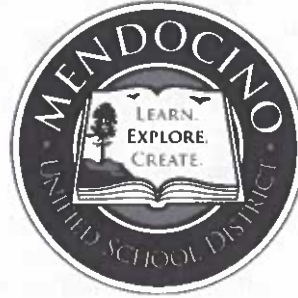

Mendocino Unified School District



MINUTES

Regular Board Meeting

THURSDAY, DECEMBER 14, 2023

**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/85312846028?pwd=N29lT0pqUnlBUTVIU0RhcFVXdEcydz09>

Passcode: 742648

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

Webinar ID: 853 1284 6028 Passcode: 742648

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 4:02 P.M. Present were Trustees Griffen, James, Aum, Schaeffer. Absent was Trustee Morton.

- 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 during closed session.

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/83891744523?pwd=ZXpzbUhyWnRnUzMzU21GRTRHTENDdz09>

Meeting ID: 838 9174 4523 Passcode: 254456

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 838 9174 4523 Passcode: 254456

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 5:10 P.M. Present were Trustees Griffen, James, Aum, Schaeffer. Absent was Trustee Morton.

- 4.2. Closed session disclosure
Any reportable action taken during closed session will be disclosed at this time.

Nothing was reported 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 Aum/Griffen (4/0) to approve the agenda.

5. PUBLIC HEARING – RESOLUTION REGARDING THE ACCOUNTING OF DEVELOPER FEES FOR THE 2022-23 FISCAL YEAR

At this time, the Board will accept public comments regarding the accounting of developer fees for Fiscal Year 2022-23.

The Public Hearing was opened at 5:11 P.M. There were no public comments. The Public Hearing closed at 5:11 P.M.

6. 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)

- 6.1. Approval of Warrants
6.1.1. 11/9/23, 11/16/23, 11/23/23, 11/30/23

- 6.2. Approval of Minutes
 - 6.2.1. Board Meeting Minutes: 11/16/23
- 6.3. Approval of Employment/Personnel Changes
 - 6.3.1. Hire, Classified Employee, 5.0 hrs/day, 10 mo/yr, effective 12/4/23
- 6.4. Approval of the Current Budget Change Report
- 6.5. Approval of 2023-24 Attendance Report – Month 3
- 6.6. Approval of Student Body Reports – November 2023
- 6.7. Approval of Quarter 1 Investment Reports
- 6.8. Acknowledgement of a \$7,500 donation from the Community Foundation of Mendocino County for the 6th grade trip to the Woodlands
- 6.9. Approval of Memorandum of Understanding 2023-24-01 between CEMUS and MUSD regarding minimum wage increase
- 6.10. Approval of Classified Minimum Wage Salary Schedule
- 6.11. Approval of Instructional Calendar for 2024-25
- 6.12. Approval of Instructional Calendar for 2025-26
- 6.13. Final approval of Board Policies and Administrative Regulation
 - 6.13.1. BP 3315: Relations with Vendors (business/noninstructional operations)
 - 6.13.2. BP/AR 3550: Food Service/Child Nutrition Program (business/noninstructional operations)
 - 6.13.3. BP/AR 3553: Free and Reduced-Price Meals (business/noninstructional operations)
 - 6.13.4. BP 4134: Acceptance of Gifts by Employees (personnel)

MSA Griffen/Aum (4/0) to approve the Consent Agenda as presented.

7. REPORTS

7.1. Student Trustee – Knute Kvinsland

Student Trustee Kvinsland reported that the student chapter of CSF held a "Winter Clothing Drive" which was a box in the office for donations and ASB held a "Canned Food Drive" thru December 22nd. Students competed against other classes to see who could raise the most canned goods and/or money. There are several strategies involved. Thanksgiving break was a great way to spend time with family and prepare for the pressures of finals week. We held the CTE Winter Showcase this past Saturday. There was a great turnout of both community members and students/parents. The Google Form sent to ASB garnered responses regarding issues surrounding busses and the bus schedule. There was also a response in support of keeping the MCN listserve. Another student hopes for better golf clubs and bags. Bravo, the spoon game, is a hit with students. ASB students still seem to be "in the game". 100% of students are thrilled for the holiday break. Basketball teams report that having all away games and nowhere to practice has been frustrating but teams are making it happen.

7.2. Administrative

7.2.1. Principal – Kim Humrichouse

Principal, Kim Humrichouse, gave the attached presentation.

7.2.2. Superintendent – Jason Morse

Superintendent, Jason Morse, reported that negotiations with CEMUS and MTA went well. They have gone line by line through the MTS contract to make sure all is correct. Has attended site staff meetings the past two weeks, talked to teachers, and answered questions regarding the upcoming budget cuts and what that might look at. There were fantastic questions asked. The chronic absenteeism committee met again to discuss the data that the principals brought regarding their efforts to address the issues.

7.3. Bargaining Units

7.3.1. Mendocino Teachers Association (MTA)

MTA President

7.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

7.4. Board Trustee Reports

8. 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.

Derek Hutchinson, Head Teacher and Mendocino Community High School, commented on the upcoming decisions that must be made by the District. There are no good choices. Discussed programs offered at the High Schools and noted that they are what draws students to our programs. When thinking of cuts, urge the Board to think of the glass as half full and look at creative ways to find solutions to the budget issues.

Liz Newkirk, Academic Counselor at Mendocino High Schools, commented on the quality of education and investment of community members and feeling of support for our educational system. Acknowledged the difficult decisions the Board is facing. Asked to consider the perspective of support of outlying schools. Although these sites originated based on need and support, it is time to consider the needs of the entire district and the impact maintaining those sites has on the entire district.

Marco McLean, community member, wanted to introduce himself and let the board know that he has recently sent the Board an email.

David Gurney, community member, addressed the MCN list serve turnover to a public entity and expressed concerned regarding the motion that was made to do so. The two Freedom of Information requests submitted have been denied. Is seeking transparency.

9. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

9.1. Board Organizational Meeting

The Board is required to hold an annual organizational meeting (BB9100 attached) whereby it appoint Board representatives to various assignments and designated committees. The actions are required by law.

9.1.1. Board elections for President, Clerk, and official appointment of the Superintendent as Secretary to the Board (action)

9.1.2. Selection of Board Trustee appointments to committees (action)
Previous committees which Board members have participated on have been: Board Facilities Committee (two Trustees), Board Finance Committee (two Trustees plus an alternate), Superintendent's MCN Advisory Committee (two Trustees), (action)

MSA Schaeffer/Aum (4/0) to approve the following:

Board President: Trustee Griffen

Board Clerk: Trustee Aum

Secretary: Superintendent Morse

Facilities Committee: Trustee Aum & Trustee Griffen

Finance Committee: Trustee Schaeffer & Trustee James + Trustee Aum as alternate

MCN Committee: Trustee Morton & Trustee Schaeffer

9.2. 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)

Construction Manager, Don Alameida, gave the attached presentation.

9.3. MUSD First Interim Budget Report

Meg Kailikole, Business Manager, will present the MUSD 2023-24 First Interim Budget Report to the Board for review and approval (action)

MSA Schaeffer/Aum (4/0) to approve the First Interim Budget Report.

9.4. Consideration of Leave Request

9.4.1. Classified Employee, currently working 4 hours/day, 12 months/year requests to continue working 4 hours/day, 12 months/year effective 01/01/2024 through 06/30/2024 (action)

MSA Schaeffer/James (4/0) to approve the Leave Request.

9.5. Approval of the 2024-25 MUSD Board Calendar (action)

MSA Schaeffer/Aum (4/0) to approve the 2024-25 Board Calendar with the outlying school rotation being Elk/Comptche/Albion.

9.6. Approval of the 2024-25 MUSD Board Action Calendar (action)

MSA Aum/James (4/0) to approve the 2024-25 Board Action Calendar.

9.7. Approval of Resolution 2023-17 regarding accounting of Developer Fees for Fiscal year 2022—23

MSA Aum/Schaeffer (4/0) to approve Resolution 2023-17.

- 9.8. Approval of Resolution 2023-18 authorizing participation in the HVIP Public School Bus Set-Aside (action)

MSA Aum/James (4/0) to approve Resolution 2023-18.

10. FUTURE AGENDA ITEMS

Audit Report, Cafeteria Financial Report, SARC's, Quarterly Investment Reports, Williams Settlement

CAASSPP Report

11. ADJOURNMENT

The next regular Board meeting is scheduled for **January 18, 2024 at Mendocino High School.** *The meeting was adjourned at 6:52 P.M.*

Mendocino K8 Schools

December 2023



Attendance

K-5: 25%

6-8: 30%

Albion: 50%

Comptche: 33%

	October meeting	12/10/23	Change
Student 1	70%	61%	-9
Student 2	82%, 87%	87%	0
Student 3	87%	94%	7
Student 4	77%	87%	10
Student 5	69%	62%	-7
Student 6	73%	78%	5
Student 7	87%	94%	7
Student 8	87%	91%	4
Student 9	80%	69%	-11
Student 10	77%	79%	2
Student 11	70%	70%	0
Student 12	70%	79%	9
Student 13	82%	88%	6

Attendance - K8 School

38/53 identified at beginning of year have improved

19/53 moved out of chronically absent category

30 students entered chronically absent category

29 students very close (88%/89%) to moving out of chronically absent category

Healthy Kids Survey

Cyberbullying 5th Grade: (2020-21) 8%, (2022-23) 19%

Cyberbullying 7th Grade: (2020-21) 33%, (2022-23) 41%

Areas to work on: Meaningful participation, school connectedness, academic motivation, caring adult relationship

Happenings

- Basketball in full swing
- Comptche Winter Performance/Talent Show 12/15 @ 6:00
- Parent Education Night: Cyberbullying 1/23 @ 5:30



Mendocino Unified School District

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

•MUSD BOARD MEETING – December 2023

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	11,611,712
	Developer Fees	-
	State Bonds	-
		11,611,712

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	1,127,186	907,445	136,532	1,043,977	83,209
Bidding, Permitting, Misc.	95,000	74,384	20,616	95,000	0
Construction	8,641,825	3,265,468	5,376,357	8,641,825	0
Owners Contingency	697,428	42,842	654,586	500,000	197,428
Construction Support	505,000	142,338	342,974	504,708	293
Fixtures & furniture	0	0	0	0	0
Reserve	0	0	0	0	0
Totals	11,066,439	4,432,476	6,531,066	10,786,610	280,930

Available vs. budgeted **646,273** *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	11,611,712	1,242,701	1,156,282	810,609	545,273

Mendocino Unified School District

Schedule

	Planned	Actual	Schedule Status
Design and Planning	Jun-22	Jun-22	
Permitting and PH-2 GMP	1-Dec-22	August 23	
Construction	August 20/23	August 31, 2023	
Completion	Apr-24		(Generator completion Sept. 2024)

Overall Project Status

Rough-in for framing essentially completed, some added ceiling framing underway at Tech. Center.
 Rough-in for MEP continues and at various stages of completion.
 Haddn't started dry walling at Tech center yet, some remedial structural work is necessary at some shear walls and added ceiling framing. Roofing demo completed and underlayment installed at the Tech Center.

Roofing demolition at Gym completed and built up roofing to commence week of the 11th. Starting on mechanical and generator enclosures.

Potential Issues:

Flooring subcontractor stating various flooring locations is in need of an underlayment since the raw plywood subfloor is not adequate to prevent seams etc. from telegraphing through finish floor or prevent cracking where epoxy floors specified. There will cost impacts to add underlayment, an alternative may be revised type of flooring to be installed. Also some rooms in the Tech Center called for keeping existing floors for cost savings, revisiting that decision.

Next Steps

Carry on with construction and officially close-out phase one and determine remaining funds for additional work

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	11,508,696
	Developer Fees	-
	State Bonds	-
		11,508,696

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	1,127,188	895,364	158,593	1,043,977	0
Bidding, Permitting, Misc.	95,000	72,300	22,700	78,000	17,000
Construction	8,641,825	299,335	8,342,490	8,641,825	0
Owners Contingency	697,428	0	697,428	697,428	0
Construction Support	505,000	104,356	380,956	505,000	0
Furniture & Furniture	0	0	0	0	0
Reserve	0	0	0	0	0
Totals	11,066,439	1,381,378	8,802,187	10,968,220	17,000

Available vs. budgeted 442,257 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	11,508,696	1,139,683	1,053,267	707,594	442,257

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, 2023	
Completion	Apr-24	(Generator completion Sept. 2024)	

Overall Project Status

Demolition subcontractor continuing with their work while underground plumbing work has commenced at Gym and Tech buildings.

Rough framing has begun in the Gym and Tech building and Electrical contractor starting layout and rough-in of electrical work. Mechanical Layout and Rough-in to commence at the end of the month.

Site Demolition and water connections for wood shop commenced. Mechanical enclosure work to start at end of the month.

Potential Issues:

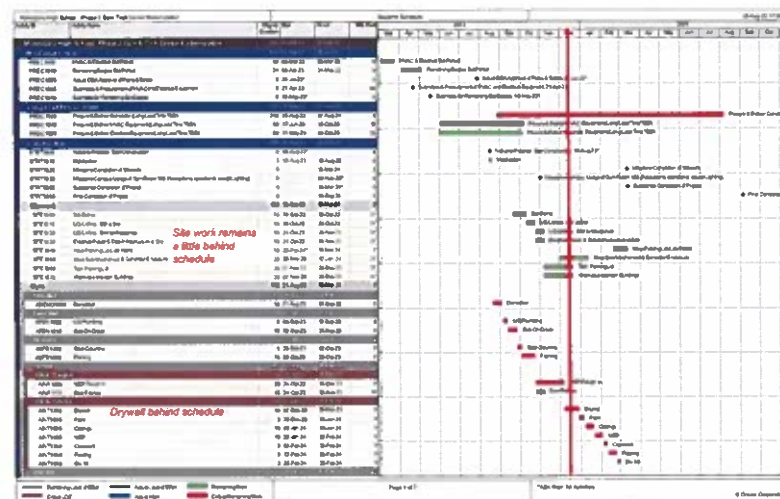
No new issues since hopefully resolving fire alarm false alarms.

Next Steps

Lathrop progress with Rough framing and rough-in of utilities.

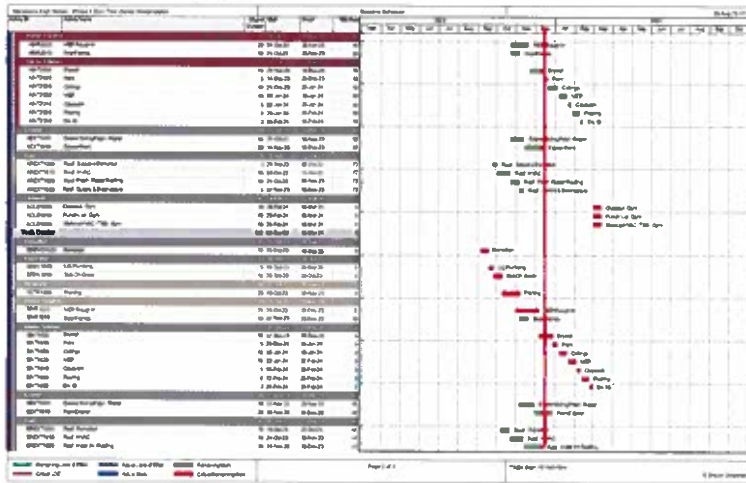
Mendocino Unified School District

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 #	Title	Change Reason	Proposed Cost
19	Electrical to EW114 & 5 (CREDIT)	Scope Change	(\$495,00)
18	Patch & Paint Wood Paneling in Hospitality Lobby	Scope Change	\$2,172.52
17	Frame Hard Lid Ceilings at Art Class Halls (Tech Center)	Scope Change	\$3,745.06
16	Above Grade Water Line at Wood Shop	Scope Change	\$4,528.88
15	Add Door A205A (Gym)	Unforeseen/Hidden Condition	\$4,873.85
14	Demo Furred Header at Hospitality Lobby	Unforeseen/Hidden Condition	\$532.74
13	Duct Chases in Tech Center	Scope Change	\$5,084.83
12	Furred Plumbing Walls in Kitchen	Unforeseen/Hidden Condition	\$1,028.57
11	Shear Wall Hold Downs & Shear Ply at Tech Center	Unforeseen/Hidden Condition	\$6,187.25
10	Permanent Data & IDF at Wood Shop	Scope Change	\$16,167.03
9	Removal of Flooring in Foyer & Weight Room	Scope Change	\$7,542.86
8	Removal of Condensate at Tech Center	Scope Change	\$780.66
7	Removal of Casework & Lockers from Team Room (Gym)	Scope Change	\$923.08
6	Domestic Water Isolation Valve at Gym	Unforeseen/Hidden Condition	\$2,121.49
5	Reframe Door Openings in Tech Building	Unforeseen/Hidden Condition	\$2,059.17
4	Temporary Data Line to Wood Shop Building	Unforeseen/Hidden Condition	\$822.73
3	Demo Existing Mezzanine in Room B106 (Tech Center)	Unforeseen/Hidden Condition	\$5,146.87
2	Demo Existing Ceiling in Room B105C (Tech Center)	Unforeseen/Hidden Condition	\$1,622.14
1	Material Cost Increases - Acoustical Ceilings & Panels	Unforeseen/Hidden Condition	\$7,011.17
			\$71,455.90