

# Mendocino Unified School District



## MINUTES

### Regular Board Meeting

**WEDNESDAY, MARCH 8, 2023**

**MENDOCINO K8 SCHOOL  
44261 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/82680528443?pwd=WUdaQysweUtlSjcyVXg4V2JuQ0tmZz09>**

**Passcode: 420278**

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

Webinar ID: 826 8052 8443 Passcode: 420278

*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 4:01 P.M. Present were Trustees Griffen, Gay, 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/88124416510?pwd=Uk0wN2ZKa0VYaUg3R2dtb0pIK2VCUT09>

Meeting ID: 881 2441 6510 Passcode: 610549

Dial by your location

+1 669 900 9128 US (San Jose) Meeting ID: 881 2441 6510 Passcode: 610549

*There was no one present for the Public Hearing.*

**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. Public 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 5:02 P.M. Present were Trustees Griffen, Gay, Morton, Aum and Schaeffer.*

- 4.2. Closed session disclosure

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

*In closed session the Board took action to non-re-elect K-8 Elective Position. Board members voted unanimously.*

- 4.3. Approval of agenda

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

*MSA Morton/Aum (5/0) to approve the agenda.*

**5. CONSENT AGENDA**

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

- 5.1. Approval of Warrants  
5.1.1. 2/2/23, 2/9/23, 2/16/23, 2/23/23

- 5.2. Approval of Minutes  
5.2.1. Board Meeting Minutes: 2/9/23

- 5.3. Approval of Employment/Personnel Changes

- 5.3.1. Hire, Classified Coach, Temporary Stipend Position, effective 2/6/23
  - 5.3.2. Hire, Classified Coach, Temporary Stipend Position, effective 2/6/23
  - 5.3.3. Hire, Classified Coach, Temporary Stipend Position, effective 2/6/23
  - 5.3.4. Hire, Classified Coach, Temporary Stipend Position, effective 2/16/23
  - 5.3.5. Correct Classification, Classified Employee, 6.5 hrs, effective 8/19/22
  - 5.3.6. Accept resignation, Certificated Employee, 1.0 FTE, effective 6/13/23
  - 5.3.7. Accept resignation, Certificated Employee, 1.0 FTE, effective 6/13/23
  - 5.3.8. Accept reduced workload, Certificated Employee, 1.0 FTE, effective 8/21/23
  
  - 5.4. Approval of the Current Budget Change Report
  
  - 5.5. Approval of Enrollment and Attendance Report – Month 6
  
  - 5.6. Approval of Student Body Reports – January 2023
  
  - 5.7. Approval of MOU between MUSD and Mendocino County Office of Education for the Poets in Schools student event at the Mendocino High School
  
  - 5.8. Approval of MOU between MUSD and Mendocino County Office of Education for the Poets in Schools student event at the Mendocino Community High School
- MSA Morton/Gay (5/0) to approve the Consent Agenda.*

## **6. REPORTS**

### 6.1. Student Trustee – Bohdi Briggs

*It has been a busy month with many exciting events taking place. This weekend we have our "Under the Stars" dance, which is a fundraiser for the Junior class. The teachers involved in the AE Week activities have been busy planning their trips, while also using their spare time to hold fundraising events. In sports, the basketball teams had great success with Varsity Boys making it to the second game of the playoff and the Varsity Girls placing fourth in their division. With the basketball season coming to an end, we have spring sports available, including golf, tennis, lacrosse and baseball which is a new addition that hasn't happened since 2015. Seniors are busy applying for scholarships with the support of many staff members. Model UN recently returned from an event at UC Berkeley. All in all, it is an exciting time to be a student at MHS.*

### 6.2. Administrative

#### 6.2.1. Principal – Kim Humrichouse

*Principal Kim Humrichouse gave the attached presentation.*

#### 6.2.2. Superintendent – Jason Morse

*Thank you to Tobin for going above and beyond at the High school. He has been keeping track of the fine details that may be missed. Thank to both Don and Trustee Aum for attending the facilities committee meetings. Superintendents have told me that having a bond project can be terribly stressful and taxing. That has not been the case here at MUSD. There are many tough decisions that are being made this month. Thank you to Diana and president of MTA and Christine Kenton and Michele Sheldon and Matthew Starkweather of CEMUS and Matt. Also, thank you to Kim and Tobin for helping to make the tough decisions to keep the district solvent going forward. Thanks to Meg for her guidance and for telling me "no" all the time. For negotiations, the MTA team met yesterday. It is always a spirited conversation with the best interests in mind. It is not an easy job to be a negotiator nor is it easy to negotiate with negotiators, but thank you for making it the best process it can be.*

6.3. Bargaining Units

6.3.1. Mendocino Teachers Association (MTA)

*The next union meeting is in 6 days. Plan is to gather narrative responses regarding changes and what direction we'd like to see the district head and how that affects cuts going forward.*

6.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

*Nothing to report.*

6.4. Board Trustee Reports

*Trustee Aum reported that on the bond work, he and Don met to look over the Phase II documents. As phase I has progressed, I recognize that money could be saved in many areas. Frustrated that more time was not put in and that Phase II will not have opportunities for addressing some of the issues that need to be addressed. Great respect for QKA but don't feel they really heard us when we asked for ways to save money. The fact that the project was split into phases really hurt the distribution of how monies were spent on different areas.*

**7. 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, Wendy Gallo, spoke to the Board about her interest in having her daughter attend MUSD as an out of district transfer.*

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

8.1. Modernization and Construction Management Update

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

*Don Alameida, gave the attached presentation.*

8.2. School Start Time

The Board will discuss start times for the Mendocino High Schools and K8 School (information/discussion)

*The community and Board discussed the possibility of changing the school start times for the District. Superintendent Morse to send a survey out to the MUSD community.*

8.3. Transportation Plan

Superintendent, Jason Morse, will discuss the MUSD transportation plan (action)

*MSA Aum/Morton (5/0) to approve the Transportation Plan.*

8.4. Deferred Maintenance

Maintenance and Operations Supervisor, Paulo Andrade, will provide an update to the Deferred Maintenance Plan (action)

*MSA Griffen/Morton to approve the attached Deferred Maintenance Plan.*

8.5. Second Interim Budget Report

MUSD Business Manager, Meg Kailikole, will present the MUSD 2022-23 Second Interim Budget Report to the Board for review and approval (action)

*MSA Morton/Griffen to approve the Second Interim Budget Report.*

- 8.6. Consideration of and Possible Action on Resolution 2023-01 Regarding Elimination of Permanent Classified Employee Services (30 HRS) (action)

*MSA Aum/Gay (5/0) to approve Resolution 2023-01.*

- 8.7. Consideration of and Possible Action on Resolution 2023-02 Regarding Certificated Reduction in Force (5.20 FTE – Layoff) (action)

*MSA Gay/Aum (5/0) to approve Resolution 2023-02.*

- 8.8. Consideration of Leave Requests

8.8.1. Certificated Employee, currently working .60 FTE (on part-time leave of .40 FTE) requests continuing the leave of .40 FTE for the 2023-24 School Year (action)

8.8.2. Certificated Employee, currently working .60 FTE (on part-time leave of .40 FTE) requests continuing the leave of .40 FTE for the 2023-24 School Year (action)

8.8.3. Certificated Employee, currently working 1.0 FTE requests a .40 FTE leave of absence for the 2023-24 School Year (action)

8.8.4. Classified Employee, currently working 8.0 hours/day, requests a 25% uncompensated leave of absence effective 3/1/23 through 5/31/23 (action)

*MSA Griffen/Morton (5/0) to approve the Leave Requests as presented.*

- 8.9. Board Policies and Administrative Regulations (first reading)

8.9.1. BP/AR 5123: Promotion/Acceleration/Retention (students)

8.9.2. AR 3311: BIDS (business/noninstructional operations)

*MSA Morton/Aum to approve the Board Policies and Regulations as a first reading.*

- 8.10. Board Policies and Administrative Regulations (information only)

8.10.1. BP 4216: Probationary/Permanent Status (personnel)

*The Board agreed to hear these policies and regulations as a first reading in April.*

## **9. FUTURE AGENDA ITEMS**

Establish Class Size Limits, Quarterly Investment Reports, MAD Resolution, Williams Settlement

*School Start Times, QKA, CASPP Report*

## **10. ADJOURNMENT**

The next regular Board meeting is scheduled for **April 20, 2023 at Mendocino K-8 School.**

*The meeting was adjourned at 6:59 P.M.*

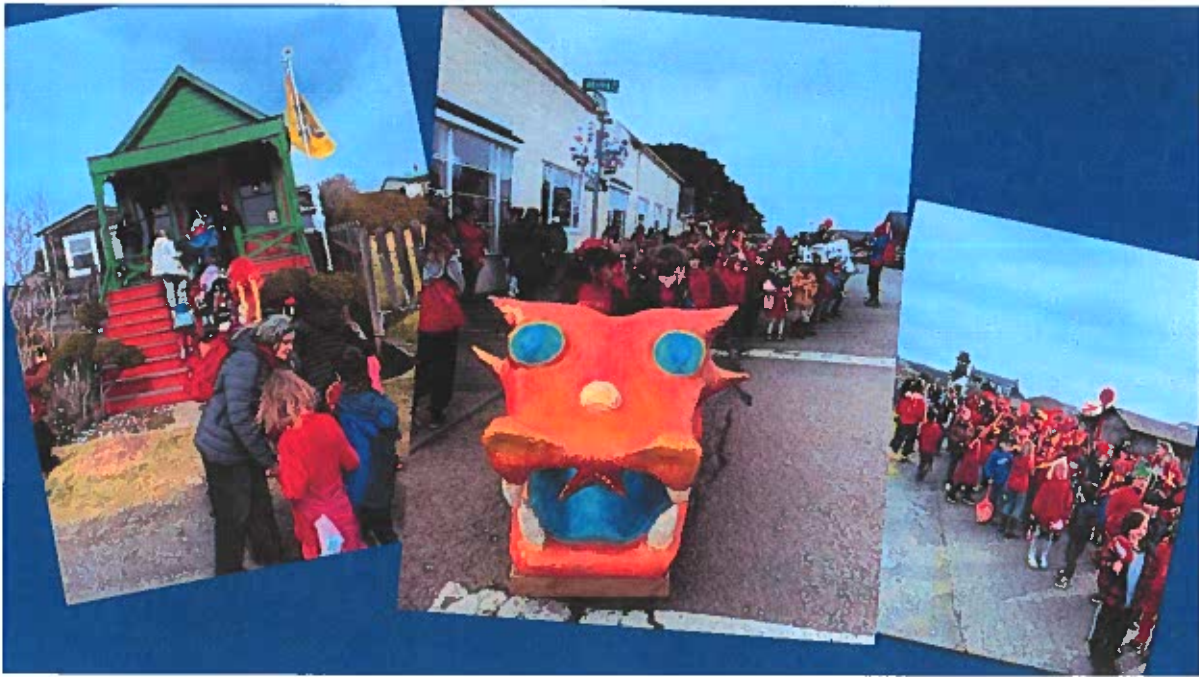
# Mendocino K8 Schools

March 2023



# Chinese New Year Parade





## Symphony of the Redwoods



# TK/K Pre-Registration Begins in April

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TK eligibility window extended for 2023-24 enrollment

- September 2nd - April 2nd

Reminder about new requirements around credentialing

Reminder about new requirements around student to adult ratio

- 2022-23 is 12:1
- 2023-24 might change to 10:1



## Mendocino Unified School District Maintenance Department

Providing Safe, Clean, and  
Maintained Facilities.

### Projects:

- K8 Generator Project
- Clean K8 Roofs, Solar Panels
- K8 Metal Repaint (Started/Planning)
- Bus Barn Repairs (Planning/awaiting on bids)
  
- High School ?
  
- Comptche MP Room Floor Finish (In House – Summer 2023)

## Projects:

- Elk MP Room Roof (Summer 2023)
- Elk Main Room Floor (planning/grant work)
- Albion bathroom floor/corners
- Albion Septic Repair
- Albion Seal Coat Asphalt
- Maintenance Trucks Replacement (Planning)

Let's Look At the Numbers

# Overview

## MUSD Deferred Maintenance Budget

### Overview

2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
476,918.31	302,029.92	227,466.36	131,604.94	69,088.00	82,900.21	67,481.73	90,468.05	91,403.38	161,912.85	143,452.85	134,612.85	189,562.85	1,000,000.00
	100,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	150,000.00	75,000.00	75,000.00	75,000.00	75,000.00	1,000,000.00
							547.83	350.00	550.00	350.00	350.00	350.00	
								1,851.08					
174,888.39	174,563.56	-170,861.47	-177,518.99	-61,661.82	-90,689.05	51,722.82	74,612.50	102,701.70	100,000.00	-65,000.00	-40,000.00	-25,000.00	-1,244,218.20
302,029.92	327,466.36	131,604.94	69,088.00	82,900.21	67,481.73	90,468.05	91,403.38	167,971.85	141,462.85	134,612.85	189,562.85	240,112.85	

# K8

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Security Cameras	-5,918.74							110,118.77	-24,354.83					89,846.00
Expire	-34.74													-34.74
Oil Temperature Monitor	-508.75													-508.75
Wiper	-200.00													-200.00
Basket Ball Hoop	-980.75													-980.75
Generator			-897		1,500									-397.00
Estimate Lights Contribution			-125,838	-17,303	-91,188									-234,329.00
Small Pumps/Boiler Maintenance						-70,102.00		279,703.00						209,601.00
Pool Cover, Pump, Asphalt														-99,817.00
Boiler Support							1,278.13							1,278.13
Resilient Polyurethane Pudding														0.00
Resilient Polyurethane														0.00
Open Racks/Code Panels														0.00
Recharge										0				0.00
Open Rack Repairs														0.00
Intercom PA System								67,000.00						67,000.00
														0.00
														0.00
														0.00
														0.00
														0.00
Total Year	-298.00	-2,760.70	-17,302.87	-41,291.99	-161,188.00	1,710.13	-60,772.87	417,715.00	103,743.31	0.00	0.00	0.00	0.00	190,408.47

# HS

High School														Running Total
Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	
Expanded Student Services	-11,245.71													-11,245.71
Relocation Project	0.00						-4,500.00							-4,500.00
Facilities Upgrade	-652.00													-652.00
Construction Phase 2nd Floor	4,875.00													4,875.00
Planning Material	-7,825.90													-7,825.90
Lockdown	-175.00	-815												-990.00
Food Impoverishment	-245.00													-245.00
Admission Project	-817.50													-817.50
Underground Tank Project	-8,440.00													-8,440.00
Track Change BOM Build	-2,210.00													-2,210.00
Art Teacher Project	-175.00	-815												-990.00
Physiology Area Renovation	-4,417.82													-4,417.82
Track Level Renovation	0.00													0.00
Track Floor	-800.00													-800.00
Miscellaneous	-245.34					-360.75								-606.09
Student Support	-445													-445.00
Class Room	-5,000													-5,000.00
Track Level	-2,320.89													-2,320.89
Track Support	-245.00													-245.00
Construction	-245.00													-245.00
HS Physical Educ. Office Move	-4,304.52													-4,304.52
Classroom Renovation	-7,425													-7,425.00
Classroom Lockdown Tones PA	-21,237.00													-21,237.00
Building Project Phase 1/2	-315													-315.00
Classroom Renovation (for Phase)	-62,690.00													-62,690.00
Music Computer Project (for Phase)	-3,570													-3,570.00
New Furniture Wood Shop	-3,340.00													-3,340.00
Faculty Support (for Phase)	-101.47													-101.47
HS Track Repair	-25,093					-340								-25,433.00
HS Kitchen/Track Support (for Phase)	-4,000													-4,000.00
HS Class Project (for Phase)	-11,500.00													-11,500.00
Track Support (for Phase)	-1,327.30													-1,327.30
HS Track Support (for Phase)	-1,000.00													-1,000.00
Miscellaneous Support (for Phase)	-1,865.00													-1,865.00
Track Support (for Phase)	-350.00													-350.00
Classroom Renovation														0.00
														0.00
														0.00
<b>Total Year</b>	<b>0.00</b>	<b>0.00</b>	<b>-9,711.47</b>	<b>-8,150.00</b>	<b>-4,504.75</b>	<b>37,850.00</b>	<b>-350.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-48,050.87</b>

# COMPTCHE

Comptche														Running Total
Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	
Revised Student Support	200.00													200.00
Classroom	200.00													200.00
Vendor Project Support	487.41													687.41
Track Support			6,998.00											6,998.00
Track Support (for Phase)				201.97										201.97
Vendor Project Support				6,416										7,018.41
Vendor Project Support					15,841.93									17,360.34
Miscellaneous Support														17,360.34
Vendor Project Support									0.00	7,000.00				24,360.34
Track Support (for Phase)										6,000.00				30,360.34
Track Support (for Phase)														30,360.34
														0.00
<b>Total Year</b>	<b>687.41</b>	<b>687.41</b>	<b>6,998.00</b>	<b>2,618.97</b>	<b>15,841.93</b>	<b>15,841.93</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>61,942.74</b>

# Albion

Albion														
Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Contract Fees	21,000.00													21,000.00
Contract Staff/Supplies/Cont	3,856.00	6,129.31												10,000.00
Phone Exp Budget						4,341.00								4,341.00
Electricity Budget						73.00								73.00
Total Cost Asphalt									5000					5,000.00
<b>Total/Year</b>	<b>27,644.21</b>	<b>-6,129.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,619.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>

# ELK/GREWOOD

Elk/Greewood														
Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Contract Fees	1,000.00							500.00						1,500.00
Contract Staff/Supplies/Cont	845.00	1,124.50												1,969.50
WP Room Roof								0.00	15,000.00					15,000.00
31 Street Light/Live Rightside, Street Bulbs					9,553.80									9,553.80
Contract Staff/Supplies/Cont						11,740.00								11,740.00
Total Cost Asphalt														0.00
Phone Exp Budget														0.00
Electricity Budget														0.00
<b>Total/Year</b>	<b>1,779.81</b>	<b>1,124.50</b>	<b>0.00</b>	<b>0.00</b>	<b>9,553.80</b>	<b>11,740.00</b>	<b>0.00</b>	<b>500.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,888.71</b>

# DISTRICT OFFICE, MAINTENANCE, BUS BARN, MISC.

District Office, Maintenance, Bus Barn, Misc.														
Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Fire Log Platform	-55,700.00													55,700.00
Fire	200.00													200.00
Internal Inventory	1,000.00													1,000.00
O.D. Fire Dept. Projects														0.00
Police Leak Detection		-8,910.00												8,910.00
O.D. MISC			-14,100.00											14,100.00
UNCCO Expenses			-14,203.00											14,203.00
Police Mechanical Parts & Supplies			-18,000.00											18,000.00
Police Mechanical Parts & Supplies			-3,000.00	-2,300.00										5,300.00
Police			766.00											766.00
Bus Barn Expenses			-172.50											172.50
Police Fire Emergency Trip Response			-1,800.00											1,800.00
Misc			-3,127.10	-2,200.00										5,327.10
Bus Barn Roofing, Siding, Repairs										54,000.00				54,000.00
District Office Emergency Supplies														0.00
Police Fire Rollbacks					-3,000.00									3,000.00
Misc Bus Barning, Repairs				2,845.50	2,300.00									5,145.50
Misc Bus Barning, Repairs					-3,100.00									3,100.00
Police Fire, Customs					3,200.00									3,200.00
Police Parts					-24.00									24.00
Police Tools, Repairs														0.00
Unexpended								25,000.00	25,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00	0.00
Police Fire, Police Reserve Fees								25,000.00	25,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00	0.00
Police														0.00
Total	-57,099.70	-8,910.00	-25,110.10	-2,664.70	-10,700.00	0.00	0.00	-25,000.00	25,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00	186,400.30

# Equipment

Equipment														
Description	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Pump Trailer	-8,000.00													8,000.00
Combination Micro		10,776.80												10,776.80
Miscellaneous Tools										15,000.00				15,000.00
Maintenance Truck										15,000.00				15,000.00
Police Trailer								10,341.87						10,341.87
Total	-8,000.00	10,776.80	0.00	0.00	0.00	0.00	0.00	15,341.87	15,000.00	15,000.00	15,000.00	15,000.00	0.00	75,773.73

Thanks!

Maintenance Department: Custodians, Grounds,  
Maintenance Workers and all the MUSD staff.