

# Mendocino Unified School District



## Agenda

Regular Board Meeting

**THURSDAY, SEPTEMBER 14, 2023**

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

**4:30 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/84776836452?pwd=Uy82NDhFcDJzZElBU2luYlg3dTA2Zz09>

Passcode: 103771

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

Webinar ID: 847 7683 6452 Passcode: 103771

*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 <http://www.mendocinoused.org/District/2285-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](mailto:doerin@mcn.org).

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

**1. 4:30 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/87608122127?pwd=dUtsdzBZYUJGeEdVNStHeFZKNmhSUT09>

Meeting ID: 876 0812 2127 Passcode: 734028

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 876 0812 2127 Passcode: 734028

**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
- 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. SWEARING IN OF NEW STUDENT TRUSTEE**

**6. PUBLIC HEARING – SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

This public hearing is regarding the sufficiency of instructional materials. At this time, the Board will hear comments regarding the availability of textbooks and instructional materials in the District.

**7. 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)

- 7.1. Approval of Warrants  
7.1.1. 8/24/23, 8/31/23, 9/7/23
- 7.2. Approval of Minutes  
7.2.1. Board Meeting Minutes: 8/24/23
- 7.3. Approval of Employment/Personnel Changes  
7.3.1. Hire, Classified Coach, Stipend Position, effective 8/7/23  
7.3.2. Hire, Classified Coach, Stipend Position, effective 8/7/23

- 7.3.3. Hire, Classified Coach, Stipend Position, effective 8/7/23
- 7.3.4. Hire, Classified Coach, Stipend Position, effective 8/7/23
- 7.3.5. Hire, Classified Coach, Stipend Position, effective 8/7/23
- 7.3.6. Increase, Classified Employee from 5.2 hrs/day to 5.75 hrs/day, effective 8/28/23
- 7.3.7. Hire, Classified Employee, 6 hrs/day, 10 month/year, effective 8/25/23
  
- 7.4. Approval of the Current Budget Change Report
  
- 7.5. Approval of Student Body Reports – August 2023
  
- 7.6. Approval of the NCLB attestation – Paraprofessionals
  
- 7.7. Approval of the surplus of damaged/obsolete Chromebooks (various asset #'s)
  
- 7.8. Approval of Grant/Donation Opportunities for 2023-24
  - 7.8.1. North Coast Builders Exchange - \$1,500
  - 7.8.2. Clay Craig - \$6,000
  - 7.8.3. Krenov Foundation - \$4,000
  - 7.8.4. Mount Storm Lumber - \$1,100 in materials donation
  
- 7.9. Acknowledgement of donation to KAKX in the amount of \$1,000 from Mr. & Mrs. Smith
  
- 7.10. Acknowledge correspondence from MCOE regarding the Annual Williams Review Notice for 2023-24

## **8. REPORTS**

- 8.1. Student Trustee – Knute Kvinsland
  
- 8.2. Administrative
  - 8.2.1. Principal – Tobin Hahn
  - 8.2.2. Superintendent – Jason Morse
  
- 8.3. Bargaining Units
  - 8.3.1. Mendocino Teachers Association (MTA)
  - 8.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
  
- 8.4. Board Trustee Reports

## **9. 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.

**10. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS**

10.1. Board Member Interviews and Possible Provisional Appointment

The Board will hold interviews for the Elk Area Board Trustee seat that is currently vacant. (action)

10.2. Swearing In of New Board Member

The Superintendent will conduct the Oath of Office should the Board take action to appoint a new member. (information)

10.3. 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)

10.4. Budget Update

Business Manager, Meg Kailikole, will present the MUSD Unaudited Actual Financial Report and request approval by the Board. These mandated financial reports detail the "unaudited Actuals" revenues and expenses for school year 2022-23. The included series of forms provides revenue and expense detail for each fund. The reports for each fund include columns that represent the "Unaudited Actuals" for the 2022-23 year. The reports for each fund also include informational columns that represent the budget for 2023-24 (action)

10.5. Board Calendar

The Board will discuss the meeting calendar for the 2023-24 school year. (action)

10.6. Consideration of Resolution 2023-16: Sufficiency of Instructional Materials. Each year the District is required to pass a resolution determining that each pupil in the District has sufficient textbooks or instructional materials in each core subject which are consistent with the contents of the curriculum framework and standards adopted the State Board of Education. The resolution established the District's eligibility to receive instructional material funding from the state (action)

10.7. Consideration of Resolution 2023-17: Adoption of the 2022-23 Actual and the 2023-24 Budget GANN Limit (action)

**11. FUTURE AGENDA ITEMS**

Reduced Workload, Teaching Assignments, Deferred Maintenance Plan Update, Emergency Plan Update, Quarterly Investment Report, School Single Plans, Williams Settlement, Seniority Lists

**12. ADJOURNMENT**

The next regular Board meeting is scheduled for **October 19, 2023 at Albion School.**

Payment Id	Comment	Check Amt	Status	Cleared	ALPHA ANALYTICAL LABS INC (ALPHAA/1)	
Check # 765332	01	60.00	Cleared	60.00	ALPHA ANALYTICAL LABS INC (ALPHAA/1)	
3084367-MENUSD	Open P.O. Water Testing				01-8150-0-5800-221-0000-8110-2096	60.00
Check # 765333	63	112.23	Cleared	112.23	AT&T (00AT&T/2)	
70793740496539AUG23	Telephone Services				63-0000-0-5903-001-0000-6000-0000	112.23
Check # 765334	01	1,106.83	Cleared	1,106.83	COLOR MILL (COLORM/1)	
1038	MUSE Writing Anthology Grant				01-9003-0-5800-150-1110-1000-0000	1,106.83
Check # 765335	01	5,184.56	Cleared	5,184.56	DELL MARKETING LP (DELLMA/2)	
10688391080	Computer for Megan S.				01-0000-0-4400-150-1110-2420-1171	1,596.56
10690782779	Computers for Michele Sheldon and Sam Stump				01-0000-0-4400-001-0000-2420-1171	2,048.00
					01-0000-0-4400-150-1110-2420-1171	1,540.00
Check # 765336	01	2,500.00	Cleared	2,500.00	GENESIS TECHNOLOGIES (GENES/1)	
3001259	Adobe Creative Cloud Apps				01-0000-0-5800-001-0000-2420-1171	2,500.00
Check # 765337	63	300.00	Cleared	300.00	HELEN & CO. ADVERTISING, INC. (HELEN&/1)	
8692A	Advertising on MTA				63-0000-0-5811-001-0000-6000-0000	300.00
Check # 765338	01	2,825.27	Cleared	2,825.27	INDOOR ENVIRONMENTAL SERVICES (INDOOR/2)	
SV076492	Service K8 Boilers				01-8150-0-5600-220-0000-8110-0000	2,825.27
Check # 765339	01	450.00	Cleared	450.00	KATHERINE HUNT PECKHAM (KPECKH/1)	
DP24-00024	Student Services				01-0100-0-5800-001-5760-3900-0102	450.00
Check # 765340	01	4,000.00	Cleared	4,000.00	LITTLE RIVER BUILDERS INC (LITTLE/1)	
535329	Shed for Generator				01-6388-0-4300-150-3800-1000-0000	1,189.37
					01-6388-0-5800-150-3800-1000-0000	2,810.63
Check # 765341	01	208.86	Cleared	208.86	MENDO MILL (MENDOM/2)	
407210-4	Maintenance Supplies				01-8150-0-4300-150-0000-8110-0000	70.49
407414-4	Maintenance Supplies				01-8150-0-4300-150-0000-8110-0000	138.37
Check # 765342	63	185.74	Cleared	185.74	MENDOCINO CITY COMM. SERV'S (MCITYC/1)	
R12619	Sewer Service				63-0000-0-5530-001-0000-6000-0000	185.74
Check # 765343	63	50.00	Cleared	50.00	MITOTEC (MITOTE/1)	
IN149654	Services				63-0000-0-5800-001-0000-6000-0000	50.00
Check # 765344	21	8,670.00	Cleared	8,670.00	OFFICE WONDERLAND (OFFICE/1)	
513528	6 Projectors for HS				21-9010-0-6200-150-0000-8500-9916	8,670.00
					21-9010-0-6200-150-0000-8500-9916	682.76
Check # 765345	01	236.14	Cleared	236.14	PG&E (00PG&E/1)	
0483535710-6JULY2023	Electricity for District				01-0000-0-5510-150-0000-8200-0000	236.14
Check # 765346	01	30,358.57	Cleared	30,358.57	PG&E (00PG&E/1)	
4668452137-3JULY2023	Electricity for District				01-0000-0-5510-001-0000-8200-0000	840.45

Payment Id	Check #	Check Amt	Status	Cleared	PG&E (00PG&E/1) - continued	Comment	Check Amt	Status	Cleared	PG&E (00PG&E/1) - continued
	4668452137-3JULY2023	01			01-0000-0-5510-150-0000-8200-0000	Electricity for District	30,358.57			01-0000-0-5510-220-0000-8200-0000
					01-0000-0-5510-221-0000-8200-0000					01-0000-0-5510-223-0000-8200-0000
					01-0740-0-5510-001-0000-8200-0000					12-6105-0-5510-222-7110-8200-0000
					12-6105-0-5510-222-7110-8200-0000		16,412.50			REDWOOD ROOFERS (RWROOF/1)
	15 AUGUST 2023				14-0000-0-6200-222-0000-8500-0000	New Roof at Greenwood				
	2307-156062	63			63-0000-0-4300-001-0000-6000-0000	Open PO for Supplies	132.25			ROSSI BUILDING MATERIALS (ROSSIB/1)
	2307-156065				63-0000-0-4300-001-0000-6000-0000	Open PO for Supplies				
	2307-160709				63-0000-0-4300-001-0000-6000-0000	Open PO for Supplies				
	2307-160957				63-0000-0-4300-001-0000-6000-0000	Open PO for Supplies				
	2307-171540				63-0000-0-4300-001-0000-6000-0000	Open PO for Supplies				
	2307-171578				63-0000-0-4300-001-0000-6000-0000	Open PO for Supplies				
	0961255-IN	01			01-0794-0-4300-220-0000-2700-0000	Med Room Supplies	226.62			SCHOOL NURSE SUPPLY INC (SCHNUR/1)
	208900011817	01			01-0794-0-4100-220-1110-1000-0000	Spelling Textbooks (5 pack)	228.10			SCHOOL SPECIALITY INC (SCHSPZ/2)
	527782	63			63-0000-0-5903-001-0000-6000-0000	Phone Services	2,742.08			SUMO FIBER (SUMOFI/1)
	IT011862	21			21-9010-0-6200-150-0000-8500-9916	Projector Accessory Supplies	469.90			TWO SHORT SALES (TWO SHO/1)
	14051431	01			01-0794-0-4300-150-3800-1000-8354	Photos for Art Class	118.46			US BANK CORPORATE PAYMENT SYS (USBANK/2)
	9PADOA-30				01-0794-0-5800-150-3800-1000-8167	cleanfeed subscription				
	20230630 HIGH SCHOOL	01			01-0794-0-4300-150-1110-1000-0000	Drinking Water	124.50			WHISPERING PINES WATER (WHISPE/2)
	20230731 HIGH SCHOOL				01-0794-0-4300-150-1110-1000-0000	Drinking Water				
	20230731 MCN				63-0000-0-5500-001-0000-6000-0000	Drinking Water				
	019450614	01			01-0000-0-4300-150-0000-2420-0000	Copy Machine Rental	298.77			XEROX CORPORATION (XEROXC/2)
	019460768				01-0000-0-5600-150-0000-2420-0000	Copy Machine Rental				
					01-0000-0-5600-220-0000-2420-0000	Copy Machine Rental				



2024 FUND-OBJ Expense Summary / Register 000279 (continued)

63-5500	27.00	
63-5530	185.74	
63-5800	50.00	
63-5811	300.00	
63-5903	3,848.27	
63-9110*		4,881.10-
<b>Totals for Fund 63</b>	<b>4,891.10</b>	<b>4,881.10-</b>
68-5800	2,621.51	
68-9110*		2,621.51-
<b>Totals for Fund 68</b>	<b>2,621.51</b>	<b>2,621.51-</b>
69-5800	80.00	
69-9110*		80.00-
<b>Totals for Fund 69</b>	<b>80.00</b>	<b>80.00-</b>
<b>Totals for Register 000279</b>	<b>81,815.96</b>	<b>81,815.96-</b>

2023 FUND-OBJ Summary / Register 000279

01-4300	1,285.83	
01-5800	2,810.63	
01-9502*		4,096.46-
<b>Total for Fiscal Year 2023 and Fund 01</b>	<b>4,096.46</b>	<b>4,096.46-</b>
01-4100	228.10	
01-4300	632.26	
01-4400	5,184.56	
01-5510	29,856.74	
01-5600	3,123.27	
01-5800	4,138.83	
01-9110*		47,260.22-
01-9500*	4,096.46	
<b>Totals for Fund 01</b>	<b>47,260.22</b>	<b>47,260.22-</b>
12-5510	737.97	
12-9110*		737.97-
<b>Totals for Fund 12</b>	<b>737.97</b>	<b>737.97-</b>
14-6200	16,412.50	



2024 FUND-OBJ Summary / Register 000279 (continued)

14-9110*		16,412.50-
<b>Totals for Fund 14</b>	<b>16,412.50</b>	<b>16,412.50-</b>
21-6200	9,822.66	
21-9110*		9,139.90-
21-9550*		682.76-
<b>Totals for Fund 21</b>	<b>9,822.66</b>	<b>9,822.66-</b>
63-4300	470.09	
63-5500	27.00	
63-5530	185.74	
63-5800	50.00	
63-5811	300.00	
63-5903	3,848.27	
63-9110*		4,881.10-
<b>Totals for Fund 63</b>	<b>4,881.10</b>	<b>4,881.10-</b>
68-5800	2,621.51	
68-9110*		2,621.51-
<b>Totals for Fund 68</b>	<b>2,621.51</b>	<b>2,621.51-</b>
69-5800	80.00	
69-9110*		80.00-
<b>Totals for Fund 69</b>	<b>80.00</b>	<b>80.00-</b>
<b>Total for Fiscal Year 2024</b>	<b>81,815.96</b>	<b>81,815.96-</b>
<b>Totals for Register 000279</b>	<b>85,912.42</b>	<b>85,912.42-</b>

\* denotes System Generated entry

Net change to Cash 9110 81,133.20-Credit

Page Intentionally Left Blank

Payment Id	Comment	Check #	Check Amt	Status	Printed	APPLE INC (APPLEC/2)	AT&T (AT&TC3/2)	AT&T (00AT&T/1)	
MA13672939	Laptop Video Adapters	01	1,116.51	Printed	01-0000-0-4300-150-1110-2420-9015				1,116.51
20400498	Telephone Services	01	1,106.84	Printed	01-0000-0-5903-001-0000-7200-0000				134.55
					01-0000-0-5903-150-0000-2700-0000				251.60
					01-0000-0-5903-155-3100-2700-0000				28.47
					01-0000-0-5903-220-0000-2700-0000				326.18
					01-0000-0-5903-221-0000-2700-0000				85.76
					01-0000-0-5903-246-0000-2700-0000				109.88
					01-0740-0-5903-001-0000-3600-0000				28.47
20400837	Telephone Services				12-6105-0-5903-222-7110-8200-0000				84.40
20400838	Telephone Services				01-0000-0-5903-150-0000-2700-0000				29.06
					01-0000-0-5903-220-0000-2700-0000				28.47
1128041801	Telephone Services	63	2,334.69	Cleared	AT&T (00AT&T/1)				2,334.69
Check # 765836	Telephone Services	01	142.56	Cleared	63-0000-0-5903-001-0000-6000-0000				
CIFNCS-2114	Annual Athletic Dues				CIF STATE OFFICE (CIFSTA/1)				
Check # 765837	Conference-League Dues 23/24	01	1,285.00	Printed	01-0000-0-5300-150-1110-4200-0000				142.56
DP24-00026	Membership Dues, AD Association				CMC (000CMC/1)				
Check # 765838	2 Shipping Containers at HS, Annual Rent	21	1,200.00	Cleared	01-0000-0-5300-150-1110-4200-0000				1,205.00
7794	Textbooks				COAST CONTAINERS (COASCO/1)				80.00
Check # 765839	Textbooks	01	287.83	Printed	21-9010-0-5600-150-0000-8500-9912				1,200.00
92936288	Key and Lock Work at HS				DOVER PUBLICATIONS INC (DOVERP/1)				
Check # 765840	Textbooks	21	633.00	Printed	01-6300-0-4100-220-1110-1000-0000				287.83
79366	July Inspection Services				HARDWARE TECH INC (HARDWA/1)				
Check # 765841	Textbooks	21	190.00	Printed	21-9012-0-5800-150-0000-8500-9914				633.00
52059	Textbooks				LACO ASSOCIATES (LACOAS/1)				
Check # 765842	Textbooks and Teaching Supplies	01	338.69	Printed	21-9012-0-5800-150-0000-8500-9914				190.00
INV43283	Textbooks				MATH LEARNING CENTER (MATHLE/1)				
INV43662	Textbooks				01-0794-0-4100-220-1110-1000-0000				109.25
	Textbooks				01-0794-0-4100-220-1110-1000-0000				166.87
	Textbooks				01-0794-0-4300-220-1110-1000-0000				62.57
Check # 765843	Classroom Supplies	01	47.43	Printed	OFFICE DEPOT (OFFICD/2)				
324339927001	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000				105.60
327621196001	Classroom Supplies				01-0794-0-4300-220-1110-1000-0000				58.17
Check # 765844	Classroom Supplies	01	74.85	Cleared	PG&E (00PG&E/1)				

Payment Id	Check #	Check Amt	Status	Cleared	Comment	PG&E (00PG&E/1) - continued
	01	74.85	01-0000-0-5510-246-0000-8200-0000	Printed	Electricity for District	74.85
	01	6,170.00	01-0000-0-5800-150-1110-4200-0000	Printed	Winter Sports Season	6,170.00
	76	901.49	01-0000-0-4300-220-0000-2700-0000	Cleared	Employee Life Insurance	901.49
	63	29.49	01-0000-0-5600-001-0000-7200-0000	Cleared	Shipping Services	29.49
	01	318.46	01-0000-0-5600-220-0000-2700-0000	Cleared	Copy Machine Rental	318.46
			01-0000-0-4300-220-0000-2700-0000	Cleared	Copy Machine Rental	49.60
			01-0000-0-4300-220-0000-2420-0000	Cleared	Copy Machine Rental	6.13
			01-0000-0-5600-001-0000-7200-0000	Cleared	Copy Machine Rental	129.35
			01-0000-0-5600-220-0000-2700-0000	Cleared	Copy Machine Rental	133.38
* Break in sequence						
	01	315.83	01-0000-0-4300-150-0000-2700-9075	Printed	Deli Sandwiches for Staff	315.83
	68	1,303.91	68-0000-0-5800-000-0000-6000-0000	Printed	Dental Claims	1,303.91
	01	1,232.82	01-0000-0-4300-001-0000-8200-0000	Printed	Custodial Supplies	1,232.82
			01-0000-0-4300-001-0000-8200-0000	Printed	Custodial Supplies	612.65
	01	1,119.01	01-0794-0-4100-220-1110-1000-0000	Printed	Textbooks	481.77
			01-6300-0-4100-221-1110-1000-0000	Printed	Textbooks	637.24
					Totals for Register 000280	

Number of Items	20	20,148.41	Totals for Register 000280
<b>2024 FUND-OBJ Expense Summary / Register 000280</b>			
01-4100	1,682.96		
01-4300	2,830.89		
01-5300	1,427.56		
01-5510	74.85		
01-5600	262.73		
01-5800	6,170.00		
01-5903	1,022.44		
01-9110*	13,471.43		

2024 FUND-OBJ Expense Summary / Register 000280 (continued)

Totals for Fund 01	13,471.43	13,471.43-
12-5903	84.40	
12-9110*		84.40-
Totals for Fund 12	84.40	84.40-
21-5600	1,200.00	
21-5800	823.00	
21-9110*		2,023.00-
Totals for Fund 21	2,023.00	2,023.00-
63-5903	2,334.69	
63-5904	29.49	
63-9110*		2,364.18-
Totals for Fund 63	2,364.18	2,364.18-
68-5800	1,303.91	
68-9110*		1,303.91-
Totals for Fund 68	1,303.91	1,303.91-
76-9110*		901.49-
76-9526	901.49	
Totals for Fund 76	901.49	901.49-
Totals for Register 000280	20,148.41	20,148.41-

\* denotes System Generated entry

Net change to Cash 9110      20,148.41-Credit

2024 FUND-OBJ Expense Summary / Register 000280 (continued)

Page Intentionally Left Blank

Payment Id	Comment	Check Amt	Check Amt	Status	Cleared	MUSD REVOLVING FUND (MUSDRE/1)	
08-22-23	Taco Truck for Staff Appreciation Meal	01	750.00	01-0000-0-5800-150-0000-2700-9075			750.00

Number of Items 1 750.00 Totals for Register 000281

2024 FUND-OBJ Expense Summary / Register 000281

01-5800	750.00
01-9110*	750.00
<b>Totals for Register 000281</b>	<b>750.00</b>

\* denotes System Generated entry

Net change to Cash 9110 750.00- Credit

Page Intentionally Left Blank



Number of Items	21	Totals for Org 046 - Mendocino Unified School District
	20,898.41	



Payment Id	Check #	Check Amt	Status	Printed	Comment	Check Amt
	01	81.13	Printed		MARTIN, AMANDA M (000130 - Emp)	81.13
EP24-00018	01	249.55	Printed		Classroom Supplies	249.55
EP24-00012	12	2,301.60	Printed		Mileage 8/11 - 8/25	2,301.60
660106					Security and Monitoring	
660106 MCN	21	5,795.38	Printed		ALAMEIDA ARCHITECTURE (ALAMEI/1)	5,795.38
MUSD 04-13	01	280.00	Printed		Phase 2 High School Bond Project Services	280.00
3085572-MENUSD	01	220.00	Printed		Open P.O. Water Testing	220.00
3085576MENUSD	01	60.00	Printed		Open P.O. Water Testing	60.00
INV23-00177	01	27,720.00	Printed		FORT BRAGG UNIFIED (FBUSD/1)	27,720.00
Check # 766296	63	4,614.00	Printed		22/23 Fiscal Year Attendance	4,614.00
MPL179026323					Insurance	
Check # 766297	13	384.01	Printed		HOPPER DAIRY (HOPPER/1)	384.01
67311240					Dairy for Cafeteria	342.34
67700054					Dairy for Cafeteria	41.67
Check # 766298	13	298.00	Printed		MENDOCINO COAST PRODUCE (MCOPRO/2)	298.00
30749					Produce for Cafeteria	
Check # 766299	01	1,353.78	Printed		PG&E (00PG&E/1)	1,353.78
6905412483-4AUG2023					Electricity for District	
Check # 766300	13	2,555.08	Printed		SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)	2,555.08
431559439					Cafeteria Food	
Check # 766301	21	8,000.00	Printed		TONK'S TREE SERVICE (TONKST/1)	8,000.00
08-23-23					Removal of 3 Trees at HS	
Check # 766302	13	1,540.85	Printed		UKIAH PAPER SUPPLY INC (UKIAHP/1)	1,540.85
549596					Paper Products for Cafeteria	
Check # 766303	13	2,712.88	Printed		WILD OAK DAIRY (UNNATU/2)	2,712.88

Payment Id	Comment	Check Amt	Status	Printed	WILD OAK DAIRY (UNNATU/2) - continued	
Check # 766303	13 Cafeteria Food and Snack			2,712.88	13-5310-0-4700-001-0000-3700-0000	2,531.08
015500918-003					13-5310-0-4700-001-0000-3700-8634	181.80
Check # 766304	01 EOY Pizza for Students			234.88	US BANK CORPORATE PAYMENT SYS (USBANK/2)	
DP24-00029					01-0795-0-9500-	234.88
Check # 766305	63 MCN Cell Phones			544.35	VERIZON WIRELESS (VERIZO/H)	
9942809625					63-0000-0-5902-001-0000-6000-0000	544.35
* Break in sequence						
Check # VCH-00000163	01 Classroom Supplies			232.05	DRAVER, JESSICA (000559 - Emp)	
EP24-00015					01-0794-0-4300-220-1110-1000-0000	232.05
Check # VCH-00000164	01 Health Curriculum			1,848.64	LUCIER, LAURA E (000022 - Emp)	
EP24-00013					01-0794-0-4100-220-1110-1000-0000	959.00
EP24-00014					01-0794-0-4300-220-1110-1000-0000	21.74
EP24-00016					01-0795-0-4300-220-1110-1000-0000	19.04
EP24-00017					01-0795-0-4300-220-1110-1000-0000	256.34
EP24-00019					01-0795-0-4300-220-1110-1000-0000	131.67
EP24-00020					01-0795-0-4300-220-1110-1000-0000	134.67
EP24-00021					01-0795-0-4300-220-1110-1000-0000	326.18
Check # VCH-00000165	13 Garden Supplies			838.40	PRICE, DIANE (000173 - Emp)	
EP24-00010					01-0001-0-4300-001-1110-1000-1138	246.60
EP24-00011					13-5310-0-4300-001-0000-3700-0000	47.44
					13-5310-0-4700-001-0000-3700-0000	544.36
Check # VCH-00000166	01 SPED Supplies			48.45	YANEZ, ANNA E (001530 - Emp)	
EP24-00022					01-0811-0-4300-220-5760-3110-0000	48.45
Check # VCH-00000167	68 Dental Claims 08-27-23			6,181.48	REDWOOD HEALTH SERVICES (RWHEAL/H)	
DP24-00028					68-0000-0-5800-000-0000-6000-0000	5,651.48
SEPTEMBER 23-24					01-0000-0-9514-000-0000-0000-3498	365.00
					01-0000-0-9514-000-0000-0000-3499	165.00
Check # VCH-00000168	01 Custodial Supplies			1,745.24	WAXIE SANITARY SUPPLY (009737/H)	
81928623					01-0000-0-4300-001-0000-8200-0000	1,745.24

Number of Items 22 Totals for Register 000282 69,559.75

2024 FUND-OBJ Expense Summary / Register 000282

01-4100	959.00
01-4300	3,243.11

2024 FUND-OBJ Expense Summary / Register 000282 (continued)

01-5200	249.55		
01-5510	1,353.78		
01-5800	1,261.00		
01-9110*			35,551.32-
01-9500	27,954.88		
01-9514	530.00		
<b>Totals for Fund 01</b>	<b>35,551.32</b>		<b>35,551.32-</b>
12-5800	1,127.10		
12-9110*			1,127.10-
<b>Totals for Fund 12</b>	<b>1,127.10</b>		<b>1,127.10-</b>
13-4300	1,588.29		
13-4700	6,494.33		
13-9110*			8,082.62-
<b>Totals for Fund 13</b>	<b>8,082.62</b>		<b>8,082.62-</b>
21-5800	13,795.38		
21-9110*			13,795.38-
<b>Totals for Fund 21</b>	<b>13,795.38</b>		<b>13,795.38-</b>
63-5450	4,614.00		
63-5500	193.50		
63-5902	544.35		
63-9110*			5,351.85-
<b>Totals for Fund 63</b>	<b>5,351.85</b>		<b>5,351.85-</b>
68-5800	5,651.48		
68-9110*			5,651.48-
<b>Totals for Fund 68</b>	<b>5,651.48</b>		<b>5,651.48-</b>
<b>Totals for Register 000282</b>	<b>69,559.75</b>		<b>69,559.75-</b>

\* denotes System Generated entry

Net change to Cash 9110 69,559.75- Credit

Page Intentionally Left Blank

---

# Mendocino Unified School District



---

## MINUTES

### Regular Board Meeting

**THURSDAY, AUGUST 24, 2023**

**MENDOCINO K8 SCHOOL  
4261 LITTLE LAKE ROAD  
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 K8 School  
& VIA TELECONFERENCE**

**Please click the link below to join the webinar:**

**<https://us02web.zoom.us/j/84182450614?pwd=Z2hoN0k2ZEZQcVV2Wlp30TBqTXlwdz09>**

**Passcode: 119117**

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

Webinar ID: 841 8245 0614 Passcode: 119117

*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 <http://www.mendocinoused.org/District/2285-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](mailto: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 PM. Present were Trustees Griffen, Morton, Aum and Schaeffer.*

- 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/86315398832?pwd=a1ZCRE9aYmd2ZStoSUxGeHBncGw2dz09>

Meeting ID: 863 1539 8832 Passcode: 230523

Dial by your location: +1 669 900 9128 US (San Jose) Meeting ID: 863 1539 8832 Passcode: 230523

**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 5:05 PM. Present were Trustees Griffen, Morton, Aum and Schaeffer.*

- 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 Griffen/Morton (4/0) to approve the agenda pulling Items 5.0 and 6.0 from the agenda and pulling Item 7.3.8 into Open Session as the first item in Open Session.*

**5. PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN CEMUS AND MUSD**

Both the Classified Employees of Mendocino Unified School District (CEMUS) and the District will present their openers for the negotiation of the CMEUS contract for the 2023-24 school year.

*This item was pulled from the agenda.*

**6. PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN MTA AND MUSD**

Both the Certificated Employees of Mendocino Unified School District (MTA) and the District will present their openers for the negotiation of the CMEUS contract for the 2023-24 school year.

*This item was pulled from the agenda.*



**7. 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)

- 7.1. Approval of Warrants
  - 7.1.1. 6/1/23, 6/8/23, 6/15/23, 6/22/23, 6/29/23, 7/6/23, 7/13/23, 7/20/23, 7/27/23, 8/3/23, 8/10/23, 8/17/23
- 7.2. Approval of Minutes
  - 7.2.1. Board Meeting Minutes: 6/13/23, 6/28/23, 7/31/23, 8/16/23
- 7.3. Approval of Employment/Personnel Changes
  - 7.3.1. Hire, Temporary Summer Mover, 3 days, effective 6/14/23-6/16/23
  - 7.3.2. Hire, Temporary Summer Mover, 3 days, effective 6/14/23-6-16/23
  - 7.3.3. Hire, Temporary Summer Instructional Aide, effective 6/20/23-7/19/23
  - 7.3.4. Award, Master's Equivalent Stipend, Certificated Employee, effective 7/1/23
  - 7.3.5. Reduce, Classified Employee from 8 hours/day to 4 hours/day, effective 7/1/23
  - 7.3.6. Reclassify, Certificated Employee, .40 FTE Social Worker + .60 FTE Counseling
  - 7.3.7. Reclassify, Certificated Employee, .40 FTE Sunrise HS + .60 FTE I/S
  - 7.3.8. Hire, Certificated Employee, 1.0 FTE, effective 7/1/23
  - 7.3.9. Hire, Certificated Employee, 1.0 FTE, effective 7/1/23
  - 7.3.10. Hire, Classified Instructional Aide, 3.75 hrs/day, effective 8/25/23
  - 7.3.11. Hire, Classified Instructional Aide, 3.75 hrs/day, effective 8/25/23
  - 7.3.12. Award Column Move, Certificated Employee from Column 0 to Column 1, effective 7/1/23
  - 7.3.13. Transfer, Classified Employee, 6.5 hrs/day, from K8 School to MHS, effective 7/1/23
  - 7.3.14. Accept Resignation, Classified Employee, 6.5 hrs/day, 10 mos/yr, effective 6/13/23
  - 7.3.15. Accept Resignation, Classified Employee, 6.0 hrs/day, 10 mos/yr, effective 7/25/23
  - 7.3.16. Accept Resignation, Certificated Management, 1.0 FTE, effective 7/17/23
- 7.4. Approval of the Current Budget Change Report
- 7.5. Approval of Enrollment and Attendance Report – Months 8-11
- 7.6. Approval of Student Body Reports – June & July 2023
- 7.7. Approval of the Fuel Use Agreement with the Mendocino Fire Protection District
- 7.8. Approval of the 2023-24 CEMUS Contract
- 7.9. Approval of the 2023-24 MTA Contract
- 7.10. Acknowledgement of \$3,000 donation by Mr. & Mrs. Stephen L. Hurst for construction of a playground slide at the Comptche School
- 7.11. Approval of Internship Agreement between Mendocino Unified School District and Emerson College

- 7.12. Acknowledgement of letter from Mendocino County Office of Education regarding public disclosure forms relating to AB 1200, AB 2756 and Government Code 3547.5 for the period July 1, 2023, through June 30, 2024
- 7.13. Approval of Memorandum from MCOE regarding 2023-24 California State Preschool Program (CSPP) MOU's
- 7.14. Approval of the Spring Consolidation Application
- 7.15. Adoption of 2022-23 K-5<sup>th</sup> Curriculum – FOSS Science
- 7.16. Adoption of 2022-23 3<sup>rd</sup>-5<sup>th</sup> Curriculum – History Alive!
- 7.17. Adoption of 2023-24 6<sup>th</sup> – 8<sup>th</sup> Curriculum – FOSS Science
- 7.18. Approval of the surplus of a damaged Chromebook (Asset #272749)
- 7.19. Approval of the MUSD Quarterly Investment Reports
- 7.20. Approval of the 2022-23 Comp Time Report
- 7.21. Approval of the Williams Settlement Report for 2022-23, Quarter 4 *MSA Morton/Aum (4/0) to approve the Consent Agenda as amended.*

## **8. REPORTS**

### 8.1. Student Trustee – Bella Horne

*Student Trustee Horne reported that everyone is really excited for the new school to be open. The seniors are especially excited to be the first graduating class in the new building. Students are bummed about the unavailability of the gym, especially the student athletes.*

### 8.2. Administrative

#### 8.2.1. Principal – Kim Humrichouse

*Principal Humrichouse reported that staff has been very busy since returning. It is great to see everyone. Everyone is in good spirits. The staff retreat went very well and it was nice to see everyone working hard and together. Today was registration day. It was one of the better registration days that we've had. September 12<sup>th</sup> is Back to School Night starting at 5:00 PM. Will send the Board updated class numbers and schedules.*

#### 8.2.2. Superintendent – Jason Morse

*Superintendent Morse reported that "Donut Day" is tomorrow at 8:15. All staff will be present and we are offering Narcan training as well as CPR and First Aid. The District had another successful event with the Writer's Conference. ELOP work was done over the summer. There is a program in place in partnership with the Community Center of Mendocino to offer after school programming to students free of charge who qualify.*

### 8.3. Bargaining Units

#### 8.3.1. Mendocino Teachers Association (MTA)

*There was no one present from MTA.*

#### 8.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

*There was no one present from CEMUS.*

8.4. Board Trustee Reports

*Trustee Griffen reported that she attended her first registration day at the high school as a parent. It was great to see the new building. The work that has been done to get it ready has been great. Thanks to Tobin and team for their hard work. Have been helping out with MHS Soccer as son is playing on the team. That has been fun. Excited for the new school year.*

*Trustee Morton reported that he visited the high school last week and was impressed. It is an amazing reformation of the older building. It is totally different and yet very exciting. On a sad note, Ken Matheson passed away last Wednesday. He was an amazing person in this District for over 25 years. In the 70's, 80's and 90's. He was a principal and superintendent.*

**9. TIMED ITEM 6:00 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.

*Community member David Gurney spoke about ongoing threats he's receiving on the MCN listserves.*

*Community member Liz Helenchild spoke in support of keeping the listserves as they are.*

**10. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS**

\*\* 7.3.8 Pulled from Consent:

Hire, Certificated Employee, 1.0 FTE, effective 7/1/23

*MSA Aum/Morton (3/0/1). Trustee Griffen Abstained.*

10.1. Modernization and Construction Management Update

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

*Construction Manager, Don Alameida, gave the attached presentation.*

10.2. Budget Update

Business Manager, Meg Kailikole, will provide an updated on the 2023-24 budget (information)

*Business Manager, Meg Kailikole, gave the attached presentation.*

10.3. Adoption of the Declaration of Need (DON) for Fully Qualified Educators (2023-24)

In order to be able to fill potential certificated openings in areas where the applicants are typically limited in number, the attached Declaration of Need is required. This allows the District to fill these areas with teachers on emergency permits if needed. (action)

*MSA Morton/Griffen (4/0) to adopt the Declaration of Need for Fully Qualified Educators.*

10.4. MUSD Arts, Music, and Instructional Materials Block Grant

The board will discuss the revised funding allocation related to the grant (action)

*MSA Griffen/Morton (4/0) to approve the revised MUSD Arts, Music, and Instructional Materials Block Grant.*

10.5. Emergency Conditions Form J-13A

The Board will discuss and take action on Form J-13 A – Request for Allowance of Attendance Due to Emergency Conditions (action)

*MSA Aum/Morton (4/0) to approve the Form J-13A.*

10.6. COVID-19 Safety Plan

MUSD Superintendent, Jason Morse will review the updated Safer Return to School Plan and seek public input (information)

*MSA Griffen/Aum (4/0) to approve the COVID-19 Safety Plan.*

**11. FUTURE AGENDA ITEMS**

Comments of LCAP, Enrollment Report, NCLB Attestation, Gann Limit Resolution, Public Hearing – Williams Instructional Materials, Unaudited Actuals  
*Election of Elk Trustee Seat, MCN Lists, Attendance, 3<sup>rd</sup> Grade Reading Report.*

**12. ADJOURNMENT**

The next regular Board meeting is scheduled for **September 14, 2023 at Mendocino High School.**

*The meeting was adjourned at 6:30 PM.*



**Mendocino Unified School District**

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

•MUSD BOARD MEETING – AUGUST 2023

Alameida  
Architecture

**Mendocino Unified School District**

**Budget**

**M.U.S.D. PHASE ONE PROJECT**

**Source of Funds:**

<b>Source Code:</b>	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	-
		<b>30,827,859</b>

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	2,343,405	1,773,021	569,587	2,349,739	-6,334
Bidding, Permitting, Misc	140,000	193,034	-53,034	223,103	-83,103
Construction	14,846,602	15,183,901	-337,299	15,301,054	-454,452
8% Owners Contingency	1,366,140	388,184	977,956	565,820	800,320
Construction Support	441,774	647,566	-205,792	627,986	-186,212
Fixtures & furniture	250,000	186,568	63,432	250,000	0
Reserve	0	0	0	0	0
<b>Totals</b>	<b>19,387,921</b>	<b>18,372,274</b>	<b>1,014,830</b>	<b>19,317,701</b>	<b>70,220</b>

Available vs. budgeted 11,439,938 assumes 100% contingency expended  
soft cost vs. hard cost 28.90%

# Mendocino Unified School District

Schedule	Planned	Actual	Schedule Status
Design and Planning	Nov. 2019 - Sept 2021	Sept. 2021	On schedule
Permitting and PH-1 GMP	September 2021	Nov. 15, 202	Delayed but completed
Construction	Oct. 2021 - Dec. 2022		Weather and Procurement latest delays
Completion	December 16, 2022		<b>Jun-23</b>

### Overall Project Status

District Cleaning and Maintenance staff on site preparing for start of school.

Some closeout items such as replacing window balancers for easier operation, some door closers to meet ADA tight tolerances and picture frame installation continue.

District may move in at its discretion.

### Potential Issues:

Health Department takes exception to grease trap being in the kitchen, although approved indicated on approved drawings. Initialing gave us a year to relocate to exterior but determined that a grease trap may be able to be eliminated depending on menu and use of servery. Working on a resolution.

### Next Steps ....

Complete shaking out issues arising with move-in and close out the project.

# 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 11,510,158
		Developer Fees -
		State Bonds -
		11,510,158

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	1,093,536	862,558	147,769	1,013,945	-3,618
Bidding, Permitting, Misc.	70,000	66,344	3,656	72,044	-2,044
Construction	8,641,825	0	8,641,825	8,641,825	0
Owners Contingency	697,428	0	697,428	697,428	0
Construction Support	500,000	56,816	423,200	500,000	0
Furniture & furniture	0	0	0	0	0
Reserve	0	0	0	0	0
<b>Totals</b>	<b>11,002,769</b>	<b>985,718</b>	<b>9,813,978</b>	<b>10,926,241</b>	<b>-8,661</b>

Available vs. budgeted 607,389 assumes 100% contingency expended  
soft cost vs hard cost 27.32%

#### Funding Status

AVAILABLE FUNDS	PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED			
	0%	1%	3%	8%
Series A bonds 11,510,158	1,204,797	1,118,378	772,705	507,369

# 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

GMP approved in special Board meeting and Lathrop mobilizing on site week of the 21st.

In the meantime working with site personel on additions/modifications to electrical requirements relative to Audio Visual and radio/communications studios.

## Potential Issues:

Coordinating how to accomplish some site work with minimal disruption given we lost the opportunity to complete the work over the summer.

## Next Steps ....

Lathrop to continue with selective demolition and finalize a master schedule.





# Mendocino Unified School District 2023-24 Budget – August Revision

Board Meeting  
August 24, 2023

## 2023-24 Budget – August Revision

*Items included in State Adopted Budget  
not included at May Revision, that impact the Budget*

- Learning Recovery Block Grant reduced by 14% vs 32% at adoption
- Art, Music and IM Discretionary Block Grant reduced by 6% vs 50% at adoption

	Budget Adoption	August Revision	Variance
Beginning Fund Balance	1,988,386	2,037,784	49,398
State Revenue	447,179	597,339	150,160

	2023-24 June Proposed	2023-24 August Revision	Explanation
<b>Revenues</b>			
Taxes	6,077,052	6,077,052	
Def'd Maint Trf	-	-	Change to State Rev. Take back of LRBG goes away.
LCFF/EPA	1,750,189	1,750,189	
Federal Revenue	463,054	463,054	
State Revenue	447,179	597,339	Transfer from FD17 is reduced - function of s/b reduction due to staff changes.
Local Revenue	434,328	434,328	
Transfers In - FD 17	238,437	51,448	
Transfers In	40,000	40,000	
<b>Total Revenues</b>	<b>9,450,239</b>	<b>9,413,410</b>	
<b>Revenue excl FD 17 trf</b>	<b>9,211,802</b>	<b>9,361,962</b>	
<b>Expenses</b>			
Certificated Salaries	3,826,782	3,721,207	
Classified Salaries	2,130,455	2,064,128	
Employee Benefits	3,086,827	2,980,292	
Books/Supplies	386,762	386,762	S/B staff change reduction, offset by services increase.
Services & Operations	897,806	959,906	
Capital Outlay	-	-	
Other Outgo	21,500	21,500	
Other Outgo (Indirect)	(6,000)	(6,000)	
Transfers Out	204,459	204,459	
<b>Total Expenses</b>	<b>10,548,590</b>	<b>10,332,254</b>	(216,336)
<b>Excess/(Deficit)</b>	<b>(1,098,351)</b>	<b>(918,844)</b>	
Beginning Fund Balance Adj for ELOP	1,988,386	2,037,784	BFB inc due to LRBG, AMIM BG carryover
<b>Ending Fund Balance</b>	<b>890,036</b>	<b>1,118,940</b>	<b>228,905</b>
Revolving Cash	10,000	10,000	
REU	421,944	413,290	
Restricted	419,871	617,429	LRBG/AMIM c/o
Other Desig - Local Site Accts	38,221	38,221	
Other Desig - Negotiation Reserv	-	-	
Other Desig - Transportation	-	40,000	Elec Bus - local costs
Unappropriated	(0)	(0)	
Fund 17 Uses	(238,437)	(51,448)	Reduced use of FD 17 preserves balance.
Fund 17 Balance (\$878,000)	639,563	826,552	
<b>Total EFB FD 01 + FD 17</b>	<b>1,529,599</b>	<b>1,945,492</b>	

**2023-24 Budget Improvements:**

1. State Revenue + \$150k.
2. Begin Balance +49k.
3. Salaries/Benefits reduced for known/actual staffing changes.
4. Reduced Transfer In from Fund 17 by 78%.
5. Deficit spending lower; restricted fund balance higher.
6. GF Ending Balance +25.7%; Combined GF + FD 17 End Bal +27.2%.

August 24, 2023 MUSD Board Meeting

3

	2023-24 August Revision	Explanation	2024-25 June Proposed	2024-25 August Projected	Explanation	2025-26 June Proposed	2025-26 August Projected	Explanation
<b>Revenues</b>								
Taxes	6,077,052		6,193,154	6,193,154		6,311,577	6,311,577	
Def'd Maint Trf	-	Change to State Rev. Take back of LRBG goes away.	(75,000)	(75,000)		(75,000)	(75,000)	
LCFF/EPA	1,750,189		1,750,189	1,750,189		1,750,189	1,750,189	
Federal Revenue	463,054		249,262	249,262	Fund 17 transfer reduced.	249,262	249,262	Fund 17 transfer reduced.
State Revenue	597,339	Transfer from FD17 is reduced - function of s/b reduction due to staff changes.	551,279	551,279		551,279	551,279	
Local Revenue	434,328		434,328	434,328		434,328	434,328	
Transfers In - FD 17	51,448		412,496	69,643		47,941	-	
Transfers In	40,000		40,000	40,000		40,000	40,000	
<b>Total Revenues</b>	<b>9,413,410</b>	(36,829)	<b>9,555,708</b>	<b>9,212,855</b>		<b>9,309,576</b>	<b>9,261,635</b>	
<b>Revenue excluding FD 17 trf</b>	<b>9,361,962</b>	<b>150,160</b>	<b>9,143,212</b>	<b>9,143,212</b>		<b>9,261,635</b>	<b>9,261,635</b>	
<b>Expenses</b>								
Certificated Salaries	3,721,207		3,499,622	3,604,397		3,569,615	3,676,485	
Classified Salaries	2,064,128		1,930,574	1,787,086		1,978,838	1,831,763	
Employee Benefits	2,980,292		2,763,196	2,675,283	S/B June = 8,191,892 S/B Aug = 8,050,728 Diff = (132,664) June end (187,000) S/B cuts - Total LRBG cuts Aug (1,012,664)	2,841,599	2,809,207	S/B June = 8,390,052 S/B Aug = 8,300,909 Diff = (89,143)
Books/Supplies	386,762	S/B staff change reduction, offset by services increase	406,100	406,100		426,401	426,401	
Services & Operations	959,906		942,696	1,007,901		989,831	1,058,296	
Capital Outlay	-		-	-		-	-	Add reductions reduced by (61,856)
Other Outgo	21,500		10,000	10,000		(626,000)	(562,144)	
Other Outgo (Indirect)	(6,000)		(6,000)	(6,000)		(6,000)	(5,978)	
Transfers Out	204,459		223,015	122,631		226,257	125,084	
<b>Total Expenses</b>	<b>10,332,254</b>	(216,336)	<b>9,769,204</b>	<b>9,607,399</b>	(161,805)	<b>9,400,542</b>	<b>9,359,114</b>	(81,427)
<b>Excess/(Deficit)</b>	<b>(918,844)</b>		<b>(213,496)</b>	<b>(394,544)</b>		<b>(90,966)</b>	<b>(87,479)</b>	
Beginning Fund Balance	2,037,784	BFB inc due to LRBG, AMIM BG carryover	890,036	1,118,940		676,540	724,396	
<b>Ending Fund Balance</b>	<b>1,118,940</b>	<b>228,905</b>	<b>676,540</b>	<b>724,396</b>	<b>47,856</b>	<b>585,574</b>	<b>626,917</b>	<b>41,343</b>
Revolving Cash	10,000		10,000	10,000		10,000	10,000	
REU	413,290		390,768	384,296		376,024	374,367	
Restricted	617,429	LRBG/AMIM c/o	103,772	115,100	LRBG/AMIM gone	27,550	27,550	
Other Desig - Local Site Accounts	38,221		30,000	30,000		30,000	30,000	
Other Desig - Negotiation Reserve	-		142,000	145,000		142,000	145,000	
Other Desig - Transportation	40,000	Elec Bus - local costs	(0)	40,000	Elec Bus - local costs	0	40,000	Elec Bus - local costs
Unappropriated	(0)		(0)	(0)		(0)	(0)	
Fund 17 Uses	(51,448)	Reduced use of FD 17 preserves balance	(412,496)	(69,643)	Reduced use of FD 17 preserves balance	(47,941)	-	Reduced use of FD 17 preserves balance.
Fund 17 Balance (\$878,000)	826,552		227,057	756,909		179,126	756,909	
<b>Total EFB FD 01 + FD 17</b>	<b>1,945,492</b>		<b>903,607</b>	<b>1,481,305</b>	<b>577,698</b>	<b>764,700</b>	<b>1,383,826</b>	<b>618,136</b>

**MYP Comparison:**

- Core revenue unchanged.
- Reduced transfer in from Fund 17, -83%-100%, each respective year.
- Expenditures down -1.7% and -0.4%, each respective yr.
- 2025-26 additional reductions lower by \$64k.
- Deficit higher, but is covered by Restricted fund balance.
- GF EFB slightly better, Fund 17 is preserved.
- Combined EFB is better by 64%/81%, each respective year.
- Balanced Budget Goals:**
  - Expenditures = Core Revenue
  - Zero deficit spending
  - Preserve Fund 17

August 24, 2023 MUSD Board Meeting

4

	2023-24 August Revision	2024-25 August Projected	2025-26 August Projected	2025-26 August Projected
Total Revenues	9,413,410	9,212,855	9,261,635	9,261,635
<i>Revenue excluding FD 17 transfer in</i>	<b>9,361,962</b>	<b>9,143,212</b>	<b>9,261,635</b>	<b>9,261,635</b>
Expenses				
Certificated Salaries	3,721,207	3,604,397	3,676,485	3,676,485
Classified Salaries	2,064,128	1,787,086	1,831,763	1,831,763
Employee Benefits	2,980,292	2,675,283	2,809,207	2,809,207
Books/Supplies	386,762	406,100	426,401	426,401
Services & Operations	959,906	1,007,901	1,058,296	1,058,296
Capital Outlay	-	-	-	-
Other Outgo	21,500	10,000	(562,144)	(662,144)
Other Outgo (Indirect)	(6,000)	(6,000)	(5,978)	(5,978)
Transfers Out	204,459	122,631	125,084	125,084
Total Expenses	10,332,254	9,607,399	9,359,114	9,259,114
Excess/(Deficit)	(918,844)	(394,544)	(97,479)	2,521
Beginning Fund Balance	2,037,784	1,118,940	724,396	724,396
Ending Fund Balance	1,118,940	724,396	626,917	726,917
Revolving Cash	10,000	10,000	10,000	10,000
REU	413,290	384,296	374,367	370,367
Restricted	617,429	115,100	27,550	27,550
Other Designations - Local Site Accounts	38,221	30,000	30,000	30,000
Other Designations - Negotiation Reserve	-	145,000	145,000	145,000
Other Designations - Transportation	40,000	40,000	40,000	40,000
Unappropriated	(0)	0	0	104,000
Fund 17 Uses	(51,448)	(69,643)	-	-
Fund 17 Balance (\$878,000)	826,552	756,909	756,909	756,909
<b>Total EFB FD 01 + FD 17</b>	<b>1,945,492</b>	<b>1,481,305</b>	<b>1,383,826</b>	<b>1,483,826</b>

August 24, 2023 MUSD Board Meeting

What if...  
Expense = Revenue

- Bump add'l cuts +100k
- Small surplus
- Adds \$100k to EFB

	2025-26 August Projected	2026-27 August Projected	2025-26 August Projected	2026-27 August Projected
Total Revenues	9,261,635	9,381,555	9,261,635	9,381,555
<i>Revenue excluding FD 17 transfer in</i>	<b>9,261,635</b>	<b>9,381,555</b>	<b>9,261,635</b>	<b>9,381,555</b>
Expenses				
Certificated Salaries	3,461,324	3,530,551	3,428,181	3,496,744
Classified Salaries	1,660,888	1,702,410	1,629,809	1,670,555
Employee Benefits	2,633,098	2,668,810	2,597,321	2,635,322
Books/Supplies	426,401	447,721	426,401	447,721
Services & Operations	1,058,296	1,111,211	1,058,296	1,111,211
Capital Outlay	-	-	-	-
Other Outgo	-	-	-	-
Other Outgo (Indirect)	(5,978)	(6,000)	(5,978)	(6,000)
Transfers Out	125,084	127,586	125,084	127,586
Total Expenses	9,359,114	9,582,289	9,259,114	9,483,139
Excess/(Deficit)	(97,479)	(200,734)	2,521	(101,585)
Beginning Fund Balance	724,396	626,917	724,396	726,917
Ending Fund Balance	626,917	426,182	726,917	625,332
Revolving Cash	10,000	10,000	10,000	10,000
REU	374,367	383,294	370,367	379,328
Restricted	27,550	27,550	27,550	27,550
Other Designations - Local Site Accounts	30,000	30,000	30,000	30,000
Other Designations - Negotiation Reserve	145,000	142,000	145,000	145,000
Other Designations - Transportation	40,000	40,000	40,000	40,000
Unappropriated	0	(206,661)	104,000	(6,545)
Fund 17 Uses	-	-	-	-
Fund 17 Balance (\$878,000)	756,909	756,909	756,909	756,909
<b>Total EFB FD 01 + FD 17</b>	<b>1,383,826</b>	<b>1,183,091</b>	<b>1,483,826</b>	<b>1,382,241</b>

August 24, 2023 MUSD Board Meeting

MYP to 2026-27

- Moved add'l reduction to salary/benefits (50/50 cert/class) in 2025-26.
- Applied step/col in 2026-27.



**Mendocino Unified School District Spending Plan 2022-2026  
Arts, Music, and Instructional Materials Discretionary Block Grant**

Revised Award - August 2023: \$ 254,679  
Initial Award - October 2022: \$ 269,787

**Revised Award - \$134,894**

Planned Expenditure	2022-23	2023-24	2024-25	2025-26	Total
Maintain elementary art instruction	\$ -	\$ 113,720	\$ 115,244	\$ -	\$ 228,964
Instructional Material	\$ -	\$ 25,715	\$ -	\$ -	\$ 25,715
<b>Totals</b>	\$ -	\$ 139,435	\$ 115,244	\$ -	\$ 254,679

The Arts, Music, and Instructional Materials Discretionary Block Grant is a result of AB1871, sec 134. The grant allows spending for arts and music programs, as well as for standards-aligned instructional material.

As originally funded for the 2022-23 state budget year, Mendocino Unified was scheduled to receive an award of \$269,787.

As revised at the 2023-24 adopted state budget, Mendocino Unified's award is reduced to \$254,679.

Board Approved: \_\_\_\_\_



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

REVENUES:		data as of:	August View 8/18/2023	September View 9/7/2023	Change
<b>REVENUE LIMIT SOURCES</b>					
8011	State Aid - Current Year		1,662,031	1,662,031	-
8012	Education Protection Account		88,158	88,158	-
8019	EPA Prior Year Adjustment		-	-	-
8021	Homeowners' Exemptions Tax		41,970	41,970	-
8022	Timber Yield Tax		75,000	75,000	-
8029	Other Subventions/In-Lieu Taxes		-	-	-
8041	Secured Roll Taxes		5,805,082	5,805,082	-
8042	Unsecured Taxes		150,000	150,000	-
8043	Prior Years' Taxes		5,000	5,000	-
8044	Supplemental Taxes		-	-	-
8091	Revenue Limit Transfers		-	-	-
Total Revenue Limit Sources			7,827,241	7,827,241	-
<b>FEDERAL REVENUES</b>					
8181	Special Education Entitlement		62,418	62,418	-
8182	Discretionary Grants		2,654	2,654	-
8285	Interagency Contracts between LEAs		-	-	-
8290	All other Federal Revenue		397,982	397,982	-
Total Federal Revenues			463,054	463,054	-
<b>OTHER STATE REVENUES</b>					
8311	Other St. Apportionments Current Yr.		-	-	-
8520	State Nutrition KIT Grant		-	-	-
8550	Mandated Cost Reimbursements		20,000	20,000	-
8560	State Lottery Revenue		100,384	100,384	-
8590	All Other State Revenue		477,339	478,576	1,237
Total Other State Revenues			597,723	598,960	1,237
<b>OTHER LOCAL REVENUES</b>					
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		-	-	-
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		53,316	54,423	1,107
8792	Transfer of Apportionment from COE		263,612	263,612	-
Total Other Local Revenues			434,328	435,435	1,107
<b>TOTAL REVENUES</b>			<b>9,322,346</b>	<b>9,324,690</b>	<b>2,344</b>
<i>Total All Revenue Sources</i>			<i>9,420,685</i>	<i>9,423,029</i>	

Strong Workforce final award

MUSE prior year project

August                      Septmber  
 View                              View  
 data as of:    8/18/2023                      9/7/2023                      Change

EXPENDITURES:

CERTIFICATED SALARIES				
1100	Teachers' Salaries	3,022,900	3,022,900	-
1200	Pupil Support Salaries	296,299	296,299	-
1300	Supervisors' and Admin Salaries	406,658	406,658	-
1900	Other Certificated Salaries			-
Total Certificated Salaries		3,725,856	3,725,856	-
CLASSIFIED SALARIES				-
2100	Instructional Aides' Salaries	521,269	521,269	-
2200	Support Salaries	652,187	652,187	-
2300	Supervisors' and Admin Salaries	375,761	375,761	-
2400	Clerical and Office Salaries	492,645	492,645	-
2900	Other Classified Salaries	15,727	15,727	-
Total Classified Salaries		2,057,589	2,057,589	-
EMPLOYEE BENEFITS				-
310X	STRS	1,021,718	1,021,718	-
320X	PERS	524,811	524,811	-
33XX	OASDI/Medicare	216,333	216,333	-
340X	Health & Welfare Benefits	918,504	918,504	-
350X	Unemployment Insurance	28,985	28,985	-
360X	Workers' Compensation	207,014	207,014	-
370X	Other Post-Employment Benefits	30,971	30,971	-
390X	Other Benefits (Ret. Inc. & Board bene.)	34,023	34,023	-
Total Employee Benefits		2,982,359	2,982,359	-
BOOKS AND SUPPLIES				-
4100	Approved Textbooks & Core Materials	30,384	30,384	-
4200	Books & Other Reference Materials	-	-	-
4300	Materials and Supplies	328,762	329,951	1,189
4400	Noncapitalized Equipment	30,000	30,000	-
Total Books and Supplies		389,146	390,335	1,189
SERVICES, OTHER OPERATING EXPENSES				-
5100	Subagreements for Services	30,000	30,000	-
5200	Travel & Conference	63,900	63,900	-
5300	Dues and Memberships	31,330	31,330	-
5450	Insurance	106,600	106,600	-
5500	Operation & Housekeeping Services	315,650	315,650	-
5600	Rentals, Leases, Repairs, Improvmts	73,661	73,661	-
5700		-	-	-
5800	Consulting Svcs and Op Expenses	304,461	305,567	1,107
5900	Communications	38,740	38,740	-
Total Services and Other Operating Expenses		964,342	965,448	1,107
CAPITAL OUTLAY				-
6100	Land	-	-	-
6400	Equipment / Equipment Replacement	-	-	-
Total Capital Outlay		-	-	-

SWP final expense

MUSE prior year project



August                      Septmber  
View                              View  
8/18/2023                      9/7/2023

Change

data as of:

OTHER OUTGO

7142	County Operated ADA	21,500	21,500	-
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		15,500	15,500	-
<b>TOTAL EXPENDITURES</b>		<b>10,134,791</b>	<b>10,137,087</b>	<b>2,296</b>
OTHER FINANCING SOURCES AND USES				0
8912	Transfer In from Fund 17	58,339	58,339	-
8919	Transfer In from MCN Fund	40,000	40,000	-
7612	Transfer Out to Transp Equipment	-	-	-
7611	Transfer Out to State Preschool Fund	(59,793)	(59,793)	-
7616	Transfer Out to Cafeteria	(136,476)	(136,476)	-
7619	Transfer Out to MCN - telecom	(8,190)	(8,190)	-
TOT. OTHER FINANCING SOURCES & USES		(106,120)	(106,120)	-
<b>NET INCREASE (DECR) IN FUND BALANCE</b>		<b>(918,565)</b>	<b>(918,517)</b>	<b>48</b>

*Total All Expenditure Sources*                      10,339,250                      10,341,546                      2,296

<b>FUND BALANCE, RESERVES</b>				-
Beginning Fund Balance		2,037,784	2,037,784	-
Ending Fund Balance		<b>1,119,220</b>	<b>1,119,267</b>	<b>48</b>
<b>COMPONENTS OF ENDING FUND BALANCE</b>				-
9711	Revolving Cash	10,000	10,000	-
9740	Restricted Balances	617,429	617,384	(45)
9789	Designated for Econ Uncertainty	413,570	413,662	92
9780	Other Designations:			-
9780	SLIP/LUMP/Site Accts/Lottery	38,221	38,221	-
9780	Transportation (Elec Bus)	40,000	40,000	-
9790	General (Undesignated) Reserve	(0)	0	1

**9780 Other Designations:**

Locally Defined (Site Accts)	38,221.00	38,221.00	-
Supplemental Concentration	-	-	-
SLIP/LUMP	-	-	-
Lottery - Unrestricted	-	-	-
	<u>38,221.00</u>	<u>38,221.00</u>	-

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

	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: AUGUST 2023**

<b>DESCRIPTION</b>	<b>Beginning Balance</b>	<b>Income</b>	<b>Expenses</b>	<b>Ending Balance</b>
6-8 Art Field Trips	\$ 553.31		\$47.08	\$ 506.23
6-8 Boys Free Throw	\$ -			\$ -
6-8 Girls Free Throw	\$ -			\$ -
6th Grade Trips	\$ 1,258.82		\$132.11	\$ 1,126.71
7-8 Boy's BB	\$ 2,432.22		\$856.59	\$ 1,575.63
7-8 Girl's BB	\$ 1,459.94		\$180.91	\$ 1,279.03
7th Grade Class	\$ 2,508.95		\$620.29	\$ 1,888.66
8th Grade Class	\$ -			\$ -
8th Grade Trip	\$ 1,884.81		\$39.60	\$ 1,845.21
Art Fund	\$ 2.79		\$0.05	\$ 2.74
Athletics	\$ 1,186.20		\$28.63	\$ 1,157.57
AVID	\$ -			\$ -
Chess Club	\$ -			\$ -
Chorus	\$ -			\$ -
Cooking Club	\$ 262.90		\$4.13	\$ 258.77
Film Club	\$ 85.56		\$1.34	\$ 84.22
Grad Dance	\$ -			\$ -
Leadership	\$ 178.45		\$2.80	\$ 175.65
Maker Faire	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ 100.18		\$1.57	\$ 98.61
Science	\$ 296.30		\$4.65	\$ 291.65
Student Council	\$ 1,503.42	\$1.05	\$33.62	\$ 1,470.85
Volleyball	\$ 9,570.47		\$412.88	\$ 9,157.59
Yearbook	\$ 1,685.19		\$36.46	\$ 1,648.73
Yearend Activities	\$ -			\$ -
<b>TOTAL</b>	<b>\$ 24,969.51</b>	<b>\$1.05</b>	<b>\$2,402.71</b>	<b>\$ 22,567.85</b>

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

	DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS		0.00			
	Athletic Travel/Requests	1904.68			1904.68
	Athletics - Officials only	4292.80			4292.80
	CTE Art	1394.00			1394.00
	CTE Media	150.00			150.00
	CTE Woodshop	2419.83			2419.83
	Facilities (key dep)	3108.05			3108.05
	Library	96.20			96.20
	MCHS General	702.84	1348.25		2051.09
	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)	337.77	3.12		340.89
	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	-138.38		360.00	-498.38
	Youth Prevention	92.50			92.50
CLASSES		0.00			
	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	6132.87			6132.87
	Class of 25	1398.46	243.00		1641.46
	Class of 26	1279.10			1279.10
FALL SPORTS		0.00			
	Boys Soccer	238.76	555.99	470.01	324.74
	Football	134.12			134.12
	Girls Soccer	135.00			135.00
	Volleyball	891.85			891.85
WINTER SPORTS		0.00			
	Boys Basketball	2352.23			2352.23
	Girls Basketball	3748.32			3748.32
SPRING SPORTS		0.00			
	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		0.00			
	Amnesty	387.87			387.87
	Art Club	542.85			542.85
	Body Positive	0.00			0.00
	Chorus	152.21			152.21

	CSF	499.85	50.00		549.85
	Culinary	3278.87			3278.87
	Electronics	1141.69			1141.69
	Horticulture/Botany Club	2275.35			2275.35
	Improv club	1028.02			1028.02
	Interact Club-Activity	3976.41			3976.41
	Interact Club-Administrative	3093.10			3093.10
	Leadership	56.44			56.44
	Model U.N.	1502.24		205.67	1296.57
	Multi-Cultural Club	305.00			305.00
	Radio	577.43	226.46		803.89
	Science Club	126.09			126.09
	S.E.A. Club	30.00			30.00
	Workability/Cardinal Express	146.41			146.41
	Yearbook	1503.55	350.00		1853.55
	Yoga Club	0.00			0.00
	A/E WEEK	0.00			
	AE WEEK Art Center	25.00			25.00
	AE WEEK Ashland	0.00			0.00
	AE WEEK Biking	137.80			137.80
	AE WEEK Celebration of Self	144.69			144.69
	AE WEEK Coastal Adventures	-77.50			-77.50
	AE WEEK College Tours	550.18	70.11		620.29
	AE WEEK Com College/CTE	0.00			0.00
	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	1234.17			1234.17
	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	-301.53		403.48	-705.01
	AE WEEK Reserve	99.84			99.84
	TO BE REFUNDED	0.00			0.00
	TOTAL	70793.09	2846.93	1439.16	72200.86

Personnel

**Instructional Aides/Paraprofessionals**

ATTESTATION REGARDING TITLE I PARAPROFESSIONALS

1. I certify that every paraprofessional hired after January 8, 2002, and working in a program supported by Title I funds, unless he/she is exempted by law, has received a high school diploma or its equivalent and has met at least one of the following criteria pursuant to 20 USC 6319:

- a. Completed at least two years of study at an institution of higher education
- b. Obtained an associate's or higher degree
- c. Met a rigorous standard of quality and demonstrated, through a locally determined academic assessment, knowledge of and the ability to assist in instructing either reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness

2. All paraprofessionals working in a Title I program are performing duties consistent with 20 USC 6319.

Signature: 

Title: Superintendent

Date: 9/7/23

On 8/31/2023 12:56 PM, Noah Gold wrote:

Hello,

The following numbers represent the old black Chromebooks that no longer take an update, have been highly used by MHS students and are obsolete.

James suggested I pass these numbers on to you so that you take them out of our system.

Meg, these are to be surplus.

Jesse, you can remove them from GAFE.

- 272381
- 272284
- 272035
- 272235
- 272221
- 272294
- 272263
- 272373
- 272259
- 272188
- 272050
- 272236
- 272261
- 272370
- 272157
- 272258
- 272225
- 272286
- 272262
- 272376
- 272369
- 272285
- 272102
- 272172
- 272177
- 272031
- 272162
- 272237
- 272240
- 272275

**Tobin Hahn**

to Jason, me, Michael, Taimi

Jason,

Please agendize the board approval of the following grants per 4.8.1.3 of the contract for Taimi Barty:

Grant/Donation Opportunities for 2023-2024

1. North Coast Builders Exchange. \$1,500
2. Clay Craig. \$6,000
3. Krenov Foundation. \$4,000.
4. Mount Storm Lumber - \$1,100 in materials donation



# Mendocino Unified School District

Jason Morse, Superintendent

44141 Little Lake Road • PO Box 1154 • Mendocino, CA 95460

Phone: 707.937.5868 Fax: 707.937.0714 <http://www.mendocinoused.org>

---

September 1<sup>st</sup>, 2023

Dear Mr. and Mrs. Smith,

Thank you so much for your generous donation of \$1000 to our student powered radio station, KAKX. We are very proud of this program and donations like this provide us even more opportunity to grow and make a bigger impact on our students and community. You are so appreciated!

Our Tax ID Number is 87-2115222.

Thanks again and best wishes!



Jason Morse  
Superintendent  
Mendocino Unified School District



2240 Old River Road  
Ukiah, CA 95482-6156

Ph. (707) 467-5001  
Fax (707) 462-0379

NICOLE H. GLENTZER  
*Superintendent of Schools*

**SERVICE**

**EXCELLENCE**

**INNOVATION**

**TEAMWORK**

August 21, 2023

TO: Superintendents and Charter School Directors

FROM: Jennifer McAuley, Director of Continuous Improvement

Re: Annual Williams Review Notice 2023-2024 school year

All schools must comply with the various issues addressed in the Williams lawsuit settlement (stated below), not just those reviewed by the County Office. If your school is on the [2021-24 Williams Case – Schools Eligible for Monitoring \(formerly the 2021-22 Williams Case file\)](#) list, your school principal/director was sent an annual letter and packet of forms to complete. Each school principal/director is required to complete the packet, by the due date, to facilitate announced and/or unannounced site inspections by the MCOE Williams review team.

The list established in the 2021-2022 fiscal year shall also be used as the list established in the 2022-23 and 2023-24 fiscal years. The list of schools established pursuant to this section (EC1240(2)(A)(i)) shall be reestablished in the 2024-25 fiscal year and again every three fiscal years thereafter.

How did schools get on the list? On October 8, 2021, Governor Newsom signed Assembly Bill (AB 599) into law. It includes some major changes to Williams Legislation (Ed Code section 1240):

- Charters are now included in the Williams County Reviews
- The updated Williams list is based on California's accountability system along with additional criteria
  - Schools identified for comprehensive support and improvements (CSI) and additional targeted support and improvement (ATSI) or low-performing pursuant to specified federal laws, and to additionally include on the list schools where 15% or more of the teachers are holders of a permit, certificate, or any other authorization that is a lesser certification than a preliminary or clear California teaching credential.

The following tasks must be completed by all LEA's annually:

1. Adopt a Textbook Sufficiency and Board Resolution:  
(At this time [2023-2024] not required for Charter Schools)
  - Within the first 8 weeks of school, hold a public hearing to determine whether each pupil has sufficient State Board of Education adopted (K-8) or standards-aligned/local board adopted (9-12) textbooks and instructional materials in the following subjects (ARTICLE 7. Public Hearings, Instructional Materials [60119- 60119.]): 1) English Language Arts, 2) Mathematics, 3) Science; 4) History/Social Science, 5) foreign language, 6) Health (MS/HS), and 7) -HS only- Science laboratory equipment. Sufficiency may include electronic versions of textbooks and instructional materials, as long as the district demonstrates sufficient devices to ensure one-to-one capability.
  - When sufficiency has been confirmed, adopt a sufficiency resolution (sample attached).

- If your governing board declares that an insufficiency exists, the resolution must specify the percentage of students who lack sufficient materials in each subject area for each school in which the insufficiency exists, and the reasons for the insufficiency. Action must be taken to secure the required textbooks and ensure that the deficiency is remedied no later than the second month of the school term.

**Evidence of Completion:** Upon board approval of the sufficiency resolution, send a copy of the board agenda and signed resolution to Veronica Bazor, Administrative Assistant, vbazor@mcoe.us.

2. Establish a Uniform Complaint Procedure (UCP):  
(At this time [2023-2024] not required for Charter Schools)

- Quarterly, for each school within the district, identify and resolve any complaints made to the district board and/or the county superintendent for instructional materials, emergency or urgent facility conditions, teacher vacancies, or teacher mis-assignments.

**Evidence of Completion:** prepare and complete the Mendocino County Office of Education Williams Settlement Legislation, Quarterly Uniform Complaints Procedure Reporting Form 2023-24 (attached)

3. Complete the School Accountability Report Card (SARC):

- Annually, using the latest CDE template adopted and released by the California State Board of Education, complete the School Accountability Report Card (SARC), for each school within the district.
- SARCS must be approved by your local governing boards and posted on your district website by February 1 of each year.
- The information listed in the SARC will be compared to the information provided by each school at the start of the year. MCOE will report any SARC discrepancies identified.

**Evidence of Completion:** After completing and uploading the SARC to the school / district website, it is recommended that you submit the link to Jennifer McAuley at jmcauley@mcoe.us.

4. Conduct Annual Facilities Inspections

- Annually, utilize the School Facility Inspection Tool (FIT) [Facility Inspection Tool \(Rev. 4/2022\)](#) or a locally developed instrument that meets the same legal requirements specified in Education Code Sections 33126 and 33126.1. This report must be included in the school district's School Accountability Report Card. The completed form is not submitted to the OPSC-Office of Public-School Construction.

5. Vacancy/Misassignment Review (Credential)

- Determining if a school has current teacher vacancies: The standards for "vacant teacher position" means a position to which a single designated certificated employee has not been assigned at the beginning of the year (first 20 days) as defined in [EC 33126(b)(5)(A)(B), EC 35186(h)(3) and CCR Title 5 section 4600(b)].

- MCOE requests teacher vacancy reports at the beginning of the school year, and if/when a vacancy occurs during the school year. These reports are sent to MCOE Credential Analyst, Samantha Travis, [stravis@mcoe.us](mailto:stravis@mcoe.us).
- MCOE is responsible for reporting teacher misassignments in all schools in Mendocino County, including schools identified for COE monitoring. CalSAAS (California Statewide Assignment Accountability System) is a collaboration between CDE and CTC. Assignments from CalPADS/CDE meet up with credential information from the CTC to push out a list of Exceptions. Districts and the County Office work to determine if the exceptions are valid misassignments for all schools in the county, annually.

If you have any questions, please don't hesitate to contact me at the number below.

Thank you,



Jennifer McAuley  
Mendocino County Office of Education  
Director of Continuous Improvement  
(707) 467-5141



## BOARD MEMBER VACANCY FREQUENTLY ASKED QUESTIONS

1. **May a school board member resign from his/her office?**  
Yes. Government Code section 1770, subdivision (c) provides that “[a]n office becomes vacant . . . [upon the incumbent’s] resignation.”
2. **How does a school board member resign?**  
Education Code section 5090 provides that “a vacancy resulting from resignation occurs when the written resignation is filed with the county superintendent of schools . . .”
3. **Is it necessary for the school board to take action to accept a member’s resignation?** No. As noted above the resignation is effective upon the county superintendent of schools’ receipt of the written resignation.  
  
Some governing board meetings do have public agenda items to “accept” a member’s resignation. This is usually done for purposes of creating an occasion to honor a departing board member and is purely ceremonial with no legal significance.
4. **May a board member rescind a written resignation once it is filed with the county superintendent of schools?**  
No. Education Code section 5090 provides that a “written resignation. . . shall, upon being filed with the county superintendent of schools be irrevocable.”
5. **What constitutes “filing” a resignation with the county superintendent?**  
A resignation is filed with the county superintendent upon physical receipt by the county superintendent’s office of a writing indicating a resignation.
6. **May a board member defer the effective date of a resignation?**  
Yes. Education Code section 5090 provides that a board member’s written resignation may indicate a “deferred effective date.” Section 5091 provides further that the resignation may not be deferred “for more than 60 days after he or she files the resignation with the county superintendent of schools.”
7. **Would an e-mail or facsimile transmission constitute a written resignation?** Probably not. The law applicable to resignations has not been amended to provide for electronic or facsimile substitution for written resignations.
8. **What is the effective date of a resignation?**  
Unless the resignation contains a “deferral” date, the effective date of a written resignation is the date it is actually received by the county superintendent’s office.

**9. Are there any limits on the role of a board member who files with the county superintendent a written resignation with a deferred effective date?**

Yes. Education Code section 35178 provides as follows (emphasis added):

A member of the governing board of a school district who has tendered a resignation with a deferred effective date pursuant to Section 5090 shall, until the effective date of the resignation, continue to have the right to exercise all powers of a member of the governing board, *except that such member shall not have the right to vote for his or her successor in an action taken by the board to make a provisional appointment pursuant to Section 5091.*

**Note:** This prohibition applies only to the actual vote and does not appear to preclude the member whose resignation is pending from participating in the selection process or board discussion of who to appoint.

**10. What does a school board need to do after learning of a resignation from one of its members?**

Education Code section 5091 provides that the governing board “shall, within 60 days of the vacancy or the filing of the deferred resignation, either order an election or make a provisional appointment to fill the vacancy.”

**Note:** The 60 days starts to run when the resignation is received by the county superintendent even if the resignation contains a deferred effective date.

The governing board must also make sure that the person provisionally appointed to the position is “qualified” under Education Code section 35107 as discussed in more detail above.

**11. May the board meet in closed session to develop questions or interview candidates?** No. Under the Brown Act, all aspects of making a provisional appointment must be done in public session, except where the board appoints an advisory ad hoc committee of less than a quorum of board members and no other members. If an advisory ad hoc committee is appointed it may assist in screening or evaluating applications and preparing interview questions, but may not make any final decisions for the board. (See Government Code section 54952, subdivision (b).)

The provisional appointment must be put on the public session agenda and the full Board must take action to approve the appointment.

**12. Once the board makes a provisional appointment to fill a vacancy, what happens next?**

Education Code section 5092 provides as follows:

Whenever a provisional appointment is made to the governing board of a school district pursuant to Section 5091, the board shall, within 10 days of the provisional appointment of a person to fill a vacancy which occurs or will occur, post notices of both the actual vacancy or the filing of a deferred resignation and also the provisional appointment in three public places in the district and shall publish a notice pursuant to Section 6061 of the Government Code. If there is no newspaper of general circulation published in the district, notice need not be published.

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. The notice shall also contain the full name of the provisional appointee to the board and the date of his appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

Thus, the residents of the district whose board has appointed a provisional board member can petition to force a special election—although in practical terms, this rarely happens.

**13. What happens if vacancies occur in a majority or more of the board seats at the same time?**

Education Code section 5094 provides as follows:

If for any reason vacancies should occur in a majority of the offices on any school district or community college district governing board, the president of the county board of education having jurisdiction may appoint members of the county board of education to the district governing board until new members of the governing board are elected or appointed.

Note: At the discretion of the president of the county board of education, appointments may be made in one or more of the vacant positions. In other words, the county board president is not limited to making appointments



only sufficient to create a quorum on the district board. Thus, on a five person board with 3 vacancies, the county board president may designate up to 3 members of the county board of education to serve as district board members. Once appointed, the county board members continue to serve as district board members until new members “are elected or appointed.”

**14. May a district board reappoint the same person who resigned from the seat that is vacant?**

No. Government Code section 1752, subdivision (a) provides, in pertinent part, as follows:

... no person elected or appointed to the governing body of any city, county, or district having an elected governing body, shall be appointed to fill any vacancy on that governing body *during the term for which he or she was elected or appointed* (emphasis added).

Please note: This provision also prohibits a board member with a “short” term from resigning and being appointed to a vacant “long” term.

**15. If the district chooses to call for written applications from candidates who wish to be considered for appointment, are the submitted applications public records?**

Yes. Under the Public Records Act (Govt. Code section 6250 *et seq.*) copies of any applications for a board vacancy that are received by the district must be made available for public inspection and copies provided upon request.

Note: Because the applications become public records, we recommend that prospective candidates be so-informed before they submit an application.

**16. If the board chooses to interview candidates one at a time before making an appointment do all candidates have a right to be present?**

Under the Brown Act all persons—including candidates for a board appointment—have a right to attend all public sessions of the board.

At the same time the board may request (but not require) the other candidates to remain outside the meeting room until after they are interviewed.

Our experience has been that most candidates honor the request, as they understand the essential fairness of the request, and that the refusal to do so may have an impact on the remaining board members’ willingness to appoint a candidate who refuses to cooperate.

**17. If everything must be done in public session, how does the board develop questions that will not be known in advance by the candidates?**

The Brown Act does not provide a ready response to this question. We recommend against using email (or other private communications) among board members to reach a board decision on what questions to ask the candidates.

It is recommended that individual board members submit proposed questions to the board president, who will compile a composite question list. The board can also have such questions referred to an executive officer, such as the superintendent, who can undertake the task of compiling such questions, perhaps in concert with a single board member or an ad hoc committee of the board.

## **SUGGESTED CANDIDATE INTERVIEW QUESTIONS**

1. What do you see as the basic purpose of the public schools? What is the role of the board of trustees in the fulfillment of that purpose?
2. What are you proud of in this district? What would you like to accomplish as a board member? Which is your highest priority, and why?
3. As a trustee, what do you see as your primary purpose or primary role? How would you fulfill that role, both as an individual and as a member of the governing board?
4. Describe a good board meeting. What are the objectives of a good board meeting?
5. What would you do if you believed administrators had not provided you with accurate and complete information for making a decision?
6. Describe your response if a parent cornered you in the grocery store and asked for your support on a particularly hot issue.
7. How does an effective school board ensure opportunities for parents and community members to express their diverse range of views to inform board deliberations on important policy issues?
8. Please summarize the strengths you would bring as a member of the board.
9. What will you do to become more effective as a board member?
10. Identify a recent board decision that you felt strongly about, and describe how you would balance community concerns, student needs, state and federal law, staff considerations, and your personal value and beliefs to determine how to vote on the issue.
11. What questions do you have for the board to help you prepare to take on this commitment if chosen?

*Note:* Interviews or discussions of potential board members may not be held in closed session. The California Attorney General ruled that local office holders, whether elected or appointed, are excluded from the "personnel exception" (Government Code §54957) to the open meeting requirements of the Brown Act (Government Code §54950 et seq.) See also 59 Ops. Cal. Atty.Gen. 266 (1976).

**Bylaws of the Board**

**Filling Vacancies**

**Events Causing a Vacancy**

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)  
A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)
4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)  
A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))
6. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
  - a. Upon district business with the approval of the Board
  - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days  
  
In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.
  - c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those

absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)

**8. The President of the board shall address any board member missing 3 of the scheduled meetings through a written notice. If two more absences occur, the President of the board will refer consideration of removal of office to the board for a vote.**

9. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

10. A Board member's refusal or neglect to file his/her required oath within the time prescribed (Government Code 1770)

11. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

### **Timelines for Filling a Vacancy**

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

## **Eligibility**

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

## **Provisional Appointments**

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

## **Appointment Due to Failure to Elect**

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

**Legal Reference:**

**EDUCATION CODE**

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

**ELECTIONS CODE**

10600-10604 School district elections

11381-11386 Candidates for recall

**GOVERNMENT CODE**

1064 Absence from state

1770 Vacancies: definition

3000-3003 Forfeiture of office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

**PENAL CODE**

88 Bribery, forfeiture from office

**UNITED STATES CODE, TITLE 18**

704 Military medals or decorations

**ATTORNEY GENERAL OPINIONS**

58 Ops.Cal.Atty.Gen. 888 (1975)

(11/08 11/11) 8/14





As a board member, in what areas would you have a particular interest or skill (public relations, budget, negotiations, evaluation, long-range planning, facilities, policy, curriculum, etc.)?

As a board member I would be interested in public relations, and facilities. But I could do anything if there is a need for more input from a board member. For public relations I would be able to keep the connection with the community especially Elk. Facilities are important because students need a good building in order to learn things.

What do you see as the strengths of the Mendocino Unified School District?

The strengths I see in the Mendocino Unified School District are as follows: student/teacher ratio of 12:1, enrollment of students in district seems to be very good based on district boundaries. Another strength I see is the Math + reading proficiency is in the Top 50% in State. Even though the school district is small compared to bigger districts it packs a punch because of support from the community.

What do you see as the areas most needing improvement in the Mendocino Unified School District?

A couple of areas that I see needing improvement in the school district are graduation rate and student by ethnicity. With graduation rate especially high school level encourage the students to complete areas of learning in a fun way they will understand. The student by ethnicity encourage more Asian, Hispanic and Black students to enroll if they live in the school district. Or else the school district would not be diverse with everyone.

Are there any changes that you would like to see made in the Mendocino Unified School District?

At the moment I don't have any changes. But if I were chosen to be on the school board I can learn what is needed the propose that idea to the board. I am always willing to learn new things and challenge myself in order to improve myself confidence.

What do you see as the basic purpose of the public schools?

I see the basic purpose of the public schools is to give education to young people. Also public schools allow for students to have social mobility by interacting with teachers and community members. It is important to educate students so they are prepared for the work place using values, beliefs, and attitudes that are important to society.

What is the role of the School Board in the fulfillment of that purpose?

I believe the role of the School Board in the basic purpose of public schools is very important. Because the school board is responsive to the values, beliefs, and priorities of their communities.

How do you view the relationship between the Board and the Superintendent?

I believe that the relationship between the Board and the Superintendent is very important. Because the board works together with the superintendent by building a strong bond in order to execute policy's and decisions that are best for the district. A good relationship with the board helps keep a good Superintendent around for years.

Mea A Blaydel  
Signature

August 31, 2023  
date

**Mendocino Unified School District  
TRUSTEE APPLICATION**

Please complete and return by 9:00 AM, September 7, 2023 to Superintendent Jason Morse, 44141 Little Lake Road, Mendocino, CA 95460

James	Lisa	B
<hr/> Last Name	<hr/> First Name	<hr/> Initial
3300 S Highway 1		415 378-6176
<hr/> Residence Address (street and no.)		<hr/> Home Phone
PO Box 144		
<hr/> Mailing Address		<hr/> Business Phone
Are you a qualified voter	<u>Y</u>	Do you live in the Elk Trustee area? <u>Y</u>
Occupation	<u>Retired</u>	No. of years in the District <u>3</u>
Do you have children in the Mendocino Unified School District schools?		<u>No</u>
Ages and Schools: _____		

Have you worked on any school committees or participated in any school activities? Please List  
When my daughter was in school, I was very involved. I held various volunteer positions including Primary Grade New Parent Liaison and Fundraising Committee member. I was also  
~~Glass Mom, chaperoned field trips and volunteered on school wide activities. My daughter was very involved in Leadership (6th-12th grade) so I had unlimited opportunities to be participate.~~  
In fact, she made monthly presentations at the Petaluma School Board meetings which I attended and enjoyed.

Please list any other community or business activities you're been involved with:

Since moving to Elk, I have joined and volunteer with the Civic Club.. ie Rummage Sale, Great Day, Fall Harvest Party and Holiday Fair. Also, my partner, Joe Castanera, is an officer in the Elk  
~~Volunteer Fire Department so I volunteer with the annual BBQ fundraiser, this year at the raffle table with Rae Wisdom. When I lived in Sonoma/Marin I volunteered with the Marin County Stream Team, the Mill Valley Film Festival and the St Anthony's soup kitchen. I have also raised money for the Leukemia and Lymphoma Society through Team in Training.~~

Why do you believe that you would be an effective School Board member?

Although I am new to the community, I believe that many attributes of an effective School Board member are universal. I am committed to Elk and Mendocino County and strongly believe in the goal of providing a high-quality education to all students. I am eager to learn, work hard and use my varied life experience, education and career in accounting and finance to enhance the School Board. I look forward to interacting with all of the stakeholders and learning all I can about the important issues facing the school district.

As a board member, in what areas would you have a particular interest or skill (public relations, budget, negotiations, evaluation, long-range planning, facilities, policy, curriculum, etc.)?

Budgeting and community outreach.

What do you see as the strengths of the Mendocino Unified School District?

Because I am new to the area, I do not have the knowledge base to answer the next three questions, I reached out to some members of the Elk community and asked them to share their thoughts with me. This is what I learned.

The strengths:

Variety of pathways for the students to follow.

Rich high school career/technical education.

Warm and caring environment and strong relationships and community commitment.

Excellent staff & family resource center.

Jason and crew work hard to maintain staff continuity and morale.

What do you see as the areas most needing improvement in the Mendocino Unified School District?

Needs improvement:

Achievement gap, especially within lower socioeconomic levels and those with language difficulties.

Chronic absenteeism.

District wide communication.

Bussing struggles. Need to recruit and maintain staff.

Clear vision of the future of outlying schools.

Are there any changes that you would like to see made in the Mendocino Unified School District?

Changes:

Greater messaging to the community from the district.

Music program.

Added opportunities for rural kids, ie languages, STEM, AP classes etc.

Early childhood education services.



What do you see as the basic purpose of the public schools?

To provide a safe environment and high-quality education to all children and to prepare them to be well rounded, informed citizens. Public schools should also provide students with social skills and foster the ability to collaborate, interact kindly with others and prepare them to enter the workforce while, ideally, sparking an interest in lifelong learning.

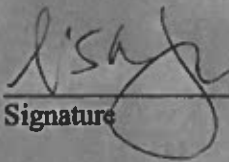
What is the role of the School Board in the fulfillment of that purpose?

An effective School Board plays a crucial role in fulfilling the purpose of public schools by developing policies to support and guide schools. The effective allocation of resources, hiring engaged, qualified staff, and understanding the needs and concerns of the parents and community are also key. Finally, obtaining and allocating funding and aligning the curriculum to achieve the best outcome for every student.

How do you view the relationship between the Board and the Superintendent?

The School Board and the Superintendent form the foundation of the district. Although the responsibilities are distinct, collaboration between the two is crucial. A shared vision makes possible the best outcome for the students, faculty, administration and community.

Signature



09-7-2023

date



**Mendocino Unified School District**

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

**Monthly Progress Report  
September 2023**

Prepared By

Alameida  
Architecture

555 South Main Street, Suite 2  
Sebastopol, California 95472  
(707) 824-1219  
[www.alameida.com](http://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

### **Superintendent**

Jason Morse

### **District Architect**

Quattrocchi & Kwok Architects

### **General Contractor**

Lathrop Construction Associates Inc.

### **District Construction Manager**

Donald Alameida, Alameida Architecture

# Table of Contents

Table of Contents	
Team Members	1
Phase One Progress Summary	2
Phase Two Progress Summary	3
Schedule (preliminary conceptual)	4
<b>Detailed Project Budgets</b>	
Phase 1 Detailed Budget	10
Phase 2 Detailed Budget	12



# Budget

## M.U.S.D. PHASE ONE PROJECT

### Source of Funds:

<b>Source Code:</b>	Series A Bond (less issuance cost)	Available 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	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	2,343,405	1,773,021	569,567	2,349,739	-6,334
Bidding, Permitting, Misc.	140,000	193,667	-53,667	223,736	-83,736
Construction	14,846,602	15,183,901	-337,299	15,301,054	-454,452
8% Owners Contingency	1,366,140	388,184	977,956	565,820	800,320
Construction Support	441,774	647,756	-205,982	628,176	-186,402
Fixtures & furniture	250,000	212,935	37,065	250,000	0
Reserve	0	0	0	0	0
<b>Totals</b>	<b>19,387,921</b>	<b>18,399,464</b>	<b>987,640</b>	<b>19,318,524</b>	<b>69,397</b>

**Available vs. budgeted**      **11,439,938** *assumes 100% contingency expended*  
*soft cost vs. hard cost*                      *28.90%*

### Funding Status

	AVAILABLE FUNDS	PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED			
		0%	1%	5%	8%
Series A bonds	30,827,859	12,806,078	12,657,612	12,063,747	11,439,938

### Schedule

	Planned	Actual	Schedule Status
Design and Planning	Nov. 2019 - Sept 2021	Sept. 2021	On schedule
Permitting and PH-1 GMP	September 2021	Nov. 15, 2021	Delayed but completed
Construction	Oct. 2021 - Dec.2022		Weather and Procurement latest delays
Completion	December 16, 2022		<b>Substantial Completion August 2023</b>

### Overall Project Status

Classes have resumed and open for education.

Remaining Items to Close out the project

1. Door closers to meet ADA tolerances need to be completed, pending delivery of new closers and louver.
2. Rain water leader to storm drain work completed excepting a few 18 inch transition pieces being fabricated.
3. Window balancers are going to be replaced to hopefully lighten operating force to open the large windows.

### Potential Issues:

No remaining issues with construction contract.

Sending Correspondence to Health Department regarding the grease trap and them taking issue with it in the kitchen after initially approving the planned location.

### Next Steps ....

Continue to work with Tobin on non-construction contract modifications.

When satisfied with the work, we'll file a Notice of Completion with the County.

Typically retention is release 35 days after filing with the County.

# Budget

## M.U.S.D. PHASE TWO PROJECT

### Source of Funds:

<b>Source Code:</b>	Series A Bond (less issuance cost)	-	Available
	Series B Bond	11,509,335	
	Developer Fees	-	
	State Bonds	-	
			11,509,335

Description	Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Design and Planning	1,118,536	862,558	172,769	1,035,327	0
Bidding, Permitting, Misc.	95,000	64,300	30,700	70,000	25,000
Construction	8,641,825	0	8,641,825	8,641,825	0
Owners Contingency	697,428	0	697,428	697,428	0
Construction Support	505,000	69,060	415,956	505,000	0
Fixtures & furniture	0	0	0	0	0
Reserve	0	0	0	0	0
<b>Totals</b>	<b>11,057,789</b>	<b>995,918</b>	<b>9,958,679</b>	<b>10,949,580</b>	<b>25,000</b>

**Available vs. budgeted**                      **451,546** *assumes 100% contingency expended*  
*soft cost vs. hard cost*                      *27.96%*

### Funding Status

AVAILABLE FUNDS	PROJECTED FUND BALANCE @ % CONTINGENCY EXPENDED				
	0%	1%	5%	8%	
Series A bonds	11,509,335	1,148,974	1,062,555	716,882	451,546

### 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

Contractor's demolition subcontractor has been on site for about two weeks. Preparing for underground plumbing work to commence on site and within buildings.

Early procured mechanical and electrical equipment and materials anticipated in mid October.

In meantime working with site personnel and architect to make refinements to electrical and data planned work.

### Potential Issues:

Coordinating how to accomplish some site work with minimal disruption given we lost the opportunity to complete the work over the summer.

### Next Steps ....

Lathrop to progress to underground and underslab work.

# PHASE TWO - PROGRESS PHOTOS



**Demolition at Technical Center**

# PHASE TWO - PROGRESS PHOTOS



**Demolition at Gymnasium**









# PHASE TWO - GUARANTEED MAXIMUM PRICE

## GMP SUMMARY OF COSTS

Bid Package #	DESCRIPTION OF SCOPE	CONTRACTOR / SUBCONTRACTOR	Base Bid	ALTERNATE: Replace Gym Exterior Windows	ALTERNATE: Paint exterior of Gym	ALTERNATE: Paint exterior of Tech Bldg	ALTERNATE: Replace Tech Building Roof
	General Conditions & Supervision	Lathrop Construction	\$ 556,200.00	\$ 55,620			
<b>Bid Package 1</b>	HVAC (Remaining scope excluding procurement)	Div 15 Tech	\$ 770,000.00				
<b>Bid Package 2</b>	Electrical and Low Voltage (Remaining scope excluding procurement)	O'Rourke Electric	\$ 1,123,618.00				
<b>Bid Package 3</b>	Minor Demolition for Remodeling	Gaj, Inc.	\$ 249,684.00				
<b>Bid Package 4</b>	Earthwork, Asphalt Paving & Utilities	Consolidated Engineering, Inc.	\$ 350,000.00				
<b>Bid Package 5</b>	Concrete & Concrete Reinforcing	Berkeley Cement, Inc.	\$ 334,616.00				
<b>Bid Package 6</b>	Structural Steel & Metal Fabrications	Metaset, Inc.	\$ 62,600.00				
<b>Bid Package 7</b>	Wood Casework, Wood Paneling, & Countertops	Architectural Wood Design	\$ 88,120.00				
<b>Bid Package 8</b>	Rough Carpentry & Fiber Cement Siding	CT Builders LLC	\$ 306,425.00				
<b>Bid Package 9</b>	Roofing & Roof Insulation	Solano County Roofing, Inc.	\$ 229,796.00				\$ 91,696
<b>Bid Package 10</b>	Insulation	West Coast Insulation	\$ 9,900.00				
<b>Bid Package 11</b>	Coiling Counter Doors	Aical Specialty Contractors	\$ 10,435.00				
<b>Bid Package 12</b>	Aluminum Storefronts, Glazing & Mirrors	Redhawk Glass	\$ 72,105.00	\$ 493,639			
<b>Bid Package 13</b>	Gypsum Board Assemblies	Northern Pacific Drywall	\$ 202,744.00				
<b>Bid Package 14</b>	Acoustical Ceilings & Panels	Stockham Construction	\$ 186,974.00				
<b>Bid Package 15</b>	Resilient Flooring, Resilient Athletic Flooring & Tile Carpeting	All County Flooring	\$ 85,095.00				
<b>Bid Package 16</b>	Fluid Applied Flooring	Elite Waterproofing & Epoxy Flooring	\$ 28,500.00				
<b>Bid Package 17</b>	Painting & High Performance Coatings	KBI Painting	\$ 79,395.00		\$ 47,305	\$ 16,830	
<b>Bid Package 19</b>	Toilet Compartments & Accessories	American Sheet Metal	\$ 20,378.00				
<b>Bid Package 20</b>	Metal Lockers	American Sheet Metal	\$ 12,587.00				
<b>Bid Package 21</b>	Food Service Equipment	Myers Food Service Equipment	\$ 203,162.00				
<b>Bid Package 22</b>	Plumbing	American Plumbing Systems, Inc.	\$ 583,974.00				
<b>Bid Package 2</b>	Revisions to Electrical Scope Following Early Bid Period	O'Rourke Electric	\$ 11,430.00				
<b>Bid Package 4</b>	May 4th Updated Grading, SD, SS, and Water Revisions to BP #4	Consolidated Engineering, Inc.	\$ 91,000.00				
<b>Bid Package 5</b>	May 4th Updated Concrete Mow Band, Flatwork and Vertical Curbs to BP #5	Berkeley Cement, Inc.	\$ 28,975.00				
	Surveying for Utilities, Building and Sitework	Brejje & Race	\$ 20,000				
	Furnish only Doors, Frames, Hardware (Install in LCA Misc.)	Norcal Doors & Cabinets	\$ 238,500				
	Chain Link Gates at Mechanical Enclosures	Ahlborn Fence & Steel, Inc.	\$ 26,507				
	Installation of New Railings	Metaset, Inc.	\$ 16,700				
	Striping & ADA Signage	Striping Graphics	\$ 12,900				
	Signage (Installed)	A Good Sign	\$ 12,500				
	1-month Partial Supervision for Installation & Testing of Generator	Lathrop Construction	\$ 28,450				
	SWPPP / Erosion Control Work	Lathrop Construction	\$ 40,614				
	Final Clean	Lathrop Construction	\$ 20,525	\$ 10,000			
	BP Exclusions at Building / LCA Misc. Work	Lathrop Construction	\$ 317,116	\$ 10,000			
	BP Exclusions at Site / LCA Misc. Work	Lathrop Construction	\$ 49,263				
	<b>SUBTOTAL</b>		<b>\$ 6,480,788</b>	<b>\$ 569,259</b>	<b>\$ 47,305</b>	<b>\$ 16,830</b>	<b>\$ 91,696</b>
	LCA Fee (4.45%) (w/out Allow. & Contingency)		\$ 288,395	\$ 25,332	\$ 2,105	\$ 749	\$ 4,080
	Liability & Builders Risk Insurance		\$ 125,291	\$ 9,440	\$ 774	\$ 295	\$ 1,508
	Bond		\$ 79,808	\$ 6,993	\$ 573	\$ 218	\$ 1,117
	<b>SUBTOTAL</b>		<b>\$ 6,974,282</b>	<b>\$ 611,024</b>	<b>\$ 50,757</b>	<b>\$ 18,092</b>	<b>\$ 98,401</b>
	<b>Owner Allowances</b>						
	Prep, refinish, and repaint exterior railings and bracing under stairs		\$ 25,000				
	Replace exterior siding, plaster trim, plaster, etc. at Gym & Tech Exteriors		\$ 50,000	\$ 30,000			
	Lath & plaster at Gym roof mechanical wells		\$ 25,000				
	Weather Barrier per Section 07 2500 at Tech exterior siding patch and 3 mechanical enclosures		\$ 20,000				
	Patch and repair of Existing Tile in Gym Restrooms		\$ 7,500				
	Unforeseen Dry Rot Repairs		\$ 50,000				
	At Gym Refurbish Two Skylights over New Weight Room & add Four Translucent Ceiling Panels		\$ 15,000				
	Contingency 10%		\$ 697,428	\$ 61,102	\$ 5,076	\$ 1,809	\$ 9,840
	<b>SUBTOTAL</b>		<b>\$ 7,864,210</b>	<b>\$ 702,126</b>	<b>\$ 55,832</b>	<b>\$ 19,901</b>	<b>\$ 108,241</b>
	<b>Early Procurement Award (BP #01 &amp; BP #02)</b>		<b>\$ 1,336,814</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
	<b>GMP TOTAL</b>		<b>\$ 9,201,024</b>	<b>\$ 702,126</b>	<b>\$ 55,832</b>	<b>\$ 19,901</b>	<b>\$ 108,241</b>
				<b>ALTERNATE: Replace Gym Exterior Windows</b>	<b>ALTERNATE: Paint exterior of Gym</b>	<b>ALTERNATE: Paint exterior of Tech Bldg</b>	<b>ALTERNATE: Replace Tech Building Roof</b>



# **DETAILED BUDGET**

# M.U.S.D. PHASE ONE PROJECT

## Final G.M.P.Budget

	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		
	<b>30,827,859</b>	<b>-</b>

Description	Original Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
*Construction Total (LLB GMP)w/ allowance ( *less unused allowances)	14,145,498	14,500,481	(354,983)	14,500,481	(354,983)
*Construction Contingency (per GMP)	1,366,140	388,184	977,956	565,820	800,320
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	<i>70,000</i>	-
Temp Construction Utility	<i>45,000</i>	15,708	29,292	<i>45,000</i>	-
Lathrop LLB Preconstruction Fee*	20,240	20,240	-	20,240	-
Fixtures and Furniture	<i>250,000</i>	212,935	37,065	<i>250,000</i>	-
California Dept of Education	<i>10,000</i>	-	10,000	<i>10,000</i>	-
C.D.E. Funding Consultant	<i>6,000</i>	11,329	(5,329)	<i>11,329</i>	(5,329)
DSA Permit Fees	<i>125,000</i>	94,931	30,069	<i>125,000</i>	-
County of Mendocino Fees	10,000	11,504	(1,504)	11,504	(1,504)
Facility Master Plan (QKA)	34,500	9,240	25,260	34,500	-
A / E Basic Services (QKA) rev.6/30/23	1,760,440	1,347,726	412,714	1,760,440	-
A / E Add Fire Sprinkler Engineer (QKA)	33,000	19,787	13,213	33,000	-
A / E Add Kitchen Consultant (QKA)	9,240	9,240	-	9,240	-
A / E Add Landscape Architect (QKA)	53,350	52,582	768	53,350	-
A / E Add Civil Engineer (QKA)	66,000	66,000	-	66,000	-
A / E Add AS BUILT (QKA)	6,600	6,590	10	6,600	-
A / E Add Energy consultant (QKA)	3,575	4,580	(1,005)	4,580	(1,005)
A / E Zero Net Energy/ Reclaim H2O (QKA)	101,400	83,215	18,185	101,400	-
A / E Temporary Classrooms design (QKA)	89,300	89,300	-	89,300	-

# M.U.S.D. PHASE ONE PROJECT

## Final G.M.P.Budget

	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		
	<b>30,827,859</b>	<b>-</b>

Description	Original Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
A / E reimbursables, Blueprinting (QKA)	25,000	22,644	2,356	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	211,300	(11,500)	199,800	-
Materials Testing and Inspection (Laco)	38,000	83,739	(45,739)	83,739	(45,739)
Survey, boundary (SHN)	18,000	23,565	(5,565)	18,000	-
Sewer line Inspection (Subtronic Corp.)	20,000	19,183		20,000	-
Geotechnical investigation (Brunsing)	14,800	50,745	(35,945)	50,745	(35,945)
CEQA Environmental Consultant (Rincon) & Archiological monitor	31,174	142,833	(111,659)	<i>141,517</i>	(110,343)
Haz. Mat. Abatement (with construction)	-	-	-	-	-
Haz. Mat.Oversight	<i>15,000</i>	5,274	9,726	<i>5,274</i>	9,726
Containers and Debris Boxes	5,000	6,200	(1,200)	5,000	-
Misc. legal notices etc.	<i>5,000</i>	87,232	(82,232)	<i>87,232</i>	(82,232)
Project Reserve	-			-	-
	19,387,921	18,399,464	987,640	19,318,524	69,397

*\*GMP allownaces added to original budget and Contingency reconciled*

*Continued rental for Phase 2 of Temporary Classroom added to expenditures*

# 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	11,509,335	
Developer Fees		
State Bonds	11,509,335	-

Description	Revised Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
Gymnasium & Tech Ctr. Construction	8,344,102	-	8,344,102	8,344,102	-
Allowances (all categories)	192,500			192,500	
Alternate 1 - Exterior Windows Gym	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		697,428	697,428	-
PG&E Electric	-	-	-	-	-
Education and Telecommunications Technology	-	-	-	-	-
Fixtures and Furniture	-	-	-	-	-
California Dept of Education	-	-	-	-	-
C.D.E. Funding Consultant	-	-	-	-	-
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	829,978	125,549	955,527	-
A / E Basic Services Industrial Arts (QKA) (schematic design only)	36,105				
A / E Basic Services Community School (QKA) (schematic design only)	47,104				
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	11,509,335	
Developer Fees		
State Bonds		
	<b>11,509,335</b>	<b>-</b>

Description	Revised Budget	Expended To Date	Remaining Balance	Forecast	Surplus (Shortfall)
A / E Add Kitchen Consultant (QKA)	7,050	-	7,050	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	3,618	21,382	25,000	-
Energy Consultant (Sage)		-	-		-
Project/Construction Management (A Arc)	120,000	56,800	63,200	120,000	-
C M reimbursement (A Arc)	20,000	16		20,000	-
Construction Inspector of Record (to be determined)	200,000	9,000	191,000	200,000	-
Materials Testing and Inspection (Laco)	90,000	-	90,000	90,000	-
Geotechnical investigation (Brunsing)		-	-	-	-
CEQA Environmental Consultant (Rincon)	70,000	-	70,000	70,000	-
Haz. Mat. Abatement (with construction)		-	-	-	-
Haz. Mat. Oversight		-	-		-
Containers and Debris Boxes	5,000	3,244	1,756	5,000	-
Misc. legal notices etc.	25,000	-	25,000	-	25,000
Project Reserve	-			-	-
	12,091,764	995,918	9,958,679	11,281,429	25,000

*\* Alternates include 10 % contingency*

*Projected Balance of funds on hand*                      227,906

## MENDOCINO UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING CALENDAR 2023-24

**Regular Board meetings are typically on the 3<sup>rd</sup> Thurs of the month at 5:00 pm  
at the K-8 School Campus in the Multipurpose Room (except as noted)**

Month	Day	Year	Wednesday/ Thursday	Wk	Location
January	4	2023	1 <sup>st</sup> Wednesday	1	
January	19	2023	3 <sup>rd</sup> Thursday	3	
February	1	2023	1 <sup>st</sup> Wednesday	1	
February	9	2023	2 <sup>nd</sup> Thursday	2	Comptche
March	8	2023	2 <sup>nd</sup> Wednesday	2	
April	20	2023	3 <sup>rd</sup> Thursday	3	
May	3	2023	1 <sup>st</sup> Wednesday	1	
May	18	2023	3 <sup>rd</sup> Thursday	3	
June	1	2023	1 <sup>st</sup> Thursday	1	
June	13	2023	2 <sup>nd</sup> Tuesday	2	
August	24	2023	4 <sup>th</sup> Thursday	4	
September	14	2023	2 <sup>nd</sup> Thursday	2	
October	4	2023	1 <sup>st</sup> Wednesday	1	
October	19	2023	3 <sup>rd</sup> Thursday	3	Albion
November	16	2023	3 <sup>rd</sup> Thursday	3	
December	14	2023	2 <sup>nd</sup> Thursday	2	
January	10	2024	2 <sup>nd</sup> Wednesday	2	
January	18	2024	3 <sup>rd</sup> Thursday	3	
February	7	2024	1 <sup>st</sup> Wednesday	1	
February	15	2024	3 <sup>rd</sup> Thursday	3	Elk
March	14	2024	2 <sup>nd</sup> Thursday	2	
April	18	2024	3 <sup>rd</sup> Thursday	3	MHS
May	1	2024	1 <sup>st</sup> Wednesday	1	
May	16	2024	3 <sup>rd</sup> Thursday	3	
June	6	2024	1 <sup>st</sup> Thursday	1	
June	11	2024	2 <sup>nd</sup> Tuesday	2	

Board meetings are typically the 3<sup>rd</sup> Thursday of the month. Exceptions may apply due to holidays, school events, and other conflicts.

Board Study Sessions: 3 per year in January, May, and October; also as needed

Superintendent Evaluation: February

\*LCAP Public Hearing and Budget Adoption Public Hearing, first Thursday in June

1<sup>st</sup> Interim by December 15<sup>th</sup>

Organizational Meeting within 15 days of the second Friday in December

**Resolution 2022-16**  
**Mendocino Unified School District**  
**Mendocino, California**  
**Mendocino County, California**

**RESOLUTION REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS:**

*Whereas*, the governing board of Mendocino Unified School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on **September 14, 2023 at 5:00 pm**, which is on or before the eighth week of school *and* which did not take place during or immediately following school hours, and;

*Whereas*, the governing board provided at least 10 days’ notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

*Whereas*, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

*Whereas*, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

*Whereas*, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

*Whereas*, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
- Science
- History-social science
- English/language arts, including the English language development component of an adopted program

*Whereas*, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

*Whereas*, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

*Therefore, it is resolved that*, for the **2023 –24** school year, the Mendocino Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

This resolution was passed and adopted by the Board of Trustees of the Mendocino Unified School District in Mendocino, California, this **14<sup>th</sup> day of September, 2023**, by the following vote:

President Michael Schaeffer \_\_\_\_\_  
Clerk Emily Griffen \_\_\_\_\_  
Trustee Mark Morton \_\_\_\_\_  
Trustee Windspirit Aum \_\_\_\_\_  
Trustee \_\_\_\_\_ \_\_\_\_\_

(Continued on next page)

(Continued from previous page)

I, Emily Griffen, Clerk of the Board of Trustees of the MENDOCINO UNIFIED SCHOOL DISTRICT, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at a Regular Board meeting held on **September 14, 2023**.

---

Emily Griffen, Clerk  
Board of Trustees  
Mendocino Unified School District  
Mendocino County, California

---

Michael Schaeffer, President  
Board of Trustees

**September 14, 2023**

**ATTESTATION**

Procedures are in place at each school to ensure that all requirements of the Williams Sufficiency of Instructional Materials as listed in Resolution 2023-16 above.

---

Kim Humrichouse  
Principal, K-8 School, Albion School, and Comptche School

---

Tobin Hahn  
Principal, Mendocino High Schools

---

Jason Morse  
Superintendent, Mendocino Unified School District



**BEFORE THE GOVERNING BOARD OF MENDOCINO  
UNIFIED SCHOOL DISTRICT RESOLUTION NO. 2023-24-17**

**RESOLUTION FOR ADOPTING THE “GANN” LIMIT**  
*No Change to Limit pursuant to G.C. 7902.1 (ZERO ON LINE 10)*

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2022-23 fiscal year and a projected Gann Limit for the 2023-24 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2022-23 and 2023-24 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2022-23 and 2023-24 fiscal years include **NO CHANGE** to the 2022-23 Gann Limit pursuant to the provisions of Government Code Section 7902.1;

AND BE IT FURTHER RESOLVED that the Superintendent notifies the Director of the State Department of Finance of no change to the 2022-23 Gann Limit;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2022-23 and 2023-24 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

**PASSED AND ADOPTED** by the Governing Board on \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mendocino Unified School District

\_\_\_\_\_  
Michael Schaefer, President, Board of Education

	2022-23 Calculations			2023-24 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>A. PRIOR YEAR DATA</b>	2021-22 Actual			2022-23 Actual		
2021-22 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)						
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	6,742,514.91		6,742,514.91			7,240,697.42
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	406.93		406.93			406.33
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2021-22			Adjustments to 2022-23		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b>	2022-23 P2 Report			2023-24 P2 Estimate		
2022-23 data should tie to Principal Apportionment Data Collection attendance reports and include ADA for charter schools reporting with the district)						
1. Total K-12 ADA (Form A, Line A6)	406.33		406.33	402.11		402.11
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			406.33			402.11
<b>C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	2022-23 Actual			2023-24 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	41,970.14		41,970.14	41,970.00		41,970.00
2. Timber Yield Tax (Object 8022)	211,032.84		211,032.84	75,000.00		75,000.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	162.02		162.02	0.00		0.00
4. Secured Roll Taxes (Object 8041)	5,722,874.36		5,722,874.36	5,805,082.00		5,805,082.00
5. Unsecured Roll Taxes (Object 8042)	158,641.19		158,641.19	150,000.00		150,000.00
6. Prior Years' Taxes (Object 8043)	1,805.69		1,805.69	5,000.00		5,000.00
7. Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00

	2022-23 Calculations			2023-24 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	89,228.40		89,228.40	91,350.00		91,350.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	6,225,714.64	0.00	6,225,714.64	6,168,402.00	0.00	6,168,402.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	6,225,714.64	0.00	6,225,714.64	6,168,402.00	0.00	6,168,402.00
<b>EXCLUDED APPROPRIATIONS</b>						
19a. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			93,498.41			95,325.19
19b. Qualified Capital Outlay Projects						
19c. Routine Restricted Maintenance Account (Fund 01, Resource 8150, Objects 8900-8999)	432,091.54		432,091.54	438,446.04		438,446.04
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)	432,091.54	0.00	525,589.95	438,446.04	0.00	533,771.23
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	1,750,306.00		1,750,306.00	1,750,189.00		1,750,189.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	5,012.00		5,012.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	1,755,318.00	0.00	1,755,318.00	1,750,189.00	0.00	1,750,189.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	10,642,418.50		10,642,418.50	9,171,802.21		9,171,802.21

	2022-23 Calculations			2023-24 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	(1,454.32)		(1,454.32)	15,000.00		15,000.00
<b>D. APPROPRIATIONS LIMIT CALCULATIONS</b>	<b>2022-23 Actual</b>			<b>2023-24 Budget</b>		
<b>PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			6,742,514.91			7,240,697.42
2. Inflation Adjustment			1.0755			1.0444
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9985			0.9896
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			7,240,697.42			7,483,537.67
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			6,225,714.64			6,168,402.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			48,759.60			48,253.20
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,540,572.73			1,750,189.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,540,572.73			1,750,189.00
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			(1,454.32)			12,971.65
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			6,224,260.32			6,181,373.65
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,542,027.05			1,750,189.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			6,224,260.32			
b. State Subventions (Line D8)			1,542,027.05			
c. Less: Excluded Appropriations (Line C23)			525,589.95			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			7,240,697.42			
<b>10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4)</b>			0.00			
<b>SUMMARY</b>						
<b>11. Adjusted Appropriations Limit</b>						
	<b>2022-23 Actual</b>			<b>2023-24 Budget</b>		

