
Mendocino Unified School District



Agenda

Regular Board Meeting

JUNE 22, 2017

**MENDOCINO K-8 SCHOOL
44261 LITTLE LAKE ROAD
MENDOCINO, CA 95460**

4:30 P.M. CLOSED SESSION – K-8 SCHOOL LIBRARY

5:00 P.M. OPEN SESSION – K-8 SCHOOL

MULTIPURPOSE ROOM

<http://www.mendocinoused.org>

****If the public wishes to make a comment regarding any closed session item before the Board adjourns to closed session, please go to***

K-8 School Library at 4:30 p.m.

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 www.mendocinoused.org under School Board and then 2016-17 Board Agenda Backup Materials.

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, Susan Strom, Exec. Asst. to the Superintendent, in writing, at P.O. Box 1154, Mendocino, CA 95460 or via email at dosusan@mcn.org.

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

1. 4:30 P.M. OPEN MEETING, 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).

3. CLOSED SESSION

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

- 3.1. Conference with Labor Negotiators (Government Code 54957.6)
Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units, and unrepresented employees
- 3.2. Public Employee Employment per item 6.3

4. 5:00 P.M. RECONVENE TO 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. 5:00 P.M. PUBLIC HEARINGS – TIMED ITEMS

- 5.1. Public Hearing regarding the **Education Protection Account Funding Plan (EPAFP)**. The District is required to create an EPAFP to determine how the monies received from the Educational Protection Account will be spent. The Board requests public input at this time before the plan is adopted in a resolution later in the agenda.
- 5.2. Public Hearing regarding the formation of the **Mendocino Unified School District Maintenance Assessment District (MAD)**, ordering the improvements as described, and confirming the diagram and assessment: Levy of the Assessment for Fiscal Year 2017-18. The Board requests public input at this time before the MAD resolution is adopted later in the agenda.

6. CONSENT AGENDA

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

- 6.1. Warrants
6.1.1. Warrants dated: 5/10/17, 5/17/17, 5/24/17, 5/31/17, 6/7/17
- 6.2. Minutes
6.2.1. Board Meeting Minutes, 5/8/17, 5/18/17, 6/8/17

- 6.3. Personnel
 - 6.3.1. Approval of Employment/Personnel Changes
 - 6.3.1.1. Reduce Classified Instructional Aide, 3.75 hours/day, from 5 days/week to 3 days/week, effective 8/25/17
 - 6.3.1.2. Hire Classified Instructional Aide, 3.75 hours/day, 2 days per week
 - 6.3.1.3. Column Move Certificated Teacher, from column 3 to 4, effective 6/1/17
 - 6.3.1.4. Increase in hours of Classified Integrative Aide, from 4.0 hours to 6.0 hours, effective 8/25/17
 - 6.3.2. Approval of Stipends
 - 6.3.2.1. District BTSA Coordinator, 2016-17, effective 6/1/17
 - 6.3.2.2. District BTSA Teacher Mentor, 2016-17, effective 6/1/17
 - 6.3.2.3. District BTSA Teacher Mentor, 2016-17, effective 6/1/17
 - 6.3.2.4. District BTSA Teacher Mentor, 2016-17, effective 6/1/17
 - 6.3.2.5. District BTSA Teacher Mentor, 2016-17, effective 6/1/17
 - 6.3.3. Approval of Resignation
 - 6.3.3.1. Certificated Teacher, 1.0 FTE, effective 6/30/17
 - 6.3.4. Approval of Retirement
 - 6.3.4.1. Certificated Teacher, 1.0 FTE, effective 6/30/17
- 6.4. Current Budget Change Report
- 6.5. Mendocino Community Network (MCN) Financial Statements
 - 6.5.1. Unaudited MCN Statement of Fund Net Assets for April 2017
 - 6.5.2. Unaudited MCN Statement of Revenues, Expenses, and Changes in Net Assets for April 2017
- 6.6. Approval of Enrollment and Attendance Report – Month 8 and Month 9
- 6.7. Approval of Student Teaching Agreement with San Francisco State University
- 6.8. Acknowledgement of Title IX notice for website
- 6.9. Acknowledgement of receipt of correspondence from County Treasurer-Tax Collector of Mendocino County: Investment reports – March and April 2017
- 6.10. Approval of 2017-18 High School Safety Plan
- 6.11. Donations
 - 6.11.1. Acceptance of donation from Mendocino Masonic Lodge for the purchase of first through fifth grade supplies
 - 6.11.2. Acceptance of an anonymous donation for the K-8 Art Program in the amount of \$2000
- 6.12. Acknowledgement of School Social Worker job description

- 6.13. Acknowledgement of Classified Seniority List
- 6.14. Approval of Spring Consolidated Application
- 6.15. Approval of MTA Tentative Agreements
 - 6.15.1. MTA TA 2016-17-01: New Parent Leave
 - 6.15.2. MTA TA 2016-17-02: Appendix A – Athletic Stipends and Special Assignment Salary Schedules
 - 6.15.3. MTA TA 2016-17-03: Appendix B – Conference Compensation Table
 - 6.15.4. MTA TA 2016-17-04: Appendix D – Evaluation of Teaching Performance
 - 6.15.5. MTA TA 2016-17-05: Article 4.10: MTA Sick Leave Bank
 - 6.15.6. MTA TA 2016-17-06: Article 7: Certificated Employee Evaluation Procedure
 - 6.15.7. MTA TA 2016-17-07: Article 13.3: Compensation for Work Done Beyond the Workday and/or School Year and Article 13.5: Special Assignment Schedule
 - 6.15.8. MTA TA 2016-17-08: Article 17.2: Salary Schedule Credit for Professional Development for Class II Units
- 6.16. Approval of CEMUS Tentative Agreements
 - 6.16.1. CEMUS TA 2016-17-02: New Parent Leave
- 6.17. Approval of Student Body Account Reports for May 2017
- 6.18. Approval of Memorandum of Understanding between MUSD and the Community Center of Mendocino (CCM) (information/discussion/action)
- 6.19. Approval of Board Policies/Administrative Regulation as a final reading
 - 6.19.1. BP/AR 5117: Inter-district Attendance
 - 6.19.2. BP 3470: Debt Issuance and Management

7. Reports

- 7.1. Administrative
 - 7.1.1. Principal – Tobin Hahn
 - 7.1.2. Superintendent – Jason Morse
- 7.2. Bargaining Units
 - 7.2.1. Mendocino Teachers Association (MTA)
 - 7.2.2. Classified Employees of Mendocino Unified Schools (CEMUS)
- 7.3. Board Trustee Reports

8. 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 each of you for your comments and participation at this meeting.

9. INFORMATION/DISCUSSION/ACTION ITEMS

- 9.1. MUSD Strategic Plan Update
Superintendent Jason Morse will present an update to the MUSD Strategic Plan.
(information/discussion/action)
- 9.2. Adoption of the Local Control and Accountability Plan (LCAP)
Superintendent Morse will provide the Board with updates to the LCAP since its presentation and public hearing at the 6/8/17 board meeting. The Local Control Accountability Plan (LCAP) is an important component of the Local Control Funding Formula (LCFF). Under the LCFF all School Districts are required to prepare a plan which describes how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities identified. (action)
- 9.3. Adoption of the MUSD Budget 2017-18
As required, the Board is being presented a budget proposal that incorporates the best information available in projecting revenues and expenditures for the next three years. A presentation and a public hearing on the budget were held at the 6/8/17 Board meeting. As required by E.C. 42127, school districts are to adopt a budget on or before July 1 of each year. (action)
- 9.4. Adoption of the 2017-18 MCN Budget (action)
- 9.5. Approval of disclosure of General Fund Reserves. The governing Board of a school district is required to publicly disclose reserve levels at the time of budget adoption. (action)
- 9.6. Approval of Resolution **2017-09** in the Matter of the Recognition of a Safe Haven School District (action)
- 9.7. Approval of Disclosure of Collective Bargaining Unit Agreement for Mendocino Teachers' Association (MTA) and Classified Employees of Mendocino Unified (CEMUS). Before entering into an agreement covering matters within the scope of representation, the major provisions of the agreement shall be disclosed at a public meeting in a format established by the Superintendent of Public Instruction. (action)
- 9.8. Approval of Resolution **2017-10**: Regarding the formation of the Mendocino Unified School District Maintenance Assessment District (MAD), ordering the improvements as described, and confirming the Diagram and Assessment: Levy of the Assessment for the fiscal year 2017-18. The attached resolution is required in order to continue the implementation of fees within the MAD. (action)
- 9.9. Approval of Resolution **2017-11**: Regarding the Educational Protection Account (EPA). With the Approval of Proposition 30, Article XIII, Section 36 was added to the California Constitution which provides for the Education Protection Account. The Board is required to approve the expenditure of monies from the EPA and to certify that expenditures are in compliance with the guidelines. (action)

9.10. Approval of Resolutions

9.10.1. Resolution **2017-12**: Regarding the authorization for 2016-17 Inter-Fund Transfers (action)

9.10.2. Resolution **2017-13**: Regarding the resolution to establish fund balance policies as required by the Governmental Accounting Standards Board (GASB) 54. This resolution requires that the fund balance on the Deferred Maintenance Fund be committed for deferred maintenance and high priority capital projects. (action)

9.10.3. Resolution **2017-14**: Resolution regarding authorization for inter-fund temporary cash transfers at the close of the year. This resolution provides the flexibility, under specific parameters, to transfer funds between accounts when necessary, as the District closes its books for the year. (action)

9.11. Board Policy/Administrative Regulation (first reading)

9.11.1. AR 4161.20: Personal Leaves

9.11.2. BP 4117.2: Resignation

9.12. Board Policy/Administrative Regulation (information only)

9.12.1. BP/AR 5141.52: Suicide Prevention

10. FUTURE AGENDA ITEMS

Budget Reports, Comp Time Report, MVFD Fuel Use Agreement, Williams Settlement Report, Declaration of Need, ongoing policies

11. ADJOURNMENT

The next regular Board meeting is scheduled for **August 17, 2017** at the K-8 School.