that are not on the agenda. There will be time for members of the public to speak to the Committee regarding items on the agenda during the scheduled item.

4. Consent Items

- a. 2015-16 Member Expenditures Report Review & Submission
- b. Members to provide FA/COM with biannual expenditures in 2016-17
 - **Reporting Period: July 1, 2016 – December 31, 2016 Report Due: 1/15/17**
 - **Reporting Period: January 1, 2017 – June 30, 2017 Report Due: 7/15/17**
- c. Shoreline Unified School District membership update – Katheryn
- d. Bay Region Adult Education Consortia Collaborative Letter of Commitment - Katheryn
- e. Other routine items

5. Information Reports:

- a. AEBG Outreach Coordinator update - Kathy
- b. Member and Partner program updates - All
- c. Professional development opportunities – All
 - September 22, 2016: EMSI Training, Napa – training notes
 - October 6, 2016: BACCC AEBG, Hayward – conference notes/priorities identified
 - October 22, 2016: HTEC, De Anza College, Cupertino, CA – conference notes
 - October 29-30, 2016: COABE Virtual Training – training notes
 - November 1-2, 2016: AEBG Summit – conference notes
 - November 8-11, 2016: AAACE Albuquerque, NM (Am. Assoc. for Adult & Continuing Ed)
 - December 5-7, 2017: HiSET Conference, The Farimont, San Francisco, \$250 plus hotel
 - April 3-5, 2017: COABE – Orlando, Florida
 - October 30-November 3, 2017 AAACE, Memphis, TN
 - California Council on Adult Education – quarterly mtgs at Mt. Diablo Adult School

- CALPRO, OTAN, CASAS, Technology
 - Other Consortia PD ideas (regional meetings, online PD - LINC Online Learning, www.trainup.com, www.elearningpd.worlded.org)
- d. Regional Program Managers update, Nov 1-2 conference notes – Jaemi, Kathy,
e. Legislative updates – All

6. Action Items

- a. COM Addendum review and discussion (including 45-day disbursement) – COM
- b. Member review 2015-16 carryover funding report – COM
- c. Member discussion 2016-17 funding needs
- d. New voting members of consortium
- e. Data report review and discussion – due in December

7. 2016-17 Student Data & Outcome Collection Reporting & Regional Needs

- a. What supports are needed for members to collect program participant data?
- b. Super Region Efforts, Marin Consortium participation – Katheryn
- c. Report back on what other consortium are using for data collection tools – Priscilla (WIOA Title II National Reporting System)

8. Regional Subcontracting

- a. Continue discussion on process for partners subcontracting with Marin Consortium which may include timeline for collecting proposals, review, member capacity to partner – Priscilla (research of other consortia practices)

9. Marin AEBG Newsletter – Kathy (Recipients – email names to? Clerical support for task?)

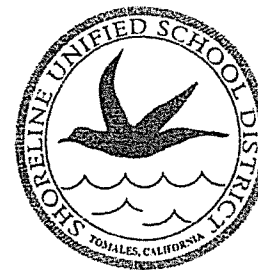
10. Adjourn

Included:

10/5/16 Meeting Minutes (COM)
Signed BACCC Consortia Collaborative Letter of Commitment
Marin AEBG Program Outreach and Support Monthly Report (Kathy)
Draft Community Partner Profile (Kathy)
AEBG Legislation Report (COM)
Addendum for Distribution of Funds (COM)
Marin Consortium 2015-16 Fiscal Expenditures and Carry-Over Report (COM)
Shoreline Resolution
Data Report (Kathy)
Newsletter draft (Kathy)

SHORELINE UNIFIED SCHOOL DISTRICT

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



Date: November 8th, 2016

To: Bob Raines, Superintendent

From: Bruce Abbott, Chief Business Official

Subject: FCMAT Organizational and Staffing review Business Functions

During 2015-16 the Shoreline Unified School District Board of Trustees determined that given the number of new staff in the district office that a review of the business functions would be helpful. In April 2016, the district entered into an agreement with FCMAT to review the central office business department's organization and staff. Specifically, the study agreement states that FCMAT will complete the following:

1. Conduct an organizational and staffing review of the district's Business Department for all positions. This includes the chief business official, the district clerk, accounting/payroll clerk, and activities and duties of the district secretary that relate to the business office.
2. Evaluate current workflow and distribution of functions in the department, and make recommendations for improved efficiency, if any.
3. Review internal controls, operational processes and procedures for the business department and make recommendations for improved efficiency, if any, in the following areas:
 - Purchasing
 - Accounts Payable
 - Accounts Receivable
 - Payroll
 - Position Control
 - Cash Reconciliation and related journal entries
4. Review job descriptions for all positions, interview staff and make recommendations for staffing improvements

The FCMAT team visited the district on August 8-9, 2016 and produced the attached report. The report's recommendations were organized in the following sections.

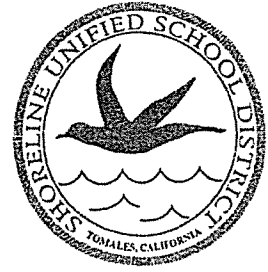
- Control Environment Recommendations
- Risk Assessment Recommendations
- Control Activities Recommendations
- Information and Communication Recommendations
- Monitoring Activities Recommendations

Following are the recommendation and our planed actions.

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 (707) 878-2286 FAX: 878-2787	WEST MARIN ELEMENTARY (415) 663-1014 FAX: 663-8558	INVERNESS PRIMARY (415) 669-1018 FAX: 669-1581 TRANSPORTATION (707) 878-2221
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SHORELINE UNIFIED SCHOOL DISTRICT

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Control Environment Recommendations

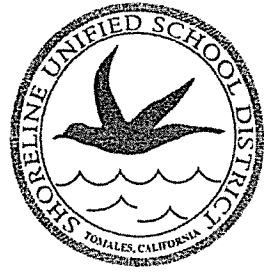
The district should:

1. Create an organizational chart identifying all district office positions and the chain of command.
Response: Desk procedures will be developed for the 3 major positions impacted; the AP desk, the Payroll/Benefits desk and the budget and reporting desk. These procedures will be based on the new processes to be developed with the introduction of an online procurement systems and a position control system.
2. Consider increasing the district secretary and personnel position to a 1.0 FTE with the goal of eliminating overtime for the position.
Response: Two factors drove a majority of this overtime. The district until the 2016-17 school year had a part time superintendent when a full time superintendent was hired. A significant amount of the recent overtime related to this position occurred with the training of the new payroll clerk. With an established desk top manual this amount of effort is not expected in the future.
3. Implement planned abandonment by systematically evaluating tasks to determine whether they are still relevant and essential to the district's core mission.
Response: With the introduction of an online procurement systems and a position control system current processes will be reviewed for need and efficiency.
4. Direct all district office staff to develop a desk manual that includes daily procedures and an outline of all regular duties for their positions.
Response: See answer to Recommendation 1.
5. Assign management to establish directives and guidance to enable all personnel to understand and carry out their responsibilities.
Response: See answer to Recommendation 1.
6. Identify ways to hold individuals accountable for performance of internal control responsibilities throughout the organization.
Response: With the completion of the desk top manuals job descriptions will be reviewed and any needed changes will be recommended. These job descriptions will address expectations on performance.
7. Use technology when available and establish processes to assign responsibility and segregate duties as necessary at all levels within the organization.
Response: With the introduction of an online procurement system and a position control system work flows which will establish responsibilities and segmentation of duties will be reviewed.
8. Establish policies and practices that reflect expectations of knowledge and ability.
Response: See answer to Recommendation 1.

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SHORELINE UNIFIED SCHOOL DISTRICT

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



Risk Assessment Recommendations

The district should:

1. Include sufficient detail in the annual budget to identify variances and determine whether financial goals are achieved. Material variances should be investigated proactively to identify any changes that may increase the risk of misstatement.
Response: In 2016-17 a standard set of board financial statements will be developed that will provide the board with sufficient detail to properly identify material variances and show how expenses are mapped and spent per the district LCAP.
2. Train finance personnel to identify and manage risks in financial reporting, including, but not limited to, purchasing, payroll, banking and inventory control.
Response: The desk top manuals will address required steps to ensure risk management in the separate functional areas, AP, Payroll, Benefits, Budgeting, and Reporting.
3. Establish a process to periodically review the system to determine how any changes that have occurred affect the need to manage risk.
Response: Working with our auditor the district will ensure that any changes have an appropriate risk review.

Control Activities Recommendations

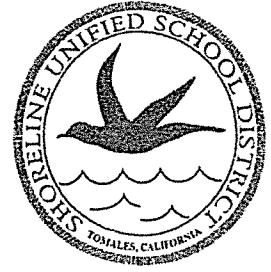
The district should:

1. Fully implement the QCC online purchasing module and QCC position control module.
Response: The district will implement online procurement and position control module starting in 2016-17.
2. Prepare and distribute a purchasing handbook to all staff responsible for any aspect of the purchasing process. The purchasing handbook should explain in detail the district's guideline for purchasing and consequences for staff that circumvent the process.
Response: As part of the implementation of an online procurement system purchasing procedures will be developed. All purchasing policies will also be reviewed and updated as needed.
3. Assign invoicing to the payroll/HR clerk. Receipting, which includes collection of cash receipts (cash, checks, wire transfers, credit cards and electronic deposits), should be assigned to the district, and the district secretary and personnel should deposit cash receipts with the bank. The chief business official should perform bank reconciliations and should not be involved with any other duties.
Response: As part of the development of the desk top manuals all functions will be reviewed for proper controls and efficiencies.

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SHORELINE UNIFIED SCHOOL DISTRICT

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



4. Limit access to the vendor database, and assign the purchasing function to the payroll/HR clerk. The district clerk should process approved invoices for payment. The CBO should review check/warrant registers and approve them prior to processing.

Response: See answer to Recommendations 3. Currently the CBO reviews and approves all AP batches.

5. Periodically compare internal reports to the budget and investigate the variances.

Response: See answer to Risk Assessment Recommendation 1.

Information and Communication Recommendations

The district should:

1. Ensure that all personnel have board approved job descriptions.

Response: See answer to Control Environment Recommendation 6.

2. Require employees to follow district protocol and the authorized chain of command

Response: While this is currently expected improved automation, procedures and documentation will improve controls.

3. Use intranet or internet sites to communicate important information to employees, the governing board and the public.

Response: The district web site will be upgraded in 2016-17. These requirements will be included.

4. Adopt and utilize the most recent version of the California Association of School Business Officials (CASBO) Records Retention Manual.

Response: The CASBO manual has and will continue to be utilized.

Monitoring Activities Recommendations

The district should:

1. During supervision and evaluation of employees, utilize opportunities to make them aware of issues associated with internal controls as they relate to an employee's duties. This provides an opportunity to measure effectiveness of the controls and to communicate expectations.

Response: Internal controls will be imbedded in job descriptions and desk top manuals. These will be discussed during performance assessment and departmental meetings.

2. Investigate employee comments on the accuracy of payroll checks and inquiries from vendors about the accuracy of payments made on invoices.

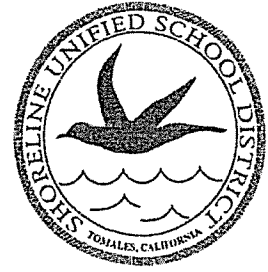
Response: All communications on accuracy of payroll and AP are given highest priority and addressed ASAP.

3. Hold periodic meetings with district office personnel to identify issues affecting the quality and timeliness of the key control activities identified above.

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SHORELINE UNIFIED SCHOOL DISTRICT

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



Response: District now holds monthly meetings of all district office staff. Issues with timeliness and control are discussed as needed.

4. Provide management with access to view reports in the financial system and encourage the review of revenues, expenditures and budget to the final year end. Ensure that no single employee has custody of an asset or process from start to finish.

Response: See answer to Risk Assessment Recommendation 1 for reports. For control of assets and process, the development of desk top manuals will address these areas.

5. Cross-train at least one position for every task performed by personnel in the office.

Response: With the completion of desk top manuals, the basis for ongoing cross training will be established. This will commence in 2017-18.

6. Evaluate whether the district clerk position should be increased to 1.0 FTE to accommodate required cross-training.

Response: With the introduction on new systems and procedures the current workload and staffing will be reviewed. Any needed changes will be brought to the board for review and approval.

TOMALES ELEMENTARY	BODEGA BAY ELEMENTARY	TOMALES HIGH SCHOOL	WEST MARIN ELEMENTARY	INVERNESS PRIMARY
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		(707) 878-2286		TRANSPORTATION
		FAX: 878-2787		(707) 878-2221

Shoreline Unified School District

Organization/Staffing Review

October 14, 2016



Joel D. Montero
Chief Executive Officer



FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

October 14, 2016

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

Dear Superintendent Raines:

In April 2016, the district entered into an agreement with FCMAT to review the central office business department's organization and staff. Specifically, the study agreement states that FCMAT will complete the following:

1. Conduct an organizational and staffing review of the district's Business Department for all positions. This includes the chief business official, the district clerk, accounting/payroll clerk, and activities and duties of the district secretary that relate to the business office.
2. Evaluate current workflow and distribution of functions in the department, and make recommendations for improved efficiency, if any.
3. Review internal controls, operational processes and procedures for the business department and make recommendations for improved efficiency, if any, in the following areas:
 - Purchasing
 - Accounts Payable
 - Accounts Receivable
 - Payroll
 - Position Control
 - Cash Reconciliation and related journal entries
4. Review job descriptions for all positions, interview staff and make recommendations for staffing improvements

FCMAT

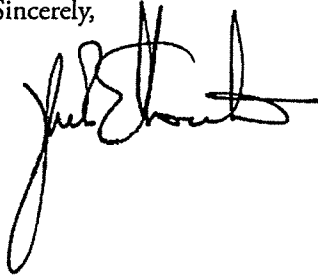
Joel D. Montero, Chief Executive Officer

1300 17th Street - City Centre, Bakersfield, CA 93301-4533 • Telephone 661-636-4611 • Fax 661-636-4647
755 Baywood Drive, 2nd Floor, Petaluma, CA 94954 • Telephone: 707-775-2850 • Fax: 707-636-4647 • www.fcmat.org
Administrative Agent: Christine L. Frazier - Office of Kern County Superintendent of Schools

This report contains the study team's findings and recommendations.

We appreciate the opportunity to serve you and we extend our thanks to all the staff of the Shoreline Unified School District for their cooperation and assistance during fieldwork.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel D. Montero". The signature is fluid and cursive, with a large loop at the end of the last name.

Joel D. Montero
Chief Executive Officer

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About FCMAT

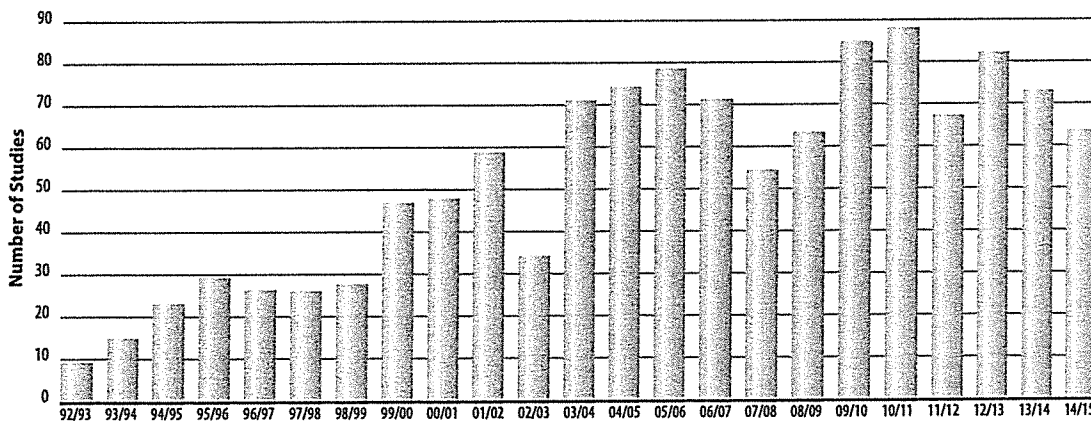
FCMAT’s primary mission is to assist California’s local K-14 educational agencies to identify, prevent, and resolve financial, human resources and data management challenges. FCMAT provides fiscal and data management assistance, professional development training, product development and other related school business and data services. FCMAT’s fiscal and management assistance services are used not just to help avert fiscal crisis, but to promote sound financial practices, support the training and development of chief business officials and help to create efficient organizational operations. FCMAT’s data management services are used to help local educational agencies (LEAs) meet state reporting responsibilities, improve data quality, and inform instructional program decisions.

FCMAT may be requested to provide fiscal crisis or management assistance by a school district, charter school, community college, county office of education, the state Superintendent of Public Instruction, or the Legislature.

When a request or assignment is received, FCMAT assembles a study team that works closely with the LEA to define the scope of work, conduct on-site fieldwork and provide a written report with findings and recommendations to help resolve issues, overcome challenges and plan for the future.

FCMAT has continued to make adjustments in the types of support provided based on the changing dynamics of K-14 LEAs and the implementation of major educational reforms.

Studies by Fiscal Year



FCMAT also develops and provides numerous publications, software tools, workshops and professional development opportunities to help LEAs operate more effectively and fulfill their fiscal oversight and data management responsibilities. The California School Information Services (CSIS) division of FCMAT assists the California Department of Education with the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS) and also maintains DataGate, the FCMAT/CSIS software LEAs use for CSIS services. FCMAT was created by Assembly Bill (AB) 1200 in 1992 to assist LEAs to meet and sustain their financial obligations. AB 107 in 1997 charged FCMAT with responsibility for CSIS and its statewide data management work. AB 1115 in 1999 codified CSIS’ mission.

AB 1200 is also a statewide plan for county offices of education and school districts to work together locally to improve fiscal procedures and accountability standards. AB 2756 (2004) provides specific responsibilities to FCMAT with regard to districts that have received emergency state loans.

In January 2006, Senate Bill 430 (charter schools) and AB 1366 (community colleges) became law and expanded FCMAT's services to those types of LEAs.

Since 1992, FCMAT has been engaged to perform more than 1,000 reviews for LEAs, including school districts, county offices of education, charter schools and community colleges. The Kern County Superintendent of Schools is the administrative agent for FCMAT. The team is led by Joel D. Montero, Chief Executive Officer, with funding derived through appropriations in the state budget and a modest fee schedule for charges to requesting agencies.

Introduction

Background

The Shoreline Unified School District serves the counties of West Marin and Sonoma, stretching from the towns of Point Reyes Station and Inverness along Tomales Bay north past Bodega Bay to the mouth of the Russian River.

The district serves a total of approximately 500 students and consists of four elementary schools; Bodega Bay School (K-5), Inverness School (K-1), Tomales Elementary School (K-8) and West Marin School (2-8); and one comprehensive high school, Tomales High School. The district geographically encompasses more than 230 square miles, and 80 percent of its students receive transportation services.

Shoreline Unified is a basic aid district, meaning the district's local property taxes exceed the amount it would receive in state aid under the Local Control Funding Formula (LCFF).

Study Guidelines

FCMAT visited the district on August 8 - 9, 2016 to conduct interviews, collect data and review documents. This report is the result of those activities and is divided into the following sections:

- I. Executive Summary
- II. Organizational Structure
- III. Control Environment
- IV. Risk Assessment
- V. Control Activities
- IV. Information and Communication
- V. Monitoring Activities
- VI. Appendix

Study Team

The study team was composed of the following members:

Eric D. Smith, MPA
FCMAT Fiscal Intervention Specialist
Templeton, CA

Leigh Ann Blessing*
Executive Director
Alameda County Office of Education
Hayward, CA

Leonel Martínez
FCMAT Technical Writer
Bakersfield, CA

*As a member of this study team, this consultant was not representing her respective employer but was working solely as an independent contractor for FCMAT.

Executive Summary

FCMAT conducted an organizational and staffing review to provide the governing board and district administration with an independent and external review of its district office to identify areas of redundancy, improper segregation of duties between departments, and inappropriate staffing levels based on industry standards.

The district office lacks an up-to-date organizational chart. This document is necessary to identify the chain of command and the responsibility for functional areas for each staff member. District office job descriptions also lack a consistent format, and in some cases do not exist. Most do not include working conditions, and some do not indicate the position's required knowledge and abilities or essential functions. The best practice is to have current job descriptions that include working conditions, required knowledge and abilities and the job's essential functions.

The district should formally adopt uniform purchasing policies and procedures and implement the online purchasing module contained in the Quintessential School Systems Control Center (QCC) financial system. Similarly, the district should implement QCC's position control module so that the financial system's position control and budget functions are integrated.

The district should adopt and use the most recent edition of the California Association of School Business Officials Records Retention Manual. In doing so, the district should evaluate what can be purged and retained on site, either in paper or electronic format.

The district should segregate the accounts payable function from the purchasing function by reassigning purchasing from the district clerk to the payroll/HR clerk, thus strengthening internal controls. Similarly, the district should distribute the accounts receivable function across three central office employees, by assigning invoicing to the payroll/HR clerk, receipting to the district clerk and deposits to the district secretary and personnel. The chief business official should be responsible for reconciliations.

Findings and Recommendations

Organizational Structure

Many school districts have vertical hierarchical organizational structures where working groups are formed based on the functions performed. This type of structure promotes functional efficiency, but can hinder communication and workflow between other departments. Horizontal hierarchical structures, on the other hand, encourage more collaborative environments with a greater focus on process than specific functions. Smaller school districts use a combination of both structures in which senior managers oversee multiple departments; however, this type of structure necessitates stronger internal control procedures to prevent management from overriding internal controls.

All school district should be staffed according to the basic theories of organizational structure used in other school agencies of similar size and type. The most common of these theories are span of control; chain of command; and line and staff authority.

Span of Control

Span of control refers to the number of subordinates reporting directly to a supervisor. While there is no agreed upon ideal number of subordinates for span of control, the span can be larger at lower levels of an organization than at higher levels since subordinates at lower levels typically perform more routine duties, and therefore can be more effectively supervised.

Chain of Command

Chain of command refers to the flow of authority within an organization. Chain of command is characterized by two guiding principles. The first is unity of command, where a subordinate is only accountable to one supervisor. The second is the scalar principle, where subordinates at every level within the organization follow the chain of command and only communicate through their immediate supervisor. As a result, a hierarchical division of labor is established in the organization.

Line and Staff Authority

The organizational structure of local school agencies reflects both line and staff authority. Line authority is the relationship between supervisors and subordinates, and refers to the direct line in the chain of command. For example, the district superintendent has direct line authority over the chief business officer and the chief business officer has direct line authority over the business office and so on. Conversely, staff authority is advisory in nature. Staff personnel do not have the authority to make and implement policy decisions. Rather, they act in support roles to line personnel.

A schools district's organizational structure establishes the framework and the delegation of specific responsibilities and duties for all staff members. The district's district office is staffed with one full-time equivalent (FTE) chief business official (CBO), a .75 FTE district clerk, a 1.0 FTE payroll/HR clerk and a .75 FTE district secretary and personnel.

FCMAT's review found that the district office lacks an up-to-date organizational chart. An organizational chart is important because it shows the structure and the relationship of all positions. This document is also necessary to identify the chain of command and the responsibility for functional areas for each staff member.

The district has a history of decreasing the number of district office staff to point where they can no longer carry out essential school business operations. Although the district has tried to compensate for the loss of full-time equivalents by trying to reassign tasks from one FTE to another, this practice becomes counterproductive at some point. For example, the .75 district secretary and personnel has worked an average of 324 hours of overtime for the last six years, at a cost of roughly \$14,000 per year. Since the position is already entitled to full health and welfare benefits, it would be more cost-effective to reclassify the position to a 1.0 FTE rather than continuing to pay the related overtime.

The district also would greatly benefit from implementing the management principle espoused by Peter Drucker and known as planned abandonment, which involves systematically evaluating tasks to determine whether they are still relevant. This would allow the department to comprehensively assess its functions and determine whether any can be replaced by new initiatives that are priorities. Any organization or department has a limit to what it can manage. Unless the department's resources increase, it should use planned abandonment to increase organizational capacity.

Internal Controls

Internal controls are the processes that create checks and balances to safeguard assets and are a benefit in all areas of the district office. When a system of internal controls is set up using segregation of duties, no one person has complete responsibility or knowledge of an operation from initiation to reconciliation. This is a benefit for many reasons as it can help detect errors, omissions or duplications. The effectiveness of internal controls is affected by the availability and quality of information used to monitor the organization's operations, the effects of the social environment on employees, and the policies and procedures that guide the organization. Internal controls provide an opportunity to monitor and measure an organization's assets and resources and help protect those assets from misappropriation, abuse, or fraud.

Internal controls should be set up in all educational agencies to accomplish the following:

1. Help identify and correct inefficient processes.
2. Comply with state and federal regulations.
3. Prevent management from overriding internal controls.
4. Assure the governing board that the internal control system is sound.
5. Educate employees on the utilization and expectations of proper internal controls.

Internal control has five components that work together:

- Control environment
- Risk assessment
- Control activities
- Information and communication
- Monitoring activities

The methods implemented to address the components of internal control must be scaled to accommodate an organization's staffing, structure, programs and resources. The objectives of the five components are described below along with recommendations for implementation.

Control Environment

The control environment is the structures, processes and standards that are set to provide a basis for carrying out the internal control process. It includes the management and governance functions and the tone, awareness and actions of senior management. Expectations are set here and can flow throughout all levels of the organization. The strength of the internal control environment is influenced by many factors including organizational values and history, management philosophy and operating style, organizational structure or configuration, assignment of authority and responsibility and employee expertise and proficiency.

During its review, FCMAT found that district office staff has no desk manuals for any of its positions. Desk manuals should be created that include step-by-step procedures for all business-related job duties. This will designate each position's responsibilities to ensure that internal control procedures are followed. The desk manuals create consistency of application and are extremely helpful for training of new staff and performing duties as a backup. In addition, they help preserve institutional knowledge and document and monitor segregation of duties. Desk manuals also provide guidance to personnel to understand and carry out their responsibilities and to identify ways to hold individuals accountable for performance of internal control responsibilities throughout the organization. The district should also update the 4000s series of board policies to reflect the knowledge and abilities required of district staff placed in positions with internal control responsibilities.

Lastly, the district should use technology when available to assign responsibility and segregate duties as necessary at all levels within the organization. This can be done through the use of the district's financial reporting system.

Recommendations

The district should:

1. Create an organizational chart identifying all district office positions and the chain of command.
2. Consider increasing the district secretary and personnel position to a 1.0 FTE with the goal of eliminating overtime for the position.
3. Implement planned abandonment by systematically evaluating tasks to determine whether they are still relevant and essential to the district's core mission.
4. Direct all district office staff to develop a desk manual that includes daily procedures and an outline of all regular duties for their positions.
5. Assign management to establish directives and guidance to enable all personnel to understand and carry out their responsibilities.
6. Identify ways to hold individuals accountable for performance of internal control responsibilities throughout the organization.
7. Use technology when available and establish processes to assign responsibility and segregate duties as necessary at all levels within the organization.
8. Establish policies and practices that reflect expectations of knowledge and ability.

Risk Assessment

Risk assessment identifies and analyzes the risks that the organization will not achieve its objective of accurate financial information. This may include errors, violation of district policy, fraud or noncompliance. Risk assessment is an ongoing process of identification and analysis.

Many areas in the district office operations are vulnerable to risk. Weaknesses in segregation of duties in banking, purchasing, payroll, budgeting and inventory present greater risk to district office operations.

Recommendations

The district should:

1. Include sufficient detail in the annual budget to identify variances and determine whether financial goals are achieved. Material variances should be investigated proactively to identify any changes that may increase the risk of misstatement.
2. Train finance personnel to identify and manage risks in financial reporting, including, but not limited to, purchasing, payroll, banking and inventory control.
3. Establish a process to periodically review the system to determine how any changes that have occurred affect the need to manage risk.

Control Activities

Control activities are the policies and procedures that help ensure that management directives are carried out in the organization. Some common control activities include performance reviews, authorization, physical controls and segregation of duties.

The district has not fully implemented the online purchasing module included in the QCC financial system. The district clerk keeps track of the purchase orders in a three-ring binder, and the approval process is a manual one that is not integrated with the financial system. Using the financial system for purchasing would allow for greater visibility of the process throughout the district, greater efficiencies, and an integrated authorization process. The district has discussed this feature and is considering its implementation.

No formal purchasing policies or guidelines have been implemented, and evidence indicates that sound purchasing practices are circumvented. In one instance, FCMAT identified several confirming requisitions that were received after the district's purchasing cutoff date. In another, evidence suggests a site principal had district materials and equipment delivered to his private residence.

The purchasing and accounts payable function, and those of the accounts receivable function, are not segregated. The district clerk can set up a vendor, create a purchase order and pay an invoice against the purchase order. Assignments should be reviewed to ensure a proper segregation of duties exists, and that checks and balance are in place to protect the district and its assets. Although the district clerk creates purchase orders based on approved manual requisitions, the potential for the clerk to both create and pay against a purchase order exists. This internal control weakness will be eliminated when the district implements the QCC online purchasing system and specific approval paths for purchase orders are established in the financial system.

The QCC financial system also has a position control component that is not utilized. The chief business official (CBO) manages board-authorized positions using a set of Excel spreadsheets. Keeping these spreadsheets up to date is time consuming, and the risk of human error greatly increases. In addition, these documents are not integrated with the payroll or budget system, so keeping all three up to date can be difficult.

A single position control system that is used by budget, payroll and personnel services staff would eliminate duplication of work and make budget development and monitoring more effective and accurate. Sufficient training and use of the QCC position control module would also eliminate the need for spreadsheets and make available more timely information for the district and its program managers.

Budgets are not static. Projected revenues, expenditures and ending balances change during the year for various reasons, such as modifications in state and federal funding, changes in staffing, and unanticipated operating expenses. Maintaining a budget that accurately reflects the district's current financial condition is essential because it enables a district to take appropriate actions to ensure program quality and fiscal stability throughout the fiscal year. This includes periodically compare internal reports to the budget and investigate the variances.

Because the district lacks an integrated financial system and therefore timely financial information, the CBO must determine any necessary adjustments to revenue and expenditures and communicate these adjustments to the board in a timely manner so that budget transfer and/or revisions can be approved and entered into the accounting system.

Recommendations

The district should:

1. Fully implement the QCC online purchasing module and QCC position control module.
2. Prepare and distribute a purchasing handbook to all staff responsible for any aspect of the purchasing process. The purchasing handbook should explain in detail the district's guideline for purchasing and consequences for staff that circumvent the process.
3. Assign invoicing to the payroll/HR clerk. Receipting, which includes collection of cash receipts (cash, checks, wire transfers, credit cards and electronic deposits), should be assigned to the district clerk, and the district secretary and personnel should deposit cash receipts with the bank. The chief business official should perform bank reconciliations and should not be involved with any other duties.
4. Limit access to the vendor database, and assign the purchasing function to the payroll/HR clerk. The district clerk should process approved invoices for payment. The CBO should review check/warrant registers and approve them prior to processing.
5. Periodically compare internal reports to the budget and investigate the variances.

Information and Communication

Management obtains or creates and uses relevant information from internal and external sources to support the functioning of other internal-control components. Communication is the process of continually obtaining, providing and sharing information. Internal communication should be disseminated throughout the organization through the chain of command, flowing up, down and across all levels. In this way, management can communicate the importance of internal controls. Internal communication can be carried out through group meetings, face to face dialogue or through the use of technology, such as the use of intranet sites or emails. External communication enables relevant external information to be brought into the organization and provides information to external parties in response to requests or requirements.

The district office lacks an up-to-date organizational chart. This document is necessary to identify the chain of command and the responsibility for functional areas for each staff member. An up to date organizational also reinforces the principle of unity of command where employees are only directed and evaluated by a single supervisor.

The district office job descriptions lack a consistent format, and in some cases do not exist. Most do not include working conditions, and some do not indicate the position's required knowledge and abilities or essential functions. The best practice is to have current job descriptions that include working conditions, required knowledge and abilities and the job's essential functions.

During FCMAT fieldwork, staff members regularly duplicated and filed most district office information. The district office is not required to keep records of all transactions. The district should adopt and use the most recent edition of the California Association of School Business Officials Records Retention Manual. In doing so, the district should evaluate what can be purged and retained on site, either in paper or electronic format.

Recommendations

The district should:

1. Ensure that all personnel have board approved job descriptions.
2. Require employees to follow district protocol and the authorized chain of command.
3. Use intranet or internet sites to communicate important information to employees, the governing board and the public.
4. Adopt and utilize the most recent version of the California Association of School Business Officials (CASBO) Records Retention Manual.

Monitoring Activities

Monitoring involves evaluating the effectiveness of controls on an ongoing basis and making adjustments or corrections when necessary.

Most people in an organization are responsible for internal control in some capacity because almost everyone either produces information used by the internal control system or is responsible for taking actions to implement internal controls. School administrators, governing board members and auditors have additional responsibility to ensure an organization's internal controls are effective.

As the organization's leader and chief executive, the superintendent sets the organizational tone influencing all activities and decisions and developing the internal control mindset of its employees.

The CBO is responsible for integrating all five internal control components in the district's administrative system. The administrative team provides leadership and direction to managers and provides feedback on their internal control decisions. Managers are responsible for assigning specific internal control policies and procedures, control activities and monitoring to appropriate personnel.

The governing board works as a group to provide governance, guidance and oversight. Individual board members enhance the control environment when they are inquisitive, free from bias, informed and conduct themselves in an ethical manner.

Independent auditors determine if the controls used are properly designed and implemented and work effectively. They also make recommendations for improvement; however, this should never be the only method of monitoring internal controls.

To enhance the district's ability to effectively implement the five components of internal control, the following basic concepts should be used:

Staff cross-training – More than one employee should be able to perform each job. Staff members should be required to use accrued vacation time and another staff member should be able to perform those duties. Inadequate cross-training is often a problem regardless of the size of the organization.

Segregation of Duties – Adequate internal accounting procedures must be implemented. No single employee should have custody of an asset such as cash and maintain the records for the transactions. There should be no process where a single employee handles a process from start to finish.

Several changes in the district office personnel demonstrate the need to document processes and procedures and to cross-train staff. Cross training in a very small district can be difficult; however at least one additional employee should be trained for each position so that the district will have adequate coverage in the event of an illness, vacation or resignation. This will allow the district to continue operations without interruption.

An effective internal control system provides for the management of significant risk and monitoring the reliability and integrity of the financial system.

Recommendations

The district should:

1. During supervision and evaluation of employees, utilize opportunities to make them aware of issues associated with internal controls as they relate to an employee's duties. This provides an opportunity to measure effectiveness of the controls and to communicate expectations.
2. Investigate employee comments on the accuracy of payroll checks and inquiries from vendors about the accuracy of payments made on invoices.
3. Hold periodic meetings with district office personnel to identify issues affecting the quality and timeliness of the key control activities identified above.
4. Provide management with access to view reports in the financial system and encourage the review of revenues, expenditures and budget to the final year end. Ensure that no single employee has custody of an asset or process from start to finish.
5. Cross-train at least one position for every task performed by personnel in the office.
6. Evaluate whether the district clerk position should be increased to 1.0 FTE to accommodate required cross-training.

Appendix

A. Study Agreement

Appendix A – Study Agreement

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM STUDY AGREEMENT March 9, 2016

The Fiscal Crisis and Management Assistance Team (FCMAT), hereinafter referred to as the team, and the Shoreline Unified School District, hereinafter referred to as the district, mutually agree as follows:

1. BASIS OF AGREEMENT

The team provides a variety of services to local education agencies (LEAs). The district has requested that the team assign professionals to study specific aspects of the district's operations. These professionals may include staff of the team, county offices of education, the California State Department of Education, school districts, or private contractors. All work shall be performed in accordance with the terms and conditions of this agreement.

In keeping with the provisions of Assembly Bill 1200, the county superintendent will be notified of this agreement between the district and FCMAT and will receive a copy of the final report. The final report will also be published on the FCMAT website.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

1. Conduct an organizational and staffing review of the district's Business Department for all positions. This includes the chief business official, the district clerk, accounting/payroll clerk, and activities and duties of the district secretary that relate to the business office.
2. Evaluate current work flow and distribution of functions in the department, and make recommendations for improved efficiency, if any.

3. Review internal controls, operational processes and procedures for the business department and make recommendations for improved efficiency, if any, in the following areas:
 - Purchasing
 - Accounts Payable
 - Accounts Receivable
 - Payroll
 - Position Control
 - Cash Reconciliation and related journal entries
4. Review job descriptions for all positions, interview staff, and make recommendations for staffing improvements or reductions, if any.

B. Services and Products to be Provided

1. Orientation Meeting - The team will conduct an orientation session at the district to brief district management and supervisory personnel on the team's procedures and the purpose and schedule of the study.
2. On-site Review - The team will conduct an on-site review at the district office and at school sites if necessary.
3. Exit Meeting - The team will hold an exit meeting at the conclusion of the on-site review to inform the district of significant findings and recommendations to that point.
4. Exit Letter – Approximately 10 days after the exit meeting, the team will issue an exit letter briefly memorializing the topics discussed in the exit meeting.
5. Draft Report - Electronic copies of a preliminary draft report will be delivered to the district's administration for review and comment.
6. Final Report - Electronic copies of the final report will be delivered to the district's administration and to the county superintendent following completion of the review. Printed copies are available from FCMAT upon request.
7. Follow-Up Support – If requested by the district within six to 12 months after completion of the study, FCMAT will return to the district at no cost to assess the district's progress in implementing the recommendations included in the report. Progress in implementing the recommendations will be documented to the district in a FCMAT management letter. FCMAT will work with the district on a mutually convenient time to return for follow-up support that is no sooner than eight months and no longer than 18 months after completion of the study.

3. PROJECT PERSONNEL

The study team will be supervised by Michael H. Fine, Chief Administrative Officer, Fiscal Crisis and Management Assistance Team, Kern County Superintendent of Schools Office. The study team may also include:

- | | |
|----------------------------|-------------------------|
| <i>A. To be determined</i> | <i>FCMAT Staff</i> |
| <i>B. To be determined</i> | <i>FCMAT Consultant</i> |

4. PROJECT COSTS

The cost for studies requested pursuant to Education Code (EC) 42127.8(d)(1) shall be as follows:

- A. \$500 per day for each staff member while on site, conducting fieldwork at other locations, presenting reports, and participating in meetings. The cost of independent FCMAT consultants will be billed at their actual daily rate for all work performed.
- B. All out-of-pocket expenses, including travel, meals and lodging.
- C. The district will be invoiced at actual costs, with 50% of the estimated cost due following the completion of the on-site review and the remaining amount due upon the district's acceptance of the final report.

Based on the elements noted in section 2A, the total cost of the study will not exceed \$8,900.

- D. Any change to the scope will affect the estimate of total cost.

Payments for FCMAT's services are payable to Kern County Superintendent of Schools - Administrative Agent.

5. RESPONSIBILITIES OF THE DISTRICT

- A. The district will provide office and conference room space during on-site reviews.

- B. The district will provide the following if requested:
1. Policies, regulations and prior reports that address the study scope.
 2. Current or proposed organizational charts.
 3. Current and two prior years' audit reports.
 4. Any documents requested on a supplemental list. Documents requested on the supplemental list should be provided to FCMAT only in electronic format; if only hard copies are available, they should be scanned by the district and sent to FCMAT in electronic format.
 5. Documents should be provided in advance of field work; any delay in the receipt of the requested documents may affect the start date and/or completion date of the project. Upon approval of the signed study agreement, access will be provided to FCMAT's online SharePoint document repository, where the district will upload all requested documents.
- C. The district's administration will review a preliminary draft copy of the report resulting from the study. Any comments regarding the accuracy of the data presented in the report or the practicability of the recommendations will be reviewed with the team prior to completion of the final report.

Pursuant to EC 45125.1(c), representatives of FCMAT will have limited contact with pupils. The district shall take appropriate steps to comply with EC 45125.1(c).

6. PROJECT SCHEDULE

The following schedule outlines the planned completion dates for different phases of the study and will be established upon the receipt of a signed study agreement:

Orientation:	to be determined
Staff Interviews:	to be determined
Exit Meeting:	to be determined
Draft Report Submitted:	to be determined
Final Report Submitted:	to be determined
Board Presentation:	to be determined, if requested
Follow-Up Support:	if requested

7. **COMMENCEMENT, TERMINATION AND COMPLETION OF WORK**

FCMAT will begin work as soon as it has assembled an available and appropriate study team consisting of FCMAT staff and independent consultants, taking into consideration other jobs FCMAT has previously undertaken and assignments from the state. The team will work expeditiously to complete its work and deliver its report, subject to the cooperation of the district and any other parties from which, in the team's judgment, it must obtain information. Once the team has completed its fieldwork, it will proceed to prepare a preliminary draft report and a final report. Prior to completion of field work, the district may terminate its request for service and will be responsible for all costs incurred by FCMAT to the date of termination under Section 4 (Project Costs). If the district does not provide written notice of termination prior to completion of fieldwork, the team will complete its work and deliver its report and the district will be responsible for the full costs. The district understands and agrees that FCMAT is a state agency and all FCMAT reports are published on the FCMAT website and made available to interested parties in state government. In the absence of extraordinary circumstances, FCMAT will not withhold preparation, publication and distribution of a report once fieldwork has been completed, and the district shall not request that it do so.

8. **INDEPENDENT CONTRACTOR**

FCMAT is an independent contractor and is not an employee or engaged in any manner with the district. The manner in which FCMAT's services are rendered shall be within its sole control and discretion. FCMAT representatives are not authorized to speak for, represent, or obligate the district in any manner without prior express written authorization from an officer of the district.

9. **INSURANCE**

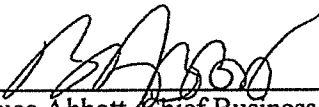
During the term of this agreement, FCMAT shall maintain liability insurance of not less than \$1 million unless otherwise agreed upon in writing by the district, automobile liability insurance in the amount required under California state law, and workers compensation as required under California state law. FCMAT shall provide certificates of insurance, with additional insured endorsements, indicating applicable insurance coverages upon request.

10. **HOLD HARMLESS**

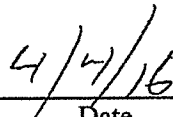
FCMAT shall hold the district, its board, officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of its board, officers, agents and employees undertaken under this agreement. Conversely, the district shall hold FCMAT, its board, officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of its board, officers, agents and employees undertaken under this agreement.

11. CONTACT PERSON

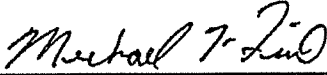
Name: Bruce Abbott, Chief Business Officer
Telephone: 707-878-2266
Fax: 707-878-2554
E-mail: bruce.abbott@shorelineunified.org



Bruce Abbott, Chief Business Officer
Shoreline Unified School District



Date



Michael H. Fine,
Chief Administrative Officer
Fiscal Crisis and Management Assistance Team

March 9, 2016
Date

SHORELINE CSEA CHAPTER #304



DATE: October 19, 2016
TO: Board of Trustees
Bob Raines, Superintendent

FROM: CSEA Chapter #304 Negotiations Committee

SUBJECT: Contract Negotiations for 2016-2017

CSEA is submitting the following articles and proposals for our successor collective bargaining agreement for the 2016-2017 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 a fair and equitable salary increase
-

Article VI: Hours of Employment

- CSEA is interested in clarifying and amending the Reclassification Language

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

A handwritten signature in black ink that reads 'Linda M Borello'. The signature is written in a cursive, flowing style.

Linda Borello
President
CSEA Chapter #304

ARTICLE XIX
TERMS/REOPENER

19.1 This is a three (3) year agreement (2015-16, 2016-17 and 2017-18) with reopeners for each party for all years of the agreement as follows:

Article V – Wages

Article VI – Health & Welfare Benefits

Two (2) Articles of each Party's Choice

Tentatively agreed to on April 26th, 2016. This Tentative Agreement is subject to approval by CSEA and the District's Board of Trustees.

This is a one (1) year agreement July 1st, 2015 – June 30th, 2016.

RESIG/POPP

The parties agree to set aside Article X Safety for future resolution. This will not be counted as one of the reopeners for 2015-16.

OTHER

The parties will meet by November 30, 2013, for the purpose of reviewing the contract to clarify, update and correct any errors or effect other adjustments which are mutually agreeable in an effort to make the contract clearer and more meaningful. Any revisions shall be subject to CSEA and Board approval processes. Such contract language review shall not impact the completion and finalization of the rest of this proposal.

Tentatively agreed to on April 26, 2016. This Tentative Agreement is subject to approval by CSEA and the District's Board of Trustees.

For District:

For CSEA, Chapter No. 304

Nancy New

Linda M Borello

Marking Lee

8/15/16
Date

8-18-16
Date