

Welcome to the Mendocino Unified School District

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Policies: The following pertinent Board Policies and Administrative Regulations may be obtained from the District Office or Administrative Assistants at the school site. They are also located online at www.mendocinoused.org.

AR 4121	Temporary/Substitute Personnel
BP/E 4020	Drug and Alcohol Free Workplace
BP/AR 4040	Employee Use of Technology
AR 4144	Complaint Procedure
BP/AR 4119.11	Sexual Harassment
AR 4119.43	Universal Precautions
BP/AR 5131.6	Alcohol and Other Drugs
BP/AR 5131.62	Tobacco
BP/AR 5131.7	Weapons and Dangerous Instruments
BP/AR 5145.7	Students: Sexual Harassment
AR 6162.6	Use of Copyrighted Material
BP/AR 6163.4	Student Use of Technology
AR 5145.3	Nondiscrimination/Harassment

The Mendocino Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Officer/Title IX Compliance Officer: Jason Morse, Superintendent, 44141 Little Lake Road, P.O. Box 1154, Mendocino, CA 95460, (707) 937-5868, JMorse@mcn.org.

General Information

1. Short Term Substitute: A substitute teacher working less than three weeks in the same classroom consecutively, and paid at the substitute rate of \$185.00 per day.
2. Long Term Substitute: A substitute teacher working more than three weeks consecutively in the same classroom is paid at the long-term substitute rate of Step 1/Column 1 minus \$5.00, or \$273.51 per day.
3. In order to be a Long Term Substitute, the teacher must have a regular credential (Single Subject, Multiple Subject, SPED, etc.), not a 30 Day Emergency Credential.
4. When a certificated employee is to be out on a leave and a long term substitute is hired in advance of that leave, the substitute will be compensated at the rate of the long term substitute from day one of his/her assignment. A long term substitute will be allowed to take one day of personal necessity leave per month.
5. When a certificated employee is out on an emergency leave and the substitute is hired on a day to day or week to week basis, the substitute will begin to receive long term substitute pay only after working as a substitute for fifteen consecutive days.
6. It is the responsibility of the substitute teacher to maintain an active credential. Letting a credential lapse may result in a delay in receiving a paycheck or in some instances, reduced pay.
7. Every effort will be made to hire a classified substitute for classified positions and certificated substitutes for certificated positions. In the event a certificated substitute is asked to perform a classified substitute assignment, the certificated substitute will receive pay at the certificated substitute rate.
8. Those with an emergency credential cannot work more than 30 calendar days in the same classroom (20 days in special education classes). If you are interested in getting a Teaching Permit for Statutory Leave (TPSL) which would allow you to take a long term substitute teacher position, you can apply for a permit. See Erin Placido in the district office for details.
9. Time sheets are due to the District Office prior to the 20th of each month, and should be turned in at the site level for approval. Substitute teachers will be paid on the 10th of the following month. All pertinent information must be completed or time sheets will not be processed
10. A half-day substitute works half of the 7.5 hour instructional day and is not provided a lunch period.
11. During a preparation period a substitute should complete work as assigned by the teacher of record or report to the office administrative assistant for other assignments.
12. A half day substitute is paid \$92.50 per day.
13. A full-day substitute works the entire 7.5 hour instructional day and is provided a duty free lunch.
14. If a substitute teacher is being paid for a full day, he/she is required to remain and work at the school site for the full 7.5 hour instructional day, excluding a 45 minute duty free lunch, and excluding early release on Fridays. A full time substitute is paid \$185.00 per day.
15. Substitute teachers are expected to arrive at the school site 15 minutes prior to beginning of the instructional day and should check in with the site Administrative Assistant.
16. When a substitute teacher is called for service on the day needed, the substitute teacher is expected to report to the school site within one hour. The substitute coordinator will usually try to call a substitute by 7:00 a.m.

17. A substitute teacher is expected to be available for any special assignments that fall within the teacher's responsibility during the instructional day. If this special assignment is to provide noon duty service, the substitute teacher will be provided an alternate duty-free lunch period.
18. Substitute teachers may be asked to perform duties as would be required of the regular classroom teacher, including teaching during a prep period.
19. Emergency Procedures: each classroom has a first aid backpack, exit route map, and flip chart by the door. Please familiarize yourself with drill procedures for any site you may be assigned to.

**MENDOCINO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES**

Michael Schaeffer, President

P. O. Box 347
Comptche, CA 95427
937-1353

email: michaels@mcn.org

Emily Griffen, Clerk

P. O. Box 1154
Mendocino, CA 95460
937-6267

email: egriffen@mendocinoused.org

Windspirit Aum, Trustee

P. O. Box 146
Albion, CA 95410
937-4228

Email: waum@mendocinoused.org

Mark Morton, Trustee

P. O. Box 1181
Mendocino, CA 95460
964-1115

email: mark@mcn.org

ELK SEAT: OPEN

Student Body Rep:

Knute Kvinsland
Mendocino High School
937-5871

2023 - 2024 Regular Board Meeting Schedule

**All meetings are at the Mendocino K-8 Campus, Multi-Purpose Room
except as noted**

August 24, 2023		5:00 p.m.
September 14, 2023	at MHS	5:00 p.m.
October 19, 2023	at Albion	5:00 p.m.
November 16, 2023		5:00 p.m.
December 14, 2023		5:00 p.m.
January 18, 2024		5:00 p.m.
February 15, 2024	at Greenwood	5:00 p.m.
March 14, 2024		5:00 p.m.
April 18, 2024	at MHS	5:00 p.m.
May 16, 2024		5:00 p.m.
June 11, 2024		5:00 p.m.

District Office

P. O. Box 1154 (44141 Little Lake Road), Mendocino, CA 95460
Phone: 937-5868 Fax: 937-0714

Superintendent
Jason Morse

Payroll, and Benefits
Michele Sheldon

Executive Assistant
Erin Placido

Accounts Payable
Tiffany Grant

Business Manager
Meg Kailikole

Maintenance Department

937-1603

Paulo Andrade, Maintenance Supervisor

Maintenance Worker
Kyle Rodrigues
Travis Yolles

Maintenance-Grounds Worker
Kiva Myad

Transportation Department

937-2877

Ceil McDonell, Transportation Supervisor

Food Services

937- 4640

Diane Price, Manager Cook

Information and Technology Department

937-2015

James Wroble, Computer Technician

Mendocino Community Network

937-1444

School Sites

Mendocino K-8 School

Kim Humrichouse, Principal

Tracy Elo, Administrative Assistant
Nicole Gold, Administrative Assistant
Barbara Mueller, Head Custodian
Fernando Martinez/Ruben Villegas, Custodians
44261 Little Lake Road
P. O. Box 226, Mendocino
Phone: 937-0515 / 937-0564
Fax: 937-1538

Comptche School

Rebekkah Cumbie, Teacher
Kathy Gagnon, Inst. Assistant
P. O. Box 144
Comptche, CA 95427
937-5945

Albion School

Amanda Martin, Teacher
Barbara Connelly, Inst. Assistant
30400 Albion Ridge Road
Albion, Ca 95410
937-2968

Mendocino High Schools

Tobin Hahn, Principal

10700 Ford Street
P. O. Box 226, Mendocino, CA 95460
Phone: 937-5871 Fax: 937-1552

Liz Newkirk & Anna Yanez, Guidance Counselors
Megan Smithyman, Administrative Assistant
Marci Arter, Registrar

Noah Gold, Administrative Support/A.D.
Barbara Mueller, Head Custodian
Rogelio Munoz/Bram Sluis, Custodians

Mendocino Community High School

A magnet program of Mendocino High School

Derek Hutchinson, Head Teacher
Kamala Lance, Administrative Assistant
45220 Covelo Street - Box 226, Mendocino, Ca 95460
937-0138

Mendocino Alternative School

(K-12 Independent Study Program)

Ryan Olson Day, Teacher
45220 Covelo Street - Box 226, Mendocino, CA 95460
937-3703

Mendocino Sunrise High School

Ryan Olson Day, Teacher

Mendocino Unified School District 2023-24 Instructional Calendar

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M	T	W	T	F	2023 (4)
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	Certif.Staff Dev. 8/21-8/25
[21 22 23 24 (25)]					8/25 Staff Welcome Back
(28)	29	30	31		8/28 First Day

M	T	W	T	F	2024 (16)
			1	2	
5	6	7	8	9	
12	13	14	15	16	2/19-2/23 President's Week
[19 20 21 {22} {23}]					2/22 & 2/23 Storm Days
26	27	28	29		

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M	T	W	T	F	2023 (20)
				1	9/4/23 Labor Day
[4]	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

M	T	W	T	F	2024 (21)
				1	
4	5	(6)	7	8	3/6/24 Min. Day & ½ day
11	12	13	14	15	of Prof. Dev.
18	19	20	21	22	
25	26	27	28	29	

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M	T	W	T	F	2023 (21)
[2]	3	4	5	[6]	K-8 Parent Conf. Wk
9	10	11	12	[13]	10/13/23 Oct. Break
16	17	18	19	20	
23	24	(25)	26	27	10/25/23 Minimum Day
30	31				& ½ day PD

M	T	W	T	F	2024 (17)
[1 2 3 4 5]					4/1-4/5 HS AE Week
[8 9 10 11 12]					4/8-4/12 Spring Break
15	16	17	18	19	
22	23	24	25	26	
29	30				

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M	T	W	T	F	2023 (16)
		1	2	3	
6	7	8	9	[10]	11/10/23 Veteran's Day
13	14	15	16	17	
[20 21 22 23 24]					Thanksgiving
27	28	29	30		(11/20-11/24)

M	T	W	T	F	2024 (22)
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	5/27/24 Memorial Day
[27]	28	29	30	31	

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M	T	W	T	F	2023 (16)
				1	
4	5	6	7	8	12/22/23 Minimum Day
11	12	13	14	15	& HS End Fall Semester
18	19	20	21	(22)	Winter Break
[25 26 27 28 29]					12/25/23-1/5/24

M	T	W	T	F	2024 (10)
3	4	5	6	7	
10	11	12	(13) (14)		6/13& 6/14 Minimum days
					6/14/24 Last Day

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M	T	W	T	F	2024 (17)
[1 2 3 4 5]					
8	9	10	11	12	
[15]	16	17	18	19	1/15/24 MLK Holiday
22	23	(24)	25	(26)	1/24/24 Min. Day &
29	30	31			½ Day Prof. Dev.
					1/26/24 K-8 Semester Ends

10/25/23 Minimum Day & 1/2 Day Prof. Dev.
 11/10/23 Veteran's Day
 11/20-11/24 Thanksgiving
 12/22/23 Minimum Day
 12/22/23 End of Fall Semester (MHS/MCHS)
 12/25/23-1/5/24 Winter Break
 1/15/24 Martin Luther King
 1/24/24 Minimum Day & 1/2 Day Prof. Dev.
 1/26/24 K-8 Semester Ends
 2/19-2/23/24 Presidents Week
 2/22 & 2/23 Storm Days (if needed)
 3/6/24 Minimum Day & ½ Day of Prof. Dev.
 4/1-4/5/24 HS AE Week
 4/8-4/12/24 Spring Break
 5/27/24 Memorial Day
 6/13 & 6/14 Minimum Days
 6/14/24 Last Day

8/21-8/25/23 Certificated Staff Development
 8/25/23 Welcome Back Day
 8/28/23 First Day of School
 9/4/23 Labor Day
 10/13/23 October Break (1 day)