
Mendocino Unified School District



Agenda

Regular Board Meeting

MARCH 8, 2018

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

4:30 P.M. CLOSED SESSION – K-8 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 the K-8 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 <http://www.mendocinoused.org/District/2285-Untitled.html>

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

1. 4:30 P.M. OPEN MEETING, CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call
- 1.2. The President will verbally identify the agenda items to be discussed during closed session as listed below.

2. PUBLIC HEARING FOR CLOSED SESSION

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

3. CLOSED SESSION

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

- 3.1. Conference with labor negotiators (Government Code 54954957.6)
Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees
- 3.2. Conference with labor negotiator (Government Code 54957.6)
Agency negotiator: Michael Schaeffer
Unrepresented employee: Superintendent
- 3.3. Employment/Personnel Changes per Item 5.3

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. CONSENT AGENDA

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

- 5.1. Approval of Warrants
5.1.1. Warrants dated: 2/14/18, 2/21/18
- 5.2. Approval of Minutes
5.2.1. Board Meeting Minutes 2/6/18, 2/15/18
- 5.3. Approval of Employment/Personnel Changes
5.3.1. Notice of retirement, Classified Accounts Payable, 8 hours/day, effective 5/9/18
- 5.4. Approval of Current Budget Change Report

- 5.5. Approval of Mendocino Community Network (MCN) Financial Statements
 - 5.5.1. Unaudited MCN Statement of Fund Net Position (with GASB 68 adjustments separated), for January 31, 2018 with comparative totals as of June 30, 2017
 - 5.5.2. MCN Statement of Revenues, Expenses, and Changes in Fund Net Position based on Audit Report (minus GASB adjustments) for seven month period ending January 31, 2018 with comparative totals as of June 30, 2017
- 5.6. Approval of Attendance Report Month 5
- 5.7. Approval of K-8 Principal Contract
- 5.8. Approval of High School Principal Contract
- 5.9. Approval of the Instructional Calendar for School Years 2018-19, 2019-20, and 2020-21
- 5.10. Approval of Administrative Regulations
 - 5.10.1. AR 5123: Promotion/Acceleration/Retention
 - 5.10.2. AR 3311: Bids

6. Reports

- 6.1. Student Trustee Olivia Grinberg
- 6.2. Administrative
 - 6.2.1. Principal – Tobin Hahn
 - 6.2.2. Superintendent – Jason Morse
- 6.3. Bargaining Units
 - 6.3.1. Mendocino Teachers Association (MTA)
 - 6.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
- 6.4. Board Trustee Reports

7. TIMED ITEM 6:00 P.M. - PARENT/COMMUNITY COMMENT

Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. A three minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda. In addition, in order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process. The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

8. INFORMATION/DISCUSSION/ACTION ITEMS

- 8.1. Second Interim Budget Report
 Business Manager Cynthia Brown will present the MUSD 2017-18 Second Interim Budget Report to the Board for review and approval.
 (discussion/action)

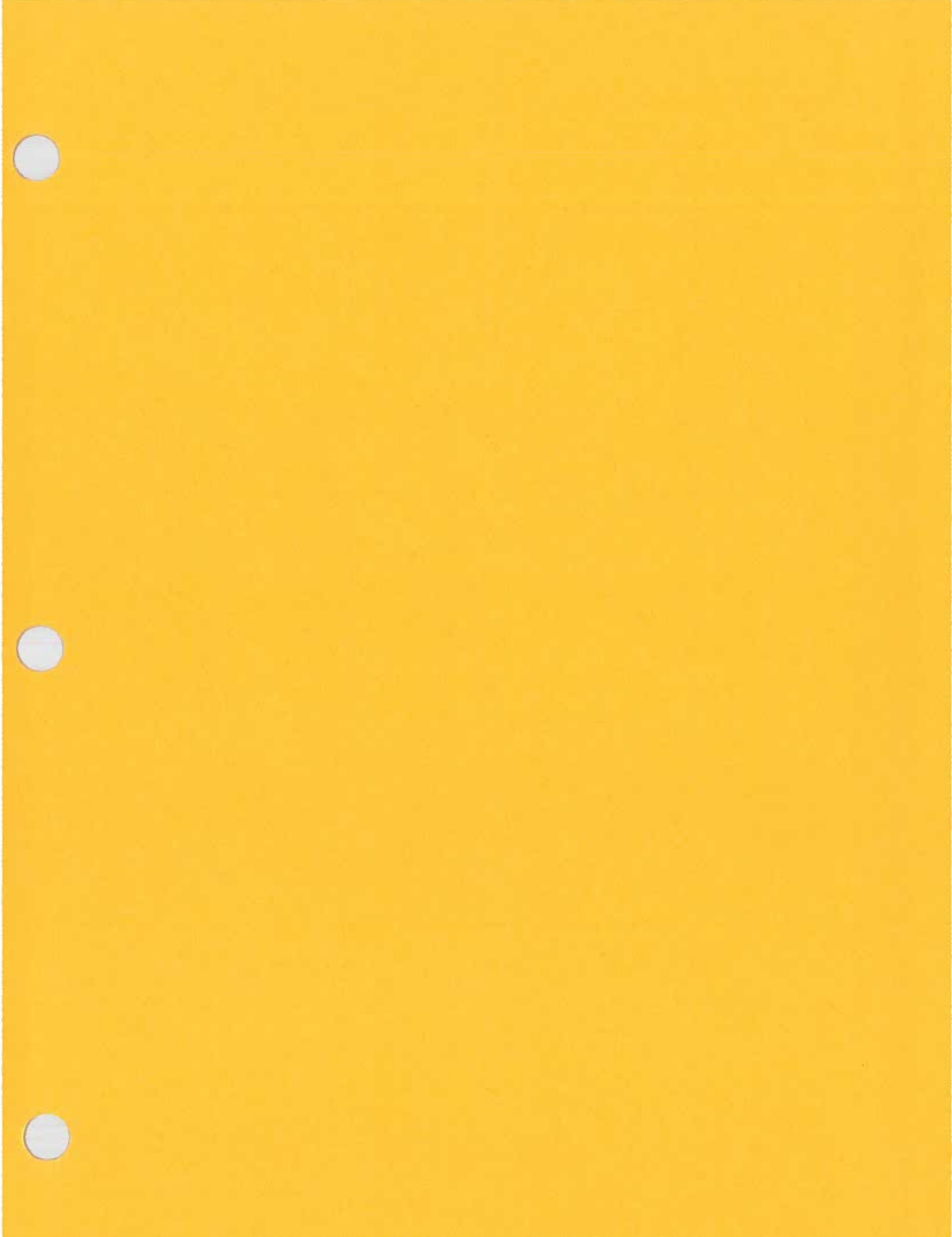
- 8.2. Business Manager Cynthia Brown will give a tutorial on interpreting the District warrants which are brought before the Board each month.
(information)
- 8.3. District Technology Report
Technology Teacher Rebecca Bailey will update the Board on technology education in the District.
(information/discussion)
- 8.4. Ratification of Superintendent's Employment Agreement
(action)
- 8.5. Consideration of and possible action on Resolution 2018-02 regarding Certificated Reduction in Force (.25 F.T.E. – Layoff)
(action)
- 8.6. Approval of Proclamation 2018-01: To designate April as Child Abuse Prevention Month
(action)
- 8.7. Board Trustee Area Boundary Discussion
(information/discussion)
- 8.8. Approval of Board Policy, Board Bylaw and Administrative Regulation as a first reading
 - 8.8.1. BP/AR 5141.21: Administering Medication and Monitoring Health Conditions
 - 8.8.2. BB 9100: Organization(action)

9. FUTURE AGENDA ITEMS

Class size limits, MAD Resolution, Resolution for Specification of Election Order, Williams Settlement, Proclamation of Day of the School Employee, Local Assessments, School Safety Report, Deferred Maintenance Report, ongoing policies

10. ADJOURNMENT

The next regular Board meeting is scheduled for **April 19, 2018** at the High School.





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

Mar 2018

Budget a/o 2/26/2018

	Budget View Feb Board <u>Meeting</u>	Budget View Mar 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	\$172,562	\$172,562	\$0	
8029 Other Subventions/In-Lieu Taxes	\$0	\$0	\$0	
8041 Secured Roll Taxes	\$4,863,840	\$4,863,840	\$0	
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	\$6,909,833	\$6,909,833	\$0	
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>\$63,567</u>	<u>\$63,567</u>	<u>\$0</u>	
Total Federal Revenues	\$157,445	\$157,445	\$0	
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	\$99,229	\$99,229	\$0	
8590 All Other State Revenue	<u>\$414,029</u>	<u>\$414,029</u>	<u>\$0</u>	
Total Other State Revenues	\$600,975	\$600,975	\$0	
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	\$13,000	\$13,000	\$0	
8662 Net Increase in Fair Value Investment	\$0	\$0	\$0	
8675 Transport. Fees from Individuals	\$0	\$0	\$0	
8677 Transportation & Interagency Services	\$83,222	\$83,222	\$0	
8689 Other Fees and Contracts	\$3,903	\$3,903	\$0	
8699 All Other Local Revenue	\$85,168	\$85,168	\$0	
8792 Transfer of Apportionment from COE	<u>\$354,782</u>	<u>\$354,782</u>	<u>\$0</u>	
Total Other Local Revenues	\$646,775	\$646,775	\$0	
TOTAL REVENUES	\$8,315,028	\$8,315,028	\$0	

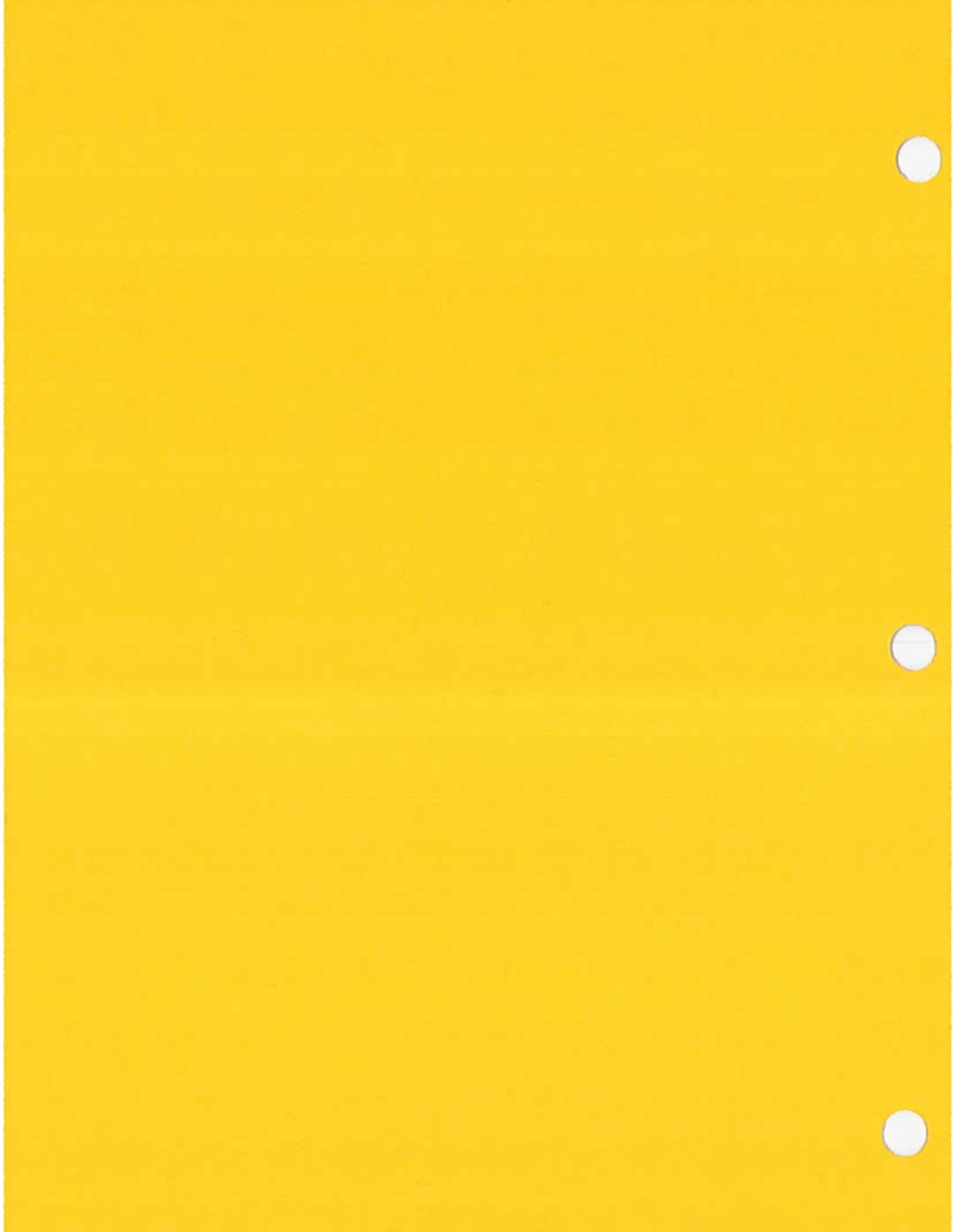
EXPENDITURES:	View	View	Change
	Feb Board Meeting	Mar Board Meeting	
CERTIFICATED SALARIES			
1100 Teachers' Salaries	\$2,629,868	\$2,629,868	\$0
1200 Pupil Support Salaries	\$251,283	\$251,283	\$0
1300 Supervisors' and Admin Salaries	\$344,144	\$344,144	\$0
1900 Other Certificated Salaries	<u>\$13,000</u>	<u>\$13,000</u>	<u>\$0</u>
Total Certificated Salaries	\$3,238,295	\$3,238,295	\$0
CLASSIFIED SALARIES			
2100 Instructional Aides' Salaries	\$352,923	\$352,923	\$0
2200 Support Salaries	\$540,200	\$540,200	\$0
2300 Supervisors' and Admin Salaries	\$326,587	\$326,587	\$0
2400 Clerical and Office Salaries	\$414,058	\$414,058	\$0
2900 Other Classified Salaries	<u>\$27,170</u>	<u>\$27,170</u>	<u>\$0</u>
Total Classified Salaries	\$1,660,938	\$1,660,938	\$0
EMPLOYEE BENEFITS			
310X STRS	\$724,381	\$724,381	\$0
320X PERS	\$245,503	\$245,503	\$0
33XX OASDI/Medicare	\$183,916	\$183,916	\$0
340X Health & Welfare Benefits	\$904,463	\$904,463	\$0
350X Unemployment Insurance	\$2,439	\$2,439	\$0
360X Workers' Compensation	\$167,711	\$167,711	\$0
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	\$2,320,686	\$2,320,686	\$0
BOOKS AND SUPPLIES			
4100 Approved Textbooks & Core Materials	\$0	\$0	\$0
4200 Books & Other Reference Materials	\$46,186	\$46,186	\$0
4300 Materials and Supplies	\$291,779	\$291,779	\$0
4400 Noncapitalized Equipment	<u>\$35,022</u>	<u>\$35,022</u>	<u>\$0</u>
Total Books and Supplies	\$372,987	\$372,987	\$0
SERVICES, OTHER OPERATING EXPENSES			
5100 Subagreements for Services	\$35,000	\$35,000	\$0
5200 Travel & Conference	\$45,543	\$45,543	\$0
5300 Dues and Memberships	\$17,850	\$17,850	\$0
5450 Insurance	\$71,297	\$71,297	\$0
5500 Operation & Housekeeping Services	\$211,453	\$211,453	\$0
5600 Rentals, Leases, Repairs, Improvmts	\$29,700	\$29,700	\$0
5800 Consulting Svcs and Op Expenses	\$412,779	\$412,779	\$0
5900 Communications	<u>\$33,890</u>	<u>\$33,890</u>	<u>\$0</u>
Total Services and Other Operating Expenses	\$857,512	\$857,512	\$0
CAPITAL OUTLAY			
6400 Equipment / Equipment Replacement	\$0	\$0	\$0
Total Capital Outlay	\$0	\$0	\$0
OTHER OUTGO			
Total Other Outgo	\$0	\$0	\$0
TOTAL EXPENDITURES	\$8,450,417	\$8,450,417	\$0
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	-\$228,346	-\$228,346	\$0

		View	View	
		Feb Board	Mar Board	
		<u>Meeting</u>	<u>Meeting</u>	<u>Change</u>
FUND BALANCE, RESERVES				
Beginning Fund Balance		\$2,613,677	\$2,613,677	\$0
Ending Fund Balance		\$2,385,330	\$2,385,330	\$0
COMPONENTS OF ENDING FUND BALANCE				
7911	Revolving Cash	\$10,000	\$10,000	\$0
7970	Designated for Econ Uncertainty	\$343,000	\$343,000	\$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	\$0	\$0	\$0
	Prop 39	\$0	\$0	\$0
	College Readiness Yr 2-3	\$25,000	\$25,000	\$0
	SUMS grant Yr 2-3	\$8,000	\$8,000	\$0
7990	General (Undesignated) Reserve	\$1,973,568	\$1,973,568	\$0

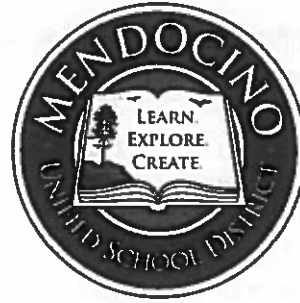
KEY TRANSFERS IMPACTING THE GENERAL FUND UNALLOCATED RESERVE:

Total \$0





Mendocino Unified School District



Minutes

Closed Session Board Meeting

**FEBRUARY 6, 2018
MENDOCINO K-8 SCHOOL LIBRARY
44261 LITTLE LAKE ROAD
MENDOCINO, CA 95460**

4:00 P.M. PUBLIC HEARING FOR CLOSED SESSION

4:05 P.M. CLOSED SESSION – K-8 SCHOOL LIBRARY

<http://www.mendocinoused.org>

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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*

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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

The meeting was called to order at 4:00 p.m.

Present were Trustees Schaeffer, Morton, Aum, and Gay. Trustee Grinberg was absent.

- 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.

- 1.3. Closed session open hearing

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 laws, 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).

- 1.4. Adjourn to closed session

There was no one present for the public hearing.

2. CLOSED SESSION

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

- 2.1. Public Employee Performance Evaluation (Government Code 54957)

Title: Superintendent

The Board discussed the Superintendent's evaluation.

3. RECONVENE TO OPEN SESSION

- 3.1. Closed session disclosure

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

There were no reportable actions taken during closed session.

4. ADJOURNMENT

The next regular board meeting is set for **February 15, 2018 at the Greenwood Preschool.**

The meeting adjourned at approximately 5:15 p.m.

Mendocino Unified School District



Minutes

Regular Board Meeting (Revised 2/12/18)

FEBRUARY 15, 2018

GREENWOOD PRESCHOOL

STATE HIGHWAY 1

ELK, CA 95432

4:00 P.M. CLOSED SESSION – CLASSROOM 2

5:00 P.M. OPEN SESSION –

CLASSROOM 1

<http://www.mendocinouso.org>

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

Classroom 2 at 4:00 p.m.

Board Priorities

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- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

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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

The meeting was called to order at 4:00 p.m.

Present were Trustees Schaeffer, Morton, Grinberg, Aum, and Gay.

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

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

2. PUBLIC HEARING FOR CLOSED SESSION

Members of the public may take this opportunity to comment on closed session agenda items per Board Policy 9322. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

There was no one present for public comments regarding closed session items.

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 54954.6)

Agency Representative: Superintendent Jason Morse

Employee organizations: CEMUS and MTA bargaining units and unrepresented employees

3.2. Employment/Personnel Changes 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 were Trustees Schaeffer, Morton, Grinberg, Aum, and Gay.

4.2. Closed session disclosure

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

There were no action items reported 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 Morton/Gay (5/0) 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. Approval of Warrants

5.1.1. Warrants dated: 1/10/18, 1/17/18, 1/24/18, 1/31/18, 2/7/18

5.2. Approval of Minutes

5.2.1. Board Meeting Minutes 1/18/18

- 5.3. Approval of Employment/Personnel Changes
 - 5.3.1. Classified Integrative Aide, 6.0 hours/day, to be put on the 39 month rehire list, effective 1/25/18
 - 5.3.2. Certificated Teacher, 1.0 FTE, add National Board Certification Stipend, effective 2/1/18
 - 5.4. Approval of Current Budget Change Report
 - 5.5. Approval of Mendocino Community Network (MCN) Financial Statements
 - 5.5.1. Unaudited MCN Statement of Fund Net Position (with GASB 68 adjustments separated), for December 31, 2017 with comparative totals as of June 30, 2017
 - 5.5.2. MCN Statement of Revenues, Expenses, and Changes in Fund Net Position based on Audit Report (minus GASB adjustments) for four month period ending December 31, 2017 with comparative totals as of June 30, 2017
 - 5.6. Approval of Student Body Account Reports for December 2017
 - 5.7. Approval of MTA TA 2017-18-05 Article 3: Hours of Employment/School Calendar
 - 5.8. Approval of Winter Consolidated Program Application
 - 5.9. Approval of Christy White Associates as auditors for MUSD and MCN for Fiscal Year ending June 30, 2018 at the same rate charged as last year
 - 5.10. Approval of MCN Second Quarter Report 2017-18 Fiscal Year
 - 5.11. Approval of Correspondence regarding the County Office Review of the 2017-18 First Interim Report
 - 5.12. Approval of Investment Report ending on 12/21/17
 - 5.13. Approval of Board Bylaw and Administrative Regulation
 - 5.13.1. BP/AR 5141.4: Child Abuse Prevention and Reporting
- MSA Morton/Aum (5/0) to approve the consent agenda as written.*

6. Reports

- 6.1. Student Trustee Olivia Grinberg

Student Trustee Olivia Grinberg reported on High School sports, the Student Improv show, and the robotics competition. She indicated that the ASB would like to be part of big decisions affecting the curriculum in the future.
- 6.2. Administrative
 - 6.2.1. Principal – Kim Humrichouse

Principal Humrichouse reported that teachers and parents like the standards based report card. The K-12 staff attended a professional development training regarding grading. This helped staff see where they are and what they need to work on. The Chinese New Year Parade went really well. They rebuilt the dragon this year. This is a great community event. Darcie Plocher was in charge and Kim thanked her for her work.
 - 6.2.2. Superintendent – Jason Morse

Superintendent Morse spoke about the recent school shooting in Parkland, Florida. At the April Board meeting he will present a report on safety in the District. The Wellness Committee met. They plan a visit to the Fort Bragg food program. The Strategic Planning Committee is drafting a

strategic plan for the next 5 years. It will link the LCAP and Safety Plans. High School Student Nakai Baker was the first student to score 1000 points in basketball.

6.3. Bargaining Units

6.3.1. Mendocino Teachers Association (MTA)

No one was present from MTA.

6.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

No one was present from CEMUS.

6.4. Board Trustee Reports

Trustee Grinberg attended a meeting at the county offices. The focus was to discuss if districts are getting locked into the LCAP and missing the whole child. She is taking a look at trustee areas and voter/taxpayer rights. There is more to come in a future meeting. Trustee Grinberg is talking with community members and welcomes public participation in the discussions.

Trustee Aum thanked the Elk community members for their attendance at the School Board meeting at Greenwood Preschool. He attended the H.S. Improv Show and said it was wonderful. He reported that student Amy Gorden got a triple double. He has been enjoying working on the Facilities Committee and looks forward to helping improve and upgrade the district campuses. He is also learning about the H.S. Career Technical Education (CTE) program.

Trustee Schaeffer attended a County Board of Education meeting held at Stanford Inn. The meeting was to discuss the request by the local Montessori del Mar Learning Center to be sponsored by the Mendocino County Office of Education as their charter with the Mattole Valley Charter School in Humboldt County is ending. This was the first public hearing. Between 40 and 50 students in our District attend Montessori del Mar and Caspar Creek Learning Center.

7. TIMED ITEM 6:00 P.M. - PARENT/COMMUNITY COMMENT

Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. A three minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda. In addition, in order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process. The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

Former Board member, Charlie Acker, said it was great to see the Board meeting in Elk. He thanked Diana Taur and Jullianne Johnston for their support of the Greenwood Preschool. His job is to make sure that their water is safe in Elk. He has concerns about possible herbicides in water. Meetings on this topic will take place on the second, third, and fourth Wednesdays in March. A community member complimented the staff and the school and their processes for teaching and operating the school. Trustee Morton commented that the risks taken to open the preschool had been well worth it.

8. INFORMATION/DISCUSSION/ACTION ITEMS

- 8.1. Greenwood Site Supervisor, Julianne Johnston, will update the Board on preschool operation and activities.
(information/discussion)**

Preschool Site Supervisor, Julianne Johnston, gave a report on the operation and activities at the preschool. Fifteen children are now enrolled. The community of Elk has been a huge asset to the Greenwood Preschool. They have participated in projects with the children as well as making

donations to the school. With money from a fundraiser, the preschool was able to buy a geodome for the children to play in. Julianne also presented a slide show on school activities.

- 8.2. Consideration of two teachers' request to share a job for School Year 2018-19 and request to approve a half time leave of absence for both teachers for the same year (discussion/action)

MSA Aum/Morton (4/0) with Trustee Grinberg abstaining, to approve teachers job sharing next year.

- 8.3. Discussion of conference sponsored by Policy Analysis for California Education (PACE) in Sacramento, attended by MUSD Board members on 2/2/18 (discussion)

The Board discussed the value of attending the PACE conference.

- 8.4. Board Self-Evaluation

The Board will discuss the process to be used for self-evaluation this year. (information/discussion)

Trustee Mark Morton will chair the Board Self-Evaluation process. The process involves a survey and then plan development indicating what the Board will do about areas which need improvement. Mark invited suggestions to the process. He then passed out the survey. Last year there was no follow-up to the process. There needs to be more time spent for new members to learn about their jobs. He requested that Board members leave their completed surveys at the District Office within the next 3 weeks. He suggested using the next Board Retreat (in May) to discuss the evaluation process and plans.

- 8.5. Appointment of a Board member to negotiate the Superintendent's contract (action)

MSA Morton/Gay (4/0) with Trustee Grinberg abstaining, to approve the selection of Board President Michael Schaeffer to negotiate the Superintendent's contract.

- 8.6. Approval of Board Bylaw and Administrative Regulations as a first reading

8.6.1. AR 5123: Promotion/Acceleration/Retention

8.6.2. AR 3311: Bids

8.6.3. BB 9100: Organization

(action)

MSA Morton/Gay (5/0) to approve items 8.6.1 and 8.6.2 as a first reading. Item 8.6.3 will be brought back as a first reading at the March 8, 2018 Board meeting. The Policy Committee will work on Item 8.6.3 at their next meeting.

- 8.7. Board Policy and Administrative Regulation as information only

8.7.1. BP/AR 5141.21: Administering Medication and Monitoring Health Conditions (information only)

9. FUTURE AGENDA ITEMS

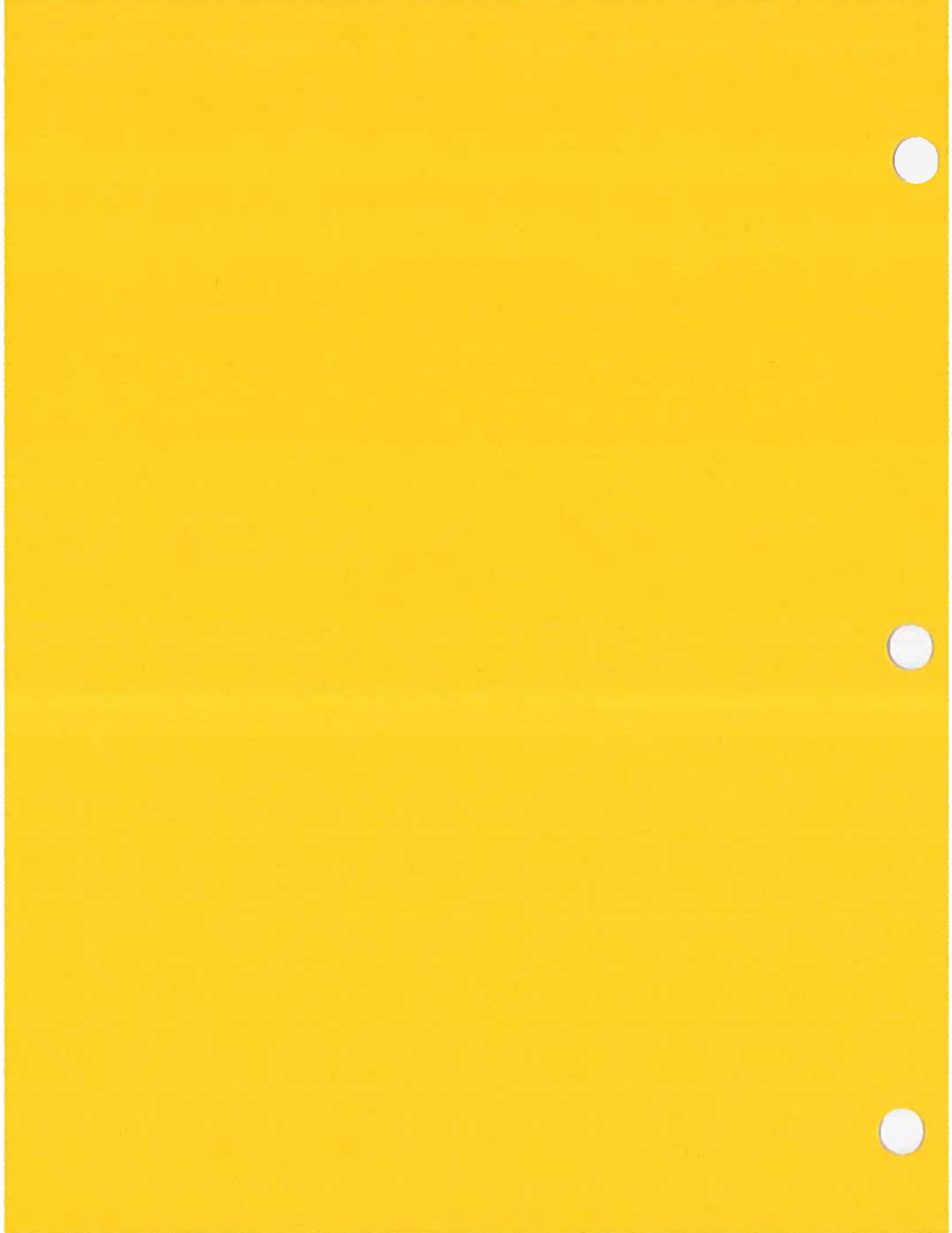
Technology Update, Second Interim Report, Deferred Maintenance Plan Update, Instructional Calendar, Child Abuse Resolution, administrative contracts, ongoing policies
Future agenda items include discussion on Board Trustee areas, School Safety Report (April Board meeting), and local assessments.

10. ADJOURNMENT

The next regular Board meeting is scheduled for **March 8, 2018** at the K-8 School.
The meeting was adjourned at 6:24 p.m.







APV250 1.00.05 MENDOCINO COUNTY SCHOOLS
 COMMERCIAL WARRANT REGISTER
 DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
 FOR WARRANTS DATED 02/15/2018
 BATCH: 1873 MCN February 12, 2018

WARRANT VENDOR/ADDR RPO#	NAME (REMIT) REFERENCE LN	FO	RESO P	OBJE SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18723421	010206/	008000-0-5800-001-0000-6000-0000						WARRANT TOTAL	Inv. 1800			99.00 \$99.00
18723422	003804/	008000-0-5811-001-0000-6000-0000						WARRANT TOTAL			Statement 0001103756	343.00 \$343.00
18723423	005644/	008000-0-5811-001-0000-6000-0000						WARRANT TOTAL	Inv. 93456			108.00 \$108.00
18723424	008818/	008000-0-5903-001-0000-6000-0000						WARRANT TOTAL	Inv. 8856180201			265.00 \$265.00
18723425	009990/	008000-0-5903-001-0000-6000-0000						WARRANT TOTAL	Bill # 110974			1,884.27 \$1,884.27
18723426	007259/	008000-0-5902-001-0000-6000-0000						WARRANT TOTAL	Inv. 1666819815			197.10 \$197.10
18723427	009477/	008000-0-4300-001-0000-6000-0000						WARRANT TOTAL	INV0878395			3,576.01
18723428	009697/	008000-0-4300-001-0000-6000-0000						WARRANT TOTAL	INV00878713			128.14 \$3,704.15
180068	PO-180068	1. 63-0000-0-5500-001-0000-6000-0000						WARRANT TOTAL	Inv. 20180131			39.75 \$39.75
*** BATCH TOTALS ***												
TOTAL NUMBER OF CHECKS:								8	TOTAL AMOUNT OF CHECKS:			\$6,640.27*
TOTAL ACH GENERATED:								0	TOTAL AMOUNT OF ACH:			\$.00*
TOTAL EFT GENERATED:								0	TOTAL AMOUNT OF EFT:			\$.00*
TOTAL PAYMENTS:								8	TOTAL AMOUNT:			\$6,640.27*

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1874 DISTRICT February 12, 2018

FOR WARRANTS DATED 02/15/2018

WARRANT VENDOR/ADDR RSO#	NAME (REMIT) REFERENCE LN	FU RESO F OBJE SCH GOAL FUNC DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18723429	009910/	ARROW BENEFITS GROUP					
	FV-180499	69-0000-0-5800-000-6000-0000	WARRANT TOTAL			Vision Claims	1,220.00 \$1,220.00
18723430	010214/	ARTS ECHO CHILDREN'S THEATRE					
	180297	PO-180297 1. 01-9003-0-5800-220-1110-1000-8357	WARRANT TOTAL			Contract #10882	1,390.00 \$1,390.00
18723431	010216/	ROBIN BLISS-WAGNER					
	FV-180492	01-0795-0-5800-199-1110-1000-0000	WARRANT TOTAL			INV. 2/2/18	740.00 \$740.00
18723432	003108/	CLOVER STORNETTA FARMS INC					
	180009	PO-180009 1. 13-5310-0-4700-001-0000-3700-0000	WARRANT TOTAL			Inv. 0100840215	68.82 \$68.82
18723433	008507/	CYPRESS HOLDINGS INC					
	180022	PO-180022 3. 13-5310-0-4700-001-0000-3700-0000				Acct. 49062	51.70
	FV-180482	63-0000-0-4300-001-0000-6000-0000				Acct. 49497	13.38
	FV-180483	01-0000-0-4300-001-0000-8200-0000				Acct. 49496	27.01
	FV-180484	01-0000-0-4300-001-0000-7110-0000				Acct. 49062	52.37
		01-6264-0-4300-001-1110-1000-0000	WARRANT TOTAL			Acct. 49062	252.71 \$397.17
18723434	007865/	BRITTANEY M. DONDANVILLE					
	FV-180479	01-0740-0-5800-001-0000-3600-0000	WARRANT TOTAL			First Aid Training	130.00 \$130.00
18723435	008407/	PAMELA DUNCAN					
	FV-180491	01-6300-0-4200-220-1110-1000-0000	WARRANT TOTAL			Book	12.87 \$12.87
18723436	009489/	MICHELLE DUVIGNEAUD					
	FV-180476	01-0000-0-4300-220-1110-1000-9009				Book Covers	69.85
		01-0795-0-4300-220-0000-2420-0000				Culinary Supplies	38.92

MENDOCINO COUNTY SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 02/15/2018

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
 BATCH: 1874 DISTRICT February 12, 2018

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	FO RESO P	OBJE	SCH	GOAL	FONC	DIST	DEPOSIT TYPE	AREA NOM	ACCOUNT NOM	DESCRIPTION	AMOUNT
18723437	008885/	DONNA FEINER													
	180016	PO-180016	1.	01-8150-0-5800-001-0000-8110-2096										JANUARY Testing, Treatment	1,908.00
															\$1,908.00
18723438	003804/	FORT BRAGG ADVOCATE NEWS													
	180018	PO-180018	1.	01-0000-0-5811-001-0000-7200-0000										Statement 0001105617	206.22
															\$206.22
18723439	003012/	FORT BRAGG HIGH SCHOOL													
		PV-180487	01-6382-0-5300-150-3800-1000-0000											2018 Career Fair	576.00
															\$576.00
18723440	009688/	FRIEDMAN'S													
	180017	PO-180017	1.	01-8150-0-4300-001-0000-8110-0000										Inv. 36214216	90.41
		PV-180486	14-0000-0-4300-001-0000-8100-0000											36220878	6.97
			14-0000-0-4300-001-0000-8100-0000											36210393	979.58
															\$1,076.96
18723441	003511/	HARE CREEK NURSERY & POWER													
	180021	PO-180021	1.	01-0000-0-4300-001-0000-8110-0000										Inv. 417226	49.79
															\$49.79
18723442	010217/	HERC RENTALS INC.													
	180299	PO-180299	1.	14-0000-0-5600-001-0000-8100-0000										Inv. 29816157-001	1,142.03
			1.	14-0000-0-5600-001-0000-8100-0000										Inv. 29795277-001	456.33
															\$1,598.36
18723443	010090/	INDOOR ENVIRONMENTAL SERVICES													
	180300	PO-180300	1.	01-8150-0-5800-001-0000-8110-0000										Inv. SV037425	4,116.13
		PV-180496	01-8150-0-4300-001-0000-8110-0000											Inv. SV037670	775.42
															\$4,891.55
18723444	010148/	MARTHA JIMENEZ													
		PV-180489	01-3010-0-5200-001-0000-3130-0000											Snacks, hotel	130.25

 WARRANT TOTAL

 \$108.77

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1874 DISTRICT February 12, 2018

WARRANT REQ#	VENDOR/ADDE	NAME (REMIT)	REFERENCE LN	FU	RESO P	OBJE	SCH GOAL	FUNC	DIST	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18723445	010215/	NICOLAS KNOEBBER			01-3010-0-5200-001-0000-3130-0000							Mileage	218.00
					01-3010-0-5200-001-0000-3130-0000							Snacks, Pants	37.76
					01-3010-0-5200-001-0000-3130-0000							Mileage	14.17
												WARRANT TOTAL	\$400.18
18723446	009588/	KONE INC			01-0795-0-5800-150-1110-1000-0000							Computer Programming Class	300.00
												WARRANT TOTAL	\$300.00
18723447	001821/	MENDO MILL			1. 01-8150-0-5800-001-0000-8100-2099							Inv. 1157538535	6,081.00
												WARRANT TOTAL	\$6,081.00
18723448	000018/	MENDOCINO BEACON			01-8150-0-4300-001-0000-8110-0000							Inv. 209485	23.83
												WARRANT TOTAL	\$23.83
18723449	009362/	JASON MORSE			01-0000-0-5300-001-0000-7200-0000							Acct. 19015, 1 year	39.00
												WARRANT TOTAL	\$39.00
18723450	000040/	OFFICE DEPOT			01-0000-0-5200-001-0000-7150-0000							Conference Food and Mileage	324.14
												WARRANT TOTAL	\$324.14
18723451	009938/	DARCIE FLOCHER			1. 01-0000-0-4300-246-1110-1000-9009							Inv. 101357937001	23.06
												WARRANT TOTAL	\$23.06
18723452	006209/	DIANE PRICE			01-0000-0-4300-220-1110-1000-9009							Banner for Parade	45.79
					01-0000-0-4300-220-1110-1000-9009							Class Supplies	60.75
												WARRANT TOTAL	\$106.54
					01-0001-0-4300-001-1110-1000-1138							Soil	102.07

APY250 L.00.05 MENDOCINO COUNTY SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 02/15/2018

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
 BATCH: 1874 DISTRICT February 12, 2018

WARRANT	VENDOR/ADDR	REQ#	NAME (REMIT)	REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT	
18723453	007675/		SAC-VAL										13-5310-0-5200-001-0000-3700-0000			Mileage	32.15	
													WARRANT TOTAL				\$134.22	
180037	PO-180037			1.	01-0000-0-4300-001-0000-8200-0000									Inv.	30050506		1,209.20	
180037				1.	01-0000-0-4300-001-0000-8200-0000									Inv.	30050507		1,014.69	
180037				1.	01-0000-0-4300-001-0000-8200-0000									Inv.	30050511		25.51	
													WARRANT TOTAL				\$2,249.40	
18723454	002739/		SCANTRON CORPORATION															
													01-0000-0-4300-001-1110-4200-0000			Inv.	3151218	35.19
													WARRANT TOTAL				\$35.19	
18723455	007619/		SCORE LEGAL SERVICES															
													01-0000-0-5200-001-0000-7200-0000			IN	18-01861	45.00
													WARRANT TOTAL				75.00	
																	\$120.00	
18723456	008128/		SHORELINE UNIFIED SCHOOL DIST															
													01-0000-0-5800-001-0000-7110-0000			Lobbying services	1/23/18	3,914.85
													WARRANT TOTAL				\$3,914.85	
18723457	009993/		MATTHEW STARKWEATHER															
													63-0000-0-5200-001-0000-6000-0000			Dispatch Mileage	1/16 - 1/29	109.00
													WARRANT TOTAL				\$109.00	
18723458	006687/		STATE OF CALIFORNIA															
													01-0000-0-5614-001-0000-7200-0000			Fingerprinting		32.00
													WARRANT TOTAL				\$32.00	
18723459	004342/		SYSCO FOOD SERVICES OF SF INC															
													1. 13-5310-0-4700-001-0000-3700-0000			Inv.	150891445	280.55
													3. 13-5310-0-4700-001-0000-3700-8634			Inv.	150891445	520.95
													WARRANT TOTAL				\$801.50	

COMMERCIAL WARRANT REGISTER

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST

BATCH: 1874 DISTRICT February 12, 2018

FOR WARRANTS DATED 02/15/2018

WARRANT VENDOR/ADDR NAME (REMIT)

DEPOSIT TYPE

ABA NUM

ACCOUNT NOM

DESCRIPTION

AMOUNT

18723460 008740/ US BANK CORPORATE PAYMENT SYS

PV-180493 01-0000-0-4300-220-0000-2700-9009 Racine's 62.76

01-0000-0-4300-220-0000-2700-9075 Harvest Market 54.43

01-0000-0-4300-220-0000-2700-9075 Harvest 66.29

01-0000-0-5800-220-1110-1000-9009 Lyrics to learn 15.00

01-0001-0-4300-220-1110-1000-1137 Nor Cal 64.72

WARRANT TOTAL \$263.20

18723461 007259/ VERIZON WIRELESS

180049 PO-180049 1. 01-0000-0-5902-001-0000-7150-0000 Inv. 1666819815 26.29

180049 2. 01-8150-0-5800-001-0000-8110-0000 Inv. 1666819815 56.91

WARRANT TOTAL \$83.20

18723462 009798/ XEROX CORPORATION

180051 PO-180051 1. 01-0000-0-5600-001-0000-7200-0000 Inv. 092151904 260.55

180051 2. 01-0000-0-5600-150-0000-2420-0000 Inv. 092151903 162.19

180051 4. 01-0000-0-5600-155-0000-2700-0000 Inv. 092151901 177.66

180051 5. 01-0000-0-5600-220-0000-2420-0000 Inv. 092151902 247.62

180051 6. 01-0000-0-5600-220-0000-2700-0000 Inv. 092151906 266.65

180051 7. 01-0000-0-5600-221-0000-2700-0000 Inv. 092151908 76.76

180051 8. 01-0000-0-5600-246-0000-2700-0000 Inv. 092151907 76.76

180051 9. 12-6105-0-5600-222-7110-1000-0000 Inv. 092151909 76.76

WARRANT TOTAL \$1,344.95

*** BATCH TOTALS *** TOTAL NUMBER OF CHECKS: 34 TOTAL AMOUNT OF CHECKS: \$30,759.77*

TOTAL ACH GENERATED: 0 TOTAL AMOUNT OF ACH: \$.00*

TOTAL LEFT GENERATED: 0 TOTAL AMOUNT OF LEFT: \$.00*

TOTAL PAYMENTS: 34 TOTAL AMOUNT: \$30,759.77*

*** DISTRICT TOTALS *** TOTAL NUMBER OF CHECKS: 42 TOTAL AMOUNT OF CHECKS: \$37,400.04*

TOTAL ACH GENERATED: 0 TOTAL AMOUNT OF ACH: \$.00*

TOTAL LEFT GENERATED: 0 TOTAL AMOUNT OF LEFT: \$.00*

TOTAL PAYMENTS: 42 TOTAL AMOUNT: \$37,400.04*

APY250 L.00.05 MENDOCINO COUNTY SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 02/22/2018

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
 BATCH: 1875 MCN February 15, 2018

WARRANT REQ#	VENDOR/ADDR REF#	NAME (REMIT) REFERENCE LN	AMOUNT	DEPOSIT TYPE FY RESO P OBJE SCH GOAL FUNC DIST	ABA NUM DESCRIPTION	ACCOUNT NUM	AMOUNT
18723990	008515/	AT&T					
	180059	PO-180059	1. 63-0000-0-5903-001-0000-6000-0000	WARRANT TOTAL	Acct. 937-4049 653 9		145.99 \$145.99
18723991	007276/	ROB BUCH					
	FV-180501		63-0000-0-5200-001-0000-6000-0000	WARRANT TOTAL	Mileage Reimburse		49.05 \$49.05
18723992	003147/	FEDERAL EXPRESS CORP.					
	180062	PO-180062	1. 63-0000-0-5904-001-0000-6000-0000	WARRANT TOTAL	IRV. 6-076-33268		27.03 \$27.03
18723993	000035/	MENDOCINO CITY COMM. SERV'S					
	180067	PO-180067	1. 63-0000-0-5530-001-0000-6000-0000	WARRANT TOTAL	C02002		121.44 \$121.44
18723994	008517/	YP					
	180060	PO-180060	1. 63-0000-0-5811-001-0000-6000-0000	WARRANT TOTAL	Acct. 8215440665-00003		109.50 \$109.50
18723995	005239/	ZO OFFICE SUPPLY					
	FV-180505		63-0000-0-4300-001-0000-6000-0000	WARRANT TOTAL	Copies		3.22 \$3.22
***	BATCH TOTALS ***		TOTAL NUMBER OF CHECKS: 6		TOTAL AMOUNT OF CHECKS:		\$456.23*
			TOTAL ACH GENERATED: 0		TOTAL AMOUNT OF ACH:		\$.00*
			TOTAL EFT GENERATED: 0		TOTAL AMOUNT OF EFT:		\$.00*
			TOTAL PAYMENTS: 6		TOTAL AMOUNT:		\$456.23*

DISTRICT: 046 MEMOCINO UNIFIED SCHOOL DIST
BATCH: 1876 DISTRICT February 15, 2018

FOR WARRANTS DATED 02/22/2018

WARRANT	VENDOR/ADDR	REQ#	REFERENCE LN	PU	REISO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	AREA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18723996	010136/		ADVANCED SECURITY SYSTEMS													
	180008	PO-180008	1.	01-8150-0-5800-001-0000-8110-2099								WARRANT TOTAL	Inv.	414955		363.25 \$363.25
18723997	007863/		ALPHA ANALYTICAL LABS INC													
	180002	PO-180002	1.	01-8150-0-5800-001-0000-8110-2096									Inv.	8011920-MENUUSD		255.00
	180002		1.	01-8150-0-5800-001-0000-8110-2096								WARRANT TOTAL	Inv.	8012897-MENUUSD		240.00 \$495.00
18723998	008327/		APPLE INC													
	180266	PO-180266	1.	01-0000-0-4400-001-0000-2420-1171									Inv.	6718991791		1,000.00
	180266		2.	01-7338-0-4400-150-0000-2420-0000								WARRANT TOTAL	6718991791,5607181,5657126		677.29 \$1,677.29	
18723999	000360/		CAROLINA BIOLOGICAL SUPPLY													
	180291	PO-180291	1.	01-9003-0-4300-150-1110-1000-8358									Inv.	180291		234.77 \$234.77
18724000	003108/		CLOVER STORMETTA FARMS INC													
	180009	PO-180009	1.	13-5310-0-4700-001-0000-3700-0000									Inv.	0100841679,44179		216.50 \$216.50
18724001	009544/		COLLEGE ENTRANCE EXAM BOARD													
		FV-180509	01-7338-0-5800-150-1110-1000-0000									WARRANT TOTAL	Inv.	391894299A		512.00 \$512.00
18724002	008507/		CYPRESS HOLDINGS INC													
		FV-180506	01-0000-0-4300-150-0000-2700-9075										Harvest			4.49
			01-6382-0-4300-150-3800-1000-0000										Culinary, Harvest			159.18
			01-6382-0-4300-150-3800-1000-0000										Culinary, Harvest			24.80
			01-6382-0-4300-150-3800-1000-0000										Culinary, Harvest			25.88
			01-6382-0-4300-150-3800-1000-0000										Culinary, Harvest			127.00
			01-9129-0-4300-150-0000-3130-0000										MTSS Lunch Meeting			46.70

MENDOCINO COUNTY SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 02/22/2018

DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST
BATCH: 1876 DISTRICT February 15, 2018

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	AREA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FU RESO P OBJE SCH GOAL FUNC DIST		DESCRIPTION		
18724003	000148/	ELK CO. WATER DISTRICT				
180013	PO-180013	1. 12-6105-0-5530-222-7110-8200-0000		Inv. 17355		209.71
		WARRANT TOTAL				\$209.71
18724004	009030/	FERRILL GAS				
180019	PO-180019	3. 01-0000-0-5520-221-0000-8200-0000		Inv. 1099861728		319.74
180019		2. 01-0000-0-5520-246-0000-8200-0000		Inv. 1099981056		863.66
		WARRANT TOTAL				\$1,183.40
18724005	009247/	TYLER GRINBERG				
	FV-180503	01-9010-0-4300-150-1110-1000-7370		SONAR Field day food		60.12
	FV-180507	01-0001-0-4300-150-1110-1000-8315		Horticulture Supplies		81.68
		WARRANT TOTAL				\$141.80
18724006	010003/	KEMPER ENVIRONMENTAL				
180025	PO-180025	1. 01-8150-0-5800-001-0000-8110-2096		Inv. 201800006		120.00
		WARRANT TOTAL				\$120.00
18724007	000035/	MENDOCINO CITY COMM. SERV'S				
180028	PO-180028	1. 01-0000-0-5530-001-0000-8200-0000		C02000,2001,2003		1,826.16
		WARRANT TOTAL				\$1,826.16
18724008	005445/	MOUNTAIN FRESH SPRING WATER				
	FV-180510	01-0001-0-4300-220-0000-2700-1103		Inv. 1/31/18		62.00
		WARRANT TOTAL				\$62.00
18724009	000040/	OFFICE DEPOT				
180294	PO-180294	1. 01-0000-0-4300-221-1110-1000-9009		Inv. 105433313001		29.73
		WARRANT TOTAL				\$29.73
18724010	000001/	PG&E				
180031	PO-180031	1. 01-0000-0-5510-001-0000-8200-0000		Acct. 4668452137-3		828.15
180031		3. 01-0000-0-5510-150-0000-8200-0000		Acct. 4668452137-3		2,828.69
180031		3. 01-0000-0-5510-150-0000-8200-0000		Acct. 0483535710-6		294.60

DISTRICT: 046 MENOCINO UNIFIED SCHOOL DIST
 BATCH: 1876 DISTRICT February 15, 2018

MENOCINO COUNTY SCHOOLS
 COMMERCIAL WARRANT REGISTER
 FOR WARRANTS DATED 02/22/2018

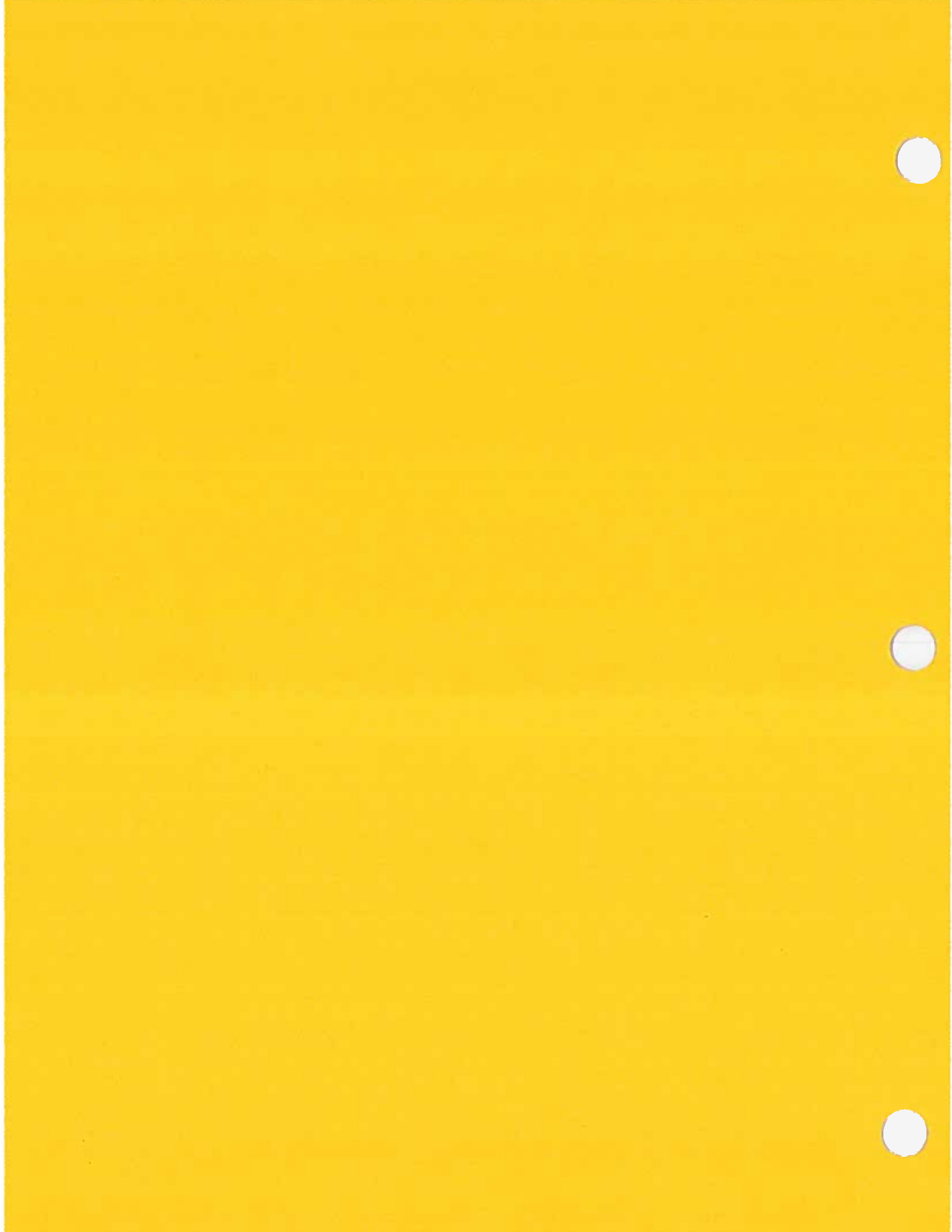
WARRANT VENDOR/ADDR	REQ#	NAME (REMIT)	REFERENCE LN	PU	RESO P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
180031			4.	01-0000-0-5510-220-0000-8200-0000								Acct.	4668452137-3		19.06
180031			5.	01-0000-0-5510-221-0000-8200-0000								Acct.	4668452137-3		215.07
180031			9.	01-0000-0-5510-223-0000-8200-0000								Acct.	4668452137-3		16.50
180031			2.	01-0740-0-5510-001-0000-8200-0000								Acct.	4668452137-3		293.17
180031			6.	12-6105-0-5510-223-7110-8200-0000								Acct.	4668452137-3		184.72
				WARRANT TOTAL										\$4,679.96	
18724011 010122/ REDWOOD COAST FUELS															
180034			1.	01-0740-0-4361-001-0000-3600-0000								Inv.	0837830		5,539.76
180034			2.	01-1100-0-5520-150-0000-8200-0000								Inv.	0837890		1,554.02
180034			2.	01-1100-0-5520-150-0000-8200-0000								Inv.	0837880		1,118.45
180034			3.	01-1100-0-5520-220-0000-8200-0000								Inv.	0837870		2,827.02
				WARRANT TOTAL										\$11,039.25	
18724012 000088/ ROSSI BUILDING MATERIALS															
180035			1.	01-8150-0-4300-001-0000-8110-0000								January Acct.	50320		403.57
				WARRANT TOTAL										\$436.07	
18724013 007992/ THOMPSON'S PORTASEPTIC INC.															
180045			1.	01-0000-0-5800-150-1110-4200-0000								Inv.	5604		103.32
				WARRANT TOTAL										\$103.32	
18724014 009442/ ULLAH PAPER SUPPLY INC															
180046			1.	13-5310-0-4300-001-0000-3700-0000								Inv.	481071		728.45
				WARRANT TOTAL										\$728.45	
18724015 008740/ US BANK CORPORATE PAYMENT SYS															
				WARRANT TOTAL										\$99.32	
				WARRANT TOTAL										\$172.32	
				WARRANT TOTAL										\$134.90	

AFY250 L.00.05 MENDOCINO COUNTY SCHOOLS
 DISTRICT: 046 MENDOCINO UNIFIED SCHOOL DIST COMMERCIAL WARRANT REGISTER
 BATCH: 1876 DISTRICT February 15, 2018 FOR WARRANTS DATED 02/22/2018

WARRANT	VERDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	FU	RESO	P	OBJE	SCH	GOAL	FUNC	DIST	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
18724016	009383/	US FOODS															\$406.54
	180048	PO-180048	1.	13-5310-0-4700-001-0000-3700-0000										Inv.	4284927		822.53
	180048		3.	13-5310-0-4700-001-0000-3700-8634										Inv.	4284927		111.03
				WARRANT TOTAL													\$933.56
18724017	006754/	WASTE MANAGEMENT-UKIAH															
	180050	PO-180050	1.	01-0000-0-5540-001-0000-8200-0000										Inv.	1032-2561-1		309.33
	180050		2.	01-0000-0-5540-150-0000-8200-0000										Inv.	1031-2561-3		1,204.87
	180050		3.	01-0000-0-5540-220-0000-8200-0000										Inv.	1031-2561-3		1,006.05
	180050		4.	01-0000-0-5540-221-0000-8200-0000										Inv.	1033-2561-9		39.74
	180050		5.	01-0000-0-5540-246-0000-8200-0000										Inv.	2673874-2561-9		83.63
				WARRANT TOTAL													\$2,643.62
18724018	009798/	XEROX CORPORATION															
	180051	PO-180051	3.	01-0000-0-5600-150-0000-2700-0000										Inv.	092151905		8.63
	180051		3.	01-0000-0-5600-150-0000-2700-0000										Inv.	092151905		289.09
				WARRANT TOTAL													\$297.72
18724019	005239/	ZO OFFICE SUPPLY															
		FV-180504	01-0000-0-4300-150-1110-1000-9009											January Charges			19.33
				WARRANT TOTAL													\$19.33
***	BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:					24					TOTAL AMOUNT OF CHECKS:			\$28,747.48*
				TOTAL ACH GENERATED:					0					TOTAL AMOUNT OF ACH:			\$0.00*
				TOTAL EFT GENERATED:					0					TOTAL AMOUNT OF EFT:			\$0.00*
				TOTAL PAYMENTS:					24					TOTAL AMOUNT:			\$28,747.48*
***	DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:					30					TOTAL AMOUNT OF CHECKS:			\$29,203.71*
				TOTAL ACH GENERATED:					0					TOTAL AMOUNT OF ACH:			\$0.00*
				TOTAL EFT GENERATED:					0					TOTAL AMOUNT OF EFT:			\$0.00*
				TOTAL PAYMENTS:					30					TOTAL AMOUNT:			\$29,203.71*







MENDOCINO COMMUNITY NETWORK
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION BASED ON AUDIT REPORT
 (MINUS GASB ADJUSTMENTS)
 FOR THE SEVEN MONTH PERIOD ENDING JANUARY 31, 2018
 (WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2017)

	Seven Month Period Ended January 31, 2018		Twelve Month Period Ended June 30, 2017
OPERATING REVENUES			
Charges for services	\$ <u>1,239,262</u>	\$	<u>2,113,033</u>
Other Revenues	<u>0</u>		<u>376</u>
Total operating revenues	<u>1,239,262</u>		<u>2,113,409</u>
OPERATING EXPENSES:			
Salaries and Benefits	408,750		795,332
Supplies and Materials	34,342		38,808
Professional Services	742,659		1,219,111
Depreciation	<u>21,243</u>		<u>13,523</u>
Total Operating Expenses	<u>1,206,994</u>		<u>2,066,774</u>
Operation Income/(loss)	32,268		46,635
 Non Operating Revenues and (Donation)			
Interest Income	571		602
Transfers In	5,125		8,947
Donation to District	<u>(23,333)</u>		<u>(40,000)</u>
Total Non Operating Revenues/Expenses	<u>(17,637)</u>		<u>(30,450)</u>
 CHANGE IN NET POSITION			
Net Position Beginning	218,907		<u>202,722</u>
Net Position Ending	\$ 233,538	\$	218,907

MENDOCINO COMMUNITY NETWORK
 UNAUDITED STATEMENT OF FUND NET POSITION WITH GASB 68 ADJUSTMENTS SEPARATED
 JANUARY 31, 2018 WITH COMPARATIVE TOTALS AS OF JUNE 30, 2017

	<u>January 31, 2018</u>	<u>June 30, 2017</u>
ASSETS		
Current Assets:		
Cash and Investments	\$ 243,980	\$ 215,073
Accounts Receivable	24,758	26,200
Prepaid Expense	0	
Total Current Assets	<u>268,738</u>	<u>241,273</u>
Noncurrent Assets:		
Capital assets net of accumulated depreciation	44,401	27,047
Total Assets	\$ <u>313,139</u>	\$ <u>268,320</u>
LIABILITIES		
Current Liabilities:		
Accounts Payable	13,416	11,551
Unearned Revenues	19,643	16,374
Capital Leases, current portion	25,054	0
Total Current Liabilities	<u>58,113</u>	<u>27,925</u>
Non Current Liabilities		
Compensated absences	21,488	21,488
Total non-current liabilities	21,488	21,488
Total Liabilities	79,601	49,413
NET POSITION		
Net investment in capital assets	19,346	27,047
Unrestricted	214,192	191,860
Total Net Position	\$ <u>233,538</u>	\$ <u>218,907</u>

GASB 68 Information (see notes on page 2)

Total GASB 68 entries at 6/30/17 per auditors	(647,609)
Total Net Position with GASB 68 entries included	(414,071)

GASB 68 Notes

1. In October 2015, MCN's auditors completed the FY 14-15 audit report. In this report, MCN's statement of net fund position for both FY 13-14 and FY 14-15 were restated in order to reflect required changes under GASB 68 involving deferred pension liabilities which are required to be shown in audit financial statements when an enterprise fund is involved.
2. The changes resulted in a decrease of the fund position of \$537,439 for FY 13-14. Further adjustments by the auditor reduced the change in FY 14-15 to a decrease of \$526,362 in the net fund assets.
3. The changes to the net fund position were recorded through a set of journal entries to the general ledger of fund 63 in categories 9490,9663,9690, and 9793 which were recorded in January of 2016 based on information provided by the auditors. All GASB 68 adjustments are beyond the technical skill of MCN staff and are wholly provided by the auditors.
4. Further adjustments to these categories were made by the district's new audit team in October of 2016 and September of 2017 resulting in an increase of the total of GASB pension adjustments to \$647,609
4. The auditor's recommendation to MCN staff is that GASB 68 liabilities should be separated out when presenting our unaudited monthly financial statements. GASB 68 entries do not represent an actual amount owed to any entity. Per the auditor, separating them out will give a better view for MCN staff, MUSD staff and the MUSD Board to make accurate judgements regarding MCN's fiscal position while at the same time representing the GASB 68





2017-18 Year-To-Date ADA by District of Residence

Month: 5

		MUSD	FB	PA	AV	Ukiah	Other	Totals	17-18 CBEDS (Oct.)	16-17 CBEDS (Oct.)
Albion	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	1.64	0.00	0.00	0.00	0.00	0.00	1.64	2	0
	1	0.53	0.00	0.00	0.00	0.00	0.00	0.53	0	2
	2	0.99	0.00	0.00	0.00	0.00	0.00	0.99	1	4
	3	<u>5.43</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5.43</u>	<u>6</u>	<u>3</u>
	Total	8.59	0.00	0.00	0.00	0.00	0.00	8.59	9	9
Comptche	TK	0.92	0.00	0.00	0.00	0.00	0.00	0.92	1	0
	K	1.87	0.00	0.00	0.00	0.00	0.00	1.87	2	1
	1	2.79	0.00	0.00	0.00	0.00	0.00	2.79	3	5
	2	2.79	0.00	0.00	0.00	0.00	0.00	2.79	3	4
	3	<u>3.90</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3.90</u>	<u>4</u>	<u>4</u>
	Total	12.27	0.00	0.00	0.00	0.00	0.00	12.27	13	14
MK-8	TK	2.71	0.00	0.00	0.00	0.00	0.00	2.71	3	5
	K	19.31	1.80	0.00	0.00	0.00	0.00	21.11	24	22
	1	13.96	3.75	0.00	0.00	0.00	0.00	17.71	19	22
	2	23.36	0.93	0.00	0.00	0.00	0.00	24.29	25	20
	3	17.93	1.95	0.00	0.00	0.00	0.00	19.88	22	24
	4	29.10	4.86	0.00	0.00	0.00	0.00	33.96	36	43
	5	36.63	2.82	0.00	0.98	0.00	0.00	40.43	42	44
	6	36.70	6.71	0.91	1.99	0.00	0.00	46.31	48	40
	7	32.30	4.85	0.00	1.95	0.00	0.00	39.10	41	31
	8	<u>27.76</u>	<u>3.84</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>31.60</u>	<u>33</u>	<u>36</u>
Total	239.76	31.51	0.91	4.92	0.00	0.00	277.10	293	287	
MHS	9	32.99	6.79	1.00	1.00	0.00	0.00	41.78	44	42
	10	30.10	6.36	0.99	0.00	0.00	0.00	37.45	41	46
	11	33.72	5.74	1.00	1.97	0.00	0.00	42.43	46	48
	12	<u>35.48</u>	<u>7.02</u>	<u>0.99</u>	<u>1.93</u>	<u>0.00</u>	<u>0.00</u>	<u>45.42</u>	<u>48</u>	<u>44</u>
	Total	132.29	25.91	3.98	4.90	0.00	0.00	167.08	179	180
MAS (I.S.)	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	3	0.23	0.00	0.00	0.00	0.00	0.00	0.23	0	0
	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
	5	0.29	0.00	0.00	0.00	0.00	0.00	0.29	0	0
	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	7	0.09	0.00	0.00	0.00	0.00	0.00	0.09	0	2
	8	1.91	0.00	0.00	0.00	0.00	0.00	1.91	2	2
	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1
	10	0.37	0.00	0.00	0.00	0.00	0.00	0.37	0	1
	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	2
12	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1</u>	<u>1</u>	
Total	3.89	0.00	0.00	0.00	0.00	0.00	3.89	3	13	
SHS	9	0.04	0.00	0.00	0.00	0.00	0.00	0.04	0	0
	10	0.12	0.00	0.00	0.00	0.00	0.00	0.12	0	1
	11	2.54	1.54	0.00	0.00	0.00	0.00	4.08	6	6
	12	<u>2.07</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2.07</u>	<u>4</u>	<u>7</u>
	Total	4.77	1.54	0.00	0.00	0.00	0.00	6.31	10	14
TOTAL		401.57	58.96	4.89	9.82	0.00	0.00	475.24	507	517

2017-18 Total ADA by Attendance Month
ADA for each attendance month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	17-18 P-1	16-17 P-1	Mo. 5	Mo. 6	Mo. 7	17-18 P-2	16-17 P-2	Mo. 8	Mo. 9	Mo. 10	17-18 Annual	16-17 Annual
Albion	TK	0.00	0.00	0.00	0.00	0.00		0.00									
	K	1.63	1.68	1.67	1.69	1.69		1.64									
	1	0.00	0.18	0.39	0.43	0.43		0.53									
	2	1.00	1.00	0.98	0.99	0.99		0.99									
	3	<u>5.79</u>	<u>5.82</u>	<u>5.53</u>	<u>5.53</u>	<u>5.53</u>		<u>5.43</u>									
	Total	8.42	8.68	8.57	8.64	8.64	8.52	8.59				7.87					
Comptche	TK	0.95	0.92	0.91	0.94	0.94		0.92									
	K	2.00	1.82	1.82	1.97	1.97		1.87									
	1	2.79	2.82	2.74	2.82	2.82		2.79									
	2	2.95	2.84	2.75	2.88	2.88		2.79									
	3	<u>3.95</u>	<u>3.97</u>	<u>3.95</u>	<u>3.91</u>	<u>3.91</u>		<u>3.90</u>									
	Total	12.64	12.37	12.17	12.52	12.52	13.43	12.27				13.10					
MK-8	TK	3.16	2.89	2.79	2.79	2.79		2.71									
	K	22.21	21.92	21.52	21.46	21.46		21.11									
	1	17.90	18.16	17.96	17.86	17.86		17.71									
	2	24.27	23.90	23.91	24.14	24.14		24.29									
	3	20.74	20.50	20.24	20.08	20.08		19.88									
	4	34.74	34.87	34.63	34.77	34.77		33.96									
	5	39.63	39.71	39.57	39.67	39.67		40.43									
	6	46.68	46.37	46.25	46.35	46.35		46.31									
	7	38.90	39.00	39.23	39.19	39.19		39.10									
	8	<u>33.06</u>	<u>32.13</u>	<u>31.63</u>	<u>31.49</u>	<u>31.49</u>		<u>31.60</u>									
Total	281.29	279.45	277.73	277.80	277.80	272.38	277.10				269.40						269.27
MHS	9	43.11	42.76	42.30	42.02	42.02		41.78									
	10	37.89	38.18	38.21	37.94	37.94		37.45									
	11	44.57	44.13	43.56	43.19	43.19		42.43									
	12	<u>46.05</u>	<u>46.26</u>	<u>45.97</u>	<u>45.78</u>	<u>45.78</u>		<u>45.42</u>									
	Total	171.62	171.33	170.04	168.93	168.93	170.29	167.08				167.98					
MAS	TK	0.00	0.00	0.00	0.00	0.00		0.00									
	K	0.00	0.00	0.00	0.00	0.00		0.00									
	1	0.00	0.00	0.00	0.00	0.00		0.00									
	2	0.00	0.00	0.00	0.00	0.00		0.00									
	3	0.00	0.00	0.00	0.10	0.10		0.23									
	4	0.00	0.00	0.00	0.00	0.00		0.00									
	5	0.00	0.00	0.00	0.10	0.10		0.29									
	6	0.00	0.00	0.00	0.00	0.00		0.00									
	7	0.00	0.00	0.00	0.00	0.00		0.09									
	8	1.00	1.37	1.86	1.89	1.89		1.91									
	9	0.00	0.00	0.00	0.00	0.00		0.00									
	10	0.00	0.00	0.00	0.21	0.21		0.37									
	11	0.00	0.00	0.00	0.00	0.00		0.00									
12	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>		<u>1.00</u>										
Total	2.00	2.37	2.86	3.30	3.30	12.23	3.89				12.37						12.78
SHS	9	0.00	0.00	0.00	0.00	0.00		0.04									
	10	0.00	0.00	0.00	0.00	0.00		0.12									
	11	4.77	5.02	4.58	4.30	4.30		4.08									
	12	<u>2.74</u>	<u>2.62</u>	<u>2.31</u>	<u>2.18</u>	<u>2.18</u>		<u>2.07</u>									
Total	7.50	7.64	6.89	6.47	6.47	5.25	6.31				5.13						4.79
TOTAL ADA		483.47	481.84	478.26	477.66	477.66	482.10	475.24				475.85					474.71

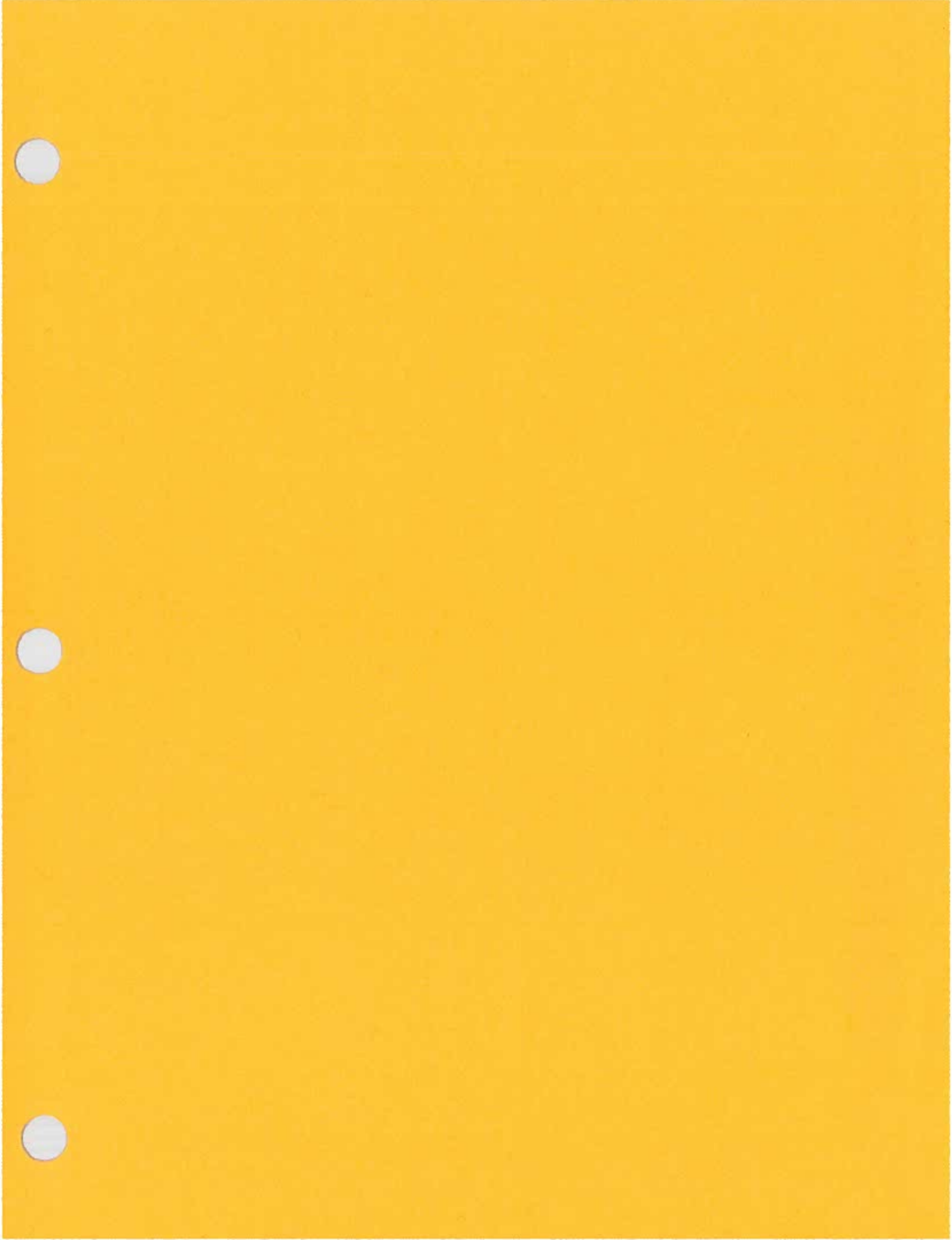
2017-18 Enrollment by District of Residence

Month: 5

		MUSD	FB	PA	AV	Ukiah	Other	17-18 Totals To Date	17-18 CBEDS (Oct.)	16-17 CBEDS (Oct.)
Albion	TK	0	0	0	0	0	0	0	0	0
	K	2	0	0	0	0	0	2	2	0
	1	1	0	0	0	0	0	1	0	2
	2	1	0	0	0	0	0	1	1	4
	3	<u>6</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6</u>	<u>6</u>	<u>3</u>
	Total	10	0	0	0	0	0	10	9	9
Comptche	TK	1	0	0	0	0	0	1	1	0
	K	2	0	0	0	0	0	2	2	1
	1	3	0	0	0	0	0	3	3	5
	2	3	0	0	0	0	0	3	3	4
	3	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>4</u>	<u>4</u>
	Total	13	0	0	0	0	0	13	13	14
MK-8	TK	3	0	0	0	0	0	3	3	5
	K	22	2	0	0	0	0	24	24	22
	1	15	4	0	0	0	0	19	19	22
	2	27	1	0	0	0	0	28	25	20
	3	19	2	0	0	0	0	21	22	24
	4	32	5	0	0	0	0	37	36	43
	5	42	3	0	1	0	0	46	42	44
	6	39	7	1	2	0	0	49	48	40
	7	35	5	0	2	0	0	42	41	31
	8	<u>30</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>34</u>	<u>33</u>	<u>36</u>
Total	264	33	1	5	0	0	303	293	287	
MHS	9	35	7	1	1	0	0	44	44	42
	10	30	7	1	0	0	0	38	41	46
	11	31	6	1	2	0	0	40	46	48
	12	<u>38</u>	<u>7</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>48</u>	<u>44</u>
	Total	134	27	4	5	0	0	170	179	180
MAS (I.S.)	TK	0	0	0	0	0	0	0	0	0
	K	0	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	0	0	0
	2	0	0	0	0	0	0	0	0	1
	3	1	0	0	0	0	0	1	0	0
	4	0	0	0	0	0	0	0	0	2
	5	1	0	0	0	0	0	1	0	0
	6	0	0	0	0	0	0	0	0	1
	7	1	0	0	0	0	0	1	0	2
	8	2	0	0	0	0	0	2	2	2
	9	0	0	0	0	0	0	0	0	1
	10	1	0	0	0	0	0	1	0	1
	11	0	0	0	0	0	0	0	0	2
12	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	
Total	7	0	0	0	0	0	7	3	13	
SHS	9	1	0	0	0	0	0	1	0	0
	10	1	0	0	0	0	0	1	0	1
	11	6	1	0	0	0	0	7	6	6
	12	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>4</u>	<u>7</u>
	Total	12	1	0	0	0	0	13	10	14
TOTAL		440	61	5	10	0	0	516	507	517

2017-18 Total Enrollment by Attendance Month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	17-18 Annual Avg
Albion	TK	0	0	0	0	0						0
	K	2	2	2	2	2						2
	1	0	1	1	1	1						1
	2	1	1	1	1	1						1
	3	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>						<u>6</u>
	Total	9	10	10	10	10						
Comptche	TK	1	1	1	1	1						1
	K	2	2	2	2	2						2
	1	3	3	3	3	3						3
	2	3	3	3	3	3						3
	3	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>						<u>4</u>
	Total	13	13	13	13	13						
MK-8	TK	3	3	3	3	3						3
	K	24	25	23	23	24						24
	1	19	20	19	19	19						19
	2	25	25	26	27	28						26
	3	22	21	21	20	21						21
	4	36	36	37	36	37						36
	5	42	41	42	43	46						43
	6	47	48	49	47	49						48
	7	41	41	42	41	42						41
	8	<u>34</u>	<u>32</u>	<u>32</u>	<u>34</u>	<u>34</u>						<u>33</u>
Total	293	292	294	293	303							295
MHS	9	44	43	43	44	44						44
	10	41	41	39	40	38						40
	11	46	45	44	43	40						44
	12	<u>48</u>	<u>48</u>	<u>48</u>	<u>48</u>	<u>48</u>						<u>48</u>
	Total	179	177	174	175	170						
MAS	TK	0	0	0	0	0						0
	K	0	0	0	0	0						0
	1	0	0	0	0	0						0
	2	0	0	0	0	0						0
	3	0	0	0	1	1						0
	4	0	0	0	0	0						0
	5	0	0	0	1	1						0
	6	0	0	0	0	0						0
	7	0	0	0	0	1						0
	8	1	2	2	2	2						2
	9	0	0	0	0	0						0
	10	0	0	0	1	1						0
	11	0	0	0	0	0						0
12	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>						<u>1</u>	
Total	2	3	3	6	7							4
SHS	9	0	0	0	0	1						0
	10	0	0	0	0	1						0
	11	6	6	6	6	7						6
	12	<u>4</u>	<u>4</u>	<u>3</u>	<u>3</u>	<u>4</u>						<u>4</u>
	Total	10	10	9	9	13						
TOTAL Enroll		506	505	503	506	516						507





Mendocino Unified School District

THIS AGREEMENT is made this , July 1, 2018, by and between the Governing Board of the Mendocino Unified School District ("District" or "Board") and Kim Humrichouse ("Principal"). It is understood that the use of the term Principal, as used herein, includes the duties of Principal as set forth herein, in the Ed. Code, and in Board Policy.

1. Term. District hereby employs Principal beginning July 1, 2018 through June 30, 2020 subject to the provisions of the Education Code and Board Policy, subject to the terms and conditions set forth below.

2. Salary. The Principal's salary shall commence on step 5 of the attached salary schedule (\$108,464) payable in twelve (12) monthly payments. Annually during the life of this Agreement the Superintendent will evaluate Principal using an evaluation method/form that is developed and mutually agreed upon by the Superintendent and the Principal.

The Board reserves the right to change the Principal's salary for any year of this contract with the mutual written consent of the Principal. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

3. Principal's Duties. The Principal is employed as Principal and shall perform the duties of School Principal as prescribed by the laws of the State of California and the District's job description for the Principal, if any.

4. Evaluation. The Superintendent may evaluate and discuss the performance of the Principal at any time during the term of this Agreement. If the Superintendent determines that the performance of the Principal is unsatisfactory, the Superintendent shall communicate his/her evaluation to the Principal. If the Superintendent evaluates the Principal in writing, the written evaluation shall be delivered to the Principal and a copy of the evaluation shall be placed in the Principal's personnel file. The Principal shall then have ten (10) days from receipt of the evaluation to respond in writing to the evaluation.

The Superintendent shall, if requested by the Principal, meet and discuss the contents of the evaluation with the Principal within a reasonable time after the Principal has heard or received the evaluation. Evaluation of the Principal shall only be discussed with the Board in closed session.

5. Termination of Contract.

a. Mutual Consent. This Agreement may be mutually changed with the consent of the District and the Principal on thirty (30) days written notice.

b. Nonrenewal of Agreement by the District. The Governing Board may elect not to renew this Agreement at the completion of the Agreement for any reason or no reason by providing written notice to the Principal prior to March 15 of the final year.

c. Termination of Status as a Certificated Employee. The Principal's status as a permanent or probationary certificated employee of the District may be terminated in accordance with the applicable provisions of law.

d. Termination of Principal for Cause. The Principal's status as Principal and all of the Principal's rights under this Agreement may be terminated by the Board at any time for, but not limited to, breach of contract; grounds enumerated in the Education Code; or the Principal's failure to perform his/her responsibilities as set forth in this Agreement, as defined by law, or as specified in the Principal's job description, if any. The Board shall not terminate this Agreement pursuant to this paragraph (d) until a written statement of the grounds for termination has first been served upon the Principal. The Principal shall then be entitled to a conference with the Board and Superintendent at which time the Principal shall be given a reasonable opportunity to address the Board's concerns. The Principal shall have the right to have a representative of her choice at the conference with the Board. The conference with the Board shall be the Principal's exclusive right to any hearing otherwise required by law.

e. Termination as Principal Without Cause. The Principal's status as Principal and all of the Principal's rights under this Agreement may be terminated by the Board. In the event of such termination, the District shall continue to pay the Principal's full salary and benefits from the date of termination until the following June 30, or until the Principal begins new employment elsewhere, whichever comes first.

6. Fringe Benefits. The Principal shall be entitled to receive the same District paid life insurance, health, dental, vision, and workers' compensation benefits as provided to other certificated employees of the District.

7. Expense and Mileage. The Principal is required to have a vehicle available at all times to exercise the powers and to perform the duties of the position. In order to reimburse the Principal for this vehicle requirement, the Principal shall be entitled to an amount equal to the IRS limit for reasonable transportation expenses incurred for travel within the District required by the Principal's employment. It is understood that no reimbursement shall be made for commuting to and from the Principal's residence and the District work site. Reimbursement for required school related travel outside the District will be paid for in accordance with the terms of this Agreement and Board policy.

8. Sick Leave. The Principal shall be allocated twelve (12) days of sick leave annually. It is understood that Principal may transfer accumulated sick leave from his or her former certificated employment as authorized by Education Code 44982.

9. Work Year. The Principal shall be required to render 215 days of full and regular service to the District during each annual period (July – June) covered by this Agreement. Workdays beyond the contract number must be preapproved in writing by the superintendent and shall under no circumstance other than an emergency or by formal Board action be more than 5 days in any one fiscal year.

10. Professional Meetings/Membership and Training.

a. The Principal is expected to attend appropriate professional meetings at local, state and national levels and to periodically report to the Board his appraisal of such meetings. Prior approval of the Superintendent shall be obtained when the Principal attends a function outside of the District. The District shall pay for Principal's membership in the Association of California School Administrators (ACSA).

11. General Provisions.

a. Governing Law and Venue. This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be the proper state or federal court located in Mendocino County, California.

b. Entire Agreement. This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.

c. No Assignment. The Principal may not assign or transfer any rights granted or obligations assumed under this Agreement.

d. Seniority. The Principal shall be considered a school site administrator for the purpose of Education Code Section 44956.5.

e. Modification. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.

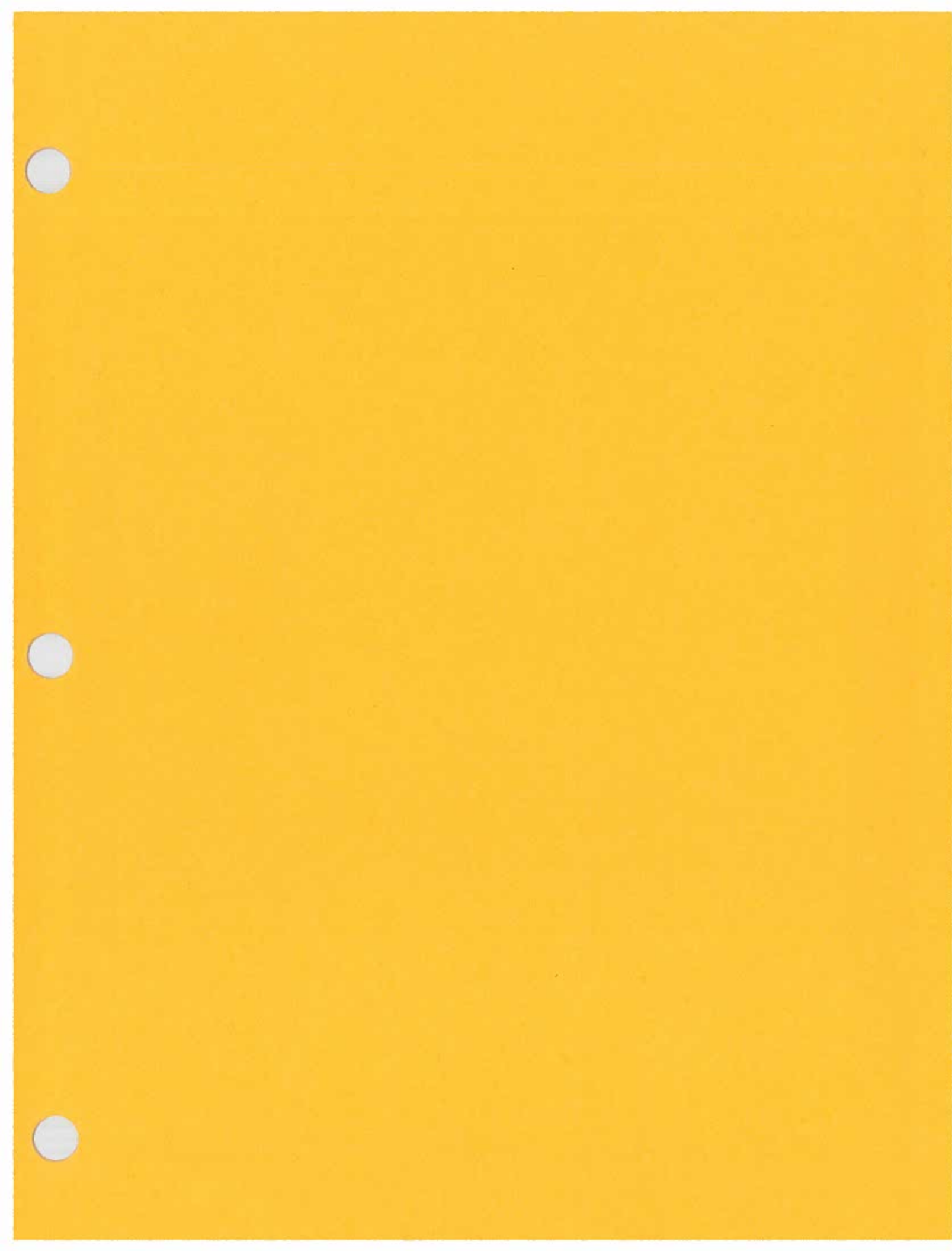
f. Severability. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

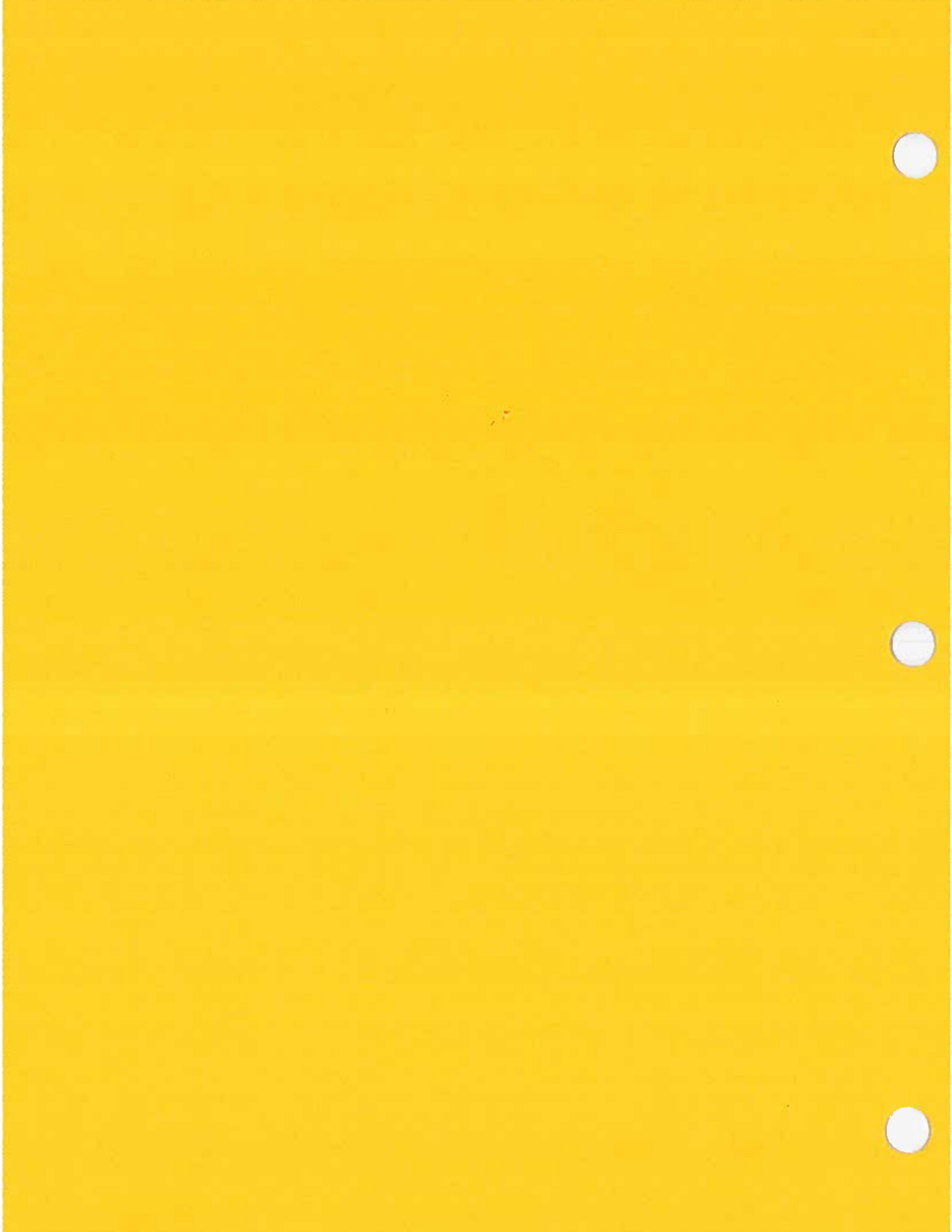
Superintendent

Principal

Date

Date





Mendocino Unified School District

THIS AGREEMENT is made this , July 1, 2018, by and between the Governing Board of the Mendocino Unified School District ("District" or "Board") and Tobin Hahn ("Principal"). It is understood that the use of the term Principal, as used herein, includes the duties of Principal as set forth herein, in the Ed. Code, and in Board Policy.

1. Term. District hereby employs Principal beginning July 1, 2018 through June 30, 2020 subject to the provisions of the Education Code and Board Policy, subject to the terms and conditions set forth below.

2. Salary. The Principal's salary shall commence on step 3 of the attached salary schedule (\$101,548) payable in twelve (12) monthly payments. Annually during the life of this Agreement the Superintendent will evaluate Principal using an evaluation method/form that is developed and mutually agreed upon by the Superintendent and the Principal.

The Board reserves the right to change the Principal's salary for any year of this contract with the mutual written consent of the Principal. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

3. Principal's Duties. The Principal is employed as Principal and shall perform the duties of School Principal as prescribed by the laws of the State of California and the District's job description for the Principal, if any.

4. Evaluation. The Superintendent may evaluate and discuss the performance of the Principal at any time during the term of this Agreement. If the Superintendent determines that the performance of the Principal is unsatisfactory, the Superintendent shall communicate his/her evaluation to the Principal. If the Superintendent evaluates the Principal in writing, the written evaluation shall be delivered to the Principal and a copy of the evaluation shall be placed in the Principal's personnel file. The Principal shall then have ten (10) days from receipt of the evaluation to respond in writing to the evaluation.

The Superintendent shall, if requested by the Principal, meet and discuss the contents of the evaluation with the Principal within a reasonable time after the Principal has heard or received the evaluation. Evaluation of the Principal shall only be discussed with the Board in closed session.

5. Termination of Contract.

a. Mutual Consent. This Agreement may be mutually changed with the consent of the District and the Principal on thirty (30) days written notice.

b. Nonrenewal of Agreement by the District. The Governing Board may elect not to renew this Agreement at the completion of the Agreement for any reason or no reason by providing written notice to the Principal prior to March 15 of the final year.

c. Termination of Status as a Certificated Employee. The Principal's status as a permanent or probationary certificated employee of the District may be terminated in accordance with the applicable provisions of law.

d. Termination of Principal for Cause. The Principal's status as Principal and all of the Principal's rights under this Agreement may be terminated by the Board at any time for, but not limited to, breach of contract; grounds enumerated in the Education Code; or the Principal's failure to perform his/her responsibilities as set forth in this Agreement, as defined by law, or as specified in the Principal's job description, if any. The Board shall not terminate this Agreement pursuant to this paragraph (d) until a written statement of the grounds for termination has first been served upon the Principal. The Principal shall then be entitled to a conference with the Board and Superintendent at which time the Principal shall be given a reasonable opportunity to address the Board's concerns. The Principal shall have the right to have a representative of her choice at the conference with the Board. The conference with the Board shall be the Principal's exclusive right to any hearing otherwise required by law.

e. Termination as Principal Without Cause. The Principal's status as Principal and all of the Principal's rights under this Agreement may be terminated by the Board. In the event of such termination, the District shall continue to pay the Principal's full salary and benefits from the date of termination until the following June 30, or until the Principal begins new employment elsewhere, whichever comes first.

6. Fringe Benefits. The Principal shall be entitled to receive the same District paid life insurance, health, dental, vision, and workers' compensation benefits as provided to other certificated employees of the District.

7. Expense and Mileage. The Principal is required to have a vehicle available at all times to exercise the powers and to perform the duties of the position. In order to reimburse the Principal for this vehicle requirement, the Principal shall be entitled to an amount equal to the IRS limit for reasonable transportation expenses incurred for travel within the District required by the Principal's employment. It is understood that no reimbursement shall be made for commuting to and from the Principal's residence and the District work site. Reimbursement for required school related travel outside the District will be paid for in accordance with the terms of this Agreement and Board policy.

8. Sick Leave. The Principal shall be allocated twelve (12) days of sick leave annually. It is understood that Principal may transfer accumulated sick leave from his or her former certificated employment as authorized by Education Code 44982.

9. Work Year. The Principal shall be required to render 215 days of full and regular service to the District during each annual period (July – June) covered by this Agreement. Workdays beyond the contract number must be preapproved in writing by the superintendent and shall under no circumstance other than an emergency or by formal Board action be more than 5 days in any one fiscal year.

10. Professional Meetings/Membership and Training.

a. The Principal is expected to attend appropriate professional meetings at local, state and national levels and to periodically report to the Board his appraisal of such meetings. Prior approval of the Superintendent shall be obtained when the Principal attends a function outside of the District. The District shall pay for Principal's membership in the Association of California School Administrators (ACSA).

11. General Provisions.

a. Governing Law and Venue. This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be the proper state or federal court located in Mendocino County, California.

b. Entire Agreement. This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.

c. No Assignment. The Principal may not assign or transfer any rights granted or obligations assumed under this Agreement.

d. Seniority. The Principal shall be considered a school site administrator for the purpose of Education Code Section 44956.5.

e. Modification. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.

f. Severability. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

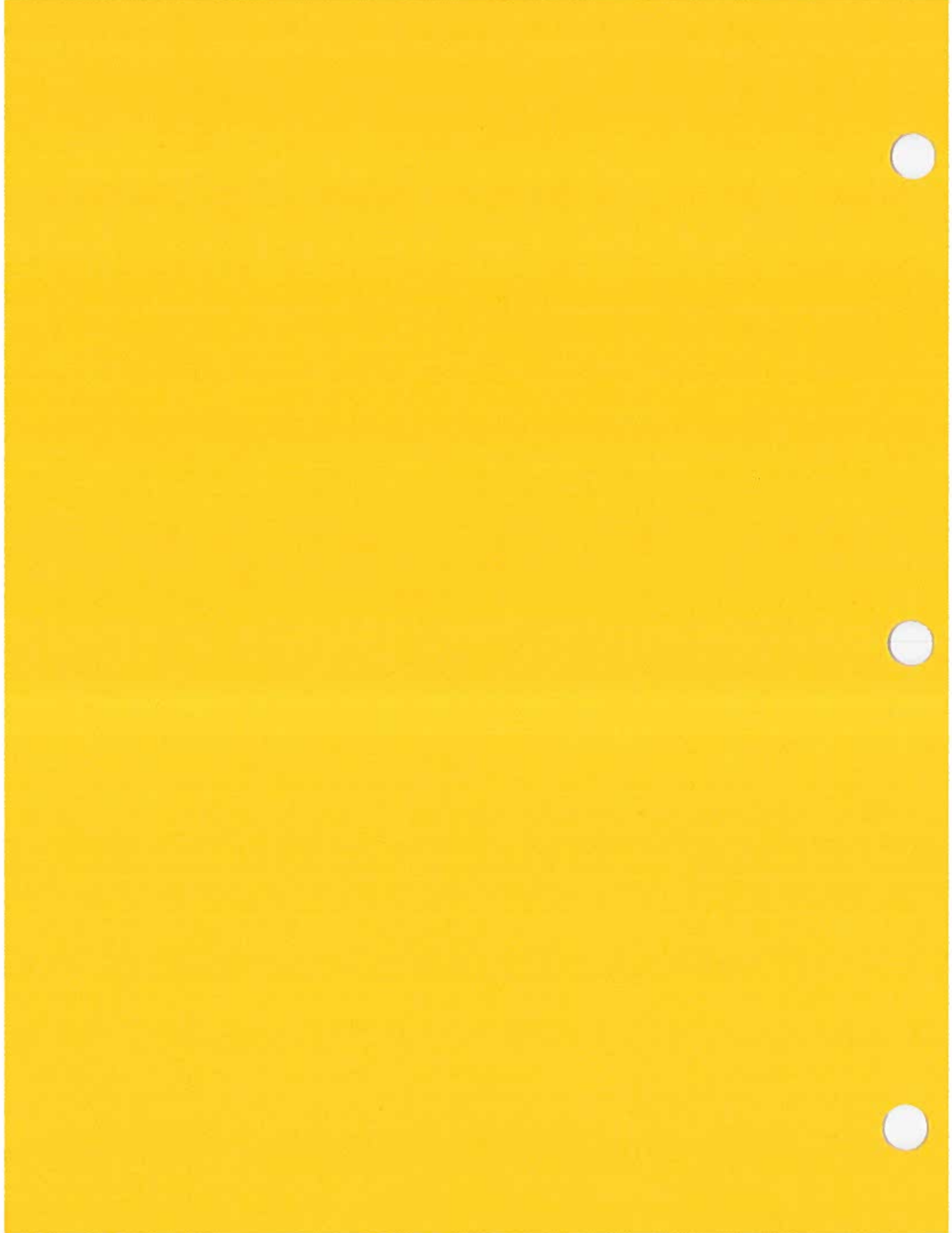
Superintendent

Principal

Date

Date





Mendocino Unified School District
2018-19 Instructional Calendar

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M	T	W	T	F	2018 (5)
		1	2	3	
6	7	8	9	10	Certif. Prof. Dev. Wk. (8/20-8/24)
13	14	15	16	17	
[20]	21	22	23	24]	8/24 Welcome Back
[27]	28	29	30	31	8/27 First Day

M	T	W	T	F	2019 (15)
				1	
4	5	6	7	8	
11	12	13	14	15	
[18]	19	20	21	22]	2/18-2/22 Pres. Wk
25	26	27	28		

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M	T	W	T	F	2018 (19)
[3]	4	5	6	7	9/3/18 Labor Day
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

M	T	W	T	F	2019 (21)
				1	
4	5	6	7	8	3/13/19 Min. Day and ½ Day Prof. Dev.
11	12	(13)	14	15	
18	19	20	21	22	
25	26	27	28	29	

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M	T	W	T	F	2018 (22)
1	2	3	4	5]	K-8 Parent Conf. Wk
8	9	10	11	12	
[15]	16	17	18	19	10/15 Oct. Break (1 day)
22	23	24	25	26	
29	30	(31)	10/31/18 Minimum day & ½ day PD		

M	T	W	T	F	2019 (17)
[1]	2	3	4	5]	4/1-4/5 AE Week
[8]	9	10	11	12]	4/8-4/12 Spring Break
15	16	17	18	19	
22	23	24	25	26	
29	30				

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M	T	W	T	F	2018 (16)
			1	2	
5	6	7	8	9	
[12]	13	14	15	16	11/12/18 Veterans Day
[19]	20	21	22	23]	11/19- 11/23/18 TG Wk
26	27	28	29	30	

M	T	W	T	F	2019 (22)
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
[27]	28	29	30	31	5/27/19 Memorial Day

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M	T	W	T	F	2018 (15)
3	4	5	6	7	
10	11	12	13	14	12/21/18 H.S. Sem. Ends
17	18	19	20	(21)	12/21/18 Min. Day
[24]	25	26	27	28]	12/24/18-1/4/19
31	Winter Break				

M	T	W	T	F	2019 (10)
3	4	5	6	7	6/13 & 6/14 Min. Days
10	11	12	(13)	[14]	6/14/19 Last Day
17	18	19	20	21	
24	25	26	27	28	

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M	T	W	T	F	2019 (18)
	1	2	3	4]	1/1/19 New Year's Day
7	8	9	10	11	Jan. 23 Min. Day &
14	15	16	17	(18)	½ day of Prof. Dev.
[21]	22	(23)	24	25	1/21/19 MLK Holiday
28	29	30	31		1/18/19 K-8 semester ends

- 11/12/18 Veterans Day
- 11/19-11/23 Thanksgiving
- 12/21/18 Minimum Day/H.S. Semester Ends
- 12/24/18-1/4/19 Winter Break
- 1/21/19 Martin Luther King Holiday
- 1/18/19 K-8 Semester Ends
- 1/23/19 Minimum Day & ½ Day Prof. Dev.
- 2/18- 2/22 Presidents Week
- 3/13/19 Minimum Day & ½ Day Prof. Dev.
- 4/1-4/5 HS AE Week
- 4/8-4/12 Spring Break
- 5/27/19 Memorial Day
- 6/13 & 6/14 Minimum Days
- 6/14/19 Last Day

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- 8/20 – 8/24 Certificated Staff Development
- 8/24/18 Welcome Back Day
- 8/27/18 First Day of School
- 9/3/18 Labor Day
- 10/1 – 10/5 K8 Parent Conference Wk
- 10/15/18 October Break (1 day)
- 10/31/18 Minimum Day & ½ Day Prof. Dev.

Mendocino Unified School District 2019-20 Instructional Calendar

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M	T	W	T	F	2019 (5)
			1	2	
5	6	7	8	9	
12	13	14	15	16	Certif. Staff Dev. 8/19-8/23
[19]	20	21	22	(23)	8/23 Welcome Back
[26]	27	28	29	30	8/26 First Day

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M	T	W	T	F	2019 (20)
[2]	3	4	5	6	9/2/19 Labor Day
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
[30]					

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M	T	W	T	F	2019 (22)
	[1]	2	3	4	K-8 Parent Conf. Wk
7	8	9	10	11	
[14]	15	16	17	18	10/14/19 Oct. Break
21	22	23	24	25	
28	29	(30)	31		10/30 Min. Day & ½ day PD

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M	T	W	T	F	2019 (15)
				1	
4	5	6	7	8	11/11/19 Veterans
[11]	12	13	14	15	
18	19	20	21	22	11/25-11/29 TG Wk
[25]	26	27	28	29	

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M	T	W	T	F	2019 (15)
2	3	4	5	6	12/20/19 H.S. Sem. Ends
9	10	11	12	13	12/20/19 Minimum Day
16	17	18	19	(20)	12/23/19-1/3/20
[23]	24	25	26	27	Winter Break
30	31				

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M	T	W	T	F	2020 (19)
		1	2	3	1/1/20 New Year's Day
6	7	8	9	10	
13	14	15	16	(17)	1/20/20 MLK
[20]	21	(22)	23	24	1/17/20 K-8 sem.ends
27	28	29	30	31	1/22/20 Min. Day & ½ PD

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M	T	W	T	F	2020 (15)
3	4	5	6	7	
10	11	12	13	14	
[17]	18	19	20	21	2/17 - 2/21 Pres. Wk
24	25	26	27	28	

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M	T	W	T	F	2020 (22)
2	3	4	5	6	
9	10	(11)	12	13	3/11/20 Minimum Day & ½ day Prof. Dev.
16	17	18	19	20	
23	24	25	26	27	
30	31				

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M	T	W	T	F	2020 (17)
		1	2	3	
[6]	7	8	9	10	4/6-4/10 HS AE Week
[13]	14	15	16	17	4/13- 4/17 Spring Break
20	21	22	23	24	
27	28	29	30		

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M	T	W	T	F	2020 (20)
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
[25]	26	27	28	29	5/25/20 Memorial Day

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M	T	W	T	F	2020 (10)
1	2	3	4	5	6/11 & 6/12 Min. Days
8	9	10	(11)	(12)	6/12/20 Last Day
15	16	17	18	19	

- 10/30/19 Minimum Day & ½ Prof. Dev. Day
- 11/11/19 Veterans Day
- 11/25-11/29 Thanksgiving
- 12/20/19 Minimum Day/H.S. Semester Ends
- 12/23/19-1/3/20 Winter Break
- 1/20/20 Martin Luther King
- 1/17/20 K-8 Semester Ends
- 1/22/20 Minimum Day & ½ day Prof. Dev.
- 2/17- 2/21 Presidents Week
- 3/11/20 Minimum Day & ½ day of Prof. Dev.
- 4/6-4/10 HS AE Week
- 4/13-4/17 Spring Break
- 5/25/20 Memorial Day
- 6/11 & 6/12 Minimum Days
- 6/12/20 Last Day

- 8/19-8/23 Certificated Staff Development
- 8/23/19 Welcome Back Day
- 8/26/19 First Day of School
- 9/2/19 Labor Day
- 10/14/19 October Break

Mendocino Unified School District 2020-21 Instructional Calendar

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M	T	W	T	F	2020 (1)
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	Certif. Staff Dev. 8/24-8/28
[24]	25	26	27	(28)	8/28 Welcome Back
[31]					8/31 First Day

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M	T	W	T	F	2020 (21)
	1	2	3	4	9/7/19 Labor Day
[7]	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

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M	T	W	T	F	2020 (21)
			1	2	
[5]	6	7	8	9	K-8 Parent Conf. Wk
[12]	13	14	15	16	10/12/20 Oct. Break
19	20	21	22	23	
26	27	(28)	29	30	10/28/20 Minimum Day & ½ day PD

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M	T	W	T	F	2020 (15)
2	3	4	5	6	
9	10	[11]	12	13	11/11/20 Veterans Day
16	17	18	19	20	
[23]	24	25	26	27	Thanksgiving
30					(11/23-11/27)

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M	T	W	T	F	2020 (14)
	1	2	3	4	12/18/20 H.S. Scm. Ends
7	8	9	10	11	
14	15	16	17	(18)	12/18/20 Minimum Day
[21]	22	23	24	25	Winter Break
28	29	30	31		12/21/20-1/1/21

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M	T	W	T	F	2021 (19)
				1	1/1/21 New Year's Day
4	5	6	7	8	
11	12	13	14	15	1/18/21 MLK Holiday
[18]	19	(20)	21	(22)	1/20/21 Min. Day &
25	26	27	28	29	½ Day Prof. Dev.
					1/22/21 K-8 Semester Ends

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M	T	W	T	F	2021 (15)
1	2	3	4	5	
8	9	10	11	12	
[15]	16	17	18	19	
22	23	24	25	26	

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M	T	W	T	F	2021 (23)
1	2	3	4	5	
8	9	(10)	11	12	3/10/21 Min. Day & ½ day
15	16	17	18	19	of Prof. Dev.
22	23	24	25	26	
29	30	31			

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M	T	W	T	F	2021 (17)
			1	2	
[5]	6	7	8	9	4/5-4/9/21 HS AE Week
[12]	13	14	15	16	4/12-4/16 Spring Break
19	20	21	22	23	
26	27	28	29	30	

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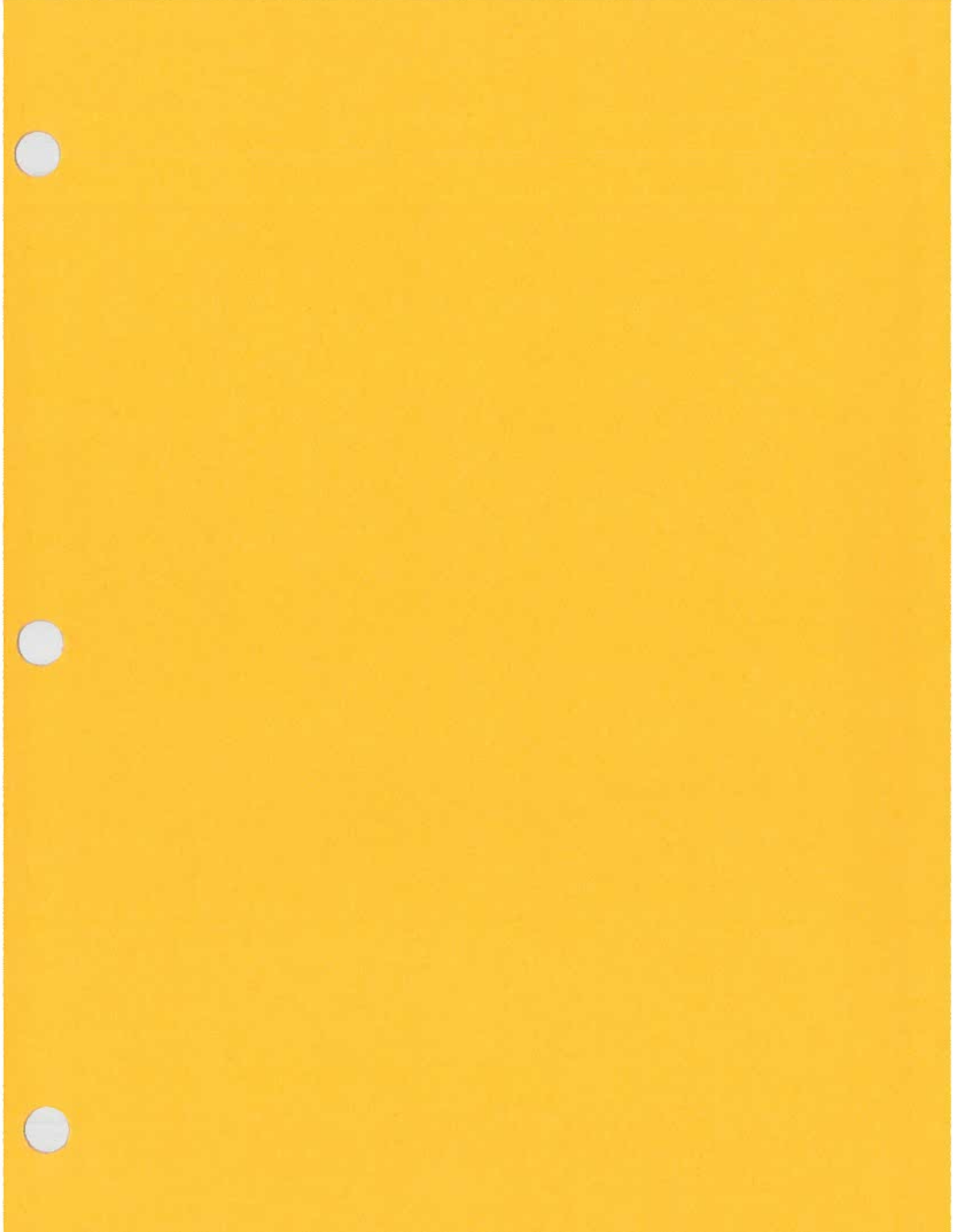
M	T	W	T	F	2021 (20)
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	5/31/21 Memorial Day
[31]					

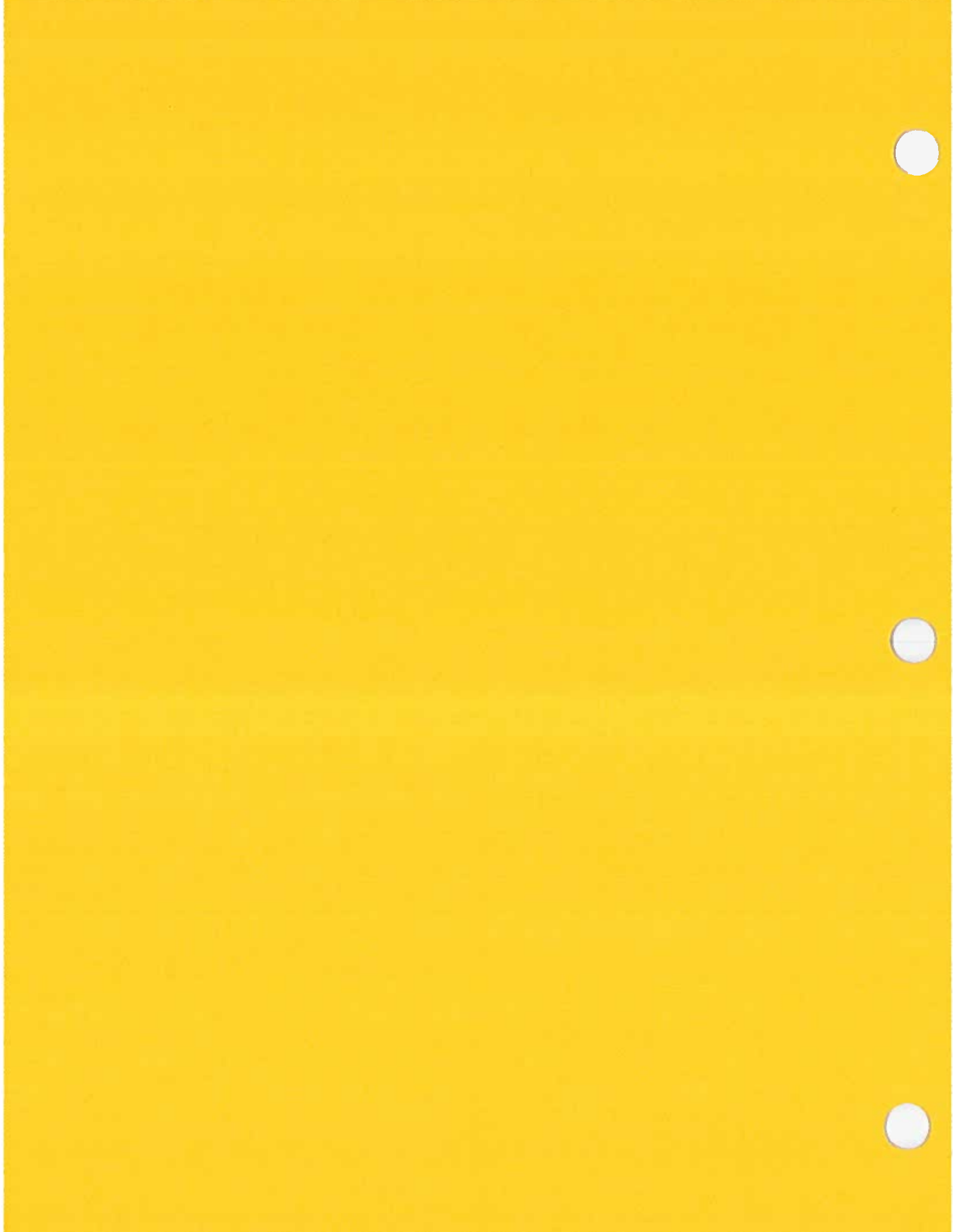
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M	T	W	T	F	2021 (14)
	1	2	3	4	
7	8	9	10	11	6/17 & 6/18 Minimum days
14	15	16	(17)	(18)	6/18/21 Last Day

10/28/20 Minimum Day & 1/2 Day Prof. Dev.
 11/11/20 Veterans Day
 11/23-11/27 Thanksgiving
 12/18/20 Minimum Day/H.S. Semester Ends
 12/21/20-1/1/21 Winter Break
 1/18/21 Martin Luther King
 1/20/21 Minimum Day & 1/2 Day Prof. Dev.
 1/22/21 K-8 Semester Ends
 2/15-2/19 Presidents Week
 3/10/21 Minimum Day & ½ Day of Prof. Dev.
 4/5-4/9 HS AE Week
 4/12-4/16 Spring Break
 5/31/21 Memorial Day
 6/17 & 6/18 Minimum Days
 6/18/21 Last Day

8/24-8/28/20 Certificated Staff Development
 8/28/20 Welcome Back Day
 8/31/20 First Day of School
 9/7/20 Labor Day
 10/12/20 October Break (1 day)





Students

Promotion/Acceleration/Retention

Acceleration from Kindergarten to First Grade A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Superintendent or designee upon determination that the child is ready for first grade work and with consent of the parents/guardians.

Admission shall be subject to the following minimum criteria (5 CCR 200).

- 1) The student is at least five years of age.
- 2) The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
- 3) The physical development and social maturity of the student are consistent with his/her advanced mental ability.
- 4) The parent/guardian of the student has filed a written statement with the school district approving the placement in first grade.

Acceleration at Other Grade Levels

A team consisting of the administrator, behaviorist (if available), psychologist, teachers, and parents meet to discuss the academic, social, and emotional needs of the student. When the team feels a student would benefit from accelerating a grade (K-8) or course (High School), the student would be asked to demonstrate mastery of the standards for the grade/course that would be skipped.

Continuation in Kindergarten:

Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the District agree that the student shall continue in kindergarten for not more than one additional school year. (EC 48011)

Whenever a student continues in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (EC 46300)

Retention at Other Grade Levels

The Superintendent or designee shall identify students who should be retained or who are at risk of being retained at the following grade levels:

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5
4. Between grades 5 and 6
5. Between grades 8 and 9

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts, and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (EC 48070.5)

Students shall be identified on the basis of either statewide assessment results or grades and other indicators of academic achievement, as established by Board policy.

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (EC 48070.5)

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion (EC 48070.5).

If the student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain the student.

When a student is identified as being at risk of retention, the Superintendent or designee shall so notify the student's parents/guardians as early in the school year as practicable. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student (EC 48070.5).

The teacher's decision to promote or retain a student may be appealed consistent with Board policy, administrative regulation, and law. The burden shall be on the appealing party to show why the teacher's decision should be overruled.

To appeal a teacher's decision, the appealing party shall submit a written request to the Superintendent or designee specifying the reasons why the teacher's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion. The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the teacher's decision. Prior to making this determination, the Superintendent or designee may meet with the appealing party and the teacher. If the Superintendent or designee determines that the appealing party has overwhelmingly proven that the teacher's decision should be overruled, he/she shall overrule the teacher's decision.

The Superintendent or designee's determination may be appealed by submitting a written appeal to the Board within 15 school days. Within 30 days of receipt of a written appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board, the Board may also meet with the appealing party, the teacher, and the Superintendent/designee to decide the appeal. The decision of the Board shall be final.

If the decision of the Board is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections which shall become part of the student's record.

Bids

The District has adopted the Uniform Public Construction Cost Accounting Act (Public Contract Code 22000) and therefore shall utilize informal bidding procedures for contracts involving an expenditure between \$45,000 to \$175,000 for a public project, and will utilize formal bidding procedures for a public project involving an expenditure of \$175,000 or more "Public project" includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a District owned, leased, or operated facility.

The amount by which contracts other than those for public projects shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.

Competitive bids shall be sought through advertisement for contracts exceeding \$90,200 (technical revision) for the following: (PCC 20111)

- 1) The purchase, rent, or lease of equipment, material, or supplies
- 2) Services excluding construction services, professional services or advice, and insurance services
- 3) Repairs, including maintenance that is not a public project

"Maintenance work" means routine, recurring, and usual work for preserving, protecting, and keeping a District facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. "Maintenance" includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (PCC 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (PCC 20111, 20112)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (PCC 20118.1)

The Board shall secure bids for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Ed Code 39802)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20110-20116 for contracting after competitive bidding. (PCC 20116)

Instructions and Procedures for Bids:

In order to facilitate the informal bidding process, the District shall maintain a list of qualified contractors. The list of contractors is established each November, by mailing a notice to the North Coast and Humboldt Builder's Exchange trade journals inviting all licensed contractors to submit certain information to the District for inclusion on the list. This information includes the following:

- 1) The name and address to which a notice or proposal should be mailed or emailed;
- 2) A telephone number at which they can be reached;
- 3) The type of work in which the contractor is interested and for which they are currently licensed; and
- 4) The class of license(s) they currently possess.

In addition, the District may include any contractor it desires and must include any contractor who requests to be added to the list during the year, so long as the contractor provides the required information.

In order to request bids utilizing the **informal** process, the Superintendent or designee shall call for bids by contacting qualified contractors engaged in the appropriate trades two weeks prior to the bid date. The bid request may also be advertised at the option of the Superintendent or designee.

In order to request bids utilizing the **formal** process, The Superintendent or designee shall call for bids by advertising in a local newspaper at least once a week for two weeks. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. The Superintendent shall also provide the North Coast and Humboldt Builder's Exchange trade journals with the Notice Inviting Formal Bids for the Large Contract at least fifteen (15) calendar days before the date of opening the bids. (PCC 22037) The informal or formal notice shall contain the time, date and location of any mandatory pre-bid conference, site visit or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (PCC 6610)

Bid instructions and specifications shall include the following requirements and information:

- 1) All bidders, including bidders for printing contracts, shall specify the minimum, if not exact, percentage of recycled product in the products offered, and both the postconsumer and secondary waste content. (PCC 12169, 12213)
- 2) All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (PCC 20107, 20111)
 - a) Cash
 - b) A cashier's check made payable to the district
 - c) A certified check made payable to the District
 - d) A bidder's bond executed by an admitted surety insurer and made payable to the District

The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded. (PCC 20111)

- 3) Under no condition shall bids be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (PCC 20112)
- 4) When two or more identical bids are received, the Board may determine by lot which bid shall be accepted (PCC 20117)
- 5). If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, depending on the availability of funds, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a, below, will be used: (PCC 20103.8)
 - a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items taken in order from a specifically identified list of those items, depending on available funds as identified in the solicitation.
 - d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders from being revealed to the public entity before the ranking of all bidders from lowest to highest has been determined.

- 6) Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
- 7) After being opened, all advertised bids shall be made available for review by all interested parties. (Gov Code 6252)

Bids Not Required: Upon a case-by-case determination that it is in the best interests of the District and to the extent permitted by law, the Board may authorize the purchase, lease, or contract for equipment and supplies through a public corporation or agency without advertised bids. (PCC 20118) For projects between \$1000 and \$44,999, the District will attempt to secure 3 quotes for the project and choose the quote that best fits the needs of the District. For projects under \$1000, the District may contact a trusted and proven contractor to complete the job.

Supplementary textbooks, library books, periodicals, educational films, audiovisual materials, test materials, workbooks, and instructional computer software packages may be purchased without taking estimates or advertising for bids. (PCC 20118.3)

Perishable commodities such as foodstuffs may be purchased through bid or on the open market, depending on District preference (EC 39873)

In an emergency when repairs, alterations, work, or improvement is necessary for the continuance of existing school classes or to avoid danger to life or property, the Board, by unanimous vote and with the approval of the County Superintendent of Schools, may contract for labor and materials or supplies without advertising for or inviting bids. (PCC 20113)

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (PCC 20114)

Whenever the total number of hours on the job does not exceed 350 hours, day labor may be used to erect new buildings and for the following purposes: (PCC 20114)

- 1) School building repairs, alterations, additions
- 2) Painting, repainting, or decorating of school buildings
- 3) Repair or building of apparatus or equipment
- 4) Improvements on school grounds
- 5) Maintenance work as defined above

Sole Sourcing: Specifications for contracts for construction, alteration, or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality and follow the description with the words "or equal." (PCC 3400)

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply: (PCC 3400)

- 1) The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion.
- 2) One product has a unique application required to be used in the public interest.
- 3) Only one brand name is known, or
- 4) Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.

Prequalification Procedure: For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified as prescribed by law, and bidders must

be deemed prequalified by the District at least one day before the fixed bid-opening date. The questionnaires and financial statement shall not be public records and shall not be open to public inspection. (PCC 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (PCC 20111.5) The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (PCC 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (PCC 20111.5)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy or the bid's specifications or was not in compliance with law.

A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.