

Mendocino Unified School District



Agenda

Regular Board Meeting

SEPTEMBER 14, 2017

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

4:00 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 4:00 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 <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, Susan Strom, Exec. Assistant 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. 4:00 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 8.3

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. 5:05 P.M. PUBLIC HEARING

Public Hearing regarding the Sufficiency of Instructional Materials. At this time the Board will hear comments regarding the availability of textbooks and instructional materials.

6. RECOGNITION OF MUSE

Appreciation for special donations this last school year totaling \$30,415.16 to Mendocino Unified School District for enrichment activities and supplies. Since its inception in 2001, MUSE has contributed \$883,270.81.

7. SWEARING IN OF NEW STUDENT TRUSTEE

8. 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)

- 8.1. Warrants
8.1.1. Warrants dated: 8/9/17, 8/16/17, 8/22/17, 8/30/17,
- 8.2. Minutes
8.2.1. Board Meeting Minutes 8/17/17

8.3. Personnel

8.3.1. Approval of Employment/Personnel Changes

- 8.3.1.1. Hire Classified Resource Aide, 5.0 hours/day, effective 8/28/17
- 8.3.1.2. Certificated Teacher, increase from .2 FTE to .4 FTE, effective 8/21/17
- 8.3.1.3. Classified Maintenance Worker Level I, 8 hours/day, moved to Level II, effective 9/1/17
- 8.3.1.4. Classified Maintenance Worker Level I, 8 hours/day, moved to Level II, effective 9/1/17
- 8.3.1.5. Classified Integrative Aide, 3.5 hours/day, increase to 6.5 hours/day, effective 8/25/17
- 8.3.1.6. Classified Instructional Aide 5.75 hours/day, reduced to 4.5 hours/day, effective 8/25/17

8.4. Current Budget Change Report

8.5. Approval of Enrollment and Attendance Report 2016-17

8.6. Approval of Mendocino High School Student Athletic Policy

8.7. Approval of High School Student Body Account Reports for June and July 2017

8.8. NCLB attestation - paraprofessionals

8.9. Approval of 2017-18 MOU between Sonoma County and MUSD to provide services for the North Coast Teacher Induction Program

8.10. Recognition of scholarships received by the MUSD 2017 graduating class totaling \$66,056.50

8.11. Approval of Auditor Agreement for MUSD and MCN for Fiscal Year ending June 30, 2018

8.12. Approval of Practicum Agreement between MUSD and National University for Student Teacher placement

8.13. Approval of Board Policy as a final reading

8.13.1. BP 5030: Student Wellness

9. Reports

9.1. Student Trustee Olivia Grinberg-Phillips

9.2. Administrative

- 9.2.1. Principal – Tobin Hahn
- 9.2.2. Superintendent – Jason Morse

9.3. Bargaining Units

- 9.3.1. Mendocino Teachers Association (MTA)
- 9.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

9.4. Board Trustee Reports

10. 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.

11. INFORMATION/DISCUSSION/ACTION ITEMS

- 11.1. Interview, selection, and appointment of new Elk Trustee (information, discussion, action)
- 11.2. Cynthia Brown, MUSD Business Manager, will present the MUSD Unaudited Actuals Financial Report and request approval by the Board. These mandated financial reports detail the "Unaudited Actuals" revenues and expenses for school year 2016-17. 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 2016-17 year. The reports for each fund also include informational columns that represent the budget for 2017-18. (action)
- 11.3. Approval of Variable Term Waiver Request through the California Commission on Teacher Credentialing for PPS Social Worker candidate, Martha Cecilia Jimenez, to complete requirements for this credential. She is currently assigned as a K-12 School Social Worker in the District and this waiver will allow her to work in this position until she completes the requirements of the credential. Board approval is required for this waiver. (action)
- 11.4. Approval of Resolution 2017-15 regarding the Sufficiency of Instructional Materials (action)
- 11.5. Approval of Resolution 2017-16 to apply for Prop 51 Funds (action)
- 11.6. Board Policies/Board Bylaw/Administrative Regulations (first reading)
 - 11.6.1. BB 9223: Filling Vacancies
 - 11.6.2. AR 4127: Temporary Athletic Team Coaches
 - 11.6.3. BP 5131.2: Bullying
 (action)
- 11.7. Board Policy/Administration
 - 11.7.1. BP/AR 6158: Independent Study
 (information only)

12. FUTURE AGENDA ITEMS

CAASPP (CA Assessment of Student Performance and Progress), School Single Plans, Consideration of Reduced Workload Program for 2018-19, authorize teaching assignments, Deferred Maintenance Plan Update, Emergency Operations Plan, Gann Limit Resolution, ongoing policies

13. ADJOURNMENT

The next regular Board meeting is scheduled for **October 19, 2017** at the Albion School. A Board Study Session is scheduled for October 3, 2017.

GRAND TOTAL MUSE DONATIONS:

<u>Amount</u>	<u>Year</u>
\$23,346.00	01-02
\$64,377.42	02-03
\$67,006.86	03-04
\$90,206.87	04-05
\$84,673.45	05-06
\$90,284.34	06-07
\$79,479.31	07-08
\$69,371.58	08-09
\$50,386.38	09-10
\$80,418.87	10-11
\$37,175.00	11-12
\$36,000.00	12-13
\$30,000.00	13-14
\$24,220.17	14-15
\$25,909.40	15-16
\$30,415.16	16-17
<hr/>	
\$883,270.81	







DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1822 DISTRICT August 7, 2017

COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/10/2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18708002	009970/	PLATT.COM					01	-8150-0-4300-001-0000-8110-0000						WARRANT TOTAL	Doc #190404/4			8.66 \$47.63
18708003	010122/	REDWOOD COAST FUELS					01	-8150-0-4300-001-0000-8110-0000						WARRANT TOTAL	Inv. M634191			628.99 \$628.99
18708004	010151/	SEBASTOPOL UNION SCHOOL DISTRI					3	01-1100-0-5520-220-0000-8200-0000						WARRANT TOTAL	Inv. 0742030			1,142.67 \$1,142.67
18708005	009259/	SISC MEDICAL					01	-6264-0-5800-001-1110-1000-0000						WARRANT TOTAL	Training Reg., Iana Porter			75.00 \$75.00
18708006	008317/	SUN LIFE INSURANCE CO.					1	01-0000-0-9514-000-0000-0000-0000						WARRANT TOTAL	AUGUST Medical Insurance			102,093.75 \$102,093.75
18708007	009798/	XEROX CORPORATION					1	01-0000-0-9514-000-0000-0000-0000						WARRANT TOTAL	AUGUST Life Insurance			935.26 \$935.26
180051	PO-180051						9	12-6105-0-5600-222-7110-1000-0000						WARRANT TOTAL	Inv. 089895950			79.72
180051	PO-180051						9	12-6105-0-5600-222-7110-1000-0000						WARRANT TOTAL	Inv. 090120961			76.76 \$156.48
***	BATCH TOTALS ***							TOTAL NUMBER OF CHECKS:	12					TOTAL AMOUNT OF CHECKS:				\$109,860.53*
								TOTAL ACH GENERATED:	0					TOTAL AMOUNT OF ACH:				\$0.00*
								TOTAL EFT GENERATED:	0					TOTAL AMOUNT OF EFT:				\$0.00*
								TOTAL PAYMENTS:	12					TOTAL AMOUNT:				\$109,860.53*
***	DISTRICT TOTALS ***							TOTAL NUMBER OF CHECKS:	12					TOTAL AMOUNT OF CHECKS:				\$109,860.53*
								TOTAL ACH GENERATED:	0					TOTAL AMOUNT OF ACH:				\$0.00*
								TOTAL EFT GENERATED:	0					TOTAL AMOUNT OF EFT:				\$0.00*
								TOTAL PAYMENTS:	12					TOTAL AMOUNT:				\$109,860.53*

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1823 MCN AUGUST 14, 2017

WARRANT REC#	VENDOR/ADDR REFERENCE LN	NAME (REMIT) OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
18708460	010152/	ARIN				
	PV-180041	63-0000-0-5800-001-0000-6000-0000	WARRANT TOTAL	Inv. 51290105		1,000.00 \$1,000.00
18708461	003147/	FEDERAL EXPRESS CORP.				
	180062	1. 63-0000-0-5904-001-0000-6000-0000	WARRANT TOTAL	Inv. 5-887-26121		25.16 \$25.16
18708462	003804/	FORT BRAGG ADVOCATE NEWS				
	180063	1. 63-0000-0-5811-001-0000-6000-0000	WARRANT TOTAL	Statement 0001066547		338.00 \$338.00
18708463	005644/	INDEPENDENT COAST OBSERVER				
	PV-180040	63-0000-0-5811-001-0000-6000-0000	WARRANT TOTAL	Inv. 92620		108.00 \$108.00
18708464	009622/	R. MCMILLEN DDS				
	PV-180042	63-0000-0-5800-001-0000-6000-0000	WARRANT TOTAL	Refund for Fusion Service		12.26 \$12.26
18708465	000035/	MENDOCINO CITY COMM. SERV'S				
	180067	1. 63-0000-0-5530-001-0000-6000-0000	WARRANT TOTAL	C02002		121.44 \$121.44
18708466	008818/	O1 COMMUNICATIONS				
	180070	1. 63-0000-0-5903-001-0000-6000-0000	WARRANT TOTAL	Acct. #8856		265.00 \$265.00
18708467	009990/	SUNO FIBER				
	CL-170134	63-0000-0-5903-001-0000-6000-0000	WARRANT TOTAL	Bill # 93430		1,975.01 \$1,975.01
18708468	009298/	TPX COMMUNICATIONS				
	180074	1. 63-0000-0-5903-001-0000-6000-0000	WARRANT TOTAL	Inv. 93596368-0		6,176.43 \$6,176.43
18708469	007259/	VERIZON WIRELESS				
	180119	1. 63-0000-0-5902-001-0000-6000-0000	WARRANT TOTAL	Inv. 1617082169		246.91

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/17/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1823 MCN August 14, 2017

WARRANT	VENDOR/ADDR	REO#	REFERENCE LN	FU	RESO P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT	

WARRANT TOTAL																

18708470	009477/															\$246.91

18708470 009477/ WALKER AND ASSOCIATES INC

180055 PO-180055 1. 63-0000-0-4300-001-0000-6000-0000
WARRANT TOTAL

2,660.99
\$2,660.99

IN000856489

18708471 009697/ WHISPERING PINES WATER

180068 PO-180068 1. 63-0000-0-5500-001-0000-6000-0000
WARRANT TOTAL

33.50
\$33.50

Inv. 20170731

18708472 008517/ YP

180060 PO-180060 1. 63-0000-0-5811-001-0000-6000-0000
WARRANT TOTAL

109.50
\$109.50

Acct. 8215440665-00003

*** BATCH TOTALS ***
TOTAL NUMBER OF CHECKS: 13
TOTAL ACH GENERATED: 0
TOTAL EFT GENERATED: 0
TOTAL PAYMENTS: 13

TOTAL AMOUNT OF CHECKS: \$13,072.20*
TOTAL AMOUNT OF ACH: \$.00*
TOTAL AMOUNT OF EFT: \$.00*
TOTAL AMOUNT: \$13,072.20*

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/17/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1824 DISTRICT AUGUST 14, 2017

WARRANT VENDOR/ADDR NAME (REMIT) REQ# REFERENCE LN FU RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18708482 000040/ OFFICE DEPOT					
180078 PO-180078 1. 01-0000-0-4300-150-0000-2700-9009		Inv.	944473530001		66.71
180080 PO-180080 1. 01-0000-0-4300-150-1110-1000-9009		Inv.	944571983001		4.96
180080 1. 01-0000-0-4300-150-1110-1000-9009		Inv.	944571982001		52.28
180080 1. 01-0000-0-4300-150-1110-1000-9009		Inv.	944571981001		165.87
					\$289.82
18708483 000001/ PG&E					
180031 PO-180031 1. 01-0000-0-5510-001-0000-8200-0000		Acct.	4668452137-3		712.27
180031 3. 01-0000-0-5510-150-0000-8200-0000		Acct.	4668452137-3		2,901.73
180031 4. 01-0000-0-5510-220-0000-8200-0000		Acct.	4668452137-3		25.74
180031 5. 01-0000-0-5510-221-0000-8200-0000		Acct.	4668452137-3		131.95
180031 9. 01-0000-0-5510-223-0000-8200-0000		Acct.	4668452137-3		38.26
180031 2. 01-0740-0-5510-001-0000-8200-0000		Acct.	4668452137-3		204.57
180031 6. 12-6105-0-5510-222-7110-8200-0000		Acct.	4668452137-3		112.17
					\$4,126.69
18708484 010153/ POSITIVE COACHING ALLIANCE					
PV-180044 01-0000-0-5800-150-1110-4200-0000		Inv.	69891		840.00
					\$940.00
18708485 000088/ ROSSI BUILDING MATERIALS					
180035 PO-180035 1. 01-8150-0-4300-001-0000-8110-0000		Acct.	50320		2,129.00
PV-180051 01-0000-0-4300-001-0000-8200-0000		Acct.	50320		52.62
					\$2,181.62
18708486 007675/ SAC-VAL					
180037 PO-180037 1. 01-0000-0-4300-001-0000-8200-0000					
					3,161.92
					\$3,161.92
18708487 008559/ SOLID WASTE OF WILLIAMS INC					
180040 PO-180040 1. 12-6105-0-5540-222-7110-8200-0000				Greenwood Trash Pick-up	52.41

DISTRICT: 045 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1824 DISTRICT August 14, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	FO RESO P	OBJE SCH	GOAL FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
					01-6300-0-4200-150-1110-1000-0000							Textbooks	73.70
					01-6300-0-4200-150-1110-1000-0000							Textbooks	43.99
					01-6300-0-4200-150-1110-1000-0000							Textbooks	83.94
					01-6300-0-4200-150-1110-1000-0000							Textbooks	33.98
					01-6300-0-4200-150-1110-1000-0000							Textbooks	31.11
					01-6300-0-4200-150-1110-1000-0000							Textbooks	45.99
					01-6300-0-4200-150-1110-1000-0000							Textbooks	61.54
					01-6300-0-4200-150-1110-1000-0000							Amazon textbooks, use tax need	163.70
					01-6300-0-4200-150-1110-1000-0000							Amazon textbooks	441.50
					01-7338-0-5200-150-1110-1000-0000							Trip Protection	23.78
					01-7338-0-5200-150-1110-1000-0000							ACT Counselor Conference	60.00
					01-7338-0-5200-150-1110-1000-0000							ACT Counselor Conference	85.00
					01-7338-0-5200-150-1110-1000-0000							Southwest	212.97
					01-7338-0-5200-150-1110-1000-0000							Alaska Air	396.39
					01-7338-0-5200-150-1110-1000-0000							Holiday Inn	652.56
					01-7338-0-5200-150-1110-1000-0000							Westin Hotels	151.35
					01-0000-0-4300-220-0000-2700-0000							Amazon Toner	191.52
					01-0795-0-4300-220-1110-1000-0000							Harvest	72.35
					01-6264-0-5200-220-1110-1000-0000							UCLA conference	2,429.00
					01-6264-0-5200-220-1110-1000-0000							Flight, Insurance, agent fee	287.12
												WARRANT TOTAL	\$8,258.39

18708493 007259/ VERIZON WIRELESS

180049 PO-180049 1. 01-0000-0-5902-001-0000-7150-0000

180049 180049 2. 01-8150-0-5800-001-0000-8110-0000

36.23

86.91

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1824 DISTRICT August 14, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	FO	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA	NOM	ACCOUNT	NUM	DESCRIPTION	AMOUNT		
18708494	009204/	WATERLESS CO		PV-180052		01	-0000	-0	4300	-001	-0000	-8200	-0000	INV.	0448828	-IN			891.24			
																					\$891.24	
																						\$123.14

18708495 009798/ XEROX CORPORATION

				CL-170111		01	-0000	-0	5600	-150	-0000	-2420	-0000	INV.	089767013						160.83	
				CL-170112		01	-0000	-0	5600	-150	-0000	-2700	-0000	INV.	089767015							358.77
				CL-170113		01	-0000	-0	5600	-155	-0000	-2700	-0000	INV.	089767011							173.66
				180051	PO-180051	2.	01	-0000	-0	5600	-150	-0000	-2420	-0000	INV.	090120955						147.48
				180051		3.	01	-0000	-0	5600	-150	-0000	-2700	-0000	INV.	090120957						272.85
				180051		4.	01	-0000	-0	5600	-155	-0000	-2700	-0000	INV.	090120954						153.83
																					\$1,267.42	

*** BATCH TOTALS ***

TOTAL NUMBER OF CHECKS:	23	TOTAL AMOUNT OF CHECKS:	\$30,748.68*
TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
TOTAL PAYMENTS:	23	TOTAL AMOUNT:	\$30,748.68*

*** DISTRICT TOTALS ***

TOTAL NUMBER OF CHECKS:	36	TOTAL AMOUNT OF CHECKS:	\$43,820.88*
TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
TOTAL PAYMENTS:	36	TOTAL AMOUNT:	\$43,820.88*



MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/24/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1826 DISTRICT AUGUST 21, 2017

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18708959	009910/	ARROW BENEFITS GROUP					
	180003	PO-180003	01-0000-0-9514-000-0000-0000-0000			AUGUST Dental, Vision	513.00
			WARRANT TOTAL				\$513.00
18708960	009986/	CHRISTY WHITE ASSOCIATES					
	180006	PO-180006	01-0000-0-5801-001-0000-7190-0000			Inv. 13737	3,137.85
			WARRANT TOTAL				\$3,137.85
18708961	008367/	LINDSEY DECKER					
		PV-180007	01-0740-0-5813-001-0000-3600-0000			Driver Physical	207.00
			WARRANT TOTAL				\$207.00
18708962	007179/	PATTIE DEMAYO					
		PV-180066	01-0000-0-5800-150-0000-2700-9989			Inv. 4961	360.00
			WARRANT TOTAL				\$360.00
18708963	009030/	FERRELL GAS					
	180019	PO-180019	01-0000-0-5520-221-0000-8200-0000			Inv. 1097369692	173.17
			WARRANT TOTAL				\$173.17
18708964	000053/	GRAINGER					
	180020	PO-180020	01-8150-0-4300-001-0000-8110-0000			Inv. 9519449798	439.95
			WARRANT TOTAL				\$439.95
18708965	009247/	TYLER GRINBERG					
		PV-180065	01-0001-0-4300-150-1110-1000-8315			Gardening Supplies	217.33
			WARRANT TOTAL				\$217.33
18708966	009420/	MENDOCINO GARDEN SHOP					
		PV-180062	01-0001-0-4300-150-1110-1000-8315			Inv. 10801	12.90
			WARRANT TOTAL				\$12.90
18708967	010156/	ELIZA MEYER-LANCE					
		PV-180059	01-0000-0-5814-001-0000-7200-0000			Fingerprinting	12.00
			WARRANT TOTAL				\$12.00
18708968	008185/	MILLER & NEEDLE PC					
		PV-180064	01-0795-0-5800-150-0000-2700-0000			Inv. 7/1/17	270.00

MENDOCINO COUNTY SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 08/24/2017

APY250 L.00.05
 DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
 BATCH: 1826 DISTRICT August 21, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
PRO#	REFERENCE LI	FD RESO P	OBJB SCH GOAL FOND DIST	DESCRIPTION		
18708969	009118/	ELIZABETH NEWYRK				
		FV-180063	01-7338-0-5200-150-1110-1000-0000			112.65
			WARRANT TOTAL			\$112.65
18708970	000040/	OFFICE DEPOT				
		180099	01-0000-0-4300-150-0000-2700-9009	Inv. 951312810001		150.85
		180099	01-0000-0-4300-150-0000-2700-9009	Inv. 951312811001		8.85
			WARRANT TOTAL			\$159.70
18708971	000001/	PG&E				
		180031	01-0000-0-5510-150-0000-8200-0000	Acct. 0483535710-6		192.84
			WARRANT TOTAL			\$192.84
18708972	010122/	REDWOOD COAST FUELS				
		180034	01-0740-0-4361-001-0000-3600-0000	1074324.4347,1867331		96.99
		180034	01-1100-0-5520-150-0000-8200-0000	Inv. 1074322		243.82
		180034	01-1100-0-5520-150-0000-8200-0000	Inv. 1074321		365.72
		180034	01-1100-0-5520-220-0000-8200-0000	Inv. 1074323		1,462.87
			WARRANT TOTAL			\$2,169.40
18708973	010154/	SAMUEL STUMP				
		FV-180058	01-0000-0-5614-001-0000-7200-0000	Fingerprinting		12.00
			WARRANT TOTAL			\$12.00
18708974	007765/	SYNCS/AMAZON				
		180095	01-0000-0-4300-150-1110-1000-9009	Inv. 039559754779		298.50
		180097	01-0000-0-4300-001-0000-2420-9015	Inv. 281662457037		68.71
		180097	01-0000-0-4300-001-0000-2420-9015	Inv. 074325370224		44.20
		180097	01-0000-0-4300-001-0000-2420-9015	Inv. 074328045091		54.69
			WARRANT TOTAL			\$466.10
18708975	008740/	US BANK CORPORATE PAYMENT SYS				
		FV-180060	01-6300-0-4200-150-1110-1000-0000	Amazon Textbooks		63.98

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
FOR WARRANTS DATED 08/24/2017
BATCH: 1826 DISTRICT August 21, :017

WARRANT VENDOR/ADDR NAME (REMIT)	REQ#	REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
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01-7338-0-5200-150-1110-1000-0000													Daily Grill	44.96
01-7338-0-5200-150-1110-1000-0000													Tin Roof Bistrot	89.02
WARRANT TOTAL														\$197.96

18708976 008268/ WIPP CONSTRUCTION

180092	PO-180092	1.	01-8150-0-5800-001-0000-8110-0000										Inv. 500	2,000.00
WARRANT TOTAL														\$2,000.00

*** BATCH TOTALS ***

TOTAL NUMBER OF CHECKS:	18	TOTAL AMOUNT OF CHECKS:	\$10,653.85*
TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
TOTAL PAYMENTS:	18	TOTAL AMOUNT:	\$10,653.85*

*** DISTRICT TOTALS ***

TOTAL NUMBER OF CHECKS:	22	TOTAL AMOUNT OF CHECKS:	\$13,776.71*
TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
TOTAL PAYMENTS:	22	TOTAL AMOUNT:	\$13,776.71*

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 08/31/2017

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1828 DISTRICT August 28, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	FU	RESO	P	OBJE	SCH	FUNC	DIST	DEPOSIT TYPE	ABA NUM	DESCRIPTION	ACCOUNT NUM	AMOUNT	
180048					1.	13-5310-0-4700-001-0000-3700-8634							WARRANT TOTAL	Inv. 4093304			517.41 \$3,824.12	
18709583	008828/	WILD OAF DAIRY																
180047					1.	13-5310-0-4700-001-0000-3700-0000							WARRANT TOTAL	Inv. 010139835-003			1,744.54	
180047					1.	13-5310-0-4700-001-0000-3700-8634							WARRANT TOTAL	Inv. 010139835-003			488.29 \$2,232.83	
***	BATCH TOTALS	***											TOTAL NUMBER OF CHECKS:				\$22,311.20*	
													TOTAL ACH GENERATED:				\$.00*	
													TOTAL EFT GENERATED:				\$.00*	
													TOTAL PAYMENTS:				\$22,311.20*	
***	DISTRICT TOTALS	***											TOTAL NUMBER OF CHECKS:				\$27,928.44*	
													TOTAL ACH GENERATED:				\$.00*	
													TOTAL EFT GENERATED:				\$.00*	
													TOTAL PAYMENTS:				\$27,928.44*	

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1828 DISTRICT August 28, 2017

WARRANT REO#	VENDOR/ADDR	NAME (REMIT)	REFERENCE LN	FO RESO P OBJE SCH GOAL PUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18709574	010090/	INDOOR ENVIRONMENTAL SERVICES							
				01-8150-0-5800-001-0000-8110-0000			Inv. PM24369		1,344.00
				01-8150-0-5800-001-0000-8110-0000			Inv. PM24368		3,051.00
					WARRANT TOTAL				\$4,395.00
18709575	009660/	EMILY INWOOD							
				01-7338-0-5200-150-1110-1000-8141				LA Conference Reimburse	162.37
					WARRANT TOTAL				\$162.37
18709576	009576/	ROBERTA MAYBERRY							
				01-0000-0-4300-150-0000-2700-9009				Classroom Supplies	139.00
				01-0000-0-4300-150-0000-2700-9075				Staff Retreat Food	39.47
					WARRANT TOTAL				\$178.47
18709577	003919/	MENDOCINO MARKET							
				01-6264-0-5200-001-1110-1000-0000				Pro Act Lunch	161.39
					WARRANT TOTAL				\$161.39
18709578	000001/	PG&E							
				8. 01-0000-0-5510-006-0000-8200-0000				Acct. 6905412483-4	919.43
				7. 01-0000-0-5510-246-0000-8200-0000				Acct. 8658020613-3	192.01
					WARRANT TOTAL				\$1,111.44
18709579	007675/	SAC-VAL							
				1. 01-0000-0-4300-001-0000-8200-0000				Inv. 30047001	704.04
					WARRANT TOTAL				\$704.04
18709580	010154/	SAMUEL STUMP							
				01-7338-0-5200-150-1110-1000-8141				Sacramento Reimburse	273.66
					WARRANT TOTAL				\$273.66
18709581	009685/	TECHNOLOGY PROFESSIONAL SERVIC							
				1. 01-0000-0-5800-001-0000-2420-0000				Inv. 20170823-01	1,500.00
					WARRANT TOTAL				\$1,500.00
18709582	009383/	US FOODS							
				1. 13-5310-0-4700-001-0000-3700-0000				Inv. 4093304	3,206.71

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1828 DISTRICT AUGUST 28, 2017

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
18709565	010136/	ADVANCED SECURITY SYSTEMS				
180008	PO-180008	01-8150-0-5800-001-0000-8110-2089	WARRANT TOTAL	Inv. 394817		1,161.00 \$1,161.00
18709566	008953/	ARCATA HS VOLLEYBALL				
	FV-180080	01-0000-0-5800-150-1110-4200-0000	WARRANT TOTAL	Varsity Tournament		225.00 \$225.00
18709567	009422/	CENGAGE LEARNING				
180117	PO-180117	01-6300-0-4200-150-1110-1800-0000	WARRANT TOTAL	Inv. 61018213		328.56 \$328.56
18709568	003108/	CLOVER STORNETTA FARMS INC				
180009	PO-180009	01-13-5310-0-4700-001-0000-3700-0000	WARRANT TOTAL	Inv. 100745509		136.14 \$136.14
18709569	009892/	LIZ DECKER				
	FV-180076	01-0740-0-5813-001-0000-3600-0000	WARRANT TOTAL	DMV Physical, Mileage		330.75 \$330.75
18709570	008663/	NOAH GOLD				
	FV-180078	01-0000-0-5200-150-1110-4200-0000	WARRANT TOTAL	Mileage		77.04
		01-0000-0-5800-150-1110-4200-0000	WARRANT TOTAL	CFR		35.95 \$112.99
18709571	003535/	GOSSETT ALARM				
	FV-180071	01-0000-0-5800-001-0000-8110-2089	WARRANT TOTAL	Video Lab/ROP Monitoring		828.00 \$828.00
18709572	010157/	HANSEL AUTO GROUP				
	FV-180075	01-0740-0-5800-001-0000-3600-0000	WARRANT TOTAL	Inv. 226363		4,577.48 \$4,577.48
18709573	003511/	HARE CREEK NURSERY & POWER				
180021	PO-180021	01-01-0000-0-4300-001-0000-8110-0000	WARRANT TOTAL	Inv. 403765		67.96 \$67.96

MENDOCINO COUNTY SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 08/31/2017

APY250 L.00.05
 DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
 BATCH: 1827 MCN August 28, 2017

WARRANT REQ#	VENDOR/ADDR	NAME (REMIT)	REFERENCE LN	FU RESO P OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18709563	008497/	AS&T/SBC LONG DISTANCE							
			FV-180074	63-0000-0-5903-001-0000-6000-0000				833877968	22.79
					WARRANT TOTAL				\$22.79
18709564	007858/	NORTHWEST INSURANCE AGENCY							
			FV-180073	63-0000-0-5450-001-0000-6000-0000				Inv. 101	4,527.00
			FV-180079	63-0000-0-5450-001-0000-6000-0000				Policy #1BA111397, Inv. 101	1,067.45
					WARRANT TOTAL				\$5,594.45

*** BATCH TOTALS ***

TOTAL NUMBER OF CHECKS: 2
 TOTAL ACH GENERATED: 0
 TOTAL EFT GENERATED: 0
 TOTAL PAYMENTS: 2

TOTAL AMOUNT OF CHECKS: \$5,617.24*
 TOTAL AMOUNT OF ACH: \$.00*
 TOTAL AMOUNT OF EFT: \$.00*
 TOTAL AMOUNT: \$5,617.24*





Mendocino Unified School District



Minutes

Regular Board Meeting

AUGUST 17, 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 djosusan@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

The meeting was called to order at 4:30 p.m.

Present: Trustees Schaeffer, Grinberg, Morton, and Aum.

- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

The President verbally identified the agenda items to be discussed during closed session 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).

There was no one present for the public hearing for closed session.

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 5.3

4. 5:00 P.M. RECONVENE TO OPEN SESSION

- 4.1. Call to order and roll call

The meeting was called to order at 5:00 p.m.

Present: Trustees Schaeffer, Grinberg, Morton, and Aum.

- 4.2. Closed session disclosure

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

There was nothing reported out from 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 Grinberg/Morton (4/0) to approve the agenda as written.

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. Warrants

5.1.1. Warrants dated: 6/14/17, 6/21/17, 6/30/17, 7/6/17, 7/12/17, 7/19/17, 7/26/17, 8/2/17

- 5.2. Minutes

5.2.1. Board Meeting Minutes 6/22/17

- 5.3. Personnel

- 5.3.1. Approval of Employment/Personnel Changes
 - 5.3.1.1. Hire Certificated Elementary Teacher, 1.0 FTE, effective 8/21/17
 - 5.3.1.2. Hire Certificated High School Teacher, 1.0 FTE, effective 8/21/17
 - 5.3.1.3. Hire Classified Instructional Aide, 6.5 hours/day, effective 8/25/17
 - 5.3.1.4. Hire Classified Instructional Aide, 3.75 hours/day, effective 8/25/17
 - 5.3.1.5. Hire H.S. Classified Integrative Aide, 6.5 hours/day, effective 8/25/17
 - 5.3.1.6. Column move of Certificated Teacher, column 1 to column 2, effective 8/21/17
 - 5.3.1.7. Reduction in hours for Classified Accounts Payable from 6.0 hours/day to 5.25 hours/day, effective 7/1/17
 - 5.3.1.8. Reduction in contract days of Classified Manager: Preschool Site Supervisor from 185 to 180 days, effective 8/28/17
 - 5.3.1.9. Reduction in contract days of Classified Preschool Teacher from 180 days to 176 days, effective 9/1/17
 - 5.3.1.10. Resignation of Integrative Aide, 6.5 hours/day, effective 8/25/17
- 5.3.2. Approval of resignation of Board member, Elk District, effective upon receipt of original signature by MCOE
- 5.4. Current Budget Change Report
- 5.5. Mendocino Community Network (MCN) Financial Statements
 - 5.5.1. Unaudited MCN Statement of Fund Net Assets for May 2017
 - 5.5.2. Unaudited MCN Statement of Revenues, Expenses, and Changes in Net Assets for May 2017
- 5.6. Approval of Enrollment and Attendance Reports – Months 10
- 5.7. Approval of Practicum Agreement for furnishing field training for the School of Social Work with San Jose State University
- 5.8. Approval of Title IX Report for 2016-17 School Year
- 5.9. Approval of K-8 Student Body Account Reports for June and July 2017
- 5.10. Approval of End of Year Comp Time and Vacation Accrual Report
- 5.11. Approval of Fuel Use Agreement between Mendocino Fire Protection District and MUSD effective 7/1/17
- 5.12. Declaration of Surplus Items
 - 5.12.1. Various K-8 School library books which have been replaced by more recent editions or new materials and have no foreseeable value in other instructional areas
 - 5.12.2. Commercial stove with grilling area and burners which is no longer in use and in poor condition (little or no value)
 - 5.12.3. White flatbed truck (does not run) in poor condition and is no longer in use (little or no value)
 - 5.12.4. Two 400 gallon water tanks, no longer in use, and of little or no value

5.13. Approval of Williams Settlement Quarterly Uniform Complaint Report for Quarter 4 of the 2016-17 School Year

5.14. Approval of Board Policies/Administrative Regulation as a final reading

5.14.1. AR 4161.20: Personal Leaves

5.14.2. BP 4117.2: Resignation

5.14.3. BP/AR 5141.52: Suicide Prevention

MSA Grinberg/Morton (4/0) to approve the consent agenda.

6. Reports

6.1. Administrative

6.1.1. Principal – Kim Humrichouse

Principal Humrichouse reported on school registration, new staff this year, and various school activities planned for the start of school. Back to School nights are planned for the K-8 School on 9/13/17 from 4:30 p.m.- 7:00 p.m., Comptche School on 9/12/17 from 12:15 p.m. to 3:15 p.m., and Albion School on 9/14/17 from 2:00 p.m. to 3:00 p.m.

6.1.2. Superintendent – Jason Morse

Superintendent Morse welcomed all new staff to the District and informed the Board on teacher placements and transfers. He is forming the Wellness Committee, a committee to work on the Strategic Plan, and a Budget Advisory Committee. He is continuing to work on the Interdistrict Transfer Policy and doing a better job of communicating it. Fall sports are starting throughout the District. He expressed concern about the huge cuts in the District of Choice Program.

6.2. Bargaining Units

6.2.1. Mendocino Teachers Association (MTA)

MTA President Mimi DuVigneaud had no comments from MTA.

6.2.2. Classified Employees of Mendocino Unified Schools (CEMUS)

There was no one present from CEMUS.

6.3. Board Trustee Reports

Trustee Windspirit reported on his trip to Miasa, Japan with Mendocino students. He said it was a wonderful trip. Trustee Morton wants to invite former Trustee Charlie Acker to a future Board Meeting to honor him for his many years of service to the District. Trustee Schaeffer looks forward to the new school year. He has continuing concerns about the loss of Basic Aide funding. The District will have to make adjustments.

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

Community member Paul McCarthy expressed concern over any reorganization of district trustee areas being a way to eliminate the Elk District representation. The Board reassured him that this is not the case. Janet Eckland-Cook requested a financial history of the Albion School. Jason will mail Janet an Audit Report. She will work with Trustee Windspirit on interpreting Albion School financials.

8. INFORMATION/DISCUSSION/ACTION ITEMS

8.1. Budget Update Report

Business Manager Cynthia Brown will present an update to the MUSD Budget for 2017-18. (information/discussion/action)

Business Manager, Cynthia Brown, gave the Budget Update Report and highlighted concerns going into the current school year.

8.2. The Board will make a decision to appoint or call for the election of a new board member to fill a vacancy left by a recent board member's resignation. (action)

MSA Aum/Morton (4/0) to appoint a new board member to fill the vacancy left by Elk Trustee Charlie Acker. Trustee Grinberg proposed a study of the current configuration of Board Trustee areas for our District and evaluating if the current configuration is still what is best for our District. The Board requested that Superintendent Morse begin research and to provide a district map, and the history of how the District got to the current configuration. They also requested figures on the census population for each district. Trustee Grinberg said this may take some time.

8.3. Adoption of the Declaration of Need (DON) for Fully Qualified Educators

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

MSA Grinberg/Morton (4/0) to approve the Declaration of Need.

8.4. Board Policy (first reading) (action)

8.4.1. BP 5030: Student Wellness

MSA Morton/Grinberg (4/0) to approve BP 5030 as a first reading. Superintendent Morse and the Wellness Committee are exploring ways to work toward eliminating commodities in District food preparation. A visit to the Berkeley campus to see how they are able to do this is planned. Jason will pull the Berkeley wellness policy. This policy will appear on the consent agenda in September.

8.5. Board Bylaw/Board Policies/Administrative Regulations (information only)

8.5.1. BB 9223: Filling Vacancies

8.5.2. AR 4127: Temporary Athletic Team Coaches

8.5.3. BP 5131.2: Bullying

8.5.4. BP/AR 6158: Independent Study

The policy committee will work on a process for filling board vacancies in BB 9223. The Independent Study and Transfer policies should be worked on at the same time.

9. FUTURE AGENDA ITEMS

CAASPP (CA Assessment of Student Performance and Progress), LCAP comments from County Superintendent, Enrollment Report, NCLB Attestation of Paraprofessionals, Recognition of Scholarships Funded, Williams Resolution and Public Hearing for Instructional Materials, swearing in of new Student Trustee, Unaudited Actuals, ongoing policies

The Board would like to initiate a study of the MUSD Trustee Election Area System. The Board would like to invite Charlie Acker to a future meeting to honor him.

10. ADJOURNMENT

The next regular Board meeting is scheduled for **September 14, 2017** at the K-8 School. *The meeting adjourned at 6:13 p.m.*

1. Name of the organization: [Faint text]

2. Address: [Faint text]

3. Contact person: [Faint text]

4. Date: [Faint text]

5. Purpose of the document: [Faint text]

6. Other relevant information: [Faint text]

7. Signature: [Faint text]

8. Date of signature: [Faint text]

9. Name of the signatory: [Faint text]

10. Position of the signatory: [Faint text]

11. Organization: [Faint text]

12. Other information: [Faint text]

13. Date: [Faint text]

14. Signature: [Faint text]

15. Date of signature: [Faint text]

16. Name of the signatory: [Faint text]

17. Position of the signatory: [Faint text]

18. Organization: [Faint text]

19. Other information: [Faint text]

20. Date: [Faint text]

21. Signature: [Faint text]

22. Date of signature: [Faint text]

23. Name of the signatory: [Faint text]

24. Position of the signatory: [Faint text]

25. Organization: [Faint text]

26. Other information: [Faint text]

27. Date: [Faint text]

28. Signature: [Faint text]

29. Date of signature: [Faint text]

30. Name of the signatory: [Faint text]





**Mendocino Unified School District
2017-18 Combined General Fund Budget Change Report**

Sept 2017

Budget a/o 9/1/2017

	Budget View Aug Board <u>Meeting</u>	Budget View Sept Board <u>Meeting</u>	<u>Change</u>	<u>Notes</u>
REVENUES:				
REVENUE LIMIT SOURCES				
8011	State Aid - Current Year	\$1,686,031	\$1,686,031	\$0
8012	Education Protection Account	\$93,400	\$93,400	\$0
8021	Homeowners' Exemptions Tax	\$44,000	\$44,000	\$0
8022	Timber Yield Tax	\$90,000	\$90,000	\$0
8029	Other Subventions/In-Lieu Taxes	\$0	\$0	\$0
8041	Secured Roll Taxes	\$4,793,840	\$4,863,840	\$70,000 Increase for secured roll growth
8042	Unsecured Taxes	\$125,000	\$125,000	\$0
8043	Prior Years' Taxes	\$0	\$0	\$0
8044	Supplemental Taxes	\$0	\$0	\$0
8091	Revenue Limit Transfers	<u>-\$75,000</u>	<u>-\$75,000</u>	<u>\$0</u>
Total Revenue Limit Sources		\$6,757,271	\$6,827,271	\$70,000
FEDERAL REVENUES				
8181	Special Education Entitlement	\$90,678	\$90,678	\$0
8182	Discretionary Grants	\$3,200	\$3,200	\$0
8285	Interagency Contracts between LEAs	\$0	\$0	\$0
8290	All other Federal Revenue	<u>\$67,015</u>	<u>\$65,164</u>	<u>-\$1,851</u> Add Perkins, reduce Title I & II
Total Federal Revenues		\$160,893	\$159,042	-\$1,851
OTHER STATE REVENUES				
8311	Other St. Apportionments Current Yr.	\$0	\$0	\$0
8434	Class Size Reduction	\$0	\$0	\$0
8550	Mandated Cost Reimbursements	\$87,717	\$87,717	\$0
8560	State Lottery Revenue	\$92,429	\$92,429	\$0
8590	All Other State Revenue	<u>\$404,494</u>	<u>\$414,029</u>	<u>\$9,535</u> Add CTEIG deferred revenue
Total Other State Revenues		\$584,640	\$594,175	\$9,535
OTHER LOCAL REVENUES				
8622	Non-Ad Valorem Taxes	\$89,000	\$89,000	\$0
8631	Sale of Equipment & Supplies	\$1,000	\$1,000	\$0
8650	Leases and Rentals	\$16,700	\$16,700	\$0
8660	Interest	\$8,000	\$13,000	\$5,000 Adjust for rate increases
8662	Net Increase in Fair Value Investment	\$0	\$0	\$0
8675	Transport. Fees from Individuals	\$0	\$0	\$0
8677	Transportation & Interagency Services	\$73,222	\$73,222	\$0
8689	Other Fees and Contracts	\$3,903	\$3,903	\$0
8699	All Other Local Revenue	\$44,721	\$44,721	\$0
8792	Transfer of Apportionment from COE	<u>\$354,782</u>	<u>\$354,782</u>	<u>\$0</u>
Total Other Local Revenues		\$591,328	\$596,328	\$5,000
TOTAL REVENUES		\$8,094,132	\$8,176,816	\$82,684

EXPENDITURES:	View	View	Change
	Aug Board Meeting	Sept Board Meeting	
CERTIFICATED SALARIES			
1100 Teachers' Salaries	\$2,622,556	\$2,630,039	\$7,483 Adjust SUMS, add .2 culinary to CTEIG
1200 Pupil Support Salaries	\$251,283	\$251,283	\$0
1300 Supervisors' and Admin Salaries	\$344,144	\$344,144	\$0
1900 Other Certificated Salaries	<u>\$13,000</u>	<u>\$13,000</u>	<u>\$0</u>
Total Certificated Salaries	\$3,230,983	\$3,238,466	\$7,483
CLASSIFIED SALARIES			
2100 Instructional Aides' Salaries	\$355,313	\$355,313	\$0
2200 Support Salaries	\$536,752	\$536,752	\$0
2300 Supervisors' and Admin Salaries	\$326,587	\$326,587	\$0
2400 Clerical and Office Salaries	\$423,960	\$423,960	\$0
2900 Other Classified Salaries	<u>\$29,261</u>	<u>\$29,261</u>	<u>\$0</u>
Total Classified Salaries	\$1,671,873	\$1,671,873	\$0
EMPLOYEE BENEFITS			
310X STRS	\$723,057	\$723,057	\$0
320X PERS	\$244,023	\$244,023	\$0
33XX OASDI/Medicare	\$184,677	\$184,800	\$123 personnel adjustments
340X Health & Welfare Benefits	\$925,988	\$925,988	\$0
350X Unemployment Insurance	\$2,437	\$2,441	\$4 personnel adjustments
360X Workers' Compensation	\$167,803	\$168,114	\$311 personnel adjustments
370X Other Post-Employment Benefits	\$58,373	\$58,373	\$0
390X Other Benefits (Ret. Inc. & Board bene.)	<u>\$33,900</u>	<u>\$33,900</u>	<u>\$0</u>
Total Employee Benefits	\$2,340,258	\$2,340,696	\$438
BOOKS AND SUPPLIES			
4100 Approved Textbooks & Core Materials	\$0	\$0	\$0
4200 Books & Other Reference Materials	\$42,056	\$42,056	\$0
4300 Materials and Supplies	\$217,700	\$217,988	\$288 Add Perkins, adjust SUMS
4400 Noncapitalized Equipment	<u>\$34,408</u>	<u>\$35,022</u>	<u>\$614</u> To balance CTEIG
Total Books and Supplies	\$294,164	\$295,066	\$902
SERVICES, OTHER OPERATING EXPENSES			
5100 Subagreements for Services	\$35,000	\$35,000	\$0
5200 Travel & Conference	\$46,043	\$45,543	-\$500 Adjust SUMS budget
5300 Dues and Memberships	\$17,850	\$17,850	\$0
5450 Insurance	\$71,297	\$71,297	\$0
5500 Operation & Housekeeping Services	\$208,783	\$208,783	\$0
5600 Rentals, Leases, Repairs, Improvmts	\$29,700	\$29,700	\$0
5800 Consulting Svcs and Op Expenses	\$287,073	\$297,073	\$10,000 Adjust SUMS budget
5900 Communications	<u>\$33,890</u>	<u>\$33,890</u>	<u>\$0</u>
Total Services and Other Operating Expenses	\$729,636	\$739,136	\$9,500
CAPITAL OUTLAY			
6400 Equipment / Equipment Replacement	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Capital Outlay	\$0	\$0	\$0
OTHER OUTGO			
Total Other Outgo	\$0	\$0	\$0
TOTAL EXPENDITURES	\$8,266,914	\$8,285,237	\$18,323
OTHER FINANCING SOURCES AND USES			
8919 Transfer In from MCN Fund	\$40,000	\$40,000	\$0
7350 Transfer indirect costs - Interfund	\$6,000	\$6,000	\$0
7616 Transfer Out to Cafeteria Fund	-\$95,654	-\$95,654	\$0
7619 Transfer Out to State Preschool Fund	-\$34,665	-\$34,665	\$0
7619 Transfer Out to MCN - telecom	-\$8,638	-\$8,638	\$0
TOT. OTHER FINANCING SOURCES & USES	-\$92,957	-\$92,957	\$0
NET INCREASE (DECR) IN FUND BALANCE	-\$265,739	-\$201,378	\$64,361

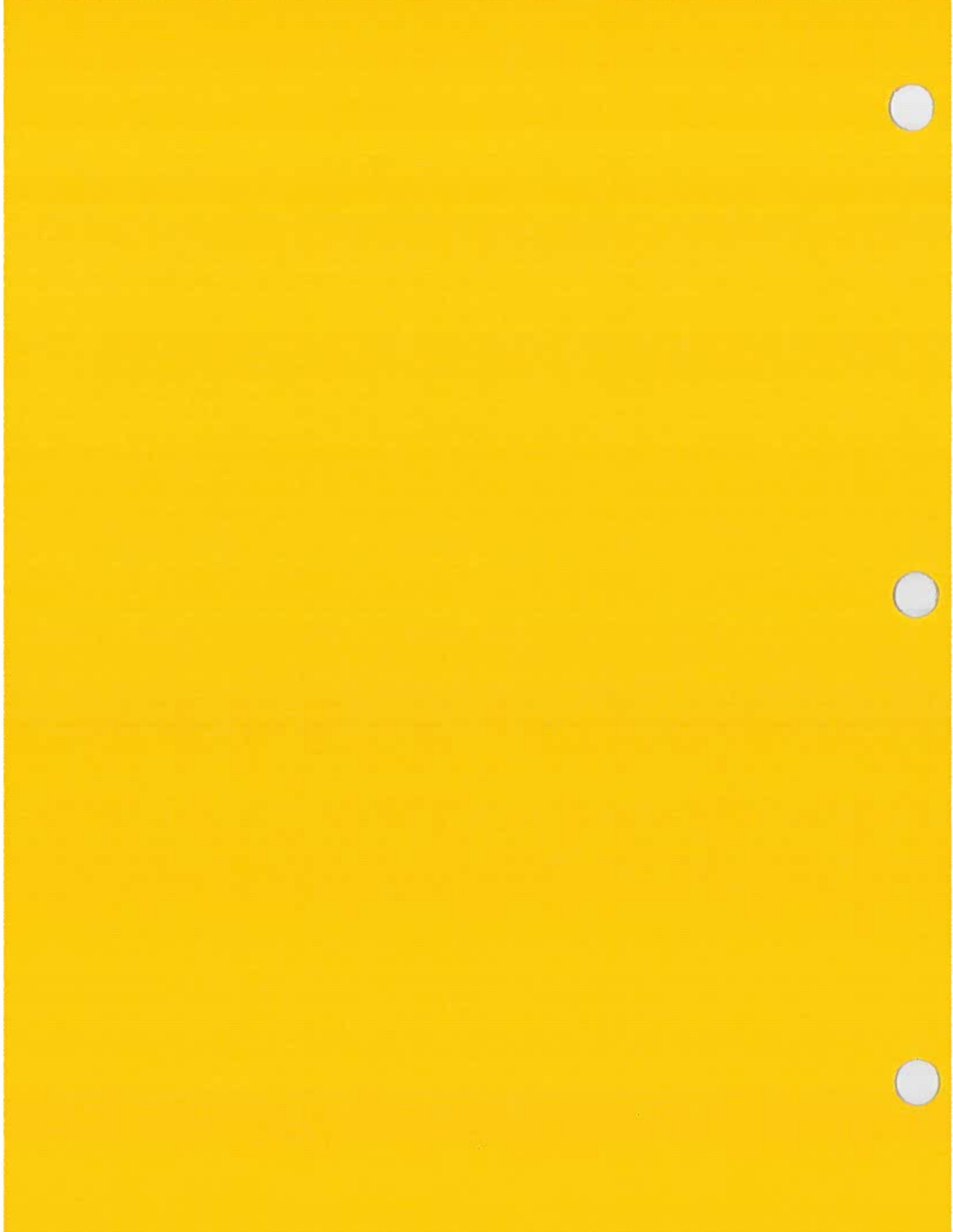
		View Aug Board <u>Meeting</u>	View Sept Board <u>Meeting</u>	<u>Change</u>
FUND BALANCE, RESERVES				
	Beginning Fund Balance	\$2,395,081	\$2,395,081	\$0
	Ending Fund Balance	\$2,129,342	\$2,193,703	\$64,361
COMPONENTS OF ENDING FUND BALANCE				
7911	Revolving Cash	\$10,000	\$10,000	\$0
7970	Designated for Econ Uncertainty	\$335,000	\$335,000	\$0
7980	Other Designations:			
	Every 15 minutes/other gifts--sites	\$763	\$763	\$0
	Tech carryforward	\$5,000	\$5,000	\$0
	Text carryforward	\$20,000	\$20,000	\$0
	Educator Effectiveness carryforward	\$0	\$0	\$0
	Prop 39	\$0	\$0	\$0
	College Readiness Yr 2-3	\$25,000	\$25,000	\$0
	SUMS grant Yr 2-3	\$15,000	\$8,000	-\$7,000 Adjust SUMS carryforward
7990	General (Undesignated) Reserve	\$1,718,579	\$1,789,940	\$71,361

KEY TRANSFERS IMPACTING THE GENERAL FUND UNALLOCATED RESERVE:

180012	Reduce Title I & II per preliminary allocations	-\$3,639
180015	Adjust secured tax revenue for roll increase, adjust interest for rates	\$75,000
	Total	\$71,361







2017-18 MUSD Enrollment History, Preliminary Current Year Enrollment, and Projection
 September 6, 2017 UNOFFICIAL

Grade	93-94	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	6-Sep
K	62	54	46	46	40	36	45	48	50	42	30	45	41	31	25	27	31	34	30	39	38	35	32	28	33	
1	59	55	48	48	50	45	40	36	47	37	38	31	39	44	29	25	32	26	37	30	40	33	30	29	22	
2	58	52	54	51	51	46	47	38	43	44	36	29	30	38	42	24	23	35	29	43	34	42	34	29	29	
3	76	59	55	50	63	53	47	45	38	42	42	43	31	27	42	45	29	28	34	30	41	41	48	31	31	
4	73	71	61	55	49	64	50	45	49	35	34	45	39	31	31	42	45	31	24	34	29	41	40	45	36	
5	66	82	75	63	60	48	64	51	47	47	32	31	40	35	31	33	47	37	37	22	35	34	43	44	43	
6	79	79	83	85	73	66	76	68	51	54	53	42	41	50	43	40	39	49	56	45	29	34	39	41	48	
7	85	75	79	88	89	80	71	84	71	47	54	55	43	41	55	41	42	44	46	56	45	32	35	33	42	
8	90	94	77	82	97	86	80	68	91	72	57	53	54	40	39	54	40	42	46	48	51	44	37	38	35	
ungraded K-8	14	7	18																							
9	85	103	112	94	86	101	97	107	94	97	72	68	68	53	43	46	51	45	43	51	55	61	42	43	45	
10	79	88	97	114	88	98	86	100	102	93	92	82	67	74	56	42	45	53	48	42	59	55	58	48	39	
11	83	75	84	85	114	119	94	89	97	94	82	92	79	70	64	57	45	42	53	53	41	56	51	56	52	
12	72	82	82	85	93	109	99	85	85	91	100	79	90	66	62	72	61	49	42	42	55	43	43	56	55	
ungraded 9-12	30	0	0																							
K-5 subtotal	394	373	339	313	313	292	293	263	274	247	212	224	220	206	200	196	203	201	191	198	217	226	227	206	194	
6-8 subtotal	254	248	239	255	259	232	227	220	213	173	164	150	138	131	137	135	121	135	148	149	125	110	111	112	125	
K-8 total	662	628	596	568	572	524	520	483	487	420	376	374	358	337	337	331	324	336	339	347	342	336	338	318	319	
9-12 subtotal	349	348	375	378	381	427	376	381	378	375	346	321	304	263	225	217	202	189	186	201	198	215	207	199	191	
K-12 total	1011	976	971	946	953	951	896	864	865	795	722	695	662	600	562	548	526	525	525	548	540	551	545	517	510	

% change to prior year -3.5% -0.5% -2.6% 0.7% -0.2% -5.8% -3.6% 0.1% -8.1% -9.2% -3.7% -4.7% -9.4% -6.3% -2.5% -4.0% -0.2% 0.0% 4.4% -1.5% 2.0% -1.1% -5.1% -1.3%

% change to 1993/94 -3.5% -4.0% -6.4% -5.7% -5.9% -11.4% -14.5% -14.4% -21.4% -28.6% -31.3% -34.5% -40.7% -44.4% -45.8% -48.0% -48.1% -48.1% -45.8% -46.6% -46.1% -48.9% -49.6%

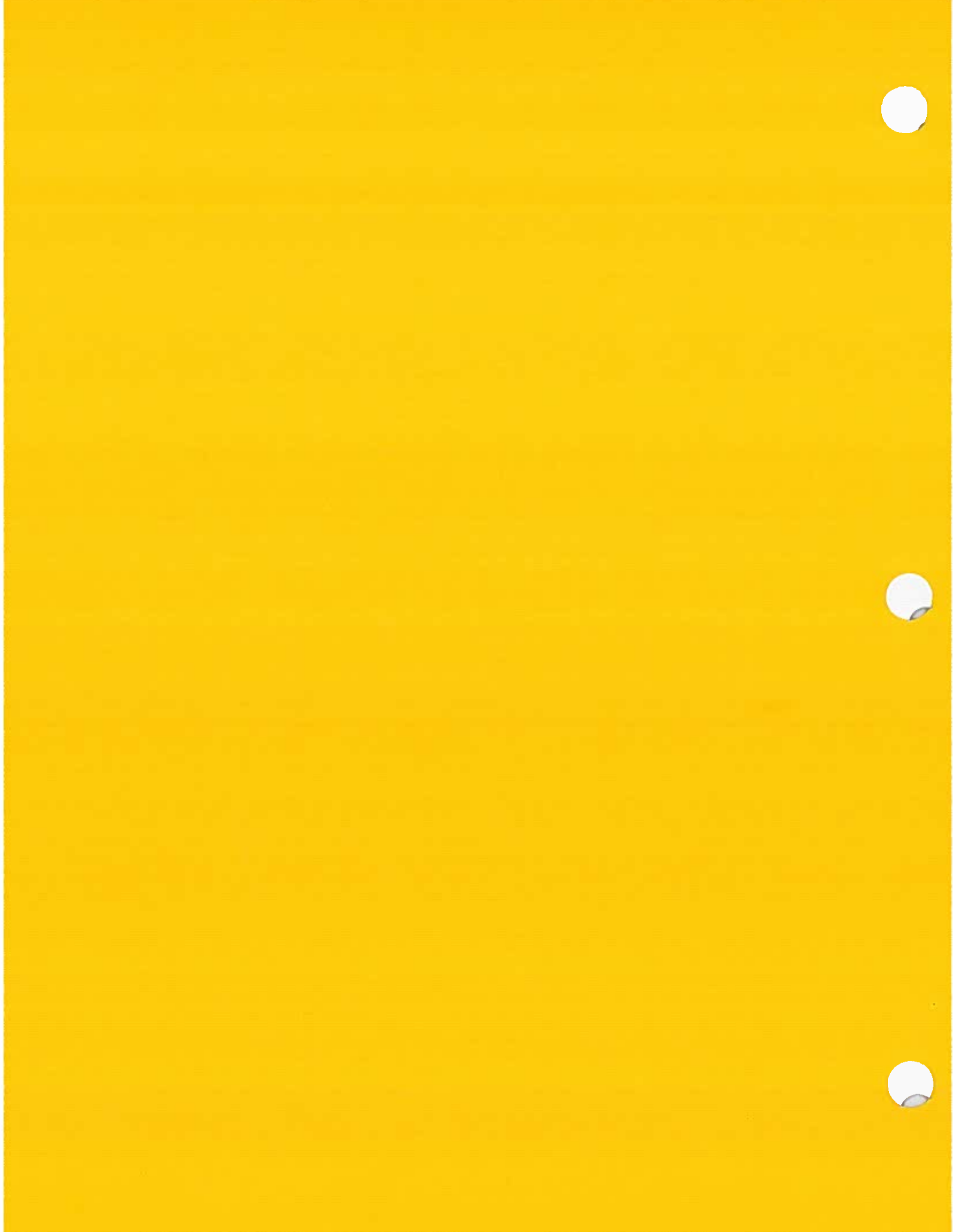
Projection using cohort survival:

Grade	Actuals												cohort since		17-18											
	10-11	11-12	12-13	13-14	14-15	15-16	16-17	16-17	13-14	17-18																
K	34	30	39	38	35	32	28	28	34	34																
1	26	37	30	40	33	30	29	29	-12.3%	25																
2	35	29	43	34	42	34	29	29	1.6%	29																
3	28	34	30	41	41	48	31	31	8.7%	32																
4	31	24	34	29	41	40	45	44	-2.9%	30																
5	47	37	22	35	34	43	44	44	10.7%	50																
6	49	56	45	29	34	39	41	41	2.4%	45																
7	44	46	56	45	45	32	35	33	-0.7%	41																
8	42	46	48	51	44	44	37	38	7.3%	35																
9	45	43	51	55	61	42	43	43	10.4%	42																
10	53	48	42	59	55	58	48	48	3.1%	44																
11	42	53	53	41	56	51	56	51	-5.3%	45																
12	49	42	55	43	43	56	52	52	2.3%	57																
K-5 subtotal	201	191	198	217	226	227	206	206		200																
6-8 subtotal	135	148	149	125	110	111	112	112		121																
K-8 total	336	339	347	342	336	338	318	321		321																
9-12 subtotal	189	186	201	198	215	207	199	189		189																
K-12 total	525	525	548	548	551	545	517	510		510																

% change to prior year -6.6% 0.0% 4.4% 0.0% 0.5% -1.1% -5.1% -1.3%
 assumes 5 yr avg for K

2017-18 ENROLLMENT BY SITE

K-8	Alb	Comp	MHS	SHS	MAS
28	2	3			
19	0	3			
25	1	3			
21	6	4			
36					
43					
48					
42					
34			45	0	1
			39	0	
			46	6	
			49	5	1
296	9	13	179	11	2





**MENDOCINO
HIGH SCHOOL**

Student Athletic Policy

Being a Mendocino High School student-athlete carries with it a tremendous amount of responsibility. Your conduct at school, practice, and games affects the image people have of Mendocino High School and our local community. A student who elects to participate in athletics is making a choice of self-discipline and dedication. Student-athletes must exemplify the school-wide expectations of Safe, Respectful, and Responsible through their sportsmanship, citizenship, and scholarship. These policies were established with the athletes' well-being and fitness in mind in order to maintain the integrity of the athletics program. It must be understood that students who choose not to follow the policies set forth by the MHS administration and C.I.F. guidelines may be denied the privilege of participation. Participation in athletics is a privilege, not a right. In accepting the challenge of athletic participation, student-athlete and parent are agreeing to follow these policies and expectations and are committed to Honoring the Game.

ACADEMIC ELIGIBILITY FOR PARTICIPATION

Student-athletes enrolled in Mendocino High School or Mendocino Community High School may be eligible to participate in athletics. Student-athletes must meet the following academic requirements:

- a) In compliance with C.I.F. regulations, a student-athlete in grades 9 through 12 must have earned a minimum of a 2.0 or "C" grade point average with no more than one "F" during the preceding grading period.
- b) Student-athletes in grades 9-12 must be making satisfactory progress toward completing graduation requirements. Based on the current seven-period schedule, where a full class load is equivalent to 35 credits per semester, students must have earned a minimum of 30 credits in the preceding semester to be eligible.
- c) Academic standing will be established on the Monday after report cards are issued. Those student-athletes who had been academically ineligible may apply for "early eligibility" on the day after grades are due in the office.

ATTENDANCE REQUIREMENTS AND EXPECTATIONS

- a) Student-athletes must attend all classes on the day of practice and/or competition to be eligible to participate. This rule also applies to the Friday before a Saturday game (see "b" below). Exceptions are granted for partial day excused absences that could not be arranged outside of the school day (e.g., long-standing medical appointments, funerals, court appearances, etc.) only if a note from the doctor, court etc. can be produced for the attendance officer upon the student-athlete returning to school and in a timely fashion so that the policy can be enforced. Failure to produce a note in a timely fashion will result in ineligibility.
- b) Clarification: A student-athlete who misses school on a Friday due to illness is not eligible for participation on Saturday, even if they are "better" or have a doctor's note. This is to protect both players and the coaches who are responsible for them.
- c) Student-athletes tardy more than 15 minutes during any class period will be considered absent for the purposes of enforcing part "a" of the Attendance Requirements above.
- d) Student-athletes are expected to be in class and on time the morning following competition. Chronic abuse of this expectation shows a student-athlete is not capable of balancing their responsibilities and may be suspended from participating in future games or removed from the team.
- e) If classes will be missed due to an away game, it is expected that the student will check with each teacher prior to departure and make arrangements for makeup work.

CITIZENSHIP EXPECTATIONS

It is expected that all student-athletes will maintain the basic school-wide expectations of being Safe, Respectful, and Responsible citizens. Student-athletes who, based on discipline referrals, are not in good standing with the school community may be suspended or removed from participation in athletics by the Principal or his designee.

SUBSTANCE USE POLICY

Use or possession of drugs, alcohol, or tobacco will not be tolerated. Substance use is counterproductive to the goals of the athletic department and the school. A student-athlete involved in any incident that involves use or possession of drugs, tobacco, or alcohol will be subject to regular school consequences as determined by administration, as well as suspension from all athletic practices for 7 calendar days and suspension from all athletic contests for 14 calendar days. A second such incident will result in regular school consequences and elimination from all athletic programs for the remainder of the current semester and 1 semester following the incident.

PRACTICE AND GAME RESPONSIBILITIES

1) Time:

- a. All players are expected to be on time for all practices and games. Each sport will have their own rules and consequences for those who are late to or miss practices.
- b. It is the player's responsibility to notify the coach prior to an absence from any practice, game, meeting or scrimmage. Each coach will have their own team rules and consequences for those who do not make this communication.

2) Dress

- a. Dress standards will be strictly enforced. Only issued or approved uniforms will be worn for warm ups and games. Any violation of this rule will result in being ineligible for the game.

3) Behavior: The first violation of a rule will result in the player being ineligible for the next game. A second violation will result in removal from the team.

- a. All players will exhibit respect for themselves, their teammates, their coach, their opponents, and the facilities and equipment provided.
- b. Players will refrain from any profanity or improper/unsportsmanlike conduct both at games and at practice.
- c. Players will not demean, intimidate or insult the coach, any teammate, opponent, fan or umpire.
- d. Players will not use social media to taunt, insult or intimidate opponents, teammates and/or coaches.

4) Ejection Policy Addendum - adopted by NCS Board of Managers on 4/21/95

- a. Ejection of a player from a contest for unsportsmanlike or dangerous conduct.
 - i. Penalty: The player shall be ineligible for the next contest (non-league, league, invitational tournament, post-season (league, section or state playoff, etc.).
- b. Illegal participation in the next contest by a player ejected in a previous contest.
 - i. Penalty: The contest shall be forfeited and the ineligible player shall be ineligible for the next contest.
- c. Second ejection of a player for unsportsmanlike or dangerous conduct from a contest during one season.
 - i. Penalty: The player shall be ineligible for the remainder of the season.
- d. When one or more players leave the bench to begin or participate in an altercation.
 - i. Penalty: The player(s) shall be ejected from the contest-in-question and become ineligible for the next contest (non-league, league, invitational tournament, post-season (league, section or state playoff, etc.).

OUTSTANDING FEES POLICY

Student-athletes with outstanding fees and fines will not be eligible to participate in athletics until all fees and fines are settled or missing school property is returned. See the office if there is a financial hardship.

GRIEVANCE POLICY

MHS supports its coaches' decisions on playing time and game strategy. In virtually every case of a grievance regarding playing time or strategy, the coach's decision is final. If a student or parent does have a grievance of another nature, the following procedure MUST be employed:

- 1) The involved student-athlete MUST discuss any issue with the coach before parents become involved. The coach should never be contacted at home. Also, a coach should never, under any circumstances, be contacted directly before or shortly after a contest.
- 2) If the student-athlete feels that a meeting with the coach would not be prudent, the student athlete may contact the Athletic Director.
- 3) If a grievance still exists after the first and second step in the process, the student athlete and his/her parents may schedule a meeting with the coaching staff and Athletic Director.

ISSUED EQUIPMENT

It is the player's responsibility to see that all issued equipment is returned at the conclusion of the sport. If the equipment is lost or stolen, it is the player's responsibility to pay the cost of replacing that equipment before being allowed to participate in any other sport. In addition, grade reports, transcripts and diplomas can be withheld until compensation has been made.

DURATION OF SEASON

- a) Enrollment dates will be established for each sport. No player should join a team after that date without prior approval of the head coach. Should any player be allowed to join a team late without prior approval, the player will not be allowed to participate in any interscholastic contest for a minimum of two weeks.
- b) Any player wishing to drop from a team must have the prior approval of his/her coach. The player shall meet with the coach and discuss his/her desire to drop from the team. Should any player quit a team without having discussed the issue with the coach and gained the coach's written approval, the player will not be allowed to participate in any other sport for one year (i.e. until that same season of the following year). The first two weeks from enrollment date of any sport shall be considered as a tryout period and students may drop without penalty.

TRANSPORTATION

- a) MUSD will provide transportation to all league games. All non-league transportation will be provided by approved adult drivers. If a student is to be released to his/her parent or legal guardian, a face-to-face verbal contact with the coach and a written release from that parent must be given at the site of the competition.
- b) With written permission by parent/guardian and approval of the Principal or his designee, a student may be released to another parent or adult 21 or older.
- c) No student participant is allowed to drive any other student to or from an athletic contest.

INSURANCE

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by purchasing the school district offered Meyers-Stevens insurance or providing proof of private insurance that covers medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be attained by calling Health Care for All Families at 1-800-300-1506.

CODE OF CONDUCT - HONORING THE GAME

Mendocino Unified School District is a Positive Coaching Alliance partner. At Mendocino High School, all participants in athletics, from players to fans to coaches, are held accountable to Honoring the Game. The ROOTS of Honoring the Game is an acronym which stands for better respecting: Rules, Opponents, Officials, Teammates and Self:

Rules: The rules of a sport have been developed and modified for a reason. Rules keep the game fair, and they also keep athletes safe. Don't try to work against the rules or bend them; respect the role they play in your sport. We obey the Rules even if we can get away with bending them, and even if our opponents don't.

Opponents: As you want respect, give respect to your opponents. A worthy opponent helps us get better—we want to play fierce and friendly and never think of them as enemies.

Officials: Officials are doing the best they can to enforce the rules and maintain a safe environment for play. They are people too, doing the best they can, and there is never an excuse for disrespecting officials. We respect officials even when bad calls go against us.

Teammates: We don't do anything to embarrass our teammates, on or off the field. Make your teammates proud by doing the best you can (on and off the field) and by supporting them in all their efforts.

Self: Finally, and most importantly, you have to respect yourself in order to uphold an honorable approach to sports. Set high standards and live up to them. Don't Honor the Game because someone tells you to. Do it because you want to. We live up to our own standards, even if our opponent doesn't.

Tips for Parents to Honor the Game:

Before the Game

Commit to Honoring the Game in action and language no matter what others may do.
Tell your children before each game that you will be proud of them regardless of how well they perform.

During the Game

Fill your children's "Emotional Tanks" through praise and positive recognition to help them play their best.
Fill their teammates' tanks, too!

Do not instruct your child during game action or at breaks; let the coaches coach.

Cheer good plays by both teams.

Mention good calls by the official to other parents.

If you disagree with an official's call, Honor the Game – BE SILENT!

If other spectators yell at officials, gently remind them to Honor the Game.

Don't do anything in the heat of the moment that you will regret after the game. Ask yourself, "What do I want to model right now for my child?"

Remember to have fun and enjoy the game.

After the Game

Thank the officials for doing a difficult job for little or no pay.

Thank the coaches for their commitment and effort.

When reviewing the game with your children, ask rather than tell. Instead of immediately sharing your opinions or telling them how they can improve, ask questions such as "What did you learn from that game?" or "What was your favorite play?" or "What was the most fun part of that game?"

Remember to give your children truthful and specific praise...not just the typical "good game" but, for example, "I saw how well you moved your feet on defense."

Tell your children again that you are proud of them whether the team won or lost.



BETTER ATHLETES
BETTER PEOPLE

**STUDENT ATHLETIC POLICY
AGREEMENT**

The undersigned have read the Student Athletic Policy and understand and agree to the terms of the policy. We understand that participation in Mendocino High School Athletics is a privilege and are aware there will be consequences if expectations and requirements are not met. Furthermore, we have read the Code of Conduct and are committed to Honoring the Game!

Print Student Name

Print Parent Name

Student Signature & Date

Parent Signature & Date

Detach and return this signature sheet. Keep the Student Athletic Policy for your records.





MENDOCINO HIGH SCHOOL
 STUDENT BODY ACCOUNT
 2016 - 2017 MONTHLY SUMMARY
 PERIOD: JUNE 2017

DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS				
Athletic Travel/Requests	1186.68			1186.68
Athletics - Officials only	0.00			0.00
Facilities (key dep)	308.05			308.05
Library	96.20			96.20
MCHS General	3670.25	765.00	2465.82	1969.43
MCHS Outdoor Leadership	61.72			61.72
MCHS Yearbook	280.00			280.00
PSAT/SAT workbooks	502.00			502.00
Request (donations/interest)	207.82	1.40		209.22
Sober Graduation	0.00			0.00
SONAR	1208.89			1208.89
Store	160.33			160.33
Student Council	148.74	195.46	193.50	150.70
Youth Prevention	92.50			92.50
CLASSES				
Class of 16	500.00			500.00
Class of 17	3214.02		1445.07	1768.95
Class of 18	1257.34	282.69	373.95	1166.08
Class of 19	674.08	378.00		1052.08
Class of 20	340.00			340.00
FALL SPORTS				
Boys Soccer	12.37			12.37
Football	134.12			134.12
Girls Soccer	18.91			18.91
Volleyball	556.19			556.19
WINTER SPORTS				
Boys Basketball	587.45			587.45
Girls Basketball	491.65			491.65
SPRING SPORTS				
Baseball	500.00			500.00
Golf	0.00			0.00
Softball	367.73			367.73
Tennis	241.90			241.90
Track	0.00			0.00
CLUB				
Amnesty	352.87			352.87
Art Club	264.85			264.85
Chorus	146.21			146.21
CSF	1046.85	84.75	105.17	1026.43
Culinary	192.90	260.00	440.00	12.90
Electronics	0.69			0.69
Horticulture/Botany Club	276.71		56.22	220.49
Improv club	932.99			932.99
Interact Club-Activity	2487.30			2487.30
Interact Club-Administrative	2685.52	30.00		2715.52
Leadership	56.44			56.44
Multi-Cultural Club	305.00			305.00
Radio	655.60	221.59	600.00	277.19
Science Club	71.09			71.09
S.E.A. Club	30.00			30.00
Workability/Cardinal Express	146.41			146.41
Yearbook	2399.46	1560.00	4000.59	-41.13
Yoga Club	345.00	15.00		360.00
A/E WEEK				
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	1175.67			1175.67
AE WEEK Back to the Land	-1114.49	1114.49	200.00	-200.00
AE WEEK Biking	-28.99	29.00		0.01
AE WEEK Bus Tours	2.00	171.85	173.85	0.00
AE WEEK Coastal Adventures	74.54			74.54
AE WEEK College Tours	1406.42		1400.00	6.42
AE WEEK Culinary	162.55		68.24	94.31
AE WEEK - déjà vu	100.00			100.00
AE WEEK Drivers Ed Class	-540.00	540.00		0.00
AE WEEK Fire Brigade	-382.10	382.10		0.00
AE WEEK Media Film	846.83			846.83
AE WEEK Rock Climbing	888.47			888.47
AE WEEK San Francisco Museum Tour	-916.03	916.03		0.00
AE WEEK - SUP/Surf	-450.00	100.00		-350.00
AE WEEK Wind Surfing	1248.88	50.00	825.00	473.88
AE WEEK Yosemite Institute	-122.85	881.61	758.76	0.00
AE WEEK Reserve	1066.09	1400.00	919.00	1547.09
TOTAL	32656.82	9378.97	14025.17	28010.62

MENDOCINO HIGH SCHOOL
 STUDENT BODY ACCOUNT
 2017 - 2018 MONTHLY SUMMARY
 PERIOD: JULY 2017

DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS				
Athletic Travel/Requests	1186.68			1186.68
Athletics - Officials only	0.00			0.00
Facilities (key dep)	308.05			308.05
Library	96.20			96.20
MCHS General	1969.43			1969.43
MCHS Outdoor Leadership	61.72			61.72
MCHS Yearbook	280.00			280.00
PSAT/SAT workbooks	502.00			502.00
Request (donations/interest)	209.22	1.27		210.49
Sober Graduation	0.00			0.00
SONAR	1208.89			1208.89
Store	160.33			160.33
Student Council	150.70		51.10	99.60
Youth Prevention	92.50			92.50
CLASSES				
Class of 16	500.00			500.00
Class of 17	1768.95			1768.95
Class of 18	1166.08	25.00		1191.08
Class of 19	1052.08			1052.08
Class of 20	340.00			340.00
FALL SPORTS				
Boys Soccer	12.37			12.37
Football	134.12			134.12
Girls Soccer	18.91			18.91
Volleyball	556.19			556.19
WINTER SPORTS				
Boys Basketball	587.45			587.45
Girls Basketball	491.65			491.65
SPRING SPORTS				
Baseball	500.00			500.00
Golf	0.00			0.00
Softball	367.73			367.73
Tennis	241.90			241.90
Track	0.00			0.00
CLUB				
Amnesty	352.87			352.87
Art Club	264.85			264.85
Chorus	146.21			146.21
CSF	1026.43	320.00	223.13	1123.30
Culinary	12.90			12.90
Electronics	0.69			0.69
Horticulture/Botany Club	220.49		73.49	147.00
Improv club	932.99			932.99
Interact Club-Activity	2487.30			2487.30
Interact Club-Administrative	2715.52			2715.52
Leadership	56.44			56.44
Multi-Cultural Club	305.00			305.00
Radio	277.19			277.19
Science Club	71.09			71.09
S.E.A. Club	30.00			30.00
Workability/Cardinal Express	146.41			146.41
Yearbook	-41.13	80.00		38.87
Yoga Club	360.00			360.00
A/E WEEK				
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	1175.67			1175.67
AE WEEK Back to the Land	-200.00	215.00		15.00
AE WEEK Biking	0.01			0.01
AE WEEK Bus Tours	0.00			0.00
AE WEEK Coastal Adventures	74.54			74.54
AE WEEK College Tours	6.42			6.42
AE WEEK Culinary	94.31			94.31
AE WEEK - déjà vu	100.00			100.00
AE WEEK Drivers Ed Class	0.00			0.00
AE WEEK Fire Brigade	0.00			0.00
AE WEEK Media Film	846.83			846.83
AE WEEK Rock Climbing	888.47			888.47
AE WEEK San Francisco Museum Tour	0.00			0.00
AE WEEK - SUP/Surf	-350.00	350.00		0.00
AE WEEK Wind Surfing	473.88			473.88
AE WEEK Yosemite Institute	0.00			0.00
AE WEEK Reserve	1547.09			1547.09
TOTAL	28010.62	991.27	347.72	28654.17

STUDENT BODY ACCOUNT
 2017 - 2018 MONTHLY SUMMARY
 PERIOD: AUGUST 2017

DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS				
Athletic Travel/Requests	1186.68			1186.68
Athletics - Officials only	0.00			0.00
Facilities (key dep)	308.05			308.05
Library	96.20			96.20
MCHS General	1969.43			1969.43
MCHS Outdoor Leadership	61.72			61.72
MCHS Yearbook	280.00			280.00
PSAT/SAT workbooks	502.00			502.00
Request (donations/interest)	210.49	1.23		211.72
SONAR	1208.89			1208.89
Store	160.33			160.33
Student Council	99.60		360.00	-260.40
Youth Prevention	92.50			92.50
CLASSES				
Class of 16	500.00			500.00
Class of 17	1768.95			1768.95
Class of 18	1191.08			1191.08
Class of 19	1052.08			1052.08
Class of 20	340.00			340.00
FALL SPORTS				
Boys Soccer	12.37			12.37
Football	134.12			134.12
Girls Soccer	18.91			18.91
Volleyball	556.19			556.19
WINTER SPORTS				
Boys Basketball	587.45			587.45
Girls Basketball	491.65			491.65
SPRING SPORTS				
Baseball	500.00			500.00
Golf	0.00			0.00
Softball	367.73			367.73
Tennis	241.90			241.90
Track	0.00			0.00
CLUB				
Amnesty	352.87			352.87
Art Club	264.85			264.85
Chorus	146.21			146.21
CSF	1123.30			1123.30
Culinary	12.90			12.90
Electronics	0.69			0.69
Horticulture/Botany Club	147.00			147.00
Improv club	932.99			932.99
Interact Club-Activity	2487.30			2487.30
Interact Club-Administrative	2715.52			2715.52
Leadership	56.44			56.44
Multi-Cultural Club	305.00			305.00
Radio	277.19			277.19
Science Club	71.09			71.09
S E. A. Club	30.00			30.00
Workability/Cardinal Express	146.41			146.41
Yearbook	38.87			38.87
Yoga Club	360.00			360.00
AE WEEK				
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	1175.67			1175.67
AE WEEK Back to the Land	15.00			15.00
AE WEEK Biking	0.01			0.01
AE WEEK Coastal Adventures	74.54			74.54
AE WEEK College Tours	6.42			6.42
AE WEEK Culinary	94.31			94.31
AE WEEK - déjà vu	100.00			100.00
AE WEEK Drivers Ed Class	0.00			0.00
AE WEEK Fire Brigade	0.00			0.00
AE WEEK Media Film	846.83			846.83
AE WEEK Rock Climbing	888.47			888.47
AE WEEK San Francisco Museum Tour	0.00			0.00
AE WEEK - SUP/Surf	0.00			0.00
AE WEEK Wind Surfing	473.88			473.88
AE WEEK Yosemite Institute	0.00			0.00
AE WEEK Reserve	1547.09			1547.09
TOTAL	28654.17	1.23	360.00	28295.40





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.

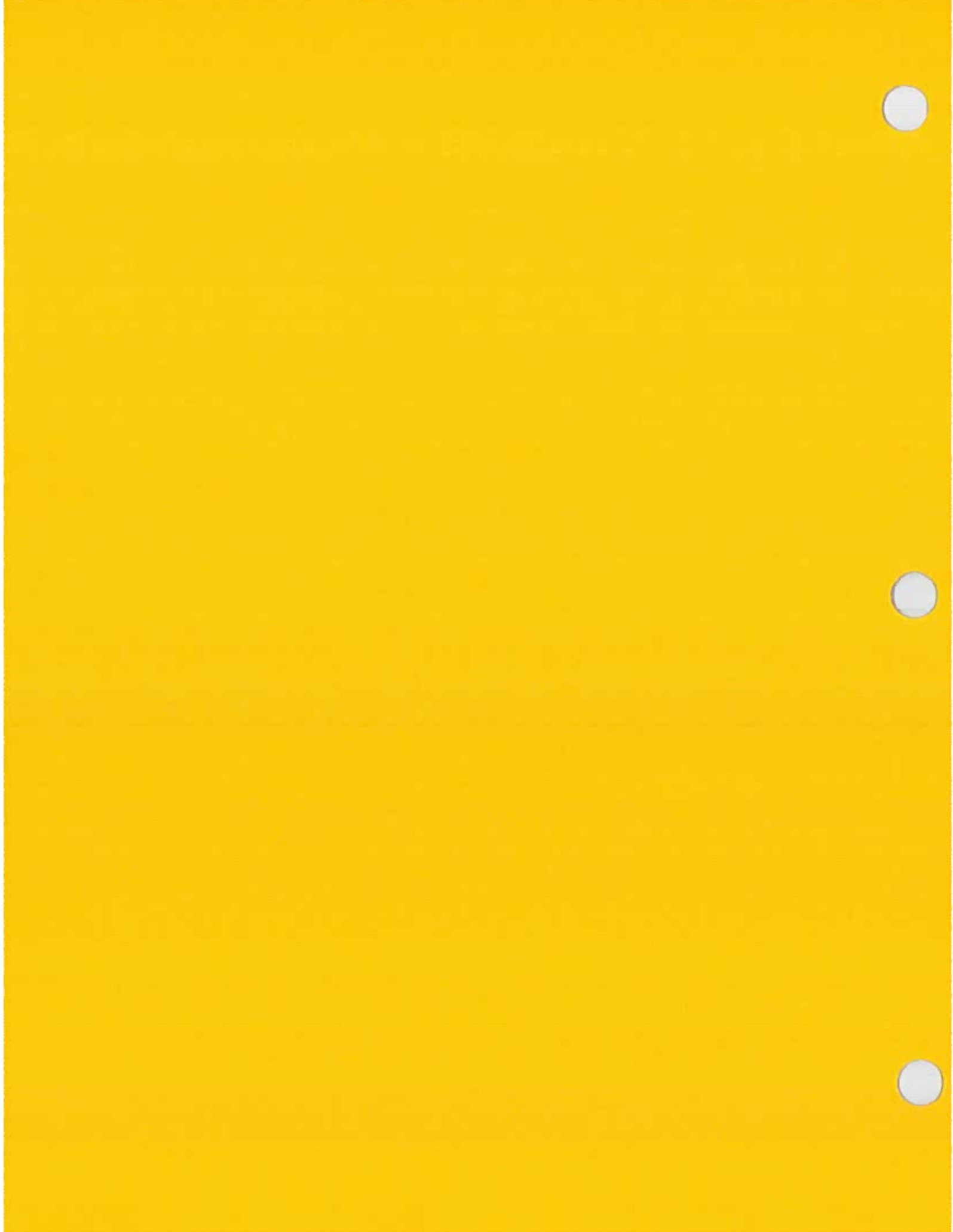
Signature: 

Title: Superintendent

Date: 8/31/17









NORTH COAST
SCHOOL OF EDUCATION

April 19, 2017

A quality support system for all teachers and a caring, competent and highly qualified teacher for every child



Sonoma County
Office of Education

To: County Superintendents, District Superintendents, Chief Business Officers (CBO's), Assistant Superintendents, and Directors

From: Karen Ricketts, Executive Director

Re: North Coast School of Education (NCSOE)

Sonoma County Office of Education, as the Local Education Agency (LEA) for the NCSOE, is committed to providing quality induction and intern services.

As districts continue to navigate the current teacher shortage and a substantial percentage of teachers eligible for retirement, it will be important to plan ahead for new hires in the years to come. In anticipation, I want to provide you with some information to assist you in planning your preliminary budgets, Local Control Accountability Plan (LCAP) and Educator Effectiveness Block Grant with regards to California Teacher Induction and Intern Support/Supervision for your newly hired teachers.

Teacher Induction

The North Coast Teacher Induction Program (NCTIP) assists schools and districts in providing Teacher induction that meets both program and credentialing standards for the state of California. NCTIP provides credentialed teachers with a specifically designed, standards-based professional development series, mentoring and coaching, credentialing services, and technical assistance aligned to the California Standards for the Teaching Profession (CSTP). The two-year program provides a bridge linking the theory, knowledge and skills acquired in the Preliminary Credential Program to the realities of daily classroom teaching. New teachers design an Individualized Learning Plan (ILP) and work closely with a Mentor and site administrator who offer "just-in-time" coaching and longer-term analysis of teaching practice to help new teachers develop enduring professional skills.

Intern Program

The Be-A-Teacher (BAT) Intern Program is an alternative pathway to acquiring a teaching credential that prepares candidates to become teachers for elementary, middle, high school and special education classrooms. Candidates begin with Pre-service modules leading to an Intern Credential, are employed and paid by the school district, are the "Teacher of Record" for their classrooms, work closely with a Practicum Supervisor, Mentor, and attend evening classes in a cohort model. Upon successful completion of the Intern Program and credential requirements, candidates will be recommended for a California Preliminary Credential.

LCAP State Priority 1

As you work with local community groups and teacher stakeholders to develop your LCAP goals, the details below may be helpful in planning ahead for services, support and supervision for new teachers and interns in order for them to remain highly qualified and fully credentialed.

Teacher induction goals and intern support align with several areas of the LCAP and most closely connect with *Priority 1: Conditions of Learning* - "Basic degree to which teachers are appropriately assigned pursuant to Education Code section 44258.9, and fully credentialed in the subject areas and for the pupils they are teaching."

2015-16 Budget Act Educator Effectiveness Block Grant

The 2015 Budget Act included approximately \$500 million in one-time money that is called "Educator Effectiveness Block Grant." The regulations specify that school districts must expend the funds by June 30, 2018 for specific professional development activities including:

- Beginning Teacher and Administrator Support
- Coaching and Support for Improvement
- Standards Based Professional Development
- Promoting Quality and Effectiveness

Fee for Service

NCSOE operates as a "fee for service" model. This model continues to provide increased access to quality induction and support for districts that are employing new teachers in the region.

Districts will be responsible for the total fee-for-service, at \$3,500 per induction candidate and \$2,500 per intern candidate. For example, if "District X" hires 2 new teachers and 1 intern in 2017-2018, the cost to the district would be \$9,500 (2 X \$3,500 plus 1 X \$2,500). Your district will be invoiced in November 2017 depending on the number of induction candidates and interns enrolled in the programs.

NCSOE will fund the cost of each induction mentor stipend at \$1,250 and each intern mentor stipend at \$800.00. The program also pays a stipend for District Coordination at a pay rate of \$100.00 per candidate and intern served for 2017-2018. These funds will be sent to districts in March 2018.

Regional Fee-for-Service Structure	Teacher Induction	Intern Support and Supervision
Annual Program Costs per induction candidate and intern - inclusive of Mentor stipends.	\$3,500.00	\$2,500.00

As teacher induction and intern programs throughout the state continue to transition, we find our programs to increasingly be ones that are sought after for quality services. And while we recognize that you may not know if you will have new teachers next year, it is important to secure general commitments for planning purposes. To ensure that your district is afforded the benefits of our programs without a disruption in services, please return a signed copy of the attached Memorandum of Understanding (MOU) by **June 30, 2017**.

Please let me know if I can be of service to you with your planning and staffing. In the months to come, I will continue to work with you in preparing high quality teachers for every student in all of our classrooms. Feel free to contact me at any time and thanks for all you do to support student achievement and teacher success.

Sincerely,



Karen Ricketts
Executive Director

cc Steven D. Herrington, Ph.D.
Michael Juric, Ed.D.

Susan Strom

From: Jason Morse <jmorse@mcn.org>
Sent: Tuesday, April 25, 2017 10:17 AM
To: 'Susan Strom'
Subject: FW: Time Sensitive - NCSOE Teacher Induction/Intern 2017-18 MOU
Attachments: Budget Letter 2017-18.pdf; NCSOE District MOU 2017-18.pdf; NCSOE Fee for Service Flyer 2017-18.pdf

From: Kathy Parnay [<mailto:kparnay@scoe.org>]
Sent: Tuesday, April 25, 2017 8:37 AM
To: kparnay
Subject: Fwd: Time Sensitive - NCSOE Teacher Induction/Intern 2017-18 MOU

Greetings,

Attached please find North Coast School of Education's (NCSOE) program information from Executive Director, Karen Ricketts that will assist you in planning for your Teacher Induction and Intern service needs for the **2017-18 school year**. Please feel free to share with all parties that would benefit from this information.

Attached are the following documents:

- NCTIP MOU *signed and returned by email, 4/25/17*
- NCTIP Budget Letter
- 2017-18 Fee for Service Flyer

We are asking that you return your signed MOU agreement to us **as soon as possible**, but no later than **June 15, 2017**, so that we may plan accordingly to best serve your teachers.

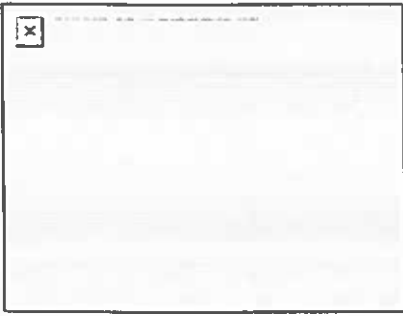
If you have questions regarding any of the attached documents, please feel free to contact Karen Ricketts directly at [707-524-2814](tel:707-524-2814) or kricketts@scoe.org.

If you do not plan to have teachers in an NCSOE program next year, please reply to this email and let us know.

Thank you,

Kathy Parnay
Program Specialist Technician

North Coast School of Education
Sonoma County Office of Education
5340 Skylane Blvd
Santa Rosa, CA 95403
[\(707\) 524-2807](tel:707-524-2807)



North Coast School of Education



Credentialing Services For Schools And Districts 2017-18

OVERVIEW OF PROGRAMS

North Coast Teacher Induction • "Be A Teacher" Intern Program • University-Partnered Intern Support and Supervision

Accredited with the Commission on Teacher Credentialing, the North Coast School of Education (NCSOE) provides credentialed teachers and interns with:

- Professional development within a specially designed, standards-based program
- A bridge linking the Preliminary Credential Program to the realities of daily classroom teaching (*Teacher Induction*)
- A Mentor, a trained experienced teacher, to coach and mentor each new teacher
- Program materials and resources to guide best practices for teacher success
- A recommendation for a California Clear or Preliminary Credential or Intern Credential upon program completion

TEACHER INDUCTION PROGRAM

Program Service	Fee
Teacher Induction Year 1 or Year 2	\$3,500 per year
Teacher Induction Year 1 or Year 2 <i>(Private schools and out of region charter schools or other small schools, not including SELPA Charter members)</i>	\$2,250 per year plus \$1,250 for Mentor Teacher services

Professional Development

- California Standards for the Teaching Profession (CSTP)-based Inquiry series:

Year 1 <ul style="list-style-type: none"> * <i>Inquiry 1</i> - Communication: The Role of Assessment & Feedback * <i>Inquiry 2</i> - Collaboration: Developing Professional Cultures of Sharing & Support 	Year 2 <ul style="list-style-type: none"> * <i>Inquiry 3</i> - Connection: From Surviving to Visioning * <i>Inquiry 4</i> - Relevance: Planning for Long-Term Practice
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- Weekly and "Just In Time" Mentor Support
- Mentor Training Series (monthly professional development)
- Individual Learning Plan (ILP) aligned with the CSTP and based on professional growth goals

INTERN PROGRAMS

Program Service	Fee
Intern Program ("Be A Teacher" Intern or University-Partnered Support /Supervision Programs)	\$2,500 per year

Professional Development

- Framework for Teaching/Pre-Service ("Be A Teacher" Pre-Interns only)
- Intern Credential Coursework ("Be A Teacher" Interns only)
- Mentor Training Series (monthly professional development)
- Support and Supervision

OTHER SERVICES

Service	Fee
Designated Subjects Credential Services (non-Induction)	\$300
Education Specialist Level II Program (only)	\$400
Equivalency Review	\$300







North Coast Teacher Induction Program

Memorandum of Understanding Between

Sonoma County Superintendent of Schools as the Local Educational Agency For the North Coast Teacher Induction Program, Participating County Offices of Education, And Participating School Districts and Employing Agencies

A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education Agency (LEA) for the North Coast Teacher Induction Program ("Program"), and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively "District") signing below. The term of this MOU commences on **July 1, 2017**, and terminates on **June 30, 2018**.

B. Purpose

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Program, Education Specialist Clear Credential Program, Career Technical Education Credential Program, Adult Education Credential Program, and the university-based Intern Program. Throughout this document, new teachers from all of the credential areas are referred to as "Candidates" and veteran teachers are referred to as "Mentors."

C. Eligibility

Eligible "Candidates" are those hired within the NCTIP regional "Consortium" defined as the following counties: Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Nevada, Sonoma, and Trinity Counties. The following credential programs are available to "Candidates" within the Consortium: **Intern Program:** Candidates who have obtained an Intern Credential from a partner university or district Intern program. **Preliminary Credential Program:** Designated Subjects (Career Technical Education and Adult Education) candidates who meet the industry experience and pre-requisite CCTC requirements. **Clear Credential Program:** Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential, Out of State and Out of Country trained teachers, and Designated Subjects (Career Technical Education and Adult Education) candidates. **Note:** Adult Education, Career Technical Education, Special Education and Intern candidates who are outside the Consortium *may* be eligible to participate in the Program on a full fee-for-service basis. Candidates who hold a preliminary credential and need to obtain their Clear Credential who are beyond their first two years of teaching, and/or are teachers in Private Schools, are eligible to participate in the program on a fee-for-service basis.

D. LEA Responsibilities

1. Employ an Executive Director whose primary duty is to administer the Program and employ support staff whose primary duty is to support the administration of the Program.
2. Provide sufficient and appropriate workspace for the Executive Director, Program support staff, Program Coordinators, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through CCTC's Accreditation Cycle. Submit Biennial, Program Assessment state reports, and required fees in a timely manner.

6. Provide a process for equitable distribution of support, formative assessment, and credential services to Candidates and Mentors in all participating Districts and COEs within the region.
7. Convene Program Regional Advisory Board meetings a minimum of two times per year, District Coordinators' meetings two times per year, and Leadership Team meetings a minimum of five times per year.
8. Develop and provide Professional Development for Candidates and their Mentors to be held in multiple locations within the geographical region served by the parties.
9. Assume overall fiscal responsibility for the administration of the program budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to the Program.
10. Establish a Budget Agreement and reporting requirements for the transfer of funds to Districts. The amount of funds distributed shall be based on the *actual* number of eligible Candidates and Mentors who enrolled in each calendar year.

E. County Offices of Education/University Partners/Lead Districts

1. Appoint a liaison to serve on the Program Regional Advisory Board. The liaison should be a designee authorized by the County Superintendent of Schools, the Dean of Education, and/or the District Superintendent to fulfill the roles and responsibilities assigned to him or her. The liaison supports the Program by providing ongoing updates, communication, and information to county office personnel, university staff, and district superintendents.
2. Assign one or more credential analyst to work directly with Program staff to assist in identifying Candidates who are eligible for Program services as described by state guidelines and to assist school district staff in identifying eligible Candidates.
3. Provide meeting and conference rooms at no charge to the Program.
4. Provide the County Program Coordinator with office and/or storage space, computer and fax access, telephone services, and limited mailing, photocopying and office supplies.
5. Provide collaborative employer input in the Candidates development of an *Individual Learning Plan* within the first 60 days of hire and in program evaluation including administrative mid-year survey, end-of-year surveys, and CCTC Accreditation.

F. District Responsibilities

1. Appoint a District Coordinator whose assignment includes dedicated time to fulfill the District Coordinator roles and responsibilities.
2. Identify all candidates upon hire who are eligible for Program services as described by state guidelines.
3. Identify all qualified Interns who are eligible for Program support and supervision services as described by state guidelines.
4. Communicate to all site administrators the Program requirements, including release time to participate in required observations (2-4 days) and employer input in the Candidates development of an *Individual Learning Plan* within the first 60-days of hire.
5. Provide Candidates release time for observations and one-to-one consultations with the Mentor as described in the District Roles and Responsibilities.
6. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
7. Provide newly hired teachers with a District Orientation.
8. Ensure that Interns do not displace certificated employees and are evaluated on an annual basis.
9. Ensure that all Interns receive protected time for employer-provided support in weekly course planning, coaching within the classroom, problem-solving regarding students, curriculum and teaching. A District shall give special supervision and assistance to each intern above and beyond that given to other newly employed certificated and newly employed school personnel. A District shall seek the assistance of the college or university in coordination the program for the intern. (*Education Code 44465*)
10. For Interns who have not yet completed the EL preparation, the district must assign the on-site Mentor or

As between the Parties hereto, it is understood and agreed that:

1. Candidates Employment Status:

Candidates are and shall remain District employees for any and all purposes throughout the term of this Agreement. Candidates shall not be considered an employee, agent, representative, nor independent contractor of LEA for any purpose whatsoever.

2. Indemnification:

District shall assume full responsibility for its' employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District Program participant arising out of injury or death suffered by any District employee Program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA.

3. Maintenance of records:

District agrees to keep and maintain adequate and current written records in accordance with Program requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.

4. Assignment:

This Agreement shall not be assigned by District. Any such assignment shall be null and void.

5. Severability:

The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.

6. Waiver:

No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.

7. Constructions and Governing Law:

The captions used in connection with this agreement are for reference purposes only and shall not be construed as part of this Agreement. This agreement shall be governed by and construed in accordance with the laws of the State of California.

8. Entire Agreement:

This Agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and

other designated individual, within the first 10 days of serving as a teacher of record on the intern credential.

11. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission's identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential.
12. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
 - Display best practices in providing "just in time" and longer term analysis of teaching practice to help candidates develop enduring professional skills.
 - Are committed to attend coaching/mentor trainings, meetings and to meet weekly with Candidates;
 - Display willingness to work collaboratively with colleagues and regional NCTIP staff;
 - Embrace a positive attitude and disposition towards students and teaching;
 - Develop a sustained and thoughtful collegial relationship with Candidates;
 - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
 - Serve as a role model for the teaching profession.
13. Provide Mentors compensated time to participate in the Program Mentor training on observation protocol, learning-focused conversations, "just-in-time" coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
14. Facilitate the distribution of Program funds to Mentors and District Coordinators for compensation.
15. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

G. Districts Fiscal Responsibilities and Terms

1. Induction/Credential Services are provided on a Fee-for-Service basis. In 2017/2018, the Fee will be \$3,500.00 per clear credential Candidate and \$2,500.00 per Intern registered in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.
2. Funds will be credited to districts to offset the costs of the Mentor stipends at the rate of \$1,250 per eligible Clear Credential candidate (includes Multiple Subject, Single Subject, Education Specialist, or Designated Subjects - CTE and Adult Ed.) enrolled in the Program. Districts will receive \$800 per eligible Intern teacher. (Mentor stipends are pro-rated when partial services are rendered.)
3. Funds will also be credited to districts to offset the costs of the District Coordinators stipend, pro-rated, depending on the total number of Candidates. District Coordinator compensation is at a rate of \$100.00 per Candidate.
4. Private school and out-of-consortium partners will receive a budget addendum describing the full fee-for-service costs.
5. The District is responsible to facilitate the distribution of Funds to Mentors and District Coordinators for compensation.

H. Other Terms and Conditions

All products and materials developed by the Program are the exclusive property of the LEA. District and COE employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products or materials without the expressed written permission of the LEA designee.

acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

9. Third Parties:

Except as otherwise explicitly provided herein, nothing in this agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this agreement on any other persons other than the Parties and their respective successors and assigns, nor is anything in this agreement intended to relieve or discharge the obligation or liability of any third persons to any Party, nor shall any provision give any third parties any right of subrogation or action over or against any of the Parties hereto. This Agreement is not intended to and does not create any third party beneficiary rights whatsoever.

10. Relationship of the Parties:

No joint venture, partnership, agency or employment relationship is created by this agreement. No Party shall act as an agent or partner of any other Party or make any commitments for or create any obligations of any other Party except as provided herein without such other Party's prior written consent.

11. Survival:

The provisions of this Agreement shall survive the expiration of the Term and the termination of this Agreement. Amendments and Extensions to this MOU may be made only by written agreement signed by all parties.

Authorized signatures below indicate understanding and acceptance of the terms of this Memorandum of Understanding.

Authorized Signatures:

Sonoma County Superintendent of Schools as I.E.A.:

Steven Herrington Signature Dr. Steven Herrington/Superintendent Printed Name/Title

4/24/17
Date

North Coast Beginning Teacher Program:

Karen Ricketts Signature Karen Ricketts Executive Director Printed Name/Title

4/24/17
Date

Participating Agency: Name of District or County Office of Education:

[Signature] Signature Superintendent Printed Name/Title

4/25/17
Date







RECIPIENT	SCHOLARSHIP	AWARDED	PRESENTERS
Carmen Searles	Alma & Augusta Mendosa	\$ 4,000.00	MHS
Sophie Swan-Edlund		\$ 4,000.00	
Maddy Crowningshield	Anna Pesula	\$ 500.00	MHS
Arianna Oliveira		\$ 500.00	
Kyra Harr	Calif. Retired teachers Assoc/Hilmer Finne	\$ 1,000.00	
Ananna Oliveira	California Scholarship Federation-Bowery500	\$ 500.00	Liz Newkirk
Sophie Swan-Edlund	California Scholarship Federation- QuarterRack	\$ 250.00	
Damien Duncan	CEMUS	\$ 500.00	MHS
Jackson Kenton Braden		\$ 500.00	
Emily Symonds	Club Cardinal	\$ 1,000.00	Mary Ann Kroninger
Damien Duncan		\$ 1,000.00	
Sophie Swan-Edlund	Cloverdale Ram Sale	\$ 500.00	MHS
Amaya Garcia	CMAR	\$ 1,000.00	Meghan Durbin
Carmen Searles	Elk Altar Scty/Sharon Mitchel Memorial	\$ 1,000.00	
Sophie Swan-Edlund		\$ 2,000.00	MHS
Emily Symonds	Fort Bragg Garden Club	\$ 1,000.00	MHS
Theo Burgess	Gloriana Opera Company	\$ 1,000.00	Board Member
Carmen Searles	Greenwood Civic Club	\$ 1,000.00	
Damien Duncan		\$ 8,000.00	MHS
Chaia Leventhal	James G. Cummings	\$ 8,000.00	
Theo Burgess	Jerry Juhl	\$ 2,500.00	
Zen McKean Chappell	Fort Bragg Lions Club	\$ 1,000.00	Betty Freeman
Thae Ruangsak	Mendo/Lake Credit Union/Student Achievement	\$ 50.00	
Emily Symonds	Mendo/Lake Credit Union/Student Achievement	\$ 50.00	Tracy McDaniel and Robert Scott
Sophie Swan-Edlund	Mendo/Lake Credit Union/ Arlene Columbini	\$ 1,000.00	Tracy McDaniel and Robert Scott
Aurora Pothast	Mendocino 6-8 Project Based Learning	\$ 456.50	Chance DeLuca/Brooke Bishop
Aurora Pothast	Mendocino Coast Chamber of Commerce	\$ 1,000.00	Nancy Swithenbank & Sharon Davis
Emily Symonds	Mendocino Coast Dist. Hospital Aux.	\$ 3,000.00	MHS
Emily Symonds	Mendocino Coast Environmental Scholarship	\$ 1,000.00	Rod Jones
Emily Symonds	Mendocino Forest Products	\$ 4,000.00	John Anderson
Amaya Garcia		\$ 1,000.00	
Damien Duncan		\$ 1,000.00	
Theo Burgess		\$ 1,000.00	
	Mendocino Study Club		MHS
Malekae Breton	Rotary Club of Mendocino	\$ 1,500.00	Heather Paulsen and Donna Schuler
Amaya Garcia		\$ 1,500.00	
Damien Duncan		\$ 1,500.00	
Zen McKean Chappell		\$ 1,500.00	
Emily Symonds	Sanctuary Forest -Humboldt Redwood Co.	\$ 1,000.00	John Anderson
Zen McKean Chappell	Skye Scholarship - Community Foundation	\$ 500.00	MHS
Zen McKean Chappell	Community Foundation	\$ 4,000.00	MHS
Sophie Swan-Edlund	Veterans of Foreign War	\$ 250.00	Member of VFW
Total Scholarships Awarded		\$66,056.50	





August 18, 2017

Mendocino Unified School District
44141 Little Lake Road
Mendocino, CA 95460

Christy White, CPA

Michael Ash, CPA

Heather Rubio

SAN DIEGO

LOS ANGELES

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Licensed by the California
State Board of Accountancy

We are pleased to confirm our understanding of the services we are to provide Mendocino Unified School District for the fiscal years ending June 30, 2018. We will audit the financial statements of the governmental activities and the major fund, which collectively comprise the basic financial statements, of Mendocino Unified School District as of and for the fiscal years ending June 30, 2018. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Mendocino Unified School District's basic financial statements. As part of our engagement, we will apply certain limited procedures to Mendocino Unified School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion & Analysis.
2. Budgetary Comparison Schedule.
3. Schedules of District's Proportionate Share of Net Pension Liability
4. Schedules of District Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Mendocino Unified School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedules and/or information as required by the State Controller's Office.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Mendocino Unified School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, published by the Education Audit Appeals Panel, and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. Our reports will be addressed to the governing board of Mendocino Unified School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue report, or may withdraw from this engagement.

We will prepare a report related to state programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements contained in the *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, published by the Education Audit Appeals Panel.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the Mendocino Unified School District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Mendocino Unified School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Mendocino Unified School District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements.

You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others.

In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on the organization's website, you understand that electronic sites are a means to distribute information, and therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Administration, Fees, and Other

The audit documentation for this engagement is the property of Christy White Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Comptroller General of the United States or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit as soon as possible and to issue our reports no later than December 15. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

<u>Fiscal Year</u> <u>Ending</u>	<u>Total Maximum</u> <u>Audit Fees</u>
June 30, 2018	\$ 13,946

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in Mendocino Unified School District audit requirements as stated in *Government Auditing Standards* or the Audit Guide issued by the Education Audit Appeals Panel, or (2) any changes in the number of funds or accounts maintained by the Mendocino Unified School District during the period under this agreement, shall be in addition to the above maximum fee.

Our invoices for these fees will be rendered upon completion of fieldwork as follows: 25% of contract upon completion of site testing, 25% of contract upon completion of interim testing and 50% of contract upon completion of year end fieldwork, and are payable on presentation. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the Audit Guide.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The first period to be audited shall be for the fiscal year ending June 30, 2018. Additional extensions beyond 2018 may be secured on a year by year basis, subject to the agreement of the District and the auditor.

In accordance with *Government Auditing Standards*, upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White Associates has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

We appreciate the opportunity to be of service to the Mendocino Unified School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Michael Ash, CPA
Partner
Christy White Associates

RESPONSE:

This letter correctly sets forth the understanding of Mendocino Unified School District.



Signature

Superintendent

Title

8/21/17

Date

August 18, 2017

Mendocino Community Network
c/o Mendocino Unified School District
44141 Little Lake Road
Mendocino, CA 95460

Christy White, CPA

Michael Ash, CPA

Heather Rubio

SAN DIEGO

LOS ANGELES

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fax: 619.260.9085
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We are pleased to confirm our understanding of the services we are to provide Mendocino Unified School District for the fiscal year ending June 30, 2018. We will audit the Statement of Fund Net Position, Statement of Revenues, Expenses and Changes in Fund Net Position and Statement of Cash Flows, which collectively comprise the basic financial statements, of Mendocino Community Network (a Proprietary Fund of the Mendocino Unified School District) as of and for the fiscal year ending June 30, 2018.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Mendocino Community Network and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Mendocino Community Network is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will prepare a draft of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them. The scope of the non-audit services does not constitute an audit conducted under *Government Auditing Standards*.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met, for the selection and application of accounting principles; and for the fair presentation in the financial statements of the statement of fund net position and statement of changes in fund net position with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on the organization's website, you understand that electronic sites are a means to distribute information, and therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to Mendocino Community Network or to acts by management or employees acting on behalf of Mendocino Community Network. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of the inventories, and direct confirmation of certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of Mendocino Community Network and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Mendocino Community Network's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Mendocino Community Network in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Audit Administration, Fees, and Other

The audit documentation for this engagement is the property of Christy White Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit as soon as possible and to issue our reports no later than December 15. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

<u>Fiscal Year</u> <u>Ending</u>	<u>Total Maximum</u> <u>Audit Fees</u>
June 30, 2018	\$ 3,000

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in audit requirements as stated in *Government Auditing Standards*, or (2) any changes in the number of funds or accounts maintained by Mendocino Community Network during the period under this agreement, shall be in addition to the above maximum fee.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The first period to be audited shall be for the fiscal year ending June 30, 2018. Additional extensions beyond 2018 may be secured on a year by year basis, subject to the agreement of Mendocino Community Network and the auditor.

In accordance with *Government Auditing Standards*, upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract

Christy White Associates has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

We appreciate the opportunity to be of service to Mendocino Community Network and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Michael Ash, CPA
Partner
Christy White Associates

RESPONSE:

This letter correctly sets forth the understanding of Mendocino Unified School District.

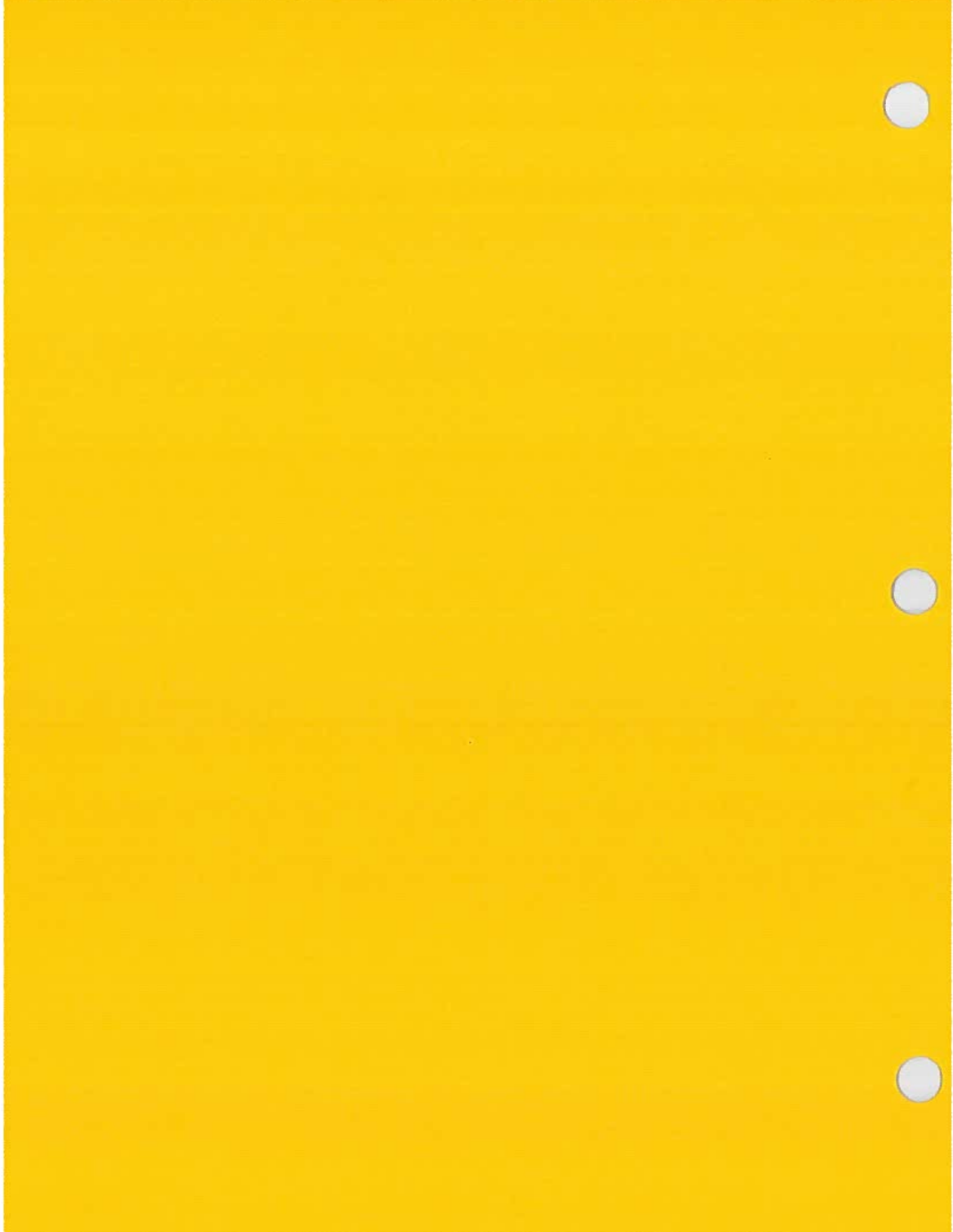


Signature

Title

Date







NATIONAL UNIVERSITY

STUDENT TEACHING AND PRACTICUM AGREEMENT

This agreement, effective on August 25, 2017, made by and between National University, a California non-profit public benefit corporation (the "University") and Mendocino Unified School District a public entity (the "District"), with reference to the following facts:

ARTICLE 1 **RECITALS**

1.1 Section 35160 of the California Education Code provides that the governing board of any school district may initiate and carry on any program or activity, or may otherwise act in any manner which is not in conflict with, or inconsistent with, or pre-empted by, any law and which is not in conflict with the purposes for which school districts are established.

1.2 An agreement by a school district to provide student teaching or practicum experience to students enrolled in an education credential program offered by an institution of higher education approved by the California Commission on Teacher Credentialing (the "Commission") is not inconsistent with the purposes for which schools districts are established.

1.3 The University is accredited by the Western Association of Schools and Colleges, and its education credential programs have been approved by the Commission.

1.4 The University desires that the District provide student teaching to students enrolled in the University's teacher training curricula and/or practicum experience to students enrolled in the University's student counseling and other credential curricula. The District agrees to provide such student teaching and/or practicum experience on the terms and conditions specified in this Agreement.

ARTICLES 2 **DEFINITIONS**

2.1 "Student" shall refer to a student enrolled in a program at the University which is approved by the commission and which leads to an education credential

2.2 "Master Teacher" shall refer to an employee of the District holding a valid, clear teaching credential issued by the Commission typically with three or more years teaching experience.

2.3 "Student Teaching" shall refer to the active participation by a Student in the duties and functions of classroom teaching under the direct supervision and instruction of one or more Master Teachers.

2.4 "Student Teaching Assignment" shall typically refer to a full day of Student Teaching, five days a week for 12 to 18 weeks, dependent upon program. Student Teaching Assignments shall satisfy all requirements of the Commission.

2.5 "Practicum Supervisor" shall refer to an employee of the District holding a valid Pupil Personnel Services or other credential issued by the Commission or equivalent certification recognized by the District typically with three or more years experience as a school counselor, school psychologist, school social worker, or other education specialist.

2.6 "Practicum" shall refer to the participation by a Student in the duties and functions of a school counselor, school psychologist, school social worker, or school attendance worker under the direct supervision and instruction of one or more Practicum Supervisors.

2.7 "Practicum Assignment" shall consist of between 90 and 600 hours of Practicum depending upon the specific program requirements.

2.8 "Quarter Unit" shall refer to the amount of academic credit earned by a Student through the successful completion as determined by the University of approximately 25 hours of Student Teaching or between 20 to 40 hours of Practicum.

ARTICLE 3 **TERMS AND CONDITIONS**

3.1 Student Teaching or Practicum. The District shall provide University students with Student Teaching and/or Practicum in schools and classes of the District under the direct supervision and instruction of a Master Teacher or Practicum Supervisor. The University and the District from time to time shall agree as to the number of students assigned to the District for Student Teaching and/or Practicum.

3.2 District Determination. The District at their sole discretion may refuse to accept, or may terminate, any Student assigned to the District for Student Teaching or Practicum based upon its good faith determination that the Student is not performing to the standards of the District. Upon written notification by the District, the University shall promptly terminate the Student's assignment to the District.

3.3 University Determination. The University shall determine the number of units of Student Teaching or Practicum each Student shall receive. Students shall be able to be eligible for more than one Student Teaching Assignment and/or Practicum Assignment at the District.

3.4 District Reimbursement. The University shall reimburse the District for the cost of Student Teaching or Practicum services rendered by the District, paying the District \$300.00 per section of Student Teaching and/or Practicum supervised. The District agrees that the issuance of the stipend to the Master Teacher or the Practicum Supervisor will not render the Master Teacher or Practicum Supervisor an employee or agent of the University.

3.5 Invoice Procedure. Within a reasonable time following the completion of any Student Teaching Assignment or Practicum Assignment, the District shall submit an invoice, in triplicate, to the University which invoice shall specify the number of Quarter Units of Student Teaching or Practicum provided by the District and the amount of reimbursement calculated at the rate provided in Article 3.4. The University shall pay the reimbursement to the District within 30 days following the date the District's invoice is received.

3.6 Insurance. The District will obtain and maintain a broad form commercial general liability insurance policy with coverage of at least \$1,000,000 for each occurrence. The District will provide the University with proof of such insurance upon execution of this Agreement. For purposes of this Agreement, each of the District and the University will provide workman's compensation insurance coverage for their own employees, and Students are not employees of either the District or the University.

University agrees to maintain at least \$1 million per occurrence and \$1 million in General Aggregate Liability Insurance coverage. University agrees to provide District with a Certificate of Insurance including an Endorsement/Additional Covered Party Amendatory Endorsement/Additional Insured naming Mendocino Unified School District as an additional insured party in conjunction with this Student Teaching and Practicum Agreement.

University agrees that all Students are not employees of the District and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which employees are normally entitled, including but not limited to, State Unemployment Compensation or Workers' Compensation.

3.7 Termination of Assignment. In the event a Student Teaching Assignment or Practicum Assignment is terminated before it is completed, the District shall receive reimbursement of costs at the rate provided in Article 3.4 pro-rated to the nearest completed Quarter Unit.

3.8 Representations. The University represents that all Students assigned to the District for Student Teaching or Practicum are validly enrolled in a University credential program approved by the Commission. The University makes no other representation, express or implied, about, or assumes any responsibility for, the Student's fitness or qualification to participate in the Student Teaching or Practicum. Nothing in this Agreement shall be construed as a delegation by the District to the University of any of the District's duties and responsibilities for operation or supervision of the schools or classes of the District.

3.9 Certificate of Clearance. In accordance with California Education Code Section 44320, each credential candidate prior to assignment to District must obtain at their sole expense a "Certificate of Clearance," which includes a complete Live Scan Service. The University will ensure that student's receive a Certificate prior to beginning their assignment in the district or hold a valid document issued by the CTC accounting for fingerprint clearance.

3.10 Tuberculosis Clearance. In accordance with California Education Code Section 49406, each credential candidate prior to assignment to District must obtain at the candidate's sole expense an examination by a licensed physician or surgeon within the past 60 days to determine that he or she is free of active tuberculosis, prior to beginning the candidate's assignment in the District.

ARTICLE 4 **GENERAL PROVISIONS**

4.1 Term. This Agreement shall commence as of the date hereof and shall continue until such time as either party gives the other party written notice of its intent to terminate the Agreement. The termination of the Agreement shall be effective upon the date specified in such written notice. Provided, however, all Students receiving Student Teaching or

Practicum from the District as of the date of such notice shall be permitted to complete their Student Teaching Assignment or Practicum Assignment so long as said student is not the cause of the termination of the agreement.

4.2 Attorney's Fees. In the event any party hereto commences litigation for the interpretation, specific performance, or damages for the breach of this Agreement, the prevailing party shall be entitled to a judgment or award against the other in an amount equal to reasonable attorney's fees and expenses incurred, together with all other appropriate legal or equitable relief.

4.3 Notices. All notices, demands, or other communications given under this Agreement shall be in writing and shall be deemed to have been duly given as of the second business day after mailing by United States mail, postage pre-paid addressed to the addresses on page four hereof, or to such other address or to such other person as any party hereto shall designate to the other for such purposes in the manner hereinabove set forth. Personal delivery of such notice, demand, or communication may also be made to the above-described addressees and shall be deemed given as of the date of such delivery.

4.4 Integration Clause. This Agreement contains the entire agreement between the parties relating to the transactions contemplated hereby and all prior or contemporaneous agreements, understandings, representations, and statements, whether oral or written, are merged herein. No modification, waiver, amendment, discharge, or change to the Agreement shall be valid unless the same is in writing and signed by the party against which the enforcement of such modification, waiver, amendment, discharge, or change is or may be sought.

4.5 General Provisions. This Agreement (i) shall be binding upon and inure to the benefit and be enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (ii) may be executed in any number of counterparts, each of which may be deemed to be an original, but all of which together shall constitute one and the same instrument, (iii) shall be construed and enforced in accordance with the laws of the State of California, and (iv) has been executed at San Diego, California as of the last date set forth below.

4.6 Mutual Indemnification. University shall defend, indemnify and hold District, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University its officers, agents, or students.

District shall defend, indemnify and hold University, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officers, agents, or employees.

NATIONAL UNIVERSITY, a California non-profit public benefit corporation

Mendocino Unified School District

By _____
Dave C. Lawrence
Vice Chancellor, Finance

By 
Signature

Date _____
National University
School of Education
11255 N. Torrey Pines Road
La Jolla, CA 92037

By Jason Morse
Name Typed or Printed

Title Superintendent

Date 8/29/17

For contact/contract return:
Isabel Gonzalez
Contract Coordinator
National University
9980 Carroll Canyon Road
San Diego, CA 92131
(858) 642-8310
credcontracts@nu.edu

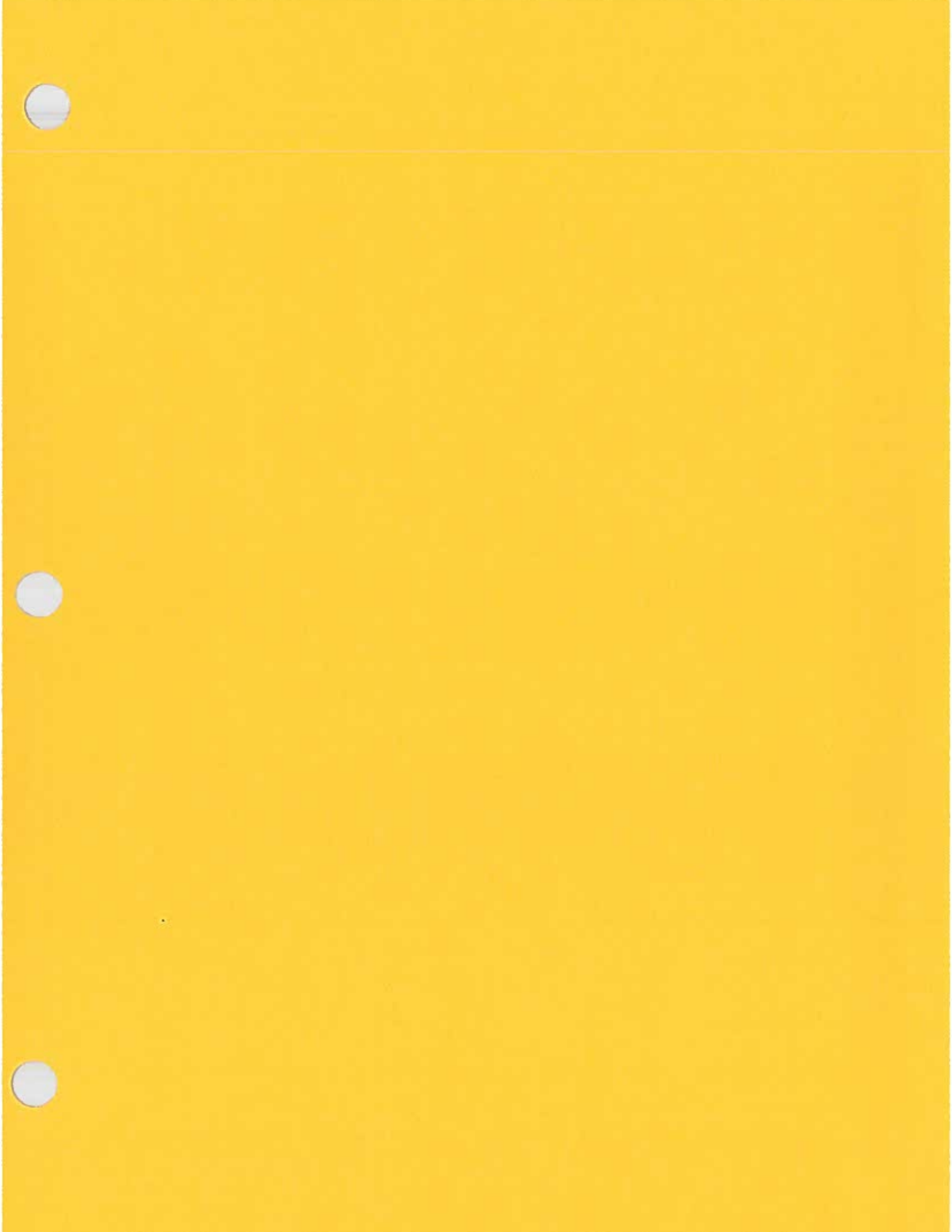
District Address/Telephone:

44141 Little Lake Rd
Street

Mendocino, CA 95460
City State Zip

707-937-5868
Phone







Student Wellness

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

School Wellness Council

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR 210.30)

To fulfill this requirement, the Superintendent or designee may appoint a school wellness council or other district committee and a wellness council coordinator. The council may include representatives of the groups listed above, as well as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The wellness council shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.30)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate,

shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

Professional development may be regularly offered to the nutrition program director, managers, and staff, as well as health education teachers, physical education teachers, coaches, activity supervisors, and other staff as appropriate to enhance their knowledge and skills related to student health and wellness.

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutrition Guidelines for All Foods Available at School

For all foods and beverages available on each campus during the school day, the district shall adopt nutrition guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

The Superintendent or designee shall provide access to free, potable water in the food service area during meal times in accordance with Education Code 38086 and 42 USC 1758, and shall

encourage students' consumption of water by educating them about the health benefits of water and by serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's reimbursable food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutrition standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Examples of healthy snacks include carrots and hummus, fruit kabobs, popcorn, fresh fruit, etc. Class parties or celebrations shall be held after the lunch period when possible.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (7 CFR 210.30)

Program Implementation and Evaluation

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy. (42 USC 1758b; 7 CFR 210.30)

Jason Morse
Superintendent of Schools
707-937-5868
jmorse@mcn.org

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every three years. (42 USC 1758b; 7 CFR 210.30)

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards
5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards
6. Results of the state's physical fitness test at applicable grade levels
7. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
8. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
9. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the district and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Notifications

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available to the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.30)

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

Each school may post a summary of nutrition and physical activity laws and regulations prepared by the CDE.

Records

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.30, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.30)

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education

38086 Free fresh drinking water

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51210 Course of study, grades 1-6

51210.1-51210.2 Physical education, grades 1-6

51210.4 Nutrition education

51220 Course of study, grades 7-12

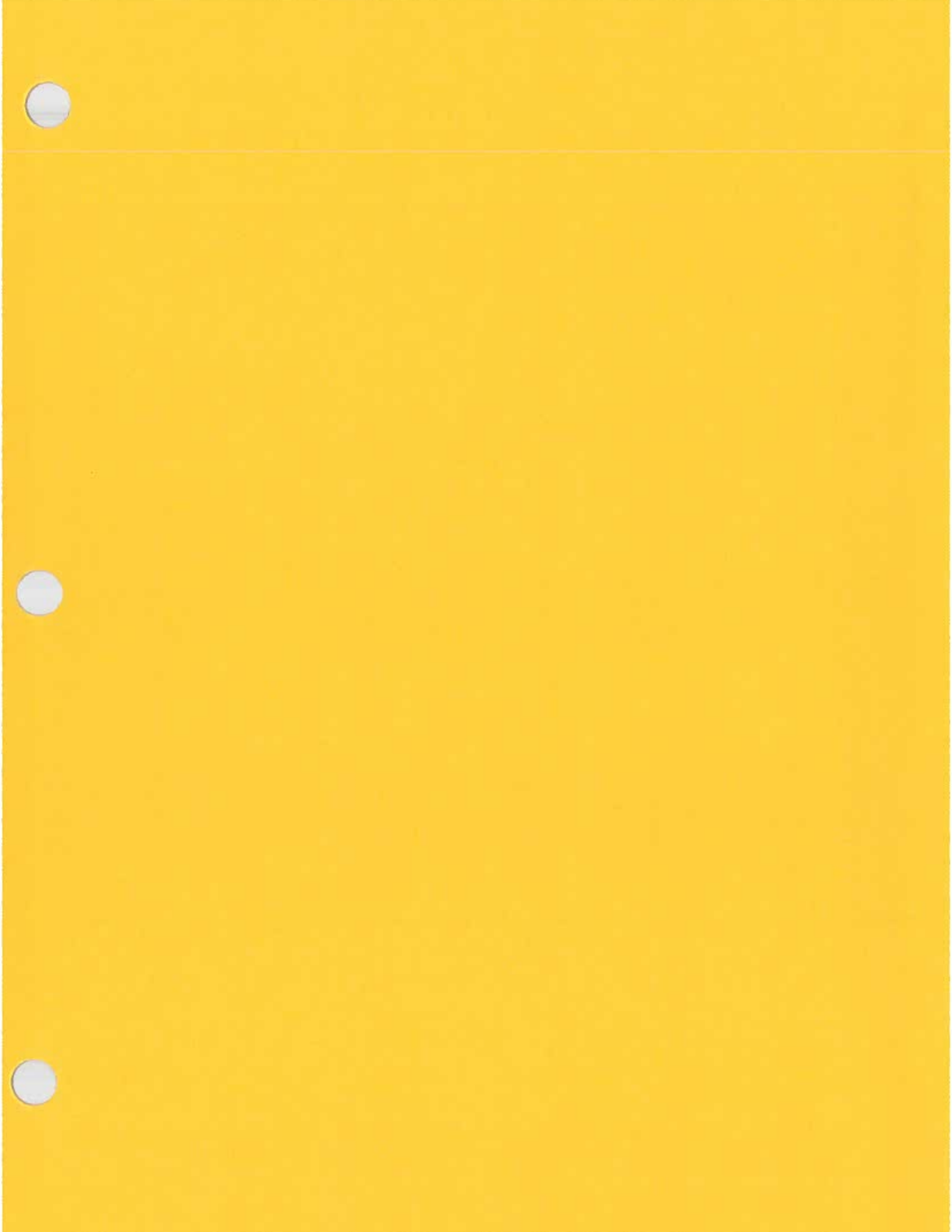
51222 Physical education

51223 Physical education, elementary schools

51795-51798 School instructional gardens

51880-51921 Comprehensive health education
CODE OF REGULATIONS, TITLE 5
15500-15501 Food sales by student organizations
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 42
1751-1769j National School Lunch Program, especially:
1758b Local wellness policy
1771-1793 Child Nutrition Act, especially:
1773 School Breakfast Program
1779 Rules and regulations, Child Nutrition Act
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.33 National School Lunch Program, especially:
210.30 Wellness policy
220.1-220.22 National School Breakfast Program
COURT DECISIONS
Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

(7/11 4/13) 12/16





Mendocino Unified School District
TRUSTEE APPLICATION

Please complete and return by 5:00 p.m., September 8, 2017 to Superintendent Jason Morse, 44141 Little Lake Road, Mendocino, CA 95460

GAY JAMES (Jim) W
Last Name First Name Initial
5250 S. Hwy 1 ELK, CA 95432 817-291
Residence Address (street and no.) Home Phone -5049
Mailing Address SAME Business Phone

Are you a qualified voter yes Do you live in the ELK ~~ELK~~ Trustee area? yes

Occupation Business Owner No. of years in the District 1

Do you have children in the Mendocino Unified School District schools? NO

Ages and Schools: N/A

Have you worked on any school committees or participated in any school activities? Please List
NO

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

- MANAGE Mendocino Sports Club
- Actively involved with Mill Valley School District where my 8 Y.O. Daughter attends.

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

I am very interested in public education as it affects the long term health of our community. As well each individual student's education is a dominant factor in their ability to thrive as an adult. I have 12 years as an officer in the U.S. Navy and over two decades starting and running small businesses. This experience

See NOTE #1

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.)?

I certainly can help in Budget, Evaluation, and long range planning. In addition, having

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reviewed the online financials of MCN, I may be able to assist in improving its bottom line.

SEE NOTE 2

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

I have been struck by the warm acceptance by MUSD students of persons regardless of differences or disabilities. I find that wonderful to experience and encouraging for the prospects of their and our communities future. Certainly this social trait is in part due to a community and school system that respects and nurtures

See note 3

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

I initially focus on two primary areas when I assume a management role - finance and operations, particularly in terms of what are constraints reducing the organization's ability to achieve its goals. For example, I would like to look to see where we can improve revenue for the school district.

SEE NOTE 4

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

I do not know enough in detail to say what needs to be changed. However, as I work with the Board, I am sure that we will establish priorities on constraints that we should focus on.

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

I believe the public school's purpose is to provide the environment and the instruction for each child to academically and socially, grow



in a manner that most effectively suits them - with the understanding that there are time and budget restraints.

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

The role of the School Board, who is accountable to the community, is to set policies, goals, and guidelines so that the Superintendent can create and implement programs that will achieve the goals and

SEE NOTE 5

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

The School Board sets the policies, goals and guidelines, and the Superintendent creates the programs and implements them so as to achieve the goals and stay within the guidelines. In addition the School Board is responsible to delineate

SEE NOTE 6

Signature

8/5/17
date



NOTES

1. allows me to effectively evaluate financial management and personnel issues. I also consult with small business owners who wish to improve their business' performance. Lastly when I see a problem that needs to be resolved, I take action to resolve it.
2. I taught chemistry for one year at The Naval Academy Preparatory School so I at least have a handle on some of what teachers deal with daily.
3. individuals. In addition those MUSD educators that I have met have been professional and dedicated to their student's well being.
4. In reviewing the online financials, it seemed like discretionary grants were relatively small.
5. maintain the school system within the guidelines. The school board must handle certain executive functions such as establishing and monitoring a budget oversight in certain disciplinary issues etc.
6. Those reports that it requires of the Superintendent in order to inspect his actions and their results. The Superintendent's



5. (Cont.) responsibility in this relationship is to achieve the goals and stay within the guidelines, and to let the School Board know when and why he will fall short as promptly as possible.



Item 11.1

Directions to the Board:

The Board can ask whatever questions it decides upon

All applicants must be asked the same questions

This does not preclude asking clarifying questions to be sure we understand the applicant's answers.

No questions should be asked that inquire into personal or legally protected areas such as political affiliation, religion, marital status, if he/she has children, etc.

Question should elicit narrative thought not just yes or no responses.

Directions to the Community:

Prior to the interviews, the Public is welcome to make comments on this agenda item.

During the interviews, the Public will not be permitted to make comments or ask questions.

The Board will then discuss the applicants and make its decision.

The Public is reminded that this is an interview process held in public and that everyone needs to be respectful of the applicants. Interruption and personal comments are not appropriate.

Mendocino Unified School District Candidate Check List

From: California PTA Bulletin:

1. Has the candidate an unselfish interest in the public schools, the community, and in every child?
2. Is the candidate seeking the position for personal prestige or political gain?
3. Does the candidate have leadership qualities?
4. Is the candidate able to think independently and objectively about a problem?
5. Will the candidate accede cooperatively to the decisions of the majority?
6. Has the candidate a record of the kind of leadership that will represent the district as a whole rather than a record identifying him/her with a particular group, cause or area?
7. Will the candidate work to develop unity among the members of the Board, contributing to harmonious development of the program?
8. Will the candidate give the necessary time to this important position?
9. Is the candidate capable of recognizing and distinguishing the jurisdictional power and functions of the board and administration?
10. Does the candidate have the courage and ability to explain and enforce a rule which might not be popular but which is proper?
11. Does the candidate understand that leadership often involves the turning of public opinion from an erroneous attitude to the acceptance of a feasible rule?
12. Is the candidate aware of the cross currents of thinking pertaining to the basic concepts of public education and will he/she remain loyal to the District under pressure?

School Board Vacancy

Proposed Questions for Candidates

July 17, 2012

1. Why do you want to be a member of the Mendocino Unified School District Board?
2. What do you see as the strengths of the district?
3. What do you see as areas most in need of improvement in the District?
4. What kind of experience and personal strengths, as a parent or community member, do you bring to the board?
5. What is your availability to attend regular meetings on the third Thursday, special meetings, committee meetings, and devote 15-20 hours per month to board duties?
6. What are your goals as a board member?
7. Is there anything else you would like to tell us regarding your candidacy?

Previous questions used for Board Appointment on 2-12-09

Introduce yourself. Please keep this under 2 minutes or less

1. Why do you want to be a member of the Mendocino Unified School District Board?
2. What is your availability to attend regular meetings on the third Thursday, special meetings, committee meetings, and devote 15-20 hours per month to board duties?
3. What do you see as the strengths of the District?
4. What do you see as areas most in need of improvement in the District?
5. What kind of experience and personal strengths, as a parent or community member, do you bring to the Board.
7. What are your goals as a Board member?

