

Mendocino Unified School District



Agenda

Regular Board Meeting

THURSDAY, FEBRUARY 15, 2024

**MENDOCINO HIGH SCHOOL
10700 FORD STREET
MENDOCINO, CA 95460**

4:00 P.M. CLOSED SESSION – VIA TELECONFERENCE

(Closed Session Public Hearing – link on page 2)

**5:00 P.M. OPEN SESSION – IN PERSON at MENDOCINO HIGH SCHOOL
& VIA TELECONFERENCE**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84275788245?pwd=TW01bkVlQVlLOGg4dG95MGtsc1prUT09>

Passcode: 840492

Dial by your location +1 669 900 9128 US (San Jose)

Webinar ID: 842 7578 8245 Passcode: 840492

Please “mute” your device during the meeting.

MUSD is not available for technical support for remote meetings.

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <https://www.mendocinoused.org/District/3051-Untitled.html>. In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

MENDOCINO UNIFIED SCHOOL DISTRICT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

1. 4:00 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call
- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

2. PUBLIC HEARING FOR CLOSED SESSION

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

Join Zoom Meeting

<https://us02web.zoom.us/j/86143619146?pwd=b045amJLVWxpR1paVWRxOWJmVGR6dz09>

Meeting ID: 861 4361 9146 Passcode: 084556

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 861 4361 9146 Passcode: 084556

3. CLOSED SESSION

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962.

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees
- 3.2. Employment/Personnel Changes
- 3.3. Employee Discipline/Dismissal/Release
- 3.4. Anticipated Litigation: Boundary Line Dispute

4. 5:00 P.M. OPEN SESSION

- 4.1. Call to order and roll call
- 4.2. Closed session disclosure
Any reportable action taken during closed session will be disclosed at this time.
- 4.3. Approval of agenda
Items to be removed from the agenda or changes to the agenda should be done at this time.

5. CONSENT AGENDA

Items on the consent agenda are passed in one motion without discussion. Any item may be pulled from the consent agenda by any member of the Board and moved to action when approving the agenda. (action)

- 5.1. Approval of Warrants
 - 5.1.1. 1/4/24, 1/11/24, 1/18/24, 1/25/24, 2/1/24
- 5.2. Approval of Minutes
 - 5.2.1. Board Meeting Minutes: 1/10/24, 2/7/24
- 5.3. Approval of Employment/Personnel Changes
 - 5.3.1. Accept Resignation, Classified Employee, working 6.5 hrs/day, 10 mos/yr, effective 1/29/24
 - 5.3.2. Hire, Classified Employee, working 5.0 hrs/day, 10 mos/yr, effective 1/16/24
 - 5.3.3. Hire, Classified Employee, working 8.0 hrs/day, 12 mos/yr, effective 2/1/24
 - 5.3.4. Promote, Classified Employee, working 8.0 hrs/day, 12 mos/yr, from Range 35 to Range 41, effective 2/1/24
 - 5.3.5. Hire, Stipend position, effective 11/01/23 for sports season
 - 5.3.6. Hire, Stipend position, effective 11/01/23 for sports season

- 5.3.7. Hire, Stipend position, effective 11/01/23 for sports season
- 5.4. Approval of the Current Budget Change Report
- 5.5. Approval of 2023-24 Attendance Report – Month 5
- 5.6. Approval of Student Body Reports – January 2024
- 5.7. Approval of the Albion School SARC
- 5.8. Approval of the Comptche School SARC
- 5.9. Approval of the Mendocino Alternative School SARC
- 5.10. Approval of the Mendocino Sunrise School SARC
- 5.11. Approval of the Mendocino High School SARC
- 5.12. Approval of the Mendocino K8 School SARC
- 5.13. Approval of the Winter Consolidated Program Application
- 5.14. Approval of the MCN 2nd Quarter Report
- 5.15. Approval of the Mendocino High School Safety Plan
- 5.16. Approval of the Mendocino K8 School Safety Plan

6. REPORTS

- 6.1. Student Trustee – Knute Kvinsland
- 6.2. Administrative
 - 6.2.1. Principal – Kim Humrichouse
 - 6.2.2. Superintendent – Jason Morse
- 6.3. Bargaining Units
 - 6.3.1. Mendocino Teachers Association (MTA)
 - 6.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
- 6.4. Board Trustee Reports

7. TIMED ITEM 5:30 P.M. - PARENT/COMMUNITY COMMENT

Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda. In addition, in order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

8. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

- 8.1. Modernization and Construction Management Update
Construction Manager, Donald Alameida, will provide an update on the Phase I and Phase II Modernization of Mendocino High School. (information)
- 8.2. Small Projects Construction Management and Architectural Services Agreement
The Board will consider the approval of the 2024 Small Projects Construction Management and Architectural Services Agreement (action)
- 8.3. LCAP Mid-Year Review
Superintendent Morse will provide the Board with a mid-year update on the 2023-24 LCAP (information)
- 8.4. Consideration of Leave Requests
 - 8.4.1. Certificated Employee, currently working 1.0 FTE, requests a 40% reduction in workload for the 2024-25 school year via the Reduced Workload program (action)
 - 8.4.2. Certificated Employee, currently working 0.50 FTE (on part-time leave of .50 FTE), requests to continue the leave of .50 for the 2024-25 school year (action)
 - 8.4.3. Certificated Employee, currently working 0.60 FTE (on part-time leave of .40 FTE), requests a leave of .20 FTE bringing their FTE up to .80 FTE for the 2024-25 school year (action)
 - 8.4.4. Certificated Employee, currently working 1.0 FTE, requests a full leave of absence for the 2024-25 school year (action)
- 8.5. 2024-25 Staff Reductions
The Board will provide an opportunity for input and discussion regarding the proposed 2024-25 staff reductions (information/discussion)
- 8.6. MCN ListServes
The Board will review the subcommittee recommendations regarding the future of the MCN Discussion and Announce Listserves (action)
- 8.7. Board Policies, Bylaws and Administrative Regulations (first reading)
 - 8.7.1. AR 3311: Bids (business/noninstructional operations)
 - 8.7.2. BP 6146.4: Differential Graduation and Competency Standards for Students With Disabilities (instruction)

9. FUTURE AGENDA ITEMS

Audit Report, Administrative Contracts, 2nd Interim Budget Report, Deferred Maintenance Plan, Layoffs, MAD Engineers Report

10. ADJOURNMENT

The next regular Board meeting is scheduled for **March 14, 2024 at Greenwood Preschool School.**

Payment Id	Check #	Check Amt	Status	Cleared	AT&T (AT&TC3/2)	1,987.60
20985604	01	Telephone Services			01-0000-0-5903-001-0000-7200-0000	116.60
					01-0000-0-5903-150-0000-2700-0000	230.91
					01-0000-0-5903-155-3100-2700-0000	29.25
					01-0000-0-5903-220-0000-2700-0000	335.65
					01-0000-0-5903-221-0000-2700-0000	86.30
					01-0000-0-5903-246-0000-2700-0000	113.54
					01-0740-0-5903-001-0000-3600-0000	29.25
					12-6105-0-5903-222-7110-8200-0000	87.09
20985942		Telephone Services			01-0000-0-5903-150-0000-2700-0000	29.76
20985943		Telephone Services			01-0000-0-5903-220-0000-2700-0000	29.25
	63	Check Amt	Status	Cleared	AT&T/SBC LONG DISTANCE (AT&TLD/2)	24.87
833879678 DEC 2023	63	Check Amt	Status	Printed	63-0000-0-5903-001-0000-6000-0000	24.87
Check # 773945	63	Check Amt	Status	Printed	BALD HILL TOWER CO. THOMAS MCGUIRE (BALDHI/1)	1,973.85
FEBRUARY - JUNE 2024	63	Check Amt	Status	Printed	63-0000-0-5800-001-0000-6000-0000	1,973.85
Check # 773946	63	Check Amt	Status	Printed	BALD HILL TOWER CO. THOMAS MCGUIRE (BALDHI/1)	394.77
JANUARY 2024	63	Check Amt	Status	Cleared	63-0000-0-5800-001-0000-6000-0000	394.77
Check # 773947	63	Check Amt	Status	Cleared	BEST BEST & KRIEGER (BESTBE/1)	1,568.00
982013	63	Check Amt	Status	Cleared	63-0000-0-5802-001-0000-6000-0000	1,568.00
Check # 773948	63	Check Amt	Status	Cleared	IKANODSL (IKANOD/1)	169.65
ACC377572JANUARY2024	21	Check Amt	Status	Cleared	63-0000-0-5903-001-0000-6000-0000	169.65
Check # 773949	21	Check Amt	Status	Cleared	LATHROP CONSTRUCTION INC. (LATHRO/1)	237,273.13
PHASE 1 APP 21	01	Check Amt	Status	Cleared	21-9010-0-6200-150-0000-8500-9913	237,273.13
Check # 773950	01	Check Amt	Status	Cleared	NEW YORK TIMES (NEWYOR/1)	1,222.00
366B406B2350	01	Check Amt	Status	Cleared	01-6300-0-4200-150-1110-1000-0000	1,222.00
Check # 773951	01	Check Amt	Status	Cleared	PG&E (00PG&E/1)	113.62
8658020613-3 NOV2023	01	Check Amt	Status	Cleared	01-0000-0-5510-246-0000-8200-0000	113.62
Check # 773952	01	Check Amt	Status	Cleared	RIO'S WATER SERVICE (RIORUS/2)	690.00
231221-14		Annual Backflow Testing			01-8150-0-5800-150-0000-8110-2096	450.00
					01-8150-0-5800-220-0000-8110-2096	160.00
					01-8150-0-5800-246-0000-8110-2096	80.00
Check # 773953	13	Check Amt	Status	Cleared	SAFEWAY INC. (SAFEWA/2)	1,109.78
151360 DECEMBER 2023		Cafeteria Food			13-5310-0-4700-001-0000-3700-0000	992.69
					13-5310-0-4700-001-0000-3700-8634	117.09
Check # 773954	63	Check Amt	Status	Cleared	SUMO FIBER (SUMOFI/1)	2,742.08
551888		Phone Services			63-0000-0-5903-001-0000-6000-0000	2,742.08

Payment Id	Comment	Check Amt	Check Amt	953.24	Status	Cleared	SUN LIFE FINANCIAL (SUNLIF/1)	953.24
Check # 773955	01	Employee Life Insurance	01-	-	-	-	-	953.24
JANUARY 23-24								
Check # 773956	63	Phone Services	63-	0000-0-	5903-	001-	0000-6000-0000	3,274.02
176089273-0								
* Break in sequence								
Check # VCH-00000269	63	Annual Subscription	63-	0000-0-	5800-	001-	0000-6000-0000	3,250.00
74763656		Annual Renewal 1 Year Vesam	63-	0000-0-	5800-	001-	0000-6000-0000	1,960.00
74768815		VUL License Subscription	63-	0000-0-	5800-	001-	0000-6000-0000	1,290.00
Check # VCH-00000270	68	Dental Claims	68-	0000-0-	5800-	000-	0000-6000-0000	3,848.53
12-17-23		Dental Claims 12-24-23	68-	0000-0-	5800-	000-	0000-6000-0000	2,441.20
12-24-23			68-	0000-0-	5800-	000-	0000-6000-0000	1,407.33
Check # VCH-00000271	63	Annual Subscription	63-	0000-0-	5800-	001-	0000-6000-0000	549.72
R02716115								549.72

Number of Items 17 Totals for Register 000298 260,244.86

2024 FUND-OBJ Expense Summary / Register 000298

01-4200	1,222.00
01-5510	113.62
01-5800	690.00
01-5903	1,000.51
01-9110*	3,979.37-
01-9526	953.24
Totals for Fund 01	3,979.37
12-5903	87.09
12-9110*	87.09-
Totals for Fund 12	87.09
13-4700	1,109.78
13-9110*	1,109.78-
Totals for Fund 13	1,109.78
21-6200	237,273.13
21-9110*	237,273.13-
Totals for Fund 21	237,273.13
63-5800	6,168.34

2024 FUND-OBJ Expense Summary / Register 000298 (continued)

63-5802	1,568.00	
63-5903	6,210.62	
63-9110*		13,946.96-
Totals for Fund 63	13,946.96	13,946.96-
68-5800	3,848.53	
68-9110*		3,848.53-
Totals for Fund 68	3,848.53	3,848.53-
Totals for Register 000298	260,244.86	260,244.86-

* denotes System Generated entry

Net change to Cash 9110 260,244.86-Credit

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Payment Id	Check #	Comment	Check Amt	Status	Printed	65.15	55.68	34.72	62.98	60.30	40.74	55.81	32.88	130.35	274.24	5,500.00	1,310.00	60.00	220.00	60.00	650.00	320.00	4,299.00	1,182.90	8,286.40	
	63	Refund of MCN Services	63-0000-0-5800-001-0000-6000-0000	Cleared																						
	01	Board Meeting Mileage	01-0000-0-5200-001-0000-7110-0000	Cleared																						
	63	Mileage 12/7 & 12/8	63-0000-0-5200-001-0000-6000-0000	Cleared																						
	01	Classroom Supplies	01-0794-0-4300-220-1110-1000-0000	Cleared																						
	01	Fingerprinting, TB Test	01-0000-0-5812-001-0000-7200-0000	Cleared																						
	01	Board Meeting Mileage	01-0000-0-5200-001-0000-7110-0000	Cleared																						
	01	Board Meeting Mileage	01-0000-0-5200-001-0000-7110-0000	Cleared																						
	01	Board Meeting Mileage	01-0000-0-5200-001-0000-7110-0000	Cleared																						
	01	Board Meeting Mileage	01-0000-0-5200-001-0000-7110-0000	Cleared																						
	01	Board Meeting Mileage	01-0000-0-5200-001-0000-7110-0000	Cleared																						
	01	Board Meeting Mileage	01-0000-0-5200-001-0000-7110-0000	Cleared																						
	21	Comptche, Albion, Elk, Laundry Mileage	01-0000-0-5200-001-0000-8200-0000	Cleared																						
	01	Phase 2 High School Bond Project Services	21-9012-0-5800-150-0000-8500-9914	Cleared																						
	01	Open P.O. Water Testing	01-8150-0-5800-246-0000-8110-2096	Cleared																						
	01	Open P.O. Water Testing	01-8150-0-5800-001-0000-8110-2096	Cleared																						
	01	Open P.O. Water Testing	01-8150-0-5800-221-0000-8110-2096	Cleared																						
	01	Open P.O. Water Testing	01-8150-0-5800-001-0000-8110-2096	Cleared																						
	01	Open P.O. Water Testing	01-8150-0-5800-001-0000-8110-2096	Cleared																						
	63	Legal Services through December	63-0000-0-5802-001-0000-6000-0000	Cleared																						
	63	Phone Services	63-0000-0-5903-001-0000-6000-0000	Cleared																						
	21	Project Management, Coordination, and Inspections	21-9012-0-5800-150-0000-8500-9914	Cleared																						

Payment Id	Comment	Check #	Check Amt	Status	Cleared	FEINER, DONNA (DFEINE/1)	
DECEMBER 2023	Water Testing, Treatment	01			2,045.00		
Check # 774316		01	Check Amt	Status	Cleared	01-8150-0-5800-150-0000-8110-2096	431.67
						01-8150-0-5800-155-0000-8110-2096	431.67
						01-8150-0-5800-220-0000-8110-2096	431.66
						01-8150-0-5800-221-0000-8110-2096	450.00
						01-8150-0-5800-246-0000-8110-2096	300.00
Check # 774317		01	Check Amt	Status	Cleared	FERRELL GAS (FERREL/1)	
112179093	Heating Fuel				2,825.17	63-0000-0-5520-001-0000-6000-0000	203.25
1125019680	Heating Fuel, Multiple Sites + Propane for Bus					01-1100-0-5520-150-0000-8200-0000	731.87
1125278695	Heating Fuel, Multiple Sites + Propane for Bus					01-1100-0-5520-150-0000-8200-0000	570.50
2035449808	Heating Fuel, Multiple Sites + Propane for Bus					01-0000-0-5520-246-0000-8200-0000	1,319.55
Check # 774318		01	Check Amt	Status	Cleared	FORT BRAGG ELECTRIC INC (FBELEC/1)	
W26663	Generator Repair				255.00	01-8150-0-5600-221-0000-8110-0000	255.00
Check # 774319		01	Check Amt	Status	Cleared	FORT BRAGG UNIFIED (FBUSD/1)	
INV24-00056	FBHS Gym Usage				780.00	01-0000-0-5600-150-1110-4200-0000	780.00
Check # 774320		01	Check Amt	Status	Cleared	FRANCOTYP-POSTALIA, INC. (FPMAIL/1)	
RI106028207	Postage Meter Rental				119.58	01-0000-0-5600-001-0000-7200-0000	119.58
Check # 774321		01	Check Amt	Status	Cleared	HALLIE DAVRILL (HDAVRI/1)	
MUSD-1123	Counseling/Social Work				200.00	01-6546-0-5800-220-5760-3112-3345	200.00
Check # 774322		63	Check Amt	Status	Cleared	CYPRESS HOLDINGS INC (HARVES/2)	
49497 DEC 2023	Supplies				4.43	63-0000-0-4300-001-0000-6000-0000	4.43
Check # 774323		13	Check Amt	Status	Cleared	HOPPER DAIRY (HOPPER/1)	
67312317	Dairy for Cafeteria				216.28	13-5467-0-4700-001-0000-3700-0000	216.28
Check # 774324		01	Check Amt	Status	Cleared	MENDOCINO CITY COMM. SERV'S (MCITYC/1)	
R13523	Sewer Service				3,171.96	01-0000-0-5530-150-0000-8200-0000	1,085.78
R13717	Sewer Service					01-0000-0-5530-220-0000-8200-0000	1,561.73
R13727	Sewer Service					01-0000-0-5530-150-0000-8200-0000	145.49
R13812	Sewer Service					01-0000-0-5530-001-0000-8200-0000	378.96
Check # 774325		01	Check Amt	Status	Cleared	PG&E (00PG&E/1)	
6905412483-4NOV2023	Electricity for District				1,501.77	01-0000-0-5510-006-0000-8200-0000	1,501.77
Check # 774326		21	Check Amt	Status	Cleared	PHILIP MORTON INSPECTION (PHILIP/1)	
NOV 2023 ADDITIONAL	High School Modernization Phase 1				250.00	21-9010-0-6200-150-0000-8500-9913	250.00
Check # 774327		01	Check Amt	Status	Cleared	REDWOOD WASTE SOLUTIONS INC (RWWAST/1)	
175566474U039	Garbage Collection				4,901.39	01-0000-0-5540-246-0000-8200-0000	121.49
175567133U039	Garbage Collection					01-0000-0-5540-150-0000-8200-0000	1,203.33
						21-9012-0-5600-150-0000-8500-9914	433.14

ReqPay04b

Check Register with Accounts

Register 000299 - 01/11/2024

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	Status	Cleared	4,901.39	REDWOOD WASTE SOLUTIONS INC (RWWAST/1) - continued
Check # 774327	01					
175567134U039	Garbage Collection		01-0000-0-5540-150-0000-8200-0000			433.14
175567135U039	Garbage Collection		01-0000-0-5540-220-0000-8200-0000			1,791.28
175567136U039	Garbage Collection		01-0000-0-5540-001-0000-8200-0000			433.14
175567146U039	Garbage Collection		01-0000-0-5540-221-0000-8200-0000			485.87
Check # 774328	01				59.33	ROSSI BUILDING MATERIALS (ROSSIB/1)
2312-242948	Maintenance Supplies		01-8150-0-4300-001-0000-8110-0000			59.33
Check # 774329	21				50.00	SCHOOL FACILITY CONSULTANTS (SCHFAC/1)
0020705	Consulting		21-9010-0-5800-150-0000-8500-9911			50.00
Check # 774330	01				111,741.00	SISC MEDICAL (SISCME/1)
JANUARY 23-24	Medical Insurance		01- - - 9514- - - - -			111,741.00
Check # 774331	01				2,698.86	SWRCB ACCOUNTING OFFICE (STATEW/2)
SM-1044143	Water System, Annual Fee		01-8150-0-5800-001-0000-8110-0000			1,933.86
SM-1044209	Water System, Annual Fee		01-8150-0-5800-246-0000-8110-0000			765.00
Check # 774332	63				2,742.08	SUMO FIBER (SUMOFI/1)
552214	Phone Services		63-0000-0-5903-001-0000-6000-0000			2,742.08
Check # 774333	01				138.08	THOMSON REUTERS - WEST/PAYMEN T CENTER (THOMSOI/2)
849473413	CA Ed Code 2024		01-0000-0-5800-001-0000-7150-0000			138.08
Check # 774334	13				746.02	UKIAH PAPER SUPPLY INC (UKIAHP/1)
553282	Paper Products for Cafeteria		13-5310-0-4300-001-0000-3700-0000			746.02
Check # 774335	63				7,807.00	US BANK CORPORATE PAYMENT SYS (USBANK/2)
0-038-028-263	Sales Tax Collected		63-0000-0-5800-001-0000-6000-0000			218.34
0619402-IN	Specialized Services		63-0000-0-5811-001-0000-6000-0000			25.40
10001274893409	Quickbooks Subscription + Bookkeeping Assistance		63-0000-0-5800-001-0000-6000-0000			150.00
111-0257046-5036214	Open PO for Various Supplies		63-0000-0-4300-001-0000-6000-0000			88.93
111-0341383-82642	Open PO for Various Supplies		63-0000-0-4300-001-0000-6000-0000			9.27
111-2892864-4265062	Open PO for Various Supplies		63-0000-0-4300-001-0000-6000-0000			962.22
111-3690567-1649055	Open PO for Various Supplies		63-0000-0-4300-001-0000-6000-0000			536.72
111-6469164-6955442	Open PO for Various Supplies		63-0000-0-4300-001-0000-6000-0000			19.95
111-8343995-5738662	Open PO for Various Supplies		63-0000-0-4300-001-0000-6000-0000			15.10
12-14-23	Phone Services		63-0000-0-5903-001-0000-6000-0000			600.00
12-27-23	Sales Tax Collected		63-0000-0-5800-001-0000-6000-0000			5.02
120144755090	Tower Coverage.com		63-0000-0-5800-001-0000-6000-0000			25.00
3LT69924G11584739	Specialized Services		63-0000-0-5800-001-0000-6000-0000			38.00
470623713	Specialized Services		63-0000-0-5800-001-0000-6000-0000			352.43
7Y97CSR1B051HBJ	AT&T Fiber Purchase		63-0000-0-4300-001-0000-6000-0000			4,418.11
9950601234	Verizon		63-0000-0-5902-001-0000-6000-0000			297.91

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/11/2024, Ending Check Date = 1/11/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Payment Id	Comment	Check Amt	Status	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued
Check # 774335	63	7,807.00			
DP24-00108	Returned Item			63-0000-0-4300-001-0000-6000-0000	5.00-
				63-0000-0-4300-001-0000-6000-0000	.39-
INV-013093	Phone Wall Mount Kits			63-0000-0-4300-001-0000-6000-0000	49.60
Check # 774336	01	133.77			
9644280539	Cell Phone, Superintendent			01-0000-0-5902-001-0000-7150-0000	133.77
Check # 774337	63	54.00			
20231130 MCN	Drinking Water			63-0000-0-5500-001-0000-6000-0000	33.75
20231231 MCN	Drinking Water			63-0000-0-5500-001-0000-6000-0000	20.25
Check # 774338	01	251.33			
020451719	Copy Machine Rental			01-0000-0-4300-001-0000-7200-0000	98.40
				01-0000-0-5600-001-0000-7200-0000	125.32
020451722	Copy Machine Rental			12-6105-0-4300-222-7110-1000-0000	4.15
				12-6105-0-5600-222-7110-1000-0000	23.46
* Break in sequence					
Check # VCH-00000272	01	30.00			
EP24-00156	Fingerprinting			01-0000-0-5814-001-0000-7200-0000	30.00
Check # VCH-00000273	01	608.70			
EP24-00167	Plane Tickets, K-1 Educators Conference			01-6266-0-5200-220-0000-2700-0000	608.70
Check # VCH-00000274	01	141.23			
EP24-00152	Clothing for K8 Students			01-0794-0-4300-220-1110-1000-0000	102.23
EP24-00153	Jacket for Student			01-5634-0-4300-001-0000-3130-0000	39.00
Check # VCH-00000275	01	259.80			
EP24-00164	Holiday Gifts for Students			01-0001-0-4300-001-0000-3130-1137	24.58
EP24-00165	Student Gift Cards and Health Item			01-0001-0-4300-001-0000-3130-1137	131.30
EP24-00169	Student Food for Counseling Office			01-0794-0-4300-150-0000-3110-0000	103.92
Check # VCH-00000276	01	79.91			
EP24-00173	Ukiah Meeting Mileage			01-0000-0-5200-001-0000-7200-0000	79.91
Check # VCH-00000277	13	80.00			
EP24-00155	Fruit for Cafeteria			13-5310-0-4700-001-0000-3700-0000	80.00
Check # VCH-00000278	01	21.00			
EP24-00170	Coffee for Gathering			01-0794-0-4300-150-0000-2700-0000	21.00
Check # VCH-00000279	01	409.09			
EP24-00166	Dual Enrollment Onboard Dinner			01-9128-0-4300-150-1110-1000-1115	409.09
Check # VCH-00000280	01	350.61			
				EAN SERVICES, LLC (ENTREN/2)	

Payment Id	Comment	Check Amt	Status	Printed	Check Amt	Status	Printed	Check Amt	Status	Printed
Check # VCH-00000280	01	350.61	01-0740-0-5600-001-0000-3600-0000	350.61	01-0740-0-5600-001-0000-3600-0000	01-0740-0-5600-001-0000-3600-0000	350.61	350.61	01-0740-0-5600-001-0000-3600-0000	350.61
34856799	Vehicle Rental									
Check # VCH-00000281	01	3,381.00	01-8150-0-5800-001-0000-8100-2099	3,381.00	01-8150-0-5800-001-0000-8100-2099	01-8150-0-5800-001-0000-8100-2099	3,381.00	3,381.00	01-8150-0-5800-001-0000-8100-2099	3,381.00
921584243	Elevator Servicing and State Reporting									
Check # VCH-00000282	01	4,495.10	01-1100-0-5520-220-0000-8200-0000	4,495.10	01-1100-0-5520-220-0000-8200-0000	01-1100-0-5520-220-0000-8200-0000	4,495.10	4,495.10	01-1100-0-5520-220-0000-8200-0000	4,495.10
0081481-IN	Diesel and Regular Fuel for Vehicles and Heating									
Check # VCH-00000283	68	2,740.80	68-0000-0-5800-000-0000-6000-0000	2,740.80	68-0000-0-5800-000-0000-6000-0000	68-0000-0-5800-000-0000-6000-0000	2,740.80	2,740.80	68-0000-0-5800-000-0000-6000-0000	2,740.80
12-31-23	Dental Claims 12/31/23									
JANUARY 23-24	Dental and Vision Admin Fees									
Check # VCH-00000284	01	724.66	01-0000-0-4300-001-0000-8200-0000	724.66	01-0000-0-4300-001-0000-8200-0000	01-0000-0-4300-001-0000-8200-0000	724.66	724.66	01-0000-0-4300-001-0000-8200-0000	724.66
82191964	Custodial Supplies									
Check # VCH-00000285	01	1,989.00	01-8150-0-5800-001-0000-8110-0000	1,989.00	01-8150-0-5800-001-0000-8110-0000	01-8150-0-5800-001-0000-8110-0000	1,989.00	1,989.00	01-8150-0-5800-001-0000-8110-0000	1,989.00
2022-12696	Water Quality Monitoring									
2022-12742	Annual Fee for Water System Monitoring									

Number of Items 52 Totals for Register 000299 179,394.10

2024 FUND-OBJ Expense Summary / Register 000299	
01-4300	1,776.49
01-5200	1,278.31
01-5510	1,501.77
01-5520	7,117.02
01-5530	3,171.96
01-5540	4,468.25
01-5600	1,630.51
01-5800	11,761.94
01-5812	30.30
01-5814	60.00
01-5902	133.77
01-9110*	145,210.82-
01-9514	112,280.50
Totals for Fund 01	145,210.82
12-4300	4.15
12-5600	23.46
Totals for Fund 01	145,210.82-

2024 FUND-OBJ Expense Summary / Register 000299 (continued)

12-9110*		27.61-	27.61-
Totals for Fund 12	27.61		27.61-
13-4300	746.02		
13-4700	296.28		
13-9110*		1,042.30-	
Totals for Fund 13	1,042.30		1,042.30-
21-5600	433.14		
21-5800	13,836.40		
21-6200	250.00		
21-9110*		14,519.54-	
Totals for Fund 21	14,519.54		14,519.54-
63-4300	6,098.94		
63-5200	34.72		
63-5500	54.00		
63-5520	203.25		
63-5800	853.94		
63-5802	4,299.00		
63-5811	25.40		
63-5902	297.91		
63-5903	4,524.98		
63-9110*		16,392.53-	
63-9550*	.39		
Totals for Fund 63	16,392.53		16,392.53-
68-5800	2,201.30		
68-9110*		2,201.30-	
Totals for Fund 68	2,201.30		2,201.30-
Totals for Register 000299	179,394.10		179,394.10-

* denotes System Generated entry

Net change to Cash 9110 179,394.10- Credit

Payment Id	Comment	Check Amt	Status	Cleared	MENDOCINO CITY COMM. SERV'S (MCITYC/1) - continued	185.74	185.74
R13685	Sewer Service	63	Cleared	63-0000-0-5530-001-0000-6000-0000			185.74
Check # 774754							
Check # 774755	PG&E (00PG&E/1)	01	Cleared	01-0000-0-5510-150-0000-8200-0000		11.80	11.80
0483535710-6 NOV2023	Electricity for District						
Check # 774756	RHOADS AUTO PARTS INC. (RHOADS/1)	01	Cleared	01-0740-0-4365-001-0000-3600-0000		749.92	749.92
ACC 3140 DEC 2023	Auto Repair Parts						
Check # 774757	SOLID WASTE OF WILLITS INC (SOLIDW/1)	12	Cleared	01-8150-0-4300-001-0000-8110-0000		1,143.58	1,143.58
05-229943-1 DEC 2023	Waste Disposal at Greenwood						
33-411147-6 JAN 2024	Dump Fees						
Check # 774758	TPX COMMUNICATIONS (TPXCOM/1)	63	Cleared	12-6105-0-5540-222-7110-8200-0000		92.08	92.08
176655279-0	Phone Services						
Check # 774759	WHISPERING PINES WATER (WHISPE/2)	01	Cleared	01-8150-0-5540-001-0000-8110-0000		13.88	13.88
20231231	Drinking Water						
Check # 774760	XEROX CORPORATION (XEROXC/2)	01	Cleared	01-0794-0-4300-150-1110-1000-0000		141.75	141.75
020451714	Copy Machine Rental						
Check # 774761	XEROX CORPORATION (XEROXC/2)	01	Cleared	01-0000-0-4300-155-0000-2700-0000		23.81	23.81
020451716	Copy Machine Rental						
Check # 774762	XEROX CORPORATION (XEROXC/2)	01	Cleared	01-0000-0-5600-155-0000-2700-0000		114.94	114.94
020451718	Copy Machine Rental						
Check # 774763	XEROX CORPORATION (XEROXC/2)	01	Cleared	01-0000-0-4300-150-0000-2420-0000		68.41	68.41
020451719	Copy Machine Rental						
Check # 774764	XEROX CORPORATION (XEROXC/2)	01	Cleared	01-0000-0-5600-150-0000-2420-0000		123.96	123.96
020451720	Copy Machine Rental						
Check # 774765	XEROX CORPORATION (XEROXC/2)	01	Cleared	01-0000-0-4300-150-0000-2700-0000		155.63	155.63
020451721	Copy Machine Rental						
Check # 774766	XEROX CORPORATION (XEROXC/2)	01	Cleared	01-0000-0-5600-150-0000-2700-0000		125.32	125.32
020451722	Copy Machine Rental						

* Break in sequence

Check # VCH-00000286	01	BROWN, MARSHALL C (000028 - Emp)	50.00	Printed	01-6387-0-5800-150-3800-1000-0000	50.00	50.00
EP24-00163		Holiday Carolers for CTE Fair					
Check # VCH-00000287	01	YANEZ, ANNA E (001530 - Emp)	385.05	Printed	01-0001-0-4300-001-0000-3130-1137	73.92	73.92
EP24-00174		Food Card and Food for Family, Mileage					
Check # VCH-00000288	63	BANDWIDTH INC. (BANDWI/1)	976.74	Printed	01-0001-0-5200-001-0000-3130-1137	11.13	11.13
EP24-00176		Food Card for Family					
Check # VCH-00000289	01	KONE INC (KONEIN/2)	934.11	Printed	01-0001-0-4300-150-0000-3130-1137	300.00	300.00
BWUS10658045		Open Purchase Order for Telephone Services					
Check # VCH-00000290	01	QUATTROCCHI KWOK ARCHITECTS (QUATTR/1)	11,028.32	Printed	63-0000-0-5903-001-0000-6000-0000	976.74	976.74
871240817		Elevator Servicing					
Check # VCH-00000291	21	MHS Bond Architectural Services					
25446		Gymnasium & Tech Center Modernization					
25447							

Payment Id **Comment**

Check #	VCH-00000291	01	Check Amt	3,799.29	Status	Printed	NICK BARBIERI TRUCKING, LLC (RWCOAS/2)	3,799.29
0084504-IN	Diesel and Regular Fuel for Vehicles and Heating							01-1100-0-5520-220-0000-8200-0000
Check #	VCH-00000292	69	Check Amt	321.50	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)	3,799.29
1-1-24	Vision and Dental Claims							68-0000-0-5800-000-0000-6000-0000 69-0000-0-5800-000-0000-6000-0000

Number of Items 28 **865,529.55** **Totals for Register 000300**

2024 FUND-OBJ Expense Summary / Register 000300

01-4300	4,220.53
01-4365	749.92
01-5200	11.13
01-5510	11.80
01-5520	3,799.29
01-5540	13.88
01-5600	914.22
01-5800	14,888.11
01-9110*	24,608.88-
Totals for Fund 01	24,608.88
12-5530	239.11
12-5540	92.08
12-9110*	331.19-
Totals for Fund 12	331.19
21-5800	777.00
21-6200	828,821.30
21-9110*	829,598.30-
Totals for Fund 21	829,598.30
63-5530	185.74
63-5800	2,057.41
63-5903	8,426.53
63-9110*	10,669.68-
Totals for Fund 63	10,669.68
68-5800	124.00
68-9110*	124.00-

2024 FUND-OBJ Expense Summary / Register 000300 (continued)

Totals for Fund 68	124.00	124.00-
69-5800	197.50	
69-9110*		197.50-
Totals for Fund 69	197.50	197.50-
Totals for Register 000300	865,529.55	865,529.55-

* denotes System Generated entry

Net change to Cash 9110 865,529.55-Credit

Payment Id	Check #	Check Amt	Status	Comment	60.30	235.80	121.53	58.12	400.00	30.00	120.00	112.40	550.00	757.97	2,057.66	229.00	500.00	80.00	
	DP24-00114	Fingerprinting, TB Assessment	Cleared		01-0000-0-5812-001-0000-7200-0000	01-0000-0-5814-001-0000-7200-0000													
	EP24-00186	Albion and Comptche Mileage, Nov. and Dec.	Cleared		01-0079-0-5200-221-1110-1000-0000	01-0079-0-5200-246-1110-1000-0000													
	EP24-00183	Sacramento Gov. Budget Workshop	Cleared		01-0000-0-5200-001-0000-7200-0000														
	EP24-00185	Albion and Comptche Mileage	Cleared		01-6770-0-5200-221-1110-1000-0000	01-6770-0-5200-246-1110-1000-0000													
	51586008	KAKX Annual Fee	Cleared		01-0001-0-5800-150-3800-1000-0015														
	DP24-00127	057-415367 4Q2023	Cleared		01-0740-0-5800-001-0000-3600-0000														
	5207	Bank Reconciliations and Board Reports	Cleared		01-0794-0-5800-220-0000-2700-0000														
	R110605036	Blanket P.O. for Postage Meter	Cleared		63-0000-0-5904-001-0000-6000-0000														
	MUSD-1223	December Counseling, Social Work Hours	Cleared		01-6546-0-5800-150-5760-3112-3345	01-6546-0-5800-220-5760-3112-3345													
	67312452	Dairy for Cafeteria	Cleared		13-5467-0-4700-001-0000-3700-0000														
	67312463	Dairy for Cafeteria	Cleared		13-5467-0-4700-001-0000-3700-0000														
	67312527	Dairy for Cafeteria	Cleared		13-5467-0-4700-001-0000-3700-0000														
	67700319	Dairy for Cafeteria	Cleared		13-5467-0-4700-001-0000-3700-0000														
	420738-4	7 Acrylic Sheets	Cleared		01-7028-0-4300-001-0000-3700-0000	01-7032-0-4300-001-0000-3700-0000													
	31726	Produce for Cafeteria	Cleared		13-5310-0-4700-001-0000-3700-0000														
	DP24-00115	KAKX Services	Cleared		01-0795-0-5800-150-3800-1000-8167														
	DP24-00188	MOUNTAIN FRESH SPRING WATER (MOUNTA1)	Cleared																

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/25/2024, Ending Check Date = 1/25/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Payment Id	Comment	Check #	Check Amt	80.00	Status	Cleared	MOUNTAIN FRESH SPRING WATER (MOUNTA/1) - continued	80.00
3920	Water Cooler Rental	01	01-0794-0-5600-220-1110-1000-0000	01-0794-0-5600-220-1110-1000-0000	Cleared			
4668452137-3 DEC2023	Electricity for District	01	01-0000-0-5510-001-0000-8200-0000	01-0000-0-5510-001-0000-8200-0000	Cleared			707.62
			01-0000-0-5510-150-0000-8200-0000	01-0000-0-5510-150-0000-8200-0000	Cleared			6,666.23
			01-0000-0-5510-220-0000-8200-0000	01-0000-0-5510-220-0000-8200-0000	Cleared			26.28
			01-0000-0-5510-221-0000-8200-0000	01-0000-0-5510-221-0000-8200-0000	Cleared			224.98
			01-0000-0-5510-223-0000-8200-0000	01-0000-0-5510-223-0000-8200-0000	Cleared			9.58
			01-0740-0-5510-001-0000-8200-0000	01-0740-0-5510-001-0000-8200-0000	Cleared			1,285.97
			12-6105-0-5510-222-7110-8200-0000	12-6105-0-5510-222-7110-8200-0000	Cleared			555.60
Check # 775210	Electricity for District	01	01-0000-0-5510-246-0000-8200-0000	01-0000-0-5510-246-0000-8200-0000	Cleared			98.51
8658020613-3 DEC2023	Electricity for District	13	13-5310-0-4700-001-0000-3700-0000	13-5310-0-4700-001-0000-3700-0000	Cleared			359.40
34123	Grass Fed Beef	13	13-5310-0-4700-001-0000-3700-0000	13-5310-0-4700-001-0000-3700-0000	Cleared			359.40
Check # 775212	SAFEWAY INC. (SAFEWA/2)				Cleared			
151360 JAN 2023	Cafeteria Food		13-5310-0-4700-001-0000-3700-0000	13-5310-0-4700-001-0000-3700-0000	Cleared			663.46
			13-5310-0-4700-001-0000-3700-8634	13-5310-0-4700-001-0000-3700-8634	Cleared			29.33
Check # 775213	SPRING, SARA (SSPRIN/1)	01	01-6500-0-5800-150-5760-3600-0102	01-6500-0-5800-150-5760-3600-0102	Cleared			613.08
DP24-00121	Student Services				Cleared			
Check # 775214	CA DEPT OF JUSTICE (STOFC2/1)	01	01-0000-0-5814-001-0000-7200-0000	01-0000-0-5814-001-0000-7200-0000	Cleared			96.00
705370	Fingerprint Processing				Cleared			
Check # 775215	STREAKWAVE (STREAK/1)	63	63-0000-0-4300-001-0000-6000-0000	63-0000-0-4300-001-0000-6000-0000	Cleared			1,372.32
SI5035654	Supplies				Cleared			18.50
Check # 775216	SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)	13	13-5310-0-4700-001-0000-3700-0000	13-5310-0-4700-001-0000-3700-0000	Cleared			2,159.10
431822725	Cafeteria Food				Cleared			331.39
Check # 775217	US BANK CORPORATE PAYMENT SYS (USBANK/2)	01	01-0794-0-4300-150-3800-1000-8167	01-0794-0-4300-150-3800-1000-8167	Cleared			29.11
111-4105947-2123412	Radio Supplies				Cleared			65.08
111-9104538-5522634	Woodshop Supplies				Cleared			25.59
111-9104538-5522634A	Woodshop Supplies				Cleared			350.52
172760	Glasses for Student				Cleared			29.99
18332597018161026112	Tidal Subscription				Cleared			23.52
265568	Read Live Licenses				Cleared			14.75
41069285	Postage for Returned Items				Cleared			14.75
41069285A	Postage for Returned Item				Cleared			154.50
62203474	Robotics Registration				Cleared			

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/25/2024, Ending Check Date = 1/25/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Payment Id	Check #	Check Amt	Status	Cleared	Comment	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued
	775217	2,319.36	01			
	DO1-4060286-9641845				Video Rental for Classroom	01-0794-0-5800-150-1110-1000-0000 4.29
	DP24-00116				Office Supplies	01-0794-0-4300-150-0000-2700-0000 29.01
	DP24-00117				Office Supplies	01-0794-0-4300-150-0000-2700-0000 25.88
	DP24-00118				Office Supplies	01-0794-0-4300-150-0000-2700-0000 16.17
	DP24-00119				Classroom Supplies	01-0794-0-4300-150-1110-1000-0000 5.38
	DP24-00120				Classroom Supplies	01-0794-0-4300-150-1110-1000-0000 26.14
	DP24-00122				Quizlet Subscription	01-0811-0-5800-220-5760-1120-0000 35.99
	DP24-00123				Medical Helmet Refund	01-0811-0-5800-220-5760-1120-0000 169.00-
	DP24-00124				Meeting Snacks	01-0000-0-4300-220-0000-2700-9075 23.93
	DP24-00125				Kindergarten Conference Fees	01-6266-0-5200-220-0000-2700-0000 1,416.00
	DP24-00126				Staff Meeting Snacks	01-0000-0-4300-220-0000-2700-9075 197.76
	775218	2,122.76	13			
	4428554				Cafeteria Food and Snack	13-5310-0-4700-001-0000-3700-0000 979.32
	4591809				Cafeteria Food and Snack	13-5310-0-4700-001-0000-3700-8634 379.39
					Cafeteria Food and Snack	13-5310-0-4700-001-0000-3700-0000 436.99
					Cafeteria Food and Snack	13-5310-0-4700-001-0000-3700-8634 327.06
	775219	1,129.12	01			
	020451715				Copy Machine Rental	01-0000-0-4300-220-0000-2420-0000 50.74
	020451717				Copy Machine Rental	01-0000-0-5600-220-0000-2420-0000 123.96
	020451720				Copy Machine Rental	01-0000-0-4300-220-0000-2700-0000 750.42
	020451721				Copy Machine Rental	01-0000-0-5600-220-0000-2700-0000 134.37
					Copy Machine Rental	01-0000-0-4300-246-0000-2700-0000 10.92
					Copy Machine Rental	01-0000-0-5600-246-0000-2700-0000 23.48
					Copy Machine Rental	01-0000-0-4300-221-0000-2700-0000 11.77
					Copy Machine Rental	01-0000-0-5600-221-0000-2700-0000 23.46
* Break in sequence						
	0000293	1,536.98	01			
	EP24-00181				Lodging for Conference, 3 people, 3 days	01-6266-0-5200-220-0000-2700-0000 1,536.98
	0000294	1,181.48	01			
	EP24-00177				Food and Gas Cards, Clothing	01-0001-0-4300-001-0000-3130-1137 311.90
					Food and Gas Cards, Clothing	01-0794-0-4300-150-1110-1000-0000 12.99
					Food and Gas Cards, Clothing	01-5634-0-4300-001-0000-3130-0000 17.56
	EP24-00178				Food and Gas Cards	01-0001-0-4300-001-0000-3130-1137 523.50
					Food and Gas Cards	01-5634-0-4300-001-0000-3130-0000 5.19
	EP24-00179				Food Card and Supplies	01-0001-0-4300-001-0000-3130-1137 300.00
					Food Card and Supplies	01-5634-0-4300-001-0000-3130-0000 10.34
	0000295	39.90	01			
	VCH-0000295				PLOCHER, DARCIÉ A (000168 - Emp)	

Payment Id	Comment	Check Amt	Status	Printed	Check #	Check Amt	Status	Printed
EP24-00184	Dry Erase Board	39.90	Printed	01-0794-0-4300-220-1110-1000-0000	01	39.90	Printed	39.90
EP24-00182	Spices for Cafeteria	65.46	Printed	13-5310-0-4700-001-0000-3700-0000	13	65.46	Printed	28.35
EP24-00187	Comptche and Albion Lunch Review	21.73	Printed	13-5310-0-5200-001-0000-3700-0000	63	21.73	Printed	37.11
EP24-00180	Fuel for MCN Van	138.34	Printed	63-0000-0-4300-001-0000-6000-0000	01	138.34	Printed	21.73
EP24-00188	Complcthe Mileage and Student Supplies	242.70	Printed	01-0000-0-5200-221-0000-3110-0000	01	242.70	Printed	117.90
9300153402	Software, 6 Person Access	2,523.01	Printed	01-5634-0-4300-001-0000-3130-0000	01	2,523.01	Printed	20.44
0086725-IN	Diesel and Regular Fuel for Vehicles and Heating	2,248.00	Printed	01-6300-0-4200-150-1110-1000-0000	01	2,248.00	Printed	242.70
1-14-24	Dental and Vision Claims	34,098.97	Totals for Register 000301	01-1100-0-5520-220-0000-8200-0000	68	34,098.97	Printed	2,523.01

Number of Items	34	Totals for Register 000301
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2024 FUND-OBJ Expense Summary / Register 000301		
01-4200	242.70	
01-4300	4,917.90	
01-5200	3,486.33	
01-5510	9,019.17	
01-5520	2,523.01	
01-5600	385.27	
01-5800	2,292.37	
01-5812	30.30	
01-5814	126.00	
01-5904	29.50	
01-9110*	23,052.55-	
Totals for Fund 01	23,052.55	23,052.55-
12-5510	555.60	
12-9110*	555.60	

2024 FUND-OBJ Expense Summary / Register 000301 (continued)

Totals for Fund 12	555.60	555.60-
13-4700	6,680.76	
13-5200	37.11	
13-9110*		6,717.87-
Totals for Fund 13	6,717.87	6,717.87-
63-4300	1,394.05	
63-4360	18.50	
63-5904	112.40	
63-9110*		1,524.95-
Totals for Fund 63	1,524.95	1,524.95-
68-5800	1,970.00	
68-9110*		1,970.00-
Totals for Fund 68	1,970.00	1,970.00-
69-5800	278.00	
69-9110*		278.00-
Totals for Fund 69	278.00	278.00-
Totals for Register 000301	34,098.97	34,098.97-

* denotes System Generated entry

Net change to Cash 9110 34,098.97- Credit

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Payment Id	Check #	01	01	Check Amt	647.06	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)	
000236354	000236354			Dodgeball Supplies, MUSE Grant				01-0794-0-4300-220-1110-1000-0000	33.47
								01-9003-0-4300-220-1110-1000-0000	613.59

Number of Items 1 647.06 Totals for Register 000302

2024 FUND-OBJ Expense Summary / Register 000302

01-4300	647.06	
01-9110*		647.06-
Totals for Register 000302	647.06	647.06-

* denotes System Generated entry

Net change to Cash 9110 647.06-Credit

2024 FUND-OBJ Expense Summary / Register 000302 (continued)

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Payment Id	Comment	Check Amt	Check Amt	Status	Printed	49.54	BARTY, TAIMI (001533 - Emp)	49.54
Check # 775765	01	Woodshop Supplies	01-0795-0-4300-150-3800-1000-8168	Printed				
EP24-00193								
Check # 775766	01	Ukiah Workshop Mileage	01-6266-0-5200-150-5760-1120-0000	Printed		164.30	MILLER, MEGHAN C (000271 - Emp)	164.30
EP24-00194								
Check # 775767	01	Custodial Mileage 1/11 - 1/19	01-0000-0-5200-001-0000-8200-0000	Printed		289.57	SLUIS, BRAM C (001498 - Emp)	162.81
EP24-00195								126.76
Check # 775768	01	Custodial Mileage 1/2 - 1/10	01-0000-0-5200-001-0000-8200-0000	Cleared		420.00	ALPHA ANALYTICAL LABS INC (ALPHA/A/1)	60.00
4016001-MENUUSD		Open P.O. Water Testing	01-8150-0-5800-221-0000-8110-2096	Printed				140.00
4016062-MENUUSD		Open P.O. Water Testing	01-8150-0-5800-246-0000-8110-2096	Printed				220.00
4016071-MENUUSD		Open P.O. Water Testing	01-8150-0-5800-001-0000-8110-2096	Printed				
Check # 775769	01	Telephone Services	AT&T (AT&TC3/2)	Printed		1,091.77		117.09
21132704		Telephone Services	01-0000-0-5903-001-0000-7200-0000	Printed				232.05
			01-0000-0-5903-150-0000-2700-0000	Printed				29.35
			01-0000-0-5903-155-3100-2700-0000	Printed				336.80
			01-0000-0-5903-220-0000-2700-0000	Printed				86.68
			01-0000-0-5903-221-0000-2700-0000	Printed				113.38
			01-0000-0-5903-246-0000-2700-0000	Printed				29.35
			01-0740-0-5903-001-0000-3600-0000	Printed				87.85
21133042		Telephone Services	12-6105-0-5903-222-7110-8200-0000	Printed				29.87
21133043		Telephone Services	01-0000-0-5903-150-0000-2700-0000	Printed				29.35
Check # 775770	63	Phone Services	AT&T/SBC LONG DISTANCE (AT&TLD/2)	Printed		1.74		
83387968 JAN 2024		Phone Services	63-0000-0-5903-001-0000-6000-0000	Printed				1.74
Check # 775771	01	Band Room Heat Repair	ATLANTIS HEATING & COOLING (ATLANT/1)	Printed		106.00		106.00
5288			01-8150-0-5600-150-0000-8110-0000	Printed				
Check # 775772	01	Labor Law Posters	COLOR MILL (COLORM/1)	Cleared		48.99		48.99
1180			01-0000-0-4300-001-0000-7200-0000	Printed				
Check # 775773	01	3/15/24 - 3/15/25	DOCUMENT TRACKING SERVICES LLC (DTRACK/1)	Cleared		795.00		795.00
9546010			01-0000-0-5800-001-0000-7150-0000	Printed				
Check # 775774	13	Dairy for Cafeteria	HOPPER DAIRY (HOPPER/1)	Cleared		178.55		178.55
67312558			13-5467-0-4700-001-0000-3700-0000	Printed				
Check # 775775	21	Phase 1 Closeout	LATHROP CONSTRUCTION INC. (LATHRO/1)	Printed		124,961.95		124,961.95
13472			21-9012-0-6200-150-0000-8500-9013	Printed				
Check # 775776	01	Bus Tires	LES SCHWAB (LESSCH/1)	Cleared		4,406.88		2,203.44
63700407744			01-0740-0-4363-001-0000-3600-0000	Printed				

Payment Id	Comment	Check Amt	Status	Cleared	LES SCHWAB (LESSCH/1) - continued	
Check # 775776	01	4,406.88	Cleared	01-0740-0-4363-001-0000-3600-0000	2,203.44	
63700408670	Bus Tires					
Check # 775777	01	65.31	Cleared	MENDO MILL (MENDOM/2)	65.31	
421313-4	Maintenance Supplies			01-8150-0-4300-001-0000-8110-0000		
Check # 775778	01	87.50	Cleared	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)	87.50	
4208	Drinking Water for Classrooms			01-0794-0-4300-220-1110-1000-0000		
Check # 775779	01	1,734.42	Cleared	PG&E (00PG&E/1)	1,734.42	
6905412483-4 DEC2023	Electricity for District			01-0000-0-5510-006-0000-8200-0000		
Check # 775780	01	1,500.00	Cleared	ORLANDO MOLINA (RHYMOS/1)	1,500.00	
DP24-00128	Student Assembly 1/17/24			01-0001-0-5800-220-1110-1000-8327		
Check # 775781	13	72.15	Cleared	CALIFORNIA DEPT OF EDUCATION// CASHIERS OFFICE (STOFC/1/2)	72.15	
24 SF-45649	Cafe Food from State Commodities			13-5310-0-4700-001-0000-3700-0000		
Check # 775782	63	4,498.02	Cleared	STREAKWAVE (STREAK/1)	4,498.02	
SI5041657	Supplies			63-0000-0-4300-001-0000-6000-0000	101.07	
SI5041704	Supplies			63-0000-0-4300-001-0000-6000-0000	4,396.95	
				63-0000-0-4300-001-0000-6000-0000	292.30	
Check # 775783	01	953.24	Printed	SUN LIFE FINANCIAL (SUNLIF/1)	953.24	
FEBRUARY 23-24	Employee Life Insurance			01- - -9526- - - -		
Check # 775784	63	106.57	Cleared	UPS (000UPS/1)	106.57	
808W56034	Shipping Services			63-0000-0-5904-001-0000-6000-0000		
Check # 775785	63	6,075.97	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)	6,075.97	
0-038-596-736	Sales Tax Collected			63-0000-0-5800-001-0000-6000-0000	941.00	
0619755IN	Specialized Services			63-0000-0-5800-001-0000-6000-0000	33.02	
1-12-24	Phone Services			63-0000-0-5903-001-0000-6000-0000	600.00	
1-22-24	Sales Tax Collected			63-0000-0-5800-001-0000-6000-0000	21.64	
1-9-24	Specialized Services			63-0000-0-5800-001-0000-6000-0000	100.00	
10001281573436	Quickbooks Online			63-0000-0-5800-001-0000-6000-0000	150.00	
111-7619342-3639430	Open PO for Various Supplies			63-0000-0-4300-001-0000-6000-0000	90.51	
111-9903820-9300200	Open PO for Various Supplies			63-0000-0-4300-001-0000-6000-0000	828.92	
112-2408820-0018631C	Earthquake Kit Supplies			12-6105-0-4300-222-7110-1000-6405	43.14	
112-4320744-5289002	Office Supplies			01-0794-0-4300-220-0000-2700-0000	377.94	
112-4968910-2387423	Classroom Supplies			01-0794-0-4300-220-1110-1000-0000	91.82	
112-5467304-4357817	Calendars for DO			01-0000-0-4300-001-0000-7200-0000	64.52	
112-5467304-4357817B	Calendar for Office			01-0000-0-4300-001-0000-7200-0000	13.11	
112-608-7205-6258623	Classroom Supplies			01-0794-0-4300-220-1110-1000-0000	166.92	
112-8523946-0105865	Radio/Video Supplies			01-0795-0-4300-150-3800-1000-0015	500.00	

Payment Id	Comment	Check Amt	6,075.97	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued	
Check # 775785	63						
472501822	Specialized Services		63	0000	001-0000-6000-0000		352.26
4R354171NX269530W	Specialized Services		63	0000	001-0000-6000-0000		38.00
9953074523	Cell Phone Service		63	0000	001-0000-6000-0000		438.16
DO1-4079935-2182652	Prime Membership, Annual		01	0000	001-0000-7200-0000		149.95
DP24-00129	Snacks for MTA Negotiations		01	0000	001-0000-7200-0000		69.64
DP24-00130	Birthday Cards for DO		01	0000	001-0000-7200-0000		28.04
DP24-00131	Board Meeting Food		01	0000	001-0000-7110-0000		94.54
DP24-00132	Employee Dinner		63	0000	001-0000-6000-0000		842.84
INV230567300	Zoom		01	0000	001-0000-7110-0000		40.00
Check # 775786	01	Check Amt	79.81	Status	Printed	WILLITS POWER (WILLIT/2)	
930162	Maintenance Supplies					01-8150-0-4300-001-0000-8110-0000	79.81
* Break in sequence							
Check # VCH-00000302	01	Check Amt	152.11	Status	Printed	JIMENEZ, MARTHA C (001455 - Emp)	
EP24-00190	Clothing and Supplies for Students					01-5634-0-4300-220-0000-3130-0000	152.11
Check # VCH-00000303	01	Check Amt	54.44	Status	Printed	LEVY, ANNA (000277 - Emp)	
EP24-00191	Shoes for Student					01-0001-0-4300-001-0000-3130-1137	54.44
Check # VCH-00000304	01	Check Amt	77.04	Status	Printed	LUCIER, LAURA E (000022 - Emp)	
EP24-00189	Pro Act Training Snacks					01-0811-0-4300-220-5760-1190-0000	77.04
Check # VCH-00000305	01	Check Amt	62.47	Status	Printed	PRICE, DIANE (000173 - Emp)	
EP24-00192	Greenhouse Cover					01-0001-0-4300-001-1110-1000-1138	62.47
Check # VCH-00000306	63	Check Amt	673.38	Status	Printed	AMAZON CAPITAL SERVICES, INC (AMAZON/2)	
13FX-DL TG-VJ TJ	Open PO for Various Supplies					63-0000-0-4300-001-0000-6000-0000	191.98
1KKY-773X-1MWN	Open PO for Various Supplies					63-0000-0-4300-001-0000-6000-0000	218.37
						63-0000-0-4360-001-0000-6000-0000	6.99
1LW9-6FMF-3LHW	Open PO for Various Supplies					63-0000-0-4300-001-0000-6000-0000	256.04
Check # VCH-00000307	63	Check Amt	749.74	Status	Printed	DOUBLE RADIUS (DOUBLE/1)	
731558	Supplies					63-0000-0-4300-001-0000-6000-0000	749.74
Check # VCH-00000308	68	Check Amt	4,628.78	Status	Printed	REDWOOD HEALTH SERVICES (RWHEAL/1)	
1-21-24	Dental Claims					68-0000-0-5800-000-0000-6000-0000	4,628.78
Check # VCH-00000309	01	Check Amt	79.62	Status	Printed	WAXIE SANITARY SUPPLY (009737/1)	
82237271	Custodial Supplies					01-0000-0-4300-001-0000-8200-0000	79.62
Number of Items	30	Totals for Register 000303	154,164.86				

2024 FUND-OBJ Expense Summary / Register 000303

2024 FUND-OBJ Expense Summary / Register 000303 (continued)

01-4300	2,163.36	
01-4363	4,406.88	
01-5200	453.87	
01-5300	149.95	
01-5510	1,734.42	
01-5600	106.00	
01-5800	2,755.00	
01-5903	1,003.92	
01-9110*		13,726.64-
01-9526	953.24	
Totals for Fund 01	13,726.64	13,726.64-
12-4300	43.14	
12-5903	87.85	
12-9110*		130.99-
Totals for Fund 12	130.99	130.99-
13-4700	250.70	
13-9110*		250.70-
Totals for Fund 13	250.70	250.70-
21-6200	124,961.95	
21-9110*		124,961.95-
Totals for Fund 21	124,961.95	124,961.95-
63-4300	7,125.88	
63-4360	6.99	
63-5200	842.84	
63-5800	1,635.92	
63-5902	438.16	
63-5903	601.74	
63-5904	106.57	
63-9110*		10,465.80-
63-9550*		292.30-
Totals for Fund 63	10,758.10	10,758.10-
68-5800	4,628.78	
68-9110*		4,628.78-

Totals for Fund 68	4,628.78	4,628.78-
Totals for Register 000303	154,457.16	154,457.16-

* denotes System Generated entry

Net change to Cash 9110 154,164.86-Credit

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Number of Items	31	Totals for Org 046 - Mendocino Unified School District
	154,811.92	

Mendocino Unified School District



MINUTES

Regular Board Meeting

THURSDAY, JANUARY 18, 2024

**MENDOCINO HIGH SCHOOL
10700 FORD STREET
MENDOCINO, CA 95460**

4:00 P.M. CLOSED SESSION – VIA TELECONFERENCE

(Closed Session Public Hearing – link on page 2)

**5:00 P.M. OPEN SESSION – IN PERSON at MENDOCINO HIGH SCHOOL
& VIA TELECONFERENCE**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85064074446?pwd=cmR0RVpoTUZ3Y0FZWU9TczJIUGJ0Zz09>

Passcode: 549388

Dial by your location +1 669 900 9128 US (San Jose)

Webinar ID: 850 6407 4446 Passcode: 549388

Please "mute" your device during the meeting.

MUSD is not available for technical support for remote meetings.

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <https://www.mendocinoused.org/District/3051-Untitled.html> In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.
MENDOCINO UNIFIED SCHOOL DISTRICT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

1. 4:00 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call

The meeting was called to order at 4:04 PM. Present were Trustees James, Morton, Schaeffer, Aum and Griffen.

- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

The President verbally identified the agenda items to be discussed.

2. PUBLIC HEARING FOR CLOSED SESSION

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

Join Zoom Meeting

<https://us02web.zoom.us/j/81564581780?pwd=SFd3bUtYSTZ2WG5VSVJYWE12MXZhZz09>

Meeting ID: 815 6458 1780 Passcode: 312064

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 815 6458 1780 Passcode: 312064

3. CLOSED SESSION

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962.

- 3.1. Conference with labor negotiators (Govt. Code 54957.6) Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees
- 3.2. Employment/Personnel Changes
- 3.3. Employee Discipline/Dismissal/Release

4. 5:00 P.M. OPEN SESSION

- 4.1. Call to order and roll call

The meeting was called to order at 5:00 PM. Present were Trustees James, Morton, Schaeffer, Aum and Griffen.

- 4.2. Closed session disclosure

Any reportable action taken during closed session will be disclosed at this time.

Nothing was disclosed out of Closed Session.

- 4.3. Approval of agenda

Items to be removed from the agenda or changes to the agenda should be done at this time.

MSA Schaeffer/Morton (5/0) to approve the agenda adding Item 8.5 to discuss the next meeting location.

5. CONSENT AGENDA

Items on the consent agenda are passed in one motion without discussion. Any item may be pulled from the consent agenda by any member of the Board and moved to action when approving the agenda. (action)

- 5.1. Approval of Warrants

5.1.1. 12/7/23, 12/14/23, 12/21/23

- 5.2. Approval of Minutes

5.2.1. Board Meeting Minutes: 12/14/23

- 5.3. Approval of Employment/Personnel Changes

- 5.3.1. Reduce, Classified Employee, from 8.0 hrs/day to 4/0 hrs/day, 12 mos/yr, effective 1/1/24
- 5.3.2. Hire (no contract), Classified Employee, up to 24 hrs/wk, effective 12/18/23
- 5.4. Approval of the Current Budget Change Report
- 5.5. Approval of 2023-24 Attendance Report – Month 4
- 5.6. Approval of Student Body Reports – December 2023
- 5.7. Approval of Cafeteria Financial Report through December 2023
- 5.8. Approval of the Winter Consolidated Program Application
- 5.9. Approval of Williams Settlement Quarterly Uniform Complaint Report for Quarter 2 of the 2023-24 School Year

MSA Schaeffer/Aum (5/0) to approve the Consent Agenda moving Item 5.8 to the February 15th meeting.

6. REPORTS

6.1. Student Trustee – Knute Kvinsland

Student Trustee Kvinsland reported that Finals Week was challenging. Most students felt that having finals before break allowed them to be more present during break and less stressed about studying for finals while on break. Most students were glad to be back. Recently there was a KAKX Radio-Thon, which was a lot of fun and generated a lot of participation. It raised a lot of money as well as student morale. In terms of the monthly survey, students would like the Board to know that with the recent death of a Fort Bragg High student, schools should do more to educate students on the proliferation of fentanyl. There are still issues with bus staffing and times for pickup. Most students prefer finals before break. 100% of those polled said that they enjoyed the holiday break. Students are looking forward to prom, longer time for finals and more basketball and more breaks. Sports = Basketball = Varsity girls are 3-0 in league play and the other teams are doing good.

6.2. Administrative

6.2.1. Principal – Tobin Hahn

Principal Hahn gave the attached presentation.

6.2.2. Superintendent – Jason Morse

Superintendent Morse reported that the Chronic Absenteeism Rate is at 23.8% as of today. That is down from 28% at the last meeting. It has been fluctuating between 20-30% for the year. Ideally, we would like to stay in the low 20%. Water project updates should be in March. It would be ideal to have Matt Kennedy from GHD provide an update. We may not get full funding for the project. Water storage project is in the process of finding someone to clear brush before beginning the work. It is moving along well. Most of our staff is trained in Narcan. We are looking into training parents and students. It is report season so a lot of reports are currently in the works.

6.3. Bargaining Units

6.3.1. Mendocino Teachers Association (MTA)

Josh Potter of MTA reported that teachers are stressed out. A monthly survey was sent out where teachers can respond anonymously with comments, questions, concerns. We asked teachers "What is keeping you up at night?"

6.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

There was no one present from CEMUS.

6.4. Board Trustee Reports

Trustee James – has attended several Board workshops, negotiation meetings and committee meetings recently.

Trustee Aum – reported on the dams on the Upper Kalamath River are being taken. It is quite an event with many local impacts. It is quite exciting.

Trustee Griffen – reported on the terrible loss of the student at Fort Bragg High School. Thank you to the adults for supporting the students during this very difficult time. There are fundraisers through Harvest Market and Casa del Sol. As far as the Construction Phase II carry over is concerned the recent committee meeting was used to discuss options on how to use those funds.

7. TIMED ITEM 5:30 P.M. - PARENT/COMMUNITY COMMENT

Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda. In addition, in order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

Mendocino County Superintendent of Schools, Nicole Glenzer, reported that in partnership with the County, they have proclaimed January as Board Appreciation month. It is hard work and your efforts are very much appreciated. Thank you!

Don Cruzar, expressed his gratitude to the Board. Thank you for be willing to do public service. It is very important that a board have long-term experience and and this board has two member with over 16 years of service each. Thank you for your commitment. Mr. Cruzar is on The Housing Committee for the county and feels the lack of housing is a big issue in this county. The situation continues to be dire. Hopes the district is up on "workforce housing".

Megan Miller, Special Ed Teacher at Mendocino High School, expressed personal and professional impacts that the staffing reductions have had on her and other staff members. There are many problematic concerns around paperwork, legal requirements and reporting required of teachers who simply are asked to handle much of the work necessary to meet the supporting requirements on their own.

8. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

8.1. Modernization and Construction Management Update

Construction Manager, Donald Alameida, will provide an update on the Phase I and Phase II Modernization of Mendocino High School. (information)

Don Alameida gave the attached update and presentation.

8.2. CAASPP Report

Superintendent, Jason Morse, will give a report on the California Assessment of Student Performance and Progress (CAASPP) results from the 2022-23 school year. (information)

Superintendent Morse gave the attached CAASPP report.

8.3. Approval of Resolution 2023-19 - Termination of Lease-Leaseback Agreement and Quit Claim Deed (action)

MSA Aum/Morton (5/0) to approve Resolution 2023-19.

8.4. Board Policies, Bylaws and Administrative Regulations (information only)

8.4.1. AR 3311: Bids (business/noninstructional operations)

8.4.2. BP 6146.4: Differential Graduation and Competency Standards for Students With Disabilities (instruction)

The Board agreed to move this item to a first reading at the February meeting.

****8.5 Board Calendar –**

MSA Schaeffer/Aum (5/0) to approve the change in venue for the February meeting from Greenwood School to the Mendocino High School.

9. FUTURE AGENDA ITEMS

Administrative Contracts, SARC's, MCN 2nd Quarter Report, Site Safety Plans, Layoffs, Winter Con App

Solar Update, Water Project Update (March)

10. ADJOURNMENT

The next regular Board meeting is scheduled for **February 15, 2024 at Greenwood Preschool School.**

The meeting was adjourned at 6:27 PM



**MENDOCINO
HIGH SCHOOL**

Mendocino High Schools

Board Report 1/18/2024



League
JV Boys 2-0
V. Girls 3-0
V. Boys 1-2

Athletics



CTE Showcase

24 hours of radio
shows to
fundraise for
KAKX



Radiothon



MHS Grads speak to Ms. Duncan's PSP students



Mary Beth Tinker of Des Moines v. Tinker speaks with Civics Classes

Guest Speakers



Fun and Games

Fall Semester Honor Roll

Freshmen - 33%
Sophomores - 35%
Juniors - 66%
Seniors - 50%

First Semester Attendance

- 5 students with perfect attendance
- 26 students no tardies
- 62 students with 5 or fewer tardies
- 18% chronic absenteeism

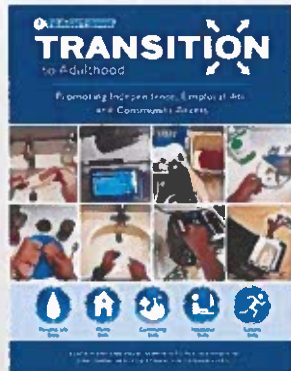
By the Numbers - Fall



Construction

Resource Program:

- TeachTown for life skills



College and Career:

- Partnership with CCGI

California College
Guidance Initiative

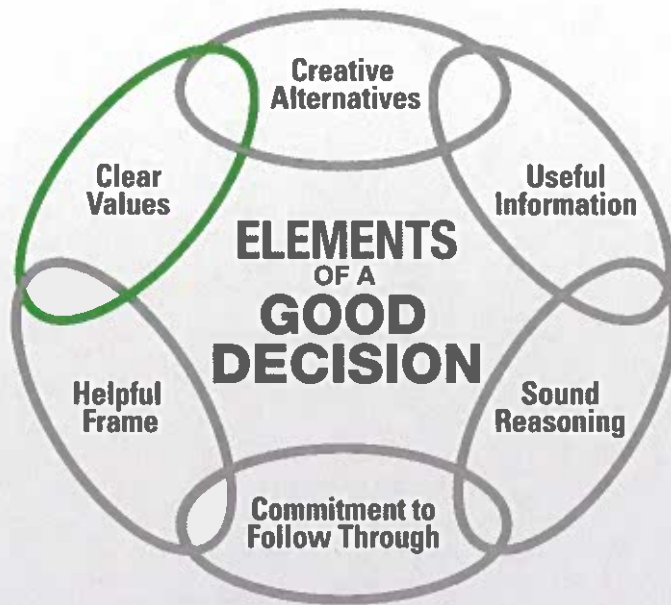
Pending Projects

CTE Enrichment Grant:

- Landscaping and yardwork
- First Responder Academy

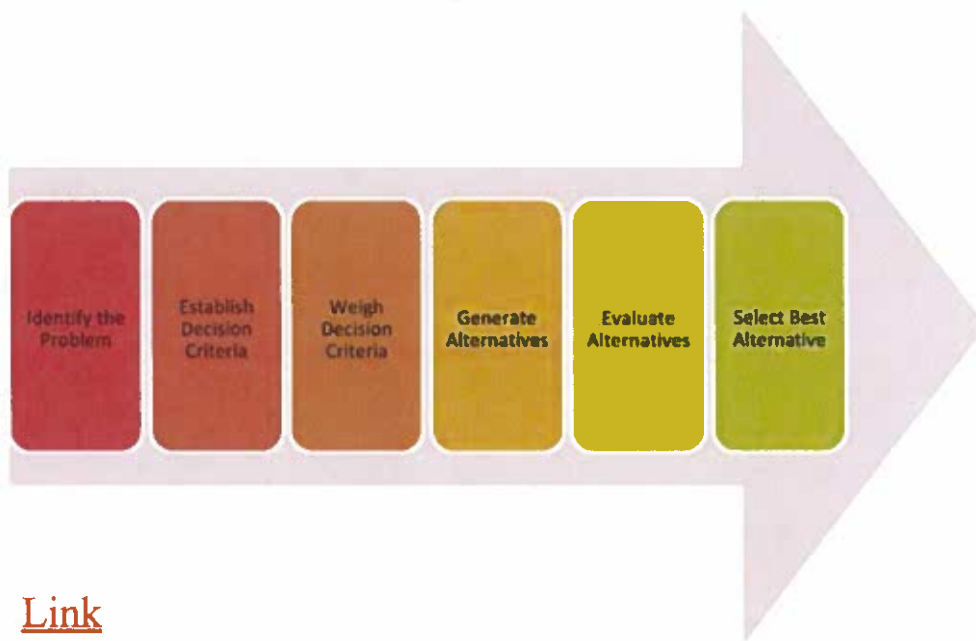


Pending Projects



[Link](#)

Values Based Decision Making



[Link](#)

Values Based Decision Making

"To make a good decision, you actually need to think about it; the contours and the consequences."

- Stacey Abrams

"When your values are clear to you, making decisions becomes easier."

- Roy Disney

Values Based Decision Making

Excellence

Aim for excellence in all that you do.

Perseverance

Use available resources to meet challenges with creativity and resilience.

Investment

Invest in your future by taking advantage of opportunities to learn and thrive.

Citizenship

Be a positive, productive, and informed member of local and global communities.

Be EPIC!



Learner Outcomes / Expectations



Mendocino Unified School District

**BOND MEASURE
IMPROVEMENT BOND
PROGRAM
PHASE ONE & TWO
PROJECTS**

•MUSD BOARD MEETING – January 2024

Alameda
Architecture

Mendocino Unified School District

Budget

M.U.S.D. PHASE TWO PROJECT

Source of Funds:

Source Code:	Series A Bond (less issuance cost)	Available
	Series B Bond	12,078,563
	Developer Fees	-
	State Bonds	-
		12,078,563

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	1,127,188	922,210	204,978	1,121,306	5,880
Bidding, Permitting, Misc.	95,000	76,798	18,202	95,000	0
Construction	8,641,825	4,128,303	4,513,522	8,641,825	0
Owners Contingency	897,428	42,842	654,586	500,000	197,428
Construction Support	505,000	162,838	322,474	415,708	89,293
Fixtures & furniture	0	0	0	0	0
Reserve	0	0	0	0	0
Totals	11,066,439	8,330,890	8,718,761	10,773,839	292,601

Available vs. budgeted 1,012,124 assumes 100% contingency expended
soft cost vs. hard cost 29.06%

Funding Status

AVAILABLE FUNDS	PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED				
	0%	1%	5%	8%	
Series A bonds	12,078,563	1,709,552	1,623,134	1,277,461	1,012,124

Schedule

	Planned	Actual	Schedule Status
Design and Planning	Jun-22	Jun-22	
Permitting and PH-2 GMP	1-Dec-22	August 23	
Construction	August 2023	August 21, 2024	
Completion	August 21, 2024		(Generator completion Sept. 2024)

Mendocino Unified School District

Overall Project Status

Added ceiling framing underway at Tech Center. Rough-in for MEP nearing completion.

Remedial structural work at some shear walls completed and added ceiling framing underway. Roofing demo completed and underlayment installed at the Tech Center, weather has been hampering installation of shingle roofing.

Contractor wants to start stocking and installing Drywall but needing to enclose and watertight building first.

Various flooring locations is in need of an underlayment working on resolving which areas and type of underlayment to use as well as some modifications to flooring finishes to accommodate existing conditions.

Potential Issues:

Weather has been hampering progress on site work roofing building and ultimately advancing either or finishes installation.

Next Steps

Determine if additional work should be added to close utilizing remaining funds from Phase 1

Mendocino Unified School District

2020 Bond Program – Phase 2

Budget

M.U.S.D. PHASE TWO PROJECT

Source of Funds:

Source Code:	Series A Bond (less issuance cost)	-	Available
	Series B Bond	12,078,563	
	Developer Fees	-	
	State Bonds	-	
		12,078,563	

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	1,127,186	922,210	204,976	1,121,306	580
Bidding/Permitting/Misc	95,000	16,198	18,202	95,000	0
Construction	8,641,825	4,126,303	4,515,522	8,641,825	0
Owners Contingency	697,428	42,842	654,586	500,000	197,428
Construction Support	505,000	162,838	322,474	415,708	89,293
Furniture & furniture	0	0	0	0	0
Reserve	0	0	0	0	0
Totals	11,046,439	6,330,890	6,716,781	10,773,839	292,601

Available vs. budgeted 1,012,124 assumes 100% contingency expended
soft cost vs. hard cost 29.06%

Funding Status

AVAILABLE FUNDS	PROJECTED FUND BALANCE (g +), CONTINGENCY EXPENDED				
	1*	1*	5*	8*	
Series A bonds	12,078,563	1,769,552	1,623,134	1,277,461	1,012,124

Mendocino Unified School District

2020 Bond Program – Phase 2

Schedule

	Planned	Actual	Schedule Status
Design and Planning	Jun-22	Jun-22	
Permitting and PH-2 GMP	1-Dec-22	August 23	
Construction	August 2023	August 21, 2024	
Completion	August 21, 2024		(Generator completion Sept. 2024)

Overall Project Status

Added ceiling framing underway at Tech. Center. Rough-in for MEP nearing completion.

Remedial structural work at some shear walls completed and added ceiling framing underway. Roofing demo completed and underlayment installed at the Tech Center, weather has been hampering installation of shingle roofing.

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Various flooring locations is in need of an underlayment working on resolving which areas and type of underlayment to use as well as some modifications to flooring finishes to accommodate existing conditions.

Potential Issues:

Weather has been hampering progress on site work, roofing building and ultimately advancing interior finishes installation

Next Steps

Determine if additional work should be added to scope utilizing remaining funds from Phase 1.

Mendocino Unified School District

2020 Bond Program – Phase 2

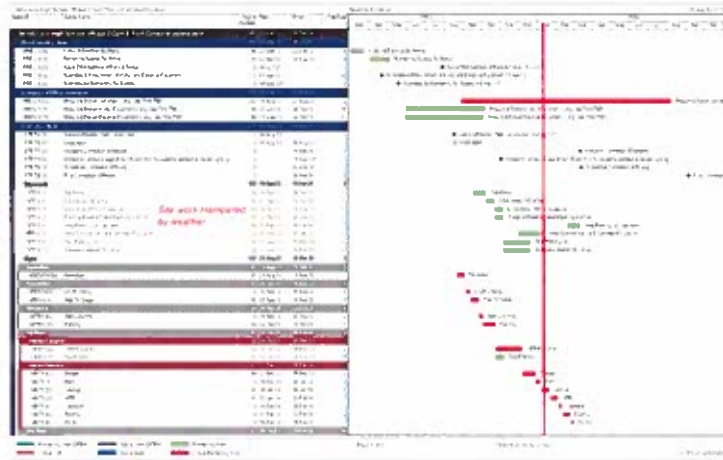
PHASE TWO - PHOTOS

TECH. CENTER



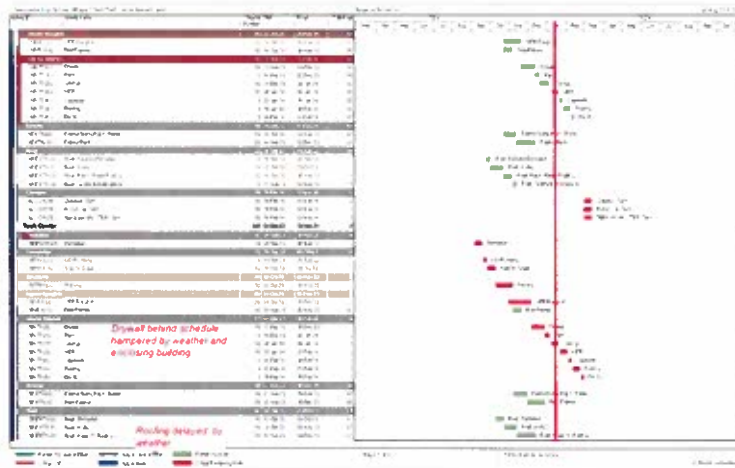
Mendocino Unified School District

2020 Bond Program – Phase 2



Mendocino Unified School District

2020 Bond Program – Phase 2



Mendocino Unified School District

2020 Bond Program – Phase 2

Change Events

Change Event Number/Status	Title	Change Reason	Latest Cost
27 OPEN	Remove Wall Coverings and Re-Finish Walls in Rooms 201 & 202 (RFP #007)	Scope Change	\$19,643.26
26 OPEN	Delete Lockers & Revise Cubbies in Culinary (RFP #006)	Scope Change	(\$279.34)
25 OPEN	Infill Team Room Floor & Install Linoleum	Unforeseen Hidden Condition	\$6,477.36
24 OPEN	Ceiling Support at Culinary Classroom	Unforeseen Hidden Condition	\$2,447.47
23 OPEN	Additional Electrical Requested by District (RFP #004)	Scope Change	\$140,339.34
22 OPEN	Add Furred Wall & Casework at Flex Space Room 114	Unforeseen Hidden Condition	\$10,750.19
21 APPROVED	Delete Electrical Infrastructure for Motorized Shades	Scope Change	(\$7,525.00)
20 APPROVED	Kitchen Hard Sink Revision	Scope Change	\$333.96
19 APPROVED	Electrical to EWH 4 & 5 (CREDIT)	Scope Change	(\$595.00)
18 APPROVED	Paint & Panel Wood Paneling in Hospitality Lobby	Scope Change	\$2,172.52
17 APPROVED	Frame Hard Lid Ceilings at Art/less Halls (Tech Center)	Scope Change	\$3,745.06
16 APPROVED	Above Grade Water Line at Wood Shop	Scope Change	\$4,524.88
15 APPROVED	Add Door A205A (Gym)	Unforeseen Hidden Condition	\$4,873.85
14 APPROVED	Demo Furred Header at Hospitality Lobby	Unforeseen Hidden Condition	\$332.74
13 OPEN	Duct Chases in Tech Center	Scope Change	\$5,084.83
12 APPROVED	Furred Plumbing Walls in Kitchen	Unforeseen Hidden Condition	\$1,024.57
11 APPROVED	Shear Wall Hold Downs & Shear Ply at Tech Center	Unforeseen Hidden Condition	\$6,187.25
10 APPROVED	Permanent Data & IDF at Wood Shop	Scope Change	\$16,167.03
9 APPROVED	Removal of Flooring in Foyer & Weight Room	Scope Change	\$7,543.86
8 APPROVED	Removal of Conduits at Tech Center	Scope Change	\$780.66
7 APPROVED	Removal of Casework & Lockers from Team Room (Gym)	Scope Change	\$923.08
6 APPROVED	Domestic Water Isolation Valve at Gym	Unforeseen Hidden Condition	\$2,121.49
5 APPROVED	Reframe Door Openings in Tech Building	Unforeseen Hidden Condition	\$2,059.17
4 APPROVED	Temporary Data Line to Wood Shop Building	Unforeseen Hidden Condition	\$822.73
3 APPROVED	Demo Existing Mezzanine in Room B106 (Tech Center)	Unforeseen Hidden Condition	\$5,146.87
2 APPROVED	Demo Existing Ceiling in Room B115C (Tech Center)	Unforeseen Hidden Condition	\$1,622.14
1 APPROVED	Material Cost Increases - Acoustical Ceilings & Panels	Unforeseen Hidden Condition	\$7,011.17
			\$243,842.14

**Mendocino Unified School
District**

**Smarter Balanced Assessment
Report
2023**

MUSD Participation Rate (Math)

ALL STUDENTS	
2023	86.8%
State	97.2
2022	82.8%
State	96.1%
2021	66.1%
State	23.9%
2019	94.2%
State	97.4%
2018	90.4%
State	97.3%
2017	92.7%
State	97.4%

MUSD Participation Rate (Math)

STUDENTS WITH DISABILITY	
2023	75.8%
2023	93.9%
2022	73%
State	92.4%
2021	64%
State	20%
2019	97.3%
State	94.5%
2018	82.7%
State	94.3
2017	85.2%
State	94.4%

MUSD Participation Rate(Math)

STUDENTS WITH NO REPORTED DISABILITY	
2023	88.4%
State	97.7%
2022	84%
State	96.6%
2021	67%
State	24%
2019	93.7%
State	97.8%
2018	91.3%
State	97.7%
2017	93.7%
State	97.7%

MUSD Participation Rate (Math)

ECONOMICALLY DISADVANTAGED	
2023	84.4%
State	97.3
2022	79%
State	96.2%
2021	63%
State	22%
2019	93.5%
State	97.6%
2018	88.7%
State	97.5%
2017	92.4%
State	97.6%

MUSD Participation Rate (Math)

NOT ECONOMICALLY DISADVANTAGED	
2023	91.8%
State	97.1%
2022	86.7%
State	95.9%
2021	69%
State	26%
2019	95%
State	97.1%
2018	92.1%
State	96.9%
2017	92.9%
State	97.1%

K-8 Math

SBAC MATH	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	12%	20%	35%	32%	32%
2022	14%	25%	35%	26%	39%
2021	7%	19%	33%	41%	26%
2019	16%	29%	32%	23%	45%
2018	26%	29%	25%	21%	55%
2017	28%	20%	31%	22%	48%
2016	24%	22%	32%	22%	46%
2015	18%	24%	31%	27%	42%

K-8 Subgroup Results - Math

Disability	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	5%	0%	26%	68%	5%
2022	0%	7%	60%	33%	7%
2021	8%	12%	18%	65%	18%
2019	3%	8%	21%	70%	9%
2018	5%	5%	20%	70%	10%
2017	4%	13%	13%	70%	17%
2016	0%	18%	38%	45%	18%

Econ Ready	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	8%	19%	38%	35%	27%
2022	12%	21%	38%	29%	33%
2021	8%	19%	29%	44%	27%
2019	7%	24%	35%	34%	31%
2018	20%	25%	29%	26%	45%
2017	16%	16%	33%	36%	32%
2016	8%	23%	38%	31%	31%

K-8 Subgroup Results - Math

Female	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	8%	22%	38%	32%	30%
2022	11%	25%	37%	27%	36%
2021	3%	19%	35%	43%	22%
2019	16%	27%	36%	22%	43%
2018	26%	34%	25%	15%	60%
2017	29%	20%	34%	17%	49%
2016	23%	23%	34%	21%	46%

Male	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	16%	19%	33%	32%	35%
2022	17%	24%	34%	25%	41%
2021	12%	18%	31%	38%	30%
2019	15%	31%	29%	25%	46%
2018	26%	23%	25%	26%	49%
2017	27%	20%	28%	25%	47%
2016	26%	22%	29%	22%	48%

K-8 ELA

SBAC ELA	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	15%	33%	30%	22%	48%
2022	14%	32%	33%	21%	46%
2021	8%	36%	32%	24%	44%
2019	17%	33%	26%	24%	50%
2018	18%	36%	28%	18%	54%
2017	19%	31%	32%	17%	50%
2016	19%	32%	25%	23%	51%
2015	14%	35%	23%	28%	49%

K-8 Subgroup Results - ELA

Disability	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	0%	16%	37%	47%	16%
2022	7%	27%	27%	40%	34%
2021	12%	0%	41%	47%	12%
2019	3%	6%	24%	67%	9%
2018	0%	11%	32%	58%	11%
2017	0%	4%	36%	60%	4%
2016	0%	0%	45%	55%	0%

Econ Disadv	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	14%	29%	30%	28%	43%
2022	10%	35%	32%	22%	45%
2021	9%	33%	28%	30%	42%
2019	9%	32%	28%	32%	41%
2018	12%	34%	36%	18%	46%
2017	9%	29%	37%	26%	38%
2016	7%	33%	26%	34%	40%

K-8 Subgroup Results - ELA

Female	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	16%	40%	29%	16%	56%
2022	14%	35%	37%	14%	49%
2021	8%	34%	36%	22%	42%
2019	19%	40%	34%	17%	59%
2018	22%	40%	24%	13%	62%
2017	21%	45%	26%	8%	66%
2016	21%	41%	28%	19%	62%

Male	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	14%	27%	31%	28%	41%
2022	14%	30%	30%	27%	44%
2021	7%	39%	27%	27%	46%
2019	16%	27%	27%	30%	43%
2018	14%	32%	32%	22%	46%
2017	18%	20%	38%	24%	38%
2016	18%	23%	31%	28%	41%

2022-23 4th Grade ELA Cohort

SBAC ELA	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	14%	21%	29%	36%	35%
State	24%	20%	19%	37%	44%
2022	13%	17%	17%	52%	30%
State	23%	19%	23%	35%	42%

2022-23 5th Grade ELA Cohort

SBAC ELA	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	34%	28%	17%	21%	62%
State	22%	25%	20%	33%	47%
2022	14%	32%	32%	21%	46%
State	24%	21%	20%	36%	45%
2021	5%	40%	30%	25%	45%
State	20%	29%	24%	36%	40%

2022-23 6th Grade ELA Cohort

SBAC ELA	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	9%	40%	36%	24%	40%
State	17%	27%	25%	31%	44%
2022	14%	21%	46%	18%	35%
State	21%	26%	20%	33%	47%
2021	14%	24%	38%	24%	38%
State	21%	20%	21%	38%	41%

2022-23 7th Grade ELA Cohort

SBAC ELA	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	10%	36%	36%	18%	46%
State	17%	31%	23%	30%	48%
2022	5%	35%	38%	22%	40%
State	17%	28%	28%	30%	45%
2021	11%	26%	40%	23%	37%
State	21%	25%	20%	33%	46%
2019	15%	26%	26%	33%	41%
State	26%	22%	23%	28%	48%

2022-23 8th Grade ELA Cohort

SBAC ELA	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	14%	34%	34%	17%	48%
State	15%	30%	25%	30%	45%
2022	13%	48%	26%	13%	61%
State	17%	32%	23%	28%	49%
2021	4%	42%	38%	17%	46%
State	16%	27%	26%	30%	43%
2019	15%	27%	33%	24%	42%
State	27%	23%	19%	31%	50%
2018	26%	32%	37%	5%	58%
State	28%	22%	23%	28%	48%

2022-23 9th Grade ELA Cohort

SBAC ELA	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2022	30%	40%	30%	0%	70%
State	18%	31%	25%	28%	47%
2021	0%	50%	19%	31%	50%
State	17%	33%	23%	27%	50%
2019	28%	31%	19%	22%	59%
State	24%	28%	20%	28%	52%
2018	27%	12%	24%	36%	39%
State	20%	22%	19%	32%	48%
2017	17%	13%	42%	29%	30%
State	23%	21%	24%	32%	44%

2022-23 3rd Grade Math Cohort

SBAC Math	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	12%	18%	41%	29%	30%
State	20%	25%	22%	33%	45%

2022-23 4th Grade Math Cohort

SBAC Math	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	7%	11%	50%	32%	18%
State	19%	22%	28%	31%	41%
2022	9%	26%	35%	30%	35%
State	19%	24%	22%	34%	43%

2022-23 5th Grade Math Cohort

SBAC Math	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	17%	24%	28%	31%	41%
State	18%	15%	25%	41%	33%
2022	18%	29%	36%	18%	47%
State	17%	22%	28%	33%	39%
2021	10%	35%	15%	40%	45%
State	16%	23%	23%	37%	39%

2022-23 6th Grade Math Cohort

SBAC Math	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	20%	20%	24%	36%	40%
State	17%	18%	26%	41%	33%
2022	14%	18%	21%	46%	32%
State	17%	15%	26%	43%	32%
2021	5%	38%	24%	33%	43%
State	15%	21%	29%	35%	36%

2022-23 7th Grade Math Cohort

SBAC Math	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	5%	15%	44%	36%	20%
State	17%	16%	25%	42%	33%
2022	8%	16%	45%	30%	24%
State	16%	18%	27%	41%	32%
2021	3%	6%	47%	44%	9%
State	10%	14%	26%	48%	30%
2019	15%	44%	26%	15%	59%
State	23%	28%	23%	27%	51%

2022-23 8th Grade Math Cohort

SBAC Math	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	14%	34%	24%	28%	48%
State	17%	13%	22%	48%	30%
2022	8%	35%	43%	13%	44%
State	16%	18%	26%	42%	32%
2021	0%	8%	38%	54%	8%
State	15%	18%	27%	42%	33%
2019	6%	36%	33%	24%	42%
State	20%	25%	30%	25%	45%
2018	48%	45%	5%	10%	85%
State	21%	28%	24%	28%	49%

8th Grade Science (5th Grade in 2018-19)

	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2022	20%	20%	56%	4%	40%
State	10%	20%	54%	17%	30%
2019	13%	16%	65%	6%	29%
State	12%	20%	49%	19%	32%

8th Grade Science (8th Grade in 2022-23)

	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	6%	10%	68%	16%	16%
State	10%	10%	53%	19%	29%

12th Grade Science

	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2022	10%	30%	53%	7%	40%
State	6%	21%	56%	14%	27%
2019	3%	30%	60%	8%	33%
State	7%	19%	55%	20%	26%

12th Grade Science (12th Grade in 2022-23)

	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	4%	29%	54%	14%	33%
State	7%	30%	59%	4%	27%

MUSD Science

	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2023	13%	23%	51%	13%	36%
State	9%	21%	54%	16%	30%
2022	12%	20%	58%	10%	32%
State	9%	21%	55%	16%	30%
2019	7%	23%	61%	8%	30%
State	9%	21%	52%	18%	30%

Mendocino Unified School District



MINUTES

Closed Session Board Meeting

FEBRUARY 7, 2024

**MENDOCINO HIGH SCHOOL - STAFF LOUNGE
10700 FORD STREET
MENDOCINO, CA 95460**

5:00 P.M. PUBLIC HEARING FOR CLOSED SESSION

5:05 P.M. CLOSED SESSION

VIA TELECONFERENCE

Join Zoom Meeting

<https://us02web.zoom.us/j/86063925790?pwd=R21xUzh3TW80L3VadEFZcjVyL2pUUT09>

Meeting ID: 860 6392 5790 Passcode: 889675

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 860 6392 5790

Passcode: 889675

*Please "mute" your device during the meeting.
MUSD is not available for technical support for remote meetings.*

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings either distributed as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460 or online at: <https://www.mendocinoused.org/District/3051-Untitled.html>

In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact, Erin Placido, Exec. Asst to the Superintendent at (707) 937-5868.

1. 5:00 P.M. OPEN MEETING, CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call

The meeting was called to order at 5:10 PM. Present were Trustees Morton, Schaeffer, Aum, Griffen.

- 1.2. The president will verbally identify the agenda items to be discussed during closed session as listed below.

The President verbally identified the agenda items to be discussed.

- 1.3. Closed session open hearing

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting laws, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

- 1.4. Adjourn to closed session

2. CLOSED SESSION

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962. Closed session attendees will include board members and Superintendent Jason Morse.

- 2.1. Public Employee Performance Evaluation (Government Code 54957)

Title: Superintendent

3. RECONVENE TO OPEN SESSION

- 3.1. Closed session disclosure

Any reportable action taken during closed session will be disclosed at this time.

Nothing was reported out of Closed Session.

4. ADJOURNMENT

The next regular board meeting is set for **February 15, 2024 at the Mendocino High School.**

The meeting was adjourned at 6:50 PM.

**Mendocino Unified School District
2023-24 Combined General Fund Budget Change Report
February 2024**

REVENUES:		data as of:	January View 1/9/2024	February View 2/7/2024	Change
REVENUE LIMIT SOURCES					
8011	State Aid - Current Year		1,662,031	1,662,031	-
8012	Education Protection Account		85,018	85,018	-
8019	EPA Prior Year Adjustment		-	-	-
8021	Homeowners' Exemptions Tax		35,571	35,571	-
8022	Timber Yield Tax		70,596	70,596	-
8029	Other Subventions/In-Lieu Taxes		202	202	-
8041	Secured Roll Taxes		5,910,038	5,910,038	-
8042	Unsecured Taxes		184,370	184,370	-
8043	Prior Years' Taxes		1,805	1,805	-
8044	Supplemental Taxes		-	-	-
8091	Revenue Limit Transfers		-	-	-
Total Revenue Limit Sources			7,949,631	7,949,631	-
FEDERAL REVENUES					
8181	Special Education Entitlement		87,048	87,048	-
8182	Discretionary Grants		2,654	2,654	-
8285	Interagency Contracts between LEAs		-	-	-
8290	All other Federal Revenue		478,602	478,602	-
Total Federal Revenues			568,304	568,304	-
OTHER STATE REVENUES					
8311	Other St. Apportionments Current Yr.		-	-	-
8520	State Nutrition KIT Grant		-	-	-
8550	Mandated Cost Reimbursements		20,858	20,858	-
8560	State Lottery Revenue		100,384	100,384	-
8590	All Other State Revenue		1,133,917	1,133,917	0
Total Other State Revenues			1,255,159	1,255,159	0
OTHER LOCAL REVENUES					
8622	Non-Ad Valorem Taxes		91,350	91,350	-
8631	Sale of Equipment & Supplies		-	-	-
8650	Leases and Rentals		6,200	6,200	-
8660	Interest		15,000	15,000	-
8662	Net Increase in Fair Value Investment		39,024	39,024	-
8675	Transport. Fees from Individuals		-	-	-
8677	Transportation & Interagency Services		3,850	3,850	-
8689	Other Fees and Contracts		1,000	1,000	-
8699	All Other Local Revenue		96,849	101,168	4,320
8792	Transfer of Apportionment from COE		228,993	228,993	-
Total Other Local Revenues			482,266	486,585	4,320
TOTAL REVENUES					
			10,255,360	10,259,679	4,320
<i>Total All Revenue Sources</i>			<i>10,295,360</i>	<i>10,299,679</i>	

Medi-Cal Reimb

January February
 View View
 data as of: 1/9/2024 2/7/2024 Change

EXPENDITURES:

CERTIFICATED SALARIES				-
1100	Teachers' Salaries	3,033,524	3,033,524	-
1200	Pupil Support Salaries	298,742	298,742	-
1300	Supervisors' and Admin Salaries	406,658	406,658	-
1900	Other Certificated Salaries	-	-	-
Total Certificated Salaries		3,738,924	3,738,924	-
CLASSIFIED SALARIES				-
2100	Instructional Aides' Salaries	553,809	553,809	-
2200	Support Salaries	670,745	670,745	-
2300	Supervisors' and Admin Salaries	379,078	379,078	-
2400	Clerical and Office Salaries	502,838	502,838	-
2900	Other Classified Salaries	15,727	15,727	-
Total Classified Salaries		2,122,198	2,122,198	-
EMPLOYEE BENEFITS				-
310X	STRS	1,036,251	1,036,251	-
320X	PERS	527,132	527,132	-
33XX	OASDI/Medicare	204,369	204,369	-
340X	Health & Welfare Benefits	880,181	880,181	-
350X	Unemployment Insurance	5,029	5,029	-
360X	Workers' Compensation	213,341	213,341	-
370X	Other Post-Employment Benefits	30,971	30,971	-
390X	Other Benefits (Ret. Inc. & Board bene.)	34,023	34,023	-
Total Employee Benefits		2,931,296	2,931,296	-
BOOKS AND SUPPLIES				-
4100	Approved Textbooks & Core Materials	68,883	68,883	-
4200	Books & Other Reference Materials			-
4300	Materials and Supplies	338,144	338,144	-
4400	Noncapitalized Equipment	43,178	43,178	-
Total Books and Supplies		450,205	450,205	-
SERVICES, OTHER OPERATING EXPENSES				-
5100	Subagreements for Services	19,154	19,154	-
5200	Travel & Conference	72,340	72,340	-
5300	Dues and Memberships	31,330	31,330	-
5450	Insurance	106,600	106,600	-
5500	Operation & Housekeeping Services	337,503	337,503	-
5600	Rentals, Leases, Repairs, Improvmts	73,986	73,986	-
5700		-	-	-
5800	Consulting Svcs and Op Expenses	545,674	545,674	-
5900	Communications	39,090	39,090	-
Total Services and Other Operating Expenses		1,225,677	1,225,677	-
CAPITAL OUTLAY				-
6100	Land	-	-	-
6400	Equipment / Equipment Replacement	-	-	-
Total Capital Outlay		-	-	-

January February
View View
data as of: 1/9/2024 2/7/2024 Change

OTHER OUTGO

7142	County Operated ADA	-	-	-
7299	All Other Transfer Out to All Other	-	-	-
7300-7399	Transfer of Indirect Costs	(6,000)	(6,000)	-
7439	Debt Service - Principal & Interest	-	-	-
Total Other Outgo		(6,000)	(6,000)	-
TOTAL EXPENDITURES		10,462,299	10,462,299	-
OTHER FINANCING SOURCES AND USES				
8912	Transfer In from Fund 17	-	-	-
8919	Transfer In from MCN Fund	40,000	40,000	-
7612	Transfer Out to Transp Equipment	-	-	-
7611	Transfer Out to State Preschool Fund	(63,305)	(63,305)	-
7616	Transfer Out to Cafeteria	(136,476)	(136,476)	-
7619	Transfer Out to MCN - telecom	(8,190)	(8,190)	-
TOT. OTHER FINANCING SOURCES & USES		(167,972)	(167,972)	-
NET INCREASE (DECR) IN FUND BALANCE		(374,911)	(370,591)	4,320
<i>Total All Expenditure Sources</i>		<i>10,670,270</i>	<i>10,670,270</i>	-
FUND BALANCE, RESERVES				
Beginning Fund Balance		2,353,535	2,353,535	-
Ending Fund Balance		1,978,624	1,982,944	4,320
COMPONENTS OF ENDING FUND BALANCE				
9711	Revolving Cash	10,000	10,000	-
9740	Restricted Balances	1,143,565	1,143,565	-
9789	Designated for Econ Uncertainty	426,811	426,811	-
9780	Other Designations:			-
9780	SLIP/LUMP/Site Accts/Lottery	33,596	33,596	-
9780	Transportation (Elec Bus)	20,000	20,000	-
9790	General (Undesignated) Reserve	344,653	348,972	4,320

9780 Other Designations:

Locally Defined (Site Accts)	33,595.78	33,595.78
Supplemental Concentration	-	-
SLIP/LUMP	-	-
Lottery - Unrestricted	-	-
	<u>33,595.78</u>	<u>33,595.78</u>

	(\$000)
ELOP	83.9
COVID ESSER	17.1
Educator Effectiveness	113.5
Art-Music-IM BG	120.3
KIT Grants	129.4
Dual Enrollment	350.0
A-G Access	10.5
Lrng Recov Emer BG	204.2
Cmty Fdn - CTE	25.8
Lottery/Other Grants	6.4
Title I	36.2
Mental Health	16.8
Prop 28	29.5
FMV Entries	-
	<u>1,143.6</u>

1x/Restricted in nature 1,061.1

2023-24 Year-To-Date ADA by District of Residence

Month: 5

		MUSD	FB	PA	AV	Ukiah	Other	Totals	23-24 CBEDS (Oct.)	22-23 CBEDS (Oct.)
Albion	TK	1.64	0.00	0.00	0.00	0.00	0.00	1.64	2	0
	K	1.88	0.00	0.00	0.00	0.00	0.00	1.88	2	2
	1	1.78	0.00	0.00	0.00	0.00	0.00	1.78	2	4
	2	2.63	0.00	0.00	0.00	0.00	0.00	2.63	3	2
	3	<u>0.65</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.65</u>	<u>1</u>	<u>1</u>
	Total	8.58	0.00	0.00	0.00	0.00	0.00	8.58	10	9
Comptche	TK	0.90	0.00	0.00	0.00	0.00	0.00	0.90	1	3
	K	4.08	0.00	0.00	0.00	0.00	0.00	4.08	5	4
	1	2.76	0.00	0.00	0.00	0.00	0.00	2.76	3	1
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	6
	3	<u>6.34</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6.34</u>	<u>7</u>	<u>3</u>
	Total	14.08	0.00	0.00	0.00	0.00	0.00	14.08	16	17
MK-8	TK	6.45	0.00	0.00	0.00	0.00	0.00	6.45	8	2
	K	14.01	0.00	0.00	0.00	0.00	0.00	14.01	15	25
	1	20.79	0.00	0.00	0.00	0.00	0.00	20.79	23	15
	2	13.41	1.82	0.90	0.00	0.00	0.00	16.13	18	19
	3	16.48	2.80	0.00	0.00	0.00	0.00	19.28	21	17
	4	17.27	0.92	0.00	0.00	0.00	0.00	18.19	19	30
	5	27.34	1.91	0.00	0.00	0.00	0.00	29.25	32	32
	6	33.23	1.45	0.00	0.00	0.00	0.00	34.68	37	33
	7	22.47	4.59	0.89	0.00	0.00	0.00	27.95	31	42
	8	<u>34.08</u>	<u>3.34</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>37.42</u>	<u>42</u>	<u>35</u>
Total	205.53	16.83	1.79	0.00	0.00	0.00	224.15	246	250	
MHS	9	31.95	3.07	0.96	0.00	0.00	0.00	35.98	38	35
	10	27.34	4.65	0.00	0.00	0.00	0.00	31.99	34	51
	11	37.92	3.67	1.88	0.00	0.00	0.00	43.47	46	36
	12	<u>21.07</u>	<u>8.09</u>	<u>0.00</u>	<u>1.81</u>	<u>0.00</u>	<u>0.00</u>	<u>30.97</u>	<u>34</u>	<u>43</u>
	Total	118.28	19.48	2.84	1.81	0.00	0.00	142.41	152	165
MAS (I.S.)	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	1	0.79	0.00	0.00	0.00	0.00	0.00	0.79	1	0
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	3	0.47	0.00	0.00	0.00	0.00	0.00	0.47	1	0
	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	3
	5	1.74	0.00	0.00	0.00	0.00	0.00	1.74	2	1
	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	7	0.00	0.79	0.00	0.00	0.00	0.00	0.79	1	0
	8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	10	2.00	0.00	0.00	0.00	0.00	0.00	2.00	2	4
	11	0.15	0.00	0.00	0.00	0.00	0.00	0.15	0	1
12	<u>1.73</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1.73</u>	<u>1</u>	<u>1</u>	
Total	6.88	0.79	0.00	0.00	0.00	0.00	7.67	8	14	
SHS	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	4
	12	<u>2.49</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2.49</u>	<u>4</u>	<u>3</u>
	Total	2.49	0.00	0.00	0.00	0.00	0.00	2.49	4	7
TOTAL		355.84	37.10	4.63	1.81	0.00	0.00	399.38	436	462

2023-24 Total ADA by Attendance Month
ADA for each attendance month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	23-24 P-1	22-23 P-1	Mo. 5	Mo. 6	Mo. 7	23-24 P-2	22-23 P-2	Mo. 8	Mo. 9	Mo. 10	23-24 Annual	22-23 Annual
Albion	TK	1.42	1.47	1.63	1.67	1.67		1.64									
	K	1.79	1.85	1.86	1.89	1.89		1.88									
	1	1.89	1.71	1.68	1.75	1.75		1.78									
	2	2.79	2.47	2.60	2.59	2.59		2.63									
	3	<u>0.79</u>	<u>0.71</u>	<u>0.72</u>	<u>0.64</u>	<u>0.64</u>		<u>0.65</u>									
	Total	8.68	8.21	8.49	8.54	8.54	8.00	8.58				8.03					8.09
Comptche	TK	1.00	0.97	0.96	0.93	0.93		0.90									
	K	4.00	4.16	4.21	4.14	4.14		4.08									
	1	2.95	2.95	2.86	2.79	2.79		2.76									
	2	0.00	0.00	0.00	0.00	0.00		0.00									
	3	<u>6.37</u>	<u>6.50</u>	<u>6.37</u>	<u>6.32</u>	<u>6.32</u>		<u>6.34</u>									
	Total	14.32	14.58	14.40	14.18	14.18	14.40	14.08				14.89					15.35
MK-8	TK	7.00	6.97	6.84	6.49	6.49		6.45									
	K	14.05	14.37	14.32	14.09	14.09		14.01									
	1	21.84	21.95	21.88	21.01	21.01		20.79									
	2	16.58	16.32	16.12	16.15	16.15		16.13									
	3	19.32	19.55	19.68	19.45	19.45		19.28									
	4	18.47	18.39	18.33	18.26	18.26		18.19									
	5	30.69	30.09	30.15	29.86	29.86		29.25									
	6	34.27	34.52	34.64	34.58	34.58		34.68									
	7	28.95	28.97	28.46	28.32	28.32		27.95									
	8	<u>39.31</u>	<u>38.64</u>	<u>38.11</u>	<u>38.03</u>	<u>38.03</u>		<u>37.42</u>									
	Total	230.48	229.77	228.53	226.24	226.24	216.62	224.15				216.26					216.72
MHS	9	34.21	35.63	36.09	36.18	36.18		35.98									
	10	31.64	32.65	32.25	32.23	32.23		31.99									
	11	42.99	44.03	43.97	43.81	43.81		43.47									
	12	<u>30.84</u>	<u>31.76</u>	<u>31.48</u>	<u>31.25</u>	<u>31.25</u>		<u>30.97</u>									
		Total	139.68	144.07	143.79	143.47	143.47	150.70	142.41				148.20				
MAS	TK	0.00	0.00	0.00	0.00	0.00		0.00									
	K	0.00	0.00	0.00	0.00	0.00		0.00									
	1	1.00	1.00	1.00	0.79	0.79		0.79									
	2	0.00	0.00	0.00	0.00	0.00		0.00									
	3	0.74	0.76	0.75	0.60	0.60		0.47									
	4	0.00	0.00	0.00	0.00	0.00		0.00									
	5	1.74	1.87	1.89	1.72	1.72		1.74									
	6	0.00	0.00	0.00	0.00	0.00		0.00									
	7	1.00	1.00	1.00	0.86	0.86		0.79									
	8	0.00	0.00	0.00	0.00	0.00		0.00									
	9	0.00	0.00	0.00	0.00	0.00		0.00									
	10	2.00	2.00	2.00	2.00	2.00		2.00									
	11	0.00	0.00	0.00	0.00	0.00		0.15									
12	<u>0.26</u>	<u>0.42</u>	<u>1.04</u>	<u>1.32</u>	<u>1.32</u>		<u>1.73</u>										
	Total	6.74	7.05	7.68	7.29	7.29	12.63	7.67				14.02					13.99
SHS	9	0.00	0.00	0.00	0.00	0.00		0.00									
	10	0.00	0.00	0.00	0.00	0.00		0.00									
	11	0.00	0.00	0.00	0.00	0.00		0.00									
	12	<u>4.18</u>	<u>3.42</u>	<u>2.96</u>	<u>2.69</u>	<u>2.69</u>		<u>2.49</u>									
	Total	4.18	3.42	2.96	2.69	2.69	5.45	2.49				4.93					4.46
TOTAL ADA		404.08	407.10	405.85	402.41	402.41	407.80	399.38				406.33					407.26

2023-24 Enrollment by District of Residence

Month: 5

		MUSD	FB	PA	AV	Ukiah	Other	23-24 Totals To Date	23-24 CBEDS (Oct.)	22-23 CBEDS (Oct.)
Albion	TK	2	0	0	0	0	0	2	2	0
	K	2	0	0	0	0	0	2	2	2
	1	2	0	0	0	0	0	2	2	4
	2	3	0	0	0	0	0	3	3	2
	3	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>
	Total	10	0	0	0	0	0	10	10	9
Comptche	TK	1	0	0	0	0	0	1	1	3
	K	5	0	0	0	0	0	5	5	4
	1	3	0	0	0	0	0	3	3	1
	2	0	0	0	0	0	0	0	0	6
	3	<u>7</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7</u>	<u>7</u>	<u>3</u>
	Total	16	0	0	0	0	0	16	16	17
MK-8	TK	7	0	0	0	0	0	7	8	2
	K	15	0	0	0	0	0	15	15	25
	1	22	0	0	0	0	0	22	23	15
	2	15	2	1	0	0	0	18	18	19
	3	18	3	0	0	0	0	21	21	17
	4	19	1	0	0	0	0	20	19	30
	5	29	2	0	0	0	0	31	32	32
	6	38	2	0	0	0	0	40	37	33
	7	25	5	1	0	0	0	31	31	42
	8	<u>36</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>40</u>	<u>42</u>	<u>35</u>
Total	224	19	2	0	0	0	245	246	250	
MHS	9	34	4	1	0	0	0	39	38	35
	10	29	5	0	0	0	0	34	34	51
	11	41	4	2	0	0	0	47	46	36
	12	<u>22</u>	<u>9</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>33</u>	<u>34</u>	<u>43</u>
	Total	126	22	3	2	0	0	153	152	165
MAS (I.S.)	TK	0	0	0	0	0	0	0	0	0
	K	0	0	0	0	0	0	0	0	1
	1	1	0	0	0	0	0	1	1	0
	2	0	0	0	0	0	0	0	0	1
	3	1	0	0	0	0	0	1	1	0
	4	0	0	0	0	0	0	0	0	3
	5	2	0	0	0	0	0	2	2	1
	6	0	0	0	0	0	0	0	0	1
	7	0	1	0	0	0	0	1	1	0
	8	0	0	0	0	0	0	0	0	0
	9	0	0	0	0	0	0	0	0	1
	10	2	0	0	0	0	0	2	2	4
	11	1	0	0	0	0	0	1	0	1
12	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>1</u>	<u>1</u>	
Total	11	1	0	0	0	0	12	8	14	
SHS	9	0	0	0	0	0	0	0	0	0
	10	0	0	0	0	0	0	0	0	0
	11	0	0	0	0	0	0	0	0	4
	12	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>4</u>	<u>3</u>
	Total	3	0	0	0	0	0	3	4	7
TOTAL		390	42	5	2	0	0	439	436	462

2023-24 Total Enrollment by Attendance Month

												23-24
		Mo. 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	Annual Avg
Albion	TK	2	2	2	2	2						2
	K	2	2	2	2	2						2
	1	2	2	2	2	2						2
	2	3	3	2	3	3						3
	3	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>						<u>1</u>
	Total	10	10	9	10	10						
Comptche	TK	1	1	1	1	1						1
	K	4	5	5	5	5						5
	1	3	3	3	3	3						3
	2	0	0	0	0	0						0
	3	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>						<u>7</u>
	Total	15	16	16	16	16						
MK-8	TK	8	7	7	7	7						7
	K	15	15	15	15	15						15
	1	23	22	22	22	22						22
	2	18	18	18	18	18						18
	3	21	21	21	21	21						21
	4	19	19	19	18	20						19
	5	32	32	31	31	31						31
	6	36	37	37	38	40						38
	7	31	31	31	31	31						31
	8	<u>42</u>	<u>41</u>	<u>42</u>	<u>40</u>	<u>40</u>						<u>41</u>
Total	245	243	243	241	245							243
MHS	9	37	39	39	39	39						39
	10	31	34	34	34	34						33
	11	44	47	46	47	47						46
	12	<u>33</u>	<u>34</u>	<u>34</u>	<u>33</u>	<u>33</u>						<u>33</u>
	Total	145	154	153	153	153						
MAS	TK	0	0	0	0	0						0
	K	0	0	0	0	0						0
	1	1	1	1	1	1						1
	2	0	0	0	0	0						0
	3	1	1	1	1	1						1
	4	0	0	0	0	0						0
	5	2	2	2	2	2						2
	6	0	0	0	0	0						0
	7	1	1	1	1	1						1
	8	0	0	0	0	0						0
	9	0	0	0	0	0						0
	10	2	2	2	2	2						2
	11	0	0	0	0	1						0
12	<u>1</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>4</u>						<u>3</u>	
Total	8	9	10	10	12							10
SHS	9	0	0	0	0	0						0
	10	0	0	0	0	0						0
	11	0	0	0	0	0						0
	12	<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>						<u>3</u>
	Total	4	3	3	3	3						
TOTAL Enroll		427	435	434	433	439						434

MENDOCINO GRAMMAR SCHOOL
 STUDENT BODY ACCOUNT
 2023-2024 MONTHLY SUMMARY
 PERIOD: JANUARY 2024

	BALANCE	INCOME	EXPENSE	NEW BALANCE
KINDERGARTEN	0.00			0.00
1st GRADE	20.00			20.00
2nd GRADE	-72.84			-72.84
3rd GRADE	122.50			122.50
4-5 GRADES	151.34			151.34
COMPTCHE SCHOOL	0.78			0.78
GENERAL STUDENT BODY	3.55			3.55
MULTI-PURPOSE STAGE	45.07			45.07
To be Reimbursed MUSD	-225.00			-225.00
TOTAL	45.40	0.00	0.00	45.40

**MENDOCINO MIDDLE SCHOOL
STUDENT BODY ACCOUNT
2023-24 MONTHLY SUMMARY
PERIOD: JANUARY 2024**

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Art Field Trips	\$ 506.23			\$ 506.23
6-8 Boys Free Throw	\$ -			\$ -
6-8 Girls Free Throw	\$ -			\$ -
6th Grade Trips	\$ 13,132.45			\$ 13,132.45
7-8 Boy's BB	\$ 2,221.57	\$307.34	\$1,135.28	\$ 1,393.63
7-8 Girl's BB	\$ 2,134.55	\$325.89	\$1,365.42	\$ 1,095.02
7th Grade Class	\$ 1,883.66			\$ 1,883.66
8th Grade Class	\$ -			\$ -
8th Grade Trip	\$ 1,840.21			\$ 1,840.21
Art Fund	\$ 2,972.74	\$200.00		\$ 3,172.74
Athletics	\$ 1,152.57			\$ 1,152.57
AVID	\$ -			\$ -
Chess Club	\$ -			\$ -
Chorus	\$ -			\$ -
Cooking Club	\$ 258.77			\$ 258.77
Film Club	\$ 84.22			\$ 84.22
Grad Dance	\$ -			\$ -
Leadership	\$ 175.65			\$ 175.65
Maker Faire	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ 98.61			\$ 98.61
Science	\$ 291.65			\$ 291.65
Student Council	\$ 1,471.44			\$ 1,471.44
Volleyball	\$ 11,923.07	\$150.00	\$71.15	\$ 12,001.92
Yearbook	\$ 3,048.53	\$60.00		\$ 3,108.53
Yearend Activities	\$ -			\$ -
TOTAL	\$ 43,195.92	\$1,043.23	\$2,571.85	\$ 41,667.30

**MENDOCINO HIGH SCHOOL
STUDENT BODY ACCOUNT
2023-2024 MONTHLY SUMMARY
PERIOD: JANUARY 2024**

	DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS					
	Athletic Travel/Requests	1703.26			1703.26
	Athletics - Officials only	4305.30			4305.30
	CTE Art	1869.00			1869.00
	CTE Media	200.00			200.00
	CTE Woodshop	3110.71		737.89	2372.82
	Facilities (key dep)	3038.16			3038.16
	Library	96.20			96.20
	MCHS General	1630.57			1630.57
	MCHS Outdoor Leadership	493.15			493.15
	MCHS Yearbook	560.00			560.00
	PACT Testing	525.00			525.00
	PSAT/SAT workbooks	1485.00			1485.00
	Request (donations/interest)	354.18	3.76		357.94
	Sober Grad	2164.49			2164.49
	Skate Ramp Fund	500.87			500.87
	SONAR	4236.34			4236.34
	Store	160.33			160.33
	Student Council	-108.38	20.00		-88.38
	Youth Prevention	92.50			92.50
CLASSES					
	Class of 16	500.00			500.00
	Class of 19	306.26			306.26
	Class of 21	327.48			327.48
	Class of 22	990.29			990.29
	Class of 23	0.00			0.00
	Class of 24	10331.54	14.50	1065.70	9280.34
	Class of 25	3795.13			3795.13
	Class of 26	2153.86			2153.86
	Class of 27	50.00			50.00
FALL SPORTS					
	Boys Soccer	-231.25			-231.25
	Football	134.12			134.12
	Girls Soccer	54.34			54.34
	Volleyball	647.80			647.80
WINTER SPORTS					
	Boys Basketball	3637.25	1120.80	2029.40	2728.65
	Girls Basketball	7232.07		4014.51	3217.56
SPRING SPORTS					
	Baseball	500.00			500.00
	Golf	1000.00			1000.00
	Softball	367.73			367.73
	Swim Team	283.00			283.00
	Tennis	64.97			64.97
	Track	0.00			0.00
CLUB					
	Amnesty	387.87			387.87
	Art Club	542.85			542.85
	Body Positive	0.00			0.00

Chorus	152.21			152.21
CSF	693.33			693.33
Culinary	4822.37			4822.37
Electronics	1196.69			1196.69
Horticulture/Botany Club	2148.35			2148.35
Improv club	1028.02			1028.02
Interact Club-Activity	3976.41			3976.41
Interact Club-Administrative	3293.10			3293.10
Leadership	56.44			56.44
Model U.N.	-637.51			-637.51
Multi-Cultural Club	305.00			305.00
Radio	327.59	1053.46	323.03	1058.02
Science Club	126.09			126.09
S.E.A. Club	30.00			30.00
Spectrum Club	80.00			80.00
Workability/Cardinal Express	146.41			146.41
Yearbook	6103.55			6103.55
Yoga Club	0.00			0.00
A/E WEEK				
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	1565.00	1800.00		3365.00
AE WEEK Biking	237.80	60.00		297.80
AE WEEK Celebration of Self	144.69			144.69
AE WEEK Coastal Adventures	-77.50			-77.50
AE WEEK College Tours	1074.29			1074.29
AE WEEK Com College/CTE	100.00			100.00
AE WEEK Creative Writing	0.00			0.00
AE WEEK Culinary	94.31			94.31
AE WEEK Drivers Ed Class	300.00			300.00
AW WEEK E-Lab	45.00			45.00
AE WEEK Engineering Extravaganza	857.30			857.30
AE WEEK First Responder Academy	703.64			703.64
AE WEEK Learning in La-La Land	237.27			237.27
AE WEEK Media Film	0.00			0.00
AE WEEK San Francisco	634.00			634.00
AE WEEK Sierra Adventure	0.00			0.00
AE WEEK Top Sail	-596.61			-596.61
AE WEEK Volunteer Crew	76.14			76.14
AE WEEK Washington DC	1392.67			1392.67
AE WEEK Wind Surfing	181.07			181.07
AW WEEK Woodworking	0.00			0.00
AE WEEK Yosemite Institute	-3374.44	225.00		-3149.44
AE WEEK Reserve	99.84			99.84
TO BE REFUNDED	0.00			0.00
TOTAL	87059.51	4297.52	8170.53	83186.50

Albion Elementary
2022–23 School Accountability Report Card
Reported Using Data from the 2022–23 School
Year
California Department of Education

Address:	30400 Albion Ridge Rd. Albion, CA , 95410-9708	Principal:	Kim Humrichouse, Principal
Phone:	(707) 937-0515	Grade Span:	K-3

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Kim Humrichouse, Principal

📍 Principal, Albion Elementary

About Our School

Contact

Albion Elementary
30400 Albion Ridge Rd.
Albion, CA 95410-9708

Phone: (707) 937-0515

Email: khumrichouse@mendocinoused.org

Contact Information (School Year 2023–24)

District Contact Information (School Year 2023–24)

District Name	Mendocino Unified
Phone Number	(707) 937-5868
Superintendent	Morse, Jason
Email Address	jmorse@mcn.org
Website	http://mendocinoused.org

School Contact Information (School Year 2023–24)

School Name	Albion Elementary
Street	30400 Albion Ridge Rd.
City, State, Zip	Albion, CA , 95410-9708
Phone Number	(707) 937-0515
Principal	Kim Humrichouse, Principal
Email Address	khumrichouse@mendocinoused.org
Website	
County-District-School (CDS) Code	23655816116149

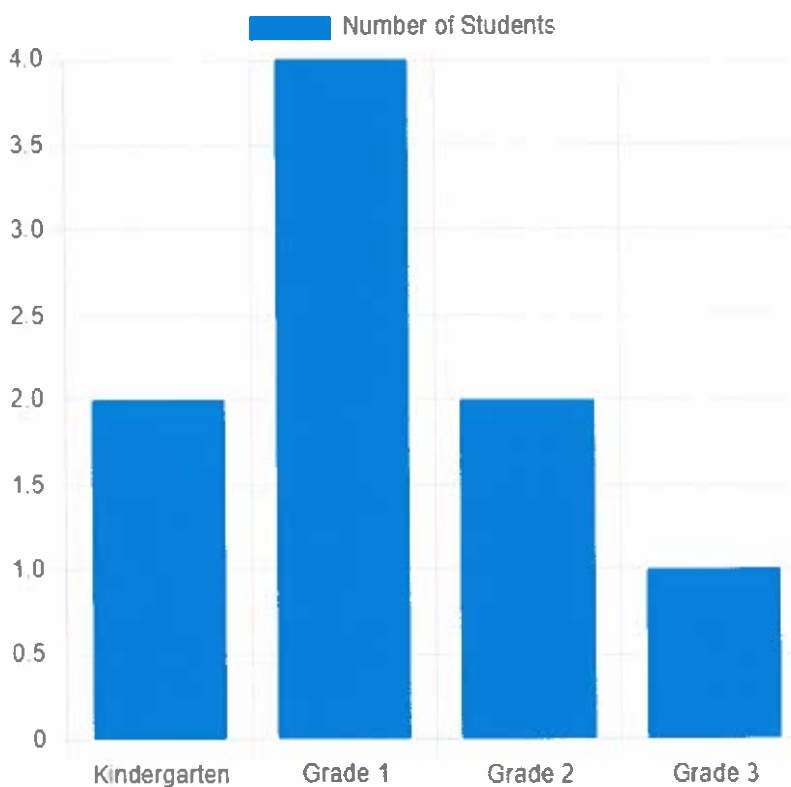
Last updated: 1/23/24

School Description and Mission Statement (School Year 2023–24)

?We believe that every student can learn. We provide clear and challenging standards for student performance in alignment with current California Common Core Standards and state adopted curricula. Personal responsibility for learning and preparation in a vibrant educational setting are expectations for all Albion students, the teachers, instructional assistants and volunteers. Individual students are provided support to help them reach their full potential. The teachers, instructional assistants, students, and parent volunteers form a family style educational environment. The particular mission of the Albion School is to maintain ties to the community and families of young students. At the end of third grade, students matriculate to the Mendocino K-8 School in the town of Mendocino. ?

Student Enrollment by Grade Level (School Year 2022–23)

Grade Level	Number of Students
Kindergarten	2
Grade 1	4
Grade 2	2
Grade 3	1
Total Enrollment	9



Last updated: 1/23/24

Student Enrollment by Student Group (School Year 2022–23)

Student Group	Percent of Total Enrollment
Female	33.30%
Male	66.70%
Non-Binary	0.00%

Student Group (Other)	Percent of Total Enrollment
English Learners	11.10%
Foster Youth	0.00%
Homeless	0.00%

Student Group	Percent of Total Enrollment	Student Group (Other)	Percent of Total Enrollment
American Indian or Alaska Native	0.00%	Migrant	0.00%
Asian	11.10%	Socioeconomically Disadvantaged	77.80%
Black or African American	0.00%	Students with Disabilities	0.00%
Filipino	0.00%		
Hispanic or Latino	22.20%		
Native Hawaiian or Pacific Islander	0.00%		
Two or More Races	22.20%		
White	44.40%		

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Teacher Preparation and Placement (School Year 2020–21)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	1.00	100.00%	28.80	73.10%	228366.10	83.12%
Intern Credential Holders Properly Assigned	0.00	0.00%	0.00	0.00%	4205.90	1.53%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.00	0.00%	3.20	8.30%	11216.70	4.08%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0.00	0.00%	5.50	14.12%	12115.80	4.41%
Unknown/Incomplete/NA	0.00	0.00%	1.70	4.45%	18854.30	6.86%
Total Teaching Positions	1.00	100.00%	39.50	100.00%	274759.10	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Last updated: 1/23/24

Teacher Preparation and Placement (School Year 2021–22)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	1.00	100.00%	31.70	86.10%	234405.20	84.00%
Intern Credential Holders Properly Assigned	0.00	0.00%	0.00	0.00%	4853.00	1.74%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.00	0.00%	1.10	3.14%	12001.50	4.30%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0.00	0.00%	3.70	10.05%	11953.10	4.28%
Unknown/Incomplete/NA	0.00	0.00%	0.20	0.68%	15831.90	5.67%
Total Teaching Positions	1.00	100.00%	36.90	100.00%	279044.80	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Last updated: 1/23/24

Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2020-21 Number	2021-22 Number
Permits and Waivers	0.00	0.00
Misassignments	0.00	0.00
Vacant Positions	0.00	0.00
Total Teachers Without Credentials and Misassignments	0.00	0.00

Last updated: 11/2/23

Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

Indicator	2020-21 Number	2021-22 Number
Credentialed Teachers Authorized on a Permit or Waiver	0.00	0.00
Local Assignment Options	0.00	0.00
Total Out-of-Field Teachers	0.00	0.00

Last updated: 11/2/23

Class Assignments

Indicator	2020– 21 Percent	2021– 22 Percent
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)		0%
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0.00%	0%

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

Last updated: 11/2/23

Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2023–24)

Year and month in which the data were collected: 2022

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Adventures of the Super Kids (Grade 1) More Adventures of the Super Kids - The Super Kids Hit Second Grade (Grade 2) The Super Kids Take Off (Grade 3)	Yes	0
Mathematics	Bridges	Yes	0
Science	Foss	Yes	0
History-Social Science	Embedded in Superkids	Yes	0
Foreign Language			0
Health			0
Visual and Performing Arts			0
Science Lab Eqpmt (Grades 9-12)	N/A	N/A	0

Note: Cells with N/A values do not require data.

Last updated: 1/23/24

School Facility Conditions and Planned Improvements

?The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of

the school. ?

Last updated: 1/23/24

School Facility Good Repair Status

Using the **most recently collected** Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: September 2023

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Good	Vinyl flooring in restrooms need patching.
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Facility Rate

Year and month of the most recent FIT report: September 2023

Overall Rating	Good
----------------	------

Last updated: 1/23/24

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAA] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAA items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAA for ELA** in grades three through eight and grade eleven.
 2. **Smarter Balanced Summative Assessments and CAA for mathematics** in grades three through eight and grade eleven.
 3. **California Science Test (CAST) and CAA for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).
- **College and Career Ready:** The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

**CAASPP Test Results in ELA and Mathematics for All Students
Grades Three through Eight and Grade Eleven taking and completed state-
administered assessment
Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2021– 22	School 2022– 23	District 2021– 22	District 2022– 23	State 2021– 22	State 2022– 23
English Language Arts / Literacy (grades 3-8 and 11)	--	--	49%	52%	47%	46%
Mathematics (grades 3-8 and 11)	--	--	40%	34%	33%	34%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: ELA and Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAA divided by the total number of students who participated in both assessments.

Last updated: 1/23/24

**CAASPP Test Results in ELA by Student Group for students taking and completed
state-administered assessment
Grades Three through Eight and Grade Eleven (School Year 2022–23)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	--	--	--	--	--
Female	0	0	0%	0%	0%
Male	--	--	--	--	--
American Indian or Alaska Native	0	0	0%	0%	0%
Asian	0	0	0%	0%	0%
Black or African American	0	0	0%	0%	0%
Filipino	0	0	0%	0%	0%

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Hispanic or Latino	0	0	0%	0%	0%
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	--	--	--	--	--
White	0	0	0%	0%	0%
English Learners	0	0	0%	0%	0%
Foster Youth	0	0	0%	0%	0%
Homeless	0	0	0%	0%	0%
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	--	--	--	--	--
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	0	0	0%	0%	0%

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/23/24

CAASPP Test Results in Mathematics by Student Group for students taking and completed state-administered assessment

Grades Three through Eight and Grade Eleven (School Year 2022–23)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	--	--	--	--	--
Female	0	0	0%	0%	0%
Male	--	--	--	--	--
American Indian or Alaska Native	0	0	0%	0%	0%
Asian	0	0	0%	0%	0%
Black or African American	0	0	0%	0%	0%
Filipino	0	0	0%	0%	0%
Hispanic or Latino	0	0	0%	0%	0%
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	--	--	--	--	--
White	0	0	0%	0%	0%
English Learners	0	0	0%	0%	0%

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Foster Youth	0	0	0%	0%	0%
Homeless	0	0	0%	0%	0%
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	--	--	--	--	--
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	0	0	0%	0%	0%

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/23/24

**CAASPP Test Results in Science for All Students
 Grades Five, Eight and High School
 Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2021- 22	School 2022- 23	District 2021- 22	District 2022- 23	State 2021- 22	State 2022- 23
Science (grades 5, 8, and high school)			32.53%	36.26%	29.47%	30.29%

Note: Science test results include the CAST and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/23/24

**CAASPP Test Results in Science by Student Group
Grades Five, Eight and High School (School Year 2022–23)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/23/24

Career Technical Education (CTE) Programs (School Year 2022–23)

--

Last updated: 1/23/24

Career Technical Education (CTE) Participation (School Year 2022–23)

Measure	CTE Program Participation
Number of Pupils Participating in CTE	--
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	--
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	--

*Last updated: 1/23/24***Course Enrollment/Completion of University of California (UC) and/or California State University (CSU) Admission Requirements**

UC/CSU Course Measure	Percent
2022–23 Pupils Enrolled in Courses Required for UC/CSU Admission	0.00%
2021–22 Graduates Who Completed All Courses Required for UC/CSU Admission	0.00%

Last updated: 1/23/24

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

California Physical Fitness Test Results (School Year 2022–23)

Percentage of Students Participating in each of the five Fitness Components

Grade	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility

Note: The administration of the PFT during 2021–22 and 2022-23 school years, only participation results are required for these five fitness areas.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/23/24

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site

Opportunities for Parental Involvement (School Year 2023–24)

Parents are partners in their children's education. Parents volunteer regularly in alignment with Mendocino Unified School District (MUSD) Board policies and Title I Parent Involvement Policy. Parents volunteer in a variety of capacities from field trips to curricular projects and celebrations. Parents also serve as School Site Council (SSC) representatives and as member of the Mendocino Unified Schools Enrichment (MUSE) educational foundation.

We have an active Parent Teacher organization that supports the school through book fairs, teacher appreciation luncheons and student activities. Annual events such as back-to-school night, open house, parent-teacher conference, along with flexible and ongoing opportunities from Title I and the SSC allow parents to be involved in their child's education.

For more information on how to be involved, contact Principal Kim Humrichouse at (707) 937-0515 or khumrichouse@mendocinoused.org

State Priority: Pupil Engagement

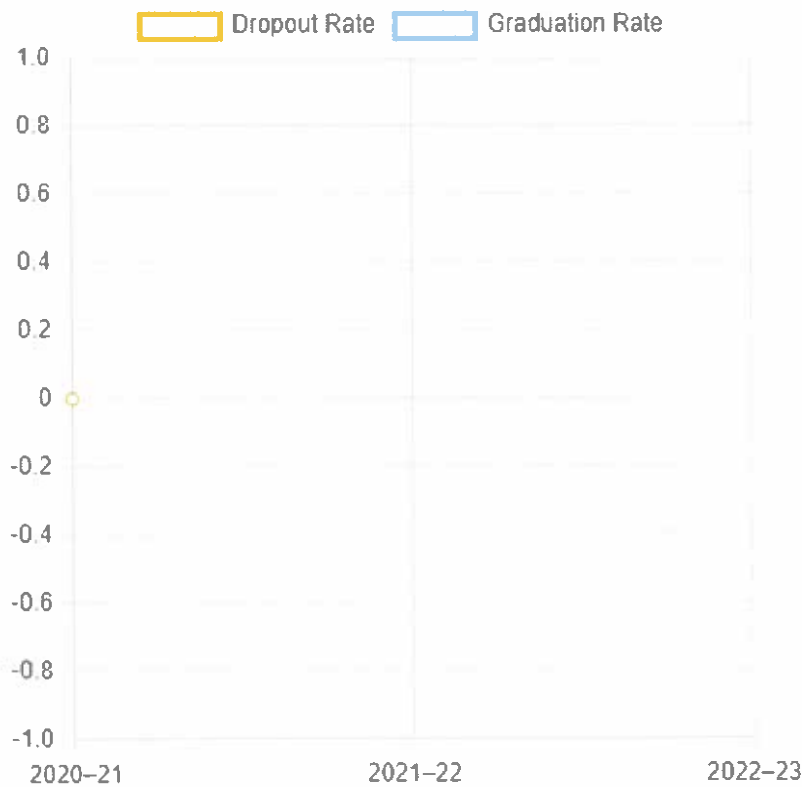
The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates;
- High school graduation rates; and
- Chronic Absenteeism

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2020–21	School 2021–22	School 2022–23	District 2020–21	District 2021–22	District 2022–23	State 2020–21	State 2021–22	State 2022–23
Dropout Rate				93.30%	2.60%	2.0%	9.4%	7.8%	8.2%
Graduation Rate				4.40%	94.70%	98.0%	83.6%	87.0%	86.2%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.



Last updated: 1/23/24

Graduation Rate by Student Group (Four-Year Cohort Rate) (School Year 2022–23)

Student Group	Number of Students in Cohort	Number of Cohort Graduates	Cohort Graduation Rate
All Students	0.0	0.0	0.0%
Female	0.0	0.0	0.0%
Male	0.0	0.0	0.0%
Non-Binary	0.0	0.0	0.0%
American Indian or Alaska Native	0.0	0.0	0.0%
Asian	0.0	0.0	0.0%
Black or African American	0.0	0.0	0.0%
Filipino	0.0	0.0	0.0%
Hispanic or Latino	0.0	0.0	0.0%
Native Hawaiian or Pacific Islander	0.0	0.0	0.0%
Two or More Races	0.0	0.0	0.0%
White	0.0	0.0	0.0%
English Learners	0.0	0.0	0.0%
Foster Youth	0.0	0.0	0.0%
Homeless	0.0	0.0	0.0%
Socioeconomically Disadvantaged	0.0	0.0	0.0%
Students Receiving Migrant Education Services	0.0	0.0	0.0%
Students with Disabilities	0.0	0.0	0.0%

For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at <https://www.cde.ca.gov/ds/ad/acgrinfo.asp>.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

Last updated: 1/23/24

Chronic Absenteeism by Student Group (School Year 2022–23)

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	9	9	8	44.4%
Female	3	3	2	66.7%
Male	6	3	2	33.3%
Non-Binary	0	0	0	0.0%
American Indian or Alaska Native	0	0	0	0.0%
Asian	1	1	1	100.0%
Black or African American	0	0	0	0.0%
Filipino	0	0	0	0.0%
Hispanic or Latino	2	2	1	50.0%
Native Hawaiian or Pacific Islander	0	0	0	0.0%
Two or More Races	2	2	0	0.0%
White	4	4	1	25.0%
English Learners	1	1	0	0.0%
Foster Youth	0	0	0	0.0%
Homeless	0	0	0	0.0%
Socioeconomically Disadvantaged	7	7	3	42.9%
Students Receiving Migrant Education Services	0	0	0	0.0%

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
Students with Disabilities	0	0	0	0.0%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/23/24

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

Rate	School 2020–21	School 2021–22	School 2022–23	District 2020–21	District 2021–22	District 2022–23	State 2020–21	State 2021–22	State 2022–23
Suspensions	0.00%	0.00%	0.00%	0.00%	4.29%	3.74%	0.20%	3.17%	3.60%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.07%	0.08%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/23/24

Suspensions and Expulsions by Student Group (School Year 2022–23)

Student Group	Suspensions Rate	Expulsions Rate
All Students	0.00%	0.00%
Female	0.00%	0.00%
Male	0.00%	0.00%
Non-Binary	0.00%	0.00%
American Indian or Alaska Native	0.00%	0.00%
Asian	0.00%	0.00%
Black or African American	0.00%	0.00%
Filipino	0.00%	0.00%
Hispanic or Latino	0.00%	0.00%
Native Hawaiian or Pacific Islander	0.00%	0.00%
Two or More Races	0.00%	0.00%
White	0.00%	0.00%
English Learners	0.00%	0.00%
Foster Youth	0.00%	0.00%
Homeless	0.00%	0.00%
Socioeconomically Disadvantaged	0.00%	0.00%
Students Receiving Migrant Education Services	0.00%	0.00%
Students with Disabilities	0.00%	0.00%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

Last updated: 1/23/24

School Safety Plan (School Year 2023–24)

Last updated: 1/23/24

D. Other SARC information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary) (School Year 2020–21)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K				
1				
2				
3				
4				
5				
6				
Other**	15.00	1		

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) (School Year 2021–22)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K				
1				
2				
3				
4				
5				
6				
Other**	14.00	1		

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) (School Year 2022–23)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	0.00	0	0	0
1	0.00	0	0	0
2	0.00	0	0	0
3	0.00	0	0	0
4	0.00	0	0	0
5	0.00	0	0	0
6	0.00	0	0	0
Other**	9.00	1	0	0

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

**Average Class Size and Class Size Distribution (Secondary) (School Year 2020–21)
(HIGH SCHOOL)**

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts				
Mathematics				
Science				
Social Science				

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

**Average Class Size and Class Size Distribution (Secondary) (School Year 2021–22)
(HIGH SCHOOL)**

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts				
Mathematics				
Science				
Social Science				

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Average Class Size and Class Size Distribution (Secondary) (School Year 2022–23) (HIGH SCHOOL)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts				
Mathematics				
Science				
Social Science				

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Last updated: 1/23/24

Ratio of Pupils to Academic Counselor (School Year 2022–23)

Title	Ratio
Pupils to Academic Counselor*	1

* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

Last updated: 1/23/24

Student Support Services Staff (School Year 2022–23)

Title	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	0.10
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	0.10
Psychologist	
Social Worker	0.10
Nurse	

Title	Number of FTE* Assigned to School
Speech/Language/Hearing Specialist	0.00
Resource Specialist (non-teaching)	
Other	0.10

* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

Last updated: 1/23/24

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2021–22)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	--	\$124050.00	\$130938.00	\$61535.00
District	N/A	N/A	\$5981790.00	\$65600.00
Percent Difference – School Site and District	N/A	N/A	--	--
State	N/A	N/A	\$7606.62	\$77993.00
Percent Difference – School Site and State	N/A	N/A	--	--

Note: Cells with N/A values do not require data.

Last updated: 1/23/24

Types of Services Funded (Fiscal Year 2022–23)

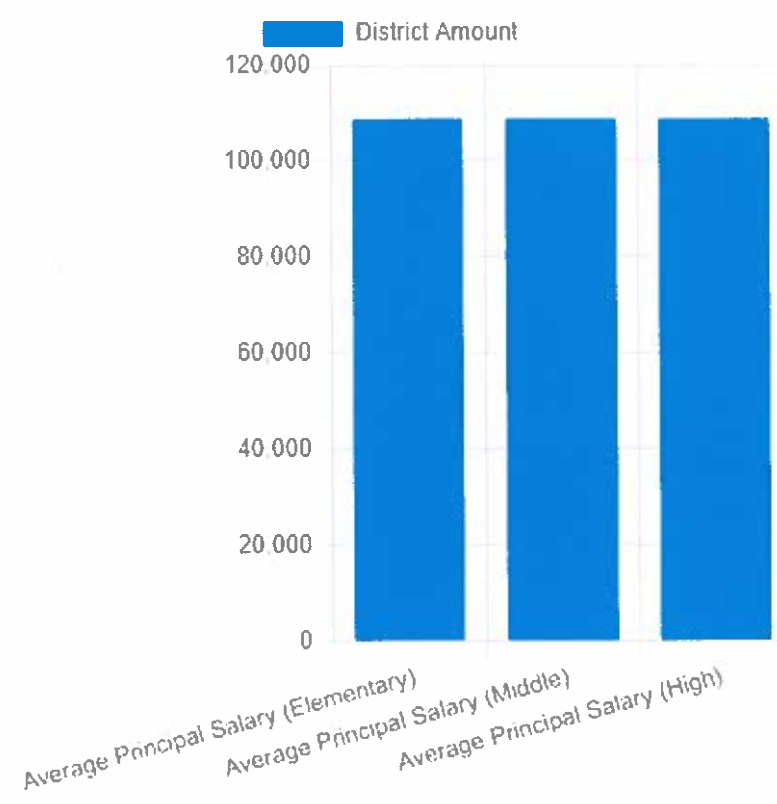
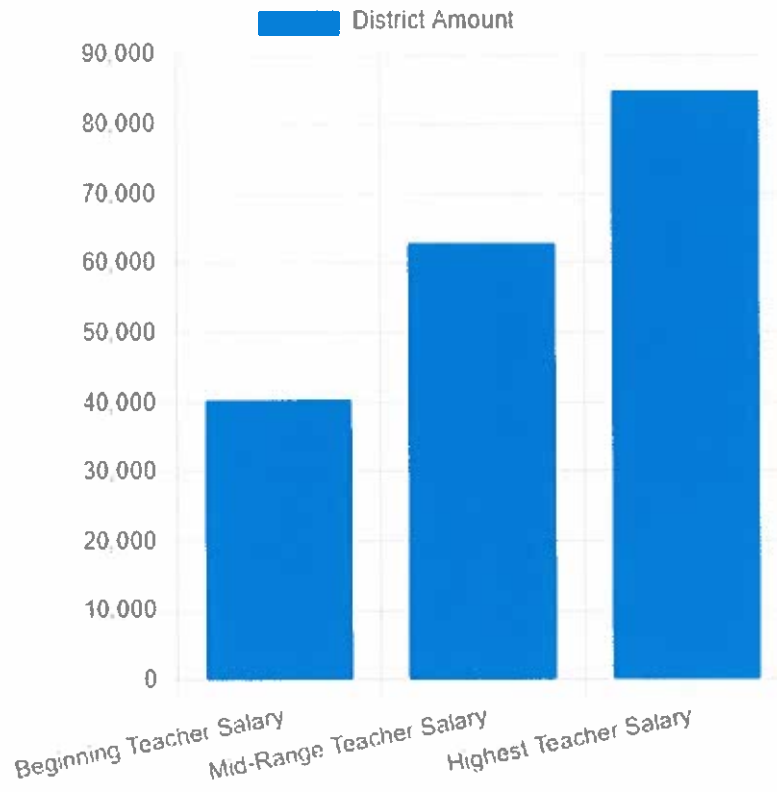
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Last updated: 1/23/24

Teacher and Administrative Salaries (Fiscal Year 2021–22)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$40402.00	\$47615.88
Mid-Range Teacher Salary	\$62840.00	\$75580.34
Highest Teacher Salary	\$84781.00	\$100485.05
Average Principal Salary (Elementary)	\$108799.00	\$114066.92
Average Principal Salary (Middle)	\$108799.00	\$123621.77
Average Principal Salary (High)	\$108799.00	\$125385.54
Superintendent Salary	\$127806.00	\$157977.15
Percent of Budget for Teacher Salaries	34.66%	27.82%
Percent of Budget for Administrative Salaries	4.06%	5.78%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.



Last updated: 1/23/24

Advanced Placement (AP) Courses (School Year 2022–23)**Percent of Students in AP Courses 0 %**

Subject	Number of AP Courses Offered*
Computer Science	0
English	0
Fine and Performing Arts	0
Foreign Language	0
Mathematics	0
Science	0
Social Science	0
Total AP Courses Offered*	0

* Where there are student course enrollments of at least one student.

*Last updated: 1/23/24***Professional Development**

Measure	2021– 22	2022– 23	2023– 24
Number of school days dedicated to Staff Development and Continuous Improvement	4.5	4.5	4.5

Last updated: 1/23/24

Comptche Elementary
2022–23 School Accountability Report Card
Reported Using Data from the 2022–23 School
Year
California Department of Education

Address:	31301 Comptche-Ukiah Rd. Comptche, CA , 95427-0144	Principal:	Kim Humrichouse, Principal
Phone:	(707) 937-0515	Grade Span:	K-3

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Kim Humrichouse, Principal

📍 Principal, Comptche Elementary

About Our School

Contact

Comptche Elementary
31301 Comptche-Ukiah Rd.
Comptche, CA 95427-0144

Phone: (707) 937-0515

Email: khumrichouse@mendocinoused.org

Contact Information (School Year 2023–24)

District Contact Information (School Year 2023–24)

District Name	Mendocino Unified
Phone Number	(707) 937-5868
Superintendent	Morse, Jason
Email Address	jmorse@mcn.org
Website	http://mendocinoused.org

School Contact Information (School Year 2023–24)

School Name	Comptche Elementary
Street	31301 Comptche-Ukiah Rd.
City, State, Zip	Comptche, CA , 95427-0144
Phone Number	(707) 937-0515
Principal	Kim Humrichouse, Principal
Email Address	khumrichouse@mendocinoused.org
Website	
County-District-School (CDS) Code	23655816025142

Last updated: 1/17/24

School Description and Mission Statement (School Year 2023–24)

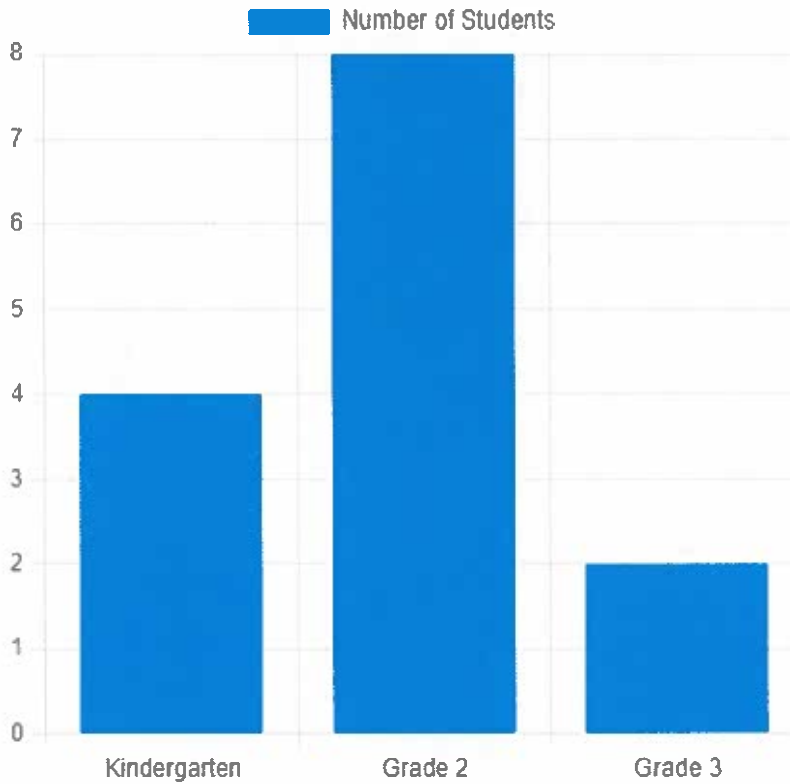
?We believe that every student can learn. We provide clear and challenging standard for student performance in alignment with current California Common Core Standards and state adopted curricula. Personal responsibility for learning and participation in a vibrant educational setting are expectations for all Comptche students, the teachers, instructional assistants and volunteers. Individual students are provided support to help them reach their full potential. The teachers, instructional assistants, students, and parent volunteers form a family style educational environment. The particular mission of the Comptche School is to maintain ties to the community and families of young students. At the end of third

grade, students matriculate to the Mendocino K-8 School in the town of Mendocino. ?

Last updated: 1/17/24

Student Enrollment by Grade Level (School Year 2022–23)

Grade Level	Number of Students
Kindergarten	4
Grade 2	8
Grade 3	2
Total Enrollment	14



Last updated: 1/17/24

Student Enrollment by Student Group (School Year 2022–23)

Student Group	Percent of Total Enrollment
Female	46.70%
Male	53.30%
Non-Binary	0.00%
American Indian or Alaska Native	0.00%

Student Group (Other)	Percent of Total Enrollment
English Learners	7.14%
Foster Youth	0.00%
Homeless	14.30%
Migrant	0.00%

Student Group	Percent of Total Enrollment	Student Group (Other)	Percent of Total Enrollment
Asian	0.00%	Socioeconomically Disadvantaged	78.60%
Black or African American	0.90%	Students with Disabilities	7.10%
Filipino	0.00%		
Hispanic or Latino	14.30%		
Native Hawaiian or Pacific Islander	0.00%		
Two or More Races	0.00%		
White	82.40%		

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Teacher Preparation and Placement (School Year 2020–21)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	1.00	100.00%	28.80	73.10%	228366.10	83.12%
Intern Credential Holders Properly Assigned	0.00	0.00%	0.00	0.00%	4205.90	1.53%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.00	0.00%	3.20	8.30%	11216.70	4.08%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0.00	0.00%	5.50	14.12%	12115.80	4.41%
Unknown/Incomplete/NA	0.00	0.00%	1.70	4.45%	18854.30	6.86%
Total Teaching Positions	1.00	100.00%	39.50	100.00%	274759.10	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Last updated: 1/17/24

Teacher Preparation and Placement (School Year 2021–22)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	1.00	100.00%	31.70	86.10%	234405.20	84.00%
Intern Credential Holders Properly Assigned	0.00	0.00%	0.00	0.00%	4853.00	1.74%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.00	0.00%	1.10	3.14%	12001.50	4.30%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0.00	0.00%	3.70	10.05%	11953.10	4.28%
Unknown/Incomplete/NA	0.00	0.00%	0.20	0.68%	15831.90	5.67%
Total Teaching Positions	1.00	100.00%	36.90	100.00%	279044.80	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Last updated: 1/17/24

**Teachers Without Credentials and Misassignments
(considered "ineffective" under ESSA)**

Authorization/Assignment	2020–21 Number	2021–22 Number
Permits and Waivers	0.00	0.00
Misassignments	0.00	0.00
Vacant Positions	0.00	0.00
Total Teachers Without Credentials and Misassignments	0.00	0.00

Last updated: 11/2/23

**Credentialed Teachers Assigned Out-of-Field
(considered "out-of-field" under ESSA)**

Indicator	2020–21 Number	2021–22 Number
Credentialed Teachers Authorized on a Permit or Waiver	0.00	0.00
Local Assignment Options	0.00	0.00
Total Out-of-Field Teachers	0.00	0.00

Last updated: 11/2/23

Class Assignments

Indicator	2020– 21 Percent	2021– 22 Percent
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	0.00%	0%
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0.00%	0%

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

Last updated: 11/2/23

Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2023–24)

Year and month in which the data were collected: 2022

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Superkids	Yes	0
Mathematics	Bridges	Yes	0
Science	Foss	Yes	0
History-Social Science	Embedded in Superkids	Yes	0
Foreign Language			0
Health			0
Visual and Performing Arts			0
Science Lab Eqpmt (Grades 9-12)	N/A	N/A	0

Note: Cells with N/A values do not require data.

Last updated: 1/17/24

School Facility Conditions and Planned Improvements

The Comptche School has an average percentage of 98.2% and a school rating of "Good".

Last updated: 1/17/24

School Facility Good Repair Status

Using the **most recently collected** Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: September 2023

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Fair	Interior Surfaces need repair.
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Facility Rate

Year and month of the most recent FIT report: September 2023

Overall Rating	Good
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Last updated: 1/17/24

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAA] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAA items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAA for ELA** in grades three through eight and grade eleven.
 2. **Smarter Balanced Summative Assessments and CAA for mathematics** in grades three through eight and grade eleven.
 3. **California Science Test (CAST) and CAA for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).
- **College and Career Ready:** The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

**CAASPP Test Results in ELA and Mathematics for All Students
Grades Three through Eight and Grade Eleven taking and completed state-
administered assessment
Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2021- 22	School 2022- 23	District 2021- 22	District 2022- 23	State 2021- 22	State 2022- 23
English Language Arts / Literacy (grades 3-8 and 11)	--	--	49%	52%	47%	46%
Mathematics (grades 3-8 and 11)	--	--	40%	34%	33%	34%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: ELA and Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAA divided by the total number of students who participated in both assessments.

Last updated: 1/17/24

**CAASPP Test Results in ELA by Student Group for students taking and completed
state-administered assessment
Grades Three through Eight and Grade Eleven (School Year 2022–23)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	--	--	--	--	--
Female	0	0	0%	0%	0%
Male	--	--	--	--	--
American Indian or Alaska Native	0	0	0%	0%	0%
Asian	0	0	0%	0%	0%
Black or African American	0	0	0%	0%	0%
Filipino	0	0	0%	0%	0%

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Hispanic or Latino	--	--	--	--	--
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	0	0	0%	0%	0%
White	--	--	--	--	--
English Learners	0	0	0%	0%	0%
Foster Youth	0	0	0%	0%	0%
Homeless	--	--	--	--	--
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	--	--	--	--	--
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	0	0	0%	0%	0%

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/17/24

**CAASPP Test Results in Mathematics by Student Group for students taking and completed state-administered assessment
Grades Three through Eight and Grade Eleven (School Year 2022–23)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	--	--	--	--	--
Female	0	0	0%	0%	0%
Male	--	--	--	--	--
American Indian or Alaska Native	0	0	0%	0%	0%
Asian	0	0	0%	0%	0%
Black or African American	0	0	0%	0%	0%
Filipino	0	0	0%	0%	0%
Hispanic or Latino	--	--	--	--	--
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	0	0	0%	0%	0%
White	--	--	--	--	--
English Learners	0	0	0%	0%	0%

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Foster Youth	0	0	0%	0%	0%
Homeless	--	--	--	--	--
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	--	--	--	--	--
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	0	0	0%	0%	0%

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/17/24

CAASPP Test Results in Science for All Students
Grades Five, Eight and High School
Percentage of Students Meeting or Exceeding the State Standard

Subject	School	School	District	District	State	State
	2021– 22	2022– 23	2021– 22	2022– 23	2021– 22	2022– 23
Science (grades 5, 8, and high school)			32.53%	36.26%	29.47%	30.29%

Note: Science test results include the CAST and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/17/24

CAASPP Test Results in Science by Student Group
Grades Five, Eight and High School (School Year 2022–23)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/17/24

Career Technical Education (CTE) Programs (School Year 2022–23)

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Last updated: 1/17/24

Career Technical Education (CTE) Participation (School Year 2022–23)

Measure	CTE Program Participation
Number of Pupils Participating in CTE	--
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	--
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	--

*Last updated: 1/17/24***Course Enrollment/Completion of University of California (UC) and/or California State University (CSU) Admission Requirements**

UC/CSU Course Measure	Percent
2022–23 Pupils Enrolled in Courses Required for UC/CSU Admission	0.00%
2021–22 Graduates Who Completed All Courses Required for UC/CSU Admission	0.00%

Last updated: 1/17/24

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

California Physical Fitness Test Results (School Year 2022–23)

Percentage of Students Participating in each of the five Fitness Components

Grade	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility

Note: The administration of the PFT during 2021–22 and 2022-23 school years, only participation results are required for these five fitness areas.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/17/24

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site

Opportunities for Parental Involvement (School Year 2023–24)

Parents are invited to participate in Site Council as well as volunteer with the PTO. Parents may volunteer within the class, help with field trips and provide special activities for students throughout the year.

State Priority: Pupil Engagement

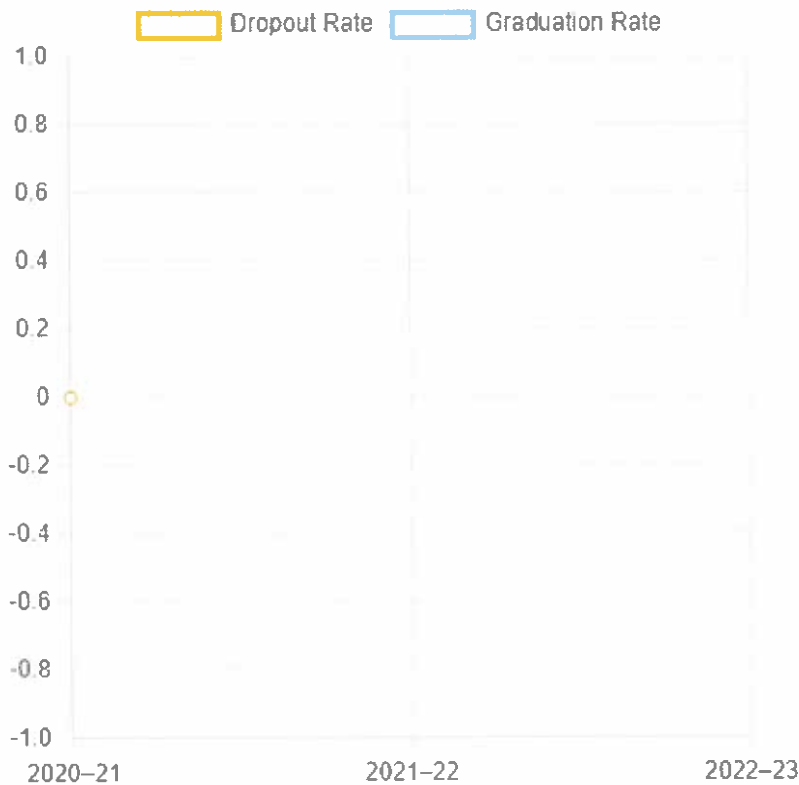
The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates;
- High school graduation rates; and
- Chronic Absenteeism

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2020–21	School 2021–22	School 2022–23	District 2020–21	District 2021–22	District 2022–23	State 2020–21	State 2021–22	State 2022–23
Dropout Rate				4.5%	2.6%	2.0%	9.4%	7.8%	8.2%
Graduation Rate				95.5%	94.7%	98.0%	83.6%	87.0%	86.2%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.



Last updated: 1/17/24

Graduation Rate by Student Group (Four-Year Cohort Rate) (School Year 2022–23)

Student Group	Number of Students in Cohort	Number of Cohort Graduates	Cohort Graduation Rate
All Students	0.0	0.0	0.0%
Female	0.0	0.0	0.0%
Male	0.0	0.0	0.0%
Non-Binary	0.0	0.0	0.0%
American Indian or Alaska Native	0.0	0.0	0.0%
Asian	0.0	0.0	0.0%
Black or African American	0.0	0.0	0.0%
Filipino	0.0	0.0	0.0%
Hispanic or Latino	0.0	0.0	0.0%
Native Hawaiian or Pacific Islander	0.0	0.0	0.0%
Two or More Races	0.0	0.0	0.0%
White	0.0	0.0	0.0%
English Learners	0.0	0.0	0.0%
Foster Youth	0.0	0.0	0.0%
Homeless	0.0	0.0	0.0%
Socioeconomically Disadvantaged	0.0	0.0	0.0%
Students Receiving Migrant Education Services	0.0	0.0	0.0%
Students with Disabilities	0.0	0.0	0.0%

For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at <https://www.cde.ca.gov/ds/ad/acgrinfo.asp>.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

Last updated: 1/17/24

Chronic Absenteeism by Student Group (School Year 2022–23)

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	14	14	10	71.4%
Female	7	7	6	85.7%
Male	7	7	4	57.0%
Non-Binary	0	0	0	0.0%
American Indian or Alaska Native	0	0	0	0.0%
Asian	0	0	0	0.0%
Black or African American	0	0	0	0.0%
Filipino	0	0	0	0.0%
Hispanic or Latino	2	2	2	100.0%
Native Hawaiian or Pacific Islander	0	0	0	0.0%
Two or More Races	0	0	0	0.0%
White	12	12	8	66.7%
English Learners	3	3	1	100.0%
Foster Youth	0	0	0	0.0%
Homeless	2	2	2	100.0%
Socioeconomically Disadvantaged	11	11	9	81.8%
Students Receiving Migrant Education Services	0	0	0	0.0%

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
Students with Disabilities	1	1	1	100.0%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/17/24

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

Rate	School 2020–21	School 2021–22	School 2022–23	District 2020–21	District 2021–22	District 2022–23	State 2020–21	State 2021–22	State 2022–23
Suspensions	0.00%	0.00%	0.00%	0.00%	4.29%	3.74%	0.20%	3.17%	3.60%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.07%	0.08%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/17/24

Suspensions and Expulsions by Student Group (School Year 2022–23)

Student Group	Suspensions Rate	Expulsions Rate
All Students	0.00%	0.00%
Female	0.00%	0.00%
Male	0.00%	0.00%
Non-Binary	0.00%	0.00%
American Indian or Alaska Native	0.00%	0.00%
Asian	0.00%	0.00%
Black or African American	0.00%	0.00%
Filipino	0.00%	0.00%
Hispanic or Latino	0.00%	0.00%
Native Hawaiian or Pacific Islander	0.00%	0.00%
Two or More Races	0.00%	0.00%
White	0.00%	0.00%
English Learners	0.00%	0.00%
Foster Youth	0.00%	0.00%
Homeless	0.00%	0.00%
Socioeconomically Disadvantaged	0.00%	0.00%
Students Receiving Migrant Education Services	0.00%	0.00%
Students with Disabilities	0.00%	0.00%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

Last updated: 1/17/24

School Safety Plan (School Year 2023–24)

Last updated: 1/17/24

D. Other SARC information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary) (School Year 2020-21)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K				
1		0		
2				
3				
4				
5				
6				
Other**	18.00	1		

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) (School Year 2021–22)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K				
1				
2				
3				
4				
5				
6				
Other**	15.00	1		

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) (School Year 2022–23)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	0.00	0	0	0
1	0.00	0	0	0
2	0.00	0	0	0
3	0.00	0	0	0
4	0.00	0	0	0
5	0.00	0	0	0
6	0.00	0	0	0
Other**	17.00	1	0	0

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

**Average Class Size and Class Size Distribution (Secondary) (School Year 2020–21)
(HIGH SCHOOL)**

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts				
Mathematics				
Science				
Social Science				

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

**Average Class Size and Class Size Distribution (Secondary) (School Year 2021–22)
(HIGH SCHOOL)**

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts				
Mathematics				
Science				
Social Science				

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Average Class Size and Class Size Distribution (Secondary) (School Year 2022–23) (HIGH SCHOOL)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts				
Mathematics				
Science				
Social Science				

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Last updated: 1/17/24

Ratio of Pupils to Academic Counselor (School Year 2022–23)

Title	Ratio
Pupils to Academic Counselor*	0

* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

Last updated: 1/17/24

Student Support Services Staff (School Year 2022–23)

Title	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	0.10
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	0.10
Social Worker	0.10
Nurse	

Title	Number of FTE* Assigned to School
Speech/Language/Hearing Specialist	0.10
Resource Specialist (non-teaching)	
Other	0.00

* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

Last updated: 1/17/24

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2021–22)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	--	\$68655.00	\$166249.00	\$73387.00
District	N/A	N/A	\$3115583.00	\$66260.00
Percent Difference – School Site and District	N/A	N/A	--	--
State	N/A	N/A	\$7606.62	\$77993.00
Percent Difference – School Site and State	N/A	N/A	--	--

Note: Cells with N/A values do not require data.

Last updated: 1/17/24

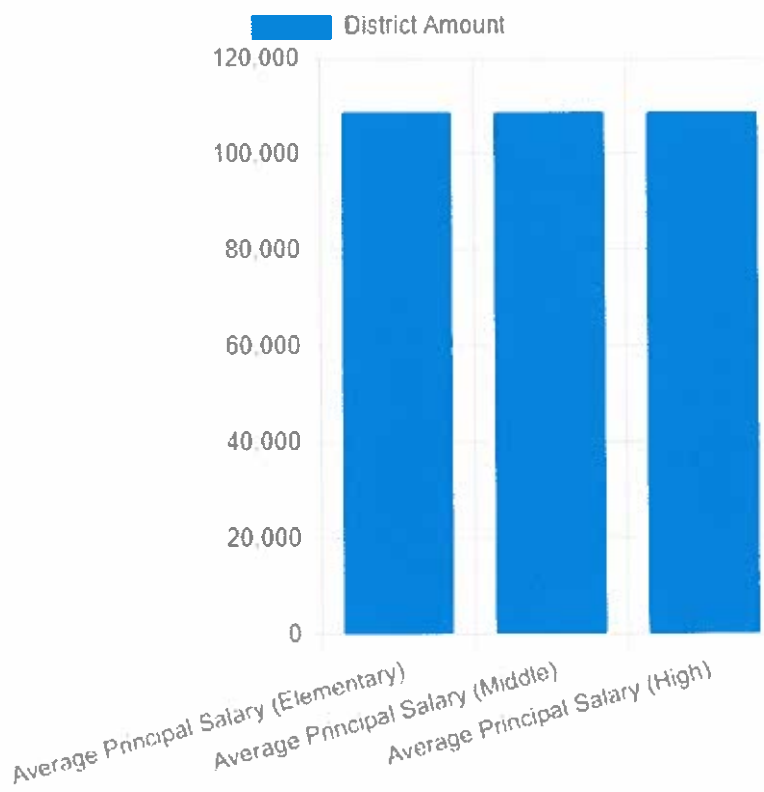
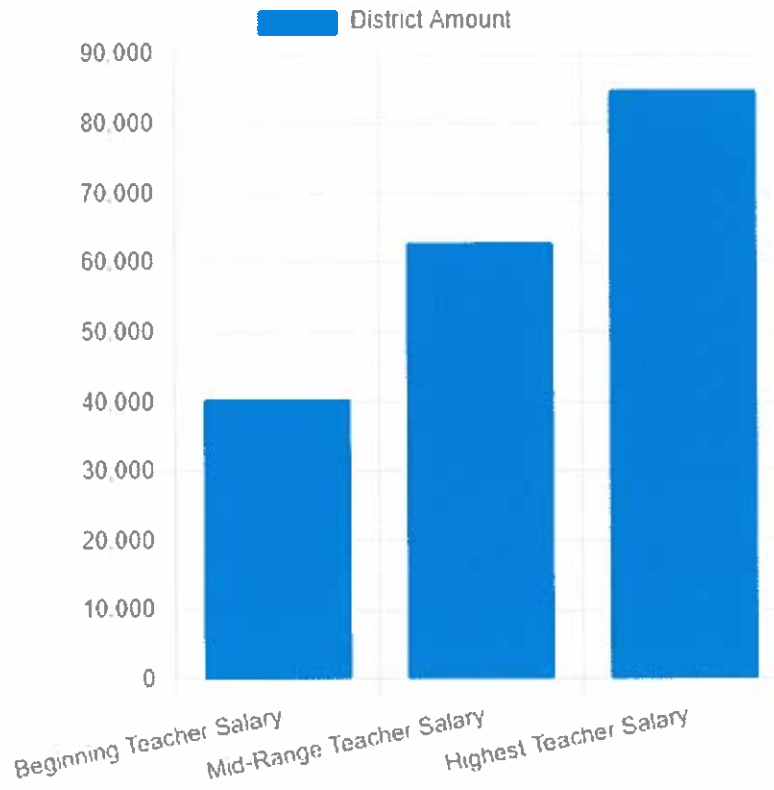
Types of Services Funded (Fiscal Year 2022–23)

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*Last updated: 1/17/24***Teacher and Administrative Salaries (Fiscal Year 2021–22)**

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$40402.00	\$47615.88
Mid-Range Teacher Salary	\$62840.00	\$75580.34
Highest Teacher Salary	\$84781.00	\$100485.05
Average Principal Salary (Elementary)	\$108799.00	\$114066.92
Average Principal Salary (Middle)	\$108799.00	\$123621.77
Average Principal Salary (High)	\$108799.00	\$125385.54
Superintendent Salary	\$127806.00	\$157977.15
Percent of Budget for Teacher Salaries	34.66%	27.82%
Percent of Budget for Administrative Salaries	4.06%	5.78%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.



Last updated: 1/17/24

Advanced Placement (AP) Courses (School Year 2022–23)**Percent of Students in AP Courses 0 %**

Subject	Number of AP Courses Offered*
Computer Science	0
English	0
Fine and Performing Arts	0
Foreign Language	0
Mathematics	0
Science	0
Social Science	0
Total AP Courses Offered*	0

* Where there are student course enrollments of at least one student.

*Last updated: 1/17/24***Professional Development**

Measure	2021– 22	2022– 23	2023– 24
Number of school days dedicated to Staff Development and Continuous Improvement	4.5	4.5	4.5

Last updated: 1/17/24

Mendocino Alternative
2022–23 School Accountability Report Card
Reported Using Data from the 2022–23 School
Year
California Department of Education

Address:	45220 Covelo St. Mendocino, CA , 95460- 1154	Principal:	Tobin Hahn, Principal
Phone:	(707) 937-5871	Grade Span:	K-12

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Tobin Hahn, Principal

📍 Principal, Mendocino Alternative

About Our School

Contact

Mendocino Alternative
45220 Covelo St.
Mendocino, CA 95460-1154

Phone: (707) 937-5871
Email: thahn@mendocinoused.org

Contact Information (School Year 2023–24)

District Contact Information (School Year 2023–24)

District Name	Mendocino Unified
Phone Number	(707) 937-5868
Superintendent	Morse, Jason
Email Address	jmorse@mcn.org
Website	http://mendocinoused.org

School Contact Information (School Year 2023–24)

School Name	Mendocino Alternative
Street	45220 Covelo St.
City, State, Zip	Mendocino, CA , 95460-1154
Phone Number	(707) 937-5871
Principal	Tobin Hahn, Principal
Email Address	thahn@mendocinoused.org
Website	
County-District-School (CDS) Code	23655812330306

Last updated: 1/23/24

School Description and Mission Statement (School Year 2023–24)

Mendocino Alternative School (MAS) offers students the option of pursuing their education in locations other than in the classroom. MAS students come from varied backgrounds and choose the program for a variety of reasons, but the one common requirement is that participants are self-starting and intrinsically motivated. Essentially an independent study program, MAS coursework is designed to be meaningful and interesting to the individual students it serves, while meeting district requirements for grade level advancement and graduation. Typically, students check in with their instructor weekly to receive new assignments and to turn in completed work. MAS students are encouraged to broaden their educational experience through personal commitment to their own education.

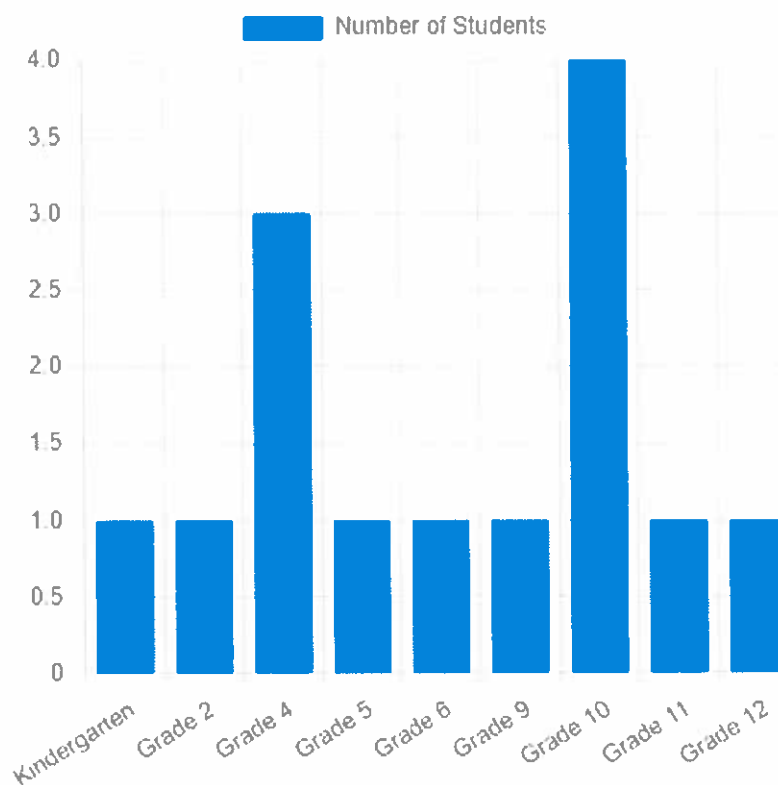
MAS high school coursework most often prepares student for success in community college, technical school or full-time work. Because lab science, foreign languages, AP courses, and the like cannot be offered with the same integrity as possible in the classroom, MAS does not meet A-G requirements. Therefore, students who wish to attend a four-year university immediately

following high school are not recommended for the program. However, committed students are able to take college prep courses at MHS/MCHS, community colleges, or through accredited online programs to complete admission requirements to four-year colleges.

Last updated: 1/23/24

Student Enrollment by Grade Level (School Year 2022–23)

Grade Level	Number of Students
Kindergarten	1
Grade 2	1
Grade 4	3
Grade 5	1
Grade 6	1
Grade 9	1
Grade 10	4
Grade 11	1
Grade 12	1
Total Enrollment	14



Last updated: 1/23/24

Student Enrollment by Student Group (School Year 2022–23)

Student Group	Percent of Total Enrollment	Student Group (Other)	Percent of Total Enrollment
Female	57.10%	English Learners	0.00%
Male	35.70%	Foster Youth	0.00%
Non-Binary	7.10%	Homeless	0.00%
American Indian or Alaska Native	0.00%	Migrant	0.00%
Asian	0.00%	Socioeconomically Disadvantaged	57.10%
Black or African American	0.00%	Students with Disabilities	0.00%
Filipino	0.00%		
Hispanic or Latino	21.40%		
Native Hawaiian or Pacific Islander	0.00%		
Two or More Races	7.10%		
White	57.10%		

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Teacher Preparation and Placement (School Year 2020–21)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	0.60	100.00%	28.80	73.10%	228366.10	83.12%
Intern Credential Holders Properly Assigned	0.00	0.00%	0.00	0.00%	4205.90	1.53%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.00	0.00%	3.20	8.30%	11216.70	4.08%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0.00	0.00%	5.50	14.12%	12115.80	4.41%
Unknown/Incomplete/NA	0.00	0.00%	1.70	4.45%	18854.30	6.86%
Total Teaching Positions	0.60	100.00%	39.50	100.00%	274759.10	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Last updated: 1/23/24

Teacher Preparation and Placement (School Year 2021–22)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	0.60	100.00%	31.70	86.10%	234405.20	84.00%
Intern Credential Holders Properly Assigned	0.00	0.00%	0.00	0.00%	4853.00	1.74%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.00	0.00%	1.10	3.14%	12001.50	4.30%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0.00	0.00%	3.70	10.05%	11953.10	4.28%
Unknown/Incomplete/NA	0.00	0.00%	0.20	0.68%	15831.90	5.67%
Total Teaching Positions	0.60	100.00%	36.90	100.00%	279044.80	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Last updated: 1/23/24

Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2020–21 Number	2021–22 Number
Permits and Waivers	0.00	0.00
Misassignments	0.00	0.00
Vacant Positions	0.00	0.00
Total Teachers Without Credentials and Misassignments	0.00	0.00

Last updated: 11/2/23

Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

Indicator	2020–21 Number	2021–22 Number
Credentialed Teachers Authorized on a Permit or Waiver	0.00	0.00
Local Assignment Options	0.00	0.00
Total Out-of-Field Teachers	0.00	0.00

Last updated: 11/2/23

Class Assignments

Indicator	2020– 21 Percent	2021– 22 Percent
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)		0%
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0.00%	0%

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

Last updated: 11/2/23

Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2023–24)

Year and month in which the data were collected: 2022

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Varies by grade.		0
Mathematics	Varies by grade.		0
Science	Varies by grade.		0
History-Social Science	Varies by grade.		0
Foreign Language			0
Health	Varies by grade.		0
Visual and Performing Arts			0
Science Lab Eqpmt (Grades 9-12)	N/A	N/A	0

Note: Cells with N/A values do not require data.

Last updated: 1/23/24

School Facility Conditions and Planned Improvements

The Mendocino Alternative School is a subset of the Mendocino High School and is located within that facility. Please reference the High School FIT for relevant information.

Last updated: 1/23/24

School Facility Good Repair Status

Using the **most recently collected** Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: September 2023

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Facility Rate

Year and month of the most recent FIT report: September 2023

Overall Rating	Exemplary
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Last updated: 1/23/24

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAA] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAA items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAA for ELA** in grades three through eight and grade eleven.
 2. **Smarter Balanced Summative Assessments and CAA for mathematics** in grades three through eight and grade eleven.
 3. **California Science Test (CAST) and CAA for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).
- **College and Career Ready:** The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

**CAASPP Test Results in ELA and Mathematics for All Students
Grades Three through Eight and Grade Eleven taking and completed state-
administered assessment
Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2021– 22	School 2022– 23	District 2021– 22	District 2022– 23	State 2021– 22	State 2022– 23
English Language Arts / Literacy (grades 3-8 and 11)	0%	--	49%	52%	47%	46%
Mathematics (grades 3-8 and 11)	0%	--	40%	34%	33%	34%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: ELA and Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAA divided by the total number of students who participated in both assessments.

Last updated: 1/23/24

**CAASPP Test Results in ELA by Student Group for students taking and completed
state-administered assessment
Grades Three through Eight and Grade Eleven (School Year 2022–23)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	--				
Female	--				
Male	--				
American Indian or Alaska Native	0	0	0%	0%	0%
Asian	0	0	0%	0%	0%
Black or African American	0	0	0%	0%	0%
Filipino	0	0	0%	0%	0%

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Hispanic or Latino	0	0	0%	0%	0%
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	--				
White	--				
English Learners	0	0	0%	0%	0%
Foster Youth	0	0	0%	0%	0%
Homeless	0	0	0%	0%	0%
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	--				
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	--				

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/23/24

**CAASPP Test Results in Mathematics by Student Group for students taking and completed state-administered assessment
Grades Three through Eight and Grade Eleven (School Year 2022–23)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	--				
Female	--				
Male	--				
American Indian or Alaska Native	0	0	0%	0%	0%
Asian	0	0	0%	0%	0%
Black or African American	0	0	0%	0%	0%
Filipino	0	0	0%	0%	0%
Hispanic or Latino	0	0	0%	0%	0%
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	--				
White	--				
English Learners	0	0	0%	0%	0%

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Foster Youth	0	0	0%	0%	0%
Homeless	0	0	0%	0%	0%
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	--				
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	--				

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/23/24

CAASPP Test Results in Science for All Students
Grades Five, Eight and High School
Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2021- 22	School 2022- 23	District 2021- 22	District 2022- 23	State 2021- 22	State 2022- 23
Science (grades 5, 8, and high school)	--		32.53%	36.26%	29.47%	30.29%

Note: Science test results include the CAST and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/23/24

CAASPP Test Results in Science by Student Group
Grades Five, Eight and High School (School Year 2022–23)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	--				
Female	--				
Male	0	0	0%	0%	0%
American Indian or Alaska Native	0	0	0%	0%	0%
Asian	0	0	0%	0%	0%
Black or African American	0	0	0%	0%	0%
Filipino	0	0	0%	0%	0%
Hispanic or Latino	--				
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	0	0	0%	0%	0%
White	--				
English Learners	0	0	0%	0%	0%
Foster Youth	0	0	0%	0%	0%
Homeless	0	0	0%	0%	0%
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	--				
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	0	0	0%	0%	0%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/23/24

Career Technical Education (CTE) Programs (School Year 2022–23)

--

Last updated: 1/23/24

Career Technical Education (CTE) Participation (School Year 2022–23)

Measure	CTE Program Participation
Number of Pupils Participating in CTE	--
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	--
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	--

*Last updated: 1/23/24***Course Enrollment/Completion of University of California (UC) and/or California State University (CSU) Admission Requirements**

UC/CSU Course Measure	Percent
2022–23 Pupils Enrolled in Courses Required for UC/CSU Admission	0.00%
2021–22 Graduates Who Completed All Courses Required for UC/CSU Admission	0.00%

Last updated: 1/23/24

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

California Physical Fitness Test Results (School Year 2022–23) Percentage of Students Participating in each of the five Fitness Components

Grade	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility

Note: The administration of the PFT during 2021–22 and 2022-23 school years, only participation results are required for these five fitness areas.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/23/24

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site

Opportunities for Parental Involvement (School Year 2023–24)

?Parent involvement is an integral part of the Mendocino Alternative School program. Parents must attend the initial registration meeting and sign the independent study contract. Parents are also encouraged to accompany their child to the weekly instructional meeting with their teacher. Given that students who are enrolled in the MAS program are eligible and encouraged to participate in all extra-curricular activities available through the traditional comprehensive grade level schools in the district. Parents are also encouraged to support these activities through involvement in the

Site Council, booster clubs, fundraisers, field trip chaperones and instructional support. ?

State Priority: Pupil Engagement

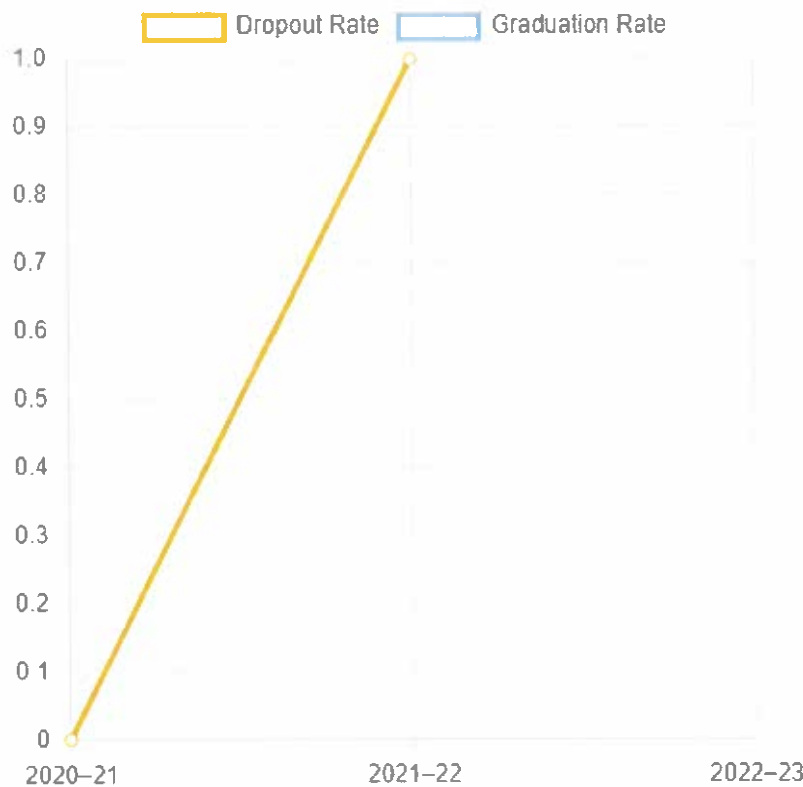
The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates;
- High school graduation rates; and
- Chronic Absenteeism

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2020–21	School 2021–22	School 2022–23	District 2020–21	District 2021–22	District 2022–23	State 2020–21	State 2021–22	State 2022–23
Dropout Rate		0.00%	1%	93.30%	2.60%	2.0%	9.4%	7.8%	8.2%
Graduation Rate			--	4.40%	94.70%	98.0%	83.6%	87.0%	86.2%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.



Last updated: 1/23/24

Graduation Rate by Student Group (Four-Year Cohort Rate) (School Year 2022-23)

Student Group	Number of Students in Cohort	Number of Cohort Graduates	Cohort Graduation Rate
All Students	4	--	--
Female	2	--	--
Male	1	0.0	0.0%
Non-Binary	1	0.0	0.0%
American Indian or Alaska Native	0	0	0.00%
Asian	0	0	0.00%
Black or African American	0	0	0.00%
Filipino	0	0	0.00%
Hispanic or Latino	2	--	--
Native Hawaiian or Pacific Islander	0	0	0.00%
Two or More Races	0	0	0.00%
White	4	0	0.00%
English Learners	0.0	0.0	0.0%
Foster Youth	0.0	0.0	0.0%
Homeless	--	--	--
Socioeconomically Disadvantaged	2	--	--
Students Receiving Migrant Education Services	0.0	0.0	0.0%
Students with Disabilities	0.0	0.0	0.0%

For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at <https://www.cde.ca.gov/ds/ad/acgrinfo.asp>.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

Last updated: 1/23/24

Chronic Absenteeism by Student Group (School Year 2022–23)

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	24	24	0	0.0%
Female	15	15	0	0.0%
Male	7	7	0	0.0%
Non-Binary	1	1	0	0.0%
American Indian or Alaska Native	1	0	0	0.0%
Asian	0	0	0	0.0%
Black or African American	0	0	0	0.0%
Filipino	0	0	0	0.0%
Hispanic or Latino	6	6	0	0.0%
Native Hawaiian or Pacific Islander	0	0	0	0.0%
Two or More Races	1	1	0	0.0%
White	19	19	0	0.0%
English Learners	2	2	0	0.0%
Foster Youth	0	0	0	0.0%
Homeless	3	3	0	0.0%
Socioeconomically Disadvantaged	11	11	0	0.0%
Students Receiving Migrant Education Services	0	0	0	0.0%

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
Students with Disabilities	1	1	0	0.0%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/23/24

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

Rate	School 2020–21	School 2021–22	School 2022–23	District 2020–21	District 2021–22	District 2022–23	State 2020–21	State 2021–22	State 2022–23
Suspensions	0.00%	0.00%	0.00%	0.00%	4.29%	3.74%	0.20%	3.17%	3.60%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.07%	0.08%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/23/24

Suspensions and Expulsions by Student Group (School Year 2022–23)

Student Group	Suspensions Rate	Expulsions Rate
All Students	0.00%	0.00%
Female	0.00%	0.00%
Male	0.00%	0.00%
Non-Binary	0.00%	0.00%
American Indian or Alaska Native	0.00%	0.00%
Asian	0.00%	0.00%
Black or African American	0.00%	0.00%
Filipino	0.00%	0.00%
Hispanic or Latino	0.00%	0.00%
Native Hawaiian or Pacific Islander	0.00%	0.00%
Two or More Races	0.00%	0.00%
White	0.00%	0.00%
English Learners	0.00%	0.00%
Foster Youth	0.00%	0.00%
Homeless	0.00%	0.00%
Socioeconomically Disadvantaged	0.00%	0.00%
Students Receiving Migrant Education Services	0.00%	0.00%
Students with Disabilities	0.00%	0.00%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

Last updated: 1/23/24

School Safety Plan (School Year 2023–24)

The School Safety Plan emphasized the importance of physical, social, and emotional safety to the overall well-being and successful learning of all students. The School Safety Plan includes a comprehensive EMS/NIMS compliant District Emergency Preparedness Plan. Ongoing training is mandatory for all staff in the areas of child abuse reporting and sexual harassment policies and procedures. The issues regarding personal health, hygiene, nutrition, physical fitness, and healthy lifestyle choices are integrated into the requires MAS PE/Health course. ?

Last updated: 1/23/24

D. Other SARC information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary) (School Year 2020-21)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K				
1	2.00	1		
2				
3	1.00	1		
4				
5				
6	2.00	1		
Other**				

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) (School Year 2021-22)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K				
1	1.00	1		
2	3.00	1		
3	3.00	1		
4				
5	1.00	1		
6				
Other**				

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) (School Year 2022-23)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	1.00	1	0	0
1	0.00	0	0	0
2	1.00	1	0	0
3	0.00	0	0	0
4	3.00	1	0	0
5	1.00	1	0	0
6	1.00	1	0	0
Other**	0.00	0	0	0

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

**Average Class Size and Class Size Distribution (Secondary) (School Year 2020–21)
(HIGH SCHOOL)**

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts				
Mathematics				
Science				
Social Science				

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

**Average Class Size and Class Size Distribution (Secondary) (School Year 2021–22)
(HIGH SCHOOL)**

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts				
Mathematics				
Science				
Social Science				

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Average Class Size and Class Size Distribution (Secondary) (School Year 2022–23) (HIGH SCHOOL)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	0.00	0	0	0
Mathematics	0.00	0	0	0
Science	0.00	0	0	0
Social Science	0.00	0	0	0

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Last updated: 1/23/24

Ratio of Pupils to Academic Counselor (School Year 2022–23)

Title	Ratio
Pupils to Academic Counselor*	1

* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

Last updated: 1/23/24

Student Support Services Staff (School Year 2022–23)

Title	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	0.10
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	
Social Worker	0.10
Nurse	

Title	Number of FTE* Assigned to School
Speech/Language/Hearing Specialist	0.00
Resource Specialist (non-teaching)	0.10
Other	0.00

* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

Last updated: 1/23/24

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2021–22)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	--	\$82957.00	\$180980.00	\$70352.00
District	N/A	N/A	\$5981790.00	\$66260.00
Percent Difference – School Site and District	N/A	N/A	--	--
State	N/A	N/A	\$7606.62	\$77993.00
Percent Difference – School Site and State	N/A	N/A	--	--

Note: Cells with N/A values do not require data.

Last updated: 1/23/24

Types of Services Funded (Fiscal Year 2022–23)

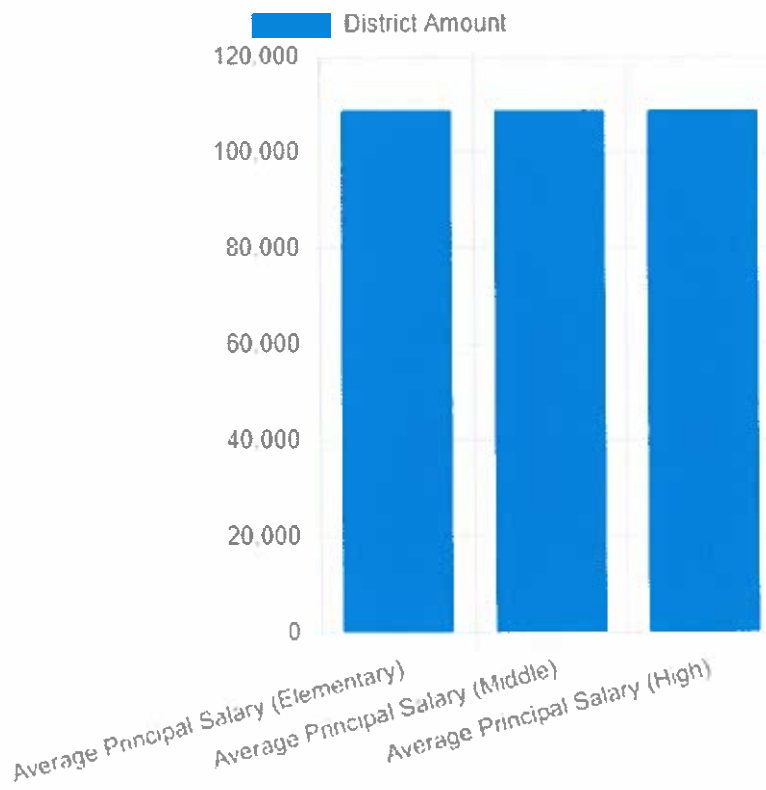
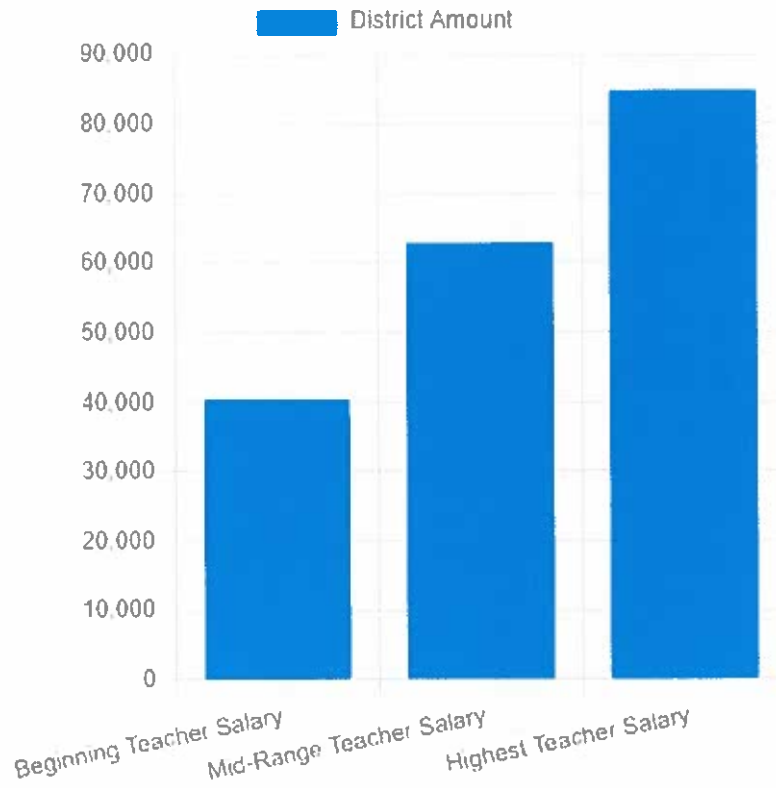
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Last updated: 1/23/24

Teacher and Administrative Salaries (Fiscal Year 2021–22)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$40402.00	\$47615.88
Mid-Range Teacher Salary	\$62840.00	\$75580.34
Highest Teacher Salary	\$84781.00	\$100485.05
Average Principal Salary (Elementary)	\$108799.00	\$114066.92
Average Principal Salary (Middle)	\$108799.00	\$123621.77
Average Principal Salary (High)	\$108799.00	\$125385.54
Superintendent Salary	\$127806.00	\$157977.15
Percent of Budget for Teacher Salaries	34.66%	27.82%
Percent of Budget for Administrative Salaries	4.06%	5.78%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.



Last updated: 1/23/24

Advanced Placement (AP) Courses (School Year 2022–23)**Percent of Students in AP Courses** 0 %

Subject	Number of AP Courses Offered*
Computer Science	0
English	0
Fine and Performing Arts	0
Foreign Language	0
Mathematics	0
Science	0
Social Science	0
Total AP Courses Offered*	0

* Where there are student course enrollments of at least one student.

*Last updated: 1/23/24***Professional Development**

Measure	2021– 22	2022– 23	2023– 24
Number of school days dedicated to Staff Development and Continuous Improvement	4.5	4.5	4.5

Last updated: 1/23/24

Mendocino Sunrise High
2022–23 School Accountability Report Card
Reported Using Data from the 2022–23 School
Year
California Department of Education

Address:	10700 Ford St. Mendocino, CA , 95460- 0226	Principal:	Tobin Hahn, Principal
Phone:	(707) 937-5871	Grade Span:	9-12

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Tobin Hahn, Principal

📍 Principal, Mendocino Sunrise High

About Our School

Contact

Mendocino Sunrise High
10700 Ford St.
Mendocino, CA 95460-0226

Phone: (707) 937-5871
Email: thahn@musdstudents.org

Contact Information (School Year 2023–24)

District Contact Information (School Year 2023–24)

District Name	Mendocino Unified
Phone Number	(707) 937-5868
Superintendent	Morse, Jason
Email Address	jmorse@mcn.org
Website	http://mendocinoused.org

School Contact Information (School Year 2023–24)

School Name	Mendocino Sunrise High
Street	10700 Ford St.
City, State, Zip	Mendocino, CA , 95460-0226
Phone Number	(707) 937-5871
Principal	Tobin Hahn, Principal
Email Address	thahn@musdstudents.org
Website	
County-District-School (CDS) Code	23655812330090

Last updated: 1/17/24

School Description and Mission Statement (School Year 2023–24)

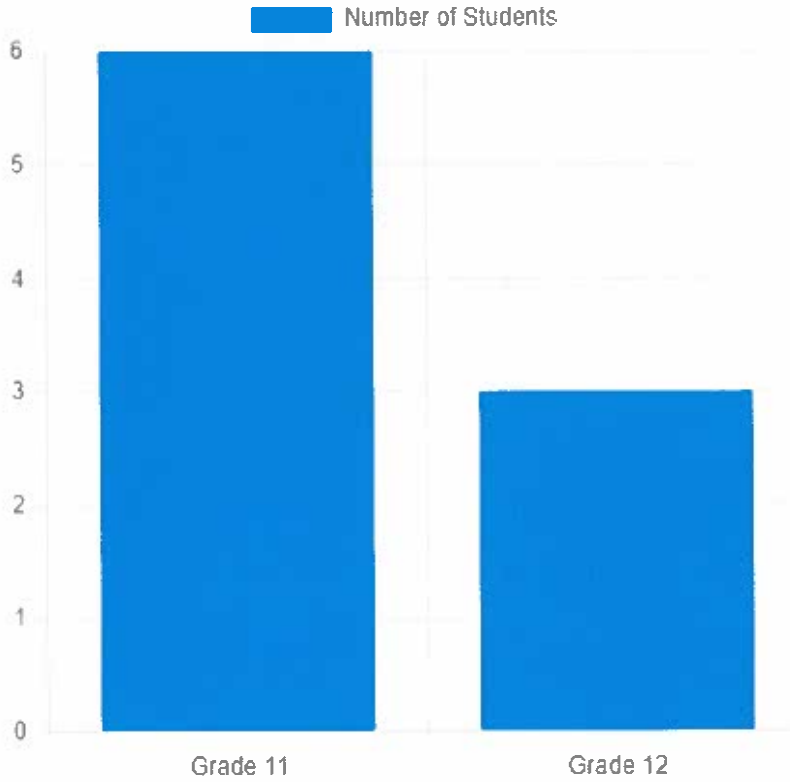
Established in 2007, Mendocino Sunrise High School is a continuation school with a maximum enrollment of 15 students. With two teachers, MSHS uses a continuation education model to provide an alternative to comprehensive high school and independent study. MSHS staff work to improve the attitude of students towards education, as well as basic skills and knowledge through individualized learning plans and collaborative learning activities. The continuation program provides an opportunity to make up credits, salvage partial credit when a semester has not been going well, work and study part-time, prepare for the California High School Proficiency Exam, or just get a fresh start. Students may also attend any MHS/MCHS scheduled classes at the end of the MSHS school day. This relationship between the schools benefits students, as they can use MSHS credits to complete graduation requirements for any of the Mendocino High Schools. An evaluation meeting with staff, students, and parents can recommend a student for enrollment at MSHS or to return to comprehensive high school or independent study.

Daily attendance is required from 8:15 AM to lunch for a total of 15 hours per week, or one academic credit a week. Student success at MSHS relies on a student's self-awareness and responsibility. The burden of responsibility for achievement is placed upon the student. The staff at MSHS recognizes that each of our students comes with individual needs. Every effort is made to help each student meet their own needs and achieve success. Most subjects offered are programmed, self-directed materials, designed for students to proceed at a rate in relation to their capabilities. MSHS has created and implemented a post high school preparation program in the areas of Consumer Math and Work of Work to focus on work and career goals post high school graduation. Small class size allows for more personal attention, and individualized instruction allows each pupil to learn what is appropriate in content, difficulty, and method.

Last updated: 1/16/24

Student Enrollment by Grade Level (School Year 2022–23)

Grade Level	Number of Students
Grade 11	6
Grade 12	3
Total Enrollment	9



Last updated: 1/16/24

Student Enrollment by Student Group (School Year 2022–23)

Student Group	Percent of Total Enrollment
Female	60.00%
Male	40.00%
Non-Binary	0.00%
American Indian or Alaska Native	11.00%
Asian	0.00%

Student Group (Other)	Percent of Total Enrollment
English Learners	0.00%
Foster Youth	11.00%
Homeless	0.00%
Migrant	0.00%

Student Group	Percent of Total Enrollment	Student Group (Other)	Percent of Total Enrollment
Black or African American	0.00%	Socioeconomically Disadvantaged	66.00%
Filipino	0.00%	Students with Disabilities	22.00%
Hispanic or Latino	0.00%		
Native Hawaiian or Pacific Islander	0.00%		
Two or More Races	0.00%		
White	85.70%		

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Teacher Preparation and Placement (School Year 2020–21)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	0.00	0.00%	28.80	73.10%	228366.10	83.12%
Intern Credential Holders Properly Assigned	0.00	0.00%	0.00	0.00%	4205.90	1.53%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.00	0.00%	3.20	8.30%	11216.70	4.08%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	2.00	100.00%	5.50	14.12%	12115.80	4.41%
Unknown/Incomplete/NA	0.00	0.00%	1.70	4.45%	18854.30	6.86%
Total Teaching Positions	2.00	100.00%	39.50	100.00%	274759.10	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Last updated: 1/16/24

Teacher Preparation and Placement (School Year 2021–22)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	0.20	32.50%	31.70	86.10%	234405.20	84.00%
Intern Credential Holders Properly Assigned	0.00	0.00%	0.00	0.00%	4853.00	1.74%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.00	0.00%	1.10	3.14%	12001.50	4.30%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	0.50	66.25%	3.70	10.05%	11953.10	4.28%
Unknown/Incomplete/NA	0.00	0.00%	0.20	0.68%	15831.90	5.67%
Total Teaching Positions	0.80	100.00%	36.90	100.00%	279044.80	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Last updated: 1/16/24

Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2020–21 Number	2021–22 Number
Permits and Waivers	0.00	0.00
Misassignments	0.00	0.00
Vacant Positions	0.00	0.00
Total Teachers Without Credentials and Misassignments	0.00	0.00

Last updated: 11/2/23

Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

Indicator	2020–21 Number	2021–22 Number
Credentialed Teachers Authorized on a Permit or Waiver	0.00	0.00
Local Assignment Options	2.00	0.50
Total Out-of-Field Teachers	2.00	0.50

Last updated: 11/2/23

Class Assignments

Indicator	2020– 21 Percent	2021– 22 Percent
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	0.00%	0%
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0.00%	0%

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

Last updated: 11/2/23

Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2023–24)

Year and month in which the data were collected: 2022

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	?Vocabulary for Achievement/World of Vocabulary/Be a Better Reader?	Yes	0
Mathematics	?Key to Algebra I and IXL?	Yes	0
Science	?Earth Science/Life Science (Globe Fearon)?	Yes	0
History-Social Science	?World History Part I/II (Globe Fearon)/America's History and American Government (Steck Vaughn)?	Yes	0
Foreign Language			0
Health			0
Visual and Performing Arts			0
Science Lab Eqpmt (Grades 9-12)	N/A	N/A	0

Note: Cells with N/A values do not require data.

Last updated: 1/16/24

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAA] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAA items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAA for ELA** in grades three through eight and grade eleven.
 2. **Smarter Balanced Summative Assessments and CAA for mathematics** in grades three through eight and grade eleven.
 3. **California Science Test (CAST) and CAA for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).
- **College and Career Ready:** The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

**CAASPP Test Results in ELA and Mathematics for All Students
Grades Three through Eight and Grade Eleven taking and completed state-
administered assessment**

Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2021- 22	School 2022- 23	District 2021- 22	District 2022- 23	State 2021- 22	State 2022- 23
English Language Arts / Literacy (grades 3-8 and 11)	--	--	49%	52%	47%	46%
Mathematics (grades 3-8 and 11)		--	40%	34%	33%	34%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: ELA and Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAA divided by the total number of students who participated in both assessments.

Last updated: 1/16/24

**CAASPP Test Results in ELA by Student Group for students taking and completed
state-administered assessment**

Grades Three through Eight and Grade Eleven (School Year 2022–23)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	--	--	--	--	--
Female	--	--	--	--	--
Male	--	--	--	--	--
American Indian or Alaska Native	--	--	--	--	--
Asian	0	0	0%	0%	0%
Black or African American	0	0	0%	0%	0%
Filipino	0	0	0%	0%	0%

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Hispanic or Latino	0	0	0%	0%	0%
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	0	0	0%	0%	0%
White	--	--	--	--	--
English Learners	0	0	0%	0%	0%
Foster Youth	0	0	0%	0%	0%
Homeless	--	--	--	--	--
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	--	--	--	--	--
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	--	--	--	--	--

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/16/24

**CAASPP Test Results in Mathematics by Student Group for students taking and completed state-administered assessment
Grades Three through Eight and Grade Eleven (School Year 2022–23)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	--	--	--	--	--
Female	--	--	--	--	--
Male	--	--	--	--	--
American Indian or Alaska Native	--	--	--	--	--
Asian	0	0	0%	0%	0%
Black or African American	0	0	0%	0%	0%
Filipino	0	0	0%	0%	0%
Hispanic or Latino	0	0	0%	0%	0%
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	0	0	0%	0%	0%
White	--	--	--	--	--
English Learners	0	0	0%	0%	0%

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Foster Youth	0	0	0%	0%	0%
Homeless	--	--	--	--	--
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	--	--	--	--	--
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	--	--	--	--	--

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/16/24

CAASPP Test Results in Science for All Students
Grades Five, Eight and High School
Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2021– 22	School 2022– 23	District 2021– 22	District 2022– 23	State 2021– 22	State 2022– 23
Science (grades 5, 8, and high school)		--	32.53%	36.26%	29.47%	30.29%

Note: Science test results include the CAST and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

Last updated: 1/16/24

**CAASPP Test Results in Science by Student Group
Grades Five, Eight and High School (School Year 2022–23)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	--	--	--	--	--
Female	--	--	--	--	--
Male	0	0	0%	0%	0%
American Indian or Alaska Native	0	0	0%	0%	0%
Asian	0	0	0%	0%	0%
Black or African American	0	0	0%	0%	0%
Filipino	0	0	0%	0%	0%
Hispanic or Latino	0	0	0%	0%	0%
Native Hawaiian or Pacific Islander	0	0	0%	0%	0%
Two or More Races	0	0	0%	0%	0%
White	--	--	--	--	--
English Learners	0	0	0%	0%	0%
Foster Youth	0	0	0%	0%	0%
Homeless	--	--	--	--	--
Military	0	0	0%	0%	0%
Socioeconomically Disadvantaged	--	--	--	--	--
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	--	--	--	--	--

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/16/24

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site

Opportunities for Parental Involvement (School Year 2023–24)

Parents are invited to Back to School Night and are invited to complete surveys to provide the school with input.

State Priority: Pupil Engagement

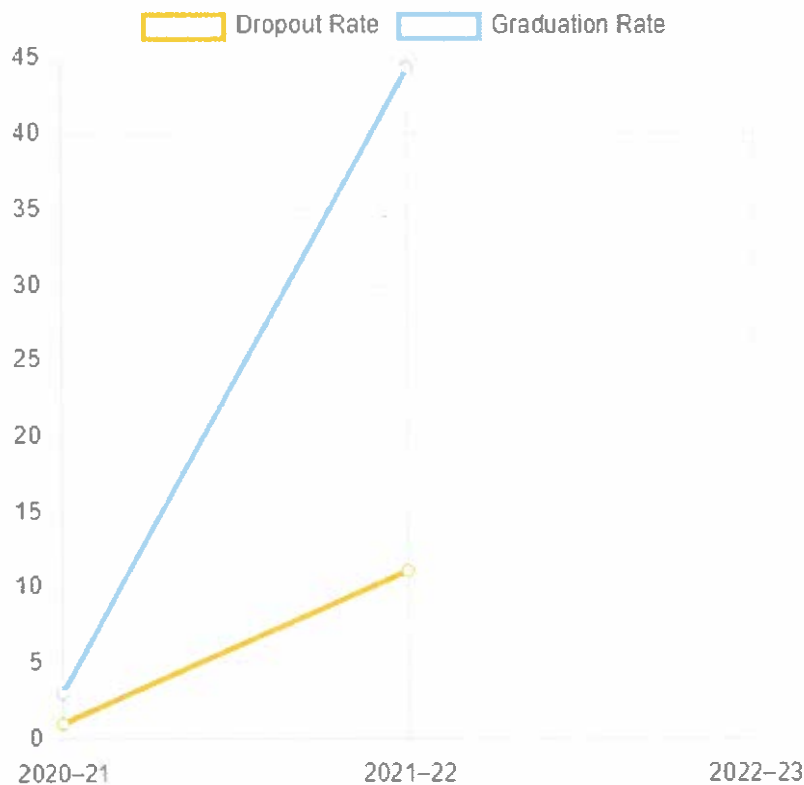
The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates;
- High school graduation rates; and
- Chronic Absenteeism

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2020– 21	School 2021– 22	School 2022– 23	District 2020– 21	District 2021– 22	District 2022– 23	State 2020– 21	State 2021– 22	State 2022– 23
Dropout Rate		1.00%	11.11%	93.30%	2.60%	2.0%	9.4%	7.8%	8.2%
Graduation Rate		3.00%	44.4%	4.40%	94.70%	98.0%	83.6%	87.0%	86.2%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.



Last updated: 1/16/24

Graduation Rate by Student Group (Four-Year Cohort Rate) (School Year 2022–23)

Student Group	Number of Students in Cohort	Number of Cohort Graduates	Cohort Graduation Rate
All Students	4	--	--
Female	--	3	--
Male	1	--	--
Non-Binary	0.0	0.0	0.0%
American Indian or Alaska Native	0	0	0.00%
Asian	0	0	0.00%
Black or African American	0	0	0.00%
Filipino	0	0	0.00%
Hispanic or Latino	0	0	0.00%
Native Hawaiian or Pacific Islander	0	0	0.00%
Two or More Races	0	0	0.00%
White	--	4	--
English Learners	0.0	0.0	0.0%
Foster Youth	0.0	0.0	0.0%
Homeless	--	--	--
Socioeconomically Disadvantaged	--	2	--
Students Receiving Migrant Education Services	0.0	0.0	0.0%
Students with Disabilities	--	1	--

For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at <https://www.cde.ca.gov/ds/ad/acgrinfo.asp>.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

Last updated: 1/16/24

Chronic Absenteeism by Student Group (School Year 2022–23)

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	9	9	9	100.0%
Female	5	5	5	100.0%
Male	4	4	4	100.0%
Non-Binary	0	0	0	0.0%
American Indian or Alaska Native	1	1	1	100.0%
Asian	0	0	0	0.0%
Black or African American	0	0	0	0.0%
Filipino	0	0	0	0.0%
Hispanic or Latino	0	0	0	0.0%
Native Hawaiian or Pacific Islander	0	0	0	0.0%
Two or More Races	0	0	0	0.0%
White	8	8	8	100.0%
English Learners	0	0	0	0.0%
Foster Youth	0	0	0	0.0%
Homeless	2	2	2	100.0%
Socioeconomically Disadvantaged	6	6	6	100.0%
Students Receiving Migrant Education Services	0	0	0	0.0%

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
Students with Disabilities	2	2	2	100.0%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/16/24

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

Rate	School 2020–21	School 2021–22	School 2022–23	District 2020–21	District 2021–22	District 2022–23	State 2020–21	State 2021–22	State 2022–23
Suspensions	0.00%	27.27%	0.00%	0.00%	4.29%	3.74%	0.20%	3.17%	3.60%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.07%	0.08%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Last updated: 1/16/24

Suspensions and Expulsions by Student Group (School Year 2022–23)

Student Group	Suspensions Rate	Expulsions Rate
All Students	0.00%	0.00%
Female	0.00%	0.00%
Male	0.00%	0.00%
Non-Binary	0.00%	0.00%
American Indian or Alaska Native	0.00%	0.00%
Asian	0.00%	0.00%
Black or African American	0.00%	0.00%
Filipino	0.00%	0.00%
Hispanic or Latino	0.00%	0.00%
Native Hawaiian or Pacific Islander	0.00%	0.00%
Two or More Races	0.00%	0.00%
White	0.00%	0.00%
English Learners	0.00%	0.00%
Foster Youth	0.00%	0.00%
Homeless	0.00%	0.00%
Socioeconomically Disadvantaged	0.00%	0.00%
Students Receiving Migrant Education Services	0.00%	0.00%
Students with Disabilities	0.00%	0.00%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

Last updated: 1/16/24

School Safety Plan (School Year 2023–24)

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Last updated: 1/16/24

D. Other SARC information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Secondary) (School Year 2020–21) (HIGH SCHOOL)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	9.00	1		
Mathematics	9.00	1		
Science	9.00	1		
Social Science	9.00	1		

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Average Class Size and Class Size Distribution (Secondary) (School Year 2021–22) (HIGH SCHOOL)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	9.00	1		
Mathematics	9.00	1		
Science				
Social Science	9.00	1		

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Average Class Size and Class Size Distribution (Secondary) (School Year 2022–23) (HIGH SCHOOL)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	7.00	1	0	0
Mathematics	7.00	1	0	0
Science	0.00	0	0	0
Social Science	7.00	1	0	0

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Last updated: 1/16/24

Ratio of Pupils to Academic Counselor (School Year 2022–23)

Title	Ratio
Pupils to Academic Counselor*	1

* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

Last updated: 1/16/24

Student Support Services Staff (School Year 2022–23)

Title	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	0.10
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	0.10
Social Worker	0.10
Nurse	

Title	Number of FTE* Assigned to School
Speech/Language/Hearing Specialist	0.00
Resource Specialist (non-teaching)	0.10
Other	0.00

* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

Last updated: 1/16/24

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2021–22)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	--	\$26141.00	\$132476.00	\$80491.00
District	N/A	N/A	\$5981790.00	\$66797.00
Percent Difference – School Site and District	N/A	N/A	--	--
State	N/A	N/A	\$7606.62	\$77993.00
Percent Difference – School Site and State	N/A	N/A	--	--

Note: Cells with N/A values do not require data.

Last updated: 1/16/24

Types of Services Funded (Fiscal Year 2022–23)

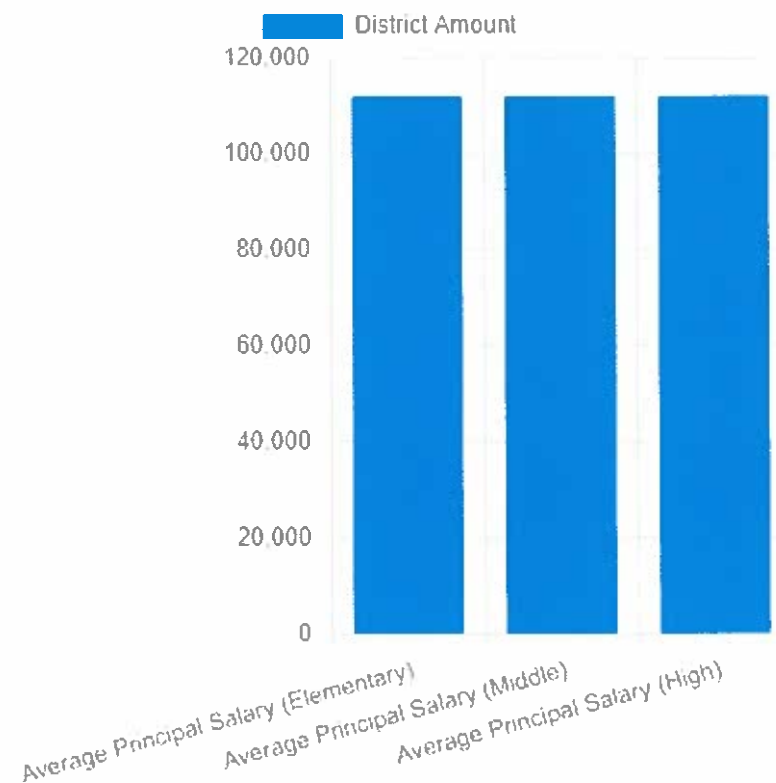
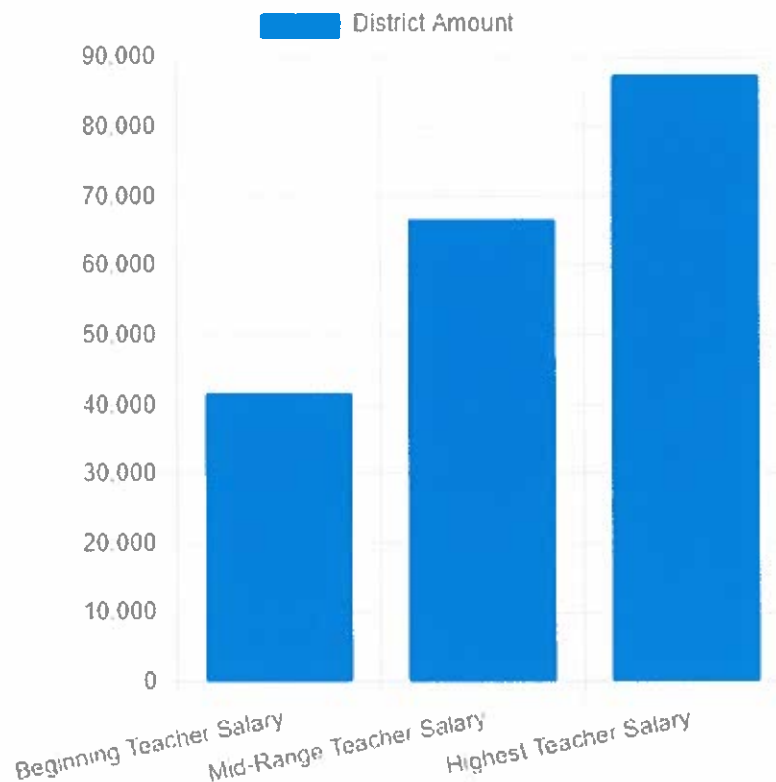
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Last updated: 1/16/24

Teacher and Administrative Salaries (Fiscal Year 2021–22)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$41614.00	\$47615.88
Mid-Range Teacher Salary	\$66655.00	\$75580.34
Highest Teacher Salary	\$87324.00	\$100485.05
Average Principal Salary (Elementary)	\$112064.00	\$114066.92
Average Principal Salary (Middle)	\$112064.00	\$123621.77
Average Principal Salary (High)	\$112064.00	\$125385.54
Superintendent Salary	\$138222.00	\$157977.15
Percent of Budget for Teacher Salaries	28.44%	27.82%
Percent of Budget for Administrative Salaries	7.15%	5.78%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.



Last updated: 1/16/24

Professional Development

Measure	2021-22	2022-23	2023-24
Number of school days dedicated to Staff Development and Continuous Improvement	4.5	4.5	4.5

Consolidated Application – 2023-24 Winter Release

Submitted by: Meg Kailikole, Business Manager

Board Meeting January 18, 2024

The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California. It is the mechanism school districts are required use to apply for federal funding, and to certify funding options, planned and actual uses. There are two reporting periods, the spring release (June/July) and the winter release (January).

The spring release documents participation in the federal programs and provides assurances that the district will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

The winter release contains school district entitlements for each funded program, and requires districts to allocate funds for the program as indicated by the program requirements.

This winter release contains the following reports:

2021-22 Closeout Reports

- 2021-22 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months – all funds expended on class size reduction.
- 2021-22 Title IV, Part A LEA Closeout Report – all funds transferred out. We elected to transfer to Title I, Part A as part of the 21/22 winter release.

2022-23 Carryover and Use Reports

- 2022-23 Title I, Part A LEA Carryover – all funds expended in 22/23, no carryover.
- 2022-23 Title IV, Part A LEA Use of Funds and Carryover – all funds transferred out. We elected to transfer to Title I, Part A as part of the 22/23 winter release.

2023-24 Allocations and Planned Use Reports

- 2023-24 Federal Transferability – for 2023-24 we are electing to transfer Title II, part A and Title IV, part A funds to Title I, part A. By making this election, Title II and Title IV take on the program requirements of Title I.
- 2023-24 Title I, Part A School Student Counts – we maintain the pre-populated data (prior-year low income student counts as certified at 2022-23 Calpads Fall 1). This data is used to show the distribution of low income students within the district, and to rank school sites based on this metric.
- 2023-24 Title I, Part A LEA Allocation and Reservations – estimated allocation is \$233,290, and includes the transfer in of Titles II and IV. We are required to make only the Homeless Reservation. We maintain a low reservation, as we have other local funds that help support homeless students. Of the Authorized Reservations, we reserve only the allowable indirect cost, based on our 2023-24 approved rate of 8.05%. After these reservations, there is \$215,817 available to allocate to sites.

- 2023-24 Title I, Part A School Allocations – this report lists the planned School Allocations.
- 2023-24 Title I, Part A Notification of Authorization of Schoolwide Program – this is confirmation that schoolwide plans (SPSA) have been board approved.
- 2023-24 Title II, Part A LEA Allocations – estimated allocation is \$25,990, and will be transferred to Title I, Part A.
- 2023-24 Title IV, Part A LEA Allocations – estimated allocation is \$10,000, and will be transferred to Title I, Part A.
- 2023-24 Consolidation of Administrative Funds – we do not elect consolidation.

Title I, part A funding is provided to schools based on the percentage of low-income families, as determined by census poverty estimates. The funds are used to support effective, evidence-based educational strategies that close the achievement gap and enable the students to meet the state's challenging academic standards.

Title II, part A funding is also based on the percentage of low-income families, as determined by census poverty estimates. The funds are to be used to provide low-income families and minority students with greater access to effective, high-quality educators.

Title IV, part A is funded in proportion to prior year Title I, with a minimum rate of \$10,000 per year. MUSD receives the minimum. The funds are to be used to provide students with a well-rounded education and improve academic achievement.

2021–22 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2021 through September 30, 2023.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636
 Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2021–22 Title II, Part A allocation	\$12,940
2021–22 Title II, Part A total apportionment issued	\$12,940
Transferred–in amount	\$0
Transferred–out amount	\$0
2021–22 Total allocation	\$12,940

Professional Development Expenditures

Professional development for teachers	\$0
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$0
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

Certificated personnel salaries	\$0
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$12,940

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$0
Equitable services for nonprofit private schools	\$0
Total expenditures	\$12,940
2021–22 Unspent funds	\$0
Note: CDE will invoice the LEA for the unspent 2021–22 total allocation	

*****Warning*****

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2021–22 Title IV, Part A LEA Closeout Report

The purpose of this data collection is to report final expenditures, by activity, and calculate Title IV, Part A unspent funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2021–22 Title IV, Part A LEA allocation	\$10,000
Transferred-in amount	\$0
Transferred-out amount	\$10,000
2021–22 Title IV, Part A LEA available allocation	\$0

Final Expenditures

Administrative and indirect costs	\$0
Well-Rounded Educational Opportunities activities	\$0
Safe and Healthy Students activities	\$0
Effective Use of Technology activities	\$0
Technology Infrastructure	\$0
Total expenditures	\$0
Amount of unspent funds	\$0
Note: CDE will invoice the LEA for the unspent funds	

*****Warning*****

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2022–23 Title I, Part A LEA Carryover

Report only expenditures and obligations made through September 30 for fiscal year 2022–23 allocation to determine funds to be carried over.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

Carryover Calculation

2022–23 Title I, Part A LEA allocation	\$125,684
Transferred-in amount	\$10,000
2022–23 Title I, Part A LEA available allocation	\$135,684
Expenditures and obligations through September 30, 2023	\$135,684
Carryover as of September 30, 2023	\$0
Carryover percent as of September 30, 2023	0.00%

*****Warning*****

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2022–23 Title IV, Part A LEA Use of Funds and Carryover

The purpose of this data collection is to report year-to-date expenditures, by activity, and calculate Title IV, Part A carryover funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2022–23 Title IV, Part A LEA allocation	\$10,000
Transferred-in amount	\$0
Transferred-out amount	\$10,000
2022–23 Title IV, Part A LEA available allocation	\$0

Expenditures

Administrative and indirect costs	\$0
Well-Rounded Educational Opportunities activities	\$0
Safe and Healthy Students activities	\$0
Effective Use of Technology activities	\$0
Technology Infrastructure	\$0
Total expenditures	\$0
Carryover as of September 30, 2023	\$0

*****Warning*****

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2023–24 Federal Transferability

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and/or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Fund Use Authority (AFUA) governed by ESEA Section 5211.

Note: Funds utilized under Title V, Part B AFUA are not to be included on this form.

CDE Program Contact:

Lisa Fassett, Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963
 Kevin Donnelly, Rural Education and Student Support Office, TitleIV@cde.ca.gov, 916-319-0942

Title II, Part A Transfers

2023–24 Title II, Part A allocation	\$25,990
Transferred to Title I, Part A	\$25,990
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$25,990
2023–24 Title II, Part A allocation after transfers out	\$0

Title IV, Part A Transfers

2023–24 Title IV, Part A allocation	\$10,000
Transferred to Title I, Part A	\$10,000
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$10,000
2023–24 Title IV, Part A allocation after transfers out	\$0

*****Warning*****

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2023–24 Title I, Part A School Student Counts

This data collection contains school-level student data. The information in this data collection will be used by the local educational agency (LEA) to calculate eligibility and ranking for Title I, Part A school allocations.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

School ranking options Within the LEA

Select the highest to lowest school ranking method

Select a low income measure FRPM

Explanation of Pre-populated Student Counts

The data fields in this form, containing total student enrollment counts and eligible low income students counts, were pre-populated with PRIOR year (Fiscal Year 2022–23) certified data from CALPADS Fall 1 data submission.

Note: The LEA may use prior year data or current year data to calculate eligibility and ranking for Title I, Part A school allocations. The LEA may choose to manually enter current year data in place of prior year data.

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	Student Enrollment	Eligible Low Income Students
Albion Elementary	6116149	K	3	1	9	7
Comptche Elementary	6025142	K	3	1	17	11
Mendocino Alternative	2330306	K	12	3	14	8
Mendocino High	2333185	9	12	3	165	102
Mendocino K-8	6025167	K	8	1	250	158
Mendocino Sunrise High	2330090	9	12	3	7	4

Warning

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2023–24 Title I, Part A LEA Allocation and Reservations

To report LEA required and authorized reservations before distributing funds to schools.

CDE Program Contact:

Sylvia Hanna, Title I Policy, Program, and Support Office, SHanna@cde.ca.gov, 916-319-0948
 Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

2023–24 Title I, Part A LEA allocation (+)	\$197,300
Transferred-in amount (+)	\$35,990
Nonprofit private school equitable services proportional share amount (-)	\$0
2023–24 Title I, Part A LEA available allocation	\$233,290

Required Reservations

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$0
LEA parent and family engagement	\$0
Local neglected institutions Does the LEA have local institutions for neglected children?	No
Local neglected institutions reservation	\$0
Local delinquent institutions Does the LEA have local institutions for delinquent children?	No
Local delinquent institutions reservation	\$0
Direct or indirect services to homeless children, regardless of their school of attendance	\$100

Authorized Reservations

Public school Choice transportation	\$0
Other authorized activities	\$0
2023–24 Approved indirect cost rate	8.05%
Indirect cost reservation	\$17,373
Administrative reservation	\$0

Reservation Summary

Total LEA required and authorized reservations	\$17,473
School parent and family engagement reservation	\$0
Amount available for Title I, Part A school allocations	\$215,817

Warning

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2023–24 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

LEA meets small LEA criteria.

A local educational agency (LEA) is defined as a small LEA if, based on the school list and the data entered in Title I, Part A School Student Counts, the LEA meets one or both of the following:

- Is a single school LEA
- Has enrollment total for all schools less than 1,000

If applicable, enter a Discretion Code. Use lower case only.

Allowable Discretion Codes

- a - Below LEA average and at or above 35% student low income
- d - Waiver for a desegregation plan on file
- e - Grandfather provision
- f - Feeder pattern

Low income measure	FRPM
Ranking Schools Highest to Lowest	Within the LEA
LEA-wide low income %	62.77%
Available Title I, Part A school allocations	\$215,817
Available parent and family engagement reservation	\$0

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2022–23 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Albion Elementary	6116149	1	9	7	77.78	*	*	1	6004.86	42034.02			42034.02	
Comptche Elementary	6025142	1	17	11	64.71	*	*	2	2136.30	23499.30			23499.30	

Warning

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2023–24 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2022–23 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Mendocino K-8	6025167	1	250	158	63.20	*	*	3	700.21	110633.18			110633.18	
Mendocino High	2333185	3	165	102	61.82	*	*	4	388.73	39650.46			39650.46	
Mendocino Alternative	2330306	3	14	8	57.14	*	*	5	0.00	0.00			0.00	
Mendocino Sunrise High	2330090	3	7	4	57.14	*	*	6	0.00	0.00			0.00	

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2023–24 Title I, Part A Notification of Authorization of Schoolwide Program

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

School Name	School Code	Authorized SWP	Low Income %	Local Board Approval Date SWP Plan (MM/DD/YYYY)	Local Board Approval Date SWP Waiver (MM/DD/YYYY)
Albion Elementary	6116149	Y	77.78	11/16/2023	
Comptche Elementary	6025142	Y	64.71	11/16/2023	
Mendocino Alternative	2330306	N			
Mendocino High	2333185	Y	61.82	11/16/2023	
Mendocino K-8	6025167	Y	63.20	11/16/2023	
Mendocino Sunrise High	2330090	N			

Warning

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2023–24 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2023–24 Title II, Part A allocation	\$25,990
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$25,990
2023–24 Total allocation	\$0
Administrative and indirect costs	\$0
Reservation for equitable services for nonprofit private schools	\$0
2023–24 Title II, Part A adjusted allocation	\$0

*****Warning*****

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2023–24 Title IV, Part A LEA Allocations

The purpose of this data collection is to calculate the allocation available to the local educational agency (LEA) and report reservations of Title IV, Part funds.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2023–24 Title IV, Part A LEA allocation	\$10,000
Funds transferred-in amount	\$0
Funds transferred-out amount	\$10,000
2023–24 Title IV, Part A LEA available allocation	\$0

Reservations

Indirect cost reservation	\$0
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2023–24 Title IV, Part A LEA adjusted allocation	\$0

*****Warning*****

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2023–24 Consolidation of Administrative Funds

A request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	No
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

*****Warning*****

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Mendocino Community Network



Mendocino Community Network

Second Quarter Report
February, 2024

10700 Ford St
PO Box 2445
Mendocino, CA 95460

707.937.1444
support@mcn.org
<https://www.mcn.org>

Access Points

MCN is working with two businesses in Fort Bragg to have an access point installed on their roof. We are waiting for the contracts to be signed.

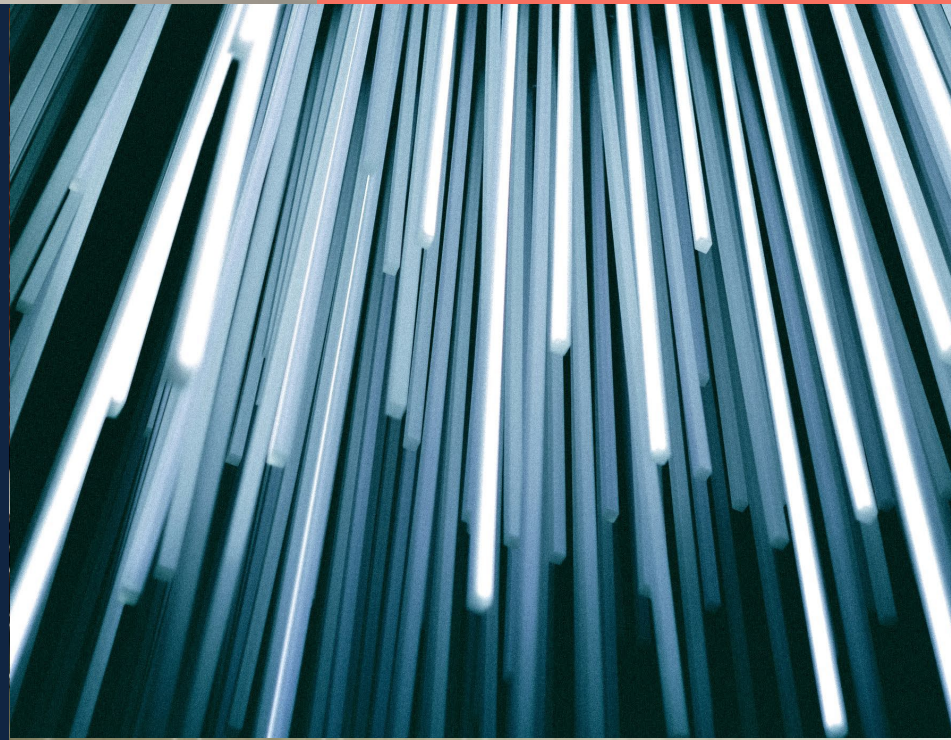


Updated Terms & Conditions

We have been working with our customers to update our Terms & Conditions. Updates have not been made in many years due to legal/service requirements are ever changing as we offer new products and services. It is important to keep our legal terms up to date. Notices to go out to customers will be published on the website once complete.

Fiber Tiered

Our first business in Mendocino has signed a contract to have fiber installed at their location. Moving forward, several other locations have asked to be pre-qualified for fiber at their location. Residential component being developed as we research tiers and speeds.



Fusion

- Loss of Fusion customers slowed for Q2.
- Budgeted loss was calculated at 12.5 avg customer loss per month.
- In Q2, average loss per month has been 7.3 for Fusion.

Digital Voice

- DV extensions have increased at a rate of 11.3 in Q2.
- Q2 number of DV extensions is 813.

Open Air

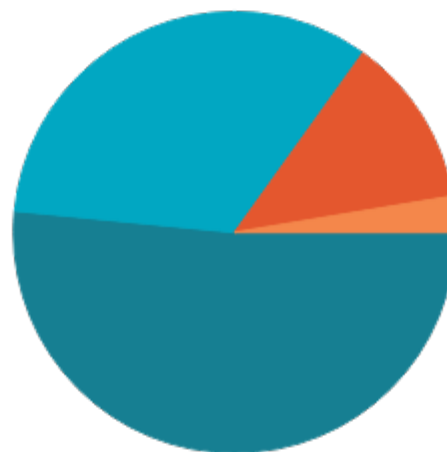
- In Q2, Open Air customers increased at a rate of 7.3 in.
- Larger than budgeted installs in Q2 due to good weather.
- Open Air Long Range customer count has not changed since purchase of Seakay customers. Several new customers are waiting to be installed.

Midpoint

- Midpoint average loss per month is 10.3 for Fusion In Q2.
- Midpoint average increase was 10.2 per month.
- Midpoint average increase was 5.7 per month.

Service Type of Customers

End of Second Quarter

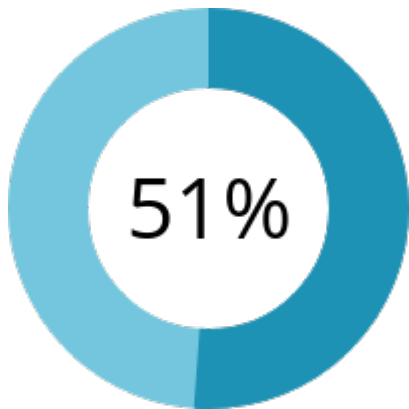


Customers per Service

	October	November	December
Fusion	1,277	1,262	1,258
Digital Voice	782	814	813
Open Air	283	291	305
OA Long Range	64	64	64

	Revenue 22-23	Budgeted Revenue 23-24	Revenue 23-24
October	\$184,890	\$190,120	\$192,619
November	\$184,220	\$190,301	\$202,139
December	\$182,340	\$197,364	\$193,559
Total	\$551,450	\$577,785	\$588,317

Fiscal Midpoint Revenue Comparison

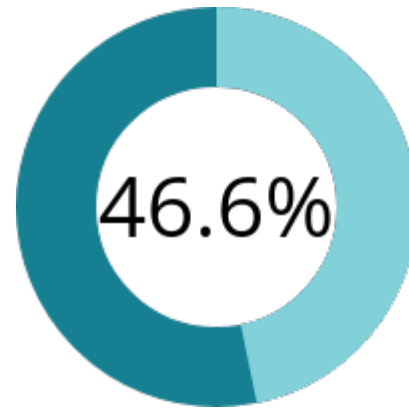


Q1 & Q2 Revenue \$1,159,676
Budgeted 23-24 Revenue \$2,269,619

Looking at the numbers above, you can see that revenue has increased since the previous year. We have exceeded our expectations of revenue so far this fiscal year. We are currently at 51% of our budgeted revenue amount. This is likely due to our number of installs for Open Air, as well as active customers paying their bills on time. We have implemented a policy to ensure consistency in customer payments. Invoices are deemed overdue after 30 days. If payments are not received within 60 days, the account will be placed on hold. Should no payment be made by the 90th day, the account will be deactivated due to non-payment.

Fiscal Midpoint Expense Comparison

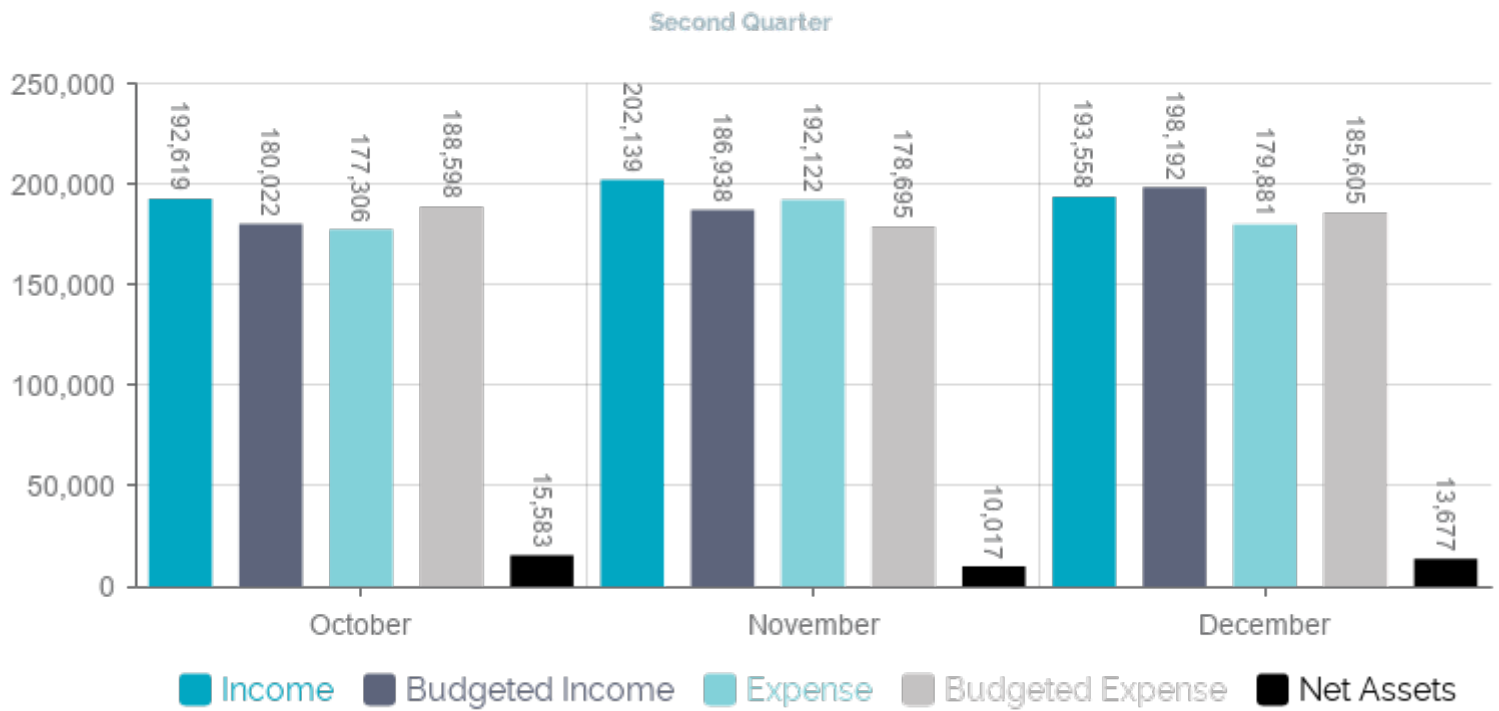
- MCN was under budgeted expense, partially due to under staffing. Finding qualified candidates has been a challenge.
- November was over the budgeted expense due to legal fees associated with updating our terms of service.



Q1 & Q2 Expense \$1,066,454
Budgeted 23-24 Expense \$2,288,525

	Expense 22-23	Budgeted Expense 23-24	Expense 23-24
October	\$169,163	\$187,450	\$177,306
November	\$204,218	\$190,145	\$192,122
December	\$163,219	\$189,319	\$179,881
Total	\$536,600	\$566,914	\$549,309

Where we currently stand financially.

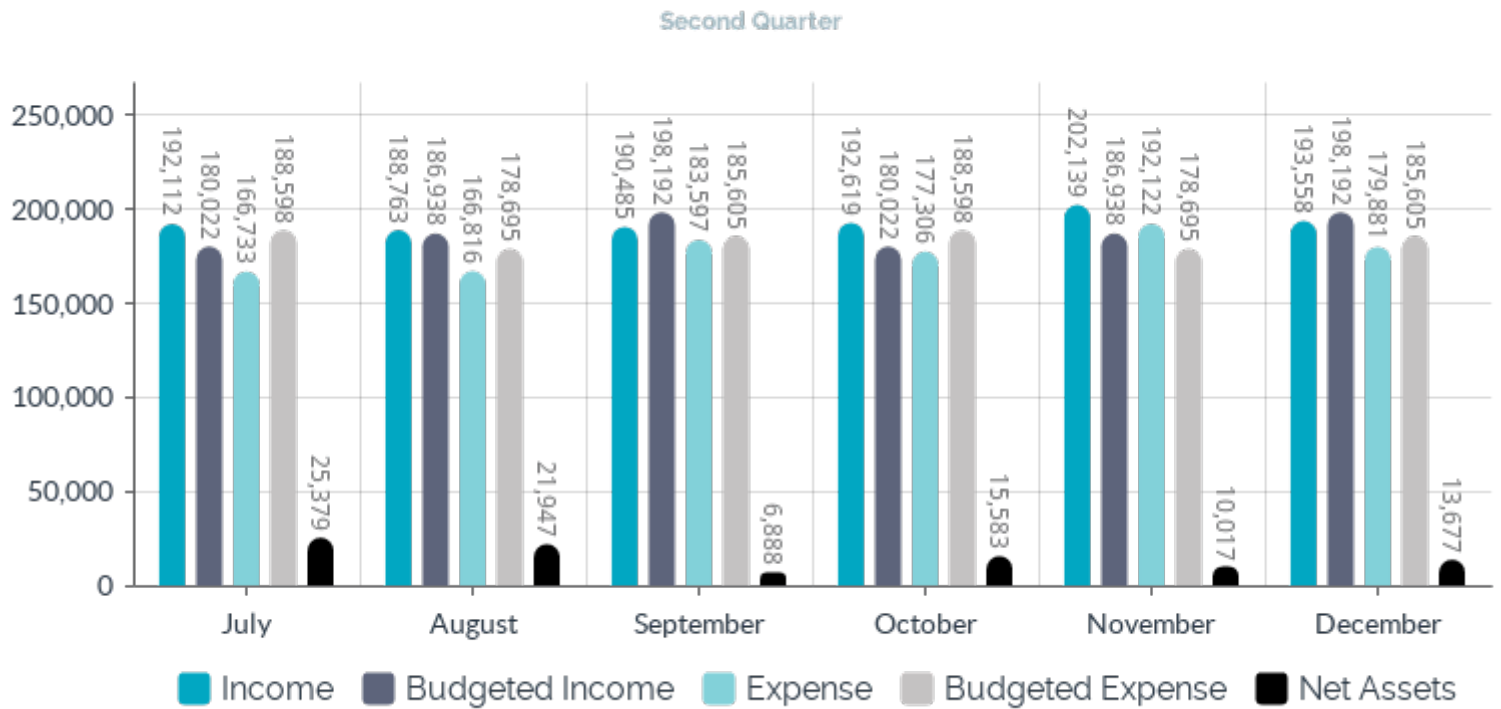


Services Percent of Sales



- Dialup 1%
- Digital Voice 10%
- EQ 2%
- Domain 4%
- Email 10%
- Fusion 60%
- Infoservices 1%
- Webservice 2%
- Open Air 9%
- Open Air Long Range 2%
- Other 0%

Where we currently stand financially.



INCOME



- July 17%
- August 16%
- September 16%
- October 17%
- November 17%
- December 17%

In Other News.....



New Staff Member

A new staff member has joined our team as of February 1st, filling one of the open Operations Technician positions. In an effort to expand our billing department to prepare for future needs, we have revived an existing position within that allows us to be more efficient in the billing processes.

WiFrost

Beta test customer activated for WiFrost on 1/18/24. More customers waiting for service. Working with Wifrost to expand and increase coverage.



**Mendocino Unified School District
DBA**



Date of incorporation: May 5, 1994

EIN: 87-2115222

Unique Entity ID: QCMNN16XJJP3

Cage code: 412T0

FCC FRN: 0031810708

Seller's Permit for California: 97-152112

10700 Ford Street Po Box 2445 Mendocino, CA 95460

COMPREHENSIVE SCHOOL SAFETY PLAN

Effective Dates October 2023 – October 2024

Mendocino High Schools

Mendocino Unified School District

Tobin Hahn, Principal

10700 Ford Street
Mendocino, CA 95460
(707) 937-5871
thahn@mendocinoused.org

This Plan is Available for public inspection during regular business hours.

Public Input Meeting Held: November 28, 2023

Adoption by Governing Board:

Scheduled for Review On: September 2024

Date of last SARC: January 2023

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Committee Members

The undersigned members of the Mendocino High School Site Council have met in the development of the following Comprehensive School Safety Plan. (Signatures were not collected due to remote meeting format)

Signatures:

Tobin Hahn, Principal	Date
Marshall Brown, Teacher's Association Representative	Date
Meghan Smithyman, Classified Employee Association Representative	Date
Carolyn Barrett, Teacher	Date
Diana Dominguez, Teacher	Date
Miranda Young, Student	Date
Pablo Salmons, Student	Date
Jez Anderson, Parent	Date
Jen Garofolo, Parent	Date

Safe School Vision Statement

Located in a small town of great natural beauty, the Mendocino High Schools are based on a foundation of strong personal relationships and respect for the whole child. We foster an individualized approach to education that inspires students to find their passions and develop strengths that will prepare them for college, career, and life-long learning. Through relevant and engaging learning experiences, all students are encouraged to strive for excellence, to persevere with creativity and resilience, to invest and engage in their education, and to be positive, productive, and informed citizens of local and global communities.

School-wide Goals

- 1) While we have structures and supports in place, there is a need to increase the efficiency and accountability of our intervention program to reach all students and involve stakeholders. We will expand our multi-tiered system of supports (MTSS) through the existing structures of PBIS, ASPIRE, and Personal Success Period (PSP) to promote academic excellence, positive behaviors, and social-emotional well-being for all students. We will also explore research based models to ensure we are using our special education resources as efficiently as possible to support student learning.
- 2) Due to many factors, both internal and external to the school community, there is a need to cultivate a culture of rigor that values the importance of sustained effort and academic excellence. To support staff and students in improving rigor, we will utilize professional learning community strategies with fidelity to create a culture of excellence amongst staff and ensure student learning, and we will explicitly teach students perseverance and resilience.
- 3) In order to inspire our students to be lifelong learners and productive citizens, we will analyze our programs and curriculum for relevance and explore strategies – such as project-based learning, cross-curricular connections, and student empowerment – for making education more accessible and meaningful to our students. We will continue to expand and improve our career and college readiness programs to best prepare our students for post-secondary success.

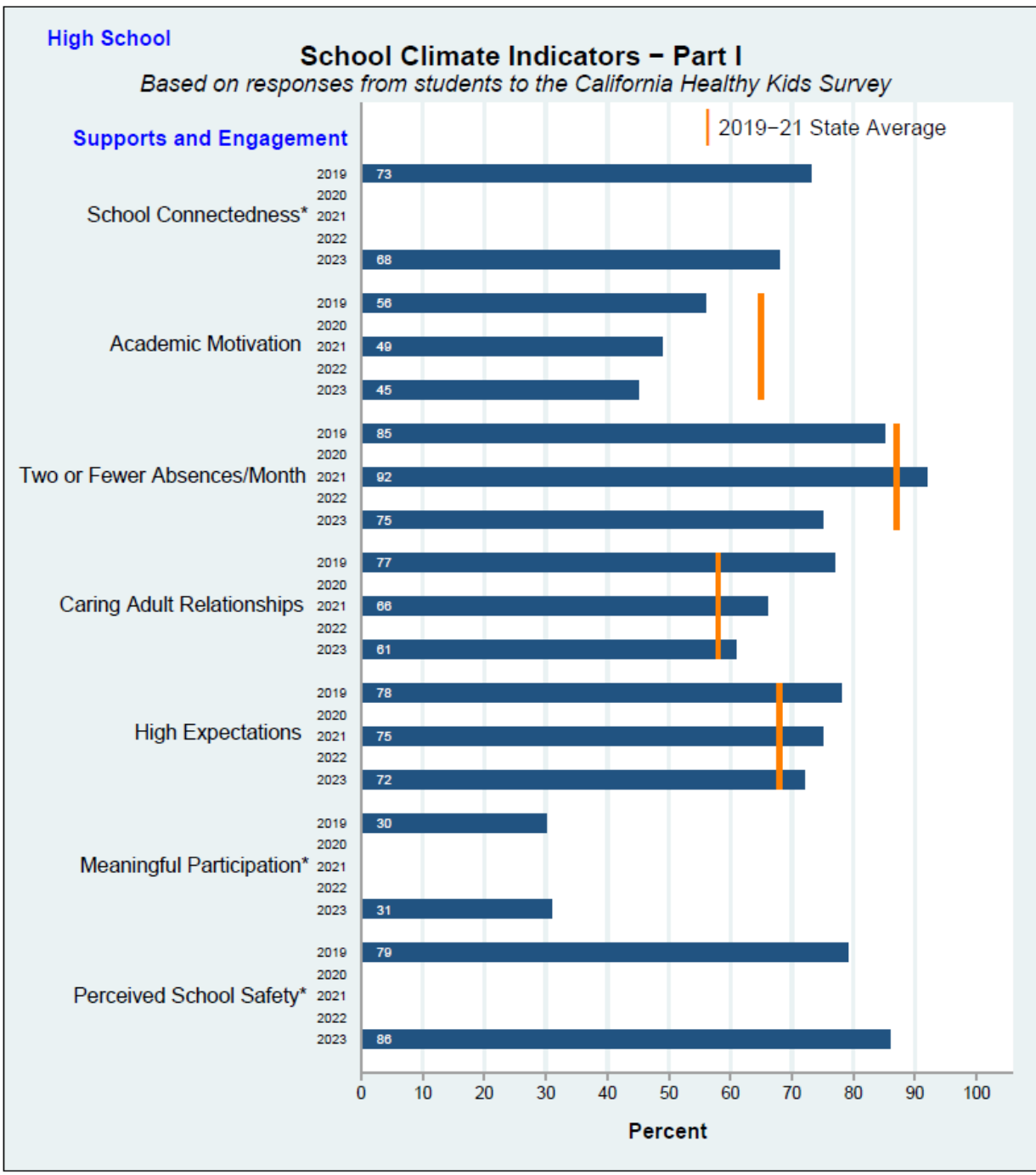
Data Analysis

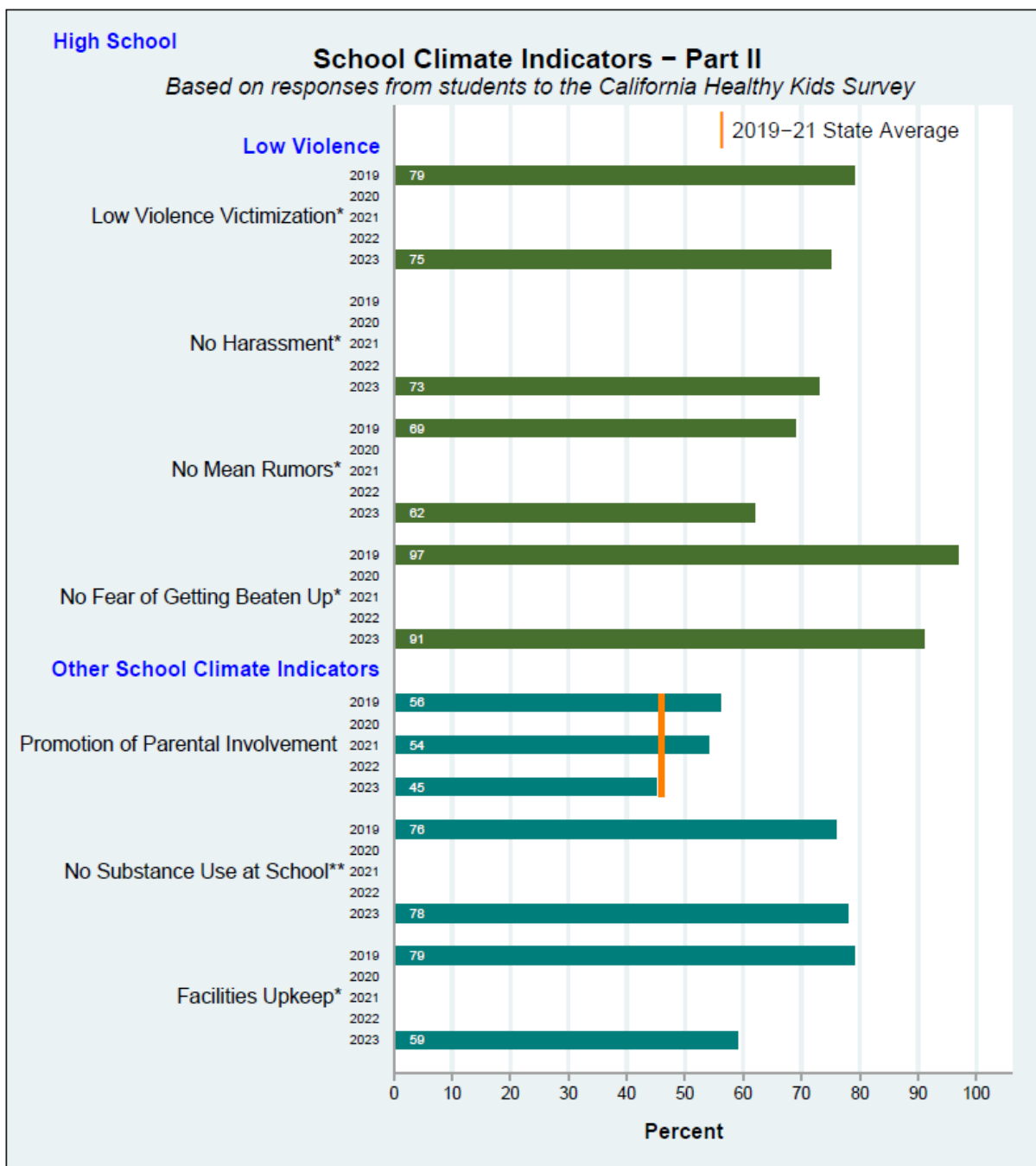
Assessment of current status of school environment and crime

Available Data Sources	2019/20	2020/21	2021/22	2022/23	2023/24
California Health Kids Survey (CHKS)		X			X
CHKS Staff Survey					X
CHKS or other Parent Survey		X	X		
Other Student Survey	X	X	X	X	
Truancy	X	X	X	X	X
Student Referrals/Discipline	X	X	X	X	X
Suspensions/ Expulsions	X	X	X	X	X
DataQuest	X	X	X	X	X

Student survey data

School Climate Data January 2023 California Healthy Kids Survey





Selected Student-Reported Indicators (California Healthy Kids Survey – CHKS)

	2019 (%)	2020 (%)	2021 (%)	2022 (%)	2023 (%)	Change
Try hard on school work	67	–	76	–	55	-12
Three or more absences per month	15	–	8	–	25	+10
Feel a part of the school*	65	–	–	–	68	+3
School is really boring	~	~	~	–	44	–
School is worthless and a waste of time	~	~	~	–	2	–
Harassed or bullied at school*	~	–	–	–	27	–
Parents feel welcome to participate at this school	53	–	48	–	45	-8
School is usually clean and tidy ⁶ *	79	–	–	–	59	-20
Experienced chronic sadness/hopelessness	45	–	48	–	50	+5

Table A6.12B
School Boredom Profile Groups - 9th Grade

		School is really boring (Grade 9)										
		0 Strongly Disagree	1	2	3	4	5	6	7	8	9	10 Strongly Agree
School is worthless and a waste of time	Strongly Disagree 0	Low Boredom & High Value			Mid-Boredom & High Value			High Boredom & High Value				
	1	23%			17%			20%				
	2											
	3											
	4	Low Boredom & Mid-Value ⁷			Mid-Boredom & Mid-Value			High Boredom & Mid-Value				
	5				27%			10%				
	6											
	7											
	8	Low Boredom & Low Value ⁷			Mid-Boredom & Low Value ⁷			High Boredom & Low Value				
	9							3%				

Question HS/MS A.42, 43: How strongly do you agree or disagree with the following statements?... School is really boring... School is worthless and a waste of time.

Notes: Cells are empty if there are less than 10 respondents.

⁷Results are not reported due to a very small number of responses.

Percentages may not add up to 100% because categories with very low responses are not reported.

Table A6.12C
School Boredom Profile Groups - 11th Grade

		School is really boring (Grade 11)										
		0 Strongly Disagree	1	2	3	4	5	6	7	8	9	10 Strongly Agree
School is worthless and a waste of time	Strongly Disagree 0	Low Boredom & High Value			Mid-Boredom & High Value			High Boredom & High Value				
	1	19%			19%			31%				
	2											
	3											
	4	Low Boredom & Mid-Value ⁷			Mid-Boredom & Mid-Value			High Boredom & Mid-Value				
	5				4%			23%				
	6											
	7											
	8	Low Boredom & Low Value ⁷			Mid-Boredom & Low Value ⁷			High Boredom & Low Value				
	9							0%				

Question HS/MS A.42, 43: How strongly do you agree or disagree with the following statements?... School is really boring... School is worthless and a waste of time.

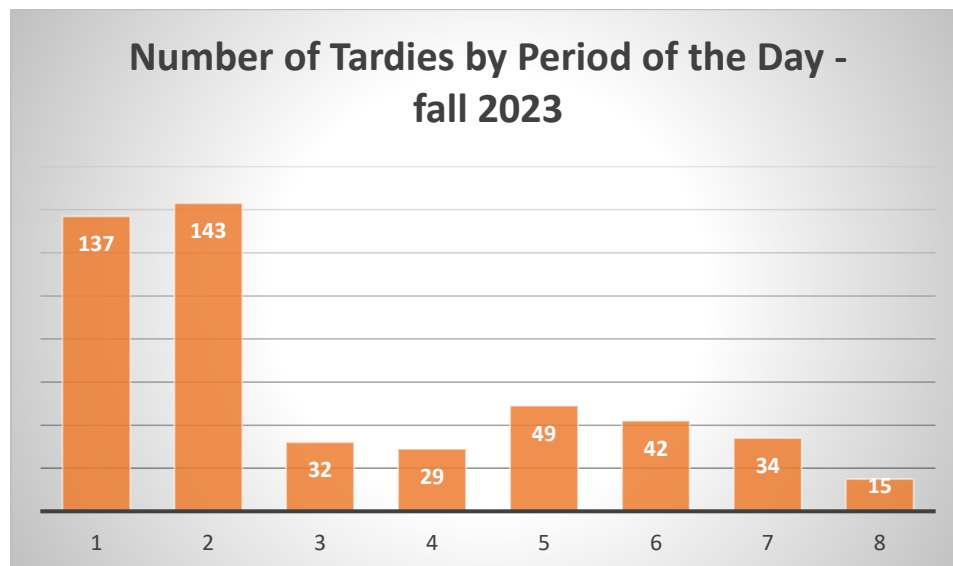
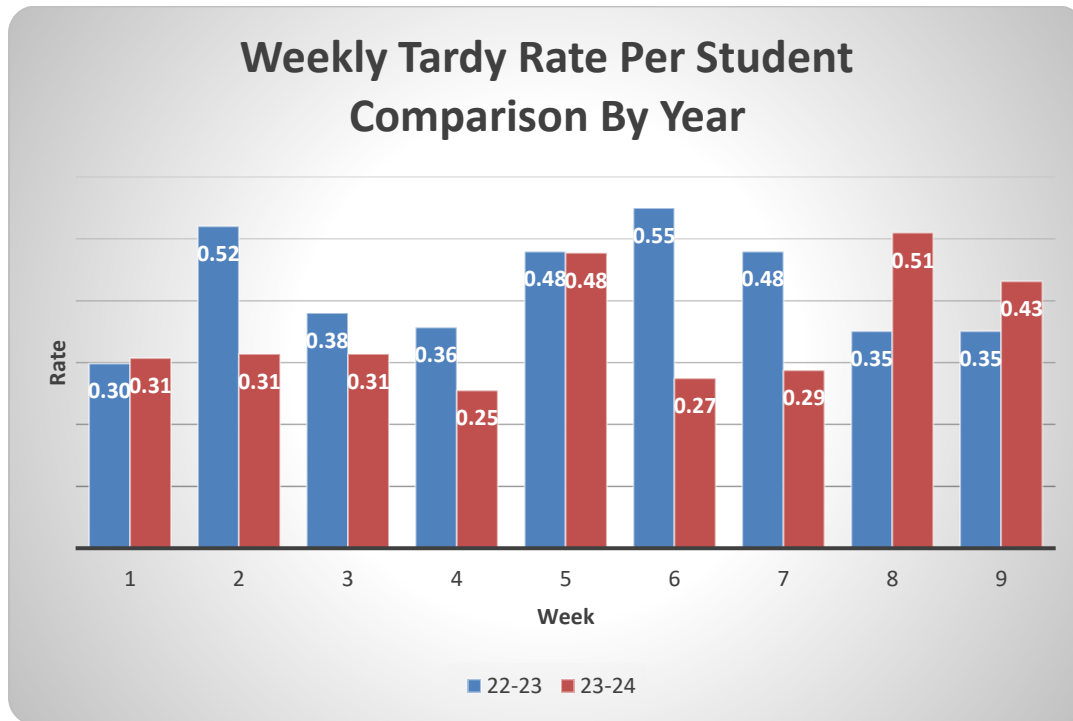
Notes: Cells are empty if there are less than 10 respondents.

⁷Results are not reported due to a very small number of responses.

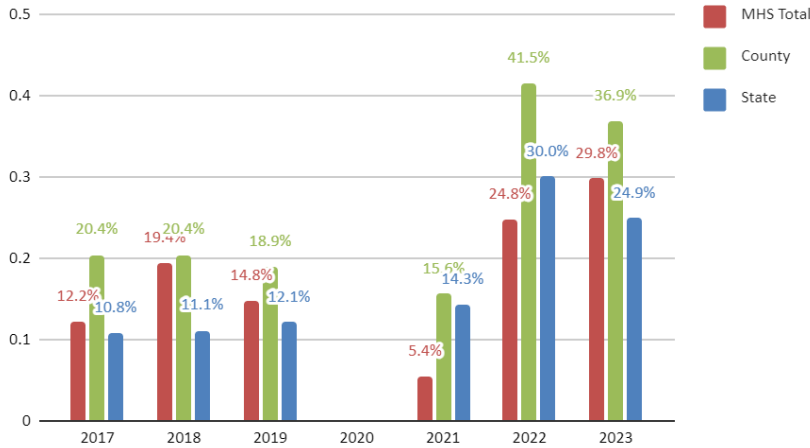
Percentages may not add up to 100% because categories with very low responses are not reported.

Data Analysis continued

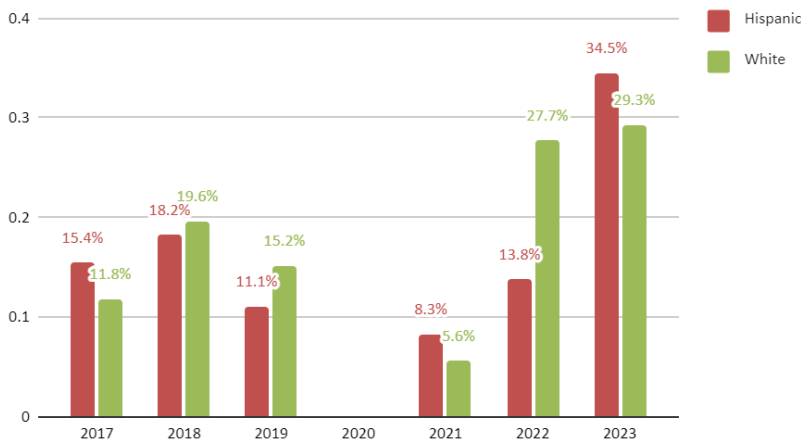
ATTENDANCE:



Percent Students Chronically Absent (>10% absence)

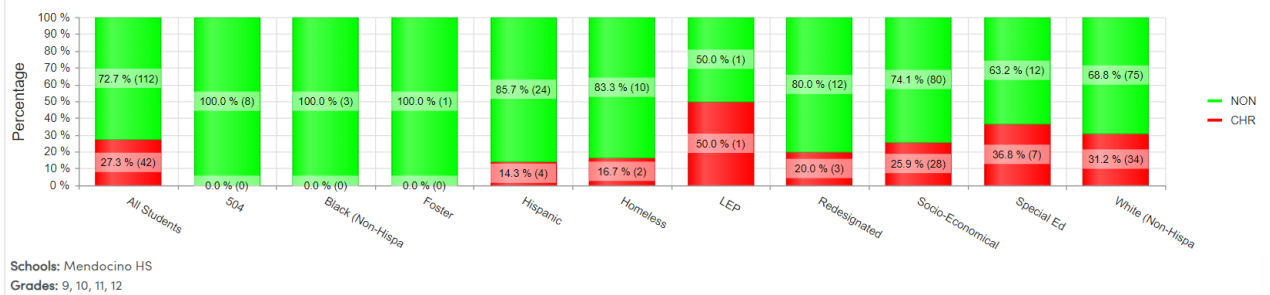


Chronically Absent (>10% absence) by Ethnicity



Current 2023-2024 Chronic Absentee Data (missed 10% or more days of school)

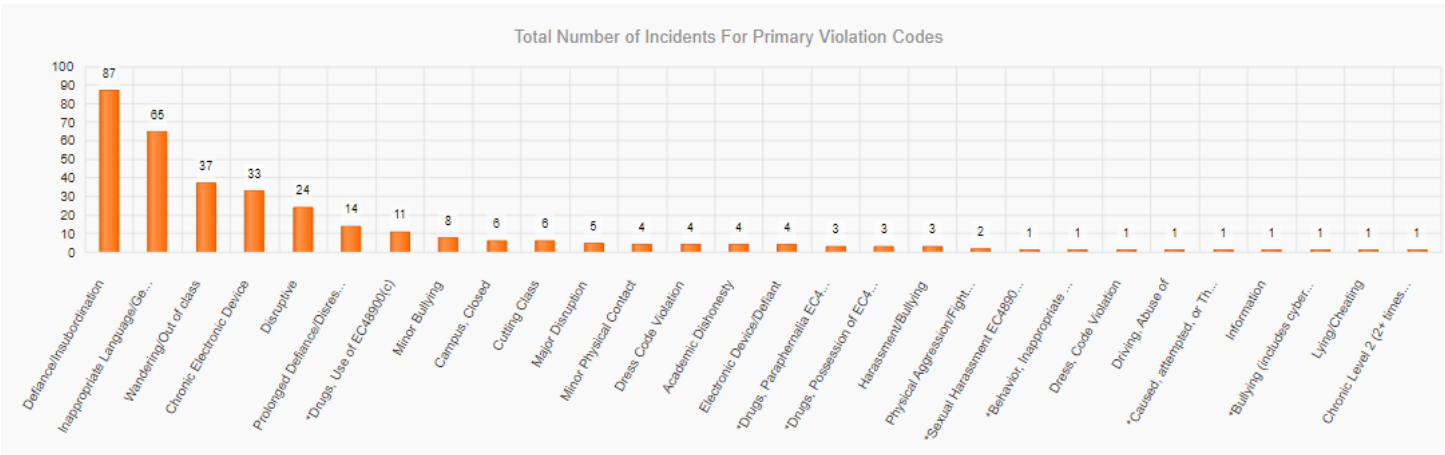
Attendance % (Chronic (>=10%) vs Non Chronic)



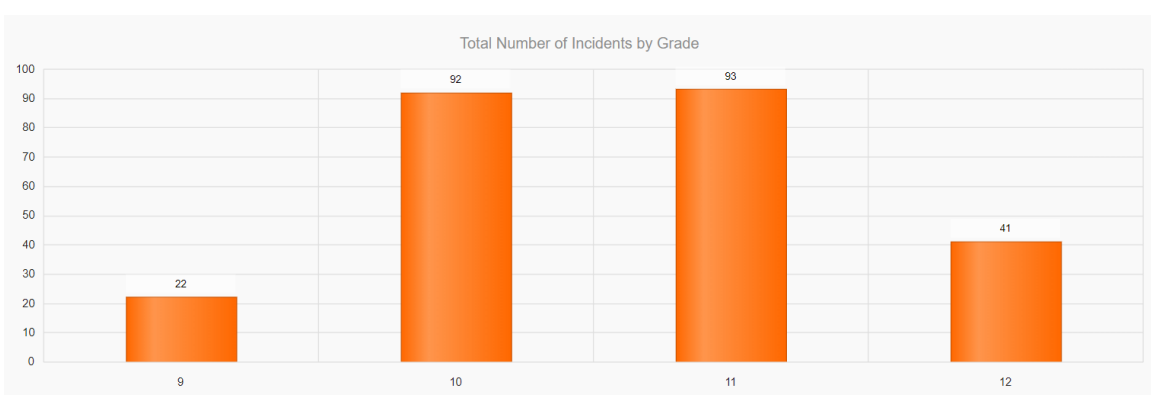
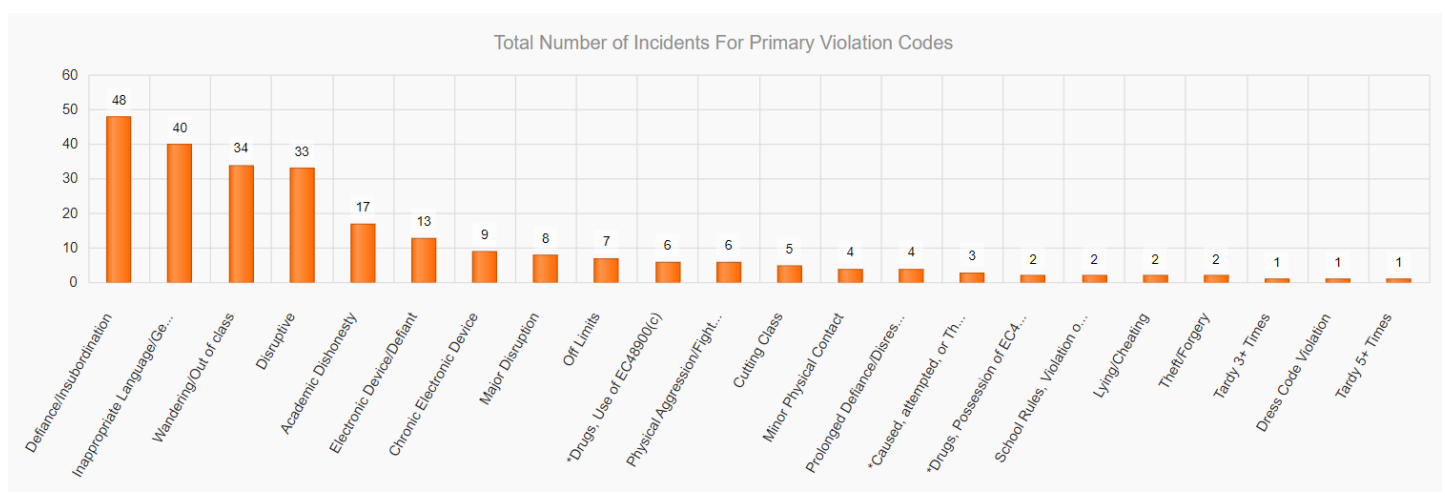
Data Analysis continued

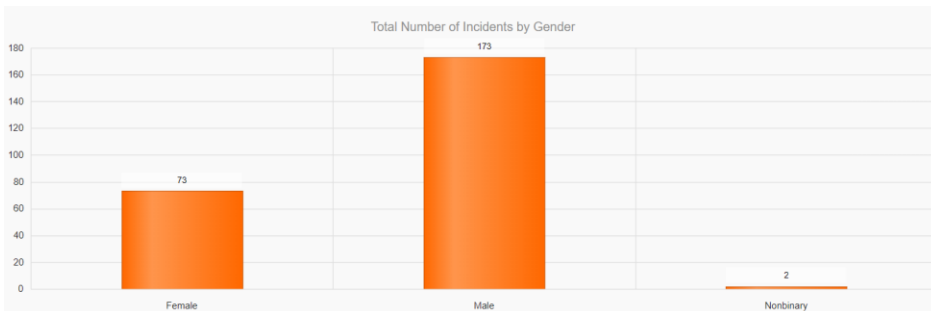
BEHAVIOR

2018-2019 Behavior Data by Incident (Pre-COVID Baseline)



2022-2023 Behavior Data by Primary Incident





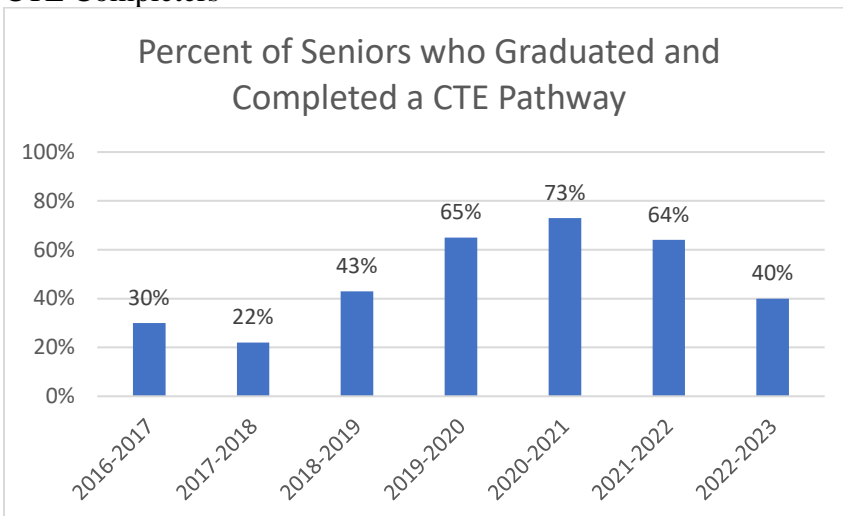
D/F Rate

2018: Math (10.3%), English (14.1%), Science (23.2%), Social Science (4.3%)

2022: Math (11.54%), English (8.3%), Science (8.23%), Social Science (4.5%)

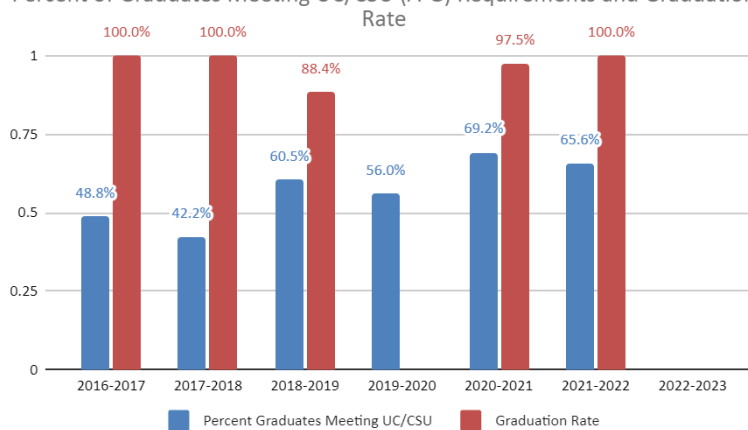
2023: Math (13.4%), English (7%), Science (5.7%), Social Science (5.7%)

CTE Completers



Projected CTE completion for 2024 is 70%.

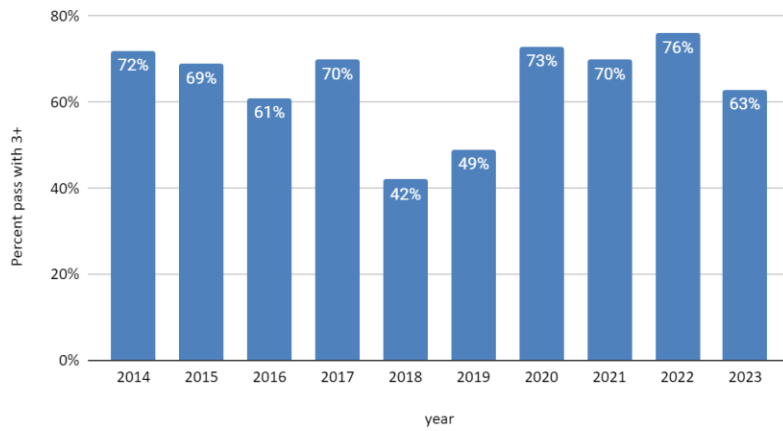
Percent of Graduates Meeting UC/CSU (A-G) Requirements and Graduation Rate



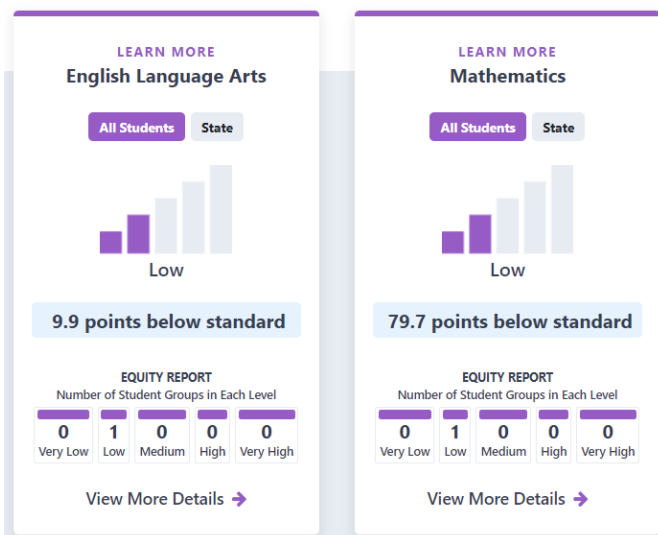
TESTING:

AP Test Results

MHS/MCHS AP Pass Rate 3+



CAASPP Results - 2022



Site data:

	2019/20	2020/21	2021/22	2022/23
Referrals (total primary violations)	250*	22*	372	241
Suspension rate	6.0	0	5.3	
Expulsions	0	0	0	0

Conclusions from Data:

Areas of positive growth include

- Number of dual enrollment students is increasing
- Indicator of perception of school safety is high and increasing
- AP exam pass rate is increasing
- A-G rate is increasing overall

Through a review of the data, it was found that chronic absenteeism continues to be an issue. Though the rate is still well above the district target of 15%. There are also several trends indicating a decrease in math scores and grades, but more strongly a trend toward a bimodal distribution in math achievement. Some of this could be due to a culture of opting out of the state test and efforts need to be made to encourage taking the test. Student motivation and the perception that parents feel welcome to participate in school are also decreasing. There was also concern voiced that there is a lack of nicotine cessation programs for students.

- Rate of Chronic Absenteeism is increasing and/or staying high
- Increase of students with D/F course grades and with “standard not met” on state testing in Math
- Participation rate in state testing and the increasing amount of opt-outs
- Indicator of “parents feel welcome to participate at this school” is declining on student CHKS survey
- Lack of resources for nicotine cessation

Action 1.1: Reduce Substance Use and Provide Nicotine Cessation

Substance use at school is still relatively high based on the 2023 Healthy Kids Survey. (90% of Juniors had used a substance to get “high” according to 2023 CHKS.)

Furthermore, cessation attempts of cigarette smoking and vaping have greatly increased since 2018-2019, from 6% attempting to nearly 40% of respondents attempting cessation in 2023. This along with anecdotal evidence clearly shows a need for cessation support.

We will explore options for cessation support.

Action 1.2: Increase School Climate Indicators including Engagement

The method for tracking school climate has changed due to changes in the Healthy Kids survey. Rather than a School Climate Index, we will now track individual climate indicators as well as the boredom profile. It is clear that meaningfulness of curriculum and student engagement are in need of improvement. Through professional development and work on curriculum development we will work to improve engagement.

Action 1.3: Reduce Chronic Absenteeism

Driven by state reporting efforts, reducing chronic absenteeism became a focus of the district pre-pandemic. Efforts have been made to track absenteeism and contact families when a student is at-

risk of being chronically absent. The approach has shifted from punitive (SARB) to collaborative and supportive by educating families, pulling in counseling staff, and providing resources. The pandemic, however, has changed the lens through which absenteeism is viewed as well as the messaging around illness and attendance.

The school has used a number of strategies to tackle this problem. The principal attended professional development through the county to address chronic absenteeism. The district instituted a chronic absenteeism task force that met monthly pre-pandemic. Attendance data is monitored and analyzed and the principal and registrar send letters home in an attempt to eliminate barriers to attendance. The behavior interventionist calls home when students are absent or truant, discovers the reason, and works with parents and students to overcome barriers, change behavior patterns, and clear attendance issues. If problems continue, ASPIRE or SST meetings may be held.

Action 1.4: School Facilities Bond

The Board of Trustees and District worked to present a bond on the March 2020 ballot. The bond passed by a 40-point margin, showing widespread support for the initiative within the district. Since that time, staff, parents, and students participated in design and construction on Phase I – the main campus – is now complete. Phase II – the gym and tech center – is currently underway.

Areas of Pride and Strength (include school programs and practices that promote a positive learning environment).

- Number of dual enrollment students is increasing
- Indicator of perception of school safety is high and increasing
- AP exam pass rate is increasing
- A-G rate is increasing overall

Areas we wish to change:

1. Rate of Chronic Absenteeism is increasing and/or staying high
2. Increase of students with D/F course grades and with “standard not met” on state testing in Math
3. Participation rate in state testing and the increasing amount of opt-outs
4. Indicator of “parents feel welcome to participate at this school” is declining on student CHKS survey
5. Lack of resources for nicotine cessation

A. Child Abuse Reporting Procedures

(EC 32282(a)[2](A); EC 44691; PC PC11165.5; PC11165.7; PC11166)

All school staff are trained in Child Abuse Reporting Procedures annually through Keenan. All school staff actively monitor the safety and welfare of all students, and all school and district employees are mandated reporters. Staff members understand their

responsibility as childcare custodians and immediately report all cases of known and suspected child abuse to Child Protective Services and the school principal.

- **BP/AR* 5141.4 Child Abuse Prevention and Reporting**

*BP = Board Policy, AR = Administrative Regulation, EC = Education Code, PC = Penal Code

B. Disaster Response Procedures

(EC 32282(a)[2](B); GC 8607; GC 3100)

The Mendocino Unified School District maintains an Emergency Operations Plan (EOP) at each school site. Site specific information is included and updated annually. Students are instructed in their classrooms each year about safety procedures. Student and Staff Drills are conducted as listed below. Maps and procedures and more information are included in our full Emergency Operations Plan (EOP).

Under Government Code 3100, all school personnel are Disaster Services Workers and are required to assist during a disaster until they are released by the Incident Commander/District Superintendent.

Type of Drill	Frequency
Fire	2
Earthquake (Drop, Cover, Hold On)	1
Evacuation	3
Intruder/Lockdown	1
Student release procedure	1

These protective measures are taken before, during and following an earthquake

Mitigation	<ul style="list-style-type: none"> • Assess existing or potential hazards on and off campus • Identify nonstructural hazards on campus and develop a plan of action to address the hazards
Preparedness	<ul style="list-style-type: none"> • Establish and Train in NIMS/SEMS and ICS • Conduct Drills for Students and Staff in Drop/Cover/Hold • Conduct Evacuation Drills for Students and Staff • Conduct Drills for Students, Staff and Family in the Student Release Procedures • Coordinate, plan and train with Law Enforcement and Fire • Acquire emergency equipment and supplies
Response	<ul style="list-style-type: none"> • Evacuate buildings and the school campus if necessary • Release students as needed • Initiate search and rescue efforts as needed • Handle triage, medical aid, and mental health emergencies as needed
Recovery and Reconstruction	<ul style="list-style-type: none"> • Assess building and campus safety and damage • Identify contacts for support as needed • Make plans to relocate classes and other academic business at an alternate site as needed • Track costs to delineate expenditures • Debrief

• Update plan as needed

- **BP/AR 3516 Emergencies and Disaster Preparedness**

C. Suspension & Expulsion Policies

(EC 32282(a)[2](C))

It is the intent of the governing board to maintain a safe learning environment for all students. Student behavior management is conducted in a manner consistent with federal law, the Education Code of California, governing board policies and district administrative regulations. School staff members adhere to the procedures set forth in the Student and Parent Handbook.

- **BP/AR 5144.1 Suspension and Expulsion; Due Process**
- **Parent/Student Handbook**

D. Procedures for Notifying Teachers of Dangerous Pupils

(EC 32282(a)[2](D); EC 49079)

In accordance with EC 49079 the Superintendent informs the teacher of any student in his/her class who has engaged in, or is suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under EC 48900.

- **BP/AR 4258.1 Teacher Notification of Dangerous Student**

E. Discrimination & Harassment Policy

(EC 32282(a)[2](E); EC 234.4)

MUSD and MHS are committed to maintaining a safe school environment that is free from discrimination and harassment. Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited.

- **BP/AR 5145.3 Nondiscrimination/Harassment/Anti-bullying**
- **Parent/Student Handbook**

F. School-wide Dress Code

(EC 32282(a)[2](F))

The school district is responsible for seeing that attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group.

- **Parent/Student Handbook**

G. Safe Ingress and Egress

(EC 32282(a)[2](G))

MHS annually defines procedures for safe ingress and egress of pupils as well as details regarding the nature and hours of campus supervision, locations of safe drop-off and pick-up of students and the safe ingress and egress to the campus. Safety procedures and expectations are described for those students who drive cars, ride the bus, ride their bikes, and walk to and from school.

- **Student and Parent Handbook**

H. Ensuring a Safe & Orderly Environment

Goals, Objectives and Activities

Component I – SOCIAL ENVIRONMENT (People and Programs)

Goal 1

While we have structures and supports in place, there is a need to increase the efficiency and accountability of our intervention program to reach all students and involve stakeholders. We will expand our multi-tiered system of supports (MTSS) through the existing structures of Positive Behavior Interventions and Supports (PBIS), ASPIRE (intervention system), and Personal Success Period (PSP) to promote academic excellence, positive behaviors, and social-emotional well-being for all students. We will also explore research based models to ensure we are using our special education resources as efficiently as possible to support student learning.

Identified Need

LEA Goal: Goal 1, Goal 2, Goal 3, Goal 4

Learning Outcomes addressed: Use available resources to meet challenges with creativity and resilience. Be a positive, productive, and informed member of local and global communities.

Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
1. Number of Behavior Intervention Forms (BIF) and suspension rates	<u>Total BIFs</u> 2017-2018: 368, 2.15/student 2018-2019: 332, 1.99/student 2019-2020: 250, 1.51/student (2020-2021 Distance learning) 2021-2022: 372 2022-2023: 241, 1.50/student <u>Suspension rates</u> 2018: 5.9% (11.4% Economically Disadvantaged) 2019: 6.0% (8.6% Economically Disadvantaged) 2020: 6.5% (7.6% Economically Disadvantaged; 15.4% Disabilities) 2021: 6.5% (7.6% Economically Disadvantaged; 15.4% Disabilities) 2022: 6.5% (7.6% Economically Disadvantaged; 15.4% Disabilities)	We will reduce the number of BIFs from '17-'18 levels and keep suspension rates under 6% for all groups.

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
	2021: 6.5% (5.3% Economically Disadvantaged; 8.2% Disabilities)	
2. Counseling referral rate, caseloads, and modules given	<u>Caseloads:</u> IEP: 11 Non-IEP: 21	We will increase access to social emotional counseling for all students through counseling services and PSP.
3. Substance use at school (alcohol and other drugs – AOD)	CHKS current AOD use on campus 2017: 9 th /11 th : 23%/26% 2019: 9 th /11 th : 13%/10% 2021: NA, Any AOD use 33%/52%, (31%/61% in 2019, 86%/74% in 2017) 2023 :9 th /11 th : 10%/19%	We will continue to reduce substance use at school as measured by CHKS.
4. School Climate Index (SCI) percentile on the California Healthy Kids Survey (CHKS). Note: The SCI is no longer issued. We will now use the School Climate Report Card (SCRC) and the School Boredom Profile.	SCI Score, similar school percentile 2015: 306, 54 th 2017: 315, 62 nd percentile 2019: 352, 89 th percentile 2023: % Low Boredom/High Value, 9 th – 23%, 11 th – 19%	We will increase our SCI score to 350 or similar schools percentile to at least 90% on the CHKS survey. We will increase positive response percentage on the SCRC and move the Boredom Profile toward Low Boredom/High Value.
5. Chronic absenteeism rate (miss 10% or more of school days). From DataQuest.	Chronic Absenteeism Rate 2017-2018: 19.4% 2018-2019: 14.8% 2019-2020: 18.1% (from Aeries) 2020-2021: 5.4% (distance learning) 2021-2022: 24.8% 2022-2023: 34.5% (estimated from Aeries)	We will reduce the chronic absenteeism rate as measured by the state to below 10% as a total population. (In 2021-2022, the state rate increased to 30% and the Mendocino County rate was 41.6%.)
6. D and F rate for Math, English, Science, Social Science	2018: <i>Math (10.3%), English (14.1%), Science (23.2%), Soc Sci (4.3%)</i> 2022: Math (11.54%), English (8.3%), Science (8.23%), Social Science (4.5%) 2023: Math (13.4%), English (7%), Science (5.7%), Social Science (5.7%)	Maintain or decrease the recent rate of D's and F's in Math, English, Science, and Social Science for all students compared to 2018 values in Aeries analytics.

Actions for Goal 1

Students to be Served by these strategies/actions: All Students

Action	Responsibility/Timeline	Evidence
<p>1. Utilize Learning Leadership Team to oversee PBIS sustainability.</p> <p>[The plan is to redo the behavior matrix in 23-24]</p>	Administration, Engagement Team / ongoing	Team minutes, evidence of PBIS implementation
<p>2. Explore research based models for delivery of special education services.</p> <p>[Students with IEPs were included in general ed. advisories in 23-24. Teachers provided with summary charts of accommodations/modifications. "Seed packet" concept of a mini-iep for each student piloted]]</p>	SpEd department, administration / 2023-2024	Meeting minutes, evidence of research
<p>3. Provide professional development for integrative aides.</p> <p>[training was conducted by MCOE in March 2023 and ongoing]</p>	SpEd department, administration	List of professional developments attended
<p>4. Utilize acknowledgements (cardinal credits, student awards etc.) to celebrate the positive accomplishments and plan lunchtime activities and spirit events and assemblies to promote positive culture.</p> <p>[Tentative plan is to create a larger awards night that includes CTE, club cords, and academic awards from each teacher.]</p>	All staff, Administration, ASB / ongoing	List of planned events
<p>5. Implement SRSS-IE universal screening to identify and provide interventions to at-risk students.</p> <p>[May of 2023 and annually]</p>	Counseling staff, teachers / annual	Aggregate survey results
<p>6. Develop social counseling groups (possibly using MCYP) and refer students when they receive multiple BIFs or marks of 1 on Cit.</p>	Counseling staff, administration / 2023	Referral numbers and group attendance numbers
<p>7. Develop structures to promote daily social-emotional check-ins including Tier 1 supports, advisor phone calls home, and PSP curriculum.</p> <p>[Use of weekly progress check sheets]</p>	Advisors, Administration, counseling staff / 2023	sample curriculum and materials
<p>8. Create informational flyers and posters on how students can access academic and counseling supports.</p>	Administrative assistant, counseling staff / 2023	Flyers and posters
<p>9. Learning Leadership analyzes data at bi-weekly attendance meetings and works</p>	Engagement Team, Social worker, Registrar / Ongoing	Meeting notes and data

<p>with social worker to remove barriers to attendance.</p> <p>[This work continues, the Chronic Absentee Task Force was also reinstated in 23-24]</p>		
<p>10. Utilize Learning Leadership to improve the delivery of interventions through PSP and ASPIRE.</p> <p>[Discussion in 22-23 lead to Friday PSP being movement by teacher request only in order to give advisors more time for interventions. Assessment data is focus of 23-24 year.]</p>	ASPIRE Coordinator, Engagement Team / 2024	Meeting notes, ASPIRE documentation
<p>11. Refine protocol for vaping education as alternative to suspension and explore nicotine cessation options for students</p> <p>[Vape education module has been used, but is not effective for cessation. Currently the school does not have a cessation program.]</p>	Administration, counseling / 2023	Number of students completing modules, number of referrals to cessation programs
<p>12. Develop consistent application of Cit/WH rubric across classes. Incorporate self-reflection and determine consequences and correctives for 1's. (added by Site Council 3/27/23)</p> <p>[This appears in the handbook in many policies, but is now being enforced. Weekly progress reports are required for students with 3 or more 1's (or 2 in citizenship)]</p>	Staff ongoing	Weekly progress reports

ENSURING A SAFE AND ORDERLY ENVIRONMENT

Goals, Objectives and Activities

Component II – PHYSICAL ENVIRONMENT (Facilities)

Goal 2

Working with the Board of Trustees, administration will help facilitate the design and building of the new and renovated campus and ensure that the facility meets the needs of students and programs.

Identified Need

LEA Goal: NA for 2020-2021

Learning Outcomes addressed: All

Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
1. Completed project timeline	Project is progressing, Phase I completed	By August 2024, the project should be complete.

I. Rules and Procedures on School Discipline

(EC 32282(a)[2](I))

In order to provide a positive and safe learning environment for students, Mendocino High School has created school wide expectations for behavior and discipline.

- **Student and Parent Handbook**

J. Tactical Responses

(EC 32282(a)[2](J))

Mendocino Unified School District, in consultation with law enforcement officials, has developed tactical responses to criminal incidents at the school site that may result in death or serious bodily injury. In accordance with EC 32281(f) the district elects not to disclose the tactical response portions in the publicly viewed copy of the plan. General procedures for Shelter-in-Place, Lockdown and Evacuation, and Run-Hide-Fight are contained in the Emergency Operations Plan.

- **Procedures for School Site Specific Shelter-in-Place, Lockdown and Evacuation from the Emergency Operations Plan (see appendix)**

K. Bullying Prevention Policies & Procedures

(EC 234.4)

Mendocino Unified School District and Mendocino High School recognize the harmful effects of bullying on student learning and school attendance and desire to provide learning environments that protect students from physical and emotional harm. Mendocino High School has developed strategies to support a safe and orderly environment free from bullying and intimidation.

No individual or group shall, through physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or site personnel.

- **Complaints and Investigation Procedures BP/AR 1312.3**
- **Discipline Policies and Procedures – BP/AR 5144.0**
- **Policies and Procedures Against Retaliation – BP/AR 5145.**

- **Staff Training Policies and Procedures – BP/AR 4231.0**
- **District Board Policies and Administrative Regulations for student use of technology – BP/AR 6163.4**
- **Discrimination and Harassment including procedures for offenses involving hate-crime characteristics – BP/AR 5145.3**
- **Student/Parent Handbook**

Monitoring and Communicating the Plan

(EC 32286-32288)

This plan is reviewed, evaluated, and amended (as needed) each school year by the School Site Council and Board of Trustees, local Law Enforcement and the local Fire Agency. The revised plan is placed on the March regular meeting of the Board of Trustees for public hearing to allow public input before it is adopted. It is available for public inspection at the District Office and school site during regular business hours.

<p>How was the previous plan monitored?</p> <p><i>Goals are monitored yearly by school staff and Site Council through the Focus on Learning Process.</i></p>
<p>Were changes made to Disaster Reporting Crisis Response or to the SEMS/ICS Chart? If so, reference where these are found.</p> <p><i>Some minor staffing changes were made to the SEMS/ICS Chart.</i></p>
<p>Were changes made to Ingress and Egress? If so, reference where these are found.</p> <p><i>A new plan was created for evacuation routes and traffic flow to accommodate construction and the temporary campus as well as the new main campus.</i></p>
<p>What progress was made on Section H: Component I (Social Environment)?</p> <p><i>The values of Excellence, Perseverance, Investment, Citizenship are helping to focus on creating a strong academic culture as well as a supportive environment.</i></p>
<p>What progress was made on Section H: Component II (Physical Environment)?</p> <p><i>Phase I of construction is completed and Phase II is underway. Staff and students have had opportunities to provide input. The challenge will be to improve the facility for all programs that the bond will not cover, including the MCHS building, the PAC and Band Room, and the Woodshop building.</i></p>

Record the Dates of Drills or Staff Training in Past 12 months:

	Drills	Training
Fire		
Earthquake		
Evacuation		
Lockdown		
Student Release		

MONITORING AND COMMUNICATING THE PLAN

(EC 32286-32288)

<p>Method for Communicating Plan and Notifying Public: EC 32288</p>	<p>Date of Public Hearing December 14, 2023</p> <p>The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> • Representative of the local school employee organization • A representative of each teacher organization at the school site • A representative of the student body government • All persons who have indicated they want to be notified 	
	<p>In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with EC 32281</p>	
<p>Review of Progress for Last Year</p>	<p align="center">Name</p>	<p align="center">Date</p>
<p>Site Council Approval</p>		
<p>School Board Approval</p>		
<p>Most Recent SARC</p>	<p>Date: January 2023</p>	

APPENDIX

MANAGEMENT

**9-12 SCHOOLS EMERGENCY OPERATIONS CENTER (EOC)
ORGANIZATIONAL CHART**

INCIDENT COMMANDER:
Tobin Hahn
ALTERNATE:
Jason Morse

PIO:
Erin Placido
ALTERNATE:
Meg Kailikole

SAFETY OFFICER:
Jason Morse
ALTERNATE:
Erin Placido

LIAISON:
Tiffany Grant
ALTERNATE:
Meg Kailikole

OPERATIONS

LOGISTICS

PLANNING/INTELLIGENCE

FINANCE/ADMIN

Section Chief:
Megan Smithyman
Alternate: Liz Newkirk

Section Chief:
Marci Arter
Alternate: Derek Hutchinson

Section Chief:
Erin Placido
Alternate: Paulo Andrade

Section Chief:
Meg Kailikole
Alternate: Jason Morse

Communication Team:

Staffing and Supplies

Situation Status Team:

Recordkeeping Team:

1. * Marshall Brown
2. Liz Newkirk
3. James Worble
4. Francis Rutherford

- 1.* Barbara Mueller
- 2.** Diane Price
3. Rogelio Munoz
4. Braum Sluis

1. * Tiffany Grant
2. ** Michele Sheldon
3. _____

1. * Tiffany Grant
2. ** _____
3. _____

Search & Rescue Team:

Transportation Team:

Documentation Team:

Other:

1. * May Martin
2. James Eastman
3. Alex Fosse

1. * Ceil McDonell - lead
2. Sara Kain
3. Christine Kenton

1. * Tiffany Grant
2. ** Michele Sheldon

1. * _____
2. ** _____
3. _____

First Aid/Medical Team:

Crisis Intervention Team:

1. * Derek Hutchinson
2. Noah Gold
3. Lora Barnett-Tuomala

1. Anna Levy
2. Anna Yanez
3. Cecilia Jimenez
4. Carolyn Barrett

Student Security

**Maintenance/Fire/Site Security
(Reports to Operations)**

**Student Release/Staff Accounting
(Reports to Operations)**

**Assembly/Shelter:
(Reports to Operations)**

- 1.* Sam Stump
2. Meghan Miller
3. Ryan Olson Day
4. James Gilbert

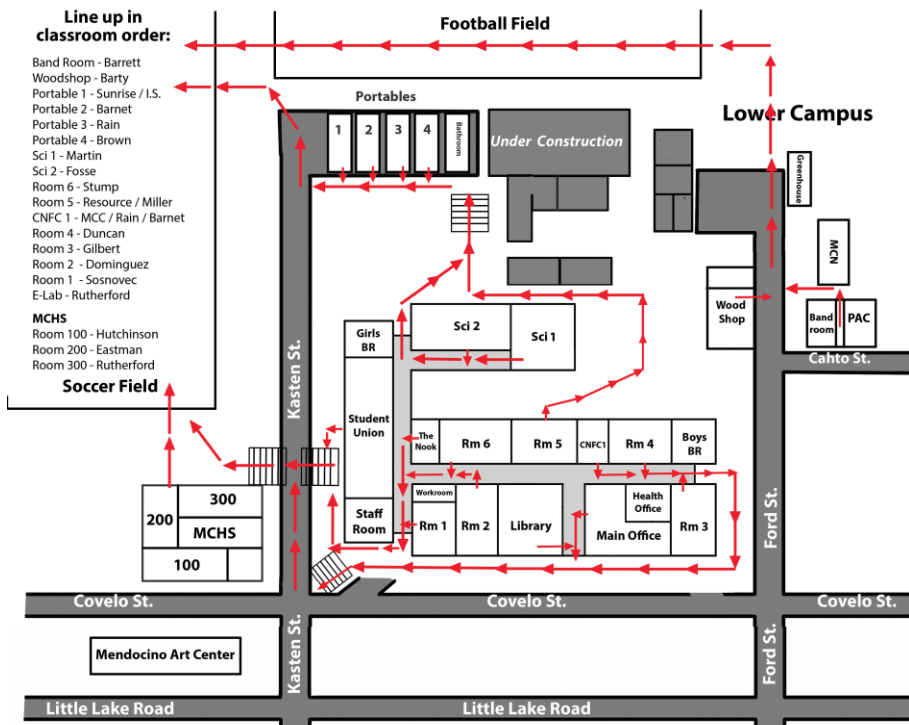
1. * Paulo Andrade
2. ** Kyle Rodrigues
3. Kiva Myers
4. Travis Yolles

1. * Diana Dominguez
2. Marci Arter
3. Erik Rain

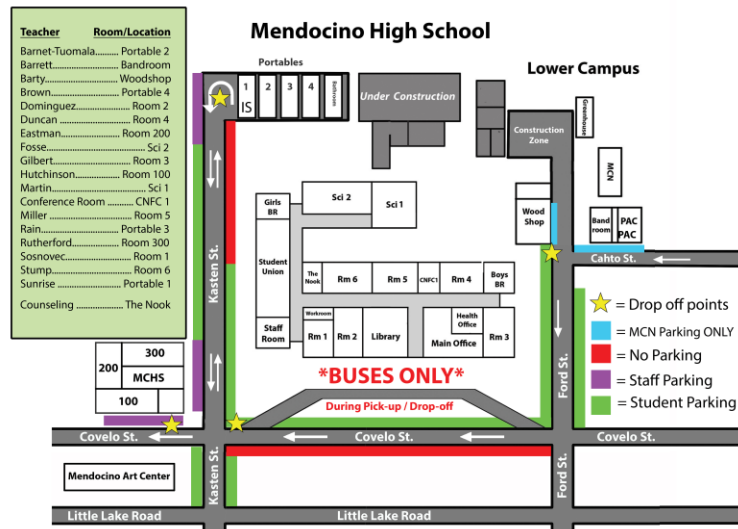
1. * Kamala Lance
2. Pamela Duncan
3. Tom Sosnovec
4. Taimi Barty

<p style="text-align: center;">FIRE DRILL (during class time)</p> <ol style="list-style-type: none"> 1. Fire alarm sounds. (Buzzer) 2. If you see a fire—attempt to extinguish it only if it is small. 3. Teachers and staff shall: <ol style="list-style-type: none"> A. Line students up at the door. B. Take emergency back pack. Lock classroom door. Hang ALL CLEAR sign on your door knob. Evacuate students to the soccer field. C. Line students up in a single file line on the soccer field. D. Take roll. Write any missing or extra students names on the NEED HELP sign. E. Hold the appropriate laminated card above your head until the Incident Commander has accounted for your class. (OK if everyone is present or NEED HELP if someone is missing or if you have extra students). 4. Remain in designated fire drill area until released by the "All Clear" signal. 	<p style="text-align: center;">FIRE DRILL (before/after school, lunch, non-class time)</p> <ol style="list-style-type: none"> 1. Fire alarm sounds. (Buzzer) 2. Students make their way to the soccer field in a calm and orderly fashion. 3. Once students arrive at the soccer field they will line up by their Advisor. 4. Teachers and staff shall: <ol style="list-style-type: none"> A. Evacuate your classrooms or work areas. B. Take your emergency back pack. Lock your classrooms or work areas and evacuate to the soccer field. Hang ALL CLEAR sign on door knob. C. Escort all persons to the soccer field from your classrooms, work areas and any one you pass on your way to the soccer field. D. Line up at your designated location on the soccer field and take roll for your Advisory. E. Hold OK or NEED HELP card above your head until the Incident Commander has accounted for your class. (OK if everyone is present or NEED HELP if someone is missing or if you have extra students). 5. Remain in designated fire drill area until released by the "All Clear" signal.
<p style="text-align: center;">LOCKDOWN</p> <ol style="list-style-type: none"> 1. Imminent danger alarm sounds. (Siren) 2. Immediately stay/move inside nearest building. 3. Check immediate area outside your classroom for stray students. Pull any students who may be outside into your room. 4. Shut and lock all doors and windows. DO NOT OPEN FOR ANYONE. 5. Close drapes and blinds. Cover door window if possible. 6. Turn off lights. 7. Move away from windows and stay low and out of sight. 8. Keep students quiet, do not teach class, watch movies, etc. REMAIN SILENT 9. Post OK sign in window if all students are OK and accounted for. 10. Post NEED HELP sign if students are missing or injured or if you need help. 11. Do not open doors or windows until "All Clear" signal has been given. 	<p style="text-align: center;">EARTHQUAKE</p> <p>When shaking begins immediately DROP, COVER & HOLD ON.</p> <p>INSIDE:</p> <ol style="list-style-type: none"> 1. Make sure that all students and visitors move away from windows and drop down to the floor quickly. 2. Find the closest piece of sturdy furniture and place as much of the body under it as possible. 3. Hold on to the furniture and place your free hand over the back of your neck to protect it. 4. Don't come out from under protection until the shaking has completely stopped or until instructed. <p>OUTSIDE:</p> <ol style="list-style-type: none"> 1. Move away from buildings, trees and wires. 2. Drop down to the ground and wait for shaking to stop. 3. Proceed to soccer field if directed.

Evacuation Routes for Temporary Campus



Traffic Flow



Safe Driving Policy

Expectation: In an effort to increase safety for students and community members, encourage environmentally responsible behavior, and repair and improve on community relations, the following Safe Driving Policy has been adopted: Student driving is restricted between the hours of 8:15 am and 3:20 pm (2:30 pm on Wednesdays). **Students are prohibited from driving and riding in cars during school hours** unless leaving campus for a school approved reason (i.e. Community Involvement, Work Experience, Workability), in which case the student must keep a letter of permission from school administration in the glove box for purposes of verification.

Correctives and Consequences: Consequences for any student in violation of the safe driving policy may include, but are not limited to

- One day of in-house suspension.
- Loss of open campus privileges for at least two weeks.
- Turning in car keys to the office upon arrival at school.

Skateboards, Bike, Scooters, etc. Use Policy

Expectation: These vehicles may be used as a means of transportation to and from school. They may not be ridden to and from class or in the corridors or parking lots on campus before, during or after school hours. **Vehicles may not be ridden down the hills from the upper campus and must obey all laws while in town during open campus.** This is a safety and maintenance issue. **Skateboarding is allowed in the fenced basketball court area during lunch time** as long as the cleanliness of the area is maintained.

Correctives and Consequences:

- Violators may have their vehicle confiscated and retained in the office until the end of the school day.
- Repeat violators will have their vehicle returned only to a parent or guardian.
- Students who do not comply with a staff member's corrective may face additional consequences for defiance.

Comprehensive School Safety Plan

Effective October 2023 – October 2024

Mendocino K8 Schools Mendocino Unified School District

Kim Humrichouse, Principal

44261 Little Lake Road
Mendocino, CA 95460

(707) 937 – 0515

khumrichouse@mcn.org

This plan was reviewed by the following entities on the dates listed:

School Site Council: November 27, 2023

K8 Staff Meeting: December 6, 2023

MUSD School Board: December 14, 2023

Date of last SARC: February 2023

Safe School Vision and Core Values

At Mendocino K8 School, we celebrate our differences and foster respect for others. We strive to create a safe, positive school, where students are encouraged to explore, create, and challenge themselves to maximize their academic learning and personal development. Together in our school community, our students discover they have a purpose in our local, national, and global communities.

Data Analysis

California Health Kids Survey

Social Emotional Health 5th Grade

	2020-21	2022-23
Frequent sadness	8%	5%
Self-efficacy	73%	--
Problem solving	52%	--
Wellness	76%	85%
Cyberbullying	8%	19%

School Engagement 5th Grade

	2016-17	2018-19	2020-21	2022-23
School Connectedness	55%	89%	X	65%
Academic Motivation	36%	95%	76%	68%
Caring Adult Relationship	55%	82%	79%	67%
High Expectations	52%	86%	88%	84%
Meaningful Participation	12%	56%	X	38%
Parent Involvement	X	89%	66%	71%

School Engagement 7th Grade

	2014-15	2016-17	2018-19	2020-21	2022-23
School Connectedness	71%	61%	55%	---	53%
Academic Motivation	13%	29%	58%	57%	47%
Chronic Truancy	6%	3%	2%	---	34%
Caring Adult Relationship	48%	42%	61%	67%	59%
High Expectations	58%	58%	70%	76%	60%
Meaningful Participation	6%	13%	20%	---	22%
Facilities Upkeep	---	58%	29%	---	58%
Parent Involvement	---	67%	46%	57%	57%

**Mental and Physical Health 7th
Grade**

	2014-15	2016-17	2018-19	2020-21	2022-23
Current Alcohol/Drug Use	13%	29%	32%	11%	13%
Current Marijuana Use	6%	23%	22%	7%	11%
Current Binge Drinking	0%	6%	2%	0%	3%
Very Drunk or High 7+ times	3%	10%	2%	4%	3%
Drunk/High at School	6%	10%	5%	0%	3%
Cigarette Smoking	3%	6%	3%	7%	3%
Electronic Cigarette Use	---	13%	18%	4%	8%
Chronic Sadness/Hopelessness	23%	23%	48%	44%	57%
Considered Suicide	---	---	27%	22%	19%
Cyberbullying	--	--	--	33%	41%

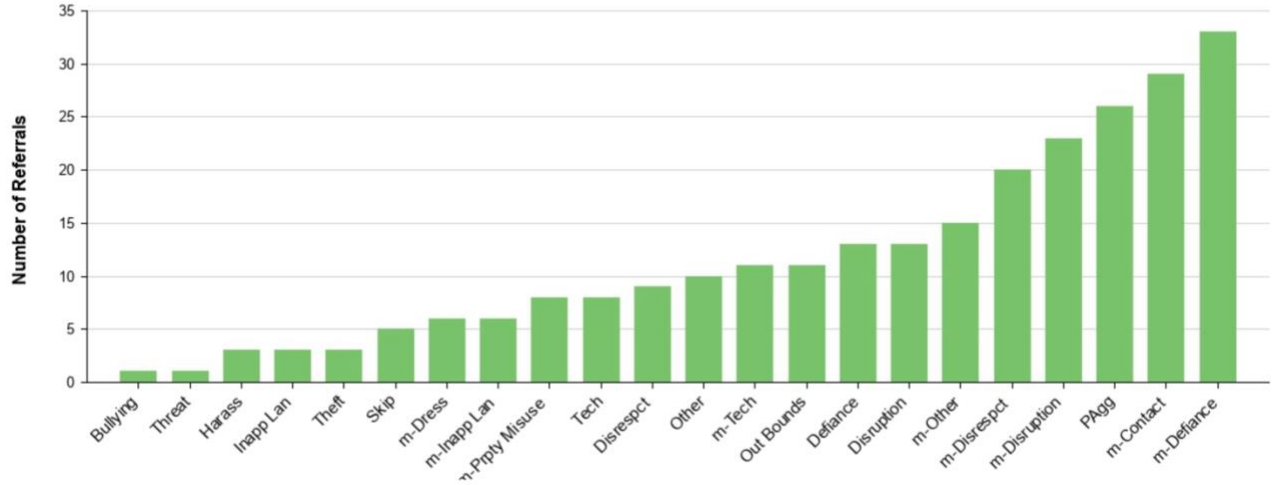
School Safety 7th Grade

	2014-15	2016-17	2018-19	2020-21	2022-23
School Perceived as Safe	77%	71%	59%	---	46%
Experienced Any Harassment/Bullying	43%	35%	63%	---	54%
Mean Rumors/Lies Spread	4%	48%	78%	---	51%
Been Afraid of Being Beaten Up	10%	23%	24%	---	16%
In a Physical Fight	23%	3%	23%	---	19%
Seen a Weapon on Campus	27%	19%	45%	---	27%
Cyberbullying	--	--	--	33%	41%

Positive Behavior Interventions and Supports Data

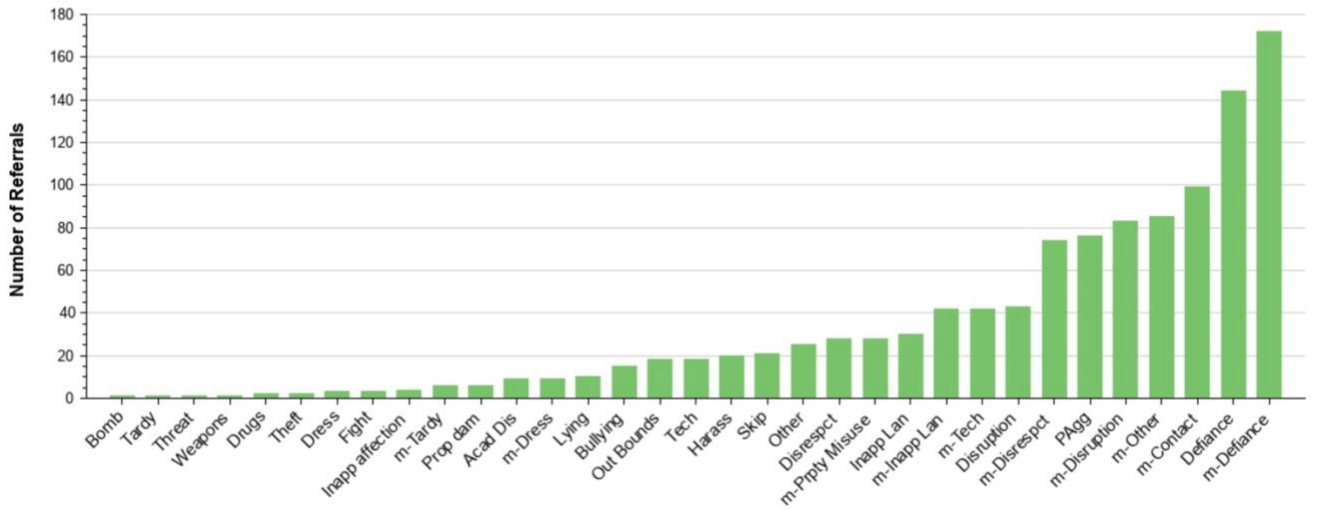
Referrals by Behavior

All, Aug 1, 2023 - Jul 31, 2024



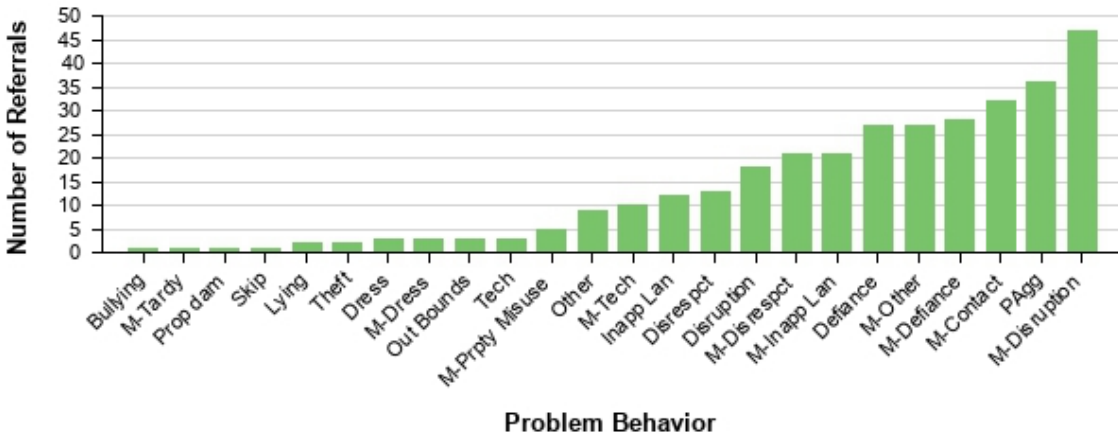
Referrals by Behavior

All, Aug 1, 2022 - Jul 31, 2023



Referrals by Problem Behavior

All, Aug 1, 2021 - Jan 24, 2022

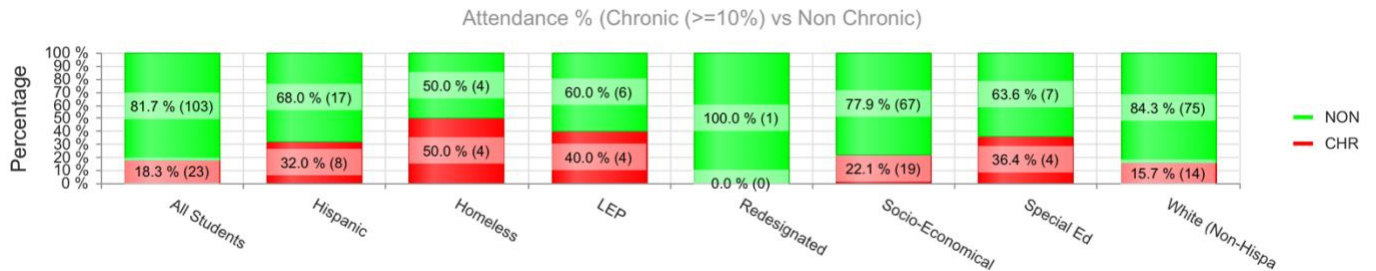


Site Data

	2018-19	2019-20	2020-21 Distance Learning	2021-22	2022-23	2023-24 (8/28/23 – 11/25/23)
Behavior Tracking Forms	2,212	912	18	762	1,121	257
Suspension Rate	7.1%	3.9%	0%	3.4%	4.4%	0%
Expulsions	1	0	0	0	0	0

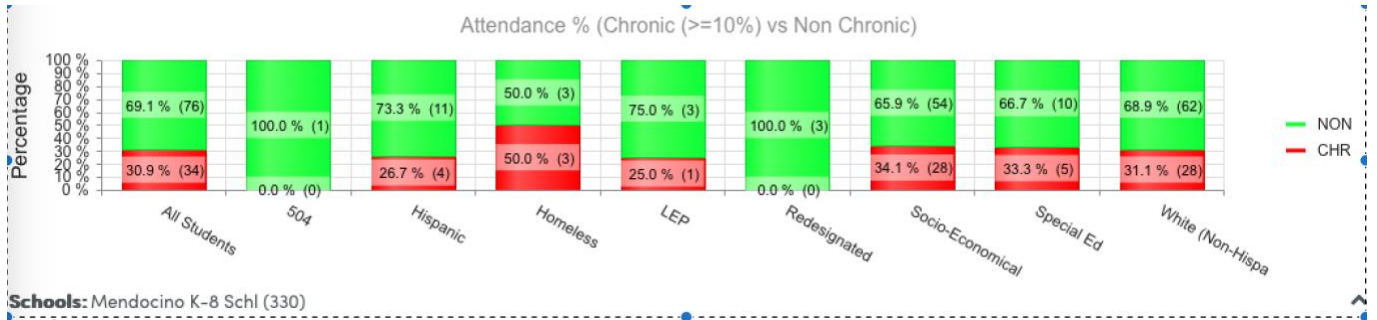
Chronic Absenteeism Data

TK – 5th Grade 2023-24 (8/28/23 – 11/25/23)



Schools: Mendocino K-8 Schl (220)

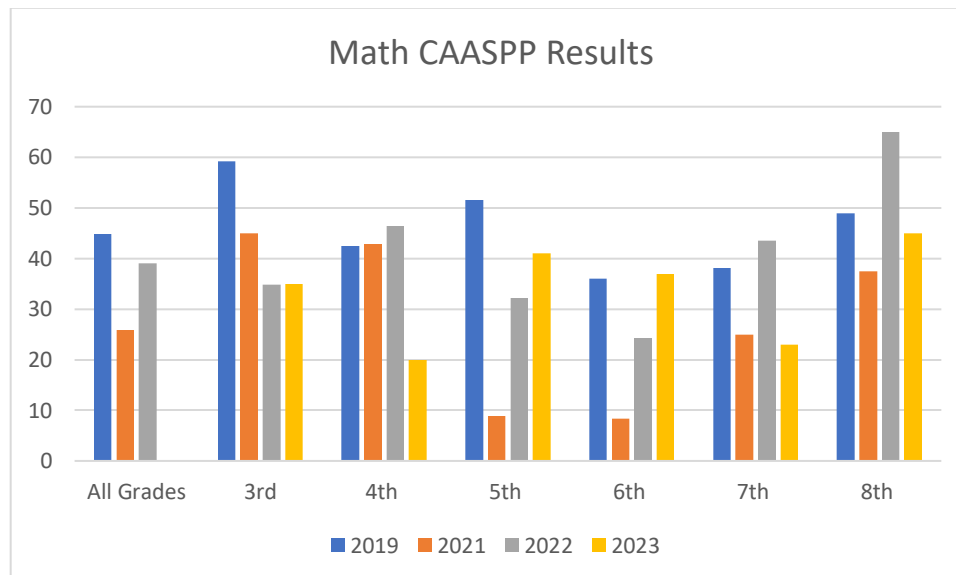
6th – 8th Grade 2023-24 (8/28/23 – 11/25/23)

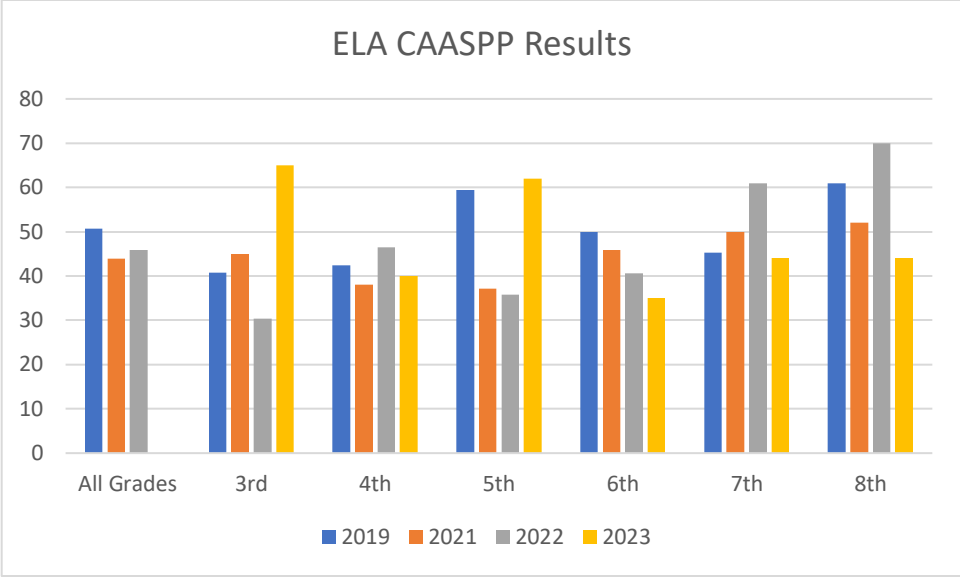


Chronic Absenteeism	
Year	% Chronically Absent
2019-20	23%
2020 – 21	23%
2021 – 22	31.5%
2022-23	57%
2023-24 (8/28/23 – 11/25/23)	24.6%

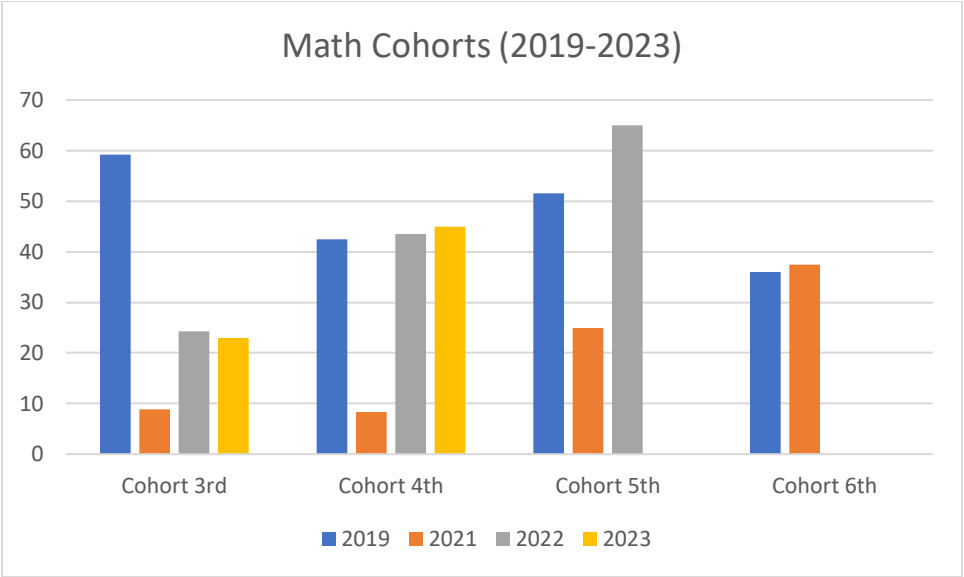
Test Results:

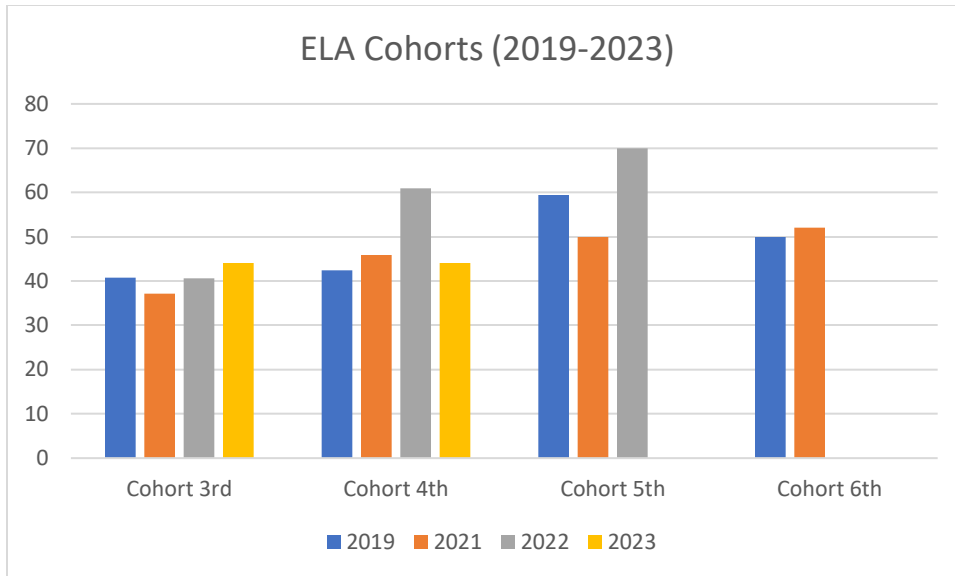
(% of students at or above)





Cohort Data:





Conclusions From Data:

(2022-23 Summary)

Distance learning during the 2020-2021 school year was very challenging for our students, families, and teachers. Even though a return to in-person learning for the 2021-2022 school year has shown to have a positive overall effect on our students and their learning, chronic absenteeism remains to be an issue due to COVID-19, mental health issues, and a sense that families want to keep their young children close to home.

Behavior data shows that it has taken longer for students to adjust to being back to in-person learning and meeting the social-emotional demands, stamina requirements, and structured environment demanded by learning together in a group setting. We have seen an increase in behaviors and the need to teach routines and expectations for longer periods of time than we typically see. This takes away from the academic learning within the classroom.

Data shows that teaching and learning math at the TK-8th grade levels via Zoom was difficult during the 2020-21 school year. We had a low number of students participate in the 2021 CAASPP testing and for many of them it was the only time they were on school campus since the beginning of the pandemic.

Teachers have reported that lower numbers of students are completing and returning homework and assignments. It appears that student and family mental health and pandemic recovery play a big part in the lower priority of school among our families.

(2023-24) Conclusions

The 2023-24 school year brings a more typical return to education at Mendocino K8 School. Our efforts to support students both academically and social-emotionally have paid off and shown to enable student progress in all areas. The targeted RtI work in TK-6th grade and the Flex period in 7th and 8th grade have

helped to support our students academically. Looking at the cohort data on the CAASPP scores, we are gaining ground to returning to pre-pandemic level with our test scores. Although we still have work to do to, our students are improving each year.

It is clear that students were hit harder in the area of math and are taking longer to recoup learning in that area, particularly the students who were in the younger grade levels during the pandemic and distance learning. By missing essential foundational math skills in the younger grades, it is more difficult for that group of students progress at a rate similar to groups of students who were older during the pandemic and distance learning.

Student behavior has settled in and we are seeing less of the bigger behaviors as time goes on and students learn how to be in a school setting. Social-emotional referrals have decreased over the last few years and although we still have a mental health crisis among our youth as a society, we are seeing the severity of that concern decrease over time.

Our California Healthy Kids Survey data show a decrease in the percentage of students who have considered suicide in 7th grade, but an increase in a feeling of sadness/hopelessness. In the 5th grade survey, “feelings of sadness” is down and general “wellness” is up. A new data point in the HKS of cyberbully is up in both 5th and 7th grade.

So far this year, our Chronic Absenteeism numbers have lowered from last year’s astronomical numbers (61% K-6; 52% 7/8). The efforts and strategies put into place this year by teachers, parents, and administrators to improve attendance have made a positive effect on our Chronic Absenteeism numbers.

Areas of Pride and Strength:

- Addition of a “Flex” period within the 7th/8th grade schedule to allow structured support of students needing extra help in math and ELA.
- Experienced mental health team and services,
- School community messaging around the importance of attendance (school and district),
- Reinstating the Student at Risk meetings for those students below 90% attendance,
- Positive Behavior Interventions and Supports (PBIS) implementation,
- Staff teams working together and collaborating for student success,
- Social skills groups provided at various grade levels and classroom lessons in 2nd step,
- The return of assemblies, buddy class activities, and school spirit activities

Areas to work on:

- Attendance: continue our systems to help support families to get their children to attend school. (Student at Risk meetings, attendance letters, short-term independent study process, ACC.)
- Rebuild elective offerings for our 7th & 8th grade students while balancing this with providing in-school support for struggling students. Look into

removing Flex period and moving back to two elective periods while still offering academic support in ELA and math in the 7th/8th grade schedule.

- **Build a school-wide community service program, including grade level standards/hours of service.**
- **Analyze our writing program and provide professional development to staff.**
- **Focus on building school connectedness among our students and ensuring that each student has a trusted adult on campus to rely on.**
- **Provide more education to students and families around cyberbullying (how to help prevent it and strategies to cope with cyberbullying)**

A. Child Abuse Reporting Procedures

Board Policies/Administrative Regulations: 5141.4 Child Abuse Prevention and Reporting

All school staff are required to participate in a Mandated Reporter Training through Keenan. All school staff monitor the health and safety of students on a daily basis. If child abuse is suspected school staff file a child abuse report via phone to Child Protective Services and follow it up by faxing the report to CPS.

B. Disaster Response Procedures

BP/AR: 3516 Emergencies and Disaster Preparedness Emergency Preparedness Brochure

The Mendocino Unified School District maintains an Emergency Operations Plan (EOP) at each school site. Site specific information is included and updated annually. Safety procedures are taught in the classroom each year. Students and staff participate in emergency drills (frequency listed below). Maps and procedures are reviewed with the staff each year at our September staff meeting. A site-specific Emergency Preparedness Brochure is available to families to offer more information about our emergency procedures and practices (See Appendix A).

Type of Drill	Frequency
Fire	Monthly
Earthquake (Drop and Cover)	Annually
Lockdown	Annually

Mitigation/Preparedness Before

- Assess existing or potential hazards on campus
- Practice Earthquake Drills with students and staff including, Drop and Cover procedures and evacuation procedures.
- Conduct evacuation drills for students and staff
- Coordinate and plan with Law Enforcement and Fire

During an Earthquake

- Command to Drop and Cover is given
- Move away from windows and other hazards
- Get under desk or table or against an inside wall

- Assume Drop and Cover position and remain silent so directions can be heard
- Remain in Drop and Cover position until earthquake is over or all clear is given
- Evacuate building and proceed to designated area on the playground

After Earthquake

- Render first aid, as necessary
- Assist physically handicapped or injured individuals
- Take Roll: account for all students and staff
- Initiate search and rescue as needed
- Contact emergency services as needed
- Handle triage, medical aid, and mental health emergencies as needed
- Assess building and campus for safety and damage
- Initiate safe release of student procedures

Mendocino K8 School site is an American Red Cross shelter and is equipped with the necessary materials and equipment for mass care during an emergency.

C. Suspension & Expulsion Policies

**BP/AR: 5144.1 Suspensions and Expulsion/Due Process, 5144 Student Discipline
(See Student Handbook)**

It is the intent of the governing board to maintain a safe learning environment for all students. Student behavior management is conducted in a manner consistent with federal law, the Education Code of California, governing board policies and district administrative regulations. School staff members adhere to the procedures set forth in the Student Handbook.

D. Procedures for Notifying Teachers of Dangerous Pupils

BP/AR 4258.1 Teacher Notification of Dangerous Student

In accordance with EC 49079 the Superintendent informs the teacher of any student in his/her class who has engaged in, or is suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under EC 48900.

E. Discrimination & Harassment Policy

BP/AR 5145.3 Nondiscrimination/Harassment/Anti-bullying

Student Handbook

MUSD and Mendocino K8 Schools are committed to maintain a safe school environment that is free from discrimination and harassment. Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited.

F. School-wide Dress Code Student Handbook

Mendocino K8 School has a dress code that ensures attire does not interfere with the health and safety of our students and does not interrupt the learning environment.

G. Safe Ingress and Egress Student Handbook

Mendocino K8 Schools annually review practices for safe ingress and egress of pupils, parents, and school employees to and from the school site. Campus visitors must check into the office, sign in, complete a health screening, and wear a visitor's badge. School staff report any unidentified visitors immediately to the office. Traffic at pick up and drop off is monitored daily to see if any issues need to be addressed.

H. Ensuring a Safe & Orderly Environment

Strategy/Activity 1

Students to be served by this strategy:

All Students with a focus on Hispanic students and students with disabilities

- Arrange a meeting with the guardian and student to discuss absenteeism and come up with a system of support,
- Complete home visits as needed to help trouble shoot situations (deliver food and other resources, communicate with families, identify barriers to attendance)
- Refer to counseling,
- Refer to parenting classes,
- Refer student to Assignment Completion Class (ACC), 6th -8th,
- Refer to Saturday School,
- Regular check-ins and communication from school staff around attendance.

Strategy/Activity 2

Students to be served by this strategy:

All students with a focus on Hispanic students

- PBIS Team meet regularly to review school-wide data and generate alternative consequences to suspension.
- Use restorative meetings to process incidents.

- Continue to refer students to counseling.
- Continue to refer students and families for social work services.
- Conduct Social Skills Groups at various grade levels that appear to need support.
- Communicate regularly with parents as issues arise.

Strategy/Activity 3

Students to be served by this strategy:

All Students

- Work with staff to evaluate current math programs.
- Identify areas of need
- Provide professional development opportunities
- Continue to find time within the school day to support students struggling in math (RtI, Tutoring, ACC, Flex period)
- Fill 6th -8th grade RtI position

Strategy/Activity 4

Students to be served by this strategy:

All Students

Through health class, students will learn about risky behaviors, healthy relationships, and self-advocacy. They will learn how to navigate situations in a positive, healthy manner and where to go to ask for help.

I. Rules and Procedures on School Discipline **Student Handbook**

Mendocino K8 School implements expectations and procedures around site discipline. These are reviewed annually with school staff to ensure equitable implementation of school site expectations. Parents and students receive a copy of the Student Handbook that contains expectations and rules of conduct. Students review expectations in class quarterly. Mendocino K8 School implements Positive Behavior Interventions and Supports (PBIS) as an approach to behavioral and discipline issues.

J. Tactical Responses

Mendocino Unified School District, in consultation with law enforcement officials, has developed tactical responses to criminal incidents at the school site that may result in

death or serious bodily injury. In accordance with EC 32281 (f) the district elects not to disclose the tactical response portions in the publicly viewed copy of the plan. General procedures for Shelter-in-Place, Lockdown and Evacuation, and Run-Hide-Fight are contained in the Emergency Operations Plan.

K. Bullying Prevention Policies & Procedures

BP/AR: 1312.3 Complaints and Investigation Procedures, 5144.0 Discipline Policies and Procedures, 5145 Policies and Procedures Against Retaliation, 4231 Staff Training Policies and Procedures, 6163.4 District Board Policies and Administrative Regulations for Student Use of Technology, 5145.3 Discrimination and Harassment including procedures for offenses involving hate-crime characteristics, Student Handbook

Mendocino K8 School recognize the harmful effects of bullying and harassment on students and the learning environment. Verbal, physical, and written harassment and bullying have no place in our learning environment. These behaviors violate an individual's rights, undermine the integrity of the school environment, and adversely affect students, teachers, parents and other school personnel whether they are direct subjects of the harassment or bullying or not.

L. Monitoring and Communicating the Plan

This plan is reviewed, evaluated and amended each year by the school site council and the Board of Trustees with input from local Law Enforcement and the local Fire Agency. It is also shared and reviewed with school staff annually at a staff meeting. This plan is available for public review during school hours.

APPENDIX



Mendocino Unified School District

**BOND MEASURE
IMPROVEMENT BOND
PROGRAM
PHASE ONE & TWO
PROJECTS**

**Monthly Progress Report
February 2024**

Revision 1
2/13/24

Prepared By

Alameida
Architecture

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Sebastopol, California 95472
(707) 824-1219
www.alameida.com

Team Members

Mendocino Unified School Board of Trustees

Windspirit Aum, Albion

Michael Schaeffer, Board President, Comptche

Emily Griffen, Board Member, Mendocino

Mark Morton, Board Member, Caspar

Lisa James, Board Member, Elk

Superintendent

Jason Morse

District Architect

Quattrocchi & Kwok Architects

General Contractor

Lathrop Construction Associates Inc.

District Construction Manager

Donald Alameida, Alameida Architecture

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Budget

M.U.S.D. PHASE TWO PROJECT

Source of Funds:

Source Code:	Series A Bond (less issuance cost)	Available
		-
	Series B Bond	12,078,563
	Developer Fees	-
	State Bonds	-
		12,078,563

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	1,127,186	922,210	204,976	1,121,306	5,880
Bidding, Permitting, Misc.	95,000	76,798	18,202	95,000	0
Construction	8,641,825	4,794,440	3,847,385	8,344,102	297,723
Owners Contingency	697,428	42,842	654,586	500,000	197,428
Construction Support	505,000	174,838	310,474	415,708	89,293
Fixtures & furniture	0	0	0	0	0
Reserve	0	0	0	0	0
Totals	11,066,439	6,011,127	5,035,624	10,476,116	590,324

Available vs. budgeted **1,012,124** *assumes 100% contingency expended*
soft cost vs. hard cost *28.06%*

Funding Status

	AVAILABLE FUNDS	PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED			
		0%	1%	5%	8%
Series A bonds	12,078,563	1,709,552	1,623,134	1,277,461	1,012,124

Schedule

	Planned	Actual	Schedule Status
Design and Planning	Jun-22	Jun-22	
Permitting and PH-2 GMP	1-Dec-22	August 23	
Construction	August 2023	August 21, 2024	
Completion	August 21, 2024		(Generator completion Sept. 2024)

Overall Project Status

Contractor stocked and installed much of the Drywall in the Tech Center, install at Gym to follow.

Electrical, Mechanical and plumbing rough-in continues.

Hoping to install rain gutters and misc roof metal week of the 12th.

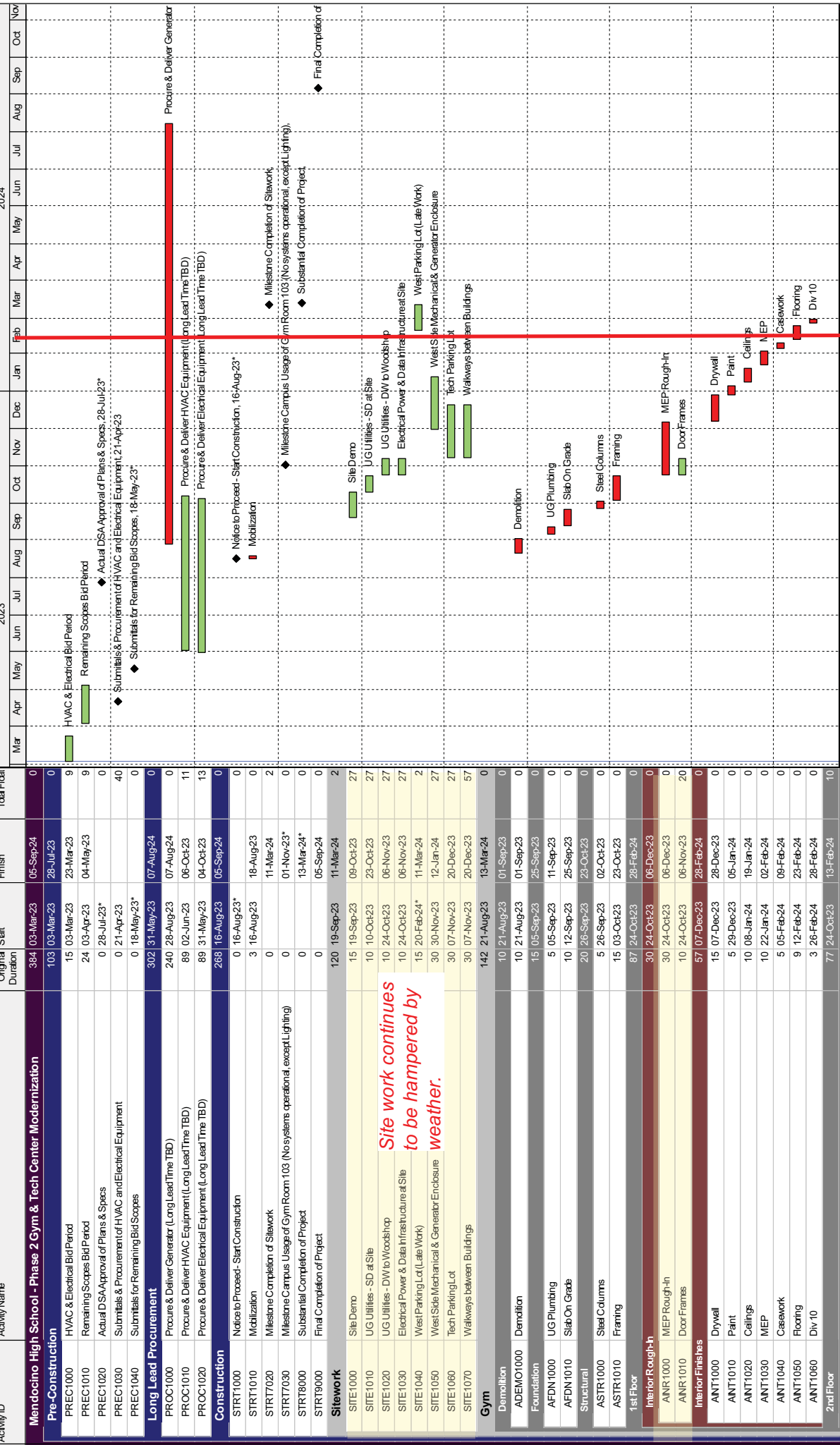
Potential Issues:

Weather continues to hamper progress on site, largely exterior work but also has some affect on interior progress as well.

Next Steps

Still considering if additional work should be added to scope utilizing remaining funds from Phase 1.

SCHEDULE - PHASE TWO



Activity ID	Activity Name	Original Start	Finish	Total Float	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Interior Rough-in																									
ANR2000	MEP Rough-in	20-24-Oct-23	20-Nov-23	10																					
ANR2010	Door Frames	10-24-Oct-23	06-Nov-23	20																					
Interior Finishes																									
ANR2000	Drywall	57-21-Nov-23	13-Feb-24	10																					
ANR2010	Paint	5-14-Dec-23	20-Dec-23	10																					
ANR2020	Ceilings	10-21-Dec-23	05-Jan-24	10																					
ANR2030	MEP	10-08-Jan-24	19-Jan-24	10																					
ANR2040	Casework	5-22-Jan-24	26-Jan-24	10																					
ANR2050	Flooring	9-29-Jan-24	08-Feb-24	10																					
ANR2060	Div 10	3-09-Feb-24	13-Feb-24	10																					
Exterior																									
AEXT1000	Exterior Siding Patch/Repair	15-24-Oct-23	13-Nov-23	52																					
AEXT1010	Exterior Paint	20-14-Nov-23	13-Dec-23	52																					
Roof																									
AREXT1000	Roof - Selective Demolition	35-26-Sep-23	13-Nov-23	72																					
AREXT1010	Roof - HVAC	5-26-Sep-23	02-Oct-23	72																					
AREXT1020	Roof - Patch / Repair Roofing	15-03-Oct-23	23-Oct-23	72																					
AREXT1030	Roof - Gutters & Downspouts	10-24-Oct-23	06-Nov-23	72																					
Closeout																									
ACLO1000	Closeout - Gym	10-29-Feb-24	13-Mar-24	0																					
ACLO1010	Punch List - Gym	10-29-Feb-24	13-Mar-24	0																					
ACLO1020	Start-Up HVAC / TAB - Gym	10-29-Feb-24	13-Mar-24	0																					
Tech Center																									
DEMOL1000	Demolition	10-05-Sep-23	18-Sep-23	0																					
BDFDN1000	Foundation	15-19-Sep-23	09-Oct-23	0																					
BDFDN1010	UG Plumbing	5-19-Sep-23	25-Sep-23	0																					
BDFDN1010	Site On Grabs	10-26-Sep-23	09-Oct-23	0																					
Structural																									
BSTR1000	Framing	20-10-Oct-23	06-Nov-23	0																					
BSTR1000	MEP Rough-in	25-31-Oct-23	06-Dec-23	0																					
BSTR1000	MEP Rough-in	25-31-Oct-23	06-Dec-23	0																					
BSTR1010	Door Frames	10-07-Nov-23	20-Nov-23	10																					
Interior Finishes																									
BINT1000	Drywall	15-07-Dec-23	28-Dec-23	0																					
BINT1010	Paint	5-28-Dec-23	05-Jan-24	0																					
BINT1020	Ceilings	10-08-Jan-24	19-Jan-24	0																					
BINT1030	MEP	10-22-Jan-24	02-Feb-24	0																					
BINT1040	Casework	5-05-Feb-24	09-Feb-24	0																					
BINT1050	Flooring	9-12-Feb-24	23-Feb-24	0																					
BINT1060	Div 10	3-26-Feb-24	28-Feb-24	0																					
Exterior																									
BEXT1000	Exterior Siding Patch/Repair	35-07-Nov-23	28-Dec-23	42																					
BEXT1010	Exterior Paint	15-07-Nov-23	29-Nov-23	42																					
BEXT1010	Roof - HVAC	20-30-Nov-23	28-Dec-23	42																					
BEXT1020	Roof - Install (N) Roofing	50-10-Oct-23	20-Dec-23	47																					
BREXT1000	Roof - Demolition	10-10-Oct-23	23-Oct-23	47																					
BREXT1010	Roof - HVAC	15-24-Oct-23	13-Nov-23	47																					
BREXT1020	Roof - Install (N) Roofing	20-14-Nov-23	13-Dec-23	47																					

Drywall Stocked, a fair amount installed in Tech Center. Late start due to weather.

Mech. wells Roofing delayed by weather.

Remaining Level of Effort

Actual Level of Effort

Remaining Work

Critical Remaining Work

Page 2 of 3

TASK filter: All Activities

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Activity ID	Activity Name	Original Duration	Original Start	Finish	Total Float	Baseline Schedule																					
						2023	2024																				
						Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
BREX1030	Roof - Gutters & Downspouts	5	14-Dec-23	20-Dec-23	47																						
	Closeout	10	29-Feb-24	13-Mar-24	0																						
BCL01000	Closeout - Tech Center	10	29-Feb-24	13-Mar-24	0																						
BCL01010	Punch List - Tech Center	10	29-Feb-24	13-Mar-24	0																						
BCL01020	Start-Up HVAC / T&B - Tech Center	10	29-Feb-24	13-Mar-24	0																						
	Generator	20	08-Aug-24	05-Sep-24	0																						
GEN1000	Install Generator (TBD)	10	08-Aug-24	21-Aug-24	0																						
GEN1010	Generator Startup/Testing/Training (TBD)	10	22-Aug-24	05-Sep-24	0																						



Change Events

Change Events			Cost
Number	Status	Title	
39	OPEN	Utilize Solid Surface Countertops in Restrooms	\$1,404
38	OPEN	Underlayment at Wood Subfloor Areas to Receive Rubber or Linoleum (Gym)	\$11,921
37	APPROVED	Remove Wood Paneling and Re-Finish Walls in Foyer (Gym)	\$2,375
36	APPROVED	Drywall Patch at Electrical Panel BB (Gym)	\$1,793
35	APPROVED	Overlay Drywall in Weight Room & Culinary Classroom (Gym)	\$9,236
34	APPROVED	Drywall at Added Hard Lid Ceiling in Audio Lab (Tech Center)	\$5,442
33	OPEN	Drywall at Added Mechanical Duct Chases (Tech Center)	\$4,664
32	APPROVED	Drywall at Added Hard Lid Ceilings & Soffits at Art Class Halls (Tech Center)	\$3,687
31	APPROVED	Drywall at Re-Built Shearwall (Tech Center)	\$4,274
30	OPEN	Drywall Patching at Re-Sized Door Openings (Tech Center)	\$2,300
29	VOID	Flooring Revisions in Tech Center (RFP #008)	\$0
29.1	OPEN	Flooring Revisions in Tech Center (RFP #008)	\$34,735
28	APPROVED	Replace Drywall Subcontractor	\$16,094
27	APPROVED	Remove Wall Coverings and Re-Finish Walls in Rooms 201 & 202 (RFP #007)	\$19,642
26	APPROVED	Delete Lockers & Revise Cubbies in Culinary (RFP #006)	-\$279
25	APPROVED	Infill Team Room Floor & Install Linoleum	\$6,477
24	APPROVED	Ceiling Support at Culinary Classroom	\$2,447
23	VOID	Additional Electrical Requested by District (RFP #004)	\$0
23.1	APPROVED	Additional Electrical Requested by District	\$119,367
22	APPROVED	Add Furred Wall & Casework at Flex Space Room 114	\$10,750
21	APPROVED	Delete Electrical Infrastructure for Motorized Shades	-\$7,525
20	APPROVED	Kitchen Hand Sink Revision	\$534
19	APPROVED	Electrical to EWH 4 & 5 (CREDIT)	-\$895
18	APPROVED	Patch & Paint Wood Paneling in Hospitality Lobby	\$2,173
17	APPROVED	Frame Hard Lid Ceilings at Art Class Halls (Tech Center)	\$3,745
16	APPROVED	Above Grade Water Line at Wood Shop	\$4,529
15	APPROVED	Add Door A205A (Gym)	\$4,874
14	APPROVED	Demo Furred Header at Hospitality Lobby	\$533

Change Events

Number	Status	Title	Cost
13	OPEN	Duct Chases in Tech Center	\$5,085
12	APPROVED	Furred Plumbing Walls in Kitchen	\$1,029
11	APPROVED	Shear Wall Hold Downs & Shear Ply at Tech Center	\$6,187
10	APPROVED	Permanent Data & IDF at Wood Shop	\$16,167
9	APPROVED	Removal of Flooring in Foyer & Weight Room	\$7,543
8	APPROVED	Removal of Conduits at Tech Center	\$781
7	APPROVED	Removal of Casework & Lockers from Team Room (Gym)	\$923
6	APPROVED	Domestic Water Isolation Valve at Gym	\$2,121
5	APPROVED	Reframe Door Openings in Tech Building	\$2,059
4	APPROVED	Temporary Data Line to Wood Shop Building	\$823
3	APPROVED	Demo Existing Mezzanine in Room B106 (Tech Center)	\$5,147
2	APPROVED	Demo Existing Ceiling in Room B105C (Tech Center)	\$1,622
1	APPROVED	Material Cost Increases - Acoustical Ceilings & Panels	\$7,011
			\$320,795

DETAILED BUDGET

M.U.S.D. PHASE ONE PROJECT

Final G.M.P.Budget

Revised Forecast at Closeout

	Available	Eligible
Series A Bond (less issuance cost)	18,884,464	
Series B Bond	13,847,127	
Interest to date	119,912	
Issuance cost and Interest paid	(2,023,645)	
State Bonds		
	30,827,859	-

Description	Original Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
*Construction Total (LLB GMP)w/ allowance (*less unused allowances)	14,145,498	14,145,498	-	14,145,498	-
*Construction Contingency (per GMP)	1,366,140	454,741	911,399	704,502	661,638
Temporary Classroom Site (Lathrop)	450,000	391,408	58,592	450,000	-
Temporary Classroom (Mobile Modular)	115,864	215,333	(99,469)	215,333	(99,469)
PG&E Electric	<i>70,000</i>	40,730	29,270	4,073	65,927
Temp Construction Utility	<i>45,000</i>	<i>15,708</i>	29,292	15,708	29,292
Lathrop LLB Preconstruction Fee*	20,240	20,240	-	20,240	-
Fixtures and Furniture	<i>250,000</i>	<i>217,055</i>	<i>32,945</i>	<i>250,000</i>	-
California Dept of Education	<i>10,000</i>	-	<i>10,000</i>	-	10,000
C.D.E. Funding Consultant	<i>6,000</i>	<i>11,329</i>	<i>(5,329)</i>	<i>11,329</i>	<i>(5,329)</i>
DSA Permit Fees	<i>125,000</i>	<i>94,931</i>	<i>30,069</i>	122,390	2,610
County of Mendocino Fees	10,000	11,504	(1,504)	11,504	(1,504)
Facility Master Plan (QKA)	34,500	9,240	25,260	9,240	25,260
A / E Basic Services (QKA) (adjust.closeout 12 19 23)	1,512,500	1,409,448	103,052	1,512,500	-
A / E Add Fire Sprinkler Engineer (QKA)	33,000	<i>19,906</i>	<i>13,094</i>	33,000	-
A / E Add Kitchen Consultant (QKA)	9,240	<i>9,240</i>	-	9,240	-
A / E Add Landscape Architect (QKA)	53,350	<i>52,582</i>	<i>768</i>	53,350	-
A / E Add Civil Engineer (QKA)	66,000	<i>66,000</i>	-	66,000	-
A / E Add AS BUILT (QKA)	6,600	<i>6,590</i>	<i>10</i>	6,600	-
A / E Add Energy consultant (QKA)	3,575	<i>4,580</i>	<i>(1,005)</i>	4,580	<i>(1,005)</i>
A / E Zero Net Energy/ Reclaim H2O (QKA)	101,400	<i>83,215</i>	<i>18,185</i>	<i>101,400</i>	-
A / E Temporary Classrooms design (QKA)	89,300	<i>89,300</i>	-	89,300	-

M.U.S.D. PHASE ONE PROJECT

Final G.M.P. Budget

Series A Bond (less issuance cost) 18,884,464

Series B Bond 13,847,127

Interest to date 119,912

Issuance cost and Interest paid (2,023,645)

State Bonds

30,827,859 -

Revised Forecast at Closeout

Description	Original Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
A / E reimbursables, Blueprinting (QKA)	25,000	22,763	2,237	25,000	-
Energy Consultant (Sage)	125,000	31,605	93,395	125,000	-
Project/Construction Management (A Arc)	120,000	124,100	(4,100)	124,100	(4,100)
C M reimbursement (A Arc)	-	-	-	-	-
Construction Inspector of Record (Morton site / NATS inplant)	199,800	215,550	(15,750)	220,000	(20,200)
Materials Testing and Inspection (Laco)	38,000	83,739	(45,739)	83,739	(45,739)
Survey, boundary (SHN)	18,000	23,565	(5,565)	23,565	(5,565)
Sewer line Inspection (Subtronic Corp.)	20,000	19,183	-	19,183	817
Geotechnical investigation (Brunsing)	14,800	51,038	(36,238)	51,038	(36,238)
CEQA Environmental Consultant (Rincon) & Archiologial monitor	31,174	142,833	(111,659)	142,833	(111,659)
Haz. Mat. Abatement (with construction)	-	-	-	-	-
Haz. Mat. Oversight	15,000	5,274	9,726	5,274	9,726
Containers and Debris Boxes	5,000	6,200	(1,200)	6,200	(1,200)
Misc. legal notices etc.	5,000	87,578	(82,578)	87,578	(82,578)
Project Reserve	-	-	-	-	-
	19,139,981	18,182,005	957,159	18,749,296	390,685

Continued rental for Phase 2 of Temporary Classroom added to expenditures

Projected Balance of funds on hand 12,078,563

M.U.S.D. PHASE TWO PROJECT

Schematic Design w/ GMP 8/1/23

	Available	Eligible
Series A Bond (less issuance cost)	-	
Series B Bond	12,078,563	
Developer Fees		
State Bonds	12,078,563	-

Description	Revised Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Gymnasium & Tech Ctr. Construction	8,344,102	4,794,440	3,549,662	8,344,102	-
Allowances (all categories)	192,500			192,500	-
Alternate 1 - Exterior Windows Gym	702,126			-	702,126
Alternate 2 - Paint Exterior Gym	55,832			55,832	-
Alternate 3 - Paint Exterior Tech Building	19,901			19,901	-
Alternate 4 - Exterior Tech Building Reroof	63,616			63,616	-
Industrial Arts Modernization Construction	-	-	-	-	-
Community School Construction	297,723	-	297,723		297,723
Construction Contingency (Gym & Tech)	697,428	42,842	654,586	500,000	197,428
PG&E Electric	-	-	-	-	-
Education and Telecommunications Technology	-	-	-	-	-
Fixtures and Furniture	-	-	-	-	-
California Dept of Education	-	-	-	-	-
C.D.E. Funding Consultant	8,650	8,642	8	8,650	-
DSA Permit Fees (ph 2 fees added)	70,000	64,300	5,700	70,000	-
County of Mendocino Fees	-	-	-	-	-
Facility Master Plan (QKA)		-	-		-
A / E Basic Services Gym & tech (QKA)	955,527	840,121	115,406	1,000,000	(44,473)
A / E Basic Services Industrial Arts (QKA) (schematic design only)	36,105	12,285	23,820	12,285	23,820
A / E Basic Services Community School (QKA) (schematic design only)	47,104	20,571	26,533	20,571	26,533
A / E Add Fire Sprinkler Engineer (QKA)		-	-	-	-

M.U.S.D. PHASE TWO PROJECT

Schematic Design w/ GMP 8/1/23

	Available	Eligible
Series A Bond (less issuance cost)	-	
Series B Bond	12,078,563	
Developer Fees		
State Bonds		
	12,078,563	-

Description	Revised Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
A / E Add Kitchen Consultant (QKA)	7,050	5,288	1,763	7,050	-
A / E Add Landscape Architect (QKA)		-	-		-
A / E Add Civil Engineer (QKA)	21,450	20,262	1,188	21,450	-
A / E Add Energy consultant (QKA)	8,700	8,700	-	8,700	-
A / E Elevator Consultant (QKA)	17,600	-	17,600	17,600	-
A / E reimbursables, Blueprinting (QKA)	25,000	6,341	18,659	25,000	-
Energy Consultant (Sage)		-	-		-
Project/Construction Management (A Arc)	120,000	95,800	24,200	120,000	-
C M reimbursement (A Arc)	20,000	312		1,000	19,000
Construction Inspector of Record (C McKay)	200,000	75,000	125,000	200,000	-
Materials Testing and Inspection (Laco)	90,000	190	89,810	90,000	-
Geotechnical investigation (Brunsing)	-	293	(293)	(293)	293
CEQA Environmental Consultant (Rincon)	70,000	-	70,000	-	70,000
Haz. Mat. Abatement (with construction)		-	-	-	-
Kitchen Grant Matching fund transfer		13,317	(13,317)	13,317	(13,317)
Containers and Debris Boxes	5,000	3,244	1,756	5,000	-
Misc. legal notices etc.	25,000	12,498	12,502	25,000	-
Project Reserve	-			-	-
	12,100,414	6,024,444	5,022,306	10,821,282	1,279,132

* Alternates include 10 % contingency

Projected Balance of funds on hand 1,257,281 excluding interest earned from bond account

**Mendocino Unified School District
2024 Small Projects Architectural and Construction Management Services**

AGREEMENT FOR ARCHITECTURAL SERVICES

This agreement made and entered into by and between Mendocino Unified School District, a political subdivision of the State of California, herein called "DISTRICT" and Alameida Architecture, A Sole Proprietorship, herein called "ARCHITECT", WITNESSETH:

WHEREAS, DISTRICT proposes to undertake the construction of an improvement project herein described which requires the services of a duly qualified and licensed architect, and

WHEREAS, ARCHITECT represents that the Architect is licensed to practice architecture in the State of California and qualified to provide the services required by DISTRICT, and

WHEREAS, the parties have negotiated upon the terms pursuant to which ARCHITECT will provide such services and have herein reduced such terms to writing.

NOW, THEREFORE, in consideration of the mutual benefit to be derived by the parties, it is hereby agreed:

1. AGREEMENT

DISTRICT retains ARCHITECT to perform, and ARCHITECT agrees and undertakes to provide to DISTRICT, for the consideration and upon the terms and conditions herein set forth, the architectural services specified in this agreement and those related services incidental thereto.

2. DESCRIPTION OF PROJECT

Architectural services shall be provided for the project known as the **2024 Small Projects Architectural and Construction Management Services** and as further described in Exhibit A which is hereby incorporated by reference (hereinafter "Project"). The projects are located at Various Mendocino Unified School Sites, Mendocino CA.

Included in Exhibit B is a Project Schedule indicating duration and milestone dates for key project tasks. Architect shall perform services consistent with this schedule as required by Paragraph 21, Time Schedule. Architect shall regularly report to District on actions required to meet milestone schedule dates and recommend further refinements in the schedule.

3. TERM OF AGREEMENT

This Agreement begins with execution of the agreement by the parties and completes upon completion of services under the Agreement, unless terminated sooner. Should none of the services stated herein be commenced by or before six (6) months from the date set forth by the parties in the execution clause, this agreement is void.

4. COMPENSATION

As compensation for all services of ARCHITECT in performance of this agreement, DISTRICT shall pay to ARCHITECT:

A. BASIC SERVICES: For all “basic services” compensation as set forth in Exhibit C, which is attached and hereby incorporated by reference.

B. EXPANDED SERVICES: For all “authorized expanded services” as set forth in Exhibit C compensation, which is attached and hereby incorporated by reference.

C. ADDITIONAL SERVICES: For all additional services other than “basic services” and “authorized expanded services”, a fee to be agreed upon by the parties in writing prior to performance of such services by ARCHITECT, which fee may be a flat amount, or the ARCHITECT’s standard hourly rates, and necessary consultants at 1.10 times cost. The hourly rates are set forth in Exhibit C.

D. CONDITIONS ON PAYMENT: ARCHITECT’s compensation shall be paid by DISTRICT to ARCHITECT in accordance with the conditions following:

i. BASIC SERVICES: Such services shall be paid as set forth in Exhibit C.

E. REIMBURSABLE EXPENSES: Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the ARCHITECT and ARCHITECT’s employees and consultants in the interest of the Project, as identified in the following clauses. Reimbursable expenses shall be itemized and presented monthly by ARCHITECT to DISTRICT for payment upon approval by DISTRICT’s authorized representative. Reimbursable expenses shall be compensated at 1.10 times the actual cost for the following expenses:

i. Expenses for authorized travel in connection with the project except for travel within the DISTRICT or as otherwise agreed.

ii. Reasonable expense of interim and final reproductions, plotting, postage and handling of Drawings, Specifications and other documents including those for use of ARCHITECT and its consultants.

iii. Long distance telephone expense related to the project.

iv. Actual and necessary agency or permit fees, if any, paid by the ARCHITECT for the DISTRICT in connection with the project.

F. TIME OF PAYMENTS: ARCHITECT’s compensation shall be paid by DISTRICT to ARCHITECT monthly, in arrears in accordance with the conditions following:

i. Payments on account of basic services shall be made monthly in proportion to services performed within each phase as reasonably determined by DISTRICT up to the following amounts (or as otherwise agreed):

<u>UPON COMPLETION OF</u>	<u>PERCENTAGE OF TOTAL FEES</u>	<u>CUMULATIVE PERCENTAGE OF TOTAL FEES</u>
Schematic design phase	10	10
Design development phase	15	25
Construction documents phase	45	70
DSA approval	5	75
Bid phase	5	80
Construction phase	20	100

ii. Payments on account of additional services, shall be made in installments, not more often than monthly, proportionate to the degree of completion of such services or in such other manner as the parties shall specify when such services are agreed upon.

iii. Each payment to ARCHITECT shall be made monthly in the usual course of

DISTRICT business after presentation by ARCHITECT of an invoice approved by DISTRICT's authorized representative designating services performed, method of computation of amount payable, and amount payable. For Basic Services, the ARCHITECT shall be paid within thirty (30) days from receipt of approved invoice. A service charge of one and one-half percent (1.5%) of the unpaid balance shall be charged monthly on all undisputed amounts unpaid after thirty (30) days.

iv. Should DISTRICT cancel this Agreement at any time, ARCHITECT shall, upon notice of such cancellation, forthwith cease all services hereunder. If the Agreement is canceled for any reason other than a material breach of the Agreement by ARCHITECT, the ARCHITECT's total fee for all services performed shall be computed under the foregoing provisions of this Agreement to cover services actually performed to the date of such notice and shall include compensation for services within the phase of performance at which the ARCHITECT'S services stopped, proportionate to the degree of completion of the work on such phase. In addition, ARCHITECT shall be paid a cancellation expense fee, which shall compensate ARCHITECT for all expenses, including but not limited to start up costs, incurred by ARCHITECT as a result of cancellation of the Agreement. The cancellation expense fee shall be an amount computed as a percentage of the total compensation earned at the time of cancellation as follows:

- a. Twenty percent if termination occurs during or prior to the Schematic Design Phase; or
- b. Ten percent if termination occurs during the Design Development Phase;
- c. Five percent if termination occurs subsequent to the Design Development Phase.

v. Should DISTRICT cancel this Agreement due to a material breach of the Agreement by ARCHITECT, the ARCHITECT shall upon notice of such cancellation forthwith cease all services hereunder. In such event, ARCHITECT'S total fee for all services performed shall be computed under the foregoing provisions of this Agreement to cover services satisfactorily performed to the date of such notice and shall include compensation for services within the phase of performance at which the services stopped proportionate to the degree of completion of the ARCHITECT's satisfactorily completed services on such phase.

5. BASIC SERVICES TO BE RENDERED BY ARCHITECT

ARCHITECT's basic services shall consist of the items following:

A. **SCHEMATIC DESIGN PHASE:** Architect Shall work with District and school representatives to define repairs necessary of the Project and arrive at a mutual understanding of such requirements with the DISTRICT. Should DISTRICT require a substantial deviation of the preliminary program; Architect will meet with school faculty or other representatives to further define the program, this assistance shall be compensated as an additional service per article 6.a of this Agreement. Preparation of schematic design studies, drawings and other necessary documents showing site utilization and the scale and relationship of the components of the project for the approval of authorized representatives of DISTRICT; meetings with school faculty or other representatives; preparation of a written preliminary estimate of probable construction costs based on current area, volume or other unit costs, and a written time schedule for the performance of his services hereunder.

B. **DESIGN DEVELOPMENT PHASE:** From the approved schematic design studies preparation of the design development documents consisting of site and floor plans, elevations and other drawings and documents sufficient to fix and describe the size and character of the project as to structural, mechanical and electrical systems, kinds of materials and outline specifications, all for approval by DISTRICT. ARCHITECT shall also provide DISTRICT with a revised and updated written estimate of

probable construction cost. ARCHITECT shall assist DISTRICT in applying for and obtaining required approvals from all applicable governmental agencies.

C. CONSTRUCTION DOCUMENTS PHASE: From the approved design development documents, preparation of complete working drawings and specifications setting forth in detail the work to be done and the materials, workmanship, finishes and equipment required for the architectural, structural, mechanical, electrical systems and utility-service- connected equipment and site work, all for approval by DISTRICT; with assistance from the DISTRICT, preparation of necessary bidding information, bidding forms, general conditions of the contract and the contract documents between DISTRICT and the prospective successful bidder. Bid and contract forms and documents shall be submitted to DISTRICT's legal advisor for review and approval at least ten (10) days prior to proposed publication. ARCHITECT shall assist DISTRICT in filing any necessary documents for procuring the approval of any governmental authorities or other agencies having jurisdiction over the project. ARCHITECT shall include with the delivery of the final form of construction documents ARCHITECT'S final statement of probable construction cost based on adjustments to previous estimates indicated by changes in requirements or general market conditions.

D. BID PHASE: Following DISTRICT's approval of construction documents and DISTRICT's acceptance of ARCHITECT's final estimate of probable construction costs, ARCHITECT shall reproduce the plans, specifications and construction documents in the required number and assist DISTRICT in dissemination of plans, specifications and construction documents among interested contractors and in the obtaining of bids and award and preparation of the construction contract.

E. CONSTRUCTION PHASE: The construction phase shall begin upon award of the construction contract and shall end upon the earlier of DISTRICT's approval of ARCHITECT's final certificate for payment to contractor or sixty (60) days after the filing of the Notice of Completion. During this phase, ARCHITECT shall:

- i. Provide general administration of the construction contract.
- ii. Advise and consult with and serve as representative of DISTRICT in the general administration of the construction contract and in DISTRICT's dealings with the contractor. ARCHITECT shall have authority to act for DISTRICT to the extent provided in the construction contract.
- iii. Provide general direction to a project inspector employed by and responsible to the DISTRICT as required by applicable law. ARCHITECT shall provide assistance to the DISTRICT for the DISTRICT to direct contractor in the preparation of a set of drawings indicating exact location of buried utility lines (as-built dimensions) which shall be forwarded to DISTRICT upon completion of the project.
- iv. Visit the site at intervals appropriate to the stage of the contractor's operations in order to maintain familiarity with the progress of work and to determine in general that the contractor's work complies with the plans and specifications and that the work, when fully completed, will be in accordance with the contract documents. Such visits and determinations are to be distinguished from the continuous inspection provided by a project inspector required by law for public school construction. The ARCHITECT shall neither have control over or charge of, nor be responsible for, the contractor's construction sequences or procedures, or for safety precautions and programs in connection with the contractor's Work.
- v. Make such regular reports as shall be required by the DISTRICT or any other applicable reviewing or licensing agencies and keep DISTRICT informed of the progress of the work by means of written reports.
- vi. Review schedules, shop drawings, samples and other submissions of the

contractor for general compliance with design and the contract specifications and notify in a timely manner the contractor and DISTRICT of deadlines which may affect the construction schedules.

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

viii. Examine and verify contractor's applications for payments including reviews of the status of the contractor's record drawings and approve the issuance of certificates for payment for work completed in such amount as ARCHITECT shall judge proper under the contract documents. The ARCHITECT's approvals shall constitute representations to the DISTRICT, based on the ARCHITECT's professional evaluation of the contractors' work and on the data comprising the contractors' Applications for Payment, that the contractors' work has progressed to the points indicated and that, to the best of the ARCHITECT's knowledge, information and belief, the quality of the contractors' work is in accordance with the Contract Documents. The ARCHITECT's approvals shall not be representations that the ARCHITECT has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the contractors' work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by the DISTRICT to substantiate the contractors' rights to payment, or (4) ascertained how or for what purpose the contractors have used money previously paid on account of their contract sums.

ix. Prepare and/ or review any necessary change orders for approval by contractor, DISTRICT and all applicable governmental agencies, including review of contractor's pricing requests.

x. Provide a color schedule of all finished materials in the project for DISTRICT's review and approval.

xi. Determine dates of substantial and final completion and make final detailed on-site review of job with representatives of DISTRICT and contractor, including preparation of punch list.

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

xiii. Issue ARCHITECT's certificate of completion and final certificate for payment.

xiv. After notice and approval by DISTRICT, the ARCHITECT shall have authority to reject Work which does not conform to the Contract Documents. Whenever the ARCHITECT considers it necessary or advisable, the ARCHITECT will have authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the ARCHITECT nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the ARCHITECT to the contractor, subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the Work.

xv. The ARCHITECT shall review and approve or take other appropriate action upon contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The ARCHITECT's action shall be taken with such reasonable promptness as to cause no delay in the contractors' work or in the activities of the DISTRICT or of separate contractors, while allowing sufficient time in the ARCHITECT's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the contractor, all of which remain the responsibility of the contractor as required by the Contract Documents. The ARCHITECT's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the ARCHITECT, of construction means, methods, techniques, sequences or procedures. The ARCHITECT's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

xvi. The ARCHITECT shall interpret and attempt to resolve matters concerning performance of the DISTRICT and contractor under the requirements of the Contract Documents on written request of either the DISTRICT or contractor. The ARCHITECT's response to such requests shall be made with reasonable promptness and within any time limits agreed upon. Interpretations and decisions of the ARCHITECT shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings.

xvii. The DISTRICT shall require the contractor(s) to provide the DISTRICT with record drawings indicating the location and size of all underground or imbedded construction and utility connections not covered in the original drawings, change orders, supplemental drawings, or shop drawings. The DISTRICT shall require the contractor(s) to record such construction on reproducible drawings furnished to the contractor(s) by the DISTRICT. The ARCHITECT shall review the contractor(s) completed record drawings for general completeness based on the ARCHITECT's site visits. Such a review by the ARCHITECT shall not relieve the contractor(s) of its responsibilities for the accuracy or completeness of the information recorded.

F. POSTCONSTRUCTION PHASE: After the completion of the ARCHITECT's Construction Phase services, ARCHITECT will be available for reasonable consultation relating to the project and the plans drawn by ARCHITECT. ARCHITECT shall attend meetings, at the request of DISTRICT, relating to completion of any punch list or lists; relating to any claim by the contractor or any subcontractor of extra work or delay due to the plans, alleged design flaws, alleged insufficient drawings, or the construction contract administration by the ARCHITECT; or relating to any other matter germane to the completion of the project over which ARCHITECT had general or specific control or responsibility. ARCHITECT shall assist DISTRICT in compiling information necessary for project closeout. Services, if requested by the DISTRICT, after notice of completion not covered by this subparagraph shall be compensated as additional services in accordance with Paragraph 4.c.

G. RESPONSIBILITY FOR CONSTRUCTION COSTS:

i. The DISTRICT's budget for the Project shall include a design contingency of ten percent (10%) and a change order contingency of ten percent (10%) over and above any estimate of construction cost or evaluation prepared or agreed to by the ARCHITECT.

ii. Evaluation of the DISTRICT's budget for the Project, preliminary estimates of the probable construction cost and any updated estimates of the probable construction cost prepared by the ARCHITECT represent the ARCHITECT's judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the ARCHITECT nor the DISTRICT has control over the cost of labor, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the ARCHITECT cannot and does not warrant or represent that bids or negotiated prices will not vary from the

DISTRICT'S budget for the Project or from any estimate of construction costs or evaluation prepared or agreed to by the ARCHITECT.

iii. In preparing estimates of construction cost, the ARCHITECT shall include and disclose reasonable contingencies for design, bidding and price escalation as agreed to by DISTRICT.

iv. If bidding or negotiating has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, any Project budget shall be adjusted to reflect changes in the general level of prices in the construction industry.

v. Should the lowest responsible bid received exceed ARCHITECT's final estimate of probable construction costs as accepted by DISTRICT by more than ten percent (10%), the DISTRICT shall:

- a. give written approval of an increase in such fixed limit;
- b. authorize rebidding of the Project within a reasonable time;
- c. if the Project is abandoned, terminate in accordance with Article 16; or
- d. cooperate in revising the Project scope and quality as required to reduce the construction cost.

vi. If the DISTRICT chooses to proceed under item v.d, the ARCHITECT shall as part of basic services make such changes in plans and specifications as shall be necessary to bring new bids within ten percent (10%) of such estimated cost. The modification of Contract Documents shall be the limit of the ARCHITECT's responsibility arising out of the estimate of probable construction cost. The ARCHITECT shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

vii. If the lowest responsible bid exceeds the final estimate of probable construction cost by less than 10% and the DISTRICT chooses to require revising the Project scope and quality to reduce the construction cost, the ARCHITECT's services to make such revisions shall be considered Additional Services.

H. Consultants and Staff. District and Architect agree that the professional services under this agreement require continuity of qualified people. All key staff listed below have been approved by District and Architect and may not be changed without prior approval except for an individual leaving the firms employ. If the District finds the performance of an approved individual not acceptable, District will notify Architect who will take necessary corrective action. If unable to correct performance to District's satisfaction, Architect will make appropriate staffing changes acceptable to District.

Primary Consultants

<u>Position</u>	<u>Individual</u>	<u>Firm</u>
Principal & Project Architect	Donald R. Alameida	Alameida Architecture

i. All engineers and experts and consultants employed by ARCHITECT not listed herein shall be approved in advance by DISTRICT prior to their engagement. ARCHITECT shall confer and cooperate with landscape architects, educational planners, and other professional consultants employed by DISTRICT.

ii. ARCHITECT shall cause Primary Consultants listed above, before the time such engineer or consultant shall commence any services relating to the project, to provide DISTRICT with evidence that each such engineer and consultant has in effect a policy of comprehensive general liability

insurance, which shall have the same limits, endorsements and requirements as specified in Paragraph 9 of this Agreement, and, in addition, is covered by a policy of professional liability insurance in a minimum amount of \$500;000.00 with an insurance carrier satisfactory to DISTRICT.

iii. Architect shall promptly notify DISTRICT of reassignment or replacement of engineers, consultants and experts specified above. ARCHITECT shall also notify DISTRICT of staff changes of all other key personnel working on the project.

I. ARCHITECT shall notify DISTRICT promptly of any significant defect that an ARCHITECT exercising reasonable professional judgment in the course of maintaining familiarity with the construction work would detect in materials, equipment, or workmanship which comes to ARCHITECT'S attention and of any known or observed default by contractor in the orderly and timely progression or prosecution of the work.

J. ARCHITECT will endeavor to secure compliance by contractors with the contract requirements, but ARCHITECT does not guarantee the performance of their contracts.

K. Other than minor modifications, ARCHITECT shall not make modifications to plans, designs or specifications which would increase the size or scope of the project or which would increase the probable cost of construction, without the prior express written instruction of DISTRICT. Before performing any substantial work on any modification or change in design, plans or specifications, ARCHITECT shall notify the DISTRICT in writing of the amount of any increase in the probable cost of construction due to any such proposed modification or change.

L. ARCHITECT will consult as necessary with representatives of DISTRICT and with representatives of any funding, licensing, or reviewing agencies or organizations concerned in the project throughout the planning and construction of the project and the post construction phase noted above.

M. ARCHITECT, as part of the basic professional services, shall furnish, at own expense, all draftsmen and clerical personnel necessary to perform the services described herein.

6. ADDITIONAL SERVICES TO BE RENDERED BY ARCHITECT

The following services together with any "Authorized Expanded Services" in Exhibit C, are not included in the basic services to be rendered by ARCHITECT. These services shall be provided by ARCHITECT if authorized in writing by DISTRICT.

- A. Providing analyses of DISTRICT'S needs, and programming the requirements of the project as set forth in Article 7.A. that is considered beyond the Initial program set forth to repair flood damage.
- B. Providing financial feasibility or other special studies.
- C. Providing extensive planning surveys, site evaluations, environmental studies or comparative studies of prospective sites.
- D. Providing design services relative to future facilities, systems and equipment which are not intended to be constructed as part of the project.
- E. Providing services to investigate existing conditions or facilities or to make measured drawings thereof, or to revise or verify the accuracy of drawings or other information furnished by DISTRICT.
- F. Providing detailed quantity surveys or inventories of material, equipment and labor.
- G. Providing services required for or in connection with the selection of furniture and furnishing or equipment or articles not included in the construction contract.

- H. Providing services for planning tenant or rental spaces. Preparing contract documents required in connection with temporary housing during or related to construction.
- I. Making revisions in drawings, specifications or other documents when such revisions are inconsistent with written approvals or instructions previously given or are due to causes beyond the control of ARCHITECT.
- J. Preparing supporting data and other services such as extra drawings, trips, estimates, studies, correspondence and presentations in connection with change orders if the change in the basic compensation resulting from the adjusted contract sum is not commensurate with the services required of ARCHITECT.
- K. Making investigations involving detailed appraisals and valuations of existing facilities, and surveys or inventories required in connection with construction performed by DISTRICT.
- L. Providing consultation concerning replacement of any work damaged by fire or other cause during construction, and furnishing professional services of the type set forth in Paragraph 4.a. as may be required in connection with the replacement of such work.
- M. Providing professional services made necessary by the failure of performance, termination or default of the contractor or a subcontractor or by major defects in the work of the contractor or a subcontractor in the performance of the construction contract.
- N. Preparing a set of reproducible record prints of drawings showing significant changes in the work made during the construction process, based on marked-up prints, drawings and other data furnished by the contractor to ARCHITECT.
- O. Providing services after issuance by DISTRICT of the final certificate for payment except as noted in Paragraph 5 (f) or providing ongoing services if the agreed upon initial construction schedule is exceeded by more than ninety (90) days through no fault of the ARCHITECT.
- P. Preparing to serve or serving as an expert witness in connection with any public hearing, dispute resolution proceeding or legal proceeding.
- Q. Providing any other services not otherwise included in this agreement and not customarily furnished in accordance with generally accepted architectural practice.
- R. Community and other public liaison services: Preparation time and materials for presentation to community for all required community meetings excluding district board meetings; attending community and other public meetings in excess of four, excluding district board meetings.
- S. Drawings and documents required for the demolition process.
- T. Services for the following disciplines: detailed cost estimating, acoustical engineering, sign age and graphics (other than for code-required signage), energy management, food service, off-site civil engineering, and security engineering.
- U. Time and expenses preparing special presentation models, renderings or mock-ups.
- V. Enactment or revisions of codes, laws or regulations or changes in official interpretations which necessitate changes to previously prepared documents other than those changes for which the ARCHITECT should have reasonably foreseen.
- W. Seeking variances or changes to agency guidelines on behalf of the DISTRICT when

so directed by the DISTRICT.

- X. Formal value engineering and detailed life-cycle cost analyses beyond those normally provided or required to meet the approved construction budget.
- Y. Preparation of design and documentation for alternate bid or proposal requests by the DISTRICT when not required to meet the approved construction budget.
- Z. Preparing DISTRICT-generated addenda during the Bidding Phase.
- AA. Assistance with environmental and EIR studies other than those which would normally be required to complete the ARCHITECT's basic services.
- BB. Coordination of construction performed by the DISTRICT's own forces or coordination in connection with equipment supplied by the DISTRICT and not reflected within the contractor's construction costs.
- CC. Providing assistance in the utilization of any equipment or system such as preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.
- DD. Services related to furniture, furnishings, equipment or other articles incorporated in to the construction documents by the ARCHITECT and not included in the construction contract.
- EE. Services related to manufactured relocatable buildings specified or coordinated by the ARCHITECT and not included in the construction contract.
- FF. If the Project is suspended by the DISTRICT for more than ninety (90) consecutive days through no fault of the ARCHITECT, the parties shall negotiate equitable adjustment to the ARCHITECT's compensation due to such suspension.

7. RESPONSIBILITIES OF DISTRICT

It shall be the duty of DISTRICT to:

A. Make available to ARCHITECT all necessary data and information concerning the purposes and requirements of the project, including realistic scheduling and budget limitations a program which sets forth the DISTRICTS objectives, space requirements and relationships, site requirements, facilities standards, special equipment and systems. If the DISTRICT requires the ARCHITECT's assistance in developing any such information, ARCHITECT shall be compensated as an Additional Service in accordance with Article 6.

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

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

D. Designate a representative authorized to act as liaison between ARCHITECT and DISTRICT in the administration of this Agreement and the construction contract.

E. Furnish at DISTRICT expense the services of any project inspector agreed to or required by law.

F. Review all documents submitted by ARCHITECT and advise ARCHITECT of decisions thereon within a reasonable time after submission.

G. Issue any orders to contractors through ARCHITECT or with notice to ARCHITECT.

H. Notify ARCHITECT in writing of any deficiencies in material or workmanship becoming apparent during contractor's guarantee period.

I. Retain a testing service for materials testing and inspection as required by the Department of General Services, Division of State Architect, Office of Regulatory Services and Title 24 of the California Code of Regulations and the Uniform Building Code with California amendments, as they may be amended from time to time.

J. Provide copies of floor plans of existing buildings to be remodeled.

K. Provide other services identified as "District's Responsibilities" in Exhibit A.

L. The ARCHITECT shall be entitled to rely upon the accuracy of all surveys and reports provided or furnished by the DISTRICT unless, based upon ARCHITECT's professional judgment, such material or information appears to be inaccurate or incomplete. The ARCHITECT shall not be required to provide detailed or exhaustive investigations to determine accuracy of such surveys and reports.

8. INDEMNITY

ARCHITECT shall assume the defense of, indemnify, and save harmless DISTRICT, the Governing Board of DISTRICT, each member of the Board, and their officers, agents and employees from all claims of any kind arising out of and to the extent caused by the intentional and willful misconduct or negligent acts, errors, or omissions of the ARCHITECT and ARCHITECT's agents or employees in the performance of this Agreement, but excluding liability as to the negligence or intentional and willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way or by any limitation on the amount or type of damages or compensation payable to the ARCHITECT or its agents and employees under workers' compensation acts, disability benefits acts, or other employees, benefits acts. This indemnification obligation survives the performance of architectural services under this Agreement or any termination under the provisions of this Agreement except as specifically stated in this Agreement.

9. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

ARCHITECT, at ARCHITECT's sole cost and expense, shall take out and maintain at all times during the life of this Agreement, personal injury and property damage insurance for all activities of the ARCHITECT and ARCHITECT'S subcontractors arising out of or in connection with this contract, written on a comprehensive or commercial general liability form, including protected coverage, blanket contractual, completed operations, vehicle coverage and employer's non-ownership liability coverage, in an amount no less than \$1,000,000 combined single limit personal injury and property damage for each occurrence in an annual aggregate of no less than \$1,000,000.00 or as may be agreed upon between the DISTRICT and the ARCHITECT.

A. ENDORSEMENTS: The Public Liability Policy specified above shall be endorsed with the following specific language:

The DISTRICT is named as additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees

against liability for bodily injuries, deaths or property damage or destruction arising in any respect directly or indirectly in the performance of the contract.

The Public Liability Policy Risk Policy specified above shall be endorsed with or include the following specific or equivalent language:

- (1) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured and the coverage afforded shall apply as though separate policies have been issued to each insured.
- (2) The insurance provided herein is primary and no insurance held or owned by the DISTRICT shall be called upon to contribute to a loss.
- (3) Coverage provided by this policy shall not be canceled or the dollar amount reduced without thirty (30) days written notice given to the DISTRICT.
- (4) The certificate must state that the insurance is on an "occurrence" (not a "claims-made" or "modified occurrence") basis.

B. DOCUMENTATION: The following documentation of insurance shall be submitted to DISTRICT and approved prior to execution of this Contract:

Certificates of insurance showing the limits of insurance provided and signed copies of the , specified endorsements for each policy.

At the time of making application for an extension of time, ARCHITECT shall submit evidence that the insurance policies will be in effect during the requested additional period of time.

C. If ARCHITECT fails to maintain such insurance, the DISTRICT may take out such insurance to cover any damages of the above mentioned classes for which the DISTRICT might be held liable on account of the ARCHITECT's failure to pay such damages, and deduct and retain the amount of the premiums from any sums due ARCHITECT under the Contract.

Nothing herein contained shall be construed as limiting in any way the extent to which ARCHITECT or any of the ARCHITECT'S subcontractors may be held responsible for payment of damages resulting from his operations.

10. WORKERS' COMPENSATION INSURANCE

Before the Agreement is entered into, ARCHITECT shall furnish to DISTRICT satisfactory proof that ARCHITECT and all engineers, consultants, and subcontractors ARCHITECT intends to employ have taken out, for the period covered by the proposed contract, full compensation insurance and Employer's Liability with an insurance carrier satisfactory to DISTRICT for all persons whom they may employ in carrying out the work ! contemplated under this Agreement in accordance with the act of the Legislature of the State of California, known as the "Workmen's Compensation Insurance and Safety Act", approved May 26, 1913, and all acts amendatory or supplemental thereto. Such insurance shall be maintained in full force and effect during the period covered by the contract. In the event ARCHITECT is self-insured, he shall furnish a Certificate of Permission to Self-Insure, signed by the Department of Industrial Relations Administration of Self-Insurance, Sacramento, California.

The policies represented by the certificates must contain the provision (and the certificates must so state) that the insurance cannot be canceled until thirty (30) days after written notice of intended revocation has been given to the DISTRICT.

11. ERRORS AND OMISSIONS INSURANCE

Immediately upon execution of this Agreement and before commencing any services hereunder, ARCHITECT shall furnish to DISTRICT satisfactory proof that ARCHITECT has and shall maintain in force for the period covered by this Agreement, professional liability ("errors and omissions") insurance covering ARCHITECT's activities, in the amount not less than \$1,000,000.00 with an insurance carrier satisfactory to DISTRICT. In addition, to the extent that the activities and services of engineers or consultants are not covered under ARCHITECT's professional liability insurance, ARCHITECT shall cause each engineer and consultant, before the time such engineer or consultant shall commence any services relating to the project, to obtain and maintain a policy of professional liability insurance in an amount of not less than \$500,000.00 with an insurance carrier satisfactory to DISTRICT.

12. ERRORS AND OMISSIONS

In addition to any other remedy which may be available to DISTRICT under this Agreement or under the laws of the State of California, DISTRICT may require ARCHITECT to pay all reasonable costs made necessary and to the extent caused by any negligent or intentional error or omission of ARCHITECT, including, but not limited to, costs for the removal or replacement of materials and labor or both, and ARCHITECT shall not receive any fee for any of his work performed in correcting said error or omission. Notwithstanding the foregoing, DISTRICT shall pay for the cost of any actual materials and labor which were omitted for any reason, but only to the extent the Contract Price obtained from the contractor was lower by reason of said omission. The DISTRICT agrees to file a claim for the costs claimed against the ARCHITECT pursuant to this paragraph.

13. COMPLIANCE WITH LA WS

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

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

14. RECORDS

ARCHITECT shall keep and maintain full and complete documentation and accounting records concerning all additional services performed that are compensable by other than a flat rate. ARCHITECT shall maintain all records concerning the project for a period of three years after its completion. ARCHITECT shall make such documents and records available to authorized representatives of DISTRICT for inspection or audit at any reasonable time.

15. TERMINATION OF CONTRACT

A. DISTRICT shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to ARCHITECT and upon compensation to ARCHITECT as set forth in paragraph 4.f.iv. above. If DISTRICT terminates this Agreement under this provision the parties shall be relieved of the remaining executory obligations of the Agreement except for such liability arising out of services performed prior to the date of cancellation.

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

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

D. Upon termination of this agreement for any reason, ARCHITECT shall promptly and without further cost or charge to DISTRICT, deliver to DISTRICT all of the documents and other work product relating thereto.

16. ARCHITECT AN INDEPENDENT CONTRACTOR

It is specifically agreed that in the making and performance of this contract, ARCHITECT is an independent contractor and is not and shall not be construed to be an officer or employee or partner or joint venturer of DISTRICT.

17. STANDARDIZED MANUFACTURED ITEMS

ARCHITECT shall consult with and cooperate with DISTRICT's staff in the use and selection of manufactured items to be used in the Project. Manufactured items, including, but not limited to, paint, finish, hardware, plumbing fixtures and fittings, mechanical equipment, electrical fixtures and equipment, roofing materials, and floor covering, shall be standardized to DISTRICT's criteria so long as the same does not seriously interfere with building design.

18. OWNERSHIP OF DOCUMENTS

Pursuant to Section 17316 of the Education Code, all plans, designs, copyrights, drawings, studies, specifications, and estimates prepared by ARCHITECT pertaining to the project pursuant to this Agreement shall, at all times, be and shall remain the property of DISTRICT and DISTRICT shall have an unlimited and unconditional right to use, modify, copy, make derivatives of and display in connection with the construction, maintenance, modification, repair and promotion Of the Project by DISTRICT. This does not include electronic forms of the above.

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

After the completion of this project, ARCHITECT shall not permit any reproductions to be made of any DISTRICT owned documents without the approval of the DISTRICT and shall refer all requests for such documents by other persons to DISTRICT .

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

19. DISPUTE RESOLUTION PROVISIONS

A. MEDIATION

i. Any claim, dispute or other matter in question arising out of or related to this Agreement may be subject to mediation if the parties mutually agree. If such matter relates to or is the subject of a lien arising out of the ARCHITECT's services, the ARCHITECT may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or arbitration.

ii. A request for mediation shall be filed in writing with the other party to this Agreement. The request may be made concurrently with the filing of a request for arbitration but, in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

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

B. ARBITRATION

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

ii. A request for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the request for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

iii. Such arbitration shall be advisory unless the parties otherwise agree.

20. SUCCESSORS AND ASSIGNMENTS

This Agreement is binding upon and inures to the benefit of the successors, executors, administrators, and assigns of each party to this Agreement, provided, however, that ARCHITECT shall not assign or transfer by operation of law or otherwise any or all of ARCHITECT's rights, burdens, duties, or obligations, professional or otherwise, without the prior written consent of the Governing

Board. Any attempted assignment without such consent shall be invalid.

21. TIME SCHEDULE

A. **TIME SCHEDULE:** ARCHITECT shall perform all services hereunder as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. Upon request of DISTRICT, ARCHITECT shall submit for DISTRICT's approval, a schedule for the performance of the ARCHITECT's services which shall be adjusted, as required, as the project proceeds, and shall include allowance for periods of time required for DISTRICT's review and approval of submissions and for approvals of authorities having jurisdiction over the project. The schedule when approved by the DISTRICT shall not, unless extended in writing by DISTRICT representative, be exceeded by the ARCHITECT.

B. **DELAYS:** Any time during which said ARCHITECT is delayed in ARCHITECT'S services by acts of DISTRICT or its employees or those in a direct contractual relationship with DISTRICT or by the California Department of General Services or other agencies having jurisdiction over the Project or by acts of God or other occurrences which were not or could not have been reasonably foreseen and provided for, and which are not due to any fault or negligence on the part of said ARCHITECT, shall be added to the time for completion of any obligations of ARCHITECT. DISTRICT shall not be liable for the damages to ARCHITECT on account of such delays.

22. HAZARDOUS MATERIALS

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

23. SCHOOL SITE CONDITIONS

District has determined that fingerprinting is not applicable to this Agreement, however, the ARCHITECT expressly acknowledges that the following conditions shall apply to any work performed by the ARCHITECT and/ or ARCHITECT's employees on a school site:

- (1) ARCHITECT and ARCHITECT's employees shall check in with the school office each day immediately upon arriving at the school site;
- (2) ARCHITECT and ARCHITECT's employees shall inform school office staff of their proposed activities and location at the school site;
- (3) Once at such location, ARCHITECT and ARCHITECT's employees shall not change locations without contacting the school office;
- (4) ARCHITECT and ARCHITECT's employees shall not use student restroom facilities; and
- (5) If ARCHITECT and for ARCHITECT's, employees find themselves alone with a student, ARCHITECT and ARCHITECT's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

24. MISCELLANEOUS

The following terms and conditions shall applied to this Agreement:

A. GOVERNING LAW: This Agreement shall be construed in accordance with, and governed by the laws of the State of California.

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

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

D. NON-WAIVER: None of the provisions of the Agreement shall be considered waived by either party unless such waiver is specifically specified in writing.

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

IN WITNESS WHEREOF, the parties have caused this instrument to be duly executed
this ____ day of _____, 2024.

ARCHITECT: Alameida Architecture
(A Sole Proprietorship)
555 South Main Street, Suite 2
Sebastopol, CA 95472

DISTRICT: Mendocino Unified School District
PO Box 1154
Mendocino, CA 95460

By: _____
Donald R. Alameida
Principal
License No.: C19767

By: _____
Jason Morse
Superintendent
Mendocino Unified School District

EXHIBITS:

Exhibit A: Project Description

Exhibit B: Schedule

Exhibit C: Compensation and Schedule of Hourly Billing Rate
Authorized Expanded Services
Fee Schedule

Exhibit A – Project Description and Schedule

The Project consists of the planning and design of Small Projects at various facilities of the Mendocino Unified School District. Project may include the preparation of architectural construction documents, Submission to DSA for permitting when required and Construction Management of the following Scope of Works:

- (1) Gymnasium re-roofing and roof repairs
- (2) Restoration of the Community School West Entrance
- (3) Gymnasium locker room limited improvements
- (4) Community School Restroom Improvements
- (5) Other Miscellaneous Community School exterior work

Project Schedules

Project Schedules to be developed as projects assigned and approved to move forward by the Board of Trustees.

Exhibit B – Tasks and Responsibilities

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

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

Scope of Services			Services	Services	
6	Develop detailed documentation on Construction Phasing Program or Multiple Contract Delivery	√			
7	Construction cost estimates; probable construction cost		√		
	- Update of DD phase unit cost estimate		√		
	- Detailed cost estimate, value engineering or life-cycle cost analyses			√	
8	Prepare bidding and procurement forms; Construction Specifications		√		
9	Prepare Conditions of the Contract (Divisions 0 & 1)		√		
10	Develop Project Manual		√		
11	Presentation models and/or renderings			√	
12	In-house constructability reviews				√
F	Other Design Services				
1	Hazardous materials identification/determination of mitigation measures	√			
2	FF&E design (furnishings & movable equipment)	√		√	
3	Graphic & signage design	√		√	
	- Fire/life safety graphics & signage; site only		√		
	- Other graphics & signage; site only		√		
4	Mock-up services (workstations, classroom design, etc.)	√		√	
G	Bidding Phase Services				
1	Advertisement to potential bidders		√		
2	Pre-qualification of bidders	√			
3	Pre-bid conferences		√		
4	Distribution of bidding documents		√		
5	Distribution of special bidding/negotiation addenda		√		
6	Response to bidders' questions and provide clarifications		√		
7	Report bidding results & identify apparent low bidder		√		
8	Bid dispute resolution	√			
9	Contract award processing; issue Notice to Proceed	√	√		
H	Contract Administration Services				
1	Plan & manage move-in & out activities including temp. facilities	√			
2	Site visits/observation				
	- Scheduled meetings (as quantified in scope of services)		√		
	- Additional meetings			√	
3	Timely file with DIR the PWC-100 form re labor compliance & notice of award		√		
4	Coordination of other construction activities				√
	- Removal of non-conforming portables	√			
	- Demolition and/or removal of other structures	√			
	- Moving of utilities underground	√			
	- Utility hookups		√		
5	Multiple contract administration or multiple phase coordination efforts for single project			√	
6	Submittals & substitutions; building not included				
	- Review and respond to Contractors' proposed submittal schedules		√		

Scope of Services		District's Responsibilities	Provided By A/E team		Not Provided
			Basic Services	Additional Services	
	- Receive, process, distribute submittals, shop drawings, & substitutions			√	
	- Review submittals and shop drawings		√		
	- Review proposed substitutions		√		
	Requests for Information/Clarifications; building not included				
7	- Receive, process & distribute requests		√		
	- Evaluate and respond to requests		√		
	Change orders				
8	- Receive, process & distribute Change Orders		√		
	- Changes stemming from A/E documents		√		
	- Owner and contractor initiated changes			√	
	- Review, analyze and/or negotiate prices with contractors			√	
	Testing and inspection administration; No supervision	√			
9	Maintain official construction logs				
10	- Change order log		√		
	- Request for Information (RFI) log		√		
	- Submittal log		√		
	Contract cost accounting; Review only				
11	- Maintain records of payments	√			
	- Coordinate & assemble contractors' payment applications	√			
	- Approve & process contractors' payment applications		√		
	Interpretations and decisions				
12	- Relating to construction documents/specifications		√		
	- Relating to General Conditions	√			
	Project closeout; not including building				
13	- Preliminary and final punch lists		√		
	- Determination of payment withholdings		√		
	- Issuance of Certificates of Substantial Completion		√		
	- Securing and receipt of sureties	√			
	- Receipt & review of warranties & manuals		√		
	- Receipt & review of waivers of liens	√			
	- Issuance of final Certificates of Payment; See #11		√		
	- Project closeout with DSA		√		
	Construction tours (students & community)		√		
14	Post-Construction & Facility Operation Services			√	
I	Record Drawings				
1	- Develop record drawings based on contractor supplied information				
	- Review record drawings for completeness		√		√
	- Compile drawings & forward to District			√	√
	- Update contract documents to incorporate changes			√	√
	Warranty review				
2	Detailed analysis or response to Contractor claims not due to fault of Architect			√	√
3	Staff training (operating & maintaining equipment and systems)				
4	Post-construction facility reviews (operations & performance review)				√

Scope of Services		District's Responsibilities	Provided By A/E team		Not Provided
			Basic Services	Additional Services	
5	- Post occupancy facility review meeting		√		
	- Document defects or deficiencies			√	
	- Prepare instructions to Contractors for correction of defects			√	
	Project promotion	√			
6	Community tours		√		

Exhibit C – Compensation and Schedule of Hourly Billing Rates

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

Basic Services

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

1. A lump sum amount mutually agreed to, calculated based on the fee schedule described below, or estimating hours at billing rates or by negotiation of a mutually acceptable amount.
2. A percentage of construction cost based on the initial budgets as projects assigned and subject to revision in accordance with the scope of work as authorized by the District. The fee is calculated as follows:
 - o 12 % of the first \$500,000 of the construction cost
 - o 11.5 % of the second \$500,000 of the construction cost
 - o 11 % for the next \$1,000,000 of the construction cost
 - o 10 % for the next \$4,000,000 of the construction cost
 - o 9% for the next \$4,000,000 of the construction cost
 - o 8% for the remainder of the construction cost
3. Time and material at rates in the Agreement with an estimated not-to-exceed amount.
4. A combination of these options, as described below, for example a percentage fee through Schematic Design or Design Development after which the final lump sum fee shall be negotiated or calculated on a pre-agreed formula based on the Architect’s scope definition and cost estimate.

For Basic Services under this agreement, the parties have agreed to a fee, under option 2 above, The actual fee for Basic Services will be recalculated based on the lowest qualified bid of each assigned project.

Architect will be compensated for change order items that provide added value to the project or are initiated by the District involving a change in the scope of work.

FEE SCHEDULE –

Based on assumed budget stated above the fee schedule is as follows:

<u>UPON COMPLETION OF</u>	<u>PERCENTAGE OF TOTAL FEES</u>	<u>CUMULATIVE PERCENTAGE OF TOTAL FEES</u>
Schematic design phase	15	15
Design development phase	20	35
Construction documents phase	38	73
DSA approval	2	75
Bid phase	5	80
Construction phase	20	100

Total Architectural and Engineering Fee is based on fee option 2 a percentage of construction cost plus reimbursement expenses for each assigned project.

Additional Services

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

Reimbursable Expenses

The Architect has estimated and the District has accepted the following reimbursable expenses to be billed at 110% of cost.

Reimbursable expenses (printing, plotting, models, mock-ups and other approved expenses) to be billed as accrued.

Standard Hourly Billing Rates

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

Principal in Charge	\$ 175
Project Architect	\$ 170
BIM / CADD Draftsmen	\$ 155
Constructability Technician	\$ 130
Construction Admin Technician	\$ 120
Clerical	\$ 95

The above rates are effective January 1, 2024, and are in effect for the calendar year 2024. On January 1 of each of the subsequent years, the above rates shall be adjusted in accordance with the Consumer Price Index issued by the U.S. Department of Labor, Bureau of Labor Statistics for “All Urban Consumers” in “San Francisco-Oakland” for “All Items.”

Mendocino Unified School District
Mendocino Community School - Restroom Improvements

AGREEMENT FOR ARCHITECTURAL SERVICES

This agreement made and entered into by and between Anderson Valley Unified School District, a political subdivision of the State of California, herein called "DISTRICT" and Alameida Architecture, A Sole Proprietorship , herein called "ARCHITECT", WITNESSETH:

WHEREAS, DISTRICT proposes to undertake the construction of an improvement project herein described which requires the services of a duly qualified and licensed architect, and

WHEREAS, ARCHITECT represents that the Architect is licensed to practice architecture in the State of California and qualified to provide the services required by DISTRICT, and

WHEREAS, the parties have negotiated upon the terms pursuant to which ARCHITECT will provide such services and have herein reduced such terms to writing.

NOW, THEREFORE, in consideration of the mutual benefit to be derived by the parties, it is hereby agreed:

1. AGREEMENT

DISTRICT retains ARCHITECT to perform, and ARCHITECT agrees and undertakes to provide to DISTRICT, for the consideration and upon the terms and conditions herein set forth, the architectural services specified in this agreement and those related services incidental thereto.

2. DESCRIPTION OF PROJECT

Architectural services shall be provided for the project known as the **2024 Mendocino Community School Restroom Improvments** and as further described in Exhibit A which is hereby incorporated by reference (hereinafter "Project"). The projects are located at Mendocino Community School, Mendocino CA.

Included in Exhibit B is a Project Schedule indicating duration and milestone dates for key project tasks. Architect shall perform services consistent with this schedule as required by Paragraph 21, Time Schedule. Architect shall regularly report to District on actions required to meet milestone schedule dates and recommend further refinements in the schedule.

3. TERM OF AGREEMENT

This Agreement begins with execution of the agreement by the parties and completes upon completion of services under the Agreement, unless terminated sooner. Should none of the services stated herein be commenced by or before six (6) months from the date set forth by the parties in the execution clause, this agreement is void.

4. COMPENSATION

As compensation for all services of ARCHITECT in performance of this agreement, DISTRICT shall pay to ARCHITECT:

A. BASIC SERVICES: For all “basic services” compensation as set forth in Exhibit C, which is attached and hereby incorporated by reference.

B. EXPANDED SERVICES: For all “authorized expanded services” as set forth in Exhibit C compensation, which is attached and hereby incorporated by reference.

C. ADDITIONAL SERVICES: For all additional services other than “basic services” and “authorized expanded services”, a fee to be agreed upon by the parties in writing prior to performance of such services by ARCHITECT, which fee may be a flat amount, or the ARCHITECT’s standard hourly rates, and necessary consultants at 1.10 times cost. The hourly rates are set forth in Exhibit C.

D. CONDITIONS ON PAYMENT: ARCHITECT’s compensation shall be paid by DISTRICT to ARCHITECT in accordance with the conditions following:

i. BASIC SERVICES: Such services shall be paid as set forth in Exhibit C.

E. REIMBURSABLE EXPENSES: Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the ARCHITECT and ARCHITECT’s employees and consultants in the interest of the Project, as identified in the following clauses. Reimbursable expenses shall be itemized and presented monthly by ARCHITECT to DISTRICT for payment upon approval by DISTRICT’s authorized representative. Reimbursable expenses shall be compensated at 1.10 times the actual cost for the following expenses:

i. Expenses for authorized travel in connection with the project except for travel within the DISTRICT or as otherwise agreed.

ii. Reasonable expense of interim and final reproductions, plotting, postage and handling of Drawings, Specifications and other documents including those for use of ARCHITECT and its consultants.

iii. Long distance telephone expense related to the project.

iv. Actual and necessary agency or permit fees, if any, paid by the ARCHITECT for the DISTRICT in connection with the project.

F. TIME OF PAYMENTS: ARCHITECT’s compensation shall be paid by DISTRICT to ARCHITECT monthly, in arrears in accordance with the conditions following:

i. Payments on account of basic services shall be made monthly in proportion to services performed within each phase as reasonably determined by DISTRICT up to the following amounts (or as otherwise agreed):

<u>UPON COMPLETION OF</u>	<u>PERCENTAGE OF TOTAL FEES</u>	<u>CUMULATIVE PERCENTAGE OF TOTAL FEES</u>
Schematic design phase	10	10
Design development phase	15	25
Construction documents phase	45	70
DSA approval	5	75
Bid phase	5	80
Construction phase	20	100

ii. Payments on account of additional services, shall be made in installments, not more often than monthly, proportionate to the degree of completion of such services or in such other manner as the parties shall specify when such services are agreed upon.

iii. Each payment to ARCHITECT shall be made monthly in the usual course of

DISTRICT business after presentation by ARCHITECT of an invoice approved by DISTRICT's authorized representative designating services performed, method of computation of amount payable, and amount payable. For Basic Services, the ARCHITECT shall be paid within thirty (30) days from receipt of approved invoice. A service charge of one and one-half percent (1.5%) of the unpaid balance shall be charged monthly on all undisputed amounts unpaid after thirty (30) days.

iv. Should DISTRICT cancel this Agreement at any time, ARCHITECT shall, upon notice of such cancellation, forthwith cease all services hereunder. If the Agreement is canceled for any reason other than a material breach of the Agreement by ARCHITECT, the ARCHITECT's total fee for all services performed shall be computed under the foregoing provisions of this Agreement to cover services actually performed to the date of such notice and shall include compensation for services within the phase of performance at which the ARCHITECT'S services stopped, proportionate to the degree of completion of the work on such phase. In addition, ARCHITECT shall be paid a cancellation expense fee, which shall compensate ARCHITECT for all expenses, including but not limited to start up costs, incurred by ARCHITECT as a result of cancellation of the Agreement. The cancellation expense fee shall be an amount computed as a percentage of the total compensation earned at the time of cancellation as follows:

- a. Twenty percent if termination occurs during or prior to the Schematic Design Phase; or
- b. Ten percent if termination occurs during the Design Development Phase;
- c. Five percent if termination occurs subsequent to the Design Development Phase.

v. Should DISTRICT cancel this Agreement due to a material breach of the Agreement by ARCHITECT, the ARCHITECT shall upon notice of such cancellation forthwith cease all services hereunder. In such event, ARCHITECT'S total fee for all services performed shall be computed under the foregoing provisions of this Agreement to cover services satisfactorily performed to the date of such notice and shall include compensation for services within the phase of performance at which the services stopped proportionate to the degree of completion of the ARCHITECT's satisfactorily completed services on such phase.

5. BASIC SERVICES TO BE RENDERED BY ARCHITECT

ARCHITECT's basic services shall consist of the items following:

A. **SCHEMATIC DESIGN PHASE:** Architect Shall work with District and school representatives to define repairs necessary of the Project and arrive at a mutual understanding of such requirements with the DISTRICT. Should DISTRICT require a substantial deviation of the preliminary program; Architect will meet with school faculty or other representatives to further define the program, this assistance shall be compensated as an additional service per article 6.a of this Agreement. Preparation of schematic design studies, drawings and other necessary documents showing site utilization and the scale and relationship of the components of the project for the approval of authorized representatives of DISTRICT; meetings with school faculty or other representatives; preparation of a written preliminary estimate of probable construction costs based on current area, volume or other unit costs, and a written time schedule for the performance of his services hereunder.

B. **DESIGN DEVELOPMENT PHASE:** From the approved schematic design studies preparation of the design development documents consisting of site and floor plans, elevations and other drawings and documents sufficient to fix and describe the size and character of the project as to structural, mechanical and electrical systems, kinds of materials and outline specifications, all for approval by DISTRICT. ARCHITECT shall also provide DISTRICT with a revised and updated written estimate of

probable construction cost. ARCHITECT shall assist DISTRICT in applying for and obtaining required approvals from all applicable governmental agencies.

C. CONSTRUCTION DOCUMENTS PHASE: From the approved design development documents, preparation of complete working drawings and specifications setting forth in detail the work to be done and the materials, workmanship, finishes and equipment required for the architectural, structural, mechanical, electrical systems and utility-service- connected equipment and site work, all for approval by DISTRICT; with assistance from the DISTRICT, preparation of necessary bidding information, bidding forms, general conditions of the contract and the contract documents between DISTRICT and the prospective successful bidder. Bid and contract forms and documents shall be submitted to DISTRICT's legal advisor for review and approval at least ten (10) days prior to proposed publication. ARCHITECT shall assist DISTRICT in filing any necessary documents for procuring the approval of any governmental authorities or other agencies having jurisdiction over the project. ARCHITECT shall include with the delivery of the final form of construction documents ARCHITECT'S final statement of probable construction cost based on adjustments to previous estimates indicated by changes in requirements or general market conditions.

D. BID PHASE: Following DISTRICT's approval of construction documents and DISTRICT's acceptance of ARCHITECT's final estimate of probable construction costs, ARCHITECT shall reproduce the plans, specifications and construction documents in the required number and assist DISTRICT in dissemination of plans, specifications and construction documents among interested contractors and in the obtaining of bids and award and preparation of the construction contract.

E. CONSTRUCTION PHASE: The construction phase shall begin upon award of the construction contract and shall end upon the earlier of DISTRICT's approval of ARCHITECT's final certificate for payment to contractor or sixty (60) days after the filing of the Notice of Completion. During this phase, ARCHITECT shall:

- i. Provide general administration of the construction contract.
- ii. Advise and consult with and serve as representative of DISTRICT in the general administration of the construction contract and in DISTRICT's dealings with the contractor. ARCHITECT shall have authority to act for DISTRICT to the extent provided in the construction contract.
- iii. Provide general direction to a project inspector employed by and responsible to the DISTRICT as required by applicable law. ARCHITECT shall provide assistance to the DISTRICT for the DISTRICT to direct contractor in the preparation of a set of drawings indicating exact location of buried utility lines (as-built dimensions) which shall be forwarded to DISTRICT upon completion of the project.
- iv. Visit the site at intervals appropriate to the stage of the contractor's operations in order to maintain familiarity with the progress of work and to determine in general that the contractor's work complies with the plans and specifications and that the work, when fully completed, will be in accordance with the contract documents. Such visits and determinations are to be distinguished from the continuous inspection provided by a project inspector required by law for public school construction. The ARCHITECT shall neither have control over or charge of, nor be responsible for, the contractor's construction sequences or procedures, or for safety precautions and programs in connection with the contractor's Work.
- v. Make such regular reports as shall be required by the DISTRICT or any other applicable reviewing or licensing agencies and keep DISTRICT informed of the progress of the work by means of written reports.
- vi. Review schedules, shop drawings, samples and other submissions of the

contractor for general compliance with design and the contract specifications and notify in a timely manner the contractor and DISTRICT of deadlines which may affect the construction schedules.

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

viii. Examine and verify contractor's applications for payments including reviews of the status of the contractor's record drawings and approve the issuance of certificates for payment for work completed in such amount as ARCHITECT shall judge proper under the contract documents. The ARCHITECT's approvals shall constitute representations to the DISTRICT, based on the ARCHITECT's professional evaluation of the contractors' work and on the data comprising the contractors' Applications for Payment, that the contractors' work has progressed to the points indicated and that, to the best of the ARCHITECT's knowledge, information and belief, the quality of the contractors' work is in accordance with the Contract Documents. The ARCHITECT's approvals shall not be representations that the ARCHITECT has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the contractors' work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by the DISTRICT to substantiate the contractors' rights to payment, or (4) ascertained how or for what purpose the contractors have used money previously paid on account of their contract sums.

ix. Prepare and/ or review any necessary change orders for approval by contractor, DISTRICT and all applicable governmental agencies, including review of contractor's pricing requests.

x. Provide a color schedule of all finished materials in the project for DISTRICT's review and approval.

xi. Determine dates of substantial and final completion and make final detailed on-site review of job with representatives of DISTRICT and contractor, including preparation of punch list.

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

xiii. Issue ARCHITECT's certificate of completion and final certificate for payment.

xiv. After notice and approval by DISTRICT, the ARCHITECT shall have authority to reject Work which does not conform to the Contract Documents. Whenever the ARCHITECT considers it necessary or advisable, the ARCHITECT will have authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the ARCHITECT nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the ARCHITECT to the contractor, subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the Work.

xv. The ARCHITECT shall review and approve or take other appropriate action upon contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The ARCHITECT's action shall be taken with such reasonable promptness as to cause no delay in the contractors' work or in the activities of the DISTRICT or of separate contractors, while allowing sufficient time in the ARCHITECT's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the contractor, all of which remain the responsibility of the contractor as required by the Contract Documents. The ARCHITECT's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the ARCHITECT, of construction means, methods, techniques, sequences or procedures. The ARCHITECT's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

xvi. The ARCHITECT shall interpret and attempt to resolve matters concerning performance of the DISTRICT and contractor under the requirements of the Contract Documents on written request of either the DISTRICT or contractor. The ARCHITECT's response to such requests shall be made with reasonable promptness and within any time limits agreed upon. Interpretations and decisions of the ARCHITECT shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings.

xvii. The DISTRICT shall require the contractor(s) to provide the DISTRICT with record drawings indicating the location and size of all underground or imbedded construction and utility connections not covered in the original drawings, change orders, supplemental drawings, or shop drawings. The DISTRICT shall require the contractor(s) to record such construction on reproducible drawings furnished to the contractor(s) by the DISTRICT. The ARCHITECT shall review the contractor(s) completed record drawings for general completeness based on the ARCHITECT's site visits. Such a review by the ARCHITECT shall not relieve the contractor(s) of its responsibilities for the accuracy or completeness of the information recorded.

F. POSTCONSTRUCTION PHASE: After the completion of the ARCHITECT's Construction Phase services, ARCHITECT will be available for reasonable consultation relating to the project and the plans drawn by ARCHITECT. ARCHITECT shall attend meetings, at the request of DISTRICT, relating to completion of any punch list or lists; relating to any claim by the contractor or any subcontractor of extra work or delay due to the plans, alleged design flaws, alleged insufficient drawings, or the construction contract administration by the ARCHITECT; or relating to any other matter germane to the completion of the project over which ARCHITECT had general or specific control or responsibility. ARCHITECT shall assist DISTRICT in compiling information necessary for project closeout. Services, if requested by the DISTRICT, after notice of completion not covered by this subparagraph shall be compensated as additional services in accordance with Paragraph 4.c.

G. RESPONSIBILITY FOR CONSTRUCTION COSTS:

i. The DISTRICT's budget for the Project shall include a design contingency of ten percent (10%) and a change order contingency of ten percent (10%) over and above any estimate of construction cost or evaluation prepared or agreed to by the ARCHITECT.

ii. Evaluation of the DISTRICT's budget for the Project, preliminary estimates of the probable construction cost and any updated estimates of the probable construction cost prepared by the ARCHITECT represent the ARCHITECT's judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the ARCHITECT nor the DISTRICT has control over the cost of labor, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the ARCHITECT cannot and does not warrant or represent that bids or negotiated prices will not vary from the

DISTRICT'S budget for the Project or from any estimate of construction costs or evaluation prepared or agreed to by the ARCHITECT.

iii. In preparing estimates of construction cost, the ARCHITECT shall include and disclose reasonable contingencies for design, bidding and price escalation as agreed to by DISTRICT.

iv. If bidding or negotiating has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, any Project budget shall be adjusted to reflect changes in the general level of prices in the construction industry.

v. Should the lowest responsible bid received exceed ARCHITECT's final estimate of probable construction costs as accepted by DISTRICT by more than ten percent (10%), the DISTRICT shall:

- a. give written approval of an increase in such fixed limit;
- b. authorize rebidding of the Project within a reasonable time;
- c. if the Project is abandoned, terminate in accordance with Article 16; or
- d. cooperate in revising the Project scope and quality as required to reduce the construction cost.

vi. If the DISTRICT chooses to proceed under item v.d, the ARCHITECT shall as part of basic services make such changes in plans and specifications as shall be necessary to bring new bids within ten percent (10%) of such estimated cost. The modification of Contract Documents shall be the limit of the ARCHITECT's responsibility arising out of the estimate of probable construction cost. The ARCHITECT shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

vii. If the lowest responsible bid exceeds the final estimate of probable construction cost by less than 10% and the DISTRICT chooses to require revising the Project scope and quality to reduce the construction cost, the ARCHITECT's services to make such revisions shall be considered Additional Services.

H. Consultants and Staff. District and Architect agree that the professional services under this agreement require continuity of qualified people. All key staff listed below have been approved by District and Architect and may not be changed without prior approval except for an individual leaving the firms employ. If the District finds the performance of an approved individual not acceptable, District will notify Architect who will take necessary corrective action. If unable to correct performance to District's satisfaction, Architect will make appropriate staffing changes acceptable to District.

Primary Consultants

<u>Position</u>	<u>Individual</u>	<u>Firm</u>
Principal & Project Architect	Donald R. Alameida	Alameida Architecture

i. All engineers and experts and consultants employed by ARCHITECT not listed herein shall be approved in advance by DISTRICT prior to their engagement. ARCHITECT shall confer and cooperate with landscape architects, educational planners, and other professional consultants employed by DISTRICT.

ii. ARCHITECT shall cause Primary Consultants listed above, before the time such engineer or consultant shall commence any services relating to the project, to provide DISTRICT with evidence that each such engineer and consultant has in effect a policy of comprehensive general liability

insurance, which shall have the same limits, endorsements and requirements as specified in Paragraph 9 of this Agreement, and, in addition, is covered by a policy of professional liability insurance in a minimum amount of \$500;000.00 with an insurance carrier satisfactory to DISTRICT.

iii. Architect shall promptly notify DISTRICT of reassignment or replacement of engineers, consultants and experts specified above. ARCHITECT shall also notify DISTRICT of staff changes of all other key personnel working on the project.

I. ARCHITECT shall notify DISTRICT promptly of any significant defect that an ARCHITECT exercising reasonable professional judgment in the course of maintaining familiarity with the construction work would detect in materials, equipment, or workmanship which comes to ARCHITECT'S attention and of any known or observed default by contractor in the orderly and timely progression or prosecution of the work.

J. ARCHITECT will endeavor to secure compliance by contractors with the contract requirements, but ARCHITECT does not guarantee the performance of their contracts.

K. Other than minor modifications, ARCHITECT shall not make modifications to plans, designs or specifications which would increase the size or scope of the project or which would increase the probable cost of construction, without the prior express written instruction of DISTRICT. Before performing any substantial work on any modification or change in design, plans or specifications, ARCHITECT shall notify the DISTRICT in writing of the amount of any increase in the probable cost of construction due to any such proposed modification or change.

L. ARCHITECT will consult as necessary with representatives of DISTRICT and with representatives of any funding, licensing, or reviewing agencies or organizations concerned in the project throughout the planning and construction of the project and the post construction phase noted above.

M. ARCHITECT, as part of the basic professional services, shall furnish, at own expense, all draftsmen and clerical personnel necessary to perform the services described herein.

6. ADDITIONAL SERVICES TO BE RENDERED BY ARCHITECT

The following services together with any "Authorized Expanded Services" in Exhibit C, are not included in the basic services to be rendered by ARCHITECT. These services shall be provided by ARCHITECT if authorized in writing by DISTRICT.

- A. Providing analyses of DISTRICT'S needs, and programming the requirements of the project as set forth in Article 7.A. that is considered beyond the Initial program set forth to repair flood damage.
- B. Providing financial feasibility or other special studies.
- C. Providing extensive planning surveys, site evaluations, environmental studies or comparative studies of prospective sites.
- D. Providing design services relative to future facilities, systems and equipment which are not intended to be constructed as part of the project.
- E. Providing services to investigate existing conditions or facilities or to make measured drawings thereof, or to revise or verify the accuracy of drawings or other information furnished by DISTRICT.
- F. Providing detailed quantity surveys or inventories of material, equipment and labor.
- G. Providing services required for or in connection with the selection of furniture and furnishing or equipment or articles not included in the construction contract.

- H. Providing services for planning tenant or rental spaces. Preparing contract documents required in connection with temporary housing during or related to construction.
- I. Making revisions in drawings, specifications or other documents when such revisions are inconsistent with written approvals or instructions previously given or are due to causes beyond the control of ARCHITECT.
- J. Preparing supporting data and other services such as extra drawings, trips, estimates, studies, correspondence and presentations in connection with change orders if the change in the basic compensation resulting from the adjusted contract sum is not commensurate with the services required of ARCHITECT.
- K. Making investigations involving detailed appraisals and valuations of existing facilities, and surveys or inventories required in connection with construction performed by DISTRICT.
- L. Providing consultation concerning replacement of any work damaged by fire or other cause during construction, and furnishing professional services of the type set forth in Paragraph 4.a. as may be required in connection with the replacement of such work.
- M. Providing professional services made necessary by the failure of performance, termination or default of the contractor or a subcontractor or by major defects in the work of the contractor or a subcontractor in the performance of the construction contract.
- N. Preparing a set of reproducible record prints of drawings showing significant changes in the work made during the construction process, based on marked-up prints, drawings and other data furnished by the contractor to ARCHITECT.
- O. Providing services after issuance by DISTRICT of the final certificate for payment except as noted in Paragraph 5 (f) or providing ongoing services if the agreed upon initial construction schedule is exceeded by more than ninety (90) days through no fault of the ARCHITECT.
- P. Preparing to serve or serving as an expert witness in connection with any public hearing, dispute resolution proceeding or legal proceeding.
- Q. Providing any other services not otherwise included in this agreement and not customarily furnished in accordance with generally accepted architectural practice.
- R. Community and other public liaison services: Preparation time and materials for presentation to community for all required community meetings excluding district board meetings; attending community and other public meetings in excess of four, excluding district board meetings.
- S. Drawings and documents required for the demolition process.
- T. Services for the following disciplines: detailed cost estimating, acoustical engineering, sign age and graphics (other than for code-required signage), energy management, food service, off-site civil engineering, and security engineering.
- U. Time and expenses preparing special presentation models, renderings or mock-ups.
- V. Enactment or revisions of codes, laws or regulations or changes in official interpretations which necessitate changes to previously prepared documents other than those changes for which the ARCHITECT should have reasonably foreseen.
- W. Seeking variances or changes to agency guidelines on behalf of the DISTRICT when

so directed by the DISTRICT.

- X. Formal value engineering and detailed life-cycle cost analyses beyond those normally provided or required to meet the approved construction budget.
- Y. Preparation of design and documentation for alternate bid or proposal requests by the DISTRICT when not required to meet the approved construction budget.
- Z. Preparing DISTRICT-generated addenda during the Bidding Phase.
- AA. Assistance with environmental and EIR studies other than those which would normally be required to complete the ARCHITECT's basic services.
- BB. Coordination of construction performed by the DISTRICT's own forces or coordination in connection with equipment supplied by the DISTRICT and not reflected within the contractor's construction costs.
- CC. Providing assistance in the utilization of any equipment or system such as preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.
- DD. Services related to furniture, furnishings, equipment or other articles incorporated in to the construction documents by the ARCHITECT and not included in the construction contract.
- EE. Services related to manufactured relocatable buildings specified or coordinated by the ARCHITECT and not included in the construction contract.
- FF. If the Project is suspended by the DISTRICT for more than ninety (90) consecutive days through no fault of the ARCHITECT, the parties shall negotiate equitable adjustment to the ARCHITECT's compensation due to such suspension.

7. RESPONSIBILITIES OF DISTRICT

It shall be the duty of DISTRICT to:

A. Make available to ARCHITECT all necessary data and information concerning the purposes and requirements of the project, including realistic scheduling and budget limitations a program which sets forth the DISTRICTS objectives, space requirements and relationships, site requirements, facilities standards, special equipment and systems. If the DISTRICT requires the ARCHITECT's assistance in developing any such information, ARCHITECT shall be compensated as an Additional Service in accordance with Article 6.

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

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

D. Designate a representative authorized to act as liaison between ARCHITECT and DISTRICT in the administration of this Agreement and the construction contract.

E. Furnish at DISTRICT expense the services of any project inspector agreed to or required by law.

F. Review all documents submitted by ARCHITECT and advise ARCHITECT of decisions thereon within a reasonable time after submission.

G. Issue any orders to contractors through ARCHITECT or with notice to ARCHITECT.

H. Notify ARCHITECT in writing of any deficiencies in material or workmanship becoming apparent during contractor's guarantee period.

I. Retain a testing service for materials testing and inspection as required by the Department of General Services, Division of State Architect, Office of Regulatory Services and Title 24 of the California Code of Regulations and the Uniform Building Code with California amendments, as they may be amended from time to time.

J. Provide copies of floor plans of existing buildings to be remodeled.

K. Provide other services identified as "District's Responsibilities" in Exhibit A.

L. The ARCHITECT shall be entitled to rely upon the accuracy of all surveys and reports provided or furnished by the DISTRICT unless, based upon ARCHITECT's professional judgment, such material or information appears to be inaccurate or incomplete. The ARCHITECT shall not be required to provide detailed or exhaustive investigations to determine accuracy of such surveys and reports.

8. INDEMNITY

ARCHITECT shall assume the defense of, indemnify, and save harmless DISTRICT, the Governing Board of DISTRICT, each member of the Board, and their officers, agents and employees from all claims of any kind arising out of and to the extent caused by the intentional and willful misconduct or negligent acts, errors, or omissions of the ARCHITECT and ARCHITECT's agents or employees in the performance of this Agreement, but excluding liability as to the negligence or intentional and willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way or by any limitation on the amount or type of damages or compensation payable to the ARCHITECT or its agents and employees under workers' compensation acts, disability benefits acts, or other employees, benefits acts. This indemnification obligation survives the performance of architectural services under this Agreement or any termination under the provisions of this Agreement except as specifically stated in this Agreement.

9. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

ARCHITECT, at ARCHITECT's sole cost and expense, shall take out and maintain at all times during the life of this Agreement, personal injury and property damage insurance for all activities of the ARCHITECT and ARCHITECT'S subcontractors arising out of or in connection with this contract, written on a comprehensive or commercial general liability form, including protected coverage, blanket contractual, completed operations, vehicle coverage and employer's non-ownership liability coverage, in an amount no less than \$1,000,000 combined single limit personal injury and property damage for each occurrence in an annual aggregate of no less than \$1,000,000.00 or as may be agreed upon between the DISTRICT and the ARCHITECT.

A. ENDORSEMENTS: The Public Liability Policy specified above shall be endorsed with the following specific language:

The DISTRICT is named as additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees

against liability for bodily injuries, deaths or property damage or destruction arising in any respect directly or indirectly in the performance of the contract.

The Public Liability Policy Risk Policy specified above shall be endorsed with or include the following specific or equivalent language:

- (1) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured and the coverage afforded shall apply as though separate policies have been issued to each insured.
- (2) The insurance provided herein is primary and no insurance held or owned by the DISTRICT shall be called upon to contribute to a loss.
- (3) Coverage provided by this policy shall not be canceled or the dollar amount reduced without thirty (30) days written notice given to the DISTRICT.
- (4) The certificate must state that the insurance is on an "occurrence" (not a "claims-made" or "modified occurrence") basis.

B. DOCUMENTATION: The following documentation of insurance shall be submitted to DISTRICT and approved prior to execution of this Contract:

Certificates of insurance showing the limits of insurance provided and signed copies of the , specified endorsements for each policy.

At the time of making application for an extension of time, ARCHITECT shall submit evidence that the insurance policies will be in effect during the requested additional period of time.

C. If ARCHITECT fails to maintain such insurance, the DISTRICT may take out such insurance to cover any damages of the above mentioned classes for which the DISTRICT might be held liable on account of the ARCHITECT's failure to pay such damages, and deduct and retain the amount of the premiums from any sums due ARCHITECT under the Contract.

Nothing herein contained shall be construed as limiting in any way the extent to which ARCHITECT or any of the ARCHITECT'S subcontractors may be held responsible for payment of damages resulting from his operations.

10. WORKERS' COMPENSATION INSURANCE

Before the Agreement is entered into, ARCHITECT shall furnish to DISTRICT satisfactory proof that ARCHITECT and all engineers, consultants, and subcontractors ARCHITECT intends to employ have taken out, for the period covered by the proposed contract, full compensation insurance and Employer's Liability with an insurance carrier satisfactory to DISTRICT for all persons whom they may employ in carrying out the work ! contemplated under this Agreement in accordance with the act of the Legislature of the State of California, known as the "Workmen's Compensation Insurance and Safety Act", approved May 26, 1913, and all acts amendatory or supplemental thereto. Such insurance shall be maintained in full force and effect during the period covered by the contract. In the event ARCHITECT is self-insured, he shall furnish a Certificate of Permission to Self-Insure, signed by the Department of Industrial Relations Administration of Self-Insurance, Sacramento, California.

The policies represented by the certificates must contain the provision (and the certificates must so state) that the insurance cannot be canceled until thirty (30) days after written notice of intended revocation has been given to the DISTRICT.

11. ERRORS AND OMISSIONS INSURANCE

Immediately upon execution of this Agreement and before commencing any services hereunder, ARCHITECT shall furnish to DISTRICT satisfactory proof that ARCHITECT has and shall maintain in force for the period covered by this Agreement, professional liability ("errors and omissions") insurance covering ARCHITECT's activities, in the amount not less than \$1,000,000.00 with an insurance carrier satisfactory to DISTRICT. In addition, to the extent that the activities and services of engineers or consultants are not covered under ARCHITECT's professional liability insurance, ARCHITECT shall cause each engineer and consultant, before the time such engineer or consultant shall commence any services relating to the project, to obtain and maintain a policy of professional liability insurance in an amount of not less than \$500,000.00 with an insurance carrier satisfactory to DISTRICT.

12. ERRORS AND OMISSIONS

In addition to any other remedy which may be available to DISTRICT under this Agreement or under the laws of the State of California, DISTRICT may require ARCHITECT to pay all reasonable costs made necessary and to the extent caused by any negligent or intentional error or omission of ARCHITECT, including, but not limited to, costs for the removal or replacement of materials and labor or both, and ARCHITECT shall not receive any fee for any of his work performed in correcting said error or omission. Notwithstanding the foregoing, DISTRICT shall pay for the cost of any actual materials and labor which were omitted for any reason, but only to the extent the Contract Price obtained from the contractor was lower by reason of said omission. The DISTRICT agrees to file a claim for the costs claimed against the ARCHITECT pursuant to this paragraph.

13. COMPLIANCE WITH LA WS

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

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

14. RECORDS

ARCHITECT shall keep and maintain full and complete documentation and accounting records concerning all additional services performed that are compensable by other than a flat rate. ARCHITECT shall maintain all records concerning the project for a period of three years after its completion. ARCHITECT shall make such documents and records available to authorized representatives of DISTRICT for inspection or audit at any reasonable time.

15. TERMINATION OF CONTRACT

A. DISTRICT shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to ARCHITECT and upon compensation to ARCHITECT as set forth in paragraph 4.f.iv. above. If DISTRICT terminates this Agreement under this provision the parties shall be relieved of the remaining executory obligations of the Agreement except for such liability arising out of services performed prior to the date of cancellation.

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

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

D. Upon termination of this agreement for any reason, ARCHITECT shall promptly and without further cost or charge to DISTRICT, deliver to DISTRICT all of the documents and other work product relating thereto.

16. ARCHITECT AN INDEPENDENT CONTRACTOR

It is specifically agreed that in the making and performance of this contract, ARCHITECT is an independent contractor and is not and shall not be construed to be an officer or employee or partner or joint venturer of DISTRICT.

17. STANDARDIZED MANUFACTURED ITEMS

ARCHITECT shall consult with and cooperate with DISTRICT's staff in the use and selection of manufactured items to be used in the Project. Manufactured items, including, but not limited to, paint, finish, hardware, plumbing fixtures and fittings, mechanical equipment, electrical fixtures and equipment, roofing materials, and floor covering, shall be standardized to DISTRICT's criteria so long as the same does not seriously interfere with building design.

18. OWNERSHIP OF DOCUMENTS

Pursuant to Section 17316 of the Education Code, all plans, designs, copyrights, drawings, studies, specifications, and estimates prepared by ARCHITECT pertaining to the project pursuant to this Agreement shall, at all times, be and shall remain the property of DISTRICT and DISTRICT shall have an unlimited and unconditional right to use, modify, copy, make derivatives of and display in connection with the construction, maintenance, modification, repair and promotion Of the Project by DISTRICT. This does not include electronic forms of the above.

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

After the completion of this project, ARCHITECT shall not permit any reproductions to be made of any DISTRICT owned documents without the approval of the DISTRICT and shall refer all requests for such documents by other persons to DISTRICT .

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

19. DISPUTE RESOLUTION PROVISIONS

A. MEDIATION

i. Any claim, dispute or other matter in question arising out of or related to this Agreement may be subject to mediation if the parties mutually agree. If such matter relates to or is the subject of a lien arising out of the ARCHITECT's services, the ARCHITECT may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or arbitration.

ii. A request for mediation shall be filed in writing with the other party to this Agreement. The request may be made concurrently with the filing of a request for arbitration but, in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

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

B. ARBITRATION

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

ii. A request for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the request for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

iii. Such arbitration shall be advisory unless the parties otherwise agree.

20. SUCCESSORS AND ASSIGNMENTS

This Agreement is binding upon and inures to the benefit of the successors, executors, administrators, and assigns of each party to this Agreement, provided, however, that ARCHITECT shall not assign or transfer by operation of law or otherwise any or all of ARCHITECT's rights, burdens, duties, or obligations, professional or otherwise, without the prior written consent of the Governing

Board. Any attempted assignment without such consent shall be invalid.

21. TIME SCHEDULE

A. **TIME SCHEDULE:** ARCHITECT shall perform all services hereunder as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. Upon request of DISTRICT, ARCHITECT shall submit for DISTRICT's approval, a schedule for the performance of the ARCHITECT's services which shall be adjusted, as required, as the project proceeds, and shall include allowance for periods of time required for DISTRICT's review and approval of submissions and for approvals of authorities having jurisdiction over the project. The schedule when approved by the DISTRICT shall not, unless extended in writing by DISTRICT representative, be exceeded by the ARCHITECT.

B. **DELAYS:** Any time during which said ARCHITECT is delayed in ARCHITECT'S services by acts of DISTRICT or its employees or those in a direct contractual relationship with DISTRICT or by the California Department of General Services or other agencies having jurisdiction over the Project or by acts of God or other occurrences which were not or could not have been reasonably foreseen and provided for, and which are not due to any fault or negligence on the part of said ARCHITECT, shall be added to the time for completion of any obligations of ARCHITECT. DISTRICT shall not be liable for the damages to ARCHITECT on account of such delays.

22. HAZARDOUS MATERIALS

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

23. SCHOOL SITE CONDITIONS

District has determined that fingerprinting is not applicable to this Agreement, however, the ARCHITECT expressly acknowledges that the following conditions shall apply to any work performed by the ARCHITECT and/ or ARCHITECT's employees on a school site:

- (1) ARCHITECT and ARCHITECT's employees shall check in with the school office each day immediately upon arriving at the school site;
- (2) ARCHITECT and ARCHITECT's employees shall inform school office staff of their proposed activities and location at the school site;
- (3) Once at such location, ARCHITECT and ARCHITECT's employees shall not change locations without contacting the school office;
- (4) ARCHITECT and ARCHITECT's employees shall not use student restroom facilities; and
- (5) If ARCHITECT and for ARCHITECT's, employees find themselves alone with a student, ARCHITECT and ARCHITECT's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

24. MISCELLANEOUS

The following terms and conditions shall applied to this Agreement:

A. **GOVERNING LAW:** This Agreement shall be construed in accordance with, and governed by the laws of the State of California.

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

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

D. **NON-WAIVER:** None of the provisions of the Agreement shall be considered waived by either party unless such waiver is specifically specified in writing.

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

IN WITNESS WHEREOF, the parties have caused this instrument to be duly executed
this ____ day of _____, 2024.

ARCHITECT: Alameida Architecture
(A Sole Proprietorship)
555 South Main Street, Suite 2
Sebastopol, CA 95472

DISTRICT: Mendocino Unified School District
PO Box 1154
Mendocino, CA 95460

By: _____
Donald R. Alameida
Principal
License No.: C19767

By: _____
Jason Morse
Superintendent
Mendocino Unified School District

EXHIBITS:

Exhibit A: Project Description

Exhibit B: Schedule

Exhibit C: Compensation and Schedule of Hourly Billing Rate
Authorized Expanded Services
Fee Schedule

Exhibit A – Project Description and Schedule

The Project consists of the planning and design of Improvements of the Mendocino Community School restroom facilities. Project includes improvements to the boys and girls restroom to be limited to the extent the project may be exempt from DSA on a construction cost basis. The purpose of the limited scope is to aim toward construction summer of 2024.

Projects determined for Summer of 2024

Schematic Design	February 2024
Design Development	March - 2024
Construction Documents	March/April 2024
DSA Submittal and Approval Period	Assumed exempt
Bid for Contractor	April- May 2024
Board approval of Construction Contract	May or June 2024
Notice to Proceed	June 2024
Construction	June -August 2024
Project Closeout	September 2024

Exhibit B – Tasks and Responsibilities

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

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

Scope of Services			Services	Services	
6	Develop detailed documentation on Construction Phasing Program or Multiple Contract Delivery	√			
7	Construction cost estimates; probable construction cost		√		
	- Update of DD phase unit cost estimate		√		
	- Detailed cost estimate, value engineering or life-cycle cost analyses			√	
8	Prepare bidding and procurement forms; Construction Specifications		√		
9	Prepare Conditions of the Contract (Divisions 0 & 1)		√		
10	Develop Project Manual		√		
11	Presentation models and/or renderings			√	
12	In-house constructability reviews				√
F	Other Design Services				
1	Hazardous materials identification/determination of mitigation measures	√			
2	FF&E design (furnishings & movable equipment)	√		√	
3	Graphic & signage design	√		√	
	- Fire/life safety graphics & signage; site only		√		
	- Other graphics & signage; site only		√		
4	Mock-up services (workstations, classroom design, etc.)	√		√	
G	Bidding Phase Services				
1	Advertisement to potential bidders		√		
2	Pre-qualification of bidders	√			
3	Pre-bid conferences		√		
4	Distribution of bidding documents		√		
5	Distribution of special bidding/negotiation addenda		√		
6	Response to bidders' questions and provide clarifications		√		
7	Report bidding results & identify apparent low bidder		√		
8	Bid dispute resolution	√			
9	Contract award processing; issue Notice to Proceed	√	√		
H	Contract Administration Services				
1	Plan & manage move-in & out activities including temp. facilities	√			
2	Site visits/observation				
	- Scheduled meetings (as quantified in scope of services)		√		
	- Additional meetings			√	
3	Timely file with DIR the PWC-100 form re labor compliance & notice of award		√		
4	Coordination of other construction activities				√
	- Removal of non-conforming portables	√			
	- Demolition and/or removal of other structures	√			
	- Moving of utilities underground	√			
	- Utility hookups		√		
5	Multiple contract administration or multiple phase coordination efforts for single project			√	
6	Submittals & substitutions; building not included				
	- Review and respond to Contractors' proposed submittal schedules		√		

Scope of Services		District's Responsibilities	Provided By A/E team		Not Provided
			Basic Services	Additional Services	
	- Receive, process, distribute submittals, shop drawings, & substitutions			√	
	- Review submittals and shop drawings		√		
	- Review proposed substitutions		√		
	Requests for Information/Clarifications; building not included				
7	- Receive, process & distribute requests		√		
	- Evaluate and respond to requests		√		
	Change orders				
8	- Receive, process & distribute Change Orders		√		
	- Changes stemming from A/E documents		√		
	- Owner and contractor initiated changes			√	
	- Review, analyze and/or negotiate prices with contractors			√	
	Testing and inspection administration; No supervision	√			
9	Maintain official construction logs				
10	- Change order log		√		
	- Request for Information (RFI) log		√		
	- Submittal log		√		
	Contract cost accounting; Review only				
11	- Maintain records of payments	√			
	- Coordinate & assemble contractors' payment applications	√			
	- Approve & process contractors' payment applications		√		
	Interpretations and decisions				
12	- Relating to construction documents/specifications		√		
	- Relating to General Conditions	√			
	Project closeout; not including building				
13	- Preliminary and final punch lists		√		
	- Determination of payment withholdings		√		
	- Issuance of Certificates of Substantial Completion		√		
	- Securing and receipt of sureties	√			
	- Receipt & review of warranties & manuals		√		
	- Receipt & review of waivers of liens	√			
	- Issuance of final Certificates of Payment; See #11		√		
	- Project closeout with DSA		√		
	Construction tours (students & community)		√		
14	Post-Construction & Facility Operation Services			√	
I	Record Drawings				
1	- Develop record drawings based on contractor supplied information				
	- Review record drawings for completeness		√		√
	- Compile drawings & forward to District			√	√
	- Update contract documents to incorporate changes			√	√
	Warranty review				
2	Detailed analysis or response to Contractor claims not due to fault of Architect			√	√
3	Staff training (operating & maintaining equipment and systems)				
4	Post-construction facility reviews (operations & performance review)				√

Scope of Services		District's Responsibilities	Provided By A/E team		Not Provided
			Basic Services	Additional Services	
5	- Post occupancy facility review meeting		√		
	- Document defects or deficiencies			√	
	- Prepare instructions to Contractors for correction of defects			√	
	Project promotion	√			
6	Community tours		√		

Exhibit C – Compensation and Schedule of Hourly Billing Rates

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

Basic Services

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

1. A lump sum amount mutually agreed to, calculated based on the fee schedule described below, or estimating hours at billing rates or by negotiation of a mutually acceptable amount.
2. A percentage of construction cost based on the initial budget of **\$128,000** subject to revision in accordance with the scope of work as authorized by the District. The fee is calculated as follows:
 - o 12 % of the first \$500,000 of the construction cost
 - o 11.5 % of the second \$500,000 of the construction cost
 - o 11 % for the next \$1,000,000 of the construction cost
 - o 10 % for the next \$4,000,000 of the construction cost
 - o 9% for the next \$4,000,000 of the construction cost
 - o 8% for the remainder of the construction cost
3. Time and material at rates in the Agreement with an estimated not-to-exceed amount.
4. A combination of these options, as described below, for example a percentage fee through Schematic Design or Design Development after which the final lump sum fee shall be negotiated or calculated on a pre-agreed formula based on the Architect’s scope definition and cost estimate.

For Basic Services under this agreement, the parties have agreed to a fee, under option 2 above, The actual fee for Basic Services will be recalculated based on the lowest qualified bid.

Architect will be compensated for change order items that provide added value to the project or are initiated by the District involving a change in the scope of work.

FEE SCHEDULE –

Based on assumed budget stated above the fee schedule is as follows:

<u>UPON COMPLETION OF</u>	<u>PERCENTAGE OF TOTAL FEES</u>	<u>CUMULATIVE PERCENTAGE OF TOTAL FEES</u>
Schematic design phase	15	15
Design development phase	20	35
Construction documents phase	38	73
DSA approval	2	75
Bid phase	5	80
Construction phase	20	100

Total Architectural and Engineering Fee is based on fee option 1 lump sum =\$15,360, plus reimbursement expenses.

Additional Services

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

Reimbursable Expenses

The Architect has estimated and the District has accepted the following reimbursable expenses to be billed at 110% of cost.

Reimbursable expenses (printing, plotting, models, mock-ups and other approved expenses) to be billed as accrued.

Standard Hourly Billing Rates

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

Principal in Charge	\$ 175
Project Architect	\$ 170
BIM / CADD Draftsmen	\$ 155
Constructability Technician	\$ 130
Construction Admin Technician	\$ 120
Clerical	\$ 95

The above rates are effective January 1, 2024, and are in effect for the calendar year 2024. On January 1 of each of the subsequent years, the above rates shall be adjusted in accordance with the Consumer Price Index issued by the U.S. Department of Labor, Bureau of Labor Statistics for “All Urban Consumers” in “San Francisco-Oakland” for “All Items.”

Mid-Year Update to the 23-24 Local Control and Accountability Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Mendocino Unified School District	Jason Morse, Superintendent	jmorse@mcn.org 707-937-5868

Goal 1: Every English Learner will show annual improvement in each domain of the English Language Proficiency Assessments for California (ELPAC). The four domains are listening speaking, reading, and writing. (CA state priorities 2,4)

Metric Update

Metric	22-23 LCAP Data	Mid-Year Update
The ELPAC scores will improve for each EL student	Individual scores on the ELPAC and progress are being monitored on a dedicated spreadsheet for all EL students.	12 out of 14 EL students showed improvement on the ELPAC assessment for the 2022-23 year.
Improved participation and proficiency on the ELA and Math SBAC	2022 participation in the SBAC ELA and Math test: 92% Percentage of EL students meeting the standard in ELA on the SBAC in 2022: 17%. Percentage of EL students meeting the standard in math on the SBAC in 2022: 17%.	2023 participation in the SBAC ELA and Math test: 100% Percentage of EL students meeting the standard in ELA on the SBAC in 2023: 13%. Percentage of EL students meeting the standard in math on the SBAC in 2023: 0%.
Increased English Learner reclassification rate	9 students have been reclassified to date in 2022-23	9 students were reclassified in 2022-23.
Qualitative survey/needs assessment for each student	The survey will not be given during this LCAP cycle. A new survey will be created for the LCAP cycle beginning 2024-25.	The survey will not be given during this LCAP cycle. A new survey will be created for the LCAP cycle beginning 2024-25.
Implementation of State Standards	Full implementation and sustainability as reported in the local indicators document	Full implementation and sustainability as reported in the local indicators document

Implementation and Budget Update

Action #	Title	Description	Mid-Year Implementation Update	Budgeted	Expense to date	Percent Implemented
1.1	Hire a dedicated EL teacher and ELPAC Coordinator	EL Teacher will provide direct instruction and services to all EL students. As the ELPAC Coordinator, they will coordinate and administer the ELPAC tests and determine if reclassification is appropriate.	Fully Implemented	\$127,008	\$57,863	45.6%
1.2	Maintain a 0.40 FTE RTI teacher at the K-8 School	RTI Teacher will provide direct instruction and services to applicable EL students.	Fully Implemented	\$44,213	\$20,147	45.6%

Goal 2: Improved student outcomes for socioeconomically disadvantaged students (CA state priorities 4,5,6)

Metric Update

Metric	22-23 Performance	Mid-Year Data
Socioeconomically disadvantaged pupil chronic absenteeism rate	Socioeconomically disadvantaged pupil chronic absenteeism rate in 2021-22: 42.7%	Socioeconomically disadvantaged pupil chronic absenteeism rate in 2022-23: 50.7%
Socioeconomically disadvantaged pupil suspension rate	Socioeconomically disadvantaged pupil suspension rate in 2021-22: 6.6%	Socioeconomically disadvantaged pupil suspension rate in 2022-23: 4.8%
Socioeconomically disadvantaged pupil proficiency on the ELA and Math SBAC	Percentage of socioeconomically disadvantaged students meeting the standard in ELA on the SBAC in 2022: 45% Percentage of socioeconomically disadvantaged students meeting the standard in Math on the SBAC in 2022: 32%	Percentage of socioeconomically disadvantaged students meeting the standard in ELA on the SBAC in 2023: 47% Percentage of socioeconomically disadvantaged students meeting the standard in Math on the SBAC in 2023: 27%

Implementation and Budget Update

Action #	Title	Description	Mid-Year Implementation Update	Budgeted	Expense to date	Percent Implemented
2.1	Maintain a 1.0 FTE Social Worker	The Social worker provides outreach to socioeconomically disadvantaged students and families to insure the best opportunity for engagement and parent involvement. They provide translation and resources such as weekly food boxes, laundry services, counseling, and connections to community resources.	Fully Implemented	\$92,574	\$43,638	47.1%
2.2	Hire a 3.5 hr/day Social Work Aide	The social work aide will assist the social worker in the Family Resource Center to improve engagement, communication, and parent involvement.	Not Implemented	\$0	\$0	0
2.4	Maintain 0.6 FTE of a K-8 Response to Intervention Teacher	The RTI teacher will provide direct math and reading intervention services to students to improve student academic outcomes.	Fully Implemented	\$66,319	\$30,220	45.6%
2.5	Hire additional Instructional Aides at Mendocino High School, Sunrise High School, and Mendocino K-8 School	Additional instructional aides will reduce the staff to student ratio in the classrooms and provide more 1:1 intervention and instruction.	Fully Implemented	\$126,684	\$55,552	43.9%
2.6	Maintain Counseling Services (0.10 FTE)	The mental health counselor will improve student outcomes such as connectedness and safety	Fully Implemented	\$10,787	\$5,046	46.8%

Action #	Title	Description	Mid-Year Implementation Update	Budgeted	Expense to date	Percent Implemented
2.7	Hire additional counseling services (0.3 FTE)	Additional counseling will improve student outcomes such as connectedness and safety and offer more opportunities for classroom counseling and teaching positive peer interactions.	Fully Implemented	\$26,122	\$11,919	45.6%

Goal 3: Improved student outcomes (CA state priorities 1, 4, 7,8)

Metric Update

Metric	22-23 Performance	Mid-Year Data
Teachers in the LEA appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching	0 teachers mis-assigned in 2022-23	0 teachers mis-assigned in 2023-24
Sufficient student access to the standards-aligned instructional materials	0 Williams complaints in 2022-23	0 Williams complaints to date in 2023-24
School facilities in good repair	All facilities continue to be in exemplary or good repair for the 2022-23 school year	All facilities continue to be in exemplary or good repair for the 2023-24 school year
ELA and Math Proficiency on the SBAC	Percentage of MUSD students meeting or exceeding the standard on the SBAC ELA in 2022: 49% (CA - 48%). Percentage of MUSD students meeting or exceeding the standard on the SBAC math in 2022: 40% (CA - 33%).	Percentage of MUSD students meeting or exceeding the standard on the SBAC ELA in 2023: 52% (CA - 47%). Percentage of MUSD students meeting or exceeding the standard on the SBAC math in 2023: 34% (CA - 34%).
Successful completion of A-G requirements for the UC and CSU systems	Percentage of 12th graders completing A-G requirements in 2021-22: 66%	Percentage of 12th graders completing A-G requirements in 2022-23: 57%
Successful completion of courses that satisfy the requirements for a career technical education (CTE) pathway	Percentage of 12th grade students completing a CTE pathway in 2021-22: 64%	Percentage of 12th grade students completing a CTE pathway in 2022-23: 40%

Metric	22-23 Performance	Mid-Year Data
Passing an advanced placement exam with a score of a 3 or higher	Percentage of 12th grade students achieving a score of a 3 or better in 2021-22: 69%	Percentage of students (note this is all students) achieving a score of a 3 or better in 2022-23: 63%
College preparedness as measured by the Early Assessment Program	Percentage of students in the Early Assessment Program for ELA in 2021-22: 29% Percentage of students in the Early assessment Program for math in 2021-22: 19%	Percentage of students in the Early Assessment Program for ELA in 2022-23: 42% Percentage of students in the Early assessment Program for math in 2022-23: 16%
A broad course of study	Number of elective classes offered at Mendocino High School in 2022-23: 19	Number of elective classes offered at Mendocino High School in 2023-24: 20
K-8 Writing Assessment	Percentage of 6th-8th grade students achieving a 3 or 4 on one of the K-8 Writing assessments in 2022-23: 6th grade: 74% 7th grade: 39% 8th grade: 61%	Percentage of 6th-8th grade students achieving a 3 or 4 on one of the K-8 Writing assessments in 2022-23: 6th grade: 74% 7th grade: 39% 8th grade: 61%
Increased opportunities for work-based learning through internships in the community	Number of students participating in work-based internships in the community in 2022-23: 7	Number of students participating in work-based internships in the community in 2023-24: 2
Successful completion of both A-G and CTE requirements	Percentage of 12th graders completing a CTE Pathway and A-G Requirements in 2022-23: 40%	Percentage of 12th graders completing a CTE Pathway and A-G Requirements in 2022-23: 40%

Implementation and Budget Update

Action #	Title	Description	Mid-Year Implementation Update	Budgeted	Expense to date	Percent Implemented
3.1	Hire a K-8 Elective Teacher	The elective teacher at the K-8 School will provide enrichment opportunities at the K-8 School	Fully Implemented	\$87,577	\$34,255	39.1%
3.3	Maintain 3.2 FTE elective teachers at Mendocino High School to offer a broad course of study	The elective teachers will teach the course that contribute to all students receiving a broad course of study as well as increased CTE participation and pathway completion.	Fully Implemented	\$264,427	\$124,635	47.0%

Action #	Title	Description	Mid-Year Implementation Update	Budgeted	Expense to date	Percent Implemented
3.4	Maintain a 0.2 FTE Freshman Seminar Teacher	The freshman seminar teacher will provide goal setting, career options, and and a roadmap of how to achieve those goals.	Fully Implemented	\$19,790	\$9,083	45.9%
3.5	Hire additional Instructional Aides at Mendocino High School, Sunrise High School, and Mendocino K-8 School	Additional instructional aides will reduce the staff to student ratio in the classrooms and provide more 1:1 intervention and instruction.	Partially Implemented	\$12,997	\$5,202	40.0%

Goal 4: Improve school climate and student family engagement (CA state priorities 3,5,6)

Metric Update

Metric	22-23 Performance	Mid-Year Data
Increased parent engagement and input in making decisions for the District and school sites as measured by a parent survey	<p>2022-23 Percentage of parents who agree (60 responses):</p> <ol style="list-style-type: none"> 1. I feel welcomed and valued when visiting the school: 83% 2. Our family's ethnicity and culture is recognized and respected by school staff: 93% 3. I receive timely school communication in a variety of ways such as: paper information packets, Parentsquare posts, newsletters, and websites: 72% 4. School communication and information is easy to understand and provided in a language I can understand: 95% 5. I am provided regular reports of my child's academic progress and social emotional growth: 65% 6. I am encouraged to communicate to school staff any concerns I may have related to my child's academic progress and social emotional growth: 69% 7. I am an important part of the decision-making process related to the educational progress of my child: 65% 8. I feel that I am part of the decision-making process for school and/or district-wide educational programs and planning: 37% 9. The school provides opportunities for me to become more involved in school activities: 58% 	<p>2022-23 Percentage of parents who agree (60 responses):</p> <ol style="list-style-type: none"> 1. I feel welcomed and valued when visiting the school: 83% 2. Our family's ethnicity and culture is recognized and respected by school staff: 93% 3. I receive timely school communication in a variety of ways such as: paper information packets, Parentsquare posts, newsletters, and websites: 72% 4. School communication and information is easy to understand and provided in a language I can understand: 95% 5. I am provided regular reports of my child's academic progress and social emotional growth: 65% 6. I am encouraged to communicate to school staff any concerns I may have related to my child's academic progress and social emotional growth: 69% 7. I am an important part of the decision-making process related to the educational progress of my child: 65% 8. I feel that I am part of the decision-making process for school and/or district-wide educational programs and planning: 37% 9. The school provides opportunities for me to become more involved in school activities: 58%
Chronic Absenteeism Rate	MUSD Chronic Absenteeism rate in 2021-22: 34.8%	MUSD Chronic Absenteeism rate in 2022-23: 48.1%
Middle School Dropout Rate	MUSD Middle School Dropout Rate in 2021-22: 0%	MUSD Middle School Dropout Rate in 2022-23: 0%

Metric	22-23 Performance	Mid-Year Data
High School Dropout Rate	MHS Dropout Rate in 2021-22: 0%	MHS Dropout Rate in 2022-23: 0%
High School Graduation Rate	MHS Graduation Rate in 2021-22: 100%	MHS Graduation Rate in 2022-23: 100%
Pupil Suspension Rates	K-8 Suspension Rate in 2021-22: 3.3% MHS Suspension Rate in 2021-22: 5.3%	K-8 Suspension Rate in 2022-23: 4.2% MHS Suspension Rate in 2022-23: 4.1%
Pupil Expulsion Rates	MUSD Expulsion Rate in 2022-23: 0%	MUSD Expulsion Rate in 2022-23: 0%
Student Safety and School Connectedness	<p>CHKS Survey was given during the 22-23 school year.</p> <p>Elementary Level: 2021 Caring Relationships - 79% 2023 Caring Relationships - 67%</p> <p>2021 Parent Involvement in Schooling - 67% 2023 Parent Involvement in Schooling - 71%</p> <p>Middle School Level: 2021 Caring Adult Relationships - 67% 2023 Caring Adult Relationships - 59%</p> <p>2021 Academic Motivation - 57% 2023 Academic Motivation - 47%</p> <p>High School Level: 2021 Promotion of Parent Involvement - 54% 2023 Promotion of Parent Involvement - 45%</p> <p>*These were the only comparable indicators available in 2021 and 2023</p>	<p>CHKS Survey was given during the 22-23 school year.</p> <p>Elementary Level: 2021 Caring Relationships - 79% 2023 Caring Relationships - 67%</p> <p>2021 Parent Involvement in Schooling - 67% 2023 Parent Involvement in Schooling - 71%</p> <p>Middle School Level: 2021 Caring Adult Relationships - 67% 2023 Caring Adult Relationships - 59%</p> <p>2021 Academic Motivation - 57% 2023 Academic Motivation - 47%</p> <p>High School Level: 2021 Promotion of Parent Involvement - 54% 2023 Promotion of Parent Involvement - 45%</p> <p>*These were the only comparable indicators available in 2021 and 2023</p>

Implementation and Budget Update

Action #	Title	Description	Mid-Year Implementation Update	Budgeted	Expense to date	Percent Implemented
4.1	Maintain Counseling Services (0.40 FTE)	The mental health counselor will improve student outcomes such as connectedness and safety	Fully Implemented	\$43,148	\$20,184	46.8%

Action #	Title	Description	Mid-Year Implementation Update	Budgeted	Expense to date	Percent Implemented
4.2	Hire additional counseling services (0.3 FTE)	Additional counseling will improve student outcomes such as connectedness and safety and offer more opportunities for classroom counseling and teaching positive peer interactions.	Fully Implemented	\$26,121	\$11,919	45.6%
4.3	Contract with the Mendocino County Youth Project for 1 day/week	MCYP worker will improve student outcomes such as connectedness and safety and offer more opportunities for classroom counseling and teaching positive peer interactions.	Not Implementing	\$0	\$0	0

Dear Jason and Erin,

I am requesting a Reduced Workload of 60% for the 24-25 school year. I checked with CalStrs and I meet all the eligibility requirements to participate in the Reduced Workload program. It is my hope to continue in my current position, if it is not cut due to budget constraints.

Thank you,

Linda Freeling



12/11/23

Erin Placido

From: Anna Levy <alevy@mendocinoused.org>
Sent: Friday, January 26, 2024 11:30 AM
To: Erin Placido
Subject: Leave request

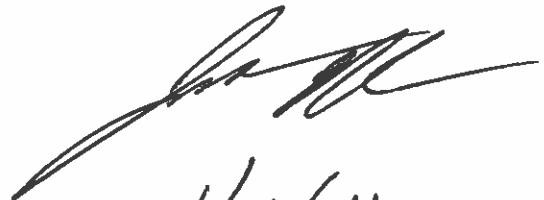
Hi Erin,

I'd like to put in my formal request for a continued 50% uncompensated leave of absence for the 2024-2025 school year. If it makes any difference to the district, I would also be happy with a 40% leave. I am happy to give the School Board any additional information they may need.

Thank you,

Anna Levy

--
Anna Levy, MA, LPCC, NCC
District Counselor
Mendocino Unified School District
pronouns: she/her
Online/on campus: Monday, Tuesday, Wednesday, Friday




1/26/24

Erin Placido

From: Mimi DuVigneaud <mimiduv@gmail.com>
Sent: Wednesday, January 31, 2024 1:38 PM
To: Erin Placido
Subject: Part time leave request

To School Board Members and Jason,
I hope this finds you well. I am writing to request a 20% leave for the '24/'25 school year.
With gratitude,
Mimi DuVigneaud



2/1/24

Jason Morse

From: Darcie Plocher <darcieplocher@hotmail.com>
Sent: Monday, December 4, 2023 12:12 PM
To: Jason Morse; Kim Humrichouse
Subject: Leave of Absence Request

Hi Jason,

I would like to request a leave of absence for the school year of 2024-2025.
Please let me know what the next steps are and if you need anything else from me in order to move forward.

Thank you,
Darcie



12/4/23

The following positions are planned for reduction in the 2024-25 school year. Please note that these are planned, that pink slips can be rescinded, and that there will likely be staffing changes (unanticipated leaves, retirements, resignations, etc.) that may impact these reductions.

The following positions will be reduced for 2024-25:

- 1.0 FTE EL Teacher
- 1.0 FTE K-8 Art Teacher (**restored to 1.0 FTE through Prop 28**)
- 0.8 FTE MHS Art Teacher (**restored to 0.8 FTE through Prop 28**)
- 2.0 FTE Sunrise/Independent Study Teacher
- 0.4 FTE MHS Guidance Counselor
- 0.6 FTE Temporary School Counselor
- Maintenance and Operations Supervisor
- K-8 Lead Aide
- Integrative Aide
- Administrative Assistant
- K-8 Library Aide
- 40% of Computer Support Technician
- Lead Custodian

Jason Morse

From: Marco McClean <memo@mcn.org>
Sent: Thursday, December 14, 2023 2:27 AM
To: jmorse@mcn.org
Cc: michaels@mcn.org; egriffen@mendocinousd.org; ljames@mendocinousd.org; mark@mcn.org; waum@mendocinousd.org
Subject: This is my initial application to administrate the MCN Announce listserv.

Dear Superintendent Morse and school board members of MUSD.

I'm applying to become the administrator of the MCN Announce listserv.

This will lift any burden of legal peril, real or imagined, from the shoulders of the school district and keep the Announce listserv exactly as it is, an open forum for sharing poetry and information, offering goods and services, listing yard sales and teevee and radio and theater show times and road information, commenting on life, and asking and giving help with this and that.

I have more than forty years of relevant experience.

I taught radio production, sound engineering and music recording at the old Mendocino Community School in the early 1980s. I taught at the Albion Whale School for five years. I put up an automatic public-access radio station in Mendocino in 1985, where people could call on the phone and be put on the air, and built a whole little radio station for the Whale School to play with.

I ran a wide-open variety teevee show on the Fort Bragg public access cable channel for years in the middle-late 1980s. I put up posters all over Fort Bragg and Mendocino, and every Wednesday people would come to Caspar, get a free plate of spaghetti and vegetables, and sign up on the blackboard. I'd switch on the camera in the back room, whereupon two little children, Andy and Cinnamin, would wind up the theme music box, and everyone took turns going in, doing their act, or presenting their project or lecture, or reading from the bible. Max Efroyim often came to speed-paint on a pad of art paper, five minutes per painting. Sometimes there weren't enough acts to fill the two hour tape, and we'd play Scrabble on teevee. One time a woman brought in a whole choir of children in robes and stuffed the studio with them to sing. No director was necessary, no rules, no fuss. And no editing. I'd take the original tape and the equipment back to the high school and the librarian would put the tape on the channel at 6pm on Friday.

I edited the Mendocino Commentary newspaper 1990 to 1992, and edit/published Memo through 1997. Both of these were countywide newspapers, in which I printed everything everyone mailed in, from poetry to science to politics to memoirs, to whatever. One of my regular columnists sent elaborate diagrams and stories of his contact with space aliens and his interpretation of the secret meanings of bible shows that obsessed him. One columnist was Raven Earlygrow, mayor of Point Arena.

There was Jill Taylor, and Jane Wagner, and a strange couple who had a long-running bad beef with the garbage collection company. There were always two full 11x17 pages of letters to the editor in 8-point and 9-point Helvetica. A woman wrote regularly on the subject of Aspartame ("Satan's Sweetener"). And there were so many more writers, including school kids. All the local poets participated. Also, half the inside front cover was devoted to /Flypaper/, a column of an accurate transcript of every word of every message on the answering machine. That's seven full years of freedom, no censorship, and never even a hint of legal problems.

In February of 1997 I folded the paper and went to countywide KMFB, where I did an all-night written-word radio show every Friday night for almost 15 years, reading aloud on the radio everything anyone sent me to read. And since then I've been doing the same thing on KNYO, and for awhile also on KMEC. This Friday Marshall Brown will be running a test of syndicating my show on the Mendocino High School's radio station KAKX too. If it all works, we'll settle on what part

of the show is on both stations, and I'll organize the material accordingly and continue, week by week, from there. 2023 minus 1997 is 26 years of freedom on the radio, no censorship, and never even a hint of legal problems.

Probably most relevant is that I've been participating in unedited, unmoderated computer bulletin boards like Bob Blick's Spaghetti BBS, and Pat Hunt's Redwood Free Net, and Usenet newsgroups, since the early 1990s. No matter where you go or what the venue is, there are always one or two people who can't settle down and play right, just like in every other system in the world. Other participants quickly learn to ignore them, and if that's hard because they spew a dozen posts an hour of their grief and bile, participants can personally block them, or withdraw from the group, or do whatever pleases them. Participants learn whose work they want to read and whose they don't, and set their machine to reject the ones they can't stand. Or they can unsubscribe, just like changing the channel on teevee away from a show they don't like.

A listserv automatically sends each message instantly out to all subscribers. The only way to moderate or censor it would be for a person or group to camp in the way, get everything first somehow, and sit there reading it all 24 hours a day, rejecting some and passing the rest on.

And if the moderator were to just read that clog of messages a few times a day and then pass them on in a lump, it would no longer be a real-time public bulletin board. The one current subscriber to the Announce listserv who insists how /easy/ it would be to moderate it means, by moderation, to simply summarily unsubscribe other writers from the listserv based on whether he agrees with their tone or not. And there's one current subscriber throwing waves of tantrum at the group because MCN won't ban a single other writer, an obvious troll who he keeps rising to and trolling back, winding himself up tighter and tighter, and blaming everybody else but himself for his own unhappiness. That's the worst of it: there is one person suffering, who can walk away at any time, but won't.

I hope you choose me to accept administration of the MCN Announce listserv. I think this is the best way to keep it as it is, serving thousands, working fine with some attendant noise that can be filtered out by subscribers as they please, which is the clear wish and understanding of the vast majority of subscribers.

Some subscribers want a different experience, a web-based forum version of the Announce listserv with a small amount of something like moderation being done for them. They can subscribe to Joseph Huckaby's Mendo.org, which is integrated with the listserv. If the Announce listserv is shut off, Mendo.org will instantly dwindle down to a tenth of its usefulness. Maybe that will impel readers and writers to move over there and build it back up again. That might not be so bad.

But I use the email Announce listserv for material for my radio show, and I'm on dialup a lot of my computer time. Email works fine on any system, even dialup internet service. More than a thousand others like the listserv the way it is, and I'll keep it that way: same title, same local system, same feel, same handful of cranks as there have always been. Thanks for your attention. Feel free to email me with questions and comments.

I've been getting a lot of encouragement to do this. I won't be encouraging my encouragers to write you and bug you.

Marco McClean, memo@mcn.org
<https://MemoOfTheAir.wordpress.com>

New Moderated Announce and Discussion Listservs for Mendocino Community Network (MCN)

A Proposal

Introduction

We are a founding group of six long-term subscribers to MCN. We propose to receive and establish two private, moderated community Listservs to replace the public unmoderated Listservs (Announce and Discussion) the Mendocino Unified School District (MUSD) has voted to release.

These private Listservs will be open to all residents and stakeholders in Mendocino County and will be administered and moderated by a team of local, dedicated volunteers to ensure that they remain a vibrant and useful resource for the community in the years to come.

Our group will enforce an Acceptable Use Policy (AUP), (see Appendix A, B for Drafts, all Appendices are optional reading) created from list member preferences as determined by a survey published to the lists (Appendix C). These AUPs also contain elements from the current MCN terms of service (Appendix D, E).

Frank Hartzell and Daney Dawson will serve as spokespersons for our organizing group (the Founding Board) on the Listservs and for communication regarding the community survey.

Objectives

The primary objectives of these new private announce and discussion Listservs are:

1. To maintain a vital platform for sharing news, important announcements and information related to the health and wellbeing of residents, businesses, and workers in Mendocino County.
2. To foster a strong, cohesive, welcoming, and active experience of community through the encouragement of open discussion among its diverse membership.
3. To honor respectful connection, to protect free speech and to secure the privacy and safety of individuals and the collective, through the establishment and management of lightly moderated, self-governing Listservs.

Challenges to the Listservs

With the creation of email listservs hosted by MCN, a long running experiment in unmoderated and essentially anonymous free speech began. In recent years a small group of users have escalated what has been described as a verbal brawl on the public lists. Users have been chased away from using the lists and have complained about a "toxic and unwelcoming environment." The few combative users have continued to exchange frequent insults, public ridicule, allegations of crimes as well as various direct and indirect threats. As a result of these exchanges complaints and threats of lawsuits against the district were made for not providing moderation. The reaction of the district after consulting legal counsel and deliberating was to relinquish the lists to private management.

We propose to directly address these challenges and to protect these community resources by establishing moderated, private Listservs for the direct benefit and well-being of the residents, businesses and other stakeholders of Mendocino County.

Founding Principle

With the rise in AI deep-fakes and wildly inconsistent governmental and corporate censorship, it has become increasingly challenging for people to determine what is true and what is untrue.

We are founded on the principle that the users of the Announce and Discussion lists can, through their own research and direct experience, share information and debate the issues on the Listservs without censorship. This is a primary function of the Discussion Listserv.

Every Founder and Moderator, current and future, has and will agree to this founding principle, namely "As part of protecting free human speech, our group will not pre-filter or post-filter for truthfulness or lack thereof (e.g., there will not be fact checking, judging, or removing/cancelling of "fake news.")

History

MCN's establishment in 1994 earned national recognition and support from NASA and other technology and educational funders. It has well earned its reputation and solid place in the history of the development of the World Wide Web and Internet.

For the full history of the technologic and educational founding of MCN and the development to date of the Announce and Discussion Listservs please see Appendix F.

Moderation Proposal Overview

1. All users of MCN's current two public Listservs (Announce and Discussion) will be automatically transferred to new private Listservs. Anyone can remove themselves at any time.
2. It will be publicized that all who choose to remain on or subscribe to the Listservs will be held accountable to the clearly publicized community standards in the Acceptable Use Policies.
3. Posts will not be pre-moderated.
4. Posts that are flagged by list members will be reviewed by the moderation team (Mods) for necessary action ranging from warnings to suspensions.
5. As a member of the community, a moderator may flag a post, but they will recuse themselves from the decision making process on any item they flag.
6. Moderators will determine if there is indeed a violation of the Acceptable Use Policy.
7. If there is a violation, the poster will be informed.
8. The list will also be informed of violations, unless safety concerns preclude doing so.
9. Persistent violators will be suspended.
10. Each subsequent suspension will be for a longer time period, up to a permanent ban.

Community Guidelines

1. Announcements must be relevant to Mendocino County list participants.
2. Discussion can be wide-ranging.
3. Due to past abuse, the following postings are explicitly not permitted on either list:
 - a. Direct threats, including of lawsuits and violence
 - b. Bots, including AI human impersonators
 - c. Doxing: revealing another's personal information
 - d. All illegal activities
 - e. Insults, name calling, labeling and public ridicule
 - f. Excessive posting, spamming
 - g. Public verbal brawling
 - h. Accusing a specific person of a crime with no police report
 - i. Indirect threats
 - j. Frivolously flagging other's posts
4. To be reinstated after a suspension, the poster may be required to demonstrate to the Mod team that they are human, and not an AI impersonating a human. Only then may a violator regain the right and privilege of unmoderated posting.
5. In no event shall MCN (the host) or private Listserv Founders or moderators be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of

use, data, or profits, arising out of or in connection with the use or performance of any information posted on the lists.

6. To post to the lists, one must be a member of the lists.
7. Anyone (other than suspended posters) may subscribe to the Listservs at any time.
8. Neither MCN/MUSD nor the private Listserv's Founders and moderators are responsible for the content made available through the lists
9. Links to website material is encouraged both to cite sources and to keep posts short by providing readers with more information.
10. There is currently no limit on the number of announcements that may be posted in a day, but we strongly suggest that you not excessively repeat announcements.
11. Be brief and to the point.
12. Businesses or organizations posting to the announcements list must have an office, services and/or employees living in Mendocino County.
13. Replies on the Announce list will go to the sender of a post by default. On that list posters must replace the original sender's email address with the announce list email address to post a follow up message relevant to the whole community.
14. Replies on the Discussion list will go to the entire list by default.

Budget

TBD. Founders and Mods will operate on a volunteer basis until such time as paid staff is required and outside funding is secured. When paid staff are deemed necessary, their compensation will meet fair standards.

No hardware or software is required currently.

Sponsoring Organization

TBD. Founders are currently interviewing interested community nonprofit organizations to secure a 501c3 sponsorship. The Founders are committed to the project even if no outside affiliations are established.

Privacy and Security

Due to allegations of severe violations on MCN's Public Listservs, including purported death threats by list members against other list members, some Founders and Moderators of the new Private Listservs may choose to remain anonymous. Privacy for moderators is the industry standard on other modern social media platforms to preserve worker safety and to deter intimidation. At least two spokespersons will represent all Founders, moderators and any future paid staff.

Transparency

The Founders' intention is that decisions by the moderator team will be documented and shared with the community in as transparent a manner as is possible without compromising the safety of list members.

If it is permitted by law for school district members to do so, all founding members and first moderators of our group are willing to meet privately, individually or as a group with the school district board members or superintendent to allay any concerns that anonymity may be used to perpetuate existing problems.

Where no safety concerns allow decisions to be shared with the lists, these moderation team decisions and perhaps more detailed rationale will be shared with the lists. In the event that each moderator makes a statement on a decision, each moderator will be designated by a consistent handle, such as "Mod E" in our current proposed model.

Moderator Selection

The first moderators will be interviewed and selected by a panel of the founding members with the following qualifications prioritized in the selection:

- Fairness and objectivity
- Ability to work with a team to reach decisions
- Open-mindedness
- Ability to understand subtleties and nuance

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Core Governing Tenets

Our group intends to honor the following tenets which are supported by the community:

1. List participant information is never given or sold to vendors.
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3. The Listserv itself maintains local autonomy (self-rule.)

Conclusion

By implementing moderated community Listservs, we aim to restore two vibrant and useful local resources. With a dedicated team of moderators and clear community guidelines, we believe we can ensure continuation of these positive and engaging platforms for communication and discussion.

References

1. <https://www.pewresearch.org/internet/2014/03/11/world-wide-web-timeline/>
2. <https://www.britannica.com/topic/social-media>
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Appendices (in accompanying zip folder)

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New Moderated Announce and Discussion Listservs for Mendocino Community Network (MCN)

A Proposal

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Announce List Acceptable Use Policy

Updated January 24, 2024

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1. Policy Origin

Policies in this document were selected by majority vote of list members from a survey publicized in early January 2024 to the Mendocino Community Network (MCN) Announce and Discussion Lists. Community choice guidelines were combined with administrative and technical requirements present in the original MCN Announce Listserv Terms of Service as MCN will continue to act as host providing the Listserv web interface and escalation tech support for Listserv administration and the mail gateway.

2. List Ownership

The Mendocino Unified School District (MUSD) has transferred ownership of the Mendocino Community Network (MCN) Announce and Discussion lists to the Mendocino Listserv Group (MLG), (or a subsequent name to be determined later), as of _____ and is no longer affiliated with the lists hosted by MCN.

3. List Purpose

The Announce List is for announcements relevant to Mendocino County list participants.

4. Suggested Content for This List

- * Emergency and Situation Updates: We encourage all first responders/emergency agencies to use this list to post information of concern to the public
- * Road closure information and hazard reports
- * For Sale Items
- * Free Items available
- * ISO (In search of) items and services sought
- * Brief lost and found announcements are encouraged
- * Events: We suggest only listing the specifics of events
- * Wildlife Reports: We also encourage posting of safety information such as mountain lion and bear sightings

5. Who May Post

To submit to this list you must be a human member in good standing of the list and not have an email address on either the MCN Announce or Discussion lists which is suspended.

6. Automated Posts

In general no automated posts are permitted. There may be a few important exceptions: For example, automated emergency tidal local wave alerts might at some time be desired and permitted. Any automated system used to post to the list requires pre-approval of moderators and also a majority vote by current list members. All automated systems approved shall be announced and clearly marked in each communication as an automated post. Any automated posting system will be active for a period of no more than 1-year if passed by the moderation team and list majority

vote and will require annual re-approval. AI scripts or chat bots posing as human users are not permitted and are grounds for suspension.

7. List Moderation

A team of moderators for the list owners (MLG) may limit membership of those who have violated the terms herein. MCN, the Listserv host, will itself make no effort to limit nor to remove limits of members of these two lists.

MLG may use various information to identify list members to ensure that the terms of use are enforced. MCN staff will continue to make no effort to identify list members beyond the information provided during the list subscription process.

8. Specific Prohibitions

Per a community vote conducted in January 2024, the following activities are explicitly not permitted on the MCN Announce list:

- Direct threats, including of lawsuits and violence
- Bots, including AI human impersonators
- Doxing: revealing another's personal information such as birthdate, address
- All illegal activities

- Insults, public ridicule
- Excessive posting, spamming
- Public verbal brawling
- Accusation of specific person with a crime with no police report

- Indirect threats
- Flagging other's posts for violations frivolously

If flagged by any list member and verified by moderators as a violation, repeated or sufficiently concerning content of this type will result in user suspension.

9. Defamation and libel

In exchanges on the Listserv and when referring to others, avoid personal attacks and characterizations that question a person's motives or qualifications. Sometimes a robust debate about ideas spills over into attacks on proponents or opponents of the ideas. List members are reminded that a false statement which harms someone's reputation can be actionable as libel. There is a substantial difference between disagreeing with someone about research and accusing the person of fraud or incompetence. Because negative statements that impugn someone's reputation can cause substantial economic and emotional harm, keep criticism objective and factually verifiable while skipping personal commentary about character, competence or motives to minimize legal risk.

10. Content Responsibility

Because no posts will be pre-filtered, the previous Terms of Service still apply: All postings to or items linked from the MCN Announce List, are the sole responsibility of the person from whom such content originated. More specifically, posters are entirely responsible for each individual item ("Item") of content that they post to the Announce List.

Moderation of users is done after postings have already been made. Neither MCN nor the new list managers (MLG) control, or are responsible for content made available through the Announce List. By using the Announce List, you accept that you may occasionally be exposed to content that is offensive, indecent, inaccurate, misleading, or otherwise objectionable.

9. Moderation Team

Moderation of users for compliance with this Acceptable Use Policy is done by the Mendocino Listserv Group (MLG) Moderation Team exclusively. The employees of the Mendocino Community Network (MCN) will at no time moderate the content of the Announce list. Requests by authorities for MCN to moderate content on the List will be directed to MLG which is solely responsible for moderation of this private list.

10. Moderation Process

To flag a post as violating this acceptable use policy, forward it from an email address which is signed up on this list to mcnadmin@protonmail.com. The moderation team will make a determination and will publish the result of that determination to the list unless user safety concerns preclude doing so. Warnings will be issued to offenders where possible, and suspensions will be progressively longer based on repeat offenses.

To be reinstated on one of the new lists after a suspension, the poster may be required to demonstrate to the moderation team that they are (still) a human being, and that they have not been replaced by an AI bot.

11. Support of Free Speech

The Mendocino Listserv Group (MLG) Moderation Team will resist to the furthest extent possible all requests or demands to censor users who are otherwise posting within these guidelines. This includes resisting any and all future state or federal regulations or legal orders that seek to censor speech based on designations of “fake news” or “disinformation.”

12. Compromise Beacon

Because the US Patriot Act and other laws can make it a Federal crime punishable by imprisonment to publicize Federal attempts to censor content or to investigate users, Mendocino Listserv Group (MLG) is here publishing from day one beacons which indicate no attempts as yet by local, state, federal or multi-national authorities to a.) Contact MLG volunteers or workers in any way, b.) Suggest courses of action, c.) Threaten or coerce any member of MLGMT, d.) Request or demand information to investigate one or more list users, e.) “shadow-ban” or secretly moderate user posts, f.) prohibit individual users from posting, g.) prohibit certain information by key words or phrases from being posted to these lists.

If you see the complete beacon “a b c d e f g” below still on the web site hosting these terms, it indicates there has been no compromises to date. In the event of compromise, the appropriate letter(s) will be removed from the beacon here:

Compromise Beacon: a b d c e f g Date: 1/24/2024

13. Posting Limits / Message Length / Links

There is no explicit limit on the number of announcements you may post, but we suggest that you do not excessively repeat announcements. Be brief and to the point. Use URL links to website material to give readers more information.

14. Business Postings

Businesses or organizations posting to the announcements list must have an office in or an employee living in Mendocino County. The list is primarily for individuals and we suggest that businesses use it sparingly and only for special items. We suggest that Business postings be posted by the actual business.

15. Message Replies

Replies to items posted to the Announce List will go to the person who sent the email to the list (and not to the entire list) by default. Also, messages to this list must be sent only to this list. Messages sent to multiple recipients including this list or using the blind carbon copy (bcc) will be rejected by the server. If you post to both the Announce and Discussion lists at the same time, your message will reach neither list for this reason.

16. Copyright

Referring to an article or news item with a brief quote and offering a link to legitimate online published content is permissible; list members should not post a full-text version of any published material to the list without permission of the author or publisher.

17. Message Size

Messages greater than 60kb in size will be rejected by the server and will not reach the list.

18. Message Format

Limited HTML formatting is allowed in messages. Keep in mind that formatting increases the size of your message

19. Emergency Intervention

MCN staff will only intervene to make changes in list membership with MLG approval, or where this is not possible, with same day notice of MLG of any user action taken in the event of technical abuse of the system, such as spam flooding by automated systems, to stop autoresponders from posting to the list, or other circumstances which threaten the viability of the service for all list members.

20. Dispute Resolution

The list manager, Mendocino List Group (MLG), is not responsible for adjudicating disagreements between users, with the narrow exception that MLG will make determinations where there are alleged violations of this Acceptable Use Policy.

The host, Mendocino Community Network (MCN), is not responsible for adjudicating disagreements or addressing concerns about posts on the lists, possible future postings to the list, or the behavior of list members-- either on or off the list. List members must resolve conflicts directly with other list members or where necessary engage law enforcement or legal counsel to resolve issues resulting from list posts.

21. Retained Information

The Mendocino Community Network logs a minimal amount of information regarding the Announce list. Information in the logs includes standard information contained in e-mail headers when messages are sent to the Listserv by a member's e-mail server. The logs also contain the list of members who receive a particular list message. The logs are kept for the sole purpose of resolving technical issues with the Listserv. All logs are discarded approximately within two weeks after the posting was made.

The Mendocino Listserv Moderation Group logs the minimum amount of information required to moderate based on this acceptable use policy. This information includes email address, moderation requests and dates, notes on actions taken. In order to verify the sender is human and not a bot. User phone number may at times be collected for contact to validate that a list member is human and to resolve issues around moderation and re-instatement of accounts.

22. Disclaimer

The Mendocino Community Network (MCN) hosts the private MCN Announce list which the Mendocino Listserv Group (MLG) manages as a service to Mendocino County. Neither MCN nor MLG is responsible for the information posted on this site by others. MCN and MLG disclaim all warranties with regard to information posted on this site, whether posted by MCN, MLG or any third party; this disclaimer includes all implied warranties of merchantability and fitness. "For Sale" items or any other items, and inclusion of an item does not constitute the endorsement of any item presented on this list. The information presented is provided by MCN "as is" and without warranty of any kind, expressed or implied, including (but not limited to) any implied warranties of merchantability, fitness for any particular purpose, or non-infringement. In no event shall MCN (the host) or MLG (the list manager) be liable for any

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Discussion List Acceptable Use Policy

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1. Policy Origin

Policies in this document were selected by majority vote of list members from a survey publicized in January 2024 to the Mendocino Community Network (MCN) Announce and Discussion Lists. Community choice guidelines were combined with administrative and technical requirements present in the original MCN Discussion Listserv Terms of Service because MCN will continue to host the Listserv web interface and to provide escalation technical support for the Listserv software, server and network maintenance and mail gateway administration.

2. List Ownership

The Mendocino Unified School District (MUSD) has transferred ownership of the Mendocino Community Network (MCN) Announce and Discussion lists to the Mendocino Listserv Group (MLG), (or a subsequent name to be determined later), as of _____ and is no longer affiliated with the lists hosted by MCN.

3. List Purpose

The Discussion List is for discussions as exchanges of ideas and information on topics relevant to list participants.

4. Who May Post

To submit to this list you must be a human member in good standing of the list and not have an email address on either the MCN Announce or Discussion lists which is suspended.

5. Automated Posts

In general no automated posts are permitted. Any automated system used to post to the list requires pre-approval of moderators and also a majority vote by current list members. All automated systems approved shall be announced and clearly marked in each communication as an automated post. Any automated posting system will be active for a period of no more than 1-year if passed by the moderation team and list majority vote and will require annual re-approval. AI scripts or chat bots posing as human users are not permitted and are grounds for suspension.

6. List Moderation

A team of moderators for the list owners, MLG, may limit membership of those who have violated the terms herein. MCN, the Listserv host, will itself make no effort to limit nor to remove limits of members of these two lists.

MLG may use various information to identify list members to ensure that these terms of use are enforced. MCN the host, and its staff will continue to make no effort to identify list members beyond the information provided during the list subscription process.

7. Specific Prohibitions

Per a community vote conducted in January 2024, the following activities are explicitly not permitted on the MCN Discussion list:

- Direct threats, including of lawsuits and violence
- Bots, including AI human impersonators
- Doxing: revealing another's personal information such as birthdate, address
- All illegal activities

- Insults, public ridicule
- Excessive posting, spamming
- Public verbal brawling
- Accusation of specific person with a crime with no police report

- Indirect threats
- Flagging other's posts for violations frivolously

If flagged by any list member and verified by moderators as a violation, repeated or sufficiently concerning content of this type will result in user suspension.

9. Defamation and libel

In exchanges on the listserv and when referring to others, avoid personal attacks and characterizations that question a person's motives or qualifications. Sometimes a robust debate about ideas spills over into attacks on proponents or opponents of the ideas. List members are reminded that a false statement which harms someone's reputation can be actionable as libel. There is a substantial difference between disagreeing with someone about research and accusing the person of fraud or incompetence. Because negative statements that impugn someone's reputation can cause substantial economic and emotional harm, keep criticism objective and factually verifiable while skipping personal commentary about character, competence or motives to minimize legal risk.

10. Content Responsibility

Because no posts will be pre-filtered, the previous Terms of Service still apply: All postings to or items linked from the MCN Discussion List, are the sole responsibility of the person from whom such content originated. More specifically, posters are entirely responsible for each individual item ("Item") of content that they post to the Discussion List.

Moderation of users is done after postings have already been made. Neither MCN nor the new list managers (MLG) control, or are responsible for content made available through the Discussion List. By using the Discussion List, you accept that you may occasionally be exposed to content that is offensive, indecent, inaccurate, misleading, or otherwise objectionable.

9. Moderation Team

Moderation of users for compliance with this Acceptable Use Policy is done by the Mendocino Listserv Group (MLG) Moderation Team exclusively. The employees of the Mendocino Community Network (MCN) will at no time moderate the content of the Discussion list. Requests by authorities for MCN to moderate content on the List will be directed to MLG which is solely responsible for moderation of this private list.

10. Moderation Process

To flag a post as violating this acceptable use policy, forward it from an email address which is signed up on this list to mcnadmin@protonmail.com. When possible, indicate the AUP item(s) you believe the post violated. The moderation team will make a determination and will publish the result of that determination to the list unless user safety concerns preclude doing so. Warnings will be issued to offenders where possible, and suspensions will be progressively longer based on repeat offenses.

To be reinstated on one of the new lists after a suspension, the poster may be required to demonstrate to the moderation team that they are (still) a human being, and that they have not been replaced by an AI bot.

11. Support of Free Speech

The Mendocino Listserv Group (MLG) Moderation Team will resist to the furthest extent possible all requests or demands to censor users who are otherwise posting within these guidelines. This includes resisting any and all future state or federal regulations or legal orders that seek to censor speech based on designations of “fake news” or “disinformation.”

12. Compromise Beacon

Because the US Patriot Act and other laws can make it a Federal crime punishable by imprisonment to publicize Federal attempts to censor content or to investigate users, Mendocino Listserv Group (MLG) is here publishing from day one beacons which indicate no

attempts as yet by local, state, federal or multi-national authorities to a.) Contact MLGMT volunteers or workers in any way, b.) Suggest courses of action, c.) Threaten or coerce any member of MLGMT, d.) Request or demand information to investigate one or more list users, e.) “shadow-ban” or secretly moderate user posts, f.) prohibit individual users from posting, g.) prohibit certain information by key words or phrases from being posted to these lists.

If you see the complete beacon “a b c d e f g” below still on the web site hosting these terms, it indicates there has been no compromises to date. In the event of compromise, the appropriate letter(s) will be removed from the beacon here:

Compromise Beacon: a b d c e f g Date: 1/24/2024

13. Business Postings

Businesses or organizations posting to the discussion list must have an office in or an employee living in Mendocino County. The list is primarily for individuals and we suggest that businesses use it sparingly. We suggest that Business postings be posted by the actual business.

14. Message Replies

Replies to items posted to the Discussion List will go to back to the list (and not to the sender only) by default. This is to facilitate group discussion. Also, messages to this list must be sent only to this list. Messages sent to multiple recipients including this list or using the blind carbon copy (bcc) will be rejected by the server. If you post to both the Announce and Discussion lists at the same time, your message will reach neither list for this reason.

15. Copyright

Referring to an article or news item with a brief quote and offering a link to legitimate online published content is permissible; list members should not post a full-text version of any published material to the list without permission of the author or publisher.

16. Message Size

Messages greater than 200 kilobytes in size will be rejected by the server and will not reach the list.

17. Message Format

Limited HTML formatting is allowed in messages. Keep in mind that formatting increases the size of your message

18. Emergency Intervention

MCN staff will only intervene to make changes in list membership with MLG approval, or where this is not possible, with same day notice of MLG of any user action taken in the event of technical abuse of the system, such as spam flooding by automated systems, to stop autoresponders from posting to the list, or other circumstances which threaten the viability of the service for all list members.

19. Dispute Resolution

The list manager, Mendocino List Group (MLG), is not responsible for adjudicating disagreements between users, with the narrow exception that MLG will make determinations where there are alleged violations of this Acceptable Use Policy.

The host, Mendocino Community Network (MCN), is not responsible for adjudicating disagreements or addressing concerns about posts on the lists, possible future postings to the list, or the behavior of list members-- either on or off the list. List members must resolve conflicts directly with other list members or where necessary engage law enforcement or legal counsel to resolve issues resulting from list posts.

20. Retained Information

The Mendocino Community Network logs a minimal amount of information regarding the Discussion list. Information in the logs includes standard information contained in e-mail headers when messages are sent to the listserv by a members e-mail server. The logs also contain the list of members who receive a particular list message. The logs are kept for the sole purpose of resolving technical issues with the listserv. All logs are discarded approximately within two weeks after the posting was made.

The Mendocino Listserv Moderation Group logs the minimum amount of information required to moderate users based on this acceptable use policy. This information includes email address,

moderation requests and dates, and notes on actions taken. In order to verify the sender is human and not a bot, user phone number may at times be collected for contact to validate that a list member is human and to resolve issues around moderation and re-instatement of accounts. If an in-person meeting with a list user for the purpose of validation of an account is required, notes may be taken by a moderator at that meeting to share with other moderators.

212. Disclaimer

The Mendocino Community Network (MCN) hosts the private MCN Discussion list which the Mendocino Listserv Group (MLG) manages as a service to Mendocino County. Neither MCN nor MLG is responsible for the information posted on this site by others. MCN and MLG disclaim all warranties with regard to information posted on this site, whether posted by MCN, MLG or any third party; this disclaimer includes all implied warranties of merchantability and fitness. "For Sale" items or any other items, and inclusion of an item does not constitute the endorsement of any item presented on this list. The information presented is provided by MCN "as is" and without warranty of any kind, expressed or implied, including (but not limited to) any implied warranties of merchantability, fitness for any particular purpose, or non-infringement. In no event shall MCN (the host) or MLG (the list manager) be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted on the lists



Mendocino Listserv Survey

Introduction

We are a group of Listserv lovers who are trying to figure out the best way to move forward with the Mendocino Community Network's Announce and Discussion lists.

We feel the listserv lists are a very rare commodity resource- a social media entity not owned and controlled by outside entities. We would like your help completing a survey about what the listserv lists should be. The Mendocino Unified School District will award the listserv management to a person or group based on proposals. The school district, which pioneered the listservs when the Internet was a new thing to most people, was repeatedly threatened with legal action if they did not do something about the misbehavior of a handful of users.

The listserv management change will not involve any other assets or services of

MCN and can continue to be on the MCN server. Our intent is to find how to keep these two listservs truly Mendo in all ways, to protect free speech and to address the concerns of the school district and make the listservs somewhere where people can say what they think and feel safe. As part of protecting free speech, our group will not pre-filter posts and will not moderate posts for truthfulness or lack thereof (e.g. there will be no fact checking, judging or removing of “fake news.”)

That said, there has been repeated and excessive abusive behavior on the lists that many people feel needs to be moderated in some way. Our group's preference is for no message pre-filtering, but instead, for having a team of moderators handle flagged requests after the fact. All users will see the new terms, which you will help us create by voting below. If a violation of terms occurs, moderators would have the option to warn the violating user, notify the list, suspend the user, or to ban the user as appropriate.

We aim to be as transparent as possible in that process, and are hopeful that once clear terms and conditions are in place, the problems will decrease significantly. Flagging could be done by any person on the list by forwarding a claimed violating post to a designated moderator email address. Our group is interested in having this style of very lightly moderated listservs but we are asking a broad range of questions so we can know what everyone wants before getting started. Therefore, our questions are global and we want ALL input, even if we are not inclined towards un-moderated.

Please take a few minutes to answer this 14 question survey before January 18th, 2024 when it will be closed and reviewed, with the true results published, including comments, minus any identifying information.

We hope to get some new ideas from you!

Q.1

Which moderation style for the Announce List do you prefer?

Pre-filtering. Content must be pre-approved before it is posted publicly

- No pre-filtering, but warning or suspension of users who violate the published terms and conditions
- No moderation whatsoever

Q.2

Which moderation style for the Discussion List do you prefer?

- Pre-filtering. Content must be pre-approved before it is posted publicly
- No pre-filtering, but warning or suspension of users who violate the published terms and conditions
- No moderation whatsoever

Q.3

Single Mod View: Moderation (e.g. user removal) should be done by a single person *

** Based on a published Acceptable Use Policy*

- Agree
- Possibly
- Undecided
- Unlikely
- Disagree

Q.4

Group Mod: Moderation (e.g. user removal) should be done by a group *

** Based on a published Acceptable Use Policy*

- Agree
- Possibly
- Undecided
- Unlikely
- Disagree

Q.5

No Mod: Lists should not be moderated for content and no one should be removed

An honor system to follow an Acceptable Use Policy with no enforcement.

- Agree
- Possibly
- Undecided
- Unlikely
- Disagree

Q.6

Which of the following should be prohibited on the Announce list?

Click each item you believe should be prohibited on the announce list

- Direct threats (of lawsuits, violence, etc.)
- Indirect threats
- Insults, public ridicule
- Excessive posting, spamming
- Warnings about bad service by a business
- Political statements
- Public verbal brawling
- Revealing another's private data (birthdate, address, etc.)
- Posts by non-locals to influence the community
- Bots, including AI human impersonators
- Fake posts (e.g. pretending to sell items)
- Flagging other's posts for violations frivolously
- Accusation of specific person with crime with no police report
- Any posts that chase others away from the list
- All illegal activities

Q.7

Which of the following should be prohibited on the Discussion list?

Click each item you believe should be prohibited on the discussion list.

- Direct threats (of lawsuits, violence, etc.)

- Indirect threats
- Insults, public ridicule
- Excessive posting, spamming
- Warnings about bad service by a business
- Public verbal brawling
- Revealing another's private data (birth date, address, etc.)
- Posts by non-locals to influence the community
- Bots, including AI human impersonators
- Fake posts (e.g. pretending to sell items)
- Flagging other's posts for violations frivolously
- Accusation of specific person with crime with no police report
- Any posts that chase others away from the list
- All illegal activities

Q.8

What qualifications should we prioritize for moderators to have?

- Fairness and objectivity
- Past experience as a moderator
- Experience in psychology or as clergy member
- Experience in law enforcement, as a lawyer or as a judge
- At least two to five years on the lists to be moderated
- Experience as a manager of people

- Ability to work with a team to reach decisions
- Open-mindedness
- A "thick skin"
- Ability to understand subtleties and nuance

Q.9

Who should be eligible to participate on the lists?

- People who live in Mendocino County only
- People who can demonstrate a strong tie (home owner, local business, etc.) to Mendocino County
- All people over the age of 18 years
- All people
- Not just the above choices, people but bots (which may include automated spammers) too

Q.10

Which of the existing List values should be maintained?

- List participant information is never given to or sold to vendors
- List participant information is never shared beyond MCN and the list managers
- Listserv itself maintains local autonomy (self-rule)

Q.11

Which terms of service should be on an Acceptable Use Policy? * *

*Click each item here (at least one) which you feel should be included. * Options here include feedback, plus the original MCN terms at <https://mcn.org/support/Listserv/atos/>*

- Announce List is for announcements relevant to Mendocino County list participants
- Be brief and to the point
- Use links to website material to tell readers more information
- To submit to this list you must be a member of the list
- Moderators may limit membership of those who have violated the terms
- Messages need to be less than 60kb in size
- Limited HTML formatting is allowed in messages
- Replies will go to the sender of the list by default
- Messages sent to multiple recipients including the list or using the blind carbon copy (bcc) will be rejected by the server
- There is no limit on announcements but we suggest that you do not excessively repeat announcements
- Businesses or organizations posting to the announcements list must have an office in or an employee living in Mendocino County
- The Mendocino Community Network logs a minimal amount of information regarding the lists
- Neither MCN/MUSD nor the new list managers are responsible for content made available through the lists

- With no pre-screening, and with moderation of users after offensive posts, you may be exposed to content that is offensive, indecent, inaccurate, misleading, or otherwise objectionable
- In no event shall MCN (the host) or the new list managers be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted on the lists
- There should be no Acceptable User Terms whatsoever

Q.12

Your Additional Comments (optional)

300 words or less

Q.13

Extras

- Get Updates - Check this box if you would like updates from our group on details as we make progress

- Umbrella - Our group is seeking an aligned umbrella organization or company that would allow us to operate under our founding charter (under development). Please check this box if you have information on a local organization with an interest in preserving the community Listservs while we do the work.
- Moderators - Please check this box if you are interested in volunteering as a moderator in the future.
- Other - Please check this box if you have an interest in helping in another way.

Q.14

Enter your email address which is subscribed to one of the two lists *

** Required to verify that those voting are on one of the current listserv lists and to contact you if you have checked a box above. Email here will not be otherwise used, shared or sold.*

Submit only one survey per person please.

Questions may be sent to: mcnsurvey@proton.me

Your Email

FINISH SURVEY

Discussion Listserv Terms of Service

1. Purpose:

The Mendocino Community Network (MCN) Discussion List is an open, unmoderated list intended for the discussion of items relevant to the residents of Mendocino County as determined by the list membership. By using the MCN Discussion list in any way you are agreeing to comply with these Terms of Service.

2. Effective Date:

These Terms of Service are effective as of their approval by the Mendocino Unified Board of Trustees as of February 17th, 2011.

3. Changes to these Terms of Service:

Changes will only be made to these Terms of Service by the action of a majority of the trustees of the Mendocino Unified School District.

4. List Content:

The employees of the Mendocino Community Network (MCN) or The Mendocino Unified School District (MUSD) will at no time moderate the content of the list unless compelled to do so by state and federal regulations or legal order. All postings to or items linked from the MCN Discussion List, are the sole responsibility of the person from whom such content originated. More specifically, posters are entirely responsible for each individual item ("Item") of content that they post to the Discussion List. MCN/MUSD does not control, and is not responsible for content made available through the Discussion List, and by using the Discussion List, you may be exposed to content that is offensive, indecent, inaccurate, misleading, or otherwise objectionable.

5. List Membership:

MCN/MUSD staff will make no effort to limit membership on the list. MCN/MUSD staff will make no effort to identify list members beyond the information provided during the list subscription process.

6. Emergency Intervention:

MCN/MUSD staff may only intervene to make changes in list membership in the event of technical abuse of the system, such as spam flooding by automated systems, to stop autoresponders from posting to the list, or other circumstances which threaten the viability of the service for all list members.

7. Dispute Resolution:

The staff of the Mendocino Community Network and the Mendocino Unified School District are not responsible for adjudicating disagreements or addressing concerns about posts on the lists, possible future postings to the list, or the behavior of list members--either on or off the list. List members must resolve conflicts directly with other list members or where necessary engage law enforcement or legal counsel to resolve issues resulting from list posts.

8. Disclaimer:

NEED MORE HELP?

Similar Topics

[How do I manage my private Listserv?](#)

[How do I subscribe to a List?](#)

[How do I unsubscribe from a List?](#)

[What are the MCN Lists?](#)

[Announce Listserv Terms of Service](#)

The Mendocino Unified School District (MUSD) through The Mendocino Community Network (MCN) provides the MCN Discussion list as a service to Mendocino County. MCN/MUSD is not responsible for the information posted on this site by others. MCN/MUSD disclaims all warranties with regard to information posted on this site, whether posted by MCN/MUSD or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall MCN/MUSD be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted on this site. MCN/MUSD has not evaluated the suitability of the information provided with "For Sale" items, and inclusion of an item does not constitute the endorsement of any item presented on this page. The information presented is provided by MCN/MUSD "as is" and without warranty of any kind, express or implied, including (but not limited to) any implied warranties of merchantability, fitness for any particular purpose, or non-infringement.

9. Retained Information:

The Mendocino Community Network logs a minimal amount of information regarding the discussion list. Information in the logs includes standard information contained in e-mail headers when messages are sent to the listserv by a members e-mail server. The logs also contain the list of members who receive a particular list message. The logs are kept for the sole purpose of resolving technical issues with the listserv. All logs are discarded approximately within two weeks after the posting was made.

10. Attachments:

No attachments or embedded graphics (including stationery or fancy signatures) are allowed (in consideration of virus dangers and slower connections). Instead including a link to a web page where the information could be viewed is the preferred solution.

11. List Subscription Requirement for Posting:

In order to submit items to this list you must be a member of this list.

12. Message Format:

Limited HTML formatting is allowed in messages. Keep in mind that formatting increases the size of your message.

13. Maximum Size:

Maximum size for list images is 200 kilobytes in deference to dialup users of the list.

14. Message Replies:

Replies will return to the list.

15. Limits on Postings:

There is no limit on posting.

Was this article helpful?



Announce Listserv Terms of Service

Updated October 20, 2014

1. List Purpose

This suggested use of this listserv is for for announcements regarding physical events that happen at a specific location in Mendocino County.

2. Message Length:

We suggest that list messages be brief and to the point. The suggested use of this list is to announce things rather than to express a viewpoint or go into detail. We encourage the use of links to website material as a way to tell readers you have more information.

3. List Subscription Requirement for Posting:

In order to submit items to this list you must be a member of this list.

4. List Membership:

MCN will make no effort to limit membership on the list. MCN staff will make no effort to identify list members beyond the information provided during the list subscription process.

5. Message Size:

Messages need to be less than 60kb in size

6. Message Format:

Limited HTML formatting is allowed in messages. Keep in mind that formatting increases the size of your message

7. Message Replies::

Replies will go to the sender of the list by default. Also, messages to this list must be sent only to this list. Messages sent to multiple recipients including this list or using the blind carbon copy (bcc) will be rejected by the server.

8. Limits on Announcement::

There is no limit on announcements but we suggest that you do not excessively repeat announcements.

9. Suggested Content for This List :

- For Sale Items
- Events

We suggest only listing the specifics of events.

- First Responders/Public Safety Information/Lost and Found

We encourage all first responders/emergency agencies to use this list to post information of concern to the public. We also encourage posting of safety information such as mountain lion sightings and road closure information. Brief lost and found announcements are encouraged.

- Public Meetings

NEED MORE HELP?

Similar Topics

[How do I manage my private Listserv?](#)

[How do I subscribe to a List?](#)

[How do I unsubscribe from a List?](#)

[What are the MCN Lists?](#)

[Discussion Listserv Terms of Service](#)

We encourage public agencies and individuals to publish notices of public meetings. However, we suggest such notices stay to the specifics of the meeting time and location and should not include detailed agendas but should rather include a link to the agenda on your website.

- Donation Requests
- Radio/Television Shows and Schedules
- Lost and Found

10. Business/Organization Announcements:

We suggest that only businesses and organizations with a physical presence in Mendocino County post announcements to this list. The suggested use of this list is primarily for individuals so we suggest that businesses use it sparingly and only for special items. We suggest that Business postings be posted by the actual business.

11. Emergency Intervention:

MCN staff will only intervene to make changes in list membership in the event of technical abuse of the system, such as spam flooding by automated systems, to stop autoresponders from posting to the list, or other circumstances which threaten the viability of the service for all list members.

12. Dispute Resolution:

The staff of the Mendocino Community Network and the Mendocino Unified School District are not responsible for adjudicating disagreements or addressing concerns about posts on the lists, possible future postings to the list, or the behavior of list members-- either on or off the list. List members must resolve conflicts directly with other list members or where necessary engage law enforcement or legal counsel to resolve issues resulting from list posts.

13. Retained Information:

The Mendocino Community Network logs a minimal amount of information regarding the Announce list. Information in the logs includes standard information contained in e-mail headers when messages are sent to the listserv by a members e-mail server. The logs also contain the list of members who receive a particular list message. The logs are kept for the sole purpose of resolving technical issues with the listserv. All logs are discarded approximately within two weeks after the posting was made.

14. List Moderation:

The employees of the Mendocino Community Network (MCN) or The Mendocino Unified School District (MUSD) will at no time moderate the content of the Announce list unless compelled to do so by state and federal regulations or legal order. All postings to or items linked from the MCN Announce List, are the sole responsibility of the person from whom such content originated. More specifically, posters are entirely responsible for each individual item ("Item") of content that they post to the Announce List. MCN/MUSD does not control, and is not responsible for content made available through the Announce List, and by using the Announce List, you may be exposed to content that is offensive, indecent, inaccurate, misleading, or otherwise objectionable.

15. Disclaimer:

The Mendocino Community Network(MCN) provides the MCN Announce list as a service to Mendocino County. MCN is not responsible for the information posted on this site by others. MCN disclaims all warranties with regard to information posted on this site, whether posted by MCN or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall MCN be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted on this site. MCN has not evaluated the suitability of the information provided with

"For Sale" items or any other items, and inclusion of an item does not constitute the endorsement of any item presented on this list. The information presented is provided by MCN "as is" and without warranty of any kind, expressed or implied, including (but not limited to) any implied warranties of merchantability, fitness for any particular purpose, or non-infringement.

Was this article helpful?

History of the MCN's Announce and Discussion Listservs

The original Listserv software, the Bitnic Listserv was released in 1986.[1] A Listserv, unlike a mailing list, is a two-way communication tool that allows for email-based discussion and collaboration among members.

When MCN was founded in 1994, a year after the release of the first web browser, less than 3% of American homes online had ever signed on to the World Wide Web. Social media at the time consisted of USENET newsgroups and private BBS bulletin boards. [2,3]

The MCN Listservs were an immediate, community-wide success. In this rural long stretch of California coastline, young and old alike flocked to it to connect with their near and far neighbors to discuss the issues of the day and sell, seek, and find tips for survival and items and services of necessity for flourishing during the long, foggy rains of winter and the dog days of congested tourism in summer.

The Announce and the Discussion Listservs addressed, wrangled, and resolved most issues of shared concern. There was always a moment on the Announce List when an announcement turned into a rather lengthy debate, and someone would say "Take it to the discussion List!" Off it would go.

A "flame" is a particularly nasty, personal attack on somebody for something he or she has written. Flame wars based on core disagreements were known to go on for weeks and even for years on the Usenet newsgroups which proceeded the MCN Listservs. [4]

It is unsurprising given this Internet history of online fights then, that the Discussion List turned ornery and witnessed rude public brawls. The Announce List became the haven as people took shelter in its more positive platform of connection and communication. "Take it to the Discussion List" became its mantra.

Much as flame wars spilled over to different Usenet newsgroups, it didn't take long before the Announce List also became tumultuous. This mirrored other interactions on social media around the country and the world. People began to drop away from using the lists. Newcomers to town expressed shock and dismay. People started to advise their fellow community members on how to block offending posters and messages. The original expansive connectivity became, day by day, a narrower and more treacherous path. Individual blocking became an individual fortress still permeable by ongoing flame wars. Blocking became an art form.

The number of users on the lists declined. In an already spread-out and isolated country environment people withdrew further, with hurt feelings. Some experienced a damaged sense of self and others bemoaned damaged community relationships. People began to complain to the MUSD, requesting, and then demanding moderation.

The MUSD and its community of teachers, students, old families, new residents, and passersby had come to an impasse. It was time to address the issue directly for the direct benefit of the citizens of Mendocino County. Different local groups and individuals are at the time of this writing contemplating the wisest way to stay connected, to preserve free speech and protect the safety and health of individual and the collective community.

References

1. <http://www.nic.funet.fi/index/FUNET/history/internet/en/1986.html>
2. <https://www.pewresearch.org/internet/2014/03/11/world-wide-web-timeline/>
3. <https://www.britannica.com/topic/social-media>
4. https://legacy.cs.indiana.edu/docproject/bdgtti/bdgtti_8.html

Mendocino Listserv Survey Results 2024

Survey Question

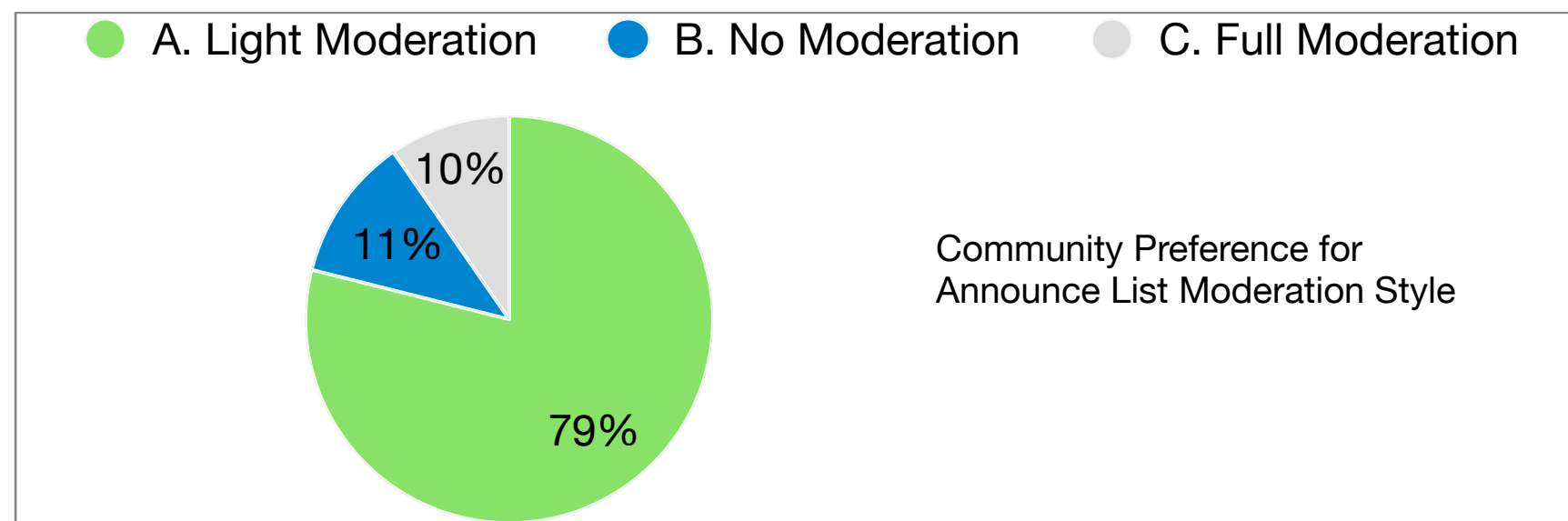
Items over 50% by vote of total votes per question are shown in green

1 Which moderation style for the Announce List do you prefer?

Answers 166 (100%) Skips 0 (0%)

- A. No pre-filtering, but warning or suspension of users who violate the published terms and conditions**
- B. No moderation whatsoever
- C. Pre-filtering. Content must be pre-approved before it is posted publicly

Count	Percent
131	78.92%
19	11.45%
16	9.64%

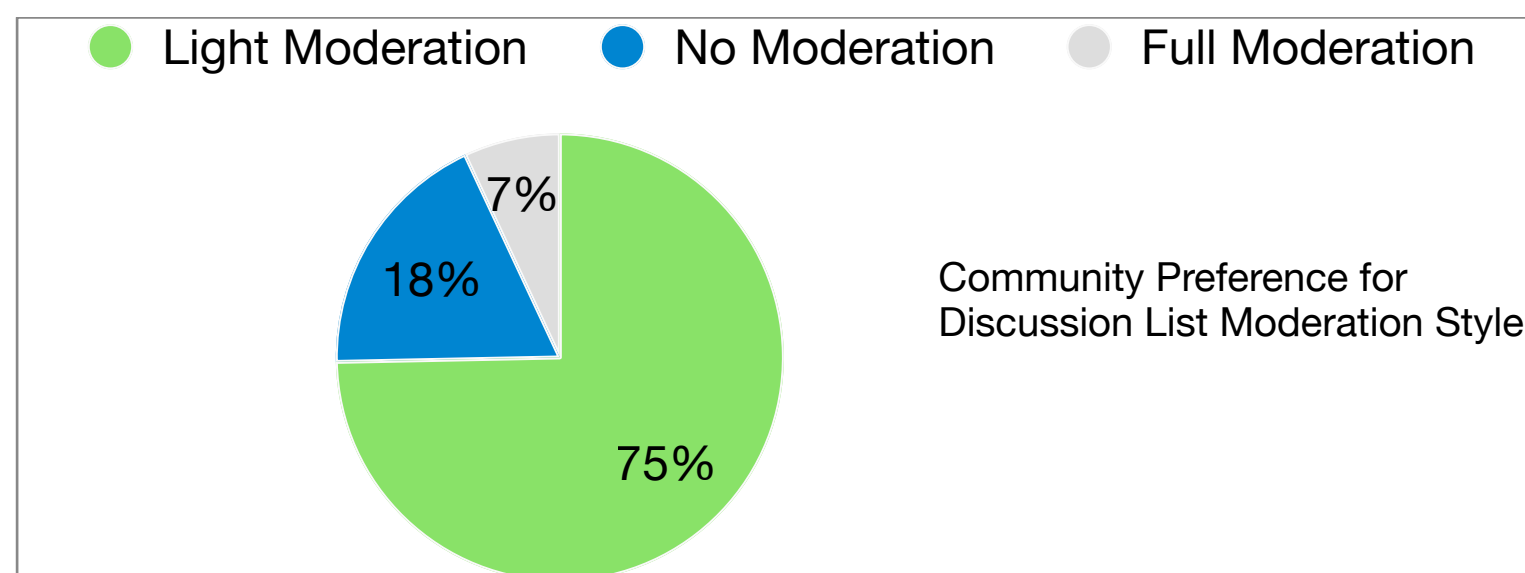


2 Which moderation style for the Discussion List do you prefer?

Answers 158 (95%) Skips 8 (5%)

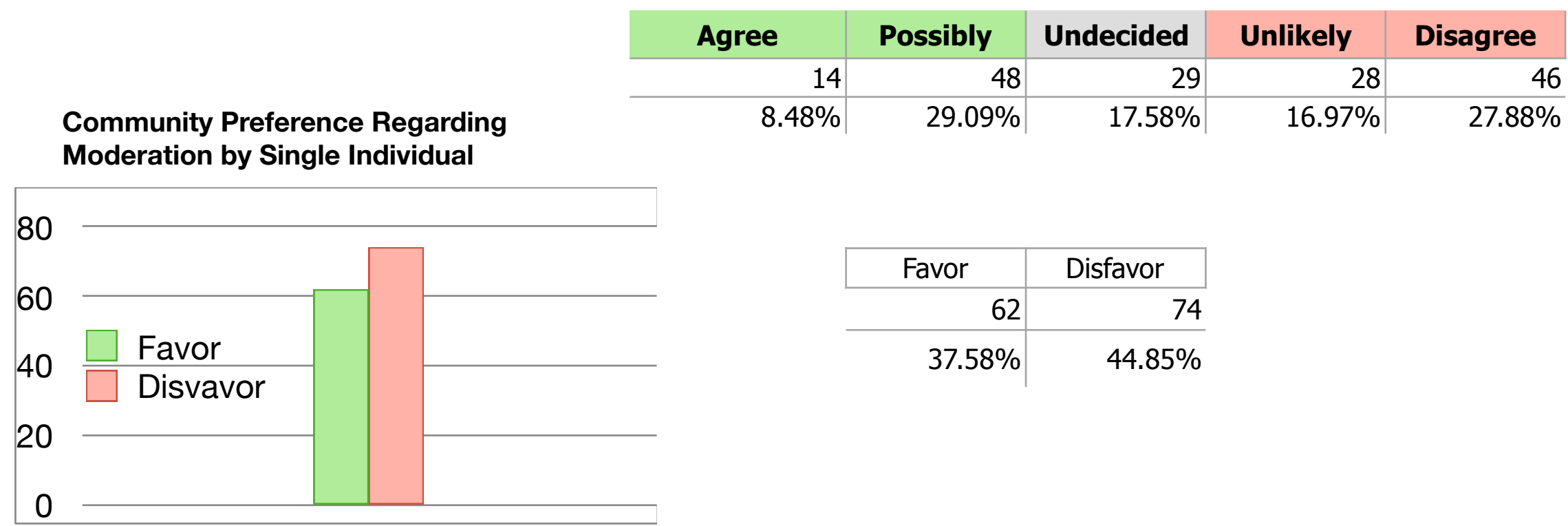
- A. No pre-filtering, but warning or suspension of users who violate the published terms and conditions**
- B. No moderation whatsoever
- C. Pre-filtering. Content must be pre-approved before it is posted publicly

Count	Percent
118	74.68%
29	18.35%
11	6.96%



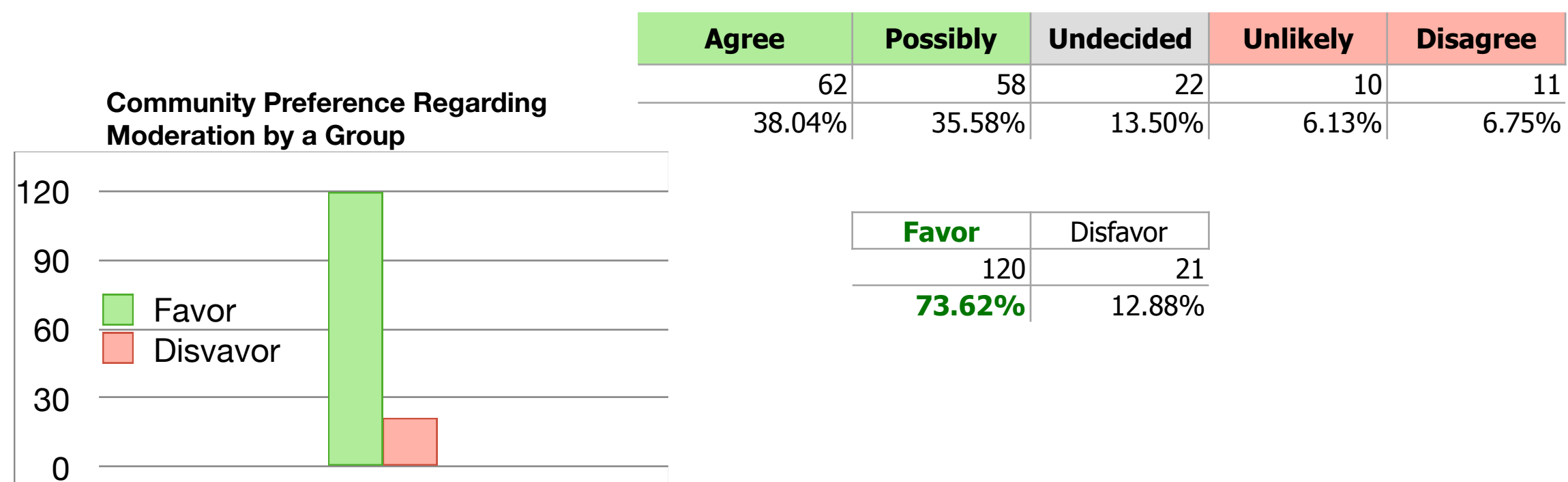
- 3 **Single Mod View:** Moderation (e.g. user removal) should be done by a single person

Answers 165 (99%) Skips 1 (1%)



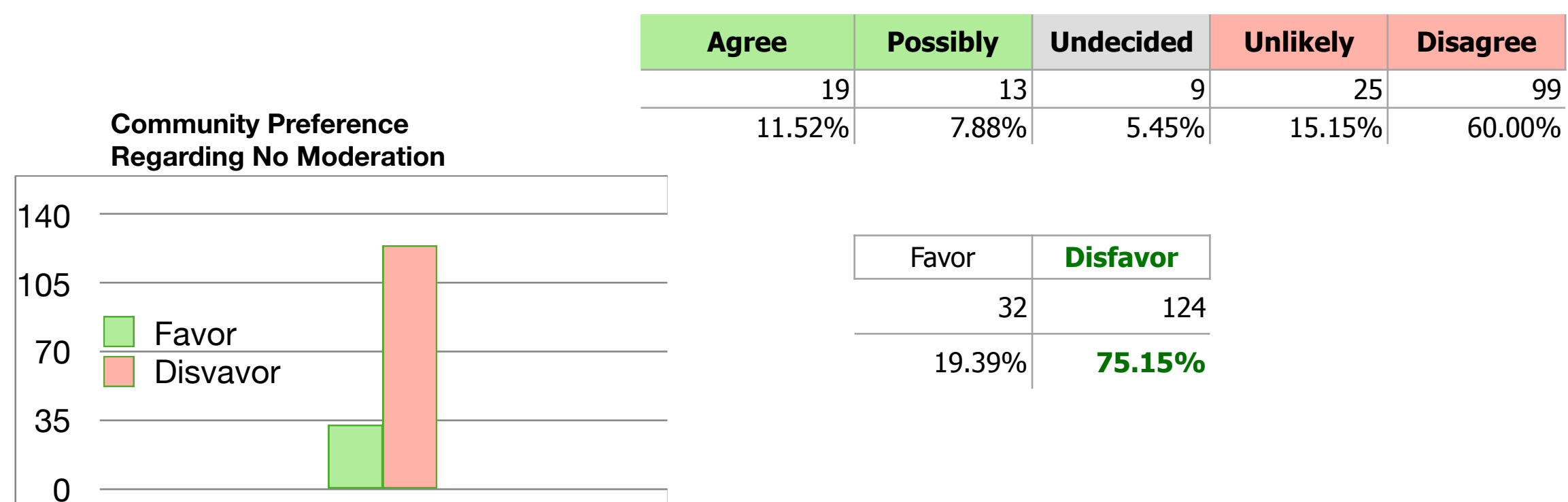
- 4 **Group Mod:** Moderation (e.g. user removal) should be done by a group

Answers 163 (98%) Skips 3 (2%)



- 5 **No Mod:** Lists should not be moderated for content and no one should be removed

Answers 165 (99%) Skips 1 (1%)



6 Which of the following should be prohibited on the Announce list?

Answers 158 (95%) Skips 8 (5%)

	Count	Percent
Direct threats (of lawsuits, violence, etc.)	150	94.94%
Bots, including AI human impersonators	149	94.30%
Revealing another's private data (birthdate, address, etc.)	144	91.14%
Fake posts (e.g. pretending to sell items)	142	89.87%
All illegal activities	127	80.38%
Insults, public ridicule	122	77.22%
Excessive posting, spamming	120	75.95%
Public verbal brawling	120	75.95%
Accusation of specific person with crime with no police report	114	72.15%
Indirect threats	111	70.25%
Flagging other's posts for violations frivolously	102	64.56%
Posts by non-locals to influence the community	79	50.00%
Any posts that chase others away from the list	63	39.87%
Political statements	46	29.11%
Warnings about bad service by a business	18	11.39%

7 Which of the following should be prohibited on the Discussion list?

Answers 139 (84%) Skips 27 (16%)

	Count	Percent
Direct threats (of lawsuits, violence, etc.)	126	90.65%
Bots, including AI human impersonators	121	87.05%
Revealing another's private data (birth date, address, etc.)	119	85.61%
Fake posts (e.g. pretending to sell items)	118	84.89%
All illegal activities	108	77.70%
Insults, public ridicule	102	73.38%
Excessive posting, spamming	95	68.35%
Accusation of specific person with crime with no police report	91	65.47%
Indirect threats	90	64.75%
Public verbal brawling	89	64.03%
Flagging other's posts for violations frivolously	83	59.71%
Posts by non-locals to influence the community	64	46.04%
Any posts that chase others away from the list	54	38.85%
Warnings about bad service by a business	19	13.67%

8 What qualifications should we prioritize for moderators to have? Answers 156 (94%) Skips 10 (6%)

	Count	Percent
Fairness and objectivity	139	89.10%
Ability to work with a team to reach decisions	122	78.21%
Open-mindedness	113	72.44%
Ability to understand subtleties and nuance	98	62.82%
At least two to five years on the lists to be moderated	65	41.67%
A "thick skin"	61	39.10%
Experience as a manager of people	38	24.36%
Past experience as a moderator	37	23.72%
Experience in psychology or as clergy member	9	5.77%
Experience in law enforcement, as a lawyer or as a judge	8	5.13%

9 Who should be eligible to participate on the lists? Answers 163 (98%) Skips 3 (2%)

	Count	Percent
People who can demonstrate a strong tie (home owner, local business, etc.) to Mendocino County	80	49.08%
People who live in Mendocino County only	77	47.24%
All people	55	33.74%
All people over the age of 18 years	27	16.56%
Not just the above choices, people but bots (which may include automated spammers) too	7	4.29%

10 Which of the existing List values should be maintained? Answers 164 (99%) Skips 2 (1%)

	Count	Percent
List participant information is never given to or sold to vendors	161	98.17%
List participant information is never shared beyond MCN and the list managers	147	89.63%
Listserv itself maintains local autonomy (self-rule)	132	80.49%

11 Which terms of service should be on an Acceptable Use Policy? Answers 166 (100%) Skips 0 (0%)

	Count	Percent
Announce List is for announcements relevant to Mendocino County list participants	148	83.15%
Moderators may limit membership of those who have violated the terms	137	76.97%
In no event shall MCN (the host) or the new list managers be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted on the lists	133	74.72%
Neither MCN/MUSD nor the new list managers are responsible for content made available through the lists	129	72.47%
To submit to this list you must be a member of the list	126	70.79%
There is no limit on announcements but we suggest that you do not excessively repeat announcements	121	67.98%
Use links to website material to tell readers more information	120	67.42%
Be brief and to the point	116	65.17%
Businesses or organizations posting to the announcements list must have an office in or an employee living in Mendocino County	105	58.99%
Replies will go to the sender of the list by default	98	55.06%
With no pre-screening, and with moderation of users after offensive posts, you may be exposed to content that is offensive, indecent, inaccurate, misleading, or otherwise objectionable	83	46.63%
Messages sent to multiple recipients including the list or using the blind carbon copy (bcc) will be rejected by the server	78	43.82%
The Mendocino Community Network logs a minimal amount of information regarding the lists	74	41.57%
Messages need to be less than 60kb in size	70	39.33%
Limited HTML formatting is allowed in messages	53	29.78%
There should be no Acceptable User Terms whatsoever	4	2.25%

12 Your Additional Comments (optional) Answers 66 (40%) Skips 100 (60%)

(See attached)

13 Extras Answers 102 (61%) Skips 64 (39%)

	Count	Percent
Get Updates - Check this box if you would like updates from our group on details as we make progress	99	97.06%
Other - Please check this box if you have an interest in helping in another way.	13	12.75%
Moderators - Please check this box if you are interested in volunteering as a moderator in the future.	11	10.78%
Umbrella - Our group is seeking an aligned umbrella organization or company that would allow us to operate under our founding charter (under development). Please check this box if you have information on a local organization with an interest in preserving the community Listservs while we do the work.	1	0.98%

**First Dedicated Internet Connection
in the Mendocino Unified School District
and
The Creation of Mendocino Community Network**

In the summer of 1993, the Mendocino Unified School District (MUSD) became home to one of the first dedicated internet connections established in a school district in the United States. MUSD was selected to pioneer this historic, technological innovation because of its decades-long commitment to equipping its teachers and schools with the training and resources to create experiential, project-based learning opportunities for all students. The district's partners in this groundbreaking endeavor were the Autodesk Foundation and the National Aeronautics and Space Administration.

MUSD's work was funded and facilitated by NASA's K-12 National Research and Education Network (NREN) Initiative.

With the internet connection in place, MUSD staff and their partners developed nationally acclaimed, internet-infused curriculum, participated in dozens of projects and partnerships related to the use of the internet in the classroom, created life-long learning opportunities for their students and the broader community, and inspired thousands of learners of all ages worldwide.

In 1994, educators in the district created the Mendocino Community Network (MCN) – which established the school district as the first internet provider for homes and businesses on the North Coast of Mendocino.

Funding for the original 56 KBPS dedicated TCP/IP Frame-Relay Circuit was provided by the High-Performance Computing Act of 1991 and was administered by NASA's NREN Educational and Technical Teams at the Ames Research Center at Moffett Field.

This plaque celebrates the tireless and dedicated efforts of the educators and students who participated in this unique endeavor; their partners at the Autodesk Foundation and NASA, and the broader community that so enthusiastically supports and utilizes MCN.

May their work inspire the audacious dreams of future educators and students of the MUSD.

*

Much Gratitude to Teacher Renne Innes: Tech entrepreneur, educator and first manager of the fledgling MCN...a cherished community resource.

Grateful recognition also to Mitch Sprague, a recent MCN Manager, for memorializing this national and local history in the form of a bronze plaque located in the Mendocino High School Computer Lab! The future stands on the past.
Thank you, Mitch, for capturing the importance of the moment!

Response Details

12 Your Additional Comments (optional) Answers 66 Skips 101
(40%) (60%)

Displaying 1-66 of 66

**Response ID,
Timestamp**

[297,353,831](#)
Saturday, Jan 13th 12:06AM

Thank you MCN for providing these great lists. A group of local moderators lightly, respectfully and fairly enforcing community chosen rules is my vote. The reason is that I hope moderation done right will long protect the lists to allow continued free sharing of ideas within the community. These lists may be a last stand against the massive consolidation of news media and the corporate control of most modern social media platforms which we have witnessed. These shifts have enabled mass propaganda and censorship, now increasingly automated by artificial intelligence. Therefore, despite our differences, I hope we will work together to guard our fundamental right to share various ideas and to hear what others in our community honestly think and feel. I especially want to hear why my friends and neighbors believe as they do, relatively unfiltered, when we may disagree. Debate can be an educational sport and few sports lack rules and referees of some sort. If exchanges devolve into personal attacks due to individual frustrations and communication styles, issues can get lost and the utility of the list for all can be diminished. Let's keep it civil to keep it going. It has been great to learn from many of you and an honor to meet some of you in person.

[297,325,629](#)
Wednesday, Jan 17th 11:32PM

rather tricky. I hope it can be fair and reasonable. It's hard sometimes to read comments by those we disagree with, but they should have a say also.

[297,323,730](#)
Saturday, Jan 13th 12:14PM

I vote to have <<Name>> moderate the Announce List. There's only a small handful of people who have polluted the List. Those few people would receive warnings before they're banned. If subscribers to the Announce list would either block or delete the posts of the people that offend them, the List could remain as it is. My comments are regarding the Announce List only. - <<Name>>

[297,272,601](#)
Tuesday, Jan 16th 11:10PM

It would be great to request that users default to REPLY vs. REPLY ALL. What I find most annoying is these guys who keep engaging with one another in an angry manner -- and ALWAYS using REPLY ALL so that they can show off whatever they think they're showing off (cleverness? manliness? God only knows what). Somehow excessive use of that should be strongly discouraged. It's like going on the P.A. system in a grocery store when you're having a spat with your husband while standing in line. Why? Also, I don't know the implications, but it might be nice if everyone had to identify themselves. I've had people publicly denigrate something I'd written -- but then they won't even say who they are!

[297,117,406](#)
Saturday, Jan 13th 10:21PM

I love the list serve!

[297,112,289](#)
Saturday, Jan

There is a reasonable acceptable use policy for the Announcement list, it has never been enforced.

**Response ID,
Timestamp**

13th 5:09PM I think if it were enforced to be Announcements (which maybe need to be better defined), moderation is pretty straightforward. If the content is not concerning an announcement of an event, sale, job posting, etc. then it does not belong on the list.

[297,075,661](#)
Saturday, Jan 13th 1:48AM I stopped using listserve several years ago because it was dominated by a few individuals who repeatedly posted multiple irrelevant vituperative threads. Some moderation would be a great improvement to this community service.

[297,074,377](#)
Saturday, Jan 13th 12:53AM I used to enjoy the Announcements a lot more, when it was about buying/selling/events/rentals and other pertinent activities. Then it somehow morphed into posters using the list as a personal Facebook page, with numerous "creative" projects and opinions that have little to do with announcements. Then came the personal insults and public brawls which have all but driven me away, and driven many others away. Bring back the original terms of conditions and make them stick.

[297,073,644](#)
Saturday, Jan 13th 12:16AM Thank you for this survey, and for the MCN Listserv

[297,073,348](#)
Friday, Jan 12th 10:56PM 1.It would be nice to keep the list serve in some fashion 2.Civility needs to take priority over free speech. Insulting and assaultive speech should not be allowed. 3.Those who break the rules or are inappropriate should be removed. 4.Though I feel the the list serve should be for those of Mendocino County, possibly a "guest" designation could be given to those outside the county on a permanent "Trial Basis." They must agree to abide by the designated rules and can be removed permanently, or a designated amount of time, if determined to be inappropriate, the same as residents of Mendocino County. 5. Advertisements, if any, should be local to Mendocino County and "qualified." 6.To the best it can be achieved, insulting language, assaultive language, inappropriate language, spamming, and phishing, should not be acceptable or allowed. 7. Though sometimes limiting, text only works. Images can be too large or inappropriate. Links to appropriate websites can give messages when needed. Best wishes with the listserv, which is a valuable part of the community.

[297,068,773](#)
Friday, Jan 12th 5:47PM I have a number of additional suggestions / recommendations / extra tweaks to the above (which is very clear, good, and thorough, thank you). I don't not have time + capacity to write all my suggestions down, but am happy to have a brief, up to 30min focused call with a member of this team to pass on my thoughts if that's of interest. I do not have time or capacity to join this steering group, but do have many years of helping shape and facilitate community. My email is below. Many thanks for all your hard work so far, it is much appreciated.

[297,059,744](#)
Friday, Jan 12th 2:42PM While I agree that a very small number of obnoxious posters have got us to this point, (and personally am sick of them) I do not believe any kind of moderation beyond limiting size of postings and Bcc can still allow for free speech. It is a very slippery slope to try to censor anything as what is acceptable to one maybe unacceptable to another. Free speech means FREE of censorship. "Moderation" is just a PC form of censorship. I would be a shame if this community which has always prided itself on the principles of freedom & democracy were to eliminate free speech in the list serv.

**Response ID,
Timestamp**

[297.056.565](#)
Friday, Jan 12th
1:44PM

I find the Announce List to be a great community resource for information, activities, advice and more. Though blocking users I find offensive has worked for me, it doesn't seem to for some others, so it seems some moderation of those who don't follow Acceptable User Terms would be useful. I don't participate in the Discussion List and it would be greatly appreciated if discussions were actually kept on the that list, perhaps even blocking those who persist in using the Announce List for that purpose.

[297.055.668](#)
Friday, Jan 12th
1:40PM

Free speech you <<**Insult**>>

[297.050.156](#)
Friday, Jan 12th
11:13AM

When abuses/abusers are tolerated you create a space that excludes the most vulnerable populations. LGBTQ, people of color, disabled people etc. By moderating the listserv you create an environment where all are welcome except bullies. By leaving it unmoderated you create an environment where only bullies and people who can or will tolerate that are welcome. Research shows that consulting a diversity panel about more complex cases helps mitigate discrimination by moderators. We all have biases and no matter who you choose they will not be perfect. Please include a policy of doing so in cases regarding marginalized identities.

[297.047.101](#)
Thursday, Jan
11th 11:07AM

Thank you for your efforts.

[297.035.513](#)
Friday, Jan 12th
4:37AM

If the announce list just published announcements there wouldn't be a problem.

[297.031.519](#)
Friday, Jan 12th
1:13AM

All objections that have been going around in circles the last year or three are baseless. In every case individuals choose to read things that they object to, and then they expect us to all be like oh I'm soooo sorry that you can't control your <<**Insult**>>. Personally, I subscribe to the digest version of the announce list and I read the top of the list where the subject lines are and then I read the announcements that I am interested in. Sometimes I am interested in them because of what they are about, sometimes because of who posted it. I'll admit that sometimes it is frustrating to have to scroll through so much stuff to get to what I care about, but I am amused by the people who complain about this. Must be nice to be so spoiled that you have time to mope over such minor nuisances. Now if someone were to <<**Threat Scenario**>> to force you to go on the listserv and read their posts, for sure, call the cops. But this is too far fetched to consider as a rational possibility. <<**Attack on select list users**>> The only new rule that would help anything is if you made it so the machine would not post posts that start Re: whatever to the announce list. It doesn't matter what one announces, but if you reply to the list rather than the poster then you are discussing it and there is another list for that. Simple, short, addresses all the issues that have come up, and can be done by the machine. This might reduce the kneejerk reflex posts. But then you might need to schedule the digests to go out on a time schedule regardless of how many announcements there are. Some days there are fewer digest and they might not come every day if there was no discussion posts, and post are already often out of date on the digest list I advocate turning the list over to <<**Name**>>, that is the only decent option that has been offered. If you want to be on a moderated list, mendocino.com offers moderated access to the announce listserv, yet another reason that my opening statement, All objections that have been going around in circles the last year or three are baseless, hits the nail squarely on the head.

**Response ID,
Timestamp**

[297,029,399](#)
Thursday, Jan
11th 11:39PM

No one should be able to decide if a comment is a conspiracy theory or not, or kick someone out if they believe in something that currently might not be what the media tells us to believe.

[297,029,357](#)
Thursday, Jan
11th 9:54PM

I have no interest in the Discussion List. I don't care if it stays or goes and I don't care if it's moderated or not. But if it goes, I don't want its content and its denizens poured into the Announce List. If at all possible I would like a full stop on cross-posting to both lists Announce & Discussion (either as original posts or as replies). If the Discussion List address is in TO or CC fields, do not publish on the Announce List. That said, I have no issue with cross-posting to Announce/Breathe. 3 strikes for suspension is fair. Honestly, 1 strike for the 3 main <<Insult>> would be fair. More than 1 person should be moderating - Ideally 3 or 5. Even if <<Name>> were to take this on, he should have a partner or a team. Let's cut back on URLs to international stories (<<Name >>) or stories that have little or no relevancy to Mendocino County. They belong on Discussion. Moderation After Posting if possible. Moderation Before could kill the real-time flow of posts - and urgent local posts could get delayed. I suppose there is no perfect solution. Good luck and thanks for your efforts to preserve the Announce List.

[297,028,921](#)
Thursday, Jan
11th 11:07PM

1. "We are a group of Listserv lovers." What are your names, then? You have my name. 2. Your intro is disingenuous and the list of checkbox answers to almost every question on the questionnaire is leading, and <<Insult>>, <<Name>>.

[297,028,448](#)
Thursday, Jan
11th 10:08PM

Moderation should have the goal of protecting those with less from those with more.

[297,027,987](#)
Thursday, Jan
11th 9:13PM

I have been on the listserves for years, I am so sorry that just a few <<Insult>> individuals have brought us here and I thank u for trying to bring some sanity, while keeping the lists alive I have NO problem with whatever moderation you decide, banning ppl from the lists.

[297,025,276](#)
Thursday, Jan
11th 5:54PM

Moderation is censorship. Listserv members should be responsible for themselves and self-censor material that they don't want to see or find offensive and block users whose content they don't want to see.

[297,025,067](#)
Thursday, Jan
11th 5:34PM

I commend you for your hard work on this. You have considered possibilities no one has mentioned before. We need some moderation to keep us in communication without so much stress. Bullies exist!

[297,021,310](#)
Thursday, Jan
11th 4:03PM

The Announce List can be more restrictive. The Discussion List can be more free-wheeling. The rules should be able to evolve over time. But, freedom of speech is important to me. I can accept insults, opinions and even lies. But there should be a limit on cruelty. Maybe a vote of the members in some cases. Politics, identity subjects, religion, Fund Me, etc. should be OK.

[297,020,050](#)
Thursday, Jan
11th 3:48PM

It's a shame that a handful of <<Insult>> have brought this great community service to the point of near extinction. Their identities are known and they should be barred from participating in the

**Response ID,
Timestamp**

new list serve for at least few months, then if allowed back, put on probationary period. If they can control themselves for the duration of probation they can rejoin but will be excluded for life upon the first offense if they relapse into their old ways. We're only talking about a few folks here and frankly, the list serves would be better off w/o them.

[297.019.124](#)
Thursday, Jan
11th 3:32PM

Though there should be a fair sense of freedom of self expression on the list. That said, a consistent and repetitive habitual attack by one person on another on the list should be considered combative and inappropriate. We need to find that line between freedom of self expression, and a list which has degenerated into a rolling head banger party. Humor and sarcasm are perfectly allowable expressions. Epithets, accusations, continual insults, and persistently abusive language are not conducive to list integrity or function and should be respectfully managed (if at all possible to extinction.)

[297.017.046](#)
Thursday, Jan
11th 2:58PM

I think any moderation will be extremely difficult (fraught with different opinions, time-consuming, contentious) and will understand/ be happy with the listserves continuing with no moderation. I marked preferences (above) that I think are highest priority and mostly doable. But I'm not sure any of it is realistic. Kudos to any of you for trying.

[297.015.756](#)
Thursday, Jan
11th 2:33PM

I'd like to know who "we" are, i.e. the people behind this survey. I would very much like to be able to do my own moderation. I do NOT want to get the list as individual emails. I want to use the digest form but would love to be able to block certain people in that format. Right now there are only 3 posters I would block. I have a thick skin.

[297.014.862](#)
Thursday, Jan
11th 2:17PM

THANK YOU! I do not use the Discussion List so have left that blank

[297.014.435](#)
Thursday, Jan
11th 2:10PM

It's so ironic that the changes to ownership of these Listservs seems to have been brought on by threats of legal action that likely came from some of the same few participants who have perpetrated, and have since perpetuated, the very behavior on the lists that created the problem in the first place.

[297.014.044](#)
Thursday, Jan
11th 1:57PM

Good luck ! I think all attempts at moderation are going to be problematic. It seems it is always newcomer do gooders who put the list serve's existence in danger. Why can't they just ignore or block posters????? I might be wrong, but that's my opinion. Thanks for saving the list serve!!!!

[297.013.475](#)
Thursday, Jan
11th 2:00PM

Be sure the Announce list is only used for announcements and not discussion.

[297.013.260](#)
Thursday, Jan
11th 1:35PM

read-only access for all, regardless of domicile or ban status timeout penalties for offenders, larger for repeat offenders using covert aliases not allowed impersonation not allowed What technical controls does the listserv mail processor have? reputation scores? individualized delays based on score? individual post rate limiting? Individual propagation delay? Removal from outgoing queue once flagged? Automated flag processing? I'd try aim for automating and democratizing as much of the reputation scoring as possible and have the quorum handle fallout but not individual posts.

**Response ID,
Timestamp**

- [297.013.172](#)
Thursday, Jan 11th 1:22PM
I am in favor of limited moderation, based on complaints by a given number of users (e.g. 2 or 3). When complaints are made, a reason should be given (personally threatening, racially inflammatory, etc.) only then will the moderators review the post(s) in question. Three moderators, and two out of the three required to sanction a poster. The person(s) identity making the original complaint shall NOT be given. If deemed objectionable, then a warning issued. Three warnings and the offending poster shall be suspended from the list for a period of time. (e.g. 30 days.) Two or three suspensions and the poster shall be banned from the list. Personal replies that are threatening or personally insulting and that are responses to List postings (“Reply” vs. “Reply All”) shall be considered as if they are list postings. An offending poster should not be permitted to end-run the requirements by making personal replies to people. I think that all users should be encourage to block posters that they personally feel violate the terms. <<Name>>
- [297.011.980](#)
Thursday, Jan 11th 12:58PM
There are really SUCH a few <<Insult>> among the Announce Listserv subscribers (e.g. <<Names>>) who post offensively, inanely, and incessantly. If they are booted off the list, it will cut down on the vast majority of the dross and ensuing public discussion about how to cut the dross ("ACK! How do I block these <<Insult>> again?!"). The absence of those half-dozen offenders would make the Announce List a much more pleasant place, but honestly, privately blocking them (which I already have) achieves the same result. Which is easier, though?: 1) Train (and retrain) a thousand individual users on how to manage their personal inboxes, or 2) knock the known offenders off the list at the outset? While I favour no moderation as an ideal, 2 is MUCH simpler. Therefor, I would agree to flag-style moderation.
- [297.011.157](#)
Thursday, Jan 11th 12:31PM
No more than three moderators should advise manager.
- [297.010.831](#)
Thursday, Jan 11th 1:05PM
Keep announcements short
- [297.010.626](#)
Thursday, Jan 11th 11:35AM
Please save the list. It is occasionally irritating but overall informative and very helpful.
- [297.010.501](#)
Thursday, Jan 11th 12:38PM
The bot problem is easily solved with a CAPTCHA at enrollment.
- [297.010.419](#)
Thursday, Jan 11th 12:26PM
MUSD/MCN should not give up control of the listservs. The lists, and freedom of speech, are best protected under the auspices of a public entity liike the school district. They simply need to step up and take responsibility. Also, the legal guidelines for listserv moderation, as delineated by the MUSD legal counsel, shuould be made public, not kept secret as Superintendent Jason Morse has done. . . .
- [297.009.107](#)
Thursday, Jan 11th 12:29PM
I really enjoy the list as it is now
- [297.007.330](#)
Thursday, Jan 11th 11:56AM
The list used to be a handy resource to buy and sell items, connect with community members, and stay informed about local events. Now it's bogarted by multiple repeat abusers (verbal abuse) and no amount of blocking has done the trick. I can think of three or four men who consistently hurl abuse and slander at each other, to the detriment of the whole list. Go spam each other's

**Response ID,
Timestamp**

Facebook pages and get off our useful public forum already.

[297.007.298](#)
Thursday, Jan
11th 11:54AM

This is a vital resource in this community. Any moderation should not be used to censor dissenting ideas (political, etc), but to quell the garbage posts by non-locals that only seek to instigate animosity. There is no world wherein someone needs to respond to every post from all community members with negative intent. Though I figured out how block the spam and <<Insult>> a long time ago and never see them in my dedicated listserv mailbox, I understand that they give the entire structure of the listserv a bad name, so I understand the need for moderation in that regard.

[297.007.160](#)
Thursday, Jan
11th 11:53AM

Offer free spam filter webinar, how to screen senders, etc. Please keep the announce list! I just delete the senders I don't want to read. Most repeat offenders get taken care of by my sender/spam filter. Local news about road closures, earthquakes, fires, etc. is critical for safety through the listserv participants.

[297.007.040](#)
Thursday, Jan
11th 11:38AM

I would like to see the lists kept local, for locals. We have almost no other way of reaching each other with info about local events, stuff for sale, Dr. recommendations, etc. Please keep Announce list for announcements, Discussion list for discussions and opinions.

[297.006.630](#)
Thursday, Jan
11th 11:43AM

Currently I moderate two listserves. One is a national, the other local. Both have strict guidelines that are enforced.

[297.006.446](#)
Thursday, Jan
11th 11:35AM

The listserv fills an important need in this community, particularly with the demise of local news sources. I would like to find a way to remove people that abuse it without infringing on the rights of the community.

[297.005.630](#)
Thursday, Jan
11th 11:18AM

Some of these questions were tough to answer because I didn't understand them, their implications, completely. I have been a community organizer and although I don't want to be a sole moderator, I think it's a good idea to draw from at least a small group of people for moderation. Diversity of race, sex/gender, and age would be ideal. The more transparent the process, the better for everyone.

[297.004.783](#)
Thursday, Jan
11th 10:35AM

I and block people whose posts are offensive to me. I do not want someone else to edit what I get to see because I am not a child, I am an adult fully capable of taking responsibility for my own email. Because some people don't want to take responsibility they want to take away my ability to make my own choices. Moderation is censorship because it removes my choice. If this was a new list this would not be an issue, I could choose a list with moderation. This proposal is TAKING SOMETHING AWAY that already exists. I CONSIDER THIS GROSS INTERFERENCE in a long standing community. If you want something else go make it somewhere else. Control of communication already happens in so many places in our corporate dominated. PLEASE don't take this away from us by allowing someone we don't know and have not elected to decide what we can and cannot read It's like there is a wild garden with thorns and funky smells and tangled

**Response ID,
Timestamp**

paths and bugs that bite and you all want to pull every weed and clean up every smell and eliminate every bug and make this like every other place all domesticated and 'safe' because you are not willing to learn how to block a sender. And 'excessive posting' is not the same as 'spamming'.

[297.004.570](#)

Thursday, Jan
11th 10:57AM

Please keep in mind first amendment rights.

[297.003.060](#)

Thursday, Jan
11th 10:22AM

free speech can be painful. i'm not an absolutist, but consider the MCN lists has not reached an elevation that requires guardrails.

[297.002.856](#)

Thursday, Jan
11th 10:18AM

I appreciate the listserv and hope it continues

[297.002.323](#)

Thursday, Jan
11th 9:52AM

I am opposed to 'moderation' in general. It is too difficult to make determination over some content. There is a thread with some examples on the Discussion list right now for consideration as a 'practice' run. Some consider them worthy of moderation while others feel that while they are rude and insulting, there is no clear consensus. This gray area is my concern. As much as we would all like a happy place, 'free speech' includes hateful and not productive speech. In my opinion, the answer to bad free speech is overwhelming countering amounts of good free speech. Users can use the blocking tool to simply avoid those they do not wish to read.

[297.001.883](#)

Thursday, Jan
11th 9:46AM

Light moderation of the Announce list is a must — it has (sadly) become a small version of a Facebook or Twitter, with hate speech and other unruly behavior. Certain participants should be banned, as should certain topics that reflect fake news or potentially dangerous views (such as anti-vax propaganda). The Discussion list is useless and beyond hope. Glad you're doing this!

[297.001.630](#)

Thursday, Jan
11th 9:48AM

moderation is done policy-based and can be automated to reduce emotional responses and be clear about rights and responsibilities

[297.001.572](#)

Thursday, Jan
11th 9:37AM

<<Name>> is a good choice to moderate

[297.001.499](#)

Thursday, Jan
11th 9:41AM

Announce should be much stricter than discussion. Some of the above choices needed more nuance.

[296.999.844](#)

Thursday, Jan
11th 9:08AM

are you working with or independent of <<Name>> offer to moderate?

[296.999.805](#)

Thursday, Jan
11th 8:34AM

I was not sure what was meant by some of the multiple choice options including “the sender of the lists.” I think the default when you hit reply should be email to sender of that particular message so if you want everyone to see it you have to select Reply All...if that is technically possible without messing up something else. You could consider including in your terms of use a link to “suggested best practices for clear respectful communication” for those who would like to know more about what is proven to work well to clean up disputes. Link could lead to a page that

**Response ID,
Timestamp**

says “If you are upset or offended while posting to this List, or if you need to post about something that could offend or frighten others, please use ‘I’ statements. For example, ‘When I heard a loud crash on Gurley Lane just now at 2 PM I got scared. I think it sounded like a huge tree falling. I want to know if it fell on a house or road and if anyone needs help.’ Using so many ‘I’ statements may sound self-centered but it has better effects than saying what others may be thinking, may be feeling, should do, should feel, or are. It is particular helpful to write them in this order: I observed this I felt that I think that I need this.”

[296,999,781](#)
Thursday, Jan
11th 9:01AM

I only use the announcement page. There's currently too much negativity and posts that are not simply announcements but are political discussions.

[296,997,449](#)
Thursday, Jan
11th 8:03AM

I pretty much gave up on listserv (announce list) because I could no longer handle <<Name>>'s rants or <<Name>>'s sad musings. What a delightful surprise when I recently re-signed up to discover that the announce list has gone back to what it should be- announcement of events, items for sale, places for rent, and people “in search of.” Please keep it that way. ANNOUNCEMENTS ONLY. It is a great local resource! Do whatever you want with the discussion list.

[296,996,856](#)
Thursday, Jan
11th 7:48AM

The listserv Announce list is a valuable service for the community. As in life, we aren't going to get along with everyone nor like what everyone has to say. And as in life, we can do our best to avoid such people, and with the blocking option, it is possible to control our experience. Thank you.

[296,996,824](#)
Thursday, Jan
11th 7:51AM

I began and populated these lists with MCN email accounts - originally hyper-community based - when I worked for MCN in 1997. In the beginning I moderated them myself. The school district must either moderate the unacceptable and sometimes despicable threats or offload the process from the school district's responsibility. Having MUSD ultimately (even though they claim they aren't) host hate-speech is not only mind blowing, but also sends the exact wrong message to the students and to the community about the school district's (lack of) values to the ethics and civic responsibilities we are trying to instill in our students.

[296,984,096](#)
Wednesday, Jan
10th 7:17PM

Thank You!

THE FIRST DEDICATED INTERNET CONNECTION IN THE
MENDOCINO UNIFIED SCHOOL DISTRICT

ON THIS SITE, IN THE SUMMER OF 1993, THE MENDOCINO UNIFIED SCHOOL DISTRICT (MUSD) BECAME HOME TO ONE OF THE FIRST DEDICATED INTERNET CONNECTIONS ESTABLISHED IN A SCHOOL DISTRICT IN THE UNITED STATES. MUSD WAS SELECTED TO PIONEER THIS HISTORIC, TECHNOLOGICAL INNOVATION BECAUSE OF ITS DECADES-LONG COMMITMENT TO EQUIPPING ITS TEACHERS AND SCHOOLS WITH THE TRAINING AND RESOURCES TO CREATE EXPERIENTIAL, PROJECT-BASED LEARNING OPPORTUNITIES FOR ALL STUDENTS. THE DISTRICT'S PARTNERS IN THIS GROUNDBREAKING ENDEAVOR WERE THE AUTODESK FOUNDATION AND THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION'S K-12 NATIONAL RESEARCH AND EDUCATION NETWORK (NREN) INITIATIVE.

WITH THE INTERNET CONNECTION IN PLACE, MUSD STAFF AND THEIR PARTNERS DEVELOPED NATIONALLY ACCLAIMED, INTERNET-INFUSED CURRICULUM, PARTICIPATED IN DOZENS OF PROJECTS AND PARTNERSHIPS RELATED TO THE USE OF THE INTERNET IN THE CLASSROOM, CREATED LIFE-LONG LEARNING OPPORTUNITIES FOR THEIR STUDENTS AND THE BROADER COMMUNITY, AND INSPIRED THOUSANDS OF LEARNERS OF ALL AGES WORLDWIDE.

IN 1994, EDUCATORS IN THE DISTRICT CREATED THE MENDOCINO COMMUNITY NETWORK - WHICH ESTABLISHED THE SCHOOL DISTRICT AS THE FIRST INTERNET PROVIDER FOR THE COASTAL COMMUNITY'S HOMES AND BUSINESSES.

FUNDING FOR THE ORIGINAL 56 KBPS DEDICATED TCP/IP FRAME-RELAY CIRCUIT WAS PROVIDED BY THE HIGH-PERFORMANCE COMPUTING ACT OF 1991 AND WAS ADMINISTERED BY NASA'S NREN EDUCATIONAL AND TECHNICAL TEAMS AT THE AMES RESEARCH CENTER AT MOFFETT FIELD.

THIS PLAQUE CELEBRATES THE TIRELESS AND DEDICATED EFFORTS OF THE EDUCATORS AND STUDENTS WHO PARTICIPATED IN THIS UNIQUE ENDEAVOR. THEIR PARTNERS AT THE AUTODESK FOUNDATION AND NASA, AND THE BROADER COMMUNITY THAT SO ENTHUSIASTICALLY SUPPORTED THIS EFFORT, MAY THEIR WORK INSPIRE THE AUDACIOUS DREAMS OF FUTURE EDUCATORS AND STUDENTS OF THE MENDOCINO UNIFIED SCHOOL DISTRICT.

AUGUST 28, 2020

39.308960,-123.601010



Autodesk Foundation

John A. Gallo

John Gallo grew up in Elk and is the son of Dr. Gallo (John L.) and Kate Dougherty. He was the Valedictorian at Mendocino High School, then went on to receive Highest Honors at University of California, Santa Barbara with a B.S. in Ecology, a B.A. in Environmental Science, and a Ph.D. in Geography. He then did his post-doctoral research in South Africa for two years working on empowering local knowledge and decision-making.

Moving back to the Coast in 2014 with his wife, Wendy, and three children, he telecommutes as Senior Conservation Scientist at Conservation Biology Institute (CBI). CBI is bridging science and practice to keep nature's benefits while meeting society's needs. He also was the founding director of Conception Coast Project, which became the Regional Resilience Network, and he is now President. He is also the Chair of the Fort Bragg Headlands Consortium and has volunteered as a little league manager for six years.

He feels that the Coast is great, but is not realizing its full potential as a community or place, nor well positioned to withstand and bounce back from the next major impact (e.g. the Great Recession, the Pandemic).

He thinks that keeping the Announce and Discussion Listservs alive, and vibrant, is very important on its own right, and also important in building a better and more resilient coastal community.

Daney Dawson

Daney Dawson has lived on the Mendocino coast for 50 years. With a degree in music and a California teaching credential, she was active in the Mendocino schools' music education programs for many years. During the 80's and 90's, she worked at Mendocino High School, assisting music directors Bob Ayres and John Lundgren, and witnessed the arrival of the internet and the birth of MCN.

Both her children attended MHS during the 90's, one of whom was intently involved in the emerging study of computers. These were exciting times at the high school. She's been a member of MCN since the beginning, is a frequent contributor to the listservs, and a staunch supporter of free speech. She values the MCN listservs as important community forums for the free exchange of information and ideas within Mendocino County.

Frank and Linda Hartzell

Frank and Linda Hartzell have lived in Fort Bragg for more than a decade. They live in the Cleone home Frank's parents bought in 1985 along with their handsome 7 year old German Shepherd dog, Brutus.

We love all the unique aspects of this community, including the Listserv. Linda is a former corporate recruiter and executive who worked for General Electric, Macy's, Weyerhaeuser and more. Frank has spent about 40 years in journalism, working for daily newspapers including being managing editor of the Napa Valley Register and reporting for Sacramento Bee. Frank and Linda operated a wholesale and online book business for more than a decade from a warehouse in Fort Bragg.

Frank has also been a teacher and worked a dozen years for the Advocate News and currently is a freelance writer, hospital security professional, USDA enumerator and poultry farmer. Linda works part time at the Cleone Grocery and does caregiving.

We are children of the 70s and 80s who still believe in the engagement of the public square that once made America a greater Democracy than even its founders imagined. We are locavores who avoid chains and outside ownership and other control of our resources and want to get everyone talking about our great community in a positive way.

We believe the positive, the open source and the sensuality of humans and nature will eventually prevail over the current wave of anger, hostility, judgment and minding the business of others.

We believe in science over superstition and communal love over success and money grubbing. We are proud members of Mendocino Presbyterian Church and the Fort Bragg Lions Club.

Private Founder #1

Helping the group as technical support is an independent consultant who draws from a diverse work history including over three decades as a systems administrator in information technology. After obtaining a degree in psychology he worked as a counselor until settling into a long technical career in higher education. During this span he assisted organizations including NASA, the CIA and the FBI.

As an information technology privacy rights advocate with experience as a moderator for a news service on social media, he joined the Mendocino Listserv Group Founders Board hoping to help ensure that adding moderation will not prevent the open free exchange of ideas which is essential for healthy communities and for democracy.

Private Founder #2

Founder 2 has lived with her family in Mendocino for 24 years.

From the beginning, she was deeply appreciative of the role of the Listservs in the health and wellness of the local community. It was welcoming to newcomers and sustaining for longtime residents. Thus, it was grievous to witness the steady increase of toxic postings and its divisive impact on the community.

She brings to this work years of experience in moderating other Listservs, community organizing, and fundraising for many local and national nonprofits.

She's dedicated to working with the other founders s working hard with the other founders to establishing protocols and principles that honor free speech, community cohesiveness and kindness.

Mendocino Listserv Moderation Workflow

A Training Guide for Internal Use
by Mendocino Listserv Group
Moderation Team Members

Updated January 2024

Overview of “Re-Approval” Moderation

- This guide is written before certain things happened, as if they have already occurred, so expect updates.
- A Listserv (the name of the software) is a one-to-many virtual forum distributed over diverse email networks to many email clients.
- In Re-Approval Moderation, the list content is not pre-moderated.
- As a moderator, you will receive requests to moderate users based on content already posted.
- History: All unique email addresses on two past lists were automatically accepted without need for approval.
- The new Acceptable Use Policy (AUP) standards are the result of a community survey vote.
- If an individual poster violates the AUP and if other community members protest, moderators will notify the offending poster of a flag and that they face temporary suspension if they persist.
- If suspended, the poster will require re-approval to participate again.
- If continuing to offend, the poster will be suspended for longer periods each time until essentially permanently banned.

Moderation Circumnavigation Mitigation

- A suspended user, since Listserv users are essentially anonymous, may simply sign up with a new email address or may use existing puppet email addresses to continue harassing an individual or the community.
- If this occurs, the lists will be locked down so new email addresses that sign up require a phone confirmation approval by a moderator to join the list.
- If voice changing technology is used to bypass the phone approval step, we may require in-person confirmation.
- Through such tedious work, the volunteer moderators will help assure the vitality, freedom and safety of the MCN Listserv lists.

Moderation Options – What We Could Technically Do

- **Require every message be approved**

Rejected: Labor intensive, Community is against censorship

- **Require every person be approved**

Rejected: Labor intensive, too high a bar to continued participation

- **Require every flagged person be moderated**

Rejected: Labor intensive, the community is against censorship

- **Require every flagged person to be re-approved**

*Best option if it includes protections against false flagging and spoofed flagging
[see appendix A,B]*

Acceptible Use Policy – Basic Overview

The Acceptible Use Policy summarized as five simple rules:

#1 Be a human being

#2 Be a human with no suspended account

#3 Communicate respectfully *

#4 Use the list for an approved purpose **

#5 Do not flag non-violations of this AUP

* Details in later slides ** See the published Acceptible Use Policy and Posting Guidelines document

Flagging Content

- Any list participant may flag a message as violating the public Acceptable Use Policy (AUP)
- To flag a message, they will forward it to this email address, and indicating what item it has violated if possible.
mcnadmin@proton.me
- They must do this from an address subscribed to the list.
- Flagging a list email from an address which is not on the list will cause the request for moderation to be disregarded.

Flagging Content – Mod Notes / Questions

• *Tech Note: This method work should work since all users on the list most likely know how to forward and/or to compose email as a requirement for signing up for the list in the first place.*

How to Halt A Violating Account, Step 1

- Log in to the MCN List admin interface at <http://lists.mcn.org>
- Go to the Membership Management Section
- Find the person on the list deemed in violation:
- Type user name or email and click the [Search...] button.

Make your changes in the following section, then submit them using the
Submit Your Changes button below.

Membership List

Find member ([help](#)):

How to Halt A Violating Account, Step 2

- Find the user in the list.
- Click their unsub checkbox
- Click the button [Submit Your Changes]
- The person is removed from the list by this action
- Do not change other boxes
(Note: The mod box is does not indicate the person is a moderator)

members total, 7 shown											
[A] B C D E G H I J K L M N O P Q R S T V W Z											
unsub	member address member name	mod	hide	nomail [reason]	ack	not metoo	nodupes	digest	plain	language	
<input type="checkbox"/>	[redacted]@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA)	<input type="button" value="v"/>
<input type="checkbox"/>	[redacted]@t.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA)	<input type="button" value="v"/>
<input type="checkbox"/>	[redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English (USA)	<input type="button" value="v"/>
<input type="checkbox"/>	[redacted]@msn.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	English (USA)	<input type="button" value="v"/>
<input type="checkbox"/>	[redacted]@msn.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English (USA)	<input type="button" value="v"/>
<input type="checkbox"/>	[redacted].com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English (USA)	<input type="button" value="v"/>
<input type="checkbox"/>	[redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English (USA)	<input type="button" value="v"/>

Submit Your Changes

Removed Person Gets Unsub Message

- **When you unsubscribe the person, they get whatever standard message every other user gets when they unsubscribe**
- **Eg. Subject: You have been unsubscribed from the LISTNAME mailing list**
- **Body example:** Thank you for being a part of LIST_NAME, a moderated list-serve for the

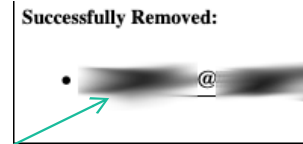
benefit of the human citizens of the Mendocino County North Coast. As long as you remain in good standing you may join again at any time.

If you have difficulty re-joining the list, contact the moderators at (mcnadmin@proton.me). Once again, thank you for

being part of this community. Our Acceptible Use Policy is here [LINK_TO_POLCY](#)

How to Halt A Violating Account, Step 3

- You will see that the person is removed:
- Highlight and copy the text of the email that you just removed



- That is our soft violation. They can sign up again

- For hard violations, next click "Privacy options..."

- [\[General Options\]](#)
- [Passwords](#)
- [Language options](#)
- [Membership Management...](#)
- [Non-digest options](#)
- [Digest options](#)

Configuration Categories

- [Privacy options...](#) ←
- [Bounce processing](#)
- [Archiving Options](#)
- [Mail<->News gateways](#)
- [Auto-responder](#)
- [Content filtering](#)
- [Topics](#)

How to Halt A Violating Account, Step 4

- Paste the user email into the block list with the latest on the top, on its own line
- Do not delete other email addresses there (Close web page without pressing the [Submit Your Changes] button if you accidentally do.)

Breathe Mailing list Configuration Help
ban_list Option

ban_list (privacy): List of addresses which are banned from membership in this mailing list.

Addresses in this list are banned outright from subscribing to this mailing list, with no further moderation required. Add addresses one per line; start the line with a ^ character to designate a regular expression match.

List of addresses which are banned from membership in this mailing list.

@gmail.com

Submit Your Changes

- Note: There is no confirmation, the new blocked email just appears on the list after you press the submit button.

How to Halt A Violating Account, Step 5

- **Communicate to other mods by pasting the email address that you just banned into the UnVerified Humans List (location given at mod meeting only) with a note showing the date and AUP violation and your anonymous mod initials**

Levels of Violation Moderation

- **Level 0: Warn by email for light offense**
- **Level 1: Remove from list, but do not ban. Allows them to rejoin, but they must see the Acceptible Use Policy again**
- **Level 2: Remove from list. Place on ban list, set a calendar item to re-instate them. This is a suspension.**
 - **If suspended as possibly not being human, they must prove human to get off the banned list. Due to voice cloning and deepfake video, only in-person validation is authoritative.**
 - **If they are banned for something else, discuss criteria as mods.**

Re-Approval List Admin Process

- **Once a person is verified human and agrees to follow the AUP, if the offense was deemed corretable by the mods (details to be hashed out):**
- **Mod will remove the banned person's email address from the Ban list in the list admin web interface and press Submit**
- **Mod will then use the Mass Subscription option under Membership Management to sign them up again**
- **Recommend Copy and Paste of the email from the Ban list to be sure to get the email address correct**

Verification of User Humanity

- **Mods are verified as human by in-person meetings**
- **If list person is challenged as a possible non-human, mods will:**
 - #1 Check mod's encrypted Verified Humans (VH) list**
 - #2 If not there and mod physically interacted w/ person, add to VH list**
 - #3 If someone on VH list vouches for having physically interacted with the person, add challenged person to VH list**
 - #4 If none of above: Remove person from list and put email in banned emails list on list admin web interface so they can not sign up again.**

The Verified Humans (VH) List

- The VH List is maintained in a secured encrypted database housed in Switzerland.
- This choice was made because Switzerland has some of the strongest data protection laws in the world. [1]

•1. <https://protonvpn.com/blog/transparency-report/>

Respectful Communication

Examples of non-respectful communication as determined by the founding committee and community survey:

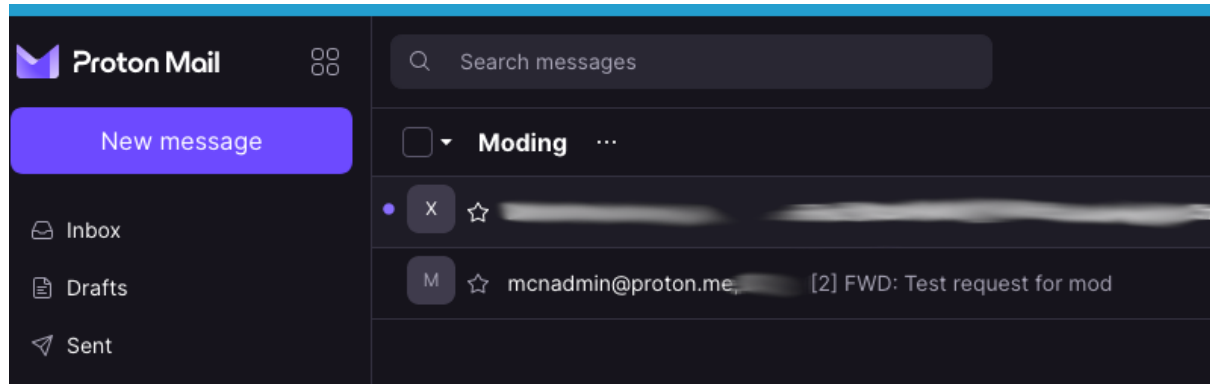
- * Direct or indirect threats (of lawsuits, violence, etc.)
- * Doxing (revealing another's birthdate, address, etc.)
- * All illegal activities (including defamation, drug sales, etc.)
- * Excessive posting, spamming
- * Accusing a specific person of a crime without a police report
- * Indirect threats
- * Frivolously flagging another's post as violating the rules
- * Bots impersonating humans (how rude!)
- * Fake posts (e.g. pretending to sell)
- * Insults, public ridicule
- * Public verbal brawling

Moderation by Secure Email

- Moderation requests are forwarded by users to mcnadmin@proton.me
- Moderators log in and check the Inbox and Moding box.
- They will forward the email to mcnadmin@proton.me with their vote in the body, then move the email which arrives into the “Moding” folder

Moderation by Secure Email



Example: Moderator sees this in Inbox or Moding box, clicks to view the email

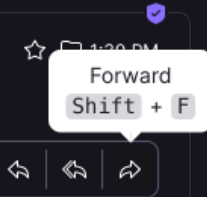
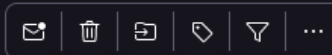


Moderation by Secure Email

- Moderator views email mod request
- Decides
- Clicks forward

Fw: [MCN-Mlist]- Time: Candlelight Christmas Eve at Church

From  
To mcnadmin@proton.me



Example of Moderation request mods would deny:
Mods, please moderate this for abuse of inclusivity. I am a pastafarian.

----- Forwarded Message -----

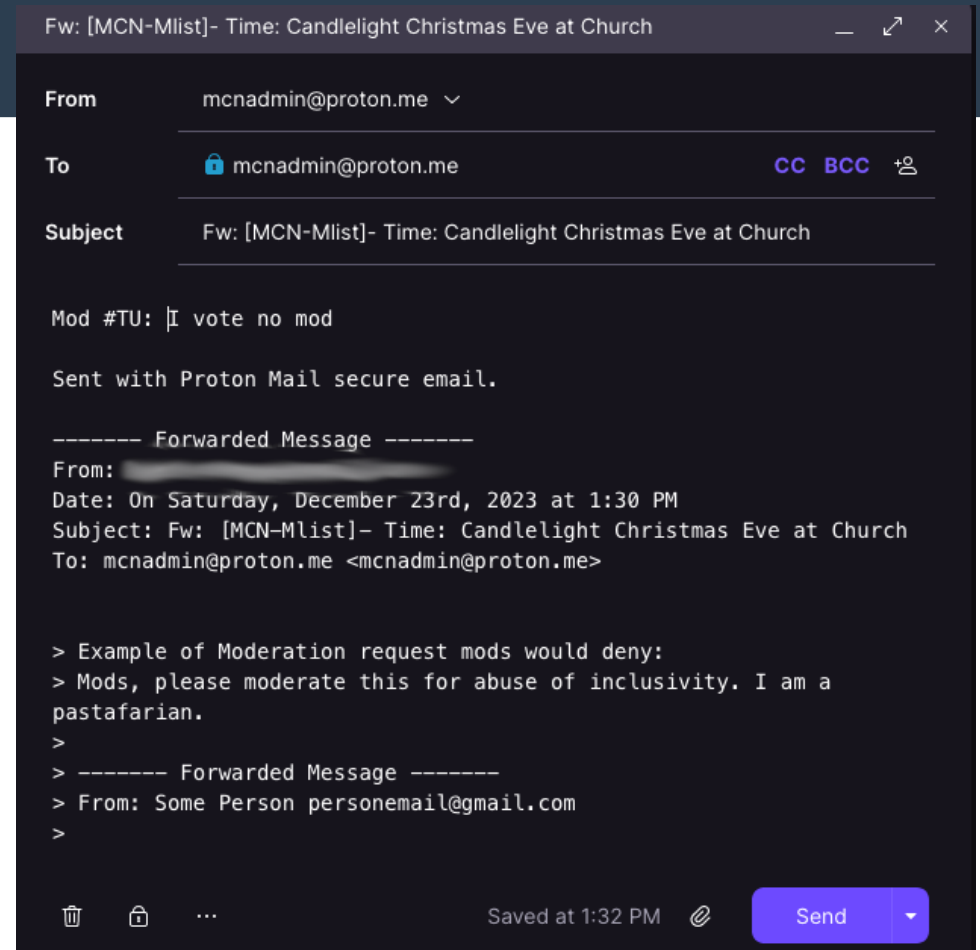
From: Some Person <personemail@gmail.com>
Date: On Friday, December 22nd, 2023 at 2:12 AM
Subject: [MCN-Mlist]- Time: Candlelight Christmas Eve at Church
To: m1ist@lists.mcn.org MCN <m1ist@lists.mcn.org>

> Does anyone know when the Service starts at the Church on Christmas
> Eve?
>
> Thank You.
>
> --
> Person Name
> Title

Moderation by Secure Email

Moderator logs in to email, searches email of flagged post for any current suspensions and if found, notes length of last suspension.

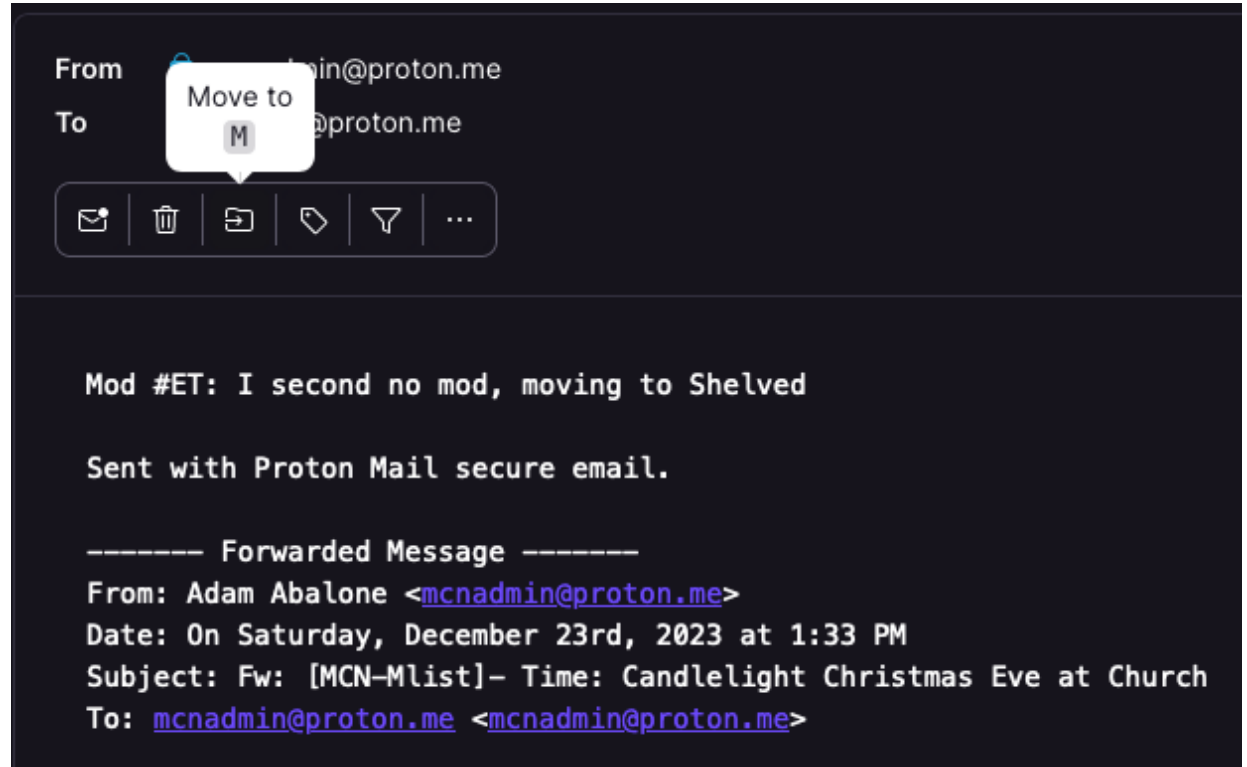
- Reads complaint and email, enters vote with mod initials. Level 0 (warn) or Level 1 (remove/ban/suspend)
- Sends email back to moderator address for next moderator to vote.



Moderation by Secure Email

Example:

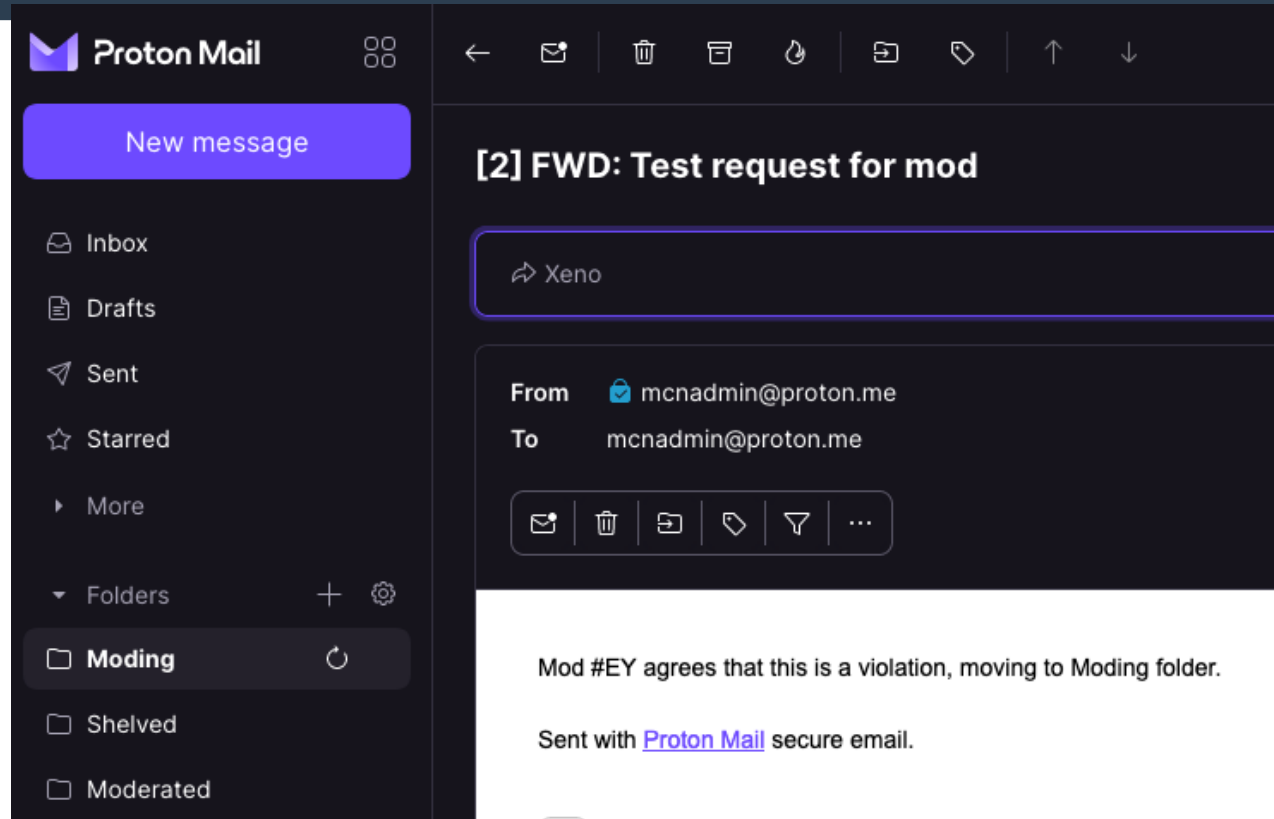
- Moderator sees and seconds
- Presses forward or reply (since a 2nd will be from mcnadmin) with vote and presses send
- After arriving in box, already seconded items are moved to Moding or Moderated folder based on winning group action.



Moderation by Secure Email

Example:

- Moderator sees and agrees
- Presses forward or reply (since a 2nd will be from admin) with vote and presses send
- After arriving in box, already seconded items are moved to Moding or Moderated folder based on winning group action.



Moderation by Secure Email

- When X number of mods (eg. 2 of 3) agree on an action, the last one agreeing takes the action (level 0, 1, or 2) as seen at the beginning of this presentation.
- Warning emails to users will be sent from the current moderator list admin email address.

Appendix A: What Is False Flagging?

- **False Flagging:** in this context is claiming someone violated the AUP when they did not.
- **Mod action:** Direct complainer to AUP and let them know the mods did not vote to approve the flag.
- If repeated false flags, warn person, if they continue, put them on list needing re-approval for violating AUP (which prohibits false flagging)

Appendix B: What is Spoofed Flagging?

- **Spoofed Flagging: Impersonating a person and false flagging as them. Anyone can fake anyone else's email address**
- If someone false flags repeatedly to try to get an account banned for that, we should see a reply from the real person that they did not send the email. Rare, hopefully, but be aware.

Appendix C: Adding a New Mod to List Admin

- **Log in to the List Admin web interface.**
- **Under General Options, add the new email address of the approved moderator. Each address goes on a separate line in the box to the right of “The list administrator email addresses.”**

Appendix D: Moderation with Privacy Option

- Moderators maintain anonymity as far as who voted on what by using initials drawn from a hat at meetings and logging into a shared email account with IP logging off
- Initials are not their own and remain known only to them, to be used until the next meeting when new initials are given out
- Advantages: Equal voting of mods, protection against mod data compromise in the case of computer virus, etc.
- Disadvantages: Don't know who to ask during discussion to determine rationale, but phone conference fixes that.

Real World Examples

- **Homework: Read some Discussion List archive items and bring back a few you would feel confident about moderating and a few you might be uncertain about for the next Moderation Group discussion**
- **Note the AUP item the post may violate in each case.**
- **We will be creating an indexed guide with examples for future moderators.**

Thank you New Moderator!

A Training Guide for Internal Use
by Mendocino Listserv Group
Moderation Team Members

Updated January 2024

Bids

The District has adopted the Uniform Public Construction Cost Accounting Act (Public Contract Code 22000) and therefore shall utilize informal bidding procedures for contracts involving an expenditure between \$60,000 to \$200,000 for a public project, and will utilize formal bidding procedures for a public project involving an expenditure of \$200,000 or more. "Public project" includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a District owned, leased, or operated facility.

The amount by which contracts other than those for public projects shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding **the bid threshold as set forth by the Superintendent of Public Instruction \$114,500 (technical revision)** for the following: (PCC 20111)

- 1) The purchase, rent, or lease of equipment, material, or supplies
- 2) Services excluding construction services, professional services or advice, and insurance services
- 3) Repairs, including maintenance that is not a public project

"Maintenance work" means routine, recurring, and usual work for preserving, protecting, and keeping a District facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. "Maintenance" includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (PCC 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (PCC 20111, 20112)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (PCC 20118.1)

The Board shall secure bids for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Ed Code 39802)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20110-20116 for contracting after competitive bidding. (PCC 20116)

Instructions and Procedures for Bids:

In order to facilitate the informal bidding process, the District shall maintain a list of qualified contractors. The list of contractors is established each November, by mailing a notice to the North Coast and Humboldt Builder's Exchange trade journals as well as to the North Bay Building and Construction Trades Council inviting all licensed contractors to submit certain information to the District for inclusion on the list. This information includes the following:

- 1) The name and address to which a notice or proposal should be mailed or emailed;
- 2) A telephone number at which they can be reached;
- 3) The type of work in which the contractor is interested and for which they are currently licensed; and
- 4) The class of license(s) they currently possess.

In addition, the District may include any contractor it desires and must include any contractor who requests to be added to the list during the year, so long as the contractor provides the required information.

*In order to request bids utilizing the **informal** process, the Superintendent or designee shall call for bids by contacting qualified contractors engaged in the appropriate trades two weeks prior to the bid date. The bid request may also be advertised at the option of the Superintendent or designee.*

*In order to request bids utilizing the **formal** process, The Superintendent or designee shall call for bids by advertising in a local newspaper at least once a week for two weeks. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. The Superintendent shall also provide the North Coast and Humboldt Builder's Exchange trade journals with the Notice Inviting Formal Bids for the Large Contract at least fifteen (15) calendar days before the date of opening the bids. (PCC 22037) The informal or formal notice shall contain the time, date and location of any mandatory pre-bid conference, site visit or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (PCC 6610)*

Bid instructions and specifications shall include the following requirements and information:

- 1) All bidders, including bidders for printing contracts, shall specify the minimum, if not exact, percentage of recycled product in the products offered, and both the postconsumer and secondary waste content. (PCC 12169, 12213)*
 - 2) All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (PCC 20107, 20111)*
 - a) Cash*
 - b) A cashier's check made payable to the district*
 - c) A certified check made payable to the District*
 - d) A bidder's bond executed by an admitted surety insurer and made payable to the District*
- The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded. (PCC 20111)*
- 3) Under no condition shall bids be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (PCC 20112)*
 - 4) When two or more identical bids are received, the Board may determine by lot which bid shall be accepted (PCC 20117)*
 - 5) If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, depending on the availability of funds, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a, below, will be used: (PCC 20103.8)*
 - a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.*
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.*
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items taken in order from a specifically identified list of those items, depending on available funds as identified in the solicitation.*

d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders from being revealed to the public entity before the ranking of all bidders from lowest to highest has been determined.

- 6) Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.*
- 7) After being opened, all advertised bids shall be made available for review by all interested parties. (Gov Code 6252)*

Bids Not Required: Upon a case-by-case determination that it is in the best interests of the District and to the extent permitted by law, the Board may authorize the purchase, lease, or contract for equipment and supplies through a public corporation or agency without advertised bids. (PCC 20118) For projects between \$1000 and \$59,999, the District will attempt to secure 3 quotes for the project and choose the quote that best fits the needs of the District. For projects under \$1000, the District may contact a trusted and proven contractor to complete the job.

Supplementary textbooks, library books, periodicals, educational films, audiovisual materials, test materials, workbooks, and instructional computer software packages may be purchased without taking estimates or advertising for bids. (PCC 20118.3)

Perishable commodities such as foodstuffs may be purchased through bid or on the open market, depending on District preference (EC 39873)

In an emergency when repairs, alterations, work, or improvement is necessary for the continuance of existing school classes or to avoid danger to life or property, the Board, by unanimous vote and with the approval of the County Superintendent of Schools, may contract for labor and materials or supplies without advertising for or inviting bids. (PCC 20113)

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (PCC 20114)

Whenever the total number of hours on the job does not exceed 350 hours, day labor may be used to erect new buildings and for the following purposes: (PCC 20114)

- 1) School building repairs, alterations, additions*
- 2) Painting, repainting, or decorating of school buildings*
- 3) Repair or building of apparatus or equipment*
- 4) Improvements on school grounds*
- 5) Maintenance work as defined above*

Sole Sourcing: Specifications for contracts for construction, alteration, or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality and follow the description with the words "or equal." (PCC 3400)

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply: (PCC 3400)

- 1) The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion.*
- 2) One product has a unique application required to be used in the public interest.*
- 3) Only one brand name is known, or*
- 4) Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.*

Prequalification Procedure: For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a

complete statement of the bidder's financial ability and experience in performing public works. Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified as prescribed by law, and bidders must be deemed prequalified by the District at least one day before the fixed bid-opening date. The questionnaires and financial statement shall not be public records and shall not be open to public inspection. (PCC 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (PCC 20111.5) The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (PCC 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (PCC 20111.5)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy or the bid's specifications or was not in compliance with law.

A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

(10/22)

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The amount by which contracts other than those for public projects shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding \$109,300 (technical revision) for the following: (PCC 20111)

- 1) The purchase, rent, or lease of equipment, material, or supplies
- 2) Services excluding construction services, professional services or advice, and insurance services
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"Maintenance work" means routine, recurring, and usual work for preserving, protecting, and keeping a District facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. "Maintenance" includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (PCC 20115)

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The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.

(10/22)

Instruction

Differential Graduation and Competency Standards For Students With Disabilities

The Governing Board recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the district's regular course may be needed on an individualized basis to provide FAPE. In accordance with law, each student's individualized education program (IEP) team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on state and districtwide assessments.

Exemption from District-Established Graduation Requirements

District students shall complete all course requirements for high school graduation as specified in Board Policy 6146.1 - High School Graduation Requirements. However, a student with a disability that entered the ninth grade in the 2022-23 school year and later may be exempted from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements for high school graduation if the student's IEP provides for both of the following requirements: (Education Code 51225.31).

- 1. That the student is eligible to take the alternate assessment as described in Education Code 60640*
- 2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3*

Any such exempted student shall receive a diploma and be eligible to participate in any graduation ceremony and school activity related to graduation in which a student of similar age without a disability would be eligible to participate. (Education Code 51225.31)

The district's responsibility to provide FAPE shall not terminate when a student with a disability who is exempted from district-adopted graduation requirements participates in graduation activities unless the student's IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education code 51225.31)

Certificate of Educational Achievement or Completion

Instead of a high school diploma, a student with a disability may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements: (Education Code 56390)

- 1. Satisfactorily completed a prescribed alternative course of study approved by the board of the district in which the student attended school or the district with jurisdiction over the student as identified in the student's IEP*
- 2. Satisfactorily met the student's IEP goals and objectives during high school as determined by the IEP team*
- 3. Satisfactorily attended high school, participated in the instruction as prescribed in the student's IEP, and met the objectives of the statement of transition services*

A student with a disability who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate. (Education Code 56391)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 3070	Graduation
Ed Code 60900.2	Students with Disabilities Graduation Reporting
Ed. Code 51225.31	Graduation exemption for students with disabilities
Ed. Code 56341	<u>Individualized education program team</u>
Ed. Code 56345	<u>Individualized education program contents</u>
Ed. Code 56390-56392	<u>Recognition for educational achievement; special education</u>
Federal	Description
20 USC 1400-1482	Individuals with Disabilities Education Act
34 CFR 300.1-300.818	Individuals with Disabilities Education Act
34 CFR 300.320	Definition of IEP
Management Resources	Description
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>U.S. Department of Education, Office of Special Education and Rehabilitative Services</u>
Website	<u>California Department of Education</u>
Cross References	
Code	Description
0430	<u>Comprehensive Local Plan For Special Education</u>
0430	<u>Comprehensive Local Plan For Special Education</u>
5127	<u>Graduation Ceremonies And Activities</u>
6146.1	<u>High School Graduation Requirements</u>
6146.3	<u>Reciprocity Of Academic Credit</u>
6146.3	<u>Reciprocity Of Academic Credit</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6159.1	<u>Procedural Safeguards And Complaints For Special Education</u>
6159.1	<u>Procedural Safeguards And Complaints For Special Education</u>

6159.2	<u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u>
6159.2	<u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u>
6159.3	<u>Appointment Of Surrogate Parent For Special Education Students</u>
6159.3	<u>Appointment Of Surrogate Parent For Special Education Students</u>
6162.51	<u>State Academic Achievement Tests</u>
6162.51	<u>State Academic Achievement Tests</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u>
6164.4	<u>Identification And Evaluation Of Individuals For Special Education</u>
6200	<u>Adult Education</u>
6200	<u>Adult Education</u>

Instruction

Differential Graduation and Competency Standards for Individuals with Exceptional Needs

Although proficiency standards adopted for regular educational programs may be appropriate for students enrolled in special education programs, differential standards, and assessments shall be adopted for special education standards who are not able to attain the District's regular proficiency standards.

The Individualized Education Program (IEP) team shall determine whether a student with exceptional needs has the abilities to attain the District's regular proficiency standards

with appropriate educational services and support. When necessary, the IEP team shall develop differential proficiency standards appropriate to the student's needs and potential. These differential standards shall be included in the student's individualized education program.

No student shall be classified as eligible for differential standards of proficiency for the purpose of circumventing the legal requirement to maintain academic eligibility for extracurricular or cocurricular activities.

Legal Reference:

Education Code

- 35160.5 Extracurricular and cocurricular activities; differential standards
- 51215 Proficiency standards in basic skills
- 56000 Education of individuals with exceptional needs
- 56341 Individualized education program team
- 56345 Elements of the IEP

Code of Regulations, Title 5

- 3069 Graduation

