

Mendocino Unified School District



Agenda

Regular Board Meeting

AUGUST 26, 2020

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

3:30 P.M. CLOSED SESSION - VIA TELECONFERENCE

4:00 P.M. OPEN SESSION - VIA TELECONFERENCE

<https://zoom.us/j/94354348812?pwd=T0ZpTFNxdHM4dWVxRWIzR0tMS0ROZz09>

Meeting ID: 943 5434 8812 Passcode: 3fVXWR

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 943 5434 8812 Passcode: 376508

Please "mute" your device during the meeting.

MUSD is not available for technical support for remote meetings.

If the public wishes to make a comment regarding any closed session item before the Board adjourns to closed session, please email JMorse@mcn.org

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <http://www.mendocinoused.org/District/2285-Untitled.html>

In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

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

1. 3:30 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

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

2. PUBLIC HEARING FOR CLOSED SESSION

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

3. CLOSED SESSION

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962.

Closed session attendees include Board members and Superintendent Jason Morse.

- 3.1. Conference with labor negotiators (Government Code 54957.6)
Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees
- 3.2. Employment/Personnel Changes

4. 4:00 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. 6/11/20, 6/18/20, 6/25/20, 7/9/20, 7/16/20, 7/23/20, 7/30/20, 8/6/20
- 5.2. Approval of Minutes
5.2.1. Board Meeting Minutes: 6/18/20, 7/7/20, 7/23/20, 7/29/20, 8/13/20
- 5.3. Approval of Employment/Personnel Changes
 - 5.3.1. Change Job Title, Classified Employee, 8.0 hours/day, effective 4/1/20
 - 5.3.2. Change Job Title, Classified Employee, 8.0 hours/day, effective 4/1/20
 - 5.3.3. Hire, MCN Operations Tech, 8.0 hours/day, effective 7/1/20
 - 5.3.4. Accept Resignation, MCN Operations Tech, 8.0 hours/day effective 7/29/20
 - 5.3.5. Hire, MCN Operations Tech, 8.0 hours/day, effective 8/3/20
 - 5.3.6. Hire, Temporary HS Art Teacher, 1.0 FTE, effective 8/24/20
 - 5.3.7. Hire, Preschool Site Supervisor, 5.0 hours/day, effective 8/24/20
- 5.4. Approval of the 2020-21 Distance Learning and Self Contained K-8 positions
- 5.5. Approval of the Current Budget Change Report

- 5.6. Approval of Student Body Account Reports (K-8) – March – May 2020
- 5.7. Approval of Enrollment and Attendance Report Months 10
- 5.8. Approval of Mendocino Community Network (MCN) Financial Statements
 - 5.8.1. Unaudited MCN Statement of Fund Net Position with GASB 68 adjustments separated for May 31, 2020 with comparative totals as of June 30, 2019
 - 5.8.2. Unaudited MCN Statement of Revenues, Expenses, and Changes in Fund Net Position with GASB 68 adjustments separated for the ten-month period ending May 31, 2020 with comparative totals as of June 30, 2019
- 5.9. Approval of the MOU with North Coast School of Education's (NCSOE) program regarding Teacher Induction & Intern Support and Supervision
- 5.10. Approval of MUSD Compensation Time Report
- 5.11. Approval of the Fuel Use Agreement with the Mendocino Fire Protection District
- 5.12. Approval of MUSD Quarterly Investment Reports
- 5.13. Approval of the Spring Consolidated Application 2020-21
- 5.14. Approval of Williams Settlement Report for 2020-21 School Year, Quarter 4

6. REPORTS

- 6.1. Student Trustee – Olivia Jung
- 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 4:30 P.M. - PARENT/COMMUNITY COMMENT

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

The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

8. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

8.1. Lease-Leaseback Discussion

The Board will discuss the options for selecting a contractor for the High School Modernization project (action)

8.2. Budget Update

Business Manager Jason Fruth will update the Board on the MUSD Budget (information/discussion)

8.3. 2020-21 School Year

Superintendent Jason Morse will update the Board on the status of the 2020-21 school year (information)

8.4. Adoption of the Declaration of Need (DON) for Fully Qualified Educators (2020-21)

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

8.5. Consideration of Leave Requests

8.5.1. Certificated Teacher, 1.0 FTE, requests and Uncompensated Leave of Absence, effective 8/1/20 (action)

8.6. Consideration of Board Policy/Administrative Regulation/Exhibits as a first reading

8.6.1. BP 6157.0: Distance Learning (instruction)

8.7. Board Policies and Administrative Regulations (for information only)

8.7.1. BP/AR/E 1312.3: Uniform Complaint Procedures (UCP) (community relations)

8.7.2. AR/E 1312.4: Williams Uniform Complaint Procedures (community relations)

8.7.3. BP/E 3555.0: Nutrition Program Compliance (business and noninstructional operations)

9. 6:00 P.M. PUBLIC HEARING – TIMED ITEM

9.1. Public Hearing regarding the Caspar Creek Learning Community (CCLC) petition for Charter School

10. FUTURE AGENDA ITEMS

Strategic Plan, Enrollment Report, NCLB Attestation, Recognition of Scholarships, Resolution/Public Hearing re: Williams Instructional Materials

11. ADJOURNMENT

The next Board meeting is scheduled for **September 10, 2020**.

Payment Id	Check #	Check Amt	Comment	Status	Printed	81.44
EP20-00314	791674	01	NSTA Journal	01-6300-0-4200-150-1110-1000-0000	Printed	81.44
EP20-00310	791675	01	Textbooks, Mileage	01-0811-0-5200-150-5770-1120-0000 01-6300-0-4200-150-1110-1000-0000	Printed	144.90 45.28
EP20-00307	791676	01	SONAR Supplies, Amazon	01-9010-0-4300-150-1110-1000-7370	Printed	110.09
EP20-00308	791675	01	CTEIG Supplies, Amazon	01-6387-0-4300-150-1110-1000-0000	Printed	173.47
EP20-00311	791675	01	Textbooks, Garden Gloves	01-6300-0-4200-150-1110-1000-0000	Printed	65.80
EP20-00312	791677	01	Plants for High School	01-6387-0-4300-150-1110-1000-0000	Printed	38.82
EP20-00309	791678	01	Lunch Delivery Mileage, Elk	LEPAULE, LORRAINE (000123 - Emp) 01-0740-0-5200-001-0000-3700-0000	Printed	148.92
EP20-00313	791679	63	Dispatch Mileage 4/28 - 5/21	RICE, OTTOPASKAL D (000242 - Emp) 01-8150-0-4300-001-0000-8110-0000	Printed	225.46
EP20-00315	791680	01	Supplies	STARKWEATHER, MATTHEW A (001214 - Emp) 63-0000-0-5200-001-0000-6000-0000	Printed	82.80
EP20-00316	791680	01	Dispatch Mileage 4/14 - 4/27	63-0000-0-4300-001-0000-6000-0000	Printed	113.01
520841	791681	01	Security and Monitoring	ADVANCED SECURITY SYSTEMS (ADVSEC/1) 01-8150-0-5800-001-0000-8110-2089	Printed	1,003.50
522051	791681	01	Security and Monitoring	01-8150-0-5800-001-0000-8110-2089	Printed	259.93
29597	791682	63	Face Mask Coverings, 60	AWESOME-SPORTS.COM (AWESOM/1) 01-0000-0-4300-150-1110-1000-9009	Printed	623.95
321881	791682	63	Blanket PO for Phone Service	BANDWIDTH INC. (BANDWI/1) 63-0000-0-5903-001-0000-6000-0000	Printed	49.13
0067315501	791683	13	Dairy for Cafeteria	CLOVER STORNETTA FARMS INC (CLOVER/2) 13-5310-0-4700-001-0000-3700-0000	Printed	16.50
0101307138	791683	13	Dairy for Cafeteria	13-5310-0-4700-001-0000-3700-0000	Printed	89.72
0101307224	791683	13	Dairy for Cafeteria	13-5310-0-4700-001-0000-3700-0000	Printed	128.50
INV-51405-V3L8S9	791684	01	CSBA, ELA Membership 20/21	CSBA c/o West America Bank (00CSBA/2) 01-0000-0-5300-001-0000-7110-0000	Printed	7,040.00
INV-52408-L4Q3L0	791685	01	Garnut Policy 20/21	01-0000-0-5300-001-0000-7110-0000	Printed	1,570.00
1604-2561-7	791685	01	Garbage Collection	WASTE MANAGEMENT-UKIAH (0EMIPW/2) 01-0000-0-5540-150-0000-8200-0000 01-0000-0-5540-220-0000-8200-0000	Printed	1,419.42 1,443.75

Payment Id	Comment	Check Amt	3,300.63	Status	Printed	WASTE MANAGEMENT-JUKIAH (0EMPWM/2) - continued	310.11
Check # 791685	01	1605-2561-4	Garbage Collection	01-0000-0-5540-001-0000-8200-0000	Printed		43.72
Check # 791686	01	1613-2561-8	Garbage Collection	01-0000-0-5540-221-0000-8200-0000	Printed		83.63
Check # 791687	01	2715775-2561-8	Garbage Collection	01-0000-0-5540-246-0000-8200-0000	Printed		2,465.00
Check # 791688	01	MAY 2020	Water Testing, Treatment	01-8150-0-5800-001-0000-8110-2096	Printed		44.27
Check # 791689	01	R1104487848	Seal Solution for Postage Meter	FRANCOTYP-POSTALIA, INC. (FPMAIL/1)	Printed		88.03
Check # 791690	01	49062	Maintenance, Transportation, Cafeteria Supplies	CYPRESS HOLDINGS INC (HARVES/2)	Printed		3.72
Check # 791691	01	49496 MAY 2020	Custodial Supplies	01-0740-0-4365-001-0000-3600-0000	Printed		16.74
Check # 791692	01	49497	Supplies	01-8150-0-4300-001-0000-8110-0000	Printed		2.94
Check # 791693	01	184362	Annual Charge for Web Hosting	13-5310-0-4700-001-0000-3700-0000	Printed		43.05
Check # 791694	01	1504	Water Testing	01-0000-0-4300-001-0000-8200-0000	Printed		27.46
Check # 791695	01	439250	Plumbing Supplies	63-0000-0-4300-001-0000-6000-0000	Printed		2,700.00
Check # 791696	01	184362	Annual Charge for Web Hosting	INTERACTIVE EDUCATIONAL SERVS (INTERA/1)	Printed		2,700.00
Check # 791697	01	1504	Water Testing	01-0000-0-5800-001-0000-2420-1098	Printed		120.00
Check # 791698	01	439250	Plumbing Supplies	KEMPER ENVIRONMENTAL (KEMPER/1)	Printed		219.00
Check # 791699	01	439250	Plumbing Supplies	01-8150-0-5800-001-0000-8110-2096	Printed		16.57
Check # 791700	01	439250	Plumbing Supplies	KULLY SUPPLY (KULLYS/H)	Printed		219.00
Check # 791701	01	439250	Plumbing Supplies	01-8150-0-4300-001-0000-8110-0000	Printed		16.57
Check # 791702	01	439250	Plumbing Supplies	01-8150-0-4300-001-0000-8110-0000	Printed		219.00
Check # 791703	01	439250	Plumbing Supplies	MENDOCINO CITY COMM. SERVS (MCITYC/H)	Printed		709.92
Check # 791704	01	439250	Plumbing Supplies	01-0000-0-5530-001-0000-8200-0000	Printed		95.13
Check # 791705	01	439250	Plumbing Supplies	01-0000-0-5530-001-0000-8200-0000	Printed		1,021.11
Check # 791706	01	439250	Plumbing Supplies	01-0000-0-5530-001-0000-8200-0000	Printed		244.92
Check # 791707	01	439250	Plumbing Supplies	01-0000-0-5530-001-0000-8200-0000	Printed		190.53
Check # 791708	01	439250	Plumbing Supplies	NORTH COAST PLUMBING HEATING & (NCPLUM/1)	Printed		190.53
Check # 791709	01	439250	Plumbing Supplies	01-8150-0-4300-001-0000-8110-0000	Printed		265.00
Check # 791710	01	439250	Plumbing Supplies	01 COMMUNICATIONS (01COMM/1)	Printed		265.00
Check # 791711	01	439250	Plumbing Supplies	63-0000-0-5903-001-0000-6000-0000	Printed		53.93
Check # 791712	01	439250	Plumbing Supplies	OCEAN VIEW RV (OCEANV/1)	Printed		53.93
Check # 791713	01	439250	Plumbing Supplies	01-8150-0-4300-001-0000-8110-0000	Printed		53.93
Check # 791714	01	439250	Plumbing Supplies	OFFICE DEPOT (OFFICD/2)	Printed		53.93
Check # 791715	01	439250	Plumbing Supplies	01-0000-0-4300-220-0000-2700-9009	Printed		204.95
Check # 791716	01	439250	Plumbing Supplies	63-0000-0-4300-001-0000-6000-0000	Printed		43.56
Check # 791717	01	439250	Plumbing Supplies	63-0000-0-4300-001-0000-6000-0000	Printed		12.10

Payment Id	Check #	Check Amt	Status	Printed	Comment
1051075	791697	1,052.30	01	Printed	REDWOOD COAST FUELS (RWCOAS/1)
					Diesel and Regular Fuel for Vehicles
					01-0740-0-4361-001-0000-3600-0000 193.35
					01-1100-0-5520-150-0000-8200-0000 81.24
					01-1100-0-5520-220-0000-8200-0000 93.46
1051423					Diesel and Regular Fuel for Vehicles
					01-0740-0-4361-001-0000-3600-0000 359.47
					01-1100-0-5520-150-0000-8200-0000 151.03
					01-1100-0-5520-220-0000-8200-0000 173.75
3140 MAY 2020	791698	378.81	01	Printed	RHOADS AUTO PARTS INC. (RHOADS/1)
					Auto Repair Parts
					01-8150-0-4300-001-0000-8110-0000 378.81
20520-09	791699	695.00	01	Printed	RIO'S WATER SERVICE (RIORUS/2)
					Testing and Repair Water Systems
					01-8150-0-5800-001-0000-8110-2096 695.00
2005-105846	791700	903.99	01	Printed	ROSSI BUILDING MATERIALS (ROSSIB/1)
					Maintenance Supplies for 19/20 School Year
					01-8150-0-4300-001-0000-8110-0000 499.69
					Supplies 63-0000-0-4300-001-0000-6000-0000 15.13
2005-109902					Maintenance Supplies for 19/20 School Year
					01-8150-0-4300-001-0000-8110-0000 287.84
2005-114082					Supplies 63-0000-0-4300-001-0000-6000-0000 73.92
2005-115084					Supplies 63-0000-0-4300-001-0000-6000-0000 27.41
JUNE 19-20	791701	112,976.25	01	Printed	SISC MEDICAL (SISCME/1)
					Medical Insurance
					01-0000-0-9514-000-0000-0000-0000 112,976.25
MAY SERVICE 2020	791702	63.41	12	Printed	SOLID WASTE OF WILLITS INC (SOLIDWI/1)
					Waste Disposal at Greenwood
					12-6105-0-5540-222-7110-8200-0000 63.41
MAY SERVICE 2020	791703	35,000.00	01	Printed	UKIAH UNIFIED SCHOOL DISTRICT (UKIAHU/1)
					2019/20 Special Education Student Services
					01-0811-0-5100-001-5750-1130-6503 35,000.00
F20-00099	791704	1,095.88	63	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)
					Specialized Services 80.36
					Specialized Services 415576219 188.00
					Specialized Services 48136597 10.00
					Specialized Services 5L242770NA2737215 38.00
					Black Nitrile Gloves 866081443R1563356 101.79
					Amazon, Supplies DP20-00384 21.56
					USAC Charges DP20-00385 1,014.53
					Power System DP20-00386 43.14
					Amazon, Supplies DP20-00387 64.91
					Amazon, Supplies DP20-00388 5.60
					Hello Direct, Supplies DP20-00389 25.53
					Link Technologies, Inc. DP20-00390 350.00
					Specialized Services DP20-00391 10.00

Payment Id	Check #	Check Amt	Status	Printed	Comment	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued
	63	1,095.88				
DP20-00392					Power Cord, Amazon	63-0000-0-4300-001-0000-6000-0000 53.47
DP20-00393					Link Technologies	63-0000-0-5800-001-0000-6000-0000 350.00
DP20-00394					Fisherman's Wharf Credit	01-9003-0-5800-150-1110-4100-8359 1,296.00-
INV13113842					Specialized Services	63-0000-0-5800-001-0000-6000-0000 34.99
Check # 791705	13	1,116.09			US FOODS//DEPT 34766 (USFOOD/2)	
4997056					Blanket PO for Cafeteria Food	13-5310-0-4700-001-0000-3700-0000 1,116.09
Check # 791706	63	414.99			VERIZON WIRELESS (VERIZO/1)	
9296840921					Phone Services	01-0000-0-5902-001-0000-7150-0000 70.64
						01-1100-0-5903-220-0000-2420-6500 41.06
						01-8150-0-5800-001-0000-8110-0000 88.03
						63-0000-0-5902-001-0000-6000-0000 215.26
Check # 791707	01	4,033.75			WAXIE SANITARY SUPPLY (009737/1)	
78994547					Custodial Supplies	01-0000-0-4300-001-0000-8200-0000 3,732.48
79196418					Custodial Supplies	01-0000-0-4300-001-0000-8200-0000 301.27
Check # 791708	63	35.00			WHISPERING PINES WATER (WHISPE/2)	
20200531 MCN					Drinking Water	63-0000-0-5500-001-0000-6000-0000 35.00
Check # 791709	01	21.56			WILLITS POWER (WILLIT/1)	
712368					Maintenance Supplies	01-8150-0-4300-001-0000-8110-0000 21.56
Number of Items	36	182,573.96	Totals for Register 000113			

2020 FUND-OBJ Expense Summary / Register 000113

01-4200	192.52
01-4300	6,558.53
01-4361	552.82
01-4365	3.72
01-5100	35,000.00
01-5200	293.82
01-5520	499.48
01-5530	2,071.08
01-5540	3,300.63
01-5800	3,335.46
01-5902	70.64
01-5903	41.06
01-9110*	176,813.39-

2020 FUND-OBJ Expense Summary / Register 000113 (continued)

01-9330*	11,983.08	
01-9514	112,976.25	
01-9550*		65.70-
Totals for Fund 01	176,879.09	176,879.09-
12-5540	63.41	
12-9110*		63.41-
Totals for Fund 12	63.41	63.41-
13-4700	1,314.87	
13-9110*		1,314.87-
Totals for Fund 13	1,314.87	1,314.87-
63-4300	628.59	
63-5200	156.97	
63-5500	35.00	
63-5800	2,075.88	
63-5902	215.26	
63-5903	1,270.59	
63-9110*		4,382.29-
Totals for Fund 63	4,382.29	4,382.29-
Total for Fiscal Year 2020	182,639.66	182,639.66-
01-4300	673.08	
01-5300	8,610.00	
01-5800	2,700.00	
01-9330*		11,983.08-
Total for Fiscal Year 2021 and Fund 01	11,983.08	11,983.08-
Totals for Register 000113	194,622.74	194,622.74-

* denotes System Generated entry

Net change to Cash 9110 182,573.96-Credit

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Register 000114 - 06/18/2020

Bank Account COUNTY - AP Checks

Payment Id	Check #	Check Amt	Comment	Status	Printed	150.96	72.45	19.00	286.52	98.31	92.00	50.12	93.15	80.00	176.50	308.58	2,400.00	282.03	32.43	321.95	79.50	242.45	
	792112	01	Classroom Supplies	Printed	01-0000-0-4300-150-1110-1000-9009																		
	792113	63	Wireless Mileage 3/9 - 5/6	Printed	63-0000-0-5200-001-0000-6000-0000																		
	792114	01	UPS Shipping Fee for PAN Return	Printed	01-0000-0-5904-001-0000-7200-0000																		
	792115	01	Senior Class Shirts	Printed	01-0000-0-4300-150-1110-1000-9009																		
	792116	63	Supplies, Mileage	Printed	63-0000-0-4300-001-0000-6000-0000																		
	792117	01	Maintenance Mileage 6/8 - 6/12	Printed	01-8150-0-5200-001-0000-8110-0000																		
	792118	01	Mary Rack's Retirement Photo Book	Printed	01-0000-0-4300-150-0000-2700-9009																		
	792119	63	Dispatch Mileage 5/28 - 6/9	Printed	63-0000-0-5200-001-0000-6000-0000																		
	792120	69	Vision Claims 6/8 - 6/12	Printed	69-0000-0-5800-000-0000-6000-0000																		
	792121	13	Dairy for Cafeteria	Printed	13-5310-0-4700-001-0000-3700-0000																		
	792122	01	Graduation Portraits	Printed	01-0000-0-4300-150-1110-1000-9009																		
	792123	01	Speech Therapy Services	Printed	01-6500-0-5800-220-5770-1191-0000																		
	792124	12	Water Monitoring, Greenwood	Printed	12-6105-0-5530-222-7110-8200-0000																		
	792125	63	Shipping Services	Printed	63-0000-0-5904-001-0000-6000-0000																		
	792126	01	Heating Fuel, Multiple Sites	Printed	01-1100-0-5520-150-0000-8200-0000																		
	792127	01	Heating Fuel, Multiple Sites	Printed	01-0000-0-5520-221-0000-8200-0000																		

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 6/18/2020, Ending Check Date = 6/18/2020, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), Jun 19 2020 8:57AM

Payment Id	Comment	Check Amt	Status	Printed	Check #	Check Amt	Status	Printed
1254223	Open PO for Classified Advertising	136.07	Printed	01-0000-0-5811-001-0000-7200-0000	792127	136.07	Printed	136.07
49494	Maintenance, Transportation, Cafeteria Supplies	1,495.74	Printed	01-8150-0-4300-001-0000-8110-0000	792128	1,495.74	Printed	1,495.74
DP20-00397	Phone Services	3.05	Printed	63-0000-0-5903-001-0000-6000-0000	792129	3.05	Printed	3.05
24696158	4 Diplomas	36.81	Printed	01-0000-0-4300-150-1110-1000-9009	792130	36.81	Printed	36.81
520644	Supplies	133.56	Printed	01-8150-0-4300-001-0000-8110-0000	792131	133.56	Printed	133.56
		9.84	Printed	01-8150-0-4300-001-0000-8110-0000		9.84	Printed	9.84
M192753	Custodial Supplies	579.33	Printed	01-0000-0-4300-001-0000-8200-0000	792132	579.33	Printed	579.33
C02002 JUNE 2020	Sewer Service	121.44	Printed	63-0000-0-5530-001-0000-6000-0000	792133	121.44	Printed	121.44
499928622001	Classroom Supplies	82.41	Printed	01-0000-0-4300-150-1110-1000-9009	792134	82.41	Printed	82.41
0483535710-6MAY2020	Electricity for District	3,687.39	Printed	01-0000-0-5510-150-0000-8200-0000	792135	3,687.39	Printed	207.26
4668452137-3JUNE2020	Electricity for District		Printed	01-0000-0-5510-001-0000-8200-0000			Printed	722.23
			Printed	01-0000-0-5510-150-0000-8200-0000			Printed	2,191.33
			Printed	01-0000-0-5510-220-0000-8200-0000			Printed	24.64
			Printed	01-0000-0-5510-221-0000-8200-0000			Printed	163.29
			Printed	01-0000-0-5510-223-0000-8200-0000			Printed	19.25
			Printed	12-6105-0-5510-222-7110-8200-0000			Printed	276.04
21192 A	May Services	2,645.50	Printed	21-0000-0-5800-150-0000-8500-9911	792136	2,645.50	Printed	2,645.50
202501716938	Expode the Code Items	101.49	Printed	01-6300-0-4200-220-5770-1120-0000	792137	101.49	Printed	101.49
201599	Phone Services	2,014.27	Printed	63-0000-0-5903-001-0000-6000-0000	792138	2,014.27	Printed	2,014.27
10341	Soccer Field Unit	53.94	Printed	01-0000-0-5800-150-1110-4200-0000	792139	53.94	Printed	53.94
		1,494.91	Printed	01-0000-0-5800-150-1110-4200-0000	792140	1,494.91	Printed	53.94

Payment Id	Check #	792140	01	01	Check Amt	1,494.91	Status	Printed	XEROX CORPORATION (XEROXC/2) - continued	
010486954	010486954				Copy Machine Rental				01-0000-0-5600-220-0000-2420-0000	271.55
010486956	010486956				Copy Machine Rental				01-0000-0-5600-001-0000-7200-0000	229.23
010486958	010486958				Copy Machine Rental				01-0000-0-5600-220-0000-2700-0000	881.26
010486959	010486959				Copy Machine Rental				01-0000-0-5600-246-0000-2700-0000	56.93
010486960	010486960				Copy Machine Rental				01-0000-0-5600-221-0000-2700-0000	55.94

Number of Items 29 Totals for Register 000114 17,049.91

2020 FUND-OBJ Expense Summary / Register 000114

01-4200	101.49		
01-4300	3,133.87		
01-5200	92.00		
01-5510	3,604.04		
01-5520	321.95		
01-5600	1,494.91		
01-5800	2,453.94		
01-5811	136.07		
01-5904	19.00		
01-9110*		11,347.43-	
01-9550*		9.84-	
Totals for Fund 01	11,357.27	11,357.27-	
12-5510	83.35		
12-5530	282.03		
12-9110*		365.38-	
Totals for Fund 12	365.38	365.38-	
13-4700	176.50		
13-9110*		176.50-	
Totals for Fund 13	176.50	176.50-	
21-5800	2,645.50		
21-9110*		2,645.50-	
Totals for Fund 21	2,645.50	2,645.50-	
63-4300	41.96		
63-5200	221.95		
63-5530	121.44		

2020 FUND-OBJ Expense Summary / Register 000114 (continued)

63-5903	2,017.32	
63-5904	32.43	
63-9110*		2,435.10-
Totals for Fund 63	2,435.10	2,435.10-
69-5800	80.00	
69-9110*		80.00-
Totals for Fund 69	80.00	80.00-
Totals for Register 000114	17,059.75	17,059.75-

* denotes System Generated entry

Net change to Cash 9110 17,049.91 - Credit

ReqPay04b

Check Register with Accounts

Register 000115 - 06/25/2020

Bank Account COUNTY - AP Checks

Payment Id	Check #	Check Amt	Status	Printed	Comment	Check Amt
EP20-00326	01	151.80	Printed		Lunch Delivery to Compitche and Albion	151.80
EP20-00328	01	32.19	Printed		Spelling Dictionary, Timers	32.19
EP20-00329	01	587.43	Printed		Food for Families, Delivery Mileage	587.43
EP20-00330	01	83.95	Printed		Food for Families, Delivery Mileage	83.95
		184.62	Printed			184.62
		74.18	Printed			74.18
		90.00	Printed			90.00
EP20-00327	01	304.09	Printed		10 ChessKid Accounts	304.09
EP20-00331	01	230.00	Printed		Extra Meeting Mileage	230.00
EP20-00325	01	40.27	Printed		American Flag	40.27
MS-7420	01	10,174.09	Printed		Aeries Software License/Support, Communications	10,174.09
DP20-00406	01	686.50	Printed		Vision Claims 6/15 - 6/19	686.50
JUNE 19-20		98.00	Printed		Dental Benefits	98.00
Check # 792648	63	515.30	Printed		AT&T (00AT&T/1)	515.30
707937-40496539MAY20		254.39	Printed		Telephone Services	254.39
70793740496539JUNE20		260.91	Printed		Telephone Services	260.91
Check # 792649	01	3,655.00	Printed		AP EXAMS (COLLEG/2)	3,655.00
EP96659634	63	3,987.00	Printed		43 Used AP Examinations	3,987.00
Check # 792651	01	163.31	Printed		Electrical Work at MCN	163.31
489	63	149.95	Printed		2020 Grad Banners	149.95
Check # 792652	63	149.95	Printed		Supplies	149.95
1100736347	01	755.59	Printed		HS Caps and Gowns	755.59
Check # 792653	01	370.08	Printed			370.08
2075	01		Printed			

Payment Id	Comment	Check Amt	Status	Printed	JOSTENS (JOSTEN/1) - continued	
Check # 792654		370.08		Printed	01-0000-0-4300-150-1110-1000-9009	370.08
24681374	Diplomas					
Check # 792655		1,190.00		Printed	MATT ROWLAND EVENTS (MATTRO/1)	
DP20-00402	Graduation 2020 for MHS, Decoration				01-0000-0-5800-150-1110-1000-9009	795.00
DP20-00403	MCHS 2020 Graduation Decoration				01-0000-0-5800-150-1110-1000-9009	395.00
Check # 792656		80.00		Printed	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)	
5-31-20 HIGH SCHOOL	Dispenser Rental				01-0000-0-4300-199-1110-1000-9009	20.00
5-31-20 K8	Dispenser Rental				01-0000-0-4300-220-1110-1000-9009	60.00
Check # 792657		1,851.50		Printed	NELSON, LILAH (LNELSO/1)	
DP20-00401	Transportation Mileage, Alistair				01-0740-0-5800-220-7110-3600-6500	1,851.50
Check # 792658		722.71		Printed	OFFICE DEPOT (OFFICD/2)	
499928623001	Classroom Supplies				01-0000-0-4300-150-1110-1000-9009	6.47
504142572001	Office and Classroom Supplies				01-0000-0-4300-150-0000-2700-9009	537.18
					01-0000-0-4300-150-1110-1000-9009	179.06
Check # 792659		126.85		Printed	SAFEWAY INC. (SAFEWA/2)	
151360 JUNE 2020	Cafeteria Food				13-5310-0-4700-001-0000-3700-0000	72.44
					13-5310-0-4700-001-0000-3700-8634	54.41
Check # 792660		500.00		Printed	SCHOOL INNOVATION & ACHIEVEMNT ATTN ACCTS RECEIVABLE (SCHINN/2)	
0138484-IN	SARC Services, Annual				01-0000-0-5800-001-0000-7200-0000	500.00
Check # 792661		200.73		Printed	SCOE (00SCOE/1)	
IN20-03066	PANS for Registration Packets				01-0000-0-4300-001-0000-7200-0000	56.63
IN20-03070	Employee Expense Forms and Envelopes				01-0000-0-4300-001-0000-7200-0000	144.10
Check # 792662		1,800.81		Printed	STREAKWAVE (STREAK/1)	
877015	Supplies				63-0000-0-4300-001-0000-6000-0000	518.72
877035	Supplies				63-0000-0-4300-001-0000-6000-0000	871.12
879122	Phone Equipment				63-0000-0-4300-001-0000-6000-0000	118.66
879301	Phone Equipment				63-0000-0-4300-001-0000-6000-0000	292.31
Check # 792663		3,790.02		Printed	TPX COMMUNICATIONS (TPXCOM/1)	
130792416-0	Phone Services				63-0000-0-5903-001-0000-6000-0000	3,790.02
Check # 792664		1,230.14		Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)	
DP20-00399	Laplap Carrying Bags, Amazon				01-0000-0-4300-220-1110-1000-9009	147.98
DP20-00400	6 Digital Thermometers, Amazon				01-0000-0-4300-220-0000-2700-9009	386.02
DP20-00404	Woodsmith Subscription				01-0000-0-4300-150-1110-1000-9009	31.99
DP20-00405	Classroom Supplies, Amazon				01-0000-0-4300-150-1110-1000-9009	664.15
Check # 792665		515.70		Printed	XEROX CORPORATION (XEROXC/2)	
010486953	Copy Machine Rental				01-0000-0-5600-001-0000-7200-0000	212.96

Payment Id	Check #	Check Amt	Status	Printed	Comment	XEROX CORPORATION (XEROXC/2) - continued	
010486953	792665	01	515.70		Copy Machine Rental	01-0000-0-5600-150-0000-2420-0000	19.93
						01-0000-0-5600-150-0000-2700-0000	22.30-
						01-0000-0-5600-155-0000-2700-0000	10.75
						01-0000-0-5600-220-0000-2420-0000	15.30
						01-0000-0-5600-220-0000-2700-0000	125.99-
						01-0000-0-5600-221-0000-2700-0000	17.49
						01-0000-0-5600-246-0000-2700-0000	18.38
						12-6105-0-5600-222-7110-1000-0000	6.93
010486955					Copy Machine Rental	01-0000-0-5600-001-0000-7200-0000	218.22
						01-0000-0-5600-150-0000-2420-0000	19.07
						01-0000-0-5600-150-0000-2700-0000	21.33-
						01-0000-0-5600-155-0000-2700-0000	10.28
						01-0000-0-5600-220-0000-2420-0000	14.64
						01-0000-0-5600-220-0000-2700-0000	120.55-
						01-0000-0-5600-221-0000-2700-0000	16.74
						01-0000-0-5600-246-0000-2700-0000	17.59
						12-6105-0-5600-222-7110-1000-0000	6.63
010486957					Copy Machine Rental	01-0000-0-5600-001-0000-7200-0000	274.71
						01-0000-0-5600-150-0000-2420-0000	24.69
						01-0000-0-5600-150-0000-2700-0000	27.63-
						01-0000-0-5600-155-0000-2700-0000	13.31
						01-0000-0-5600-220-0000-2420-0000	18.95
						01-0000-0-5600-220-0000-2700-0000	156.10-
						01-0000-0-5600-221-0000-2700-0000	21.67
						01-0000-0-5600-246-0000-2700-0000	22.78
						12-6105-0-5600-222-7110-1000-0000	8.58
Check # 792666	63	Check Amt	111.54	Status	Printed	DexYP (0000YP/1)	111.54
800438395	6-20	Yellow Pages Advertising				63-0000-0-5811-001-0000-6000-0000	
Number of Items	27		33,922.60		Totals for Register 000115		

2020 FUND-OBJ Expense Summary / Register 000115

01-4300	6,906.45
01-5200	539.93
01-5600	493.56
01-5800	3,345.59
01-9110*	
01-9330*	11,446.96
	23,320.99-

2020 FUND-OBJ Expense Summary / Register 000115 (continued)

01-9514	588.50	
Totals for Fund 01	23,320.99	23,320.99-
12-5600	22.14	
12-9110*		22.14-
Totals for Fund 12	22.14	22.14-
13-4700	126.85	
13-9110*		126.85-
Totals for Fund 13	126.85	126.85-
63-4300	1,950.76	
63-5800	3,987.00	
63-5811	111.54	
63-5903	4,305.32	
63-9110*		10,354.62-
Totals for Fund 63	10,354.62	10,354.62-
69-5800	98.00	
69-9110*		98.00-
Totals for Fund 69	98.00	98.00-
Total for Fiscal Year 2020	33,922.60	33,922.60-
01-4300	772.87	
01-5800	10,674.09	
01-9330*		11,446.96-
Total for Fiscal Year 2021 and Fund 01	11,446.96	11,446.96-
Totals for Register 000115	45,369.56	45,369.56-

* denotes System Generated entry

Net change to Cash 9110 33,922.60- Credit

Payment Id	Check #	Check Amt	Status	Printed	Comment	Check Amt
	DP20-00407	24.75	Printed		KYLIE FELICICH (KYLIE FELIC - Payee)	24.75
	Check # 793082	13			13- 5310-0- 8634- 220- 0000- 0000- 0000	
	EP20-00337	30.36	Printed		AUM, WINDSPIRIT (001450 - Emp)	30.36
	Check # 793083	01			01- 0000-0- 5200- 001- 0000- 7110- 0000	
	EP20-00333	104.65	Printed		BLUCH, ROB A (000030 - Emp)	104.65
	Check # 793084	63			63- 0000-0- 5200- 001- 0000- 6000- 0000	
	EP20-00336	18.52	Printed		GAY, JAMES W (001461 - Emp)	18.52
	Check # 793085	01			01- 0000-0- 5200- 001- 0000- 7110- 0000	
	EP20-00335	53.92	Printed		HAHN, TOBIN C (000085 - Emp)	53.92
	Check # 793086	01			01- 0001-0- 4300- 150- 1110- 1000- 1119	
	EP20-00341	227.99	Printed		JIMENEZ, MARTHA C (001455 - Emp)	227.99
	Check # 793087	01			01- 0001-0- 4300- 001- 0000- 3130- 0814	
	EP20-00340	287.82	Printed		LEVY, ANNA (000277 - Emp)	287.82
	Check # 793088	01			01- 0001-0- 4300- 001- 0000- 3130- 0814	
	EP20-00332	125.00	Printed		MCDONELL, CECILIA (000138 - Emp)	125.00
	Check # 793089	01			01- 0001-0- 5200- 001- 0000- 3130- 0814	
	EP20-00338	35.88	Printed		MOORE, JERRY L (000144 - Emp)	35.88
	Check # 793090	63			63- 0000-0- 5200- 001- 0000- 6000- 0000	
	EP20-00339	7.71	Printed		MORTON, MARK D (000148 - Emp)	7.71
	Check # 793091	01			01- 0000-0- 5200- 001- 0000- 7110- 0000	
	EP20-00334	144.32	Printed		RICE, OTTOPASKAL D (000242 - Emp)	144.32
	Check # 793092	01			01- 8150-0- 5200- 001- 0000- 8110- 0000	
	EP20-00342	27.60	Printed		SCHAEFFER, MICHAEL M (000190 - Emp)	27.60
	Check # 793093	01			01- 8150-0- 5200- 001- 0000- 8110- 0000	
	EP20-00339	1,350.00	Printed		ACSA (00ACSA/1)	1,350.00
	Check # 793094	01			01- 0000-0- 5300- 001- 0000- 7150- 0000	
	EP20-00342	85.00	Printed		ALPHA ANALYTICAL LABS INC (ALPHA/1)	85.00
	Check # 793095	01			01- 8150-0- 5800- 001- 0000- 8110- 2096	
	EP20-00339	1,945.21	Printed		SYNCB/AMAZON (AMAZON/2)	1,945.21
	Check # 793096	01			01- 0000-0- 4300- 001- 0000- 7200- 0000	
	433593474859				Water Filters for District Office	64.56
	439499346486				White Out for District Office	4.77
	446943343564				Classroom Supplies	40.52

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 7/9/2020, Ending Check Date = 7/9/2020, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Payment Id	Comment	Check Amt	Status	Printed	SYNCB/AMAZON (AMAZON/2) - continued	
Check # 793096	01	1,945.21				
44958568646	Classroom Supplies				01-0000-0-4300-150-1110-1000-9009	64.26
456348534589	Note Pads and Composition Book				01-0000-0-4300-150-1110-1000-9009	127.20
464455497345	Classroom Supplies				01-0000-0-4300-150-1110-1000-9009	37.82
488446385687	Note Pads and Composition Book				01-0000-0-4300-150-1110-1000-9009	9.06
564794439484	Classroom Supplies				01-0000-0-4300-150-1110-1000-9009	229.31
639575978548	Classroom Supplies				01-0000-0-4300-150-1110-1000-9009	13.80
733849688499	Laptop Cases				01-0000-0-4300-150-1110-1000-9009	603.60
736538656487	Classroom Supplies				01-0000-0-4300-150-1110-1000-9009	23.31
756874484954	Classroom Supplies				01-0000-0-4300-150-1110-1000-9009	110.50
783546345965	Classroom Supplies				01-0000-0-4300-150-1110-1000-9009	9.68
797985869485	Classroom Supplies				01-0000-0-4300-150-1110-1000-9009	25.54
858937574566	Note Pads and Composition Book				01-0000-0-4300-150-1110-1000-9009	42.40
89688835445	Supplies				63-0000-0-4300-001-0000-6000-0000	430.42
943485843993	Classroom Supplies				01-0000-0-4300-150-1110-1000-9009	32.93
975973547985	Easel Pad				01-0000-0-4300-150-1110-1000-9009	44.76
PO21-00008	Classroom Supplies				01-0000-0-4300-150-1110-1000-9009	30.77
Check # 793097	01	3,109.70			APPLE INC (APPLEC/2)	
AC22802730	Laptops for Megan P., Derek H.				01-0000-0-4400-001-1110-2420-1171	353.08
					01-0000-0-4400-150-1110-1000-9009	6.46
					01-0000-0-4400-220-1110-1000-9009	6.46
AC23340347	Laptops for Megan P., Derek H.				01-0000-0-4400-001-1110-2420-1171	2,503.32
					01-0000-0-4400-150-1110-1000-9009	45.76
					01-0000-0-4400-220-1110-1000-9009	45.76
AC23869904	Laptops for Megan P., Derek H.				01-0000-0-4400-001-1110-2420-1171	143.60
					01-0000-0-4400-150-1110-1000-9009	2.63
					01-0000-0-4400-220-1110-1000-9009	2.63
Check # 793098	69	117.50			ARROW BENEFITS GROUP (009731/1)	
DP20-00409	Vision Claims 6/22 - 6/26				69-0000-0-5800-000-0000-6000-0000	117.50
Check # 793099	01	776.37			AT&T (AT&TC3/2)	
14913575	Telephone Services				01-0000-0-5903-001-0000-7200-0000	101.63
					01-0000-0-5903-150-0000-2700-0000	174.57
					01-0000-0-5903-155-3100-2700-0000	19.68
					01-0000-0-5903-220-0000-2700-0000	231.73
					01-0000-0-5903-221-0000-2700-0000	58.09
					01-0000-0-5903-246-0000-2700-0000	76.72
					01-0740-0-5903-001-0000-3600-0000	18.02
					12-6105-0-5903-222-7110-8200-0000	57.70
14913914	Telephone Services				01-0000-0-5903-150-0000-2700-0000	20.21

Payment Id	Check #	Check Amt	Status	Printed	Comment	Check Amt	Status	Printed
	793099		776.37		AT&T (AT&TC3/2) - continued			
	14913915		01-0000-0-5903-220-0000-2700-0000		Telephone Services			18.02
	793100		1,000.00		US POSTAL SERVICE (CMRS-FP) (CMRSFP/1)			
	7-2-20		01-0000-0-5904-001-0000-7200-0000		Postage for District			1,000.00
	793101		3,359.28		WASTE MANAGEMENT-UJKIAH (0EMPWM/2)			
	1620-2561-3		01-0000-0-5540-150-0000-8200-0000		Garbage Collection			1,419.42
			01-0000-0-5540-220-0000-8200-0000		Garbage Collection			1,502.40
			01-0000-0-5540-001-0000-8200-0000		Garbage Collection			310.11
			01-0000-0-5540-221-0000-8200-0000		Garbage Collection			43.72
			01-0000-0-5540-246-0000-8200-0000		Garbage Collection			83.63
	793102		269.43		FRANCOTYP-POSTALIA, INC. (FPMAIL/1)			
	R1104513168		01-0000-0-5600-001-0000-7200-0000		Postage Meter Rental			119.58
	R1104521453		01-0000-0-4300-001-0000-7200-0000		Ink Cartridges for Postage Meter			149.85
	793103		579.33		MENDES SUPPLY COMPANY (MENDES/1)			
	M192753-00		01-0000-0-4300-001-0000-8200-0000		Custodial Supplies			579.33
	793104		150.00		MENDOCINO CHAMBER OF COMMERCE (MCHAMB/1)			
	DP21-00010		01-0000-0-5300-001-0000-7200-0000		Annual Membership			150.00
	793105		425.00		MENDOCINO HIGH SCHOOL SB (MHSSTU/1)			
	DP20-00408		01-0000-0-4300-150-1110-1000-9009		Yearbooks for HS and Students in Need			255.00
			01-0001-0-4300-150-0000-3130-1137					170.00
	793106		401.60		NETWORK TECHNOLOGIES INC (NETWORK/1)			
	240724		63-0000-0-4300-001-0000-6000-0000		Supplies			401.60
	793107		198.62		OFFICE DEPOT (OFFICD/2)			
	504142573001		01-0000-0-4300-150-0000-2700-9009		Office and Classroom Supplies			19.24
			01-0000-0-4300-150-1110-1000-9009					6.41
	504142574001		01-0000-0-4300-150-0000-2700-9009		Office and Classroom Supplies			10.99
			01-0000-0-4300-150-1110-1000-9009					3.66
	504142576001		01-0000-0-4300-150-0000-2700-9009		Office and Classroom Supplies			118.74
			01-0000-0-4300-150-1110-1000-9009					39.58
	793108		3,971.08		PG&E (00PG&E/1)			
	6905412483-4JUNE2020		01-0000-0-5510-006-0000-8200-0000		Electricity for District			1,153.41
	8658020613-3MAY2020		01-0000-0-5510-246-0000-8200-0000		Electricity for District			2,817.67
	793109		879.08		PROMEVO LLC (PROMEVI/2)			
	147478		01-0000-0-4400-199-1110-2420-1171		Chromebooks for Emily			879.08
	793110		63.41		SOLID WASTE OF WILLITS INC (SOLIDWI/1)			
	05-229943-1JUNE2020		12-6105-0-5540-222-7110-8200-0000		Waste Disposal at Greenwood			63.41

ReqPay04b

Check Register with Accounts

Register 000116 - 07/09/2020

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check #	Check Amt	Status	Printed	Check Amt	Status	Printed
20 SF-35715	Cafe Food from State Commodities	13	290.70	Printed	13-5310-0-4700-001-0000-3700-0000	290.70	Printed	290.70
Check # 793112	Employee Life Insurance	01	980.68	Printed	SUN LIFE FINANCIAL (SUNLIF/1)	980.68	Printed	980.68
Check # 793113	Shipping Services	63	32.08	Printed	UPS (000UPS/1)	32.08	Printed	32.08
0000808W56250	Financial Planning Services, HS Bond	01	9,500.00	Printed	URBAN FUTURES, INC. (URBANF/1)	9,500.00	Printed	9,500.00
Check # 793115	Specialized Services	63	2,764.66	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)	2,764.66	Printed	2,764.66
05997622-IN	Specialized Services				63-0000-0-5800-001-0000-6000-0000	68.60		68.60
416039755	Specialized Services				63-0000-0-5800-001-0000-6000-0000	188.00		188.00
48592146	Specialized Services				63-0000-0-5800-001-0000-6000-0000	10.00		10.00
6-16-20	Specialized Services				63-0000-0-5800-001-0000-6000-0000	34.99		34.99
6-19-20	Specialized Services				63-0000-0-5800-001-0000-6000-0000	38.00		38.00
DP20-00410	Link Technologies, Network Support				63-0000-0-5800-001-0000-6000-0000	175.00		175.00
DP20-00411	BRS Media				63-0000-0-5800-001-0000-6000-0000	500.00		500.00
DP20-00412	Amazon, Headphones				63-0000-0-4300-001-0000-6000-0000	28.04		28.04
DP20-00413	Amazon, Wire Pulling System				63-0000-0-4300-001-0000-6000-0000	349.51		349.51
DP20-00414	Mendocino Automotive and Towing				63-0000-0-5800-001-0000-6000-0000	150.00		150.00
DP20-00415	Amazon, Cordless Vacuum				63-0000-0-4300-001-0000-6000-0000	106.00		106.00
DP20-00416	Amazon, Flash Drives				63-0000-0-4300-001-0000-6000-0000	75.47		75.47
DP20-00417	TechSmith				63-0000-0-5800-001-0000-6000-0000	49.95		49.95
DP20-00418	USAC				63-0000-0-5800-001-0000-6000-0000	200.50		200.50
DP20-00419	Cables for Less				63-0000-0-4300-001-0000-6000-0000	258.56		258.56
DP20-00420	Amazon, Connectors				63-0000-0-4300-001-0000-6000-0000	16.28		16.28
DP20-00421	Key Case, Cable Coupler				63-0000-0-4300-001-0000-6000-0000	8.51		8.51
DP20-00422	Link Technologies				63-0000-0-4300-001-0000-6000-0000	74.89		74.89
DP20-00423	Alcohol Prep Pads				63-0000-0-5800-001-0000-6000-0000	262.50		262.50
DP20-00424	Digital Thermometer				63-0000-0-4300-001-0000-6000-0000	53.90		53.90
DP20-00425	Line Tester				63-0000-0-4300-001-0000-6000-0000	64.71		64.71
TOR82946199M392966	Specialized Services				63-0000-0-5800-001-0000-6000-0000	43.53		43.53
Check # 793116	Phone Services	63	459.99	Printed	VERIZON WIRELESS (VERIZO/1)	24.00	Printed	24.00
9304900741	Phone Services				01-0000-0-5902-001-0000-7150-0000	115.64		115.64
					01-1100-0-5903-220-0000-2420-6500	41.06		41.06
					01-8150-0-5800-001-0000-8110-0000	88.03		88.03
					63-0000-0-5902-001-0000-6000-0000	215.26		215.26
Check # 793117	WAXIE SANITARY SUPPLY (009737/1)	01	2,273.88	Printed	WAXIE SANITARY SUPPLY (009737/1)	2,273.88	Printed	2,273.88

Payment Id	Check #	Check Amt	Status	Printed	Comment
	793117	2,273.88			WAXIE SANITARY SUPPLY (009737/1) - continued
	79090281A				01- 0000- 0- 4300- 001- 0000- 8200- 0000
	79196423				01- 0000- 0- 4300- 001- 0000- 8200- 0000
	79265878				01- 0000- 0- 4300- 001- 0000- 8200- 0000
	793118	48.42			XEROX CORPORATION (XEROXC/2)
	010606920				12- 6105- 0- 5600- 222- 7110- 1000- 0000
	793119	369.00			XIO INC. (XIOINC/1)
	201210188				01- 8150- 0- 5800- 001- 0000- 8110- 0000

Number of Items 38 Totals for Register 000116 36,488.54

2021 FUND-OBJ Expense Summary / Register 000116

01-4300	1,570.51
01-4400	3,988.78
01-5300	1,500.00
01-5600	119.58
01-5800	369.00
01-5813	125.00
01-5904	1,000.00
01-9110*	31,901.51-
01-9500*	22,247.96
01-9514	980.68
Totals for Fund 01	31,901.51
12-9110*	169.53-
12-9500*	169.53
Totals for Fund 12	169.53
13-9110*	315.45-
13-9500*	315.45
Totals for Fund 13	315.45
63-9110*	3,984.55-
63-9500*	3,984.55
Totals for Fund 63	3,984.55
69-9110*	117.50-
69-9500*	117.50

2021 FUND-OBJ Expense Summary / Register 000116 (continued)

Totals for Fund 69	117.50	117.50-
Totals for Register 000116	36,488.54	36,488.54-

2020 FUND-OBJ Summary / Register 000116

01-4300	3,907.24	
01-5200	461.96	
01-5510	3,971.08	
01-5540	3,359.28	
01-5800	173.03	
01-5902	115.64	
01-5903	759.73	
01-6250	9,500.00	
01-9502*		22,247.96-
Totals for Fund 01	22,247.96	22,247.96-

12-5540	63.41	
12-5600	48.42	
12-5903	57.70	
12-9502*		169.53-
Totals for Fund 12	169.53	169.53-

13-4700	290.70	
13-8634	24.75	
13-9502*		315.45-
Totals for Fund 13	315.45	315.45-

63-4300	1,911.42	
63-5200	140.53	
63-5800	1,701.54	
63-5902	215.26	
63-5904	32.08	
63-9502*		3,984.55-
63-9550*		16.28-
Totals for Fund 63	4,000.83	4,000.83-

69-5800	117.50	
69-9502*		117.50-

2020 FUND-OBJ Summary / Register 000116 (continued)

Totals for Fund 69	117.50	117.50-
Total for Fiscal Year 2020	26,851.27	26,851.27-
01-4300	1,570.51	
01-4400	3,988.78	
01-5300	1,500.00	
01-5600	119.58	
01-5800	369.00	
01-5813	125.00	
01-5904	1,000.00	
01-9110*		31,901.51-
01-9500*	22,247.96	
01-9514	980.68	
Totals for Fund 01	31,901.51	31,901.51-
12-9110*		169.53-
12-9500*	169.53	
Totals for Fund 12	169.53	169.53-
13-9110*		315.45-
13-9500*	315.45	
Totals for Fund 13	315.45	315.45-
63-9110*		3,984.55-
63-9500*	3,984.55	
Totals for Fund 63	3,984.55	3,984.55-
69-9110*		117.50-
69-9500*	117.50	
Totals for Fund 69	117.50	117.50-
Total for Fiscal Year 2021	36,488.54	36,488.54-
Totals for Register 000116	63,339.81	63,339.81-

* denotes System Generated entry

Net change to Cash 9110 36,488.54-Credit

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Payment Id	Comment	Check Amt	7.82	Status	Printed	MOORE, JERRY L (000144 - Emp)	7.82
Check # 793579	63	Mileage 6/23	7.82	Status	Printed	MOORE, JERRY L (000144 - Emp)	7.82
EP21-00002	01		576.42	Status	Printed	PORTER, IANA T (001441 - Emp)	
Check # 793580	01	Classroom Supplies	27.60	Status	Printed	STARKWEATHER, MATTHEW A (001214 - Emp)	27.60
EP20-00344		Classroom Supplies	495.00	Status	Printed	ALPHA ANALYTICAL LABS INC (ALPHA/A/1)	456.18
EP21-00003		Classroom Supplies	4,096.39	Status	Printed	APPLE INC (APPLEC/2)	120.24
Check # 793581	63	Dispatch Mileage 6/10 - 6/26	4,096.39	Status	Printed	APPLE INC (APPLEC/2)	
EP20-00343	01	Water Testing and Treatment	17,600.00	Status	Printed	AUM CONSTRUCTION INC (AUMCON/1)	495.00
Check # 793582	01	Laptop for Marshall	1,146.59	Status	Printed	BANDWIDTH INC. (BANDWI/1)	
0064459-MENU5D		K8 New Teacher	750.00	Status	Printed	CYNTHIA AUDIO (CAUDO/1)	1,146.59
Check # 793583	01	Laptop for Marshall	206.87	Status	Printed	DELL MARKETING LP (DELLMA/2)	
AC25293860		Laptop for Marshall	4,647.29	Status	Printed	EYEP SOLUTIONS (EYEPSO/1)	750.00
AC25348574		Laptop for Marshall	32.91	Status	Printed	FEDERAL EXPRESS CORP. (FEDEXC/1)	
AC25926833		Laptop for Marshall	1,578.78	Status	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)	1,578.78
AC26237149		Laptop for Marshall	2,571.74	Status	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)	2,571.74
AC26255336		Laptop for Marshall	206.87	Status	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)	206.87
AC26277716		Laptop for Marshall	4,647.29	Status	Printed	EYEP SOLUTIONS (EYEPSO/1)	4,647.29
AC26287015		K8 New Teacher	32.91	Status	Printed	FEDERAL EXPRESS CORP. (FEDEXC/1)	32.91
Check # 793584	14	Repairs at Comptche School	1,146.59	Status	Printed	BANDWIDTH INC. (BANDWI/1)	1,146.59
6-29-20	63	Blanket PO for Phone Service	750.00	Status	Printed	CYNTHIA AUDIO (CAUDO/1)	750.00
Check # 793585	01	Speech Therapy Services	4,150.52	Status	Printed	DELL MARKETING LP (DELLMA/2)	4,150.52
324426	01	Laptop for Kim B.	1,578.78	Status	Printed	DELL MARKETING LP (DELLMA/2)	1,578.78
Check # 793586	01	Desktops for Jeanne and Tracy	2,571.74	Status	Printed	DELL MARKETING LP (DELLMA/2)	2,571.74
DP20-00427	01	Water Monitoring, Greenwood	206.87	Status	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)	206.87
Check # 793587	01	Extreme Wireless Renewal, 3 year	4,647.29	Status	Printed	EYEP SOLUTIONS (EYEPSO/1)	4,647.29
10402887412			32.91	Status	Printed	FEDERAL EXPRESS CORP. (FEDEXC/1)	32.91
10405448852	12		1,578.78	Status	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)	1,578.78
Check # 793588	12		2,571.74	Status	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)	2,571.74
20144	01		206.87	Status	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)	206.87
Check # 793589	01		4,647.29	Status	Printed	EYEP SOLUTIONS (EYEPSO/1)	4,647.29
20-242	63		32.91	Status	Printed	FEDERAL EXPRESS CORP. (FEDEXC/1)	32.91
Check # 793590	63		1,578.78	Status	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)	1,578.78

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 7/16/2020, Ending Check Date = 7/16/2020, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Payment Id	Comment	Check Amt	Status	Printed	FEDERAL EXPRESS CORP. (FEDEXC/1) - continued	32.91
Check # 793590	Shipping Services	63	Printed	63-0000-0-5904-001-0000-6000-0000		32.91
7-050-26284						
Check # 793591	Water Testing, Treatment	01	Printed	01-8150-0-5800-001-0000-8110-2096	FEINER, DONNA (DFEINE/1)	1,524.00
JUNE 2020						
Check # 793592	Ferrell Gas (FERREL/1)	01	Printed	01-1100-0-5520-150-0000-8200-0000		1,524.00
1111896559	Heating Fuel, Multiple Sites					206.43
1111976414	Heating Fuel, Multiple Sites					375.55
1112091321	Heating Fuel, Multiple Sites					439.60
Check # 793593	FORT BRAGG ADVOCATE NEWS MENDOCINO BEACON (FBADVO/2)	01	Printed	63-0000-0-5800-001-0000-6000-0000		343.00
1257433	Advertising					
1257489	Open PO for Classified Advertising					1,109.23
Check # 793594	GEORGE PETERSEN INSURANCE (GEORGE/1)	63	Printed	01-0000-0-5811-001-0000-7200-0000		1,278.52
50735	Insurance					
Check # 793595	GHD INC. (000GHD/2)	01	Printed	63-0000-0-5400-001-0000-6000-0000		1,278.52
145337	Project 11136611					
Check # 793596	HARE CREEK NURSERY & POWER (HARECR/1)	01	Printed	01-0000-0-5800-001-0000-8100-0000		5,938.21
539522	Groundskeeping Supplies					152.54
539886	Groundskeeping Supplies					66.84
Check # 793597	CYPRESS HOLDINGS INC (HARVES/2)	13	Printed	01-0000-0-4300-001-0000-8110-0000		14.20
49062 JUNE 2020	Maintenance, Transportation, Cafeteria Supplies					
Check # 793598	INSIGHT PUBLIC SECTOR (INSIGH/1)	63	Printed	13-5310-0-4700-001-0000-3700-0000		281.56
1100743935	Supplies					79.29
1100745225	Supplies					202.27
Check # 793599	KEMPER ENVIRONMENTAL (KEMPER/1)	01	Printed	63-0000-0-4300-001-0000-6000-0000		120.00
1549	Water Testing					
Check # 793600	KONE INC (KONEIN/2)	01	Printed	01-8150-0-5800-001-0000-8110-2096		817.89
959598715	Elevator Servicing					817.89
Check # 793601	MENDOCINO CHAMBER OF COMMERCE (MCHAMB/1)	63	Printed	01-8150-0-5800-001-0000-8100-2099		365.00
DP21-00011	Annual Membership					
Check # 793602	MENDOCINO CITY COMM. SERV'S (MCITYC/1)	01	Printed	63-0000-0-5300-001-0000-6000-0000		2,071.08
CO2040-193	Sewer Service					244.92
CO2000 CO2001 CO2003	Sewer Service					1,826.16
Check # 793603	NORVELL'S (NORVEL/1)	01	Printed	01-0000-0-5530-001-0000-8200-0000		18.13
93395	Paint and Supplies					
Check # 793604	O1 COMMUNICATIONS (O1COMM/1)	63	Printed	01-8150-0-4300-001-0000-8110-0000		265.00

ReqPay04b

Check Register with Accounts

Register 000117 - 07/16/2020

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	Status	Printed
Check # 793604	63	265.00	Status	Printed
8856200701	Phone Services	63-0000-0-5903-001-0000-6000-0000		01 COMMUNICATIONS (01COMM/1) - continued
Check # 793605	21	1,852.50	Status	Printed
DP20-00428	Bond Project Services	21-0000-0-6200-001-0000-8500-9911		ORBACK HUFF SUAREZ + HENDERSON (ORBACH/1)
Check # 793606	01	13,186.31	Status	Printed
148036	Chromebooks for HS 1 to 1 Program	01-0000-0-4400-150-1110-2420-1171		PROMEVO LLC (PROME/2)
Check # 793607	21	98,698.50	Status	Printed
21292	Architectural Services	21-0000-0-6200-150-0000-8500-9911		QUATTROCCHI KWOK ARCHITECTS (QUATTR/1)
Check # 793608	01	3,566.18	Status	Printed
2006-120778	Maintenance Supplies	01-8150-0-4300-001-0000-8110-0000		ROSSI BUILDING MATERIALS (ROSSIB/1)
2006-123468 A	Supplies	63-0000-0-4300-001-0000-6000-0000		
2006-124187 A	Supplies	63-0000-0-4300-001-0000-6000-0000		
2006-125316	Maintenance Supplies	01-8150-0-4300-001-0000-8110-0000		
2006-126804	Maintenance Supplies	01-8150-0-4300-001-0000-8110-0000		
2006-126808	Maintenance Supplies	01-8150-0-4300-001-0000-8110-0000		
2006-127811	Supplies	63-0000-0-4300-001-0000-6000-0000		
2006-130247 A	Supplies	63-0000-0-4300-001-0000-6000-0000		
2006-135001 A	Supplies	63-0000-0-4300-001-0000-6000-0000		
2006-135070	Supplies	63-0000-0-4300-001-0000-6000-0000		
2006-135174	Supplies	63-0000-0-4300-001-0000-6000-0000		
2006-137031	Maintenance Supplies	01-8150-0-4300-001-0000-8110-0000		
Check # 793609	01	108,595.25	Status	Printed
JULY 20-21	Medical Insurance	01-0000-0-9514-000-0000-0000-0000		SISC MEDICAL (SISCME/1)
Check # 793610	01	32.00	Status	Printed
456488-2020	Fingerprinting	01-0000-0-5814-001-0000-7200-0000		CA DEPT OF JUSTICE (STOFC2/1)
Check # 793611	01	135.00	Status	Printed
DP21-00012	Sp Ed Law Update	01-0811-0-4300-001-5770-1120-0000		US BANK CORPORATE PAYMENT SYS (USBANK/2)
Check # 793612	63	21.25	Status	Printed
20200630 MCN	Drinking Water	63-0000-0-5500-001-0000-6000-0000		WHISPERING PINES WATER (WHISPE/2)
Check # 793613	01	17.24	Status	Printed
714136	Maintenance Supplies	01-8150-0-4300-001-0000-8110-0000		WILLITS POWER (WILLIT/1)
Check # 793614	01	1,635.54	Status	Printed
010727704	Copy Machine Rental	01-0000-0-5600-155-0000-2700-0000		XEROX CORPORATION (XEROXC/2)
010727705	Copy Machine Rental	01-0000-0-5600-220-0000-2420-0000		
010727706	Copy Machine Rental	01-0000-0-5600-150-0000-2420-0000		
010727707	Copy Machine Rental	01-0000-0-5600-001-0000-7200-0000		

Payment Id	Comment	Check Amt	Status	Printed	XEROX CORPORATION (XEROXC/2) - continued
010727708	Copy Machine Rental	01	1,835.54		01-0000-0-5600-150-0000-2700-0000 222.18
010727709	Copy Machine Rental				01-0000-0-5600-220-0000-2700-0000 514.00
010727710	Copy Machine Rental				01-0000-0-5600-246-0000-2700-0000 50.61
010727711	Copy Machine Rental				01-0000-0-5600-221-0000-2700-0000 50.75

Number of Items 36 Totals for Register 000117 276,863.96

2021 FUND-OBJ Expense Summary / Register 000117

01-4300	255.24	
01-4400	21,433.22	
01-5530	2,071.08	
01-5800	11,523.39	
01-9110*		154,361.62-
01-9500*	10,483.44	
01-9514	108,595.25	
Totals for Fund 01	154,361.62	154,361.62-
12-5530	206.87	
12-9110*		206.87-
Totals for Fund 12	206.87	206.87-
13-9110*		14.20-
13-9500*	14.20	
Totals for Fund 13	14.20	14.20-
14-9110*		17,600.00-
14-9500*	17,600.00	
Totals for Fund 14	17,600.00	17,600.00-
21-9110*		100,551.00-
21-9500*	100,551.00	
Totals for Fund 21	100,551.00	100,551.00-
63-5200	7.82	
63-5300	365.00	
63-5400	1,278.52	
63-5903	265.00	
63-9110*		4,130.27-
63-9500*	2,213.93	

2021 FUND-OBJ Expense Summary / Register 000117 (continued)

Totals for Fund 63	4,130.27	4,130.27-
Totals for Register 000117	276,863.96	276,863.96-

2020 FUND-OBJ Summary / Register 000117

01-4300	3,916.09	
01-5520	1,021.58	
01-5600	1,635.54	
01-5800	2,769.00	
01-5811	1,109.23	
01-5814	32.00	
01-9502*		10,483.44-
Totals for Fund 01	10,483.44	10,483.44-

13-4700	14.20	
13-9502*		14.20-
Totals for Fund 13	14.20	14.20-

14-5800	17,600.00	
14-9502*		17,600.00-
Totals for Fund 14	17,600.00	17,600.00-

21-6200	100,551.00	
21-9502*		100,551.00-
Totals for Fund 21	100,551.00	100,551.00-

63-4300	642.58	
63-5200	27.60	
63-5500	21.25	
63-5800	343.00	
63-5903	1,146.59	
63-5904	32.91	
63-9502*		2,213.93-
Totals for Fund 63	2,213.93	2,213.93-

Total for Fiscal Year 2020	130,862.57	130,862.57-
01-4300	255.24	
01-4400	21,433.22	
01-5530	2,071.08	

2021 FUND-OBJ Summary / Register 000117 (continued)

01-5800	11,523.39	
01-9110*		154,361.62-
01-9500*	10,483.44	
01-9514	108,595.25	
Totals for Fund 01	154,361.62	154,361.62-
12-5530	206.87	
12-9110*		206.87-
Totals for Fund 12	206.87	206.87-
13-9110*		14.20-
13-9500*	14.20	
Totals for Fund 13	14.20	14.20-
14-9110*		17,600.00-
14-9500*	17,600.00	
Totals for Fund 14	17,600.00	17,600.00-
21-9110*		100,551.00-
21-9500*	100,551.00	
Totals for Fund 21	100,551.00	100,551.00-
63-5200	7.82	
63-5300	365.00	
63-5400	1,278.52	
63-5903	265.00	
63-9110*		4,130.27-
63-9500*	2,213.93	
Totals for Fund 63	4,130.27	4,130.27-
Total for Fiscal Year 2021	276,863.96	276,863.96-
Totals for Register 000117	407,726.53	407,726.53-

* denotes System Generated entry

Net change to Cash 9110 276,863.96- Credit

Comment

Payment Id	Check #	Check Amt	Check Amt	Status	Printed	BUCH, ROB A (000030 - Emp)	
	63			146.04			
EP20-00348		Mileage 6/17 - 6/30		63-0000-0-5200-001-0000-6000-0000			69.57
EP21-00007		Mileage 7/2 - 7/9		63-0000-0-5200-001-0000-6000-0000			76.47
EP21-00006	63	Fuel Reimbursement		5.01		CHANNEL, ADAM D (001449 - Emp)	
EP21-00008	01	Food for Families, Mileage		114.84		JIMENEZ, MARTHA C (001455 - Emp)	
EP21-00005	01	Fingerprinting		30.00		MEUSCHKE, JESSE (001526 - Emp)	
EP20-00345	63	Dispatch Mileage 6/1 - 6/10		254.14		RAMOS CORTES, MARCO A (001471 - Emp)	
EP20-00346		Dispatch Mileage 6/15 - 6/22		63-0000-0-5200-001-0000-6000-0000			77.62
EP20-00347		Dispatch Mileage 6/23 - 6/30		63-0000-0-5200-001-0000-6000-0000			89.12
EP21-00004	01	Maintenance Mileage 7/6 - 7/10		101.20		RICE, OTTOPASKAL D (000242 - Emp)	
JULY 20-21	01	Dental Benefits		560.00		ARROW BENEFITS GROUP (009731/1)	
707937-40496539 0720	63	Telephone Services		267.24		AT&T (00AT&T/1)	
MCNORG JULY 2020	63	Services		5,000.00		BRS MEDIA INC. /IRRPINET (BRSMED/1)	
2Q2020	01	2Q Fuel Tax 2020		12.00		CALIFORNIA DEPT OF TAX AND FEE (CALTAX/3)	
500058985JULY2020	63	Postage		1,000.00		US POSTAL SERVICE (CMRS-FP) (CMRSFP/1)	
6891128	01	K-8 Scoreboard		4,555.26		DAKTRONICS (DAKTRO/1)	
793950	01	Library Catalog Program, HS and K8		1,732.20		FOLLETT SCHOOL SOLUTIONS INC (FOLSCHI/1)	
793951	63	Blanket P.O. for Postage Meter		93.69		FRANCOTYP-POSTALIA, INC. (FPMAIL/1)	
793952	63			4,614.00		GEORGE PETERSEN INSURANCE (GEORGE/1)	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 7/23/2020, Ending Check Date = 7/23/2020, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

Payment Id	Comment	Check Amt	Status	Printed	GEORGE PETERSEN INSURANCE (GEORGE/1) - continued
Check # 793952	63	4,614.00			4,614.00
50897	Insurance				
Check # 793953	63	326.63			326.63
568	Face Masks				
Check # 793954	01	495.29			495.29
49494JUNE2020	Maintenance, Transportation, Cafeteria Supplies				
Check # 793955	63	782.09			782.09
1100745562	Supplies				
Check # 793956	63	121.44			121.44
C02002-193JULY2020	Sewer Service				
Check # 793957	01	60.00			60.00
DP20-00429	Inv. 3858, Mendocino K8				
Check # 793958	01	3,794.77			3,794.77
048353710-6JUNE2020	Electricity for District				
4668452137-3JUN*DUPE	Electricity for District				
Check # 793959	01	930.82			930.82
1051671	Diesel and Regular Fuel for Vehicles				
Check # 793960	01	627.76			627.76
3140 MAY2020	Auto Repair Parts, MCN and Maintenance				
Check # 793961	01	73.50			73.50
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 7/23/2020, Ending Check Date = 7/23/2020, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)				

Payment Id	Check #	Check Amt	Status	Printed	Comment	
	01		73.50		SCHOOL & COLLEGE LEGAL SVCS (SCHAND/I) - continued	73.50
IN20-03199					01-0000-0-5802-001-0000-7110-0000	
	63		2,150.77		SUMO FIBER (SUMOF/I)	2,150.77
207304					63-0000-0-5903-001-0000-6000-0000	
	01		53.94		THOMPSON'S PORTASEPTIC INC. (THOMPS/I)	53.94
10553					01-0000-0-5800-150-1110-4200-0000	
	63		111.54		DexYP (0000YP/I)	111.54
800438395JULY2020					63-0000-0-5811-001-0000-6000-0000	
					Yellow Pages Advertising	
Number of Items	27				Totals for Register 000118	
					28,014.17	

2021 FUND-OBJ Expense Summary / Register 000118

01-4300	96.44	
01-5200	119.60	
01-5800	1,732.20	
01-5814	30.00	
01-9110*		12,789.89-
01-9500*	10,251.65	
01-9514	560.00	
Totals for Fund 01	12,789.89	12,789.89-
12-9110*		63.83-
12-9500*	63.83	
Totals for Fund 12	63.83	63.83-
63-4300	326.63	
63-5200	81.48	
63-5400	4,614.00	
63-5530	121.44	
63-5800	5,000.00	
63-5811	111.54	
63-5903	267.24	
63-5904	1,093.69	
63-9110*		15,160.45-
63-9500*	3,544.43	
Totals for Fund 63	15,160.45	15,160.45-

2021 FUND-OBJ Expense Summary / Register 000118 (continued)

Totals for Register 000118 28,014.17 28,014.17-

2020 FUND-OBJ Summary / Register 000118

01-4300	5,110.55	
01-4361	488.99	
01-4365	339.90	
01-5510	3,730.94	
01-5520	441.83	
01-5800	65.94	
01-5802	73.50	
01-9502*		10,251.65-
Totals for Fund 01	10,251.65	10,251.65-
12-5510	63.83	
12-9502*		63.83-
Totals for Fund 12	63.83	63.83-

Totals for Fund 63 3,544.43 3,544.43-

Total for Fiscal Year 2020	13,859.91	13,859.91-
01-4300	96.44	
01-5200	119.60	
01-5800	1,732.20	
01-5814	30.00	
01-9110*		12,789.89-
01-9500*	10,251.65	
01-9514	560.00	
Totals for Fund 01	12,789.89	12,789.89-
12-9110*		63.83-
12-9500*	63.83	
Totals for Fund 12	63.83	63.83-

2021 FUND-OBJ Summary / Register 000118 (continued)

63-4300	326.63	
63-5200	81.48	
63-5400	4,614.00	
63-5530	121.44	
63-5800	5,000.00	
63-5811	111.54	
63-5903	267.24	
63-5904	1,093.69	
63-9110*		15,160.45-
63-9500*	3,544.43	
Totals for Fund 63	15,160.45	15,160.45-
Total for Fiscal Year 2021	28,014.17	28,014.17-
Totals for Register 000118	41,874.08	41,874.08-

* denotes System Generated entry

Net change to Cash 9110 28,014.17 - Credit

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ReqPay04b

Check Register with Accounts

Register 000119 - 07/30/2020

Bank Account COUNTY - AP Checks

Payment Id	Check #	Check Amt	Status	Printed	Comment	30.00	257.48	218.50	125.92	1,070.00	352.70	1,620.85	807.88	2.70	2,764.98	1,879.84	1,879.84
	01	MEUSCHKE, HANNAH ROSE M (001525 - Emp)	01-0000-0-5814-001-0000-7200-0000	Printed	Fingerprinting	30.00											30.00
	63	MOORE, JERRY L (000144 - Emp)	63-0000-0-5200-001-0000-6000-0000	Printed	Mileage 7/8 - 7/15	257.48											257.48
	01	RICE, OTTOPASKAL D (000242 - Emp)	01-8150-0-5200-001-0000-8110-0000	Printed	Maintenance Mileage 7/13 - 7/17	218.50											218.50
	63	STARKWEATHER, MATTHEW A (001214 - Emp)	63-0000-0-5200-001-0000-6000-0000	Printed	Dispatch Mileage 7/2 - 7/9	125.92											125.92
	01	ACCREDITING COMMISSION FOR SCH (ACCRED/1)	01-0000-0-5800-150-0000-2700-1076	Printed	Membership Fee 2020-2021	1,070.00											1,070.00
	01	SYNCB/AMAZON (AMAZON/2)	01-0000-0-4300-150-1110-1000-9009	Printed	Classroom Supplies	352.70											102.46
			01-0000-0-4300-001-0000-7200-0000		Mouse for Jason F.												28.04
			01-0000-0-4300-150-1110-1000-9009		Classroom Supplies												204.31
			01-0000-0-4300-001-0000-7200-0000		File Folders, Labels												17.89
	01	APPLE INC (APPLEC/2)	01-0000-0-4400-220-1110-1000-1171	Printed	KB New Teacher	1,620.85											1,297.42
			01-0000-0-4400-220-1110-1000-1171		Laptop for Kathy Jackson												249.00
			01-0000-0-4400-220-1110-1000-1171		Laptop for Kathy Jackson												74.43
	01	AT&T (AT&TC3/2)	01-0000-0-5903-001-0000-7200-0000	Printed	Telephone Services	807.88											105.54
			01-0000-0-5903-150-0000-2700-0000														181.68
			01-0000-0-5903-155-3100-2700-0000														20.47
			01-0000-0-5903-220-0000-2700-0000														241.16
			01-0000-0-5903-221-0000-2700-0000														60.13
			01-0000-0-5903-246-0000-2700-0000														80.20
			01-0740-0-5903-001-0000-3600-0000														18.81
			12-6105-0-5903-222-7110-8200-0000														60.08
			01-0000-0-5903-150-0000-2700-0000														21.00
			01-0000-0-5903-220-0000-2700-0000														18.81
	63	AT&T/SBC LONG DISTANCE (AT&TLD/2)	63-0000-0-5903-001-0000-6000-0000	Printed	Long Distance Telephone Services	2.70											2.70
	63	AT&T (00AT&T/1)	63-0000-0-5903-001-0000-6000-0000	Printed	Telephone Services	2,764.98											2,764.98
	01	DELL MARKETING LP (DELLMA/2)	01-0000-0-4400-001-0000-2700-1171	Printed	KB Server	1,879.84											1,879.84

ReqPay04b

Check Register with Accounts

Register 000119 - 07/30/2020

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	Status	Printed	Account	Balance
Check # 794334	Ink Cartridges for Postage Meter	149.85	Printed		FRANCOTYP-POSTALIA, INC. (FPMAIL/1)	149.85
R1104552728					63-0000-0-4300-001-0000-6000-0000	
Check # 794335	Diesel and Regular Fuel for Vehicles	844.02	Printed		REDWOOD COAST FUELS (RWCOAS/1)	371.36
1052096 LESS FIRE					01-0740-0-4361-001-0000-3600-0000	236.33
					01-1100-0-5520-150-0000-8200-0000	236.33
					01-1100-0-5520-220-0000-8200-0000	
Check # 794336	Supplies	2,800.22	Printed		STREAKWAVE (STREAK/1)	1,406.33
887346	Supplies				63-0000-0-4300-001-0000-6000-0000	1,393.89
887540					63-0000-0-4300-001-0000-6000-0000	
Check # 794337	Employee Life Insurance	970.33	Printed		SUN LIFE FINANCIAL (SUNLIF/1)	970.33
AUGUST 20 - 21					01-0000-0-9514-000-0000-0000-0000	
Check # 794338	Phone Services	1,571.73	Printed		TPX COMMUNICATIONS (TPXCOM/1)	1,671.73
131921010-0					63-0000-0-5903-001-0000-6000-0000	
Check # 794339	Sales Tax Collected	2,845.95	Printed		US BANK CORPORATE PAYMENT SYS (USBANK/2)	594.00
0-013-067-360	Specialized Services				63-0000-0-5800-001-0000-6000-0000	70.56
0598184-IN	Open PO for Various Supplies				63-0000-0-5800-001-0000-6000-0000	9.70
112-3268004-1512267	Open PO for Various Supplies				63-0000-0-4300-001-0000-6000-0000	3.78
112-7459006-5601854	Open PO for Various Supplies				63-0000-0-4300-001-0000-6000-0000	22.29
112-7459006-5601854B	Open PO for Various Supplies				63-0000-0-4300-001-0000-6000-0000	92.74
114-4226763-3156226	Open PO for Various Supplies				63-0000-0-4300-001-0000-6000-0000	13.47
114-5605108-9478665	Open PO for Various Supplies				63-0000-0-5800-001-0000-6000-0000	500.00
2BK95746D7960141X	Specialized Services				63-0000-0-5800-001-0000-6000-0000	188.00
416892045	Specialized Services				63-0000-0-5800-001-0000-6000-0000	10.00
49029426	Sales Tax Collected				63-0000-0-5800-001-0000-6000-0000	13.66
7-16-20	Specialized Services				63-0000-0-5800-001-0000-6000-0000	38.00
7-19-20	Specialized Services				63-0000-0-5800-001-0000-6000-0000	34.99
A01458356JULY2020	DMV Physical, Ceil McDonnell				01-0740-0-5813-001-0000-3600-0000	125.00
DP20-00431	Ganser SCI				63-0000-0-4300-001-0000-6000-0000	419.33
DP21-00013	Blue Sky Telco				63-0000-0-4300-001-0000-6000-0000	173.19
DP21-00014	Performance Antennas				63-0000-0-4300-001-0000-6000-0000	537.24
DP21-00015					63-0000-0-4300-001-0000-6000-0000	37.37
Check # 794340	DSL Modems	2,291.12	Printed		WALKER AND ASSOCIATES INC (WALKE/2)	2,291.12
IN00981677					63-0000-0-4300-001-0000-6000-0000	
	Number of Items	20,704.07	Totals for Register 000119			

2021 FUND-OBJ Expense Summary / Register 000119

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 7/30/2020, Ending Check Date = 7/30/2020, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

046 - Mendocino Unified School District

Generated for Tiffany Grant (TGRANT), Jul 31 2020 8:17AM

2021 FUND-OBJ Expense Summary / Register 000119 (continued)

01-4300	334.81	
01-4361	371.36	
01-4400	3,500.69	
01-5200	218.50	
01-5520	472.66	
01-5800	1,070.00	
01-5814	30.00	
01-5903	747.80	
01-9110*		7,859.04-
01-9500*	142.89	
01-9514	970.33	
Totals for Fund 01	7,859.04	7,859.04-
12-5903	60.08	
12-9110*		60.08-
Totals for Fund 12	60.08	60.08-
63-4300	4,259.18	
63-5200	383.40	
63-5800	841.55	
63-5903	4,439.41	
63-9110*		12,784.95-
63-9500*	2,898.78	
63-9550*		37.37-
Totals for Fund 63	12,822.32	12,822.32-
Totals for Register 000119	20,741.44	20,741.44-

2020 FUND-OBJ Summary / Register 000119

01-4300	17.89	
01-5813	125.00	
01-9502*		142.89-
Totals for Fund 01	142.89	142.89-
63-4300	2,291.12	
63-5800	607.66	
63-9502*		2,898.78-

2020 FUND-OBJ Summary / Register 000119 (continued)

Totals for Fund 63	2,898.78	2,898.78-
Total for Fiscal Year 2020	3,041.67	3,041.67-
01-4300	334.81	
01-4361	371.36	
01-4400	3,500.69	
01-5200	218.50	
01-5520	472.66	
01-5800	1,070.00	
01-5814	30.00	
01-5903	747.80	
01-9110*		7,859.04-
01-9500*	142.89	
01-9514	970.33	
Totals for Fund 01	7,859.04	7,859.04-
12-5903	60.08	
12-9110*		60.08-
Totals for Fund 12	60.08	60.08-
63-4300	4,259.18	
63-5200	383.40	
63-5800	841.55	
63-5903	4,439.41	
63-9110*		12,784.95-
63-9500*	2,898.78	
63-9550*		37.37-
Totals for Fund 63	12,822.32	12,822.32-
Total for Fiscal Year 2021	20,741.44	20,741.44-
Totals for Register 000119	23,783.11	23,783.11-

* denotes System Generated entry

Net change to Cash 9110 20,704.07 - Credit

ReqPay04b

Check Register with Accounts

Register 000120 - 08/06/2020

Bank Account COUNTY - AP Checks

Payment Id	Check #	Check Amt	Status	Printed	Comment	Check Amt
	63	164.86	Printed		DANAE RIGELMANN (DANAE RIGEL - Payee)	164.86
DP21-00016					Refund for Overpayment of Fusion Service	
	63	76.47	Printed		BUCH, ROB A (000030 - Emp)	76.47
EP21-00013					Mileage 7/10 - 7/24	
	01	50.00	Printed		MEUSCHKE, HANNAH ROSE M (001525 - Emp)	50.00
EP21-00014					2 Employees, TB Testing	
	01	64.40	Printed		RICE, OTTOPASKAL D (000242 - Emp)	64.40
EP21-00015					Maintenance Mileage 7/20 - 7/22	
	63	109.82	Printed		STARKWEATHER, MATTHEW A (001214 - Emp)	109.82
EP21-00016					Dispatch Mileage 7/16 - 7/28	
	01	1,297.42	Printed		APPLE INC (APPLEC/2)	1,297.42
AC31813560					Laptop for Kathy Jackson	
	63	1,000.00	Printed		ARIN (00ARIN/1)	1,000.00
SI367576					Specialized Services	
	69	117.50	Printed		ARROW BENEFITS GROUP (009731/1)	117.50
DP21-00017					Vision Claims 7/27 - 7/31	
	01	240.93	Printed		Decker Equipment (DECKER/1)	240.93
351762A					Maintenance and Custodial	
	01	3,197.33	Printed		WASTE MANAGEMENT-JUKIAH (0EMPWM/2)	3,197.33
1637-2561-7					Garbage Collection	
						1,419.42
						1,340.45
1638-2561-5					Garbage Collection	
						310.11
1646-2561-8					Garbage Collection	
						43.72
2719688-2561-9					Garbage Collection	
						83.63
Check # 794661	01	710.96	Printed		FERRELL GAS (FERREL/1)	710.96
1112395094					Heating Fuel, Multiple Sites	
	01	8,196.11	Printed		FORT BRAGG UNIFIED (FBUSD/1)	8,196.11
INV21-00024					2020/21 Paper Order for All Sites	
						566.15
						543.50
						1,268.18
						1,720.00
						4,013.36
						84.92
Check # 794663	63	136.09	Printed		GOOD MORNING GRAPHICS (GOODMO/1)	136.09
654					Face Masks	
						63-0000-0-4300-001-0000-6000-0000

Payment Id	Comment	Check Amt	Status	Printed	GRAINGER (GRAING/Z)	66.70
Check # 794664	Maintenance Supplies	01			01-8150-0-4300-001-0000-8110-0000	66.70
810136572						
Check # 794665	Covid Custodial Supplies	01			01-0000-0-4300-001-0000-8200-9987	723.17
M194564						
Check # 794666	Office Supplies	63			01-0000-0-4300-001-0000-6000-0000	106.91
107253866001	Office Supplies				01-0000-0-4300-001-0000-6000-0000	15.79
107253875001						
Check # 794667	PG&E (00PG&E/1)	01			01-0000-0-5510-006-0000-8200-0000	1,002.05
6905412483-4JULY2020	Electricity for District				01-0000-0-5510-246-0000-8200-0000	392.34
8658020613-2JUNE2020	Electricity for District					
Check # 794668	RHOADS AUTO PARTS INC. (RHOADS/1)	01			01-8150-0-4365-001-0000-8110-0000	248.79
ACCT 3140 JULY 2020	Maintenance Auto Repair					
Check # 794669	VERIZON WIRELESS (VERIZO/1)	63			01-8150-0-5902-001-0000-7150-0000	476.26
9312995770	Phone Services				01-1100-0-5903-220-0000-2420-6500	129.73
					01-8150-0-5800-001-0000-8110-0000	41.32
					63-0000-0-5902-001-0000-6000-0000	88.47
Check # 794670	WAXIE SANITARY SUPPLY (009737/1)	01				216.74
79017430A	Covid Custodial Supplies				01-0000-0-4300-001-0000-8200-9987	75.32
79112284A	Covid Custodial Supplies				01-0000-0-4300-001-0000-8200-9987	813.72

Number of Items 20 19,284.94 Totals for Register 000120

2021 FUND-OBJ Expense Summary / Register 000120

01-4300	9,141.99
01-4365	248.79
01-4400	1,297.42
01-5200	64.40
01-5510	1,002.05
01-5520	710.96
01-5540	3,197.33
01-5800	88.47
01-5812	50.00
01-5902	129.73
01-5903	41.32
01-9110*	17,253.84-

2021 FUND-OBJ Expense Summary / Register 000120 (continued)

01-9500*	1,281.38	
Totals for Fund 01	17,253.84	17,253.84-
63-4300	345.71	
63-5200	186.29	
63-5800	1,164.86	
63-5902	216.74	
63-9110*		1,913.60-
Totals for Fund 63	1,913.60	1,913.60-
69-5800	117.50	
69-9110*		117.50-
Totals for Fund 69	117.50	117.50-
Totals for Register 000120	19,284.94	19,284.94-

2020 FUND-OBJ Summary / Register 000120

01-4300	889.04	
01-5510	392.34	
01-9502*		1,281.38-
Total for Fiscal Year 2020 and Fund 01	1,281.38	1,281.38-
01-4300	9,141.99	
01-4365	248.79	
01-4400	1,297.42	
01-5200	64.40	
01-5510	1,002.05	
01-5520	710.96	
01-5540	3,197.33	
01-5800	88.47	
01-5812	50.00	
01-5902	129.73	
01-5903	41.32	
01-9110*		17,253.84-
01-9500*	1,281.38	
Totals for Fund 01	17,253.84	17,253.84-
63-4300	345.71	

2021 FUND-OBJ Summary / Register 000120 (continued)

63-5200	186.29	
63-5800	1,164.86	
63-5902	216.74	
63-9110*		1,913.60-
Totals for Fund 63	1,913.60	1,913.60-
69-5800	117.50	
69-9110*		117.50-
Totals for Fund 69	117.50	117.50-
Total for Fiscal Year 2021	19,284.94	19,284.94-
Totals for Register 000120	20,566.32	20,566.32-

* denotes System Generated entry

Net change to Cash 9110 19,284.94-Credit

Mendocino Unified School District



MINUTES

Regular Board Meeting

JUNE 18, 2020

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

4:30 P.M. CLOSED SESSION – K-8 LIBRARY & VIA TELECONFERENCE

5:00 P.M. OPEN SESSION

K-8 LIBRARY* & VIA TELECONFERENCE

<https://zoom.us/j/92240997877?pwd=dU5BeVhlcVZBOTErT0owYnBXYUx3UT09>

Meeting ID: 922 4099 7877 Password: 8JU1k9

Please "mute" your device during the meeting.

MUSD is not available for technical support for remote meetings.

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 4:00 p.m.

***PLEASE WEAR YOUR MASK IF YOU ATTEND IN PERSON**

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <http://www.mendocinoused.org/District/2285-Untitled.html>

In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

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

1. 4:30 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call

The meeting was called to order at 4:34 P.M. Attendees were Trustee Aum (in person), Trustee Gay (virtual), Trustee Grinberg (virtual), Trustee Schaeffer (virtual), Trustee Morton (virtual)

- 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.

2. PUBLIC HEARING FOR CLOSED SESSION

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

3. CLOSED SESSION

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

- 3.1. Conference with labor negotiators (Government Code 54957.6)
Agency Representative: Superintendent Jason Morse
Employee organizations: CEMUS and MTA bargaining units and unrepresented employees
- 3.2. Employment/Personnel Changes

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

- 4.1. Call to order and roll call

The meeting was called to order at 5:06 P.M. Attendees were Trustee Aum (in person), Trustee Gay (virtual), Trustee Grinberg (virtual), Trustee Schaeffer (virtual), Trustee Morton (virtual)

- 4.2. Closed session disclosure
Any reportable action taken during closed session will be disclosed at this time.

Nothing was reported out of closed session.

- 4.3. Approval of agenda
Items to be removed from the agenda or changes to the agenda should be done at this time.

MSA Morton/Grinberg 5/0 to approve the agenda as presented.

5. 5:05 P.M. PUBLIC HEARING – TIMED ITEMS

- 5.1 Public Hearing regarding the **Education Protection Account Funding Plan (EPAFP)**. The District is required to create an EPAFP to determine how the monies received from the Educational Protection Account will be spent. The Board requests public input at this time before the plan is adopted in a resolution later in the agenda.

No public input was given regarding the Education Protection Account Funding Plan.

- 5.1 Public Hearing regarding the formation of the **Mendocino Unified School District Maintenance Assessment District (MAD)**, ordering the improvements as described, and confirming the diagram and assessment: Levy of the Assessment for Fiscal Year 2020-21. The Board requests public input at this time before the MAD resolution is adopted later in the agenda.

No public input was given regarding the Mendocino Unified School District Maintenance Assessment District (MAD).

6. CONSENT AGENDA

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

- 6.1. Approval of Warrants
 - 6.1.1. 5/14/20, 5/21/20, 5/28/20, 6/4/20
- 6.2. Approval of Minutes
 - 6.2.1. Board Meeting Minutes: 5/21/20, 6/4/20
- 6.3. Approval of Employment/Personnel Changes
 - 6.3.1. Hire, Speech/Language Pathologist, .80 FTE, effective 7/1/20
 - 6.3.2. Accept Resignation, Early Education Site Supervisor, 10 months, effective 6/12/20
 - 6.3.3. Accept Resignation, Preschool Teacher Assistant, 10 months, effective 6/12/20
 - 6.3.4. Accept Retirement, MCN Assistant Manager, 12 months, effective 8/28/20
- 6.4. Approval of 2020-21 Principals and Management Salary Schedule
- 6.5. Approval of the Current Budget Change Report
- 6.6. Approval of Title IX notice for website
- 6.7. Approval of the CEMUS Contract July 1, 2020 – June 30, 2021
- 6.8. Approval of Student Body Account Reports (High School) – March & April 2020
- 6.9. Approval of Enrollment and Attendance Report Months 8 and 9
- 6.10. Approval of Mendocino Community Network (MCN) Financial Statements
 - 6.10.1. Unaudited MCN Statement of Fund Net Position with GASB 68 adjustments separated for April 30, 2020 with comparative totals as of June 30, 2019
 - 6.10.2. Unaudited MCN Statement of Revenues, Expenses, and Changes in Fund Net Position with GASB 68 adjustments separated for the ten-month period ending April 30, 2020 with comparative totals as of June 30, 2019
- 6.11. Final approval of Board Policies and Administrative Regulations
 - 6.11.1. BP 3516.5: Emergency Schedules (business and noninstructional operations)

MSA Grinberg/Schaeffer 5/0 to approve the Consent Agenda as presented.

7. LEASE-LEASEBACK PRESENTATION – Mark Quattrocchi of QKA will give a presentation on the Lease-Leaseback option available for the High School Modernization Project *Mark Quattrocchi of QKA introduced Glenn Gould of Orbach Huff Suarez & Henderson. Glenn presented the attached PowerPoint regarding the Lease-Leaseback option for the High School Modernization Project. The board discussed the option and requested specific examples from Glenn. The Board discussed the need to get input from other attorneys who are familiar with the Lease-Leaseback process and who have gone through*

the vetting process. The Board discussed reaching out School & College Legal Services (SCLS) for additional input and legal services. Mark Quattrocchi was asked to get examples from 1-2 schools who have gone this route. Trustees Gay and Grinberg to reach out to two other legal service providers. Superintendent Morse to reach out to SCLS. The Board to hold a special meeting in two weeks to continue the discussion and take possible action.

8. REPORTS

8.1. Student Trustee – Remy Damiani

Trustee Damiani thanked the Board for their time and dedication. He has learned a lot over the past 2 years as the student trustee. Trustee Damiani is now living in San Francisco and plans to attend San Francisco Junior College prior to transferring to UC Berkeley. He has declared Chemistry as his major. He stated that the MHS graduation was amazing and thanks Principal Hahn and the staff. Trustee Damiani introduced Olivia Jung as his replacement as the student trustee to the Board. Olivia is looking forward to learn what happens behind the scenes.

8.2. Administrative

8.2.1. Principal – Kim Humrichouse

Principal Humrichouse welcomed two new hires to the District. Jesse Meuschke has joined the Middle School team and Rose Meuschke has joined the Elementary team. The Middle School held its first ever radio graduation program. Thank you to Marshall Brown, Pam Duncan and Kim Bratton for their work on the show. Principal Humrichouse noted that they are finally moving forward on a plan for next year. State organizations are providing information on guidelines and other important factors to consider. Staff continues to reflect on distance learning and how it went.

8.2.2. Superintendent – Jason Morse

Superintendent Morse noted that the year ended with promotions, graduations and other ceremonies. Congratulations to the Senior class of 2020. It was nice to see the community come together to support our graduates. Thank you to staff as well as Principals Humrichouse and Hahn. The fact that the Learning Hub was up and running within days is a sign of great leadership at the schools. There has been communication to teachers and families. Staff ran with the challenge.

8.3. Bargaining Units

8.3.1. Mendocino Teachers Association (MTA)

Co-President, Pam Duncan thanked Trustee Damiani for his service as the Student Trustee. She reported that teachers are happy to have a seat at the table going forward.

8.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

No one was present from CEMUS

8.4. Board Trustee Reports

Trustee Schaeffer – has been attending webinars regarding school in the fall. It seems as if no one knows anything on how the year will go. It may start one way and be effected by reality.

Trustee Aum – The Facilities Committee met with QKA and Sage Energy to review an alternative energy consulting firm that included zero installation. The committee is skeptical of what is included in the cost. Monies should be spent on rural sites however hold off on the recommendation as solar backup is a better investment. Committee spoke with Tom Horner of Harvest Market & Bruce Erickson to get their thoughts on solar. Both were very supportive and happy with their solar experiences.

Trustee Gay – Suggests that fall supplies be ordered sooner rather than later to avoid shortages. It is a strange year. Thank you to entire staff.

Trustee Grinberg – Thank you to staff for meeting the curveball and providing support. For next year, will resources for protective equipment be available? We don't want to be scrambling for products.

Trustee Morton – We do need to go ahead with a feasibility study of solar at all sites. I am very confident that alternative energy will be important in the next 5 years and curriculum should reflect this. Fall is unprecedented. Info is lacking in direction from all aspects.

9. TIMED ITEM 5:30 P.M. - PARENT/COMMUNITY COMMENT

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

The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

Community member attended the recent graduation/promotions. They noted that the High School did a great job but the K-8 was awful.

10. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

10.1. Superintendent Jason Morse will update the Board on the status of the 2020-21 school year (information)

Superintendent Morse provided an update on the status of the 2020-21 school year. There are currently 3 options being discussed and what the thresholds are for each model.

#1 – Distance Learning would require 100% engagement/commitment from families on whether their student was an online or packet learner. All students remain distance learning.

#2 – Hybrid Model would include part distance/part on campus learning. On campus learning would be more like tutorial.

#3 – Staggered Schedule – Part-time on campus in staggered groups of 6-12 with 6' social distance, masks, screenings. A groups and B groups such as AAWBB with the 5th day being a teacher prep or tutorial or in-service day. The High School will be a closed campus and all sites will be modified days.

The State is sending the District enough PPE for 2 months. We are looking at supplementing screening protocols. Any food service will be in classrooms or sent home. Bussing will include separating riders. Messaging in the works and will be communicated to parents no later than August 1st.

10.2. Superintendent Jason Morse will discuss the Class Size Limits and the District of Choice and Inter-District Transfer Program for the 2020-21 school year (action)
Superintendent Morse noted that typically families are notified in February if they have been accepted to the program and that decision is finalized in May. However, schools now may be the time to accept new students.
MSA Grinberg/Morton (5/0) to no accept zero transfers or District of Choice students for the 2020-21 school year.

10.3. Approval of the Local Control and Accountability Plan (LCAP) COVID 19 Operations Written Report (action)
MSA Aum/Grinberg (5/0) to approve the LCAP COVID 19 Operations Written Report.

10.4. Adoption of the 2020-21 MUSD Budget
As required, the Board is being presented a budget proposal that incorporates the best information available in projecting revenues and expenditures for the next three years. A presentation and a public hearing on the budget were held at the 6/4/20 Board meeting. As required by E.C. 42127, school districts are to adopt a budget on or before July 1 of each year (action)
MSA Grinberg/Morton (5/0) to adopt the 2020-21 MUSD Budget with the comment that expectations are unknown and this budget is relying on us not spending money we do not have.

10.5. Adoption of the 2020-21 MCN Budget (action)
MSA Morton/Schaeffer (5/0) to adopt the 2020-21 MCH Budget.

10.6. Consideration of Resolution 2020-09: Regarding the formation of the **Mendocino Unified School District Maintenance Assessment District (MAD)**, ordering the improvements as described, and confirming the Diagram and Assessment: Levy of the Assessment for the fiscal year 2020-21. The attached resolution is required in order to continue the implementation of fees within the MAD. (action)
MSA Schaeffer/Grinberg (5/0) to approve Resolution 2020-09.

10.7. Consideration of Resolution 2020-10: Regarding the **Educational Protection Account (EPA)**. With the Approval of Proposition 30, Article XIII, Section 36 was added to the California Constitution, which provides for the Education Protection Account. The Board is required to approve the expenditure of monies from the EPA and to certify that expenditures are in compliance with the guidelines (action)
MSA Aum/Grinberg (5/0) to approve Resolution 2020-10.

10.8. Consideration of Resolution 2020-11: Regarding the matter of the Delegation of Authority to Purchase Supplies, Equipment and Services (action)
MSA Schaeffer/Aum (5/0) to approve Resolution 2020-11.

10.9. Consideration of Resolution 2020-12: Regarding the authorization for 2020-21 Inter-Fund Transfers (action)
MSA Schaeffer/Grinberg (5/0) to approve Resolution 2020-12.

10.10. Consideration of Resolution 2020-13: Regarding authorization for inter-fund temporary cash transfers at the close of the year. This resolution provides the flexibility, under specific parameters, to transfer funds between accounts when necessary, as the District closes its books for the year (action)
MSA Morton/Grinberg (5/0) to approve Resolution 2020-13.

10.11. Board Policies, Bylaws and Administrative Regulations as information only
(information)

10.11.1. BP 6157.0: Distance Learning (instruction)

The Board approved moving this to first reading at the next board meeting.

11. FUTURE AGENDA ITEMS

Strategic Plan Update, Compensation Time Report, MFPD Fuel Use Agreement, Qtly Investment Reports, Williams Settlement, Declaration of Need, Graduate update, ongoing policies

12. ADJOURNMENT

The next Board meeting is scheduled for **August 27, 2020** at the K-8 School.

The meeting was adjourned at 8:06 P.M.

**An Overview of the
Lease-Leaseback Delivery Method**

Mendocino Unified School District
June 18, 2020
Glenn Gould
Orbach Huff Suarez & Henderson

**An Overview of the
Lease-Leaseback Delivery Method**

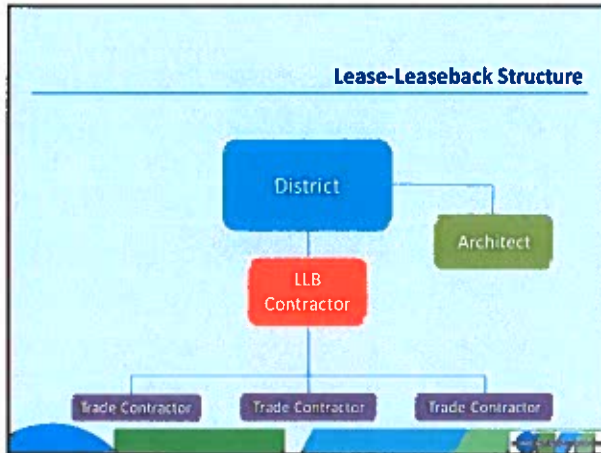
THE LLB PROCESS

LLB Process

- Architect selected through competitive selection process (same as design-bid-build)
- Builder/developer selected through competitive selection process (more about this later)
 - Unlike low bid, builder can be selected during design phase.

LLB Process

- Builder provides guaranteed maximum price
- Builder agrees to finance a portion of the construction (lease payments)
- After project is completed and occupied by district, district repays builder the financed portion of construction



An Overview of the Lease-Leaseback Delivery Method

LEASE-LEASEBACK HISTORY AND BACKGROUND

- ### LLB History and Background
- LLB has been around for many years
 - It was rediscovered about 15 years ago. Became an attractive alternative to low bid because:
 - The opportunity to bring aboard a contractor before the design was completed
 - Contractor could provide a guaranteed maximum price
 - No actual financing was required
 - At time there were no rules regarding contractor selection

- ### LLB History and Background
- LLB became very popular.
 - Legal challenges
 - Became controversial and a number of lawsuits were filed challenging its use
 - In 2015, *Davis v. Fresno USD* held that LLB agreements must include financing and an actual lease term. Also raised conflict of interest issue
 - Many districts shied away from LLB

LLB History and Background

- Other court decisions since have reached a contrary conclusion
- New contractor selection law in 2017 removed conflict of interest concern by allowing LLB agreement to be signed before design approved
- Many districts which turned away from LLB are using it again

Advantages

- You get to select the builder
- More certainty on time and budget
- Builder gets involved during design process
- Very few claims

Disadvantages

- Controversial history
- Can be more expensive than low bid
- Skilled and Trained Workforce requirements (more about this shortly)

An Overview of the Lease-Leaseback Delivery Method

THE LEASE-LEASEBACK CONTRACTOR SELECTION PROCESS

Best Value Selection

- lease-leaseback contracts are awarded based upon a competitive selection process to the proposer providing the **best value** to the school district, taking into consideration the proposer's *"demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required"*.

Best Value Selection

● General Structure

- Lease-leaseback contracts shall be awarded based on "competitive solicitation process" to contractor providing the best value, based on RFQ & RFP. (Ed. Code § 17406 (a)(2).)
 - District must adopt and publish the procedures and guidelines for evaluating best value
 - District can either do one RFQ/P or separate RFQ and then an RFP

STEP ONE: Adoption of Selection Criteria

The governing board of the school district shall *"adopt and publish required procedures and guidelines for evaluating the qualifications of proposers that ensure the best value selections by the school district are conducted in a fair and impartial manner"*.

STEP ONE: Adoption of Selection Criteria

● Competitive Selection Process

- Prepare standardized prequalification questionnaire, statement of qualifications and rating system for potential prime contractors and MEP subcontractors
- Prepare procedures and guidelines for evaluating LLB builder. Best value means combination of price and value, must include at a minimum, the elements listed in Ed Code 17406, subs.(a)(2)
- Prequalification package must be adopted by Resolution of District's Board of Education

STEP TWO: Prequalification

- All contractors submitting proposals for a project must be prequalified in accordance with the existing mandatory procedure for LLB contractors (PCC sec. 20111.6)
 - Standardized questionnaire
 - Financial statement

STEP TWO: Prequalification

- The prequalification responses are graded in the same manner that prequalification applications are graded, with essential questions which must be answered affirmatively and other questions for which the responses are weighted.
- However, also scored should be the responses to qualification questions regarding best value criteria as well as the specific project requirements. The questions are weighted and the responses are scored.

STEP THREE: RFP Process

- The District issues to the pool of qualified LLB contractors a request for sealed proposals with the award based upon a lump sum bid or the proposer's fee for performing the work.
 - Usually based on proposer's fee when DSA has not yet approved the plans and specifications.
- Or, if it is a combination RFQ/RFP, it is included in one package.

**LLB Best Practices
STEP THREE: RFP Process**

- Must advertise the way you would a low bid project.
- The sealed proposals shall be ranked highest to the lowest and the project must be awarded to the highest ranked proposer.

An Example of Lease-Leaseback Selection Criteria

Score	Possible Points	Builder A	Builder B	Builder C	Builder D
Selection Criteria					
Price Points	100	70	90	87	85
Technical Expertise	30	20	25	25	25
Subcontractors	35	25	28	25	32
Safety	20	20	20	20	20
Life Cycle	10	10	10	10	10
Schedule	20	15	17	18	18
Staffing	20	15	17	16	17
CHPS	5	4	5	5	5
Energy Savings	5	5	5	5	5
Durability	5	5	5	5	5
TOTAL	260	189	222	216	223

STEP FOUR: Contractor Selection

- If the award is based upon the proposer’s fee, the successful proposer provides district with a written rationale for the price.
- If DSA has not yet approved the design at the time of award, once there is DSA approval, subcontractors are selected and a GMP is finalized.

STEP FOUR: Contractor Selection

- The District approves or rejects the final price at a public meeting before the successful proposer may proceed with any further work.
- The District shall publicly announce its award, along with a statement regarding the basis of the award.
- This contractor selection process is complicated and there are many variations in approach depending on the project.

Skilled and Trained Workforce Requirements

- Commitment for a “skilled and trained workforce” can be established as follows:
 - The LLB agreement provides that the LLB entity and its subcontractors, of any tier, will comply with the labor requirements and provide a monthly report demonstrating compliance.
 - The District enters into a Project Labor Agreement that incorporates the “skilled and trained workforce” requirement and the LLB entity is bound by the PLA.

Skilled and Trained Workforce Requirements

- At least 60% of the “skilled journeypersons” employed by the entity and each of its subcontractors at every tier must be graduates of an approved apprenticeship program for the applicable occupation.
- Many trades are only required to have 30% participation by “skilled journeypersons”: acoustical installer, bricklayer, carpenter, cement mason, drywall installer or lather, marble mason, finisher, or setter, modular furniture or systems installer, operating engineer, pile driver, plasterer, roofer or waterproofer, stone mason, surveyor, teamster, terrazzo worker or finisher, and tile layer, setter, or finisher.

An Overview of the Lease-Leaseback Delivery Method

QUESTIONS?

An Overview of the Lease-Leaseback Delivery Method

Thank you.

Glenn Gould
Orbach Huff Suarez & Henderson
ggould@ohshlaw.com

Mendocino Unified School District



MINUTES

Special Board Meeting

JULY 7, 2020

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

4:30 P.M. CLOSED SESSION – K-8 LIBRARY & VIA TELECONFERENCE

5:00 P.M. OPEN SESSION

K-8 LIBRARY* & VIA TELECONFERENCE

<https://zoom.us/j/98850095508?pwd=SW5hWkdBZC9GMjY9NcWlsTUxteHNqUT09>

Meeting ID: 988 5009 5508 Password: 1PtR1d

*Please "mute" your device during the meeting.
MUSD is not available for technical support for remote meetings.*

***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*

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

1. 4:30 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call

The meeting was called to order at 4:32 P.M. Trustees virtually present were Trustee Gay, Trustee Grinberg, Trustee Morton, Trustee Schaeffer, Trustee Aum

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

President Gay verbally identified the agenda items to be discussed.

2. PUBLIC HEARING FOR CLOSED SESSION

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

3. CLOSED SESSION

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

- 3.1. Conference with labor negotiators (Government Code 54957.6)

Agency Representative: Superintendent Jason Morse

Employee organizations: CEMUS and MTA bargaining units and unrepresented employees

- 3.2. Action Affecting the Employment Status of a Public Employee (Cal. Gov. Code section 54957)

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

- 4.1. Call to order and roll call

The meeting was called to order at 5:07 P.M. Virtually present were Trustee Gay, Trustee Grinberg, Trustee Morton, Trustee Schaeffer, Trustee Aum.

- 4.2. Closed session disclosure

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

Nothing was reported out of closed session.

- 4.3. Approval of agenda

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

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

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 Employment/Personnel Changes

5.1.1 Accept Resignation, SLP Aide, 6.5 hours/day, 10 months, effective 6/12/20

MSA Aum/Grinberg (5/0) to approve the Consent Agenda.

6. PARENT/COMMUNITY COMMENT

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

The Board may briefly respond to public comments by asking questions to clarify the speaker's comments and refer the speaker to the Superintendent for further clarification. We thank you for your comments and participation at this meeting.

Community member commented on the school reopening plan that was released via email. They have received feedback from parents who work. What are they to do regarding childcare if school is not available full-time? Superintendent Morse responded that a lot can change in the coming weeks and that reopening plan is a flexible document and nothing is set in stone.

7. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

7.1. Lease/Leaseback Discussion

The Board will discuss the options for selecting a contractor for the high school modernization process (action)

The Board discussed the Lease/Leaseback information that was requested at the June meeting. Trustees Gay and Grinberg met and recommend the Board work with School and College Legal Services because the District already has a working relationship with them as does QKA. However, the Board chose not to take action at this time and is requesting information showing the benefits of the option. The Board is requesting a special meeting in early August to continue this discussion and take possible action.

7.2. Consideration of and Possible Action on Resolution 2020-14: Regarding Elimination of Classified Employee Services (action)

7.2.1. Instructional Aide – eliminate (1) 5.5 hour/day position

7.2.2. SLP Aide – eliminate (1) 6.5 hour/day position

7.2.3. Library Assistant – eliminate (1) 3.0 hour/day position

7.2.4. Library Assistant – eliminate (1) 5.5 hour/day position

7.2.5. Integrative Aide – eliminate (2) 6.5 hour/day positions

7.2.6. Integrative Aide – eliminate (1) 5.5 hour/day position

7.2.7. Integrative Aide – eliminate (1) 5.0 hour/day position

MSA Aum/Morton (5/0) to approve Resolution 2020-14 Regarding the Elimination of Classified Employee Services.

8. ADJOURNMENT

The next Board meeting is scheduled for **August 27, 2020** at the K-8 School.

The meeting was adjourned at 6:05 P.M.

Mendocino Unified School District



MINUTES

Special Board Meeting

JULY 23, 2020

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

5:00 P.M. OPEN SESSION

K-8 LIBRARY* & VIA TELECONFERENCE

<https://zoom.us/j/92010003472?pwd=WWxaemdSVVhzVVIsOEZYRFc5RGFUZz09>

Meeting ID: 920 1000 3472

Passcode: s47LHT

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 920 1000 3472

Passcode: 466053

Please "mute" your device during the meeting.

MUSD is not available for technical support for remote meetings.

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.

***PLEASE WEAR YOUR MASK IF YOU ATTEND IN PERSON**

Board Priorities

- *Develop and expand community partnerships and communication*
- *Increase learning and achievement for all students, families, and staff*
- *Plan wisely for the future while maintaining fiscal integrity*
- *Maintain and improve the physical plant*

Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the District Office: 44141 Little Lake Road, Mendocino, CA 95460. Board backup materials are also located on the MUSD website at <http://www.mendocinoused.org/District/2285-Untitled.html>

In compliance with Government Code section 54954.2(a) Mendocino Unified School District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact, Erin Placido Exec. Assistant to the Superintendent, in writing at P.O. Box 1154, Mendocino, CA 95460 or via email at doerin@mcn.org.

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

1. 5:00 P.M. OPEN SESSION

1.1. Call to order and roll call

The meeting was called to order at 5:01 P.M. Virtually present were Trustees Aum, Schaeffer, Gay, Morton and Grinberg. Student Trustee Jung was also virtually present.

1.2. Approval of agenda

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

MSA Aum/Grinberg (5/0) to approve the agenda as presented.

2. 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.

There were no parent/community comments.

3. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

3.1. 2020-21 School Year

Superintendent Morse will update the board on the 2020-21 school year (discussion)
Superintendent Morse provided an update on the 2020-21 school year. Data has been collected through outreach regarding the needs/support/challenges facing families. The safety of the staff and students is first and foremost. Parents and staff commented on a variety of concerns which will be taken into consideration moving forward.

MSA Aum/Morton (5/0) to move to distance learning for the first 9 weeks of instruction, meeting again to re-evaluate this decision at the October 15, 2020 regularly scheduled Board meeting.

A special meeting to discuss the challenges and strategies of this decision will take place on July 29th at 5:00 P.M.

4. ADJOURNMENT

The next Board meeting is scheduled for **August 27, 2020** at the K-8 School.

The meeting was adjourned at 6:48 P.M.

Mendocino Unified School District



MINUTES

Special Board Meeting

JULY 29, 2020

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

5:00 P.M. OPEN SESSION

K-8 LIBRARY* & VIA TELECONFERENCE

<https://zoom.us/j/91681839812?pwd=SjE3R1ZEBjJFb2ZlZ0hPSEMxZz09>

Meeting ID: 916 8183 9812

Passcode: N89raa

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 916 8183 9812

Passcode: 835081

*Please "mute" your device during the meeting.
MUSD is not available for technical support for remote meetings.*

*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*

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

1. 5:00 P.M. OPEN SESSION

1.1. Call to order and roll call

The meeting was called to order at 5:01 P.M. Virtually present were Trustees Gay, Grinberg, Aum, Schaeffer, Morton and Student Trustee Jung.

1.2. Approval of agenda

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

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

2. PARENT/COMMUNITY COMMENT

Under the requirements of the Brown Act and open meeting laws, members of the community wishing to address an item on the agenda may do so at this time or when the item comes before the Board. 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 54952). 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.

There were no public comments.

3. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

3.1. 2020-21 School Year

Superintendent Morse will update the board on the 2020-21 school year (discussion)

Superintendent Morse provided an update on the following topics:

Technology needs – devices (Chromebooks, laptops)

Internet Connectivity needs

Independent Study vs. Distance Learning

Registration of families (online/in-person)

Lunch Services

Possible Layoffs

EL Services

SPED services

Keep preparing for hybrid learning

Protocols and procedures for positive tests of staff members or relatives of staff members

Bringing back teachers early for professional development

Waiver for in-person schooling if the county is on the monitoring list

Childcare possibilities

In-person schooling for our most impacted families

The Board adjourned to closed session at 6:01 P.M.

4. CLOSED SESSION CALL TO ORDER AND ROLL CALL

4.1. Call to order and roll call

Closed Session was called to order at 6:07 P.M. Virtually present were Trustees Gay, Grinberg, Schaeffer, Morton, Aum.

4.2. 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.

5. 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).

No one from the public was present.

6. 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.

6.1. Superintendent Evaluation

7. ADJOURNMENT

The next Board meeting is scheduled for **August 27, 2020** at the K-8 School.

Mendocino Unified School District



MINUTES

Special Board Meeting

AUGUST 13, 2020

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

5:00 P.M. OPEN SESSION

VIA TELECONFERENCE

Join Zoom Meeting

<https://zoom.us/j/94794947494?pwd=Y1pSOE9sSDhsWlVnUHBESVErUnVodz09>

Meeting ID: 947 9494 7494

Passcode: 39afJt

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 947 9494 7494

Passcode: 464877

Please "mute" your device during the meeting.

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Board Priorities

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

1. 5:00 P.M. OPEN SESSION

1.1. Call to order and roll call

The meeting was called to order at 5:03 P.M. Virtually present were: Trustees Gay, Schaeffer, Grinberg, Aum, Morton and Student Trustee Jung.

1.2. Approval of agenda

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

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

2. PARENT/COMMUNITY COMMENT

Under the requirements of the Brown Act and open meeting laws, members of the community wishing to address an item on the agenda may do so at this time or when the item comes before the Board. 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 54952). 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.

There were no parent/community comments.

3. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

3.1. 2020-21 Budget Recertification with Coding Corrections (action)

MSA Schaeffer/Aum (5/0) to Recertify the 2020-21 Budget as presented.

3.2. 20-21 School Year

Superintendent Morse will update the board on the 2020-21 school year (discussion)
Superintendent Morse provided an update on the 2020-21 school year which included a discussion around outreach to families for internet/devices. MUSD is willing to help cover costs for internet connection and students who need devices will be given Chromebooks.

Principals Hahn and Hummrichouse provided updates on the current plans for each site. Teachers are reporting back to work a week early in order to begin collaborating and setting up their distance learning platforms.

Registrations information is being sent out this week. Returning students register online and new students register via paper packets.

Discussions took place around meal service which will most likely be provided on Mondays, Wednesdays and Fridays.

Parents with student's with IEP's should communicate with their child's teachers to discuss curriculum that works.

Students in 6-8 grades will be in self-contained classes with one teacher versus a different teacher for each subject.

3.3. 2020-21 Board Meeting Calendar (discussion/action)

The Board discussed the need for additional meetings. The August 27, 2020 meeting was moved to August 26, 2020 beginning with a Closed Session at 3:00 P.M. and the Regular Meeting at 4:00 P.M. and will include the regular Board meeting topics as well as a 6:00 P.M. Public Hearing for the Caspar Creek Learning Community charter school petition.

The regular Board meeting for September will remain on September 10, 2020

The Board workshop that was to take place on October 7, 2020 will now take place at 9:00 A.M. on September 16, 2020 and will include a Public Hearing on the LCAP and a presentation of renderings for the High School Modernization project.

A Special Board Meeting has been set for September 30, 2020 for the Board decision pertaining to the LCAP and Caspar Creek Learning Community petition. This meeting will take place at 5:00 PM.

4. ADJOURNMENT

The next Board meeting is scheduled for **August 26, 2020** at the K-8 School.

The meeting was adjourned at 6:42 P.M.

Mendocino Unified School District

Jason Morse, Superintendent

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

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

This announcement is for internal employees only. Deadline for internal candidates to submit their letter of interest is 5 days after the date the positions are first posted. Internal candidates are always considered first. If you are interested in any of these positions, send a letter of interest to Erin Placido at the District Office (doerin@mcn.org).

Mendocino Unified School District, EOE

Certificated Positions Available

Distance Learning Teacher (3) – 1.0 FTE: This is not an independent study position. Provide Mendocino K8 School aligned instruction to students enrolled in TK-8th grade. Collaborate with Mendocino K8 School teachers to provide distance learning to students throughout the school year. Valid California Teaching Credential required. Position starts 8/24/20.

6th Grade Self-Contained Teacher (2) – 1.0 FTE: Plan, prepare, and deliver 6th grade, Mendocino K8 School aligned instruction in all subjects to students in a self-contained setting. Valid California Teaching Credential required. Position starts 8/24/20.

7th Grade Self-Contained Teacher (2) – 1.0 FTE: Plan, prepare, and deliver 7th grade, Mendocino K8 School aligned instruction in all subjects to students in a self-contained setting. Valid California Teaching Credential required. Position starts 8/24/20.

8th Grade Self-Contained Teacher (2) – 1.0 FTE: Plan, prepare, and deliver 8th grade, Mendocino K8 School aligned instruction in all subjects to students in a self-contained setting. Valid California Teaching Credential required. Position starts 8/24/20.

Posted 8-6-2020

Mendocino Unified School District
2020-21 Combined General Fund Budget Change Report

August 2020
 8/21/2020

REVENUES: 20/21 Adoption Meeting August Meeting Change Notes

REVENUE LIMIT SOURCES					
8011	State Aid - Current Year	\$1,535,428	\$1,691,031	\$155,603	Fair Share & DoC
80xx	<i>Learning Loss Mitigation (LLM)</i>	\$0	\$306,219	\$306,219	1 Time COVID Aid
8012	Education Protection Account	\$99,800	\$99,800	\$0	
8021	Homeowners' Exemptions Tax	\$41,200	\$41,200	\$0	
8022	Timber Yield Tax	\$120,000	\$120,000	\$0	
8029	Other Subventions/In-Lieu Taxes	\$0	\$0	\$0	
8041	Secured Roll Taxes	\$5,291,646	\$5,291,646	\$0	~\$400K CCLC
8042	Unsecured Taxes	\$155,665	\$155,665	\$0	
8043	Prior Years' Taxes	\$1,400	\$1,400	\$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		\$7,170,139	\$7,631,961	\$461,822	
FEDERAL REVENUES					
8181	Special Education Entitlement	\$92,361	\$92,361	\$0	
8182	Discretionary Grants	\$3,200	\$3,200	\$0	
8285	Interagency Contracts between LEAs	\$0	\$0	\$0	
8290	All other Federal Revenue	<u>\$81,419</u>	<u>\$81,419</u>	<u>\$0</u>	
Total Federal Revenues		\$176,980	\$176,980	\$0	
OTHER STATE REVENUES					
8311	Other St. Apportionments Current Yr.	\$0	\$0	\$0	
8550	Mandated Cost Reimbursements	\$20,987	\$20,987	\$0	
8560	State Lottery Revenue	\$96,722	\$96,722	\$0	
8590	All Other State Revenue	<u>\$375,359</u>	<u>\$375,359</u>	<u>\$0</u>	
Total Other State Revenues		\$493,068	\$493,068	\$0	
OTHER LOCAL REVENUES					
8622	Non-Ad Valorem Taxes	\$89,000	\$89,000	\$0	
8631	Sale of Equipment & Supplies	\$0	\$0	\$0	
8650	Leases and Rentals	\$8,000	\$8,000	\$0	
8660	Interest	\$23,000	\$23,000	\$0	
8662	Net Increase in Fair Value Investment	\$0	\$0	\$0	
8675	Transport. Fees from Individuals	\$0	\$0	\$0	
8677	Transportation & Interagency Services	\$21,730	\$21,730	\$0	
8689	Other Fees and Contracts	\$2,000	\$2,000	\$0	
8699	All Other Local Revenue	\$26,935	\$26,935	\$0	
8792	Transfer of Apportionment from COE	<u>\$237,726</u>	<u>\$237,726</u>	<u>\$0</u>	
Total Other Local Revenues		\$408,391	\$408,391	\$0	
TOTAL REVENUES		\$8,248,578	\$8,710,400	\$461,821	

		20/21 Adoption	August		
EXPENDITURES:		Meeting	Meeting	Change	
CERTIFICATED SALARIES					
1100	Teachers' Salaries	\$2,769,490	\$2,686,849	-\$82,641	red 1 FTE, +extra week teachers staffing red
1200	Pupil Support Salaries	\$313,867	\$298,146	-\$15,721	
1300	Supervisors' and Admin Salaries	\$367,078	\$367,078	\$0	
1900	Other Certificated Salaries	\$600	\$600	\$0	
Total Certificated Salaries		\$3,451,035	\$3,352,673	-\$98,362	
CLASSIFIED SALARIES					
2100	Instructional Aides' Salaries	\$349,113	\$225,678	-\$123,435	staffing red
2200	Support Salaries	\$596,744	\$596,744	\$0	
2300	Supervisors' and Admin Salaries	\$383,922	\$383,922	\$0	
2400	Clerical and Office Salaries	\$439,022	\$439,022	\$0	
2900	Other Classified Salaries	\$19,736	\$19,736	\$0	
Total Classified Salaries		\$1,788,537	\$1,665,102	-\$123,435	
EMPLOYEE BENEFITS					
310X	STRS	\$847,633	\$847,633	\$0	
320X	PERS	\$359,542	\$359,542	\$0	
33XX	OASDI/Medicare	\$182,020	\$182,020	\$0	
340X	Health & Welfare Benefits	\$903,203	\$903,203	\$0	
350X	Unemployment Insurance	\$2,432	\$2,432	\$0	
360X	Workers' Compensation	\$150,201	\$150,201	\$0	
370X	Other Post-Employment Benefits	\$53,877	\$53,877	\$0	
390X	Other Benefits (Ret. Inc. & Board bene.)	\$40,826	\$40,826	\$0	
3xxx	Est Staff Red	\$0	-\$50,000	-\$50,000	Est Staff Red
Total Employee Benefits		\$2,539,733	\$2,489,733	-\$50,000	
BOOKS AND SUPPLIES					
4100	Approved Textbooks & Core Materials	\$0	\$0	\$0	
4200	Books & Other Reference Materials	\$33,031	\$33,031	\$0	
4300	Materials and Supplies	\$275,696	\$275,696	\$0	
4400	Noncapitalized Equipment	\$50,500	\$50,500	\$0	
Total Books and Supplies		\$359,227	\$359,227	\$0	
SERVICES, OTHER OPERATING EXPENSES					
5100	Subagreements for Services	\$35,000	\$35,000	\$0	
5200	Travel & Conference	\$32,263	\$32,263	\$0	
5300	Dues and Memberships	\$27,783	\$27,783	\$0	
5450	Insurance	\$88,805	\$88,805	\$0	
5500	Operation & Housekeeping Services	\$223,122	\$223,122	\$0	
5600	Rentals, Leases, Repairs, Improvmnts	\$37,400	\$37,400	\$0	
5800	Consulting Svcs and Op Expenses	\$341,042	\$341,042	\$0	
5900	Communications	\$45,493	\$45,493	\$0	
Total Services and Other Operating Expenses		\$830,907	\$830,907	\$0	
CAPITAL OUTLAY					
6400	Equipment / Equipment Replacement	\$58,887	\$58,887	\$0	
Total Capital Outlay		\$58,887	\$58,887	\$0	
OTHER OUTGO					
7299	All Other Transfer Out to All Other	\$0	\$0	\$0	
7300-7399	Transfer of Indirect Costs	-\$6,000	-\$6,000	\$0	
7439	Debt Service - Principal & Interest	\$0	\$0	\$0	
Total Other Outgo		-\$6,000	-\$6,000	\$0	
TOTAL EXPENDITURES		\$9,022,325	\$8,750,528	-\$271,797	
OTHER FINANCING SOURCES AND USES					
8919	Transfer In from MCN Fund	\$40,000	\$40,000	\$0	
7612	Transfer Out to Special Reserve Fund	\$0	\$0	\$0	
7611	Transfer Out to State Preschool Fund	-\$33,178	-\$33,178	\$0	
7616	Transfer Out to Cafeteria	-\$149,697	-\$149,697	\$0	
7619	Transfer Out to MCN - telecom	-\$8,190	-\$8,190	\$0	
TOT. OTHER FINANCING SOURCES & USES		-\$151,066	-\$151,066	\$0	

NET INCREASE (DECR) IN FUND BALANCE		-\$924,813	-\$191,194	\$733,618
		20/21 Adoption	August	
		Meeting	Meeting	Change
FUND BALANCE, RESERVES				
Beginning Fund Balance		\$2,517,006	\$2,517,006	\$0
Ending Fund Balance		\$1,592,194	\$2,325,812	\$733,618
COMPONENTS OF ENDING FUND BALANCE				
9711	Revolving Cash	\$10,000.00	\$10,000.00	\$0
9740	Restricted Balances	\$34,019.33	\$34,019.33	\$0
9789	Designated for Econ Uncertainty	\$368,260.00	\$368,260.00	\$0
9780	Other Designations:			
9790	General (Undesignated) Reserve	\$1,179,914	\$1,913,533	\$733,618

KEY TRANSFERS IMPACTING THE GENERAL FUND UNALLOCATED RESERVE:

Transfer # Purpose	Amount
Total	\$0

MENDOCINO GRAMMAR SCHOOL
 STUDENT BODY ACCOUNT
 2019-2020 MONTHLY SUMMARY
 PERIOD: MARCH 2020

	BALANCE	INCOME	EXPENSE	NEW BALANCE
KINDERGARDEN	35.10			35.10
1st GRADE	20.00			20.00
2nd GRADE	-72.84			-72.84
3rd GRADE	122.50			122.50
4-5 GRADES	176.34			176.34
COMPTCHE SCHOOL	300.71		25.87	274.84
GENERAL STUDENT BODY	3.27	0.02		3.29
MULTI-PURPOSE STAGE	55.78			55.78
To be Reimbursed MUSD	-225.00			-225.00
TOTAL	415.86	0.02	25.87	390.01

MENDOCINO GRAMMAR SCHOOL
 STUDENT BODY ACCOUNT
 2019-2020 MONTHLY SUMMARY
 PERIOD: APRIL 2020

	BALANCE	INCOME	EXPENSE	NEW BALANCE
KINDERGARDEN	35.10			35.10
1st GRADE	20.00			20.00
2nd GRADE	-72.84			-72.84
3rd GRADE	122.50			122.50
4-5 GRADES	176.34			176.34
COMPTCHE SCHOOL	274.84			274.84
GENERAL STUDENT BODY	3.29	0.02		3.31
MULTI-PURPOSE STAGE	55.78			55.78
To be Reimbursed MUSD	-225.00			-225.00
TOTAL	390.01	0.02	0.00	390.03

MENDOCINO GRAMMAR SCHOOL
 STUDENT BODY ACCOUNT
 2019-2020 MONTHLY SUMMARY
 PERIOD: MAY 2020

	BALANCE	INCOME	EXPENSE	NEW BALANCE
KINDERGARDEN	35.10			35.10
1st GRADE	20.00			20.00
2nd GRADE	-72.84			-72.84
3rd GRADE	122.50			122.50
4-5 GRADES	176.34			176.34
COMPTCHE SCHOOL	274.84			274.84
GENERAL STUDENT BODY	3.31	0.02		3.33
MULTI-PURPOSE STAGE	55.78			55.78
To be Reimbursed MUSD	-225.00			-225.00
TOTAL	390.03	0.02	0.00	390.05

**MENDOCINO MIDDLE SCHOOL
STUDENT BODY ACCOUNT
2019-2020 MONTHLY SUMMARY
PERIOD: MARCH 2020**

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Art Field Trips	\$ 839.98			\$ 839.98
6-8 Boys Free Throw	\$ -			\$ -
6-8 Girls Free Throw	\$ -			\$ -
6th Grade Class	\$ 0.08			\$ 0.08
6th Grade Trips	\$ 10,538.48			\$ 10,538.48
6-8 Trips	\$ -			\$ -
7-8 Boy's BB	\$ 843.27			\$ 843.27
7-8 Girl's BB	\$ 947.76			\$ 947.76
7th Grade Class	\$ 2,669.17			\$ 2,669.17
8th Grade Class	\$ -			\$ -
8th Grade Trip	\$ 74.95			\$ 74.95
Art Fund	\$ 3,952.49			\$ 3,952.49
Athletics	\$ 584.41			\$ 584.41
AVID	\$ -			\$ -
Chess Club	\$ -			\$ -
Chorus	\$ 9.00			\$ 9.00
Cooking Club	\$ 283.93			\$ 283.93
Film Club	\$ 99.00			\$ 99.00
Grad Dance	\$ -			\$ -
Maker Faire	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ 48.96			\$ 48.96
Science	\$ 319.48			\$ 319.48
Student Council	\$ 1,825.53	\$1.13		\$ 1,826.66
Volleyball	\$ 3,330.28			\$ 3,330.28
Yearbook	\$ 13.31			\$ 13.31
Yearend Activities	\$ 56.72			\$ 56.72
TOTAL	\$ 26,436.80	\$1.13	\$0.00	\$ 26,437.93

**MENDOCINO MIDDLE SCHOOL
STUDENT BODY ACCOUNT
2019-2020 MONTHLY SUMMARY
PERIOD: APRIL 2020**

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Art Field Trips	\$ 839.98			\$ 839.98
6-8 Boys Free Throw	\$ -			\$ -
6-8 Girls Free Throw	\$ -			\$ -
6th Grade Class	\$ 0.08			\$ 0.08
6th Grade Trips	\$ 10,538.48		\$4,168.00	\$ 6,370.48
6-8 Trips	\$ -			\$ -
7-8 Boy's BB	\$ 843.27			\$ 843.27
7-8 Girl's BB	\$ 947.76			\$ 947.76
7th Grade Class	\$ 2,669.17			\$ 2,669.17
8th Grade Class	\$ -			\$ -
8th Grade Trip	\$ 74.95			\$ 74.95
Art Fund	\$ 3,952.49		\$742.13	\$ 3,210.36
Athletics	\$ 584.41			\$ 584.41
AVID	\$ -			\$ -
Chess Club	\$ -			\$ -
Chorus	\$ 9.00			\$ 9.00
Cooking Club	\$ 283.93			\$ 283.93
Film Club	\$ 99.00			\$ 99.00
Grad Dance	\$ -			\$ -
Maker Faire	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ 48.96			\$ 48.96
Science	\$ 319.48			\$ 319.48
Student Council	\$ 1,826.66	\$1.08		\$ 1,827.74
Volleyball	\$ 3,330.28			\$ 3,330.28
Yearbook	\$ 13.31			\$ 13.31
Yearend Activities	\$ 56.72			\$ 56.72
TOTAL	\$ 26,437.93	\$1.08	\$4,910.13	\$ 21,528.88

**MENDOCINO MIDDLE SCHOOL
STUDENT BODY ACCOUNT
2019-2020 MONTHLY SUMMARY
PERIOD: MAY 2020**

DESCRIPTION	Beginning Balance	Income	Expenses	Ending Balance
6-8 Art Field Trips	\$ 839.98			\$ 839.98
6-8 Boys Free Throw	\$ -			\$ -
6-8 Girls Free Throw	\$ -			\$ -
6th Grade Class	\$ 0.08			\$ 0.08
6th Grade Trips	\$ 6,370.48		\$20.00	\$ 6,350.48
6-8 Trips	\$ -			\$ -
7-8 Boy's BB	\$ 843.27			\$ 843.27
7-8 Girl's BB	\$ 947.76			\$ 947.76
7th Grade Class	\$ 2,669.17			\$ 2,669.17
8th Grade Class	\$ -			\$ -
8th Grade Trip	\$ 74.95			\$ 74.95
Art Fund	\$ 3,210.36	\$40.00		\$ 3,250.36
Athletics	\$ 584.41			\$ 584.41
AVID	\$ -			\$ -
Chess Club	\$ -			\$ -
Chorus	\$ 9.00			\$ 9.00
Cooking Club	\$ 283.93			\$ 283.93
Film Club	\$ 99.00			\$ 99.00
Grad Dance	\$ -			\$ -
Maker Faire	\$ -			\$ -
Outdoor Survival	\$ -			\$ -
PE Fund	\$ -			\$ -
School Supplies	\$ 48.96			\$ 48.96
Science	\$ 319.48			\$ 319.48
Student Council	\$ 1,827.74	\$1.03		\$ 1,828.77
Volleyball	\$ 3,330.28			\$ 3,330.28
Yearbook	\$ 13.31	\$695.00		\$ 708.31
Yearend Activities	\$ 56.72			\$ 56.72
TOTAL	\$ 21,528.88	\$736.03	\$20.00	\$ 22,244.91

2019-20 Year-To-Date ADA by District of Residence

Month: 10

		<u>MUSD</u>	<u>FB</u>	<u>PA</u>	<u>AV</u>	<u>Ukiah</u>	<u>Other</u>	<u>Totals</u>	19-20 CBEDS (Oct.)	18-19 CBEDS (Oct.)
Albion	TK	1.84	0.00	0.00	0.00	0.00	0.00	1.84	2	3
	K	1.93	0.00	0.00	0.00	0.00	0.00	1.93	2	8
	1	3.86	0.00	0.00	0.00	0.00	0.00	3.86	4	5
	2	3.56	0.00	0.00	0.00	0.00	0.00	3.56	3	1
	3	<u>0.97</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.97</u>	<u>1</u>	<u>6</u>
	Total	12.16	0.00	0.00	0.00	0.00	0.00	12.16	12	23
Comptche	TK	0.72	0.00	0.00	0.00	0.00	0.00	0.72	0	3
	K	5.06	0.00	0.00	0.00	0.00	0.00	5.06	6	8
	1	7.19	0.00	0.00	0.00	0.00	0.00	7.19	7	2
	2	2.87	0.00	0.00	0.00	0.00	0.00	2.87	3	4
	3	<u>4.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4.05</u>	<u>5</u>	<u>3</u>
	Total	19.89	0.00	0.00	0.00	0.00	0.00	19.89	21	20
MK-8	TK	6.31	0.93	0.00	0.00	0.00	0.00	7.24	8	3
	K	12.48	0.98	0.00	0.00	0.00	0.00	13.46	14	23
	1	24.09	2.57	0.00	0.00	0.00	0.00	26.66	29	26
	2	25.49	1.88	0.00	0.00	0.00	0.00	27.37	27	19
	3	16.58	3.85	0.00	0.00	0.00	0.00	20.43	22	27
	4	40.13	1.58	0.00	0.00	0.00	0.00	41.71	42	34
	5	31.67	1.97	0.94	0.00	0.00	0.00	34.58	36	32
	6	31.49	7.24	0.00	0.00	0.00	0.00	38.73	39	49
	7	40.65	3.93	0.94	0.00	0.00	0.00	45.52	47	48
	8	<u>27.49</u>	<u>6.88</u>	<u>0.34</u>	<u>1.99</u>	<u>0.00</u>	<u>0.00</u>	<u>36.70</u>	<u>40</u>	<u>50</u>
Total	256.38	31.81	2.22	1.99	0.00	0.00	292.40	304	311	
MHS	9	39.69	4.84	2.90	1.98	0.00	0.00	49.41	52	42
	10	26.84	7.80	1.90	0.98	0.00	0.00	37.52	40	52
	11	24.30	6.71	4.92	0.98	0.00	0.00	36.91	41	36
	12	<u>21.36</u>	<u>9.15</u>	<u>1.93</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>32.44</u>	<u>35</u>	<u>43</u>
	Total	112.19	28.50	11.65	3.94	0.00	0.00	156.28	168	173
MAS (I.S.)	TK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	K	1.98	0.00	0.00	0.00	0.00	0.00	1.98	2	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	0
	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	4	0.11	0.00	0.00	0.00	0.00	0.00	0.11	0	0
	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	6	1.95	0.00	0.00	0.00	0.00	0.00	1.95	2	0
	7	2.91	0.00	0.00	0.00	0.00	0.00	2.91	3	0
	8	1.00	1.47	0.00	0.00	0.00	0.00	2.47	1	1
	9	0.53	0.00	0.00	0.00	0.00	0.00	0.53	0	0
	10	0.80	0.00	0.00	0.00	0.00	0.00	0.80	1	1
	11	0.59	0.00	0.00	0.00	0.00	0.00	0.59	0	1
12	<u>1.73</u>	<u>0.49</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2.22</u>	<u>3</u>	<u>1</u>	
Total	11.60	1.96	0.00	0.00	0.00	0.00	13.56	12	4	
SHS	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
	10	0.30	0.00	0.00	0.00	0.00	0.00	0.30	0	0
	11	0.93	0.00	0.00	0.00	0.00	0.00	0.93	3	4
	12	<u>0.70</u>	<u>0.13</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.84</u>	<u>5</u>	<u>7</u>
	Total	1.94	0.13	0.00	0.00	0.00	0.00	2.07	8	11
mes TOTAL		414.16	62.40	13.87	5.93	0.00	0.00	496.36	525	542

6/30/20

2019-20 Total ADA by Attendance Month
ADA for each attendance month

		Mo. 1	Mo. 2	Mo. 3	Mo. 4	19-20 P-1	18-19 P-1	Mo. 5	Mo. 6	19-20 P-2	18-19 P-2	Mo. 7	Mo. 8	Mo. 9	Mo. 10	19-20 Annual	18-19 Annual
Albion	TK	1.79	1.87	1.78	1.70	1.70		1.75	1.73	1.73		1.77	1.80	1.82	1.84		
	K	1.95	1.87	1.85	1.86	1.86		1.89	1.89	1.89		1.89	1.91	1.92	1.93		
	1	3.95	3.97	3.93	3.93	3.93		3.90	3.82	3.82		3.80	3.82	3.84	3.86		
	2	2.79	2.87	3.09	3.29	3.29		3.32	3.39	3.39		3.37	3.44	3.51	3.56		
	3	1.05	1.03	1.02	1.00	1.00		1.00	0.96	0.96		0.96	0.96	0.97	0.97		
	Total	11.53	11.61	11.67	11.78	11.78	18.37	11.86	11.79	11.79	16.90	11.79	11.93	12.06	12.16		16.22
Comptche	TK	0.00	0.00	0.15	0.33	0.33		0.45	0.53	0.53		0.60	0.64	0.69	0.72		
	K	5.00	5.32	5.39	5.39	5.39		5.26	5.15	5.15		5.09	5.08	5.07	5.06		
	1	6.68	6.74	6.70	6.70	6.70		6.72	6.78	6.78		6.84	6.96	7.09	7.19		
	2	3.00	2.97	2.93	2.87	2.87		2.82	2.80	2.80		2.81	2.83	2.85	2.87		
	3	3.95	4.39	4.39	4.41	4.41		4.23	4.16	4.16		4.07	4.07	4.06	4.05		
	Total	18.63	19.42	19.56	19.70	19.70	18.62	19.48	19.42	19.42	17.84	19.41	19.58	19.76	19.89		18.38
MK-8	TK	6.74	6.69	6.75	6.93	6.93		7.00	6.82	6.82		6.90	7.02	7.15	7.24		
	K	12.68	13.05	13.20	13.31	13.31		13.02	13.08	13.08		13.14	13.30	13.39	13.46		
	1	28.21	27.47	27.33	26.81	26.81		26.20	26.14	26.14		26.11	26.32	26.53	26.66		
	2	25.47	24.87	25.18	25.46	25.46		25.62	25.89	25.89		26.22	26.63	27.06	27.37		
	3	21.48	20.86	20.51	20.17	20.17		19.75	19.63	19.63		19.74	20.00	20.24	20.43		
	4	40.74	40.74	40.81	40.83	40.83		40.89	40.74	40.74		40.70	41.06	41.42	41.71		
	5	34.63	34.39	33.90	33.99	33.99		34.05	34.04	34.04		33.95	34.18	34.40	34.58		
	6	38.00	38.03	38.11	38.40	38.40		38.22	38.18	38.18		38.19	38.38	38.61	38.73		
	7	45.00	44.24	44.37	44.69	44.69		44.49	44.46	44.46		44.45	44.84	45.23	45.52		
	Total	290.95	287.13	286.77	287.34	287.34	293.83	285.76	285.32	285.32	290.43	285.47	288.00	290.53	292.40		290.91
MHS	9	51.84	51.18	50.40	50.46	50.46		49.78	49.29	49.29		48.47	48.97	49.22	49.41		
	10	38.90	38.92	38.67	38.68	38.68		37.70	37.46	37.46		36.95	37.40	37.47	37.52		
	11	40.11	39.00	38.18	37.85	37.85		37.66	36.80	36.80		36.34	36.60	36.77	36.91		
	12	33.31	32.76	32.45	32.35	32.35		32.40	32.23	32.23		31.67	32.00	32.24	32.44		
	Total	164.16	161.86	159.70	159.34	159.34	163.10	157.54	155.78	155.78	158.74	153.43	154.97	155.70	156.28		156.70
MAS	TK	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00		
	K	1.89	1.79	1.93	1.94	1.94		1.95	1.96	1.96		1.97	1.97	1.97	1.98		
	1	0.00	0.00	0.00	0.00	0.00		0.00	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	0.00	0.00		0.00	0.00	0.00	0.00		
	3	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00		
	4	0.00	0.00	0.00	0.22	0.22		0.23	0.19	0.19		0.16	0.14	0.13	0.11		
	5	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00		
	6	1.79	1.58	1.85	1.88	1.88		1.91	1.92	1.92		1.93	1.94	1.95	1.95		
	7	2.84	2.79	2.80	2.77	2.77		2.82	2.84	2.84		2.87	2.88	2.90	2.91		
	8	1.21	1.00	1.44	1.74	1.74		1.93	2.09	2.09		2.24	2.32	2.41	2.47		
	9	0.00	0.00	0.00	0.00	0.00		0.00	0.01	0.01		0.24	0.39	0.47	0.53		
	10	0.89	1.00	0.93	0.91	0.91		0.83	0.85	0.85		0.72	0.75	0.78	0.80		
	11	0.26	0.53	0.19	0.14	0.14		0.17	0.29	0.29		0.41	0.47	0.54	0.59		
12	2.26	2.06	2.49	2.45	2.45		2.35	2.38	2.38		2.33	2.29	2.25	2.22			
	Total	11.14	10.75	11.63	12.05	12.05	4.87	12.19	12.53	12.53	7.69	12.87	13.15	13.40	13.56		9.70
SHS	9	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00		
	10	0.00	0.00	0.00	0.10	0.10		0.27	0.35	0.35		0.43	0.38	0.33	0.30		
	11	1.20	1.25	1.09	1.12	1.12		1.23	1.34	1.34		1.33	1.19	1.04	0.93		
	12	1.43	1.46	1.29	1.32	1.32		1.30	1.30	1.30		1.19	1.07	0.93	0.84		
	Total	2.63	2.71	2.38	2.54	2.54	5.60	2.81	2.99	2.99	4.92	2.95	2.64	2.31	2.07		4.43
TOTAL ADA		499.04	493.48	491.71	492.75	492.75	504.39	489.64	487.83	487.83	496.52	485.92	490.27	493.76	496.36		496.34

2019-20 Enrollment by District of Residence

Month: 10

		MUSD	FB	PA	AV	Ukiah	Other	19-20 Totals To Date	19-20 CBEDS (Oct.)	18-19 CBEDS (Oct.)
Albion	TK	2	0	0	0	0	0	2	2	3
	K	2	0	0	0	0	0	2	2	8
	1	4	0	0	0	0	0	4	4	5
	2	4	0	0	0	0	0	4	3	1
	3	<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>6</u>
	Total	13	0	0	0	0	0	13	12	23
Comptche	TK	1	0	0	0	0	0	1	0	3
	K	5	0	0	0	0	0	5	6	8
	1	8	0	0	0	0	0	8	7	2
	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>5</u>	<u>3</u>
	Total	21	0	0	0	0	0	21	21	20
MK-8	TK	7	1	0	0	0	0	8	8	3
	K	13	1	0	0	0	0	14	14	23
	1	25	3	0	0	0	0	28	29	26
	2	28	2	0	0	0	0	30	27	19
	3	18	4	0	0	0	0	22	22	27
	4	42	2	0	0	0	0	44	42	34
	5	33	2	1	0	0	0	36	36	32
	6	32	8	0	0	0	0	40	39	49
	7	43	4	1	0	0	0	48	47	48
	8	<u>29</u>	<u>7</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>38</u>	<u>40</u>	<u>50</u>
Total	270	34	2	2	0	0	308	304	311	
MHS	9	41	5	3	2	0	0	51	52	42
	10	25	9	2	1	0	0	37	40	52
	11	25	7	5	1	0	0	38	41	36
	12	<u>22</u>	<u>10</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>34</u>	<u>35</u>	<u>43</u>
	Total	113	31	12	4	0	0	160	168	173
MAS (I.S.)	TK	0	0	0	0	0	0	0	0	0
	K	2	0	0	0	0	0	2	2	0
	1	0	0	0	0	0	0	0	0	0
	2	0	0	0	0	0	0	0	0	0
	3	0	0	0	0	0	0	0	0	0
	4	0	0	0	0	0	0	0	0	0
	5	0	0	0	0	0	0	0	0	0
	6	2	0	0	0	0	0	2	2	0
	7	3	0	0	0	0	0	3	3	0
	8	1	2	0	0	0	0	3	1	1
	9	1	0	0	0	0	0	1	0	0
	10	1	0	0	0	0	0	1	1	1
	11	0	0	0	0	0	0	0	0	1
12	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>3</u>	<u>1</u>	
Total	12	2	0	0	0	0	14	12	4	
SHS	9	0	0	0	0	0	0	0	0	0
	10	2	0	0	0	0	0	2	0	0
	11	4	0	0	0	0	0	4	3	4
	12	<u>2</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>5</u>	<u>7</u>
	Total	8	1	0	0	0	0	9	8	11
TOTAL		437	68	14	6	0	0	525	525	542

MENDOCINO COMMUNITY NETWORK
 UNAUDITED STATEMENT OF FUND NET POSITION WITH GASB 68 ADJUSTMENTS SEPARATED
 MAY 31, 2020 WITH COMPARATIVE TOTALS AS OF JUNE 30, 2019

	<u>May 31, 2020</u>	<u>June 30, 2019</u>
ASSETS		
Current Assets:		
Cash and Investments	\$ 277,520	\$ 320,874
Accounts Receivable	<u>29,557</u>	<u>27,006</u>
Prepaid Expense	0	0
Total Current Assets	<u>307,077</u>	<u>347,880</u>
Noncurrent Assets:		
Capital assets net of accumulated depreciation	<u>15,439</u>	23,158
Total Assets	\$ <u>322,516</u>	\$ <u>371,038</u>
LIABILITIES		
Current Liabilities:		
Accounts Payable	13,836	17,915
Unearned Revenues	13,985	16,560
Capital Leases, current portion	0	<u>12,854</u>
Total Current Liabilities	<u>27,821</u>	<u>47,329</u>
Non Current Liabilities		
Compensated absences	26,311	26,311
Total non-current liabilities	26,311	26,311
Total Liabilities	54,132	73,640
NET POSITION		
Net investment in capital assets	15,439	10,304
Unrestricted	<u>252,945</u>	<u>287,094</u>
Total Net Position	\$ <u>268,384</u>	\$ <u>297,398</u>

GASB 68 Information (see notes on page 2)

Total GASB 68 entries at 6/30/18 per auditors	(719,984)
Total Net Position with GASB 68 entries included	(451,600)

GASB 68 Notes

1. In October 2015, MCN's auditors completed the FY 14-15 audit report. In this report, MCN's statement of position for both FY 13-14 and FY 14-15 were restated in order to reflect required changes under GASB 68 in deferred pension liabilities which are required to be shown in audit financial statements when an enterprise involved.
2. The changes resulted in a decrease of the fund position of \$537,439 for FY 13-14. Further adjustments by 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 in categories 9490,9663,9690, and 9793 which were recorded in January of 2016 based on information provided by auditors. All GASB 68 adjustments are beyond the technical skill of MCN staff and are wholly provided by the auditor.
4. Further adjustments to these categories were made by the district's new audit team in October of 2016, May of 2017, and November of 2018 resulting in an increase of the total of GASB pension adjustments to \$719,984 as of 6/30/19.
5. The auditor's recommendation to MCN staff is that GASB 68 liabilities should be separated out when presenting unaudited monthly financial statements. GASB 68 entries do not represent an actual amount owed to any enterprise, separating them out will give a better view for MCN staff, MUSD staff and the MUSD Board to make more accurate judgements regarding MCN's fiscal position while at the same time representing the GASB 68 adjustments that will continue to appear on current and future audit reports.

MENDOCINO COMMUNITY NETWORK
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION BASED ON AUDIT REPORT
(MINUS GASB ADJUSTMENTS)
FOR THE ELEVEN MONTH PERIOD ENDING MAY 31, 2020
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2019)

	<u>Eleven Month Period Ended May 31, 2020</u>		<u>Twelve Month Period Ended June 30, 2019</u>
OPERATING REVENUES			
Charges for services	\$ <u>2,037,937</u>	\$	<u>2,227,527</u>
Other Revenues	<u>0</u>		<u>0</u>
Total operating revenues	<u>2,037,937</u>		<u>2,227,527</u>
OPERATING EXPENSES:			
Salaries and Benefits	724,630		790,782
Supplies and Materials	101,479		65,690
Professional Services	1,206,477		1,288,883
Depreciation	<u>7,719</u>		<u>21,242</u>
Total Operating Expenses	<u>2,040,305</u>		<u>2,166,598</u>
Operation Income/(loss)	(2,368)		60,929
Non Operating Revenues and (Donation)			
Interest Income	2,406		2,689
Transfers In	7,615		8,729
Donation to District	<u>(36,667)</u>		<u>(40,000)</u>
Total Non Operating Revenues/Expenses	<u>(26,646)</u>		<u>(28,582)</u>
CHANGE IN NET POSITION			
	<u>(29,014)</u>		32,347
Net Position Beginning	297,398		<u>265,051</u>
Net Position Ending	\$ 268,384	\$	297,398



North Coast Teacher Induction Program

Memorandum of Understanding Between

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

A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education, Agency (LEA) for the North Coast Teacher Induction Program (“Program”), and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively “District”) signing below. The term of this MOU commences on **July 1, 2020**, and terminates on **June 30, 2021**.

B. Purpose

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

C. Eligibility

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

D. LEA Responsibilities

1. Employ an Executive Director whose primary duty is to administer the Program and employ support staff whose primary duty is to support the administration of the Program.
2. Provide sufficient and appropriate workspace for the Executive Director, Program support staff, Program Coordinators, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through the California Commission on Teacher Credentialing (CCTC) Accreditation Cycle. Submit Preconditions, Common Standards, Program Review

state reports, and required fees in a timely manner.

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

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

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

F. District Responsibilities

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

employed certificated and newly employed school personnel. A District shall seek the assistance of the college or university in coordinating the program for the intern. (*Education Code 44465*)

10. For Interns who have not yet completed the EL preparation, the district must assign the on-site Mentor or other designated individual, within the first 10 days of serving as a teacher of record on the intern credential.
11. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission's identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential.
12. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
 - Display best practices in providing "just in time" and longer term analysis of teaching practice to help candidates develop enduring professional skills.
 - Are committed to attend coaching/mentor trainings, meetings and to meet weekly with Candidates;
 - Display willingness to work collaboratively with colleagues and regional NCTIP staff;
 - Embrace a positive attitude and disposition towards students and teaching;
 - Develop a sustained and thoughtful collegial relationship with Candidates;
 - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
 - Serve as a role model for the teaching profession.
13. Provide Mentors compensated time to participate in the Program Mentor training on observation protocol, learning-focused conversations, "just-in-time" coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
14. Facilitate the distribution of Program funds to Mentors and District Coordinators for compensation.
15. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

G. Districts Fiscal Responsibilities and Terms

1. Credential Services are provided on a Fee-for-Service basis. In 2020/2021, the Fee will be \$3,500.00 per clear credential Candidate and \$3,500.00 per Intern registered in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.
2. District candidate participation will be monitored to evaluate if participating District Candidates have accessed professional development offering to determine if a program cost adjustment on behalf of the District is necessary.
3. Funds will be credited to districts to offset the costs of the Mentor stipends at the rate of \$1,250 per eligible Clear Credential candidate (includes Multiple Subject, Single Subject, Education Specialist, or Designated Subjects - CTE and AE) enrolled in the Program. Districts will receive \$1250 per eligible Intern teacher. (Mentor stipends are pro-rated when partial services are rendered.)
4. Funds will also be credited to districts to offset the costs of the District Coordinators stipend, pro-rated, depending on the total number of Candidates. District Coordinator compensation is at a rate of \$100.00 per Candidate.
5. Private school and out-of-consortium partners will receive a budget addendum describing the full fee-for-service costs.
6. The District is responsible to facilitate the distribution of Funds to Mentors and District Coordinators for compensation.

H. Other Terms and Conditions

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

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

1. Candidates Employment Status:

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

2. Indemnification:

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

3. Maintenance of records:

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

4. Assignment:

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

5. Severability:

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

6. Waiver:

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

7. Constructions and Governing Law:

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

8. Entire Agreement:

This Agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

9. Third Parties:

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

10. Relationship of the Parties:

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

11. Survival:

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

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

Authorized Signatures:

Sonoma County Superintendent of Schools as LEA:


Signature

Dr. Steven Herrington / Superintendent
Printed Name/Title

5-27-20
Date

North Coast School of Education:


Signature

Jason A. Lea / Executive Director
Printed Name/Title

5-28-20
Date

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

Mendocino Unified School District


Signature

Jason Morse / superintendent 8-11-20
Printed Name/Title

Date

Comp Time
2019-20 Carryover

		C/O 19-20	
Acker	Serena	0	
Bailey	Rebecca	0	
Barnett Tuomala	Laura	6	
Barrett	Carolyn	0	
Benson Martin	May	9	
Blaser	Sasha	0	
Boyle	Elise	6	
Bratton	Kim	5	5=HS& 0=K-8
Brown	Marshall	2	
Dominquez	Diana	0	
Drayer	Jessica	0	
Duncan	Pam	60	
DuVigneaud	Mimi	19	
Eastman	James	2	
Fosse	Alex	0	
Freeling	Linda	16	
Fries	Sara	19	
Grinberg	Hannah	17	
Haas	Penny	42	
Hutchinson	Derek	26	
Inwood	Emily	0	
Jackson	Kathy	24	
Jimenez	M. Cecelia	24	
Leavitt	Laura	1	
Levy	Anna	53	14=HS&39=K-8
Lucier	Laura	60	
Martin	Amanda	60	
Miller	Mehgan	9	
Moran	John	3	
Newkirk	Liz	7.5	
Oatney	Mark	70.5	
Olson Day	Ryan	0	
Perry	Megan	27.5	
Plocher	Darcie	6	
Porter	Iana	0	
Potter	Joshua	0	
Rack	Mary	0	
Rain	Erik	0	
Renslow	Beth	0	
Reynolds	Seneca	3	
Root	Molly	1	
Sosnovec	Tom	2	
Stump	Sam	8.5	
Wellspring	Andy	15	
West	Jordon	19	

8/21/2020

ms

Comp Time
Pay out
2019-20

ID LN	Per	PD @	amount	code	percentage
3 Acker	13	\$20.83	\$270.79	01-0000-0-1150-150-1110-1000-9993	100%
25 Bralton	9	\$20.83	\$187.47	01-0000-0-1150-220-1110-1000-9993	100%
60 DuVigneaud	6	\$20.83	\$124.98	01-0000-0-1150-220-1110-1000-9993	100%
62 Duncan	30	\$20.83	\$624.90	01-0000-0-1150-220-1110-1000-9993	100%
71 Fosse	119.5	\$20.83	\$2,489.19	01-0000-0-1150-220-1110-1000-9993	100%
269 Grimberg	1	\$20.83	\$20.83	01-0000-0-1150-220-1110-1000-9993	100%
1391 Jackson	80	\$20.83	\$1,666.40	01-0000-0-1150-221-1110-1000-9993	100%
1455 Jimenez	63	\$20.83	\$1,312.29	01-0079-0-1250-001-0000-3130-9993	100%
277 Levy	36.5	\$20.83	\$760.30	01-0079-0-1250-001-5770-3120-9993	50%
				01-6500-0-1250-001-5770-3120-9993	50%
22 Lucier	64	\$20.83	\$1,333.12	01-0000-0-1150-220-1110-1000-9993	100%
130 Marlin	62	\$20.83	\$1,291.48	01-0000-0-1150-246-1110-1000-9993	100%
271 Miller	11.75	\$20.83	\$244.75	01-6500-0-1150-150-5770-1120-9993	60%
				01-0000-0-1150-199-3200-1000-9993	40%
153 Newkirk	6	\$20.83	\$124.98	01-0000-0-1250-150-0000-3110-9993	80%
				01-3010-0-1250-150-0000-3110-9993	10%
				01-6387-0-1250-150-3800-3110-9993	10%
159 Oatney	43	\$20.83	\$895.69	01-0000-0-1150-220-1110-1000-9993	100%
160 Olson Day	28	\$20.83	\$583.24	01-0000-0-1150-220-1110-1000-9993	100%
168 Plocher	4	\$20.83	\$83.32	01-0000-0-1150-220-1110-1000-9993	100%
1453 Potter	33	\$20.83	\$687.39	01-6500-0-1150-220-5770-1120-9993	100%
177 Rack	5	\$20.83	\$104.15	01-0000-0-1150-150-1110-1000-9993	100%
1454 Stump	49	\$20.83	\$1,020.67	01-0000-0-1150-150-1110-1000-9993	100%
1503 Taylor	23	\$20.83	\$479.09	01-0000-0-1150-150-1110-1000-9993	100%
256 Wellingspring	36	\$20.83	\$749.88	01-0000-0-1150-150-1110-1000-9993	100%
	722.75	Periods	\$15,054.88		
LN	Hours	\$ Per hr	amount	code	percentage
257 Arter	14	\$22.24	\$311.36	01-0000-0-2450-150-0000-2700-9993	100%
30 Buch	31.25	\$35.65	\$1,114.06	63-0000-0-2450-001-0000-6000-9993	100%
65 Elo	6.25	\$28.68	\$179.25	01-0000-0-2450-220-0000-2700-9993	100%
78 Gold	85.75	\$29.27	\$2,509.90	01-0000-0-2250-150-0000-3110-9993	100%
111 Kossivas	5.5	\$16.85	\$92.68	01-0079-0-2150-220-1110-1000-9993	100%
123 LePaule	12.75	\$16.20	\$206.55	01-0000-0-2150-220-1110-1000-9993	100%
124 Leung	1	\$21.73	\$21.73	01-6500-0-2150-150-5750-1130-9993	100%
144 Moore	148.71	\$44.46	\$6,611.55	63-0000-0-2450-001-0000-6000-9993	100%
158 O'Grady	1.5	\$20.89	\$31.34	01-6500-0-2150-150-5770-1120-9993	100%
173 Price, D	78.5	\$25.48	\$2,000.18	13-5310-0-2250-001-0000-3700-9993	100%
188 Salo	9.5	\$22.61	\$214.80	01-0000-0-2250-220-0000-2420-9993	100%
1462 Shelley	5.25	\$14.40	\$75.60	01-0000-0-2150-150-1000-9993	100%
1508 Smithyman	2	\$19.01	\$38.02	01-0000-0-2450-150-0000-2700-9993	100%
1214 Startkewather	33.29	\$23.62	\$786.31	63-0000-0-2450-001-0000-6000-9993	100%
204 Staham	31.34	\$22.74	\$712.67	63-0000-0-2450-001-0000-6000-9993	100%
210 Sullivan	2.25	\$29.83	\$67.12	01-0000-0-2450-220-0000-2700-9993	100%
	468.84	hours	\$14,973.21		

monthly	hourly	avg monthly hrs	Plus Comp hrs	total
\$3,514.17	\$22.24	158.011241	12	170.011241
\$2,174.07	\$16.85	129.0249258	5.5	134.5249258
\$2,754.10	\$21.73	126.7418316	1	127.7418316
\$2,624.31	\$20.89	125.6251795	1.5	127.1251795
\$2,912.44	\$22.61	128.8120301	9.5	138.3120301

Gross \$30,028.09

AGREEMENT
For Fuel Pump Access
Between Mendocino Unified School District
And
Mendocino Fire Protection District

This revised Agreement (“the Agreement”) is made and entered into this 1st day of July, 2020 by and between the Mendocino Unified School District (“MUSD”) and the Mendocino Fire Protection District (“MFPD”).

RECITALS

A. MUSD owns fuel tanks and pumps (“the tanks and pumps”) suitable to dispense dyed diesel fuel and regular gasoline, and used to fuel school buses and other MUSD vehicles.

B. MFPD qualifies for use of dyed diesel fuel and is in need of access to such fuel and to regular gasoline for MFPD vehicles. MFPD can achieve financial savings of public funds if it can find a reliable alternative to purchasing such fuels at retail rates.

C. MUSD is willing to provide MFPD access the tanks and pumps to obtain dyed diesel fuel and regular gasoline under the terms and conditions of this Agreement and is able to do so without adversely affecting the fueling and operation of school buses and other MUSD vehicles.

Now therefore, based on the forgoing and the terms and conditions of this Agreement, MUSD and MFPD agree as follows:

1. Term

(a) This Agreement shall commence on the date first written above and shall continue in effect for one calendar year thereafter, unless earlier terminated in accordance with Section 1(b) or 1(c). Thereafter, the Agreement may be renewed upon such terms and conditions as the parties may mutually agree to in writing.

(b) This Agreement may be terminated by either party upon thirty days advance written notice to the other party.

(c) This Agreement may be terminated by MUSD upon one day advance written notice to MFPD if MUSD reasonably believes that it could be characterized as a “reseller” of dyed petroleum or gasoline by virtue of the Agreement.

2. Duties of MUSD

- (a) MUSD shall make best efforts to purchase dyed diesel fuel and regular gasoline for storage in the fuel tanks in sufficient quantities to service all school busses and MUSD vehicles, as well as MFPD's needs for its vehicles.
- (b) Within ten calendar days of the date that this Agreement is fully executed by the parties, and thereafter on as-needed basis as the parties may mutually agree, MUSD will provide training to MFPD personnel on use of the fuel pumps, spill protection equipment, and associated record keeping procedures.
- (c) MUSD shall allow MFPD access to the tanks and pumps for the purposes of fueling MFPD vehicles with dyed diesel fuel and regular gasoline.
- (d) MUSD shall make reasonable efforts to provide MFPD means sufficient to enable MFPD to account for the amounts of dyed diesel fuel and regular gasoline that it takes from the tanks and pumps.
- (e) MUSD shall maintain, repair and/or replace to the tanks and pumps as necessary in its sole discretion.
- (f) MUSD shall have no obligation under this Agreement that could cause it to be characterized as a "reseller" of dyed diesel fuel or gasoline. Should either party have reason to believe that there is a basis to characterize MUSD as a "reseller," it shall immediately notify the other party in writing.
- (g) In the event that an emergency is declared by the MUSD Board of Trustees or by any other duly constituted local, state or federal authority, MUSD shall have first use of all gasoline and dyed diesel fuel for the term of the declared emergency.
- (h) Should dyed diesel fuel or regular gasoline be unavailable to MUSD due to any condition not entirely within MUSD's control (including, but not limited to, restrictions or limitations in supplies imposed the Supplier or any other source), MUSD shall have no obligations under this Section 2, for the term of such unavailability.
- (i) MUSD shall promptly notify MFPD in writing of MFPD's share of the cost of gas invoiced by the Supplier by providing a copy of the Supplier's invoice and a detailed accounting of MFPD's share of the invoice (based on gallons pumped and accounted for by MFPD).
- (j) MUSD shall promptly notify MFPD in writing in the event that the Supplier changes. Such notice shall include the new supplier's address, telephone number and other reasonable and readily available contact information.

3. Duties of MFPD

- (a) Subject only to the provisions of Section 2(d), MFPD shall be solely responsible to account for all dyed diesel fuel and regular gasoline it draws from the tanks and pumps

and to provide a check to MUSD payable to the Supplier within ten days of receipt of notification described in Section 2(i). Unless the parties agree otherwise in writing, MFPD shall manually enter its accountings of diesel fuel and regular gasoline in record sheets provided for that purpose by MUSD.

(b) MFPD shall assure that all MFPD personnel fueling from the pumps and tanks are adequately trained in the use of the pumps, spill protection equipment and associated record-keeping procedures, whether such training is provided by MUSD or by another source.

(c) MFPD shall assure that all MFPD personnel fueling from the pumps and tanks shall leave pumps in a clean, safe and acceptable condition.

(d) MFPD shall pay MUSD *9.8% of the cost* of fuel pumped by MFPD as and for reimbursement of direct and indirect costs incurred by MUSD in performance of its obligations under this Agreement. MFPD agrees that this constitutes a fair and accurate measure of MUSD's direct *and indirect* costs. MUSD shall invoice MFPD quarterly, in writing. Each invoice shall include a detailed accounting of the gallons pumped by MFPD for that quarter.

(e) *For the 12 month period ending April 30, 2012, MFPD used 12% of all fuel pumped from the two tanks. Should the prorated share of fuel used by the MFPD change by more than 25% in any year (to less than 9% or more than 15% of all fuel pumped), the parties will meet to recalculate the percentage of cost to be paid by the MFPD for direct and indirect costs.*

(f) *Should MFPD install pumps for use by MFPD, MFPD shall pay all costs to install, maintain, and repair the pumps as necessary. In this event, MFPD will no longer use pumps owned by MUSD, except in case of emergency and with the permission of MUSD. Likewise MUSD will not use pumps owned by MFPD except in case of emergency and with the permission of MFPD.*

(g) MFPD shall pay all other costs, including but not limited to any and all taxes, fees and assessments of any sort, associated with its purchase or use of dyed diesel fuel and/or gasoline provided to it pursuant to this Agreement.

4. Hold Harmless/ Indemnification

(a) Neither MUSD nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by MFPD under or in connection with any work, authority or jurisdiction delegated to MFPD under this agreement. It is expressly understood and agreed that MFPD shall defend, hold harmless, and indemnify MUSD and its officers, agents and employees from any and all claims, demands, losses, liability, suits or judgments arising out of, or alleged to arise out of, anything done or omitted to be done by MFPD or its officers, agents, or members, under or in connection with any work, authority or jurisdiction delegated to MFPD under

or by virtue of this agreement. This Section 4(a) shall include, but not be limited to, any claim made by the Supplier, as such is presently constituted or may be constituted hereafter, against MUSD for the failure to pay for any fuel dispensed to MFPD under this Agreement. This Section 4(a) shall include, but not be limited to, any claim made against MUSD in whole or in part based on an allegation that MUSD is a "reseller" of dyed diesel fuel or regular gasoline.

(b) Neither MFPD nor any officer or member thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by MUSD under or in connection with any work, authority or jurisdiction delegated to MUSD under this agreement. It is expressly understood and agreed that MUSD shall defend, hold harmless, and indemnify MFPD and its officers, agents and members from any and all claims, demands, losses, liability, suits or judgments arising out of, or alleged to arise out of, anything done, or omitted to be done, by MUSD or its officers, agents, or employees, under or in connection with any work, authority or jurisdiction delegated to MUSD under or by virtue of this agreement.

5. Dispute Resolution

Except as provided in Section 5(b), in the event of any dispute between MUSD and MFPD concerning any term or condition of this Agreement, the parties shall first promptly meet and negotiate in good faith to reach a compromise. Should such efforts fail, if the monetary amount is within the then-current jurisdictional amount of the Small Claims Court, either party shall then have the right to file an action in the Small Claims court as its sole remedy. Should such efforts fail, if the monetary amount is above the then-current jurisdictional amount of the Small Claims court either party shall have the right to demand and proceed to binding arbitrator before a single arbitrator chosen jointly by the parties.

6. General Provisions

(a) Each party to this Agreement is an independent contractor and not an employee, agent, joint venturer or partner of the other party.

(b) Neither party shall assign its rights under this Agreement without the prior written approval of the other party, which approval shall not unreasonably be withheld.

(c) Any and all notices to be given by either party to the other shall be in writing, either by personal delivery or by mail postage prepaid. Mailed notices shall be addressed as follows: (i) To MUSD: Attn: Superintendent of Schools; (ii) To MFPD: Attn:

(d) Entire Agreement. This Agreement constitutes the final, complete and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement and supersedes any and all other agreements, either oral or written, which may exist between the parties. Each party to this Agreement acknowledges that no

representations, inducements, promises or agreements which are not embodied herein have been made by any party and that no agreement, statement or promise not contained herein shall be binding on the parties.

(e) **Waiver.** No term or provision herein shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by a party to or waiver of a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.

(f) **Jurisdiction.** This Agreement is hereby deemed to have been made and entered into by the parties at Mendocino, California and shall be construed according to the laws of the State of California.

(g) **Severability.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect.

(h) **Changes.** No amendment, alteration or variation in the terms of this Agreement shall be valid unless made in writing and signed by both parties hereto.

(i) **Authority.** Each party hereby represents and warrants that he/she/it had full power and authority to enter into and perform his/her/its obligations under this Agreement and that the person signing this Agreement has been properly authorized and empowered to enter into it. Each party acknowledges that he/she/it has read, understands and agrees to be bound by the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

Mendocino Unified School District

By: _____
Jason Morse
Superintendent

Mendocino Fire Protection District

By: _____
William Lemos
President



PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.01
Average Coupon	1.69%
Average Purchase YTM	1.77%
Average Market YTM	1.26%
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.05 yrs
Average Life	1.04 yrs

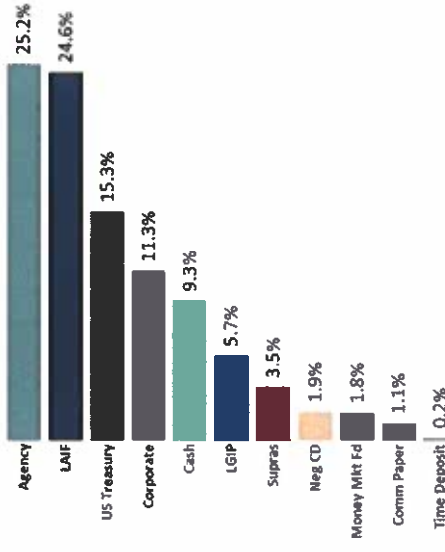
ACCOUNT SUMMARY

	Beg. Values as of 1/31/20	End Values as of 2/29/20
Market Value	279,269,599	263,862,736
Accrued Interest	852,799	926,314
Total Market Value	280,122,398	264,789,050
Income Earned	428,729	352,430
Cont/W/D		
Par	277,909,749	261,476,757
Book Value	277,435,153	261,022,286
Cost Value	277,113,744	260,670,321

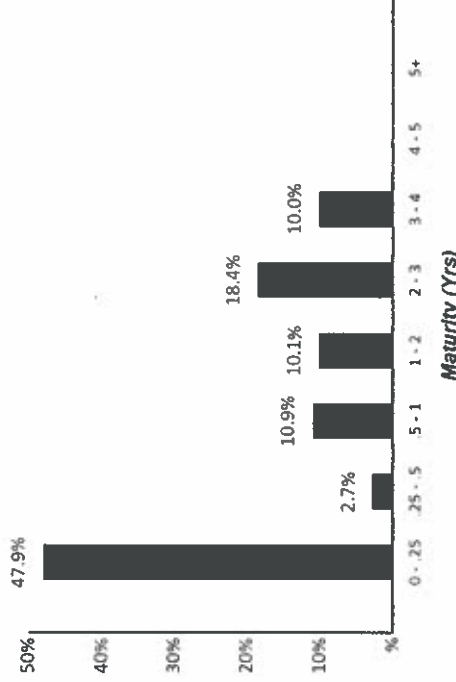
TOP ISSUERS

Local Agency Investment Fund	24.6%
Government of United States	15.3%
Federal Home Loan Bank	12.6%
Custodial Checking Account	9.1%
CAMP	5.7%
Federal Farm Credit Bank	5.0%
Federal National Mortgage Assoc	4.3%
Federal Home Loan Mortgage Corp	3.2%
Total	79.9%

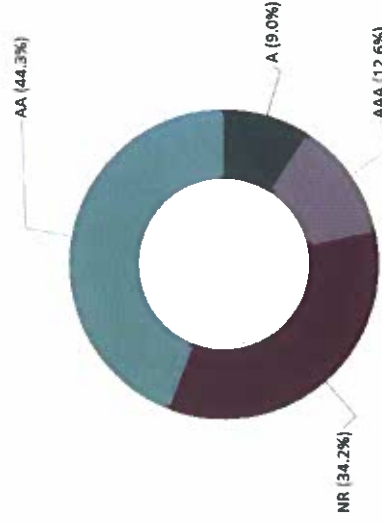
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





Statement of Compliance As of February 29, 2020

County of Mendocino Consolidated

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and producing this compliance statement.

Category	Standard	Comment
Municipal Issues	"A" rated category or higher by a NRSRO; 5% per issuer; Include bonds of the County, State of California, any other state, and any local County within the State of California	Complies
Treasury Issues	No limitation	Complies
Agency Issues	25% max per issuer	Complies
Supranationals	"AA" rated category or higher by two NRSROs; 30% maximum; 10% per issuer; Unsubordinated obligations issued by IBRD, IFC, IADB	Complies
Banker's Acceptances	"A-1" or higher short term ratings by two NRSROs; and "A" rated or higher long term debt by two NRSROs; 40% maximum; 5% per issuer; 180 days max maturity	Complies
Commercial Paper	"A-1" or higher short term ratings by two NRSROs; and "A" rated or higher long term debt by two NRSROs; 40% maximum; 5% per issuer; 270 days max maturity; Issuer is a corporation organized and operating in the U.S. with assets in excess of \$500 million	Complies
Negotiable Certificates of Deposit	"A" or higher long term ratings by two NRSROs; and/or "A-1" or higher short term ratings by two NRSROs; 30% maximum (includes CDARS); 5% per issuer	Complies
Corporate Medium Term Notes	"A" rated or better by two NRSROs; 30% maximum; 5% per issuer; Issued by corporations organized and operating within U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.	Complies
Mutual Funds and Money Market Mutual Funds	Highest rating or "AAA" rated by two NRSROs; or SEC registered adviser with AUM >\$500 million and experience greater than 5 years; 20% maximum in Mutual Funds; 10% max per Mutual Fund; 20% maximum in Money Market Mutual Funds; 20% max per Money Market Mutual Fund	Complies
FDIC insured Time Deposits/ Certificates of Deposit	Amount per institution limited to the max covered under FDIC; 20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Collateralized Time Deposits/ Certificates of Deposit	20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Asset Backed Securities (ABS) and Mortgage Pass Throughs (MPTs)	"AA" rated or better by two NRSROs; "A" rated or higher for the issuer's debt by two NRSROs; 20% maximum; 5% per issuer in Asset Backed or Commercial Mortgage security issuer. No issuer limitation on any Mortgage security where the issuer is U.S. Treasury or Federal agency/GSE	Complies
Local Agency Investment Fund (LAIF)/ Local Government Investment Pools	Maximum permitted amount by LAIF	Complies
Repurchase Agreements	No limitation; 1 year maximum maturity; 102% collateralized	Complies
Prohibited	Inverse floaters; ranges notes; interest-only strips from mortgaged backed securities; zero interest accrual securities; Securities with maturity longer than 5 years (unless approved by the Board of Supervisors); Margin; Reverse Repurchase Agreements, Securities lending; Foreign currency denominated securities; <u>Social and Environmental Concerns</u> : Investments are discouraged in entities that receive a significant portion of their revenues from the manufacturer of tobacco products, firearms, or weapons not used in our national defense.	Complies
Maximum Callables	20% max of callable securities (does not include "make whole call")	Complies
Maximum Per Issuer	5% max per issuer, unless otherwise specified in the policy	Complies
Maximum maturity	5 years maximum maturity	Complies

Mendocino County Consolidated

Account #70006

Holdings Report

As of February 29, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3133EHFL2	FFCB Note 1.55% Due 4/13/2020	1,450,000.00	04/27/2017 1.57%	1,449,014.00 1,449,960.78	100.03 1.32%	1,450,400.20 8,615.42	0.55% 439.42	Aaa / AA+ AAA	0.12 0.12
3137EAEF2	FHLMC Note 1.375% Due 4/20/2020	1,800,000.00	04/19/2017 1.48%	1,794,258.00 1,799,738.05	99.98 1.50%	1,799,663.40 9,006.25	0.68% (74.65)	Aaa / AA+ AAA	0.14 0.14
3137EADR7	FHLMC Note 1.375% Due 5/1/2020	1,600,000.00	10/21/2015 1.38%	1,599,579.20 1,599,984.47	99.99 1.44%	1,599,809.60 7,333.33	0.61% (174.87)	Aaa / AA+ AAA	0.17 0.17
313383HU8	FHLB Note 1.75% Due 6/12/2020	1,700,000.00	07/28/2017 1.57%	1,708,449.00 1,700,831.18	100.08 1.45%	1,701,409.30 6,528.47	0.65% 578.12	Aaa / AA+ NR	0.28 0.28
3130ACE26	FHLB Note 1.375% Due 9/28/2020	2,000,000.00	09/22/2017 1.65%	1,983,940.00 1,996,916.60	100.06 1.28%	2,001,138.00 11,687.50	0.76% 4,221.40	Aaa / AA+ NR	0.58 0.57
3137EAEJ4	FHLMC Note 1.625% Due 9/29/2020	2,250,000.00	09/28/2017 1.67%	2,247,097.50 2,249,438.57	100.25 1.19%	2,255,712.75 15,437.50	0.86% 6,274.18	Aaa / AA+ AAA	0.58 0.58
3137EAEK1	FHLMC Note 1.875% Due 11/17/2020	800,000.00	11/27/2017 1.95%	798,368.00 799,607.42	100.48 1.20%	803,864.00 4,333.33	0.31% 4,256.58	Aaa / AA+ AAA	0.72 0.71
3130A3UQ5	FHLB Note 1.875% Due 12/11/2020	2,000,000.00	02/12/2018 2.32%	1,975,680.00 1,993,283.72	100.58 1.12%	2,011,684.00 8,333.33	0.76% 18,400.28	Aaa / AA+ NR	0.78 0.77
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	2,000,000.00	02/23/2016 1.43%	1,994,480.00 1,998,926.92	100.22 1.15%	2,004,338.00 993.06	0.76% 5,411.08	Aaa / AA+ AAA	0.97 0.96
3135G0J20	FNMA Note 1.375% Due 2/26/2021	2,500,000.00	03/17/2016 1.52%	2,482,725.00 2,496,537.35	100.26 1.11%	2,506,565.00 477.43	0.95% 10,027.65	Aaa / AA+ AAA	0.99 0.98
313379RB7	FHLB Note 1.875% Due 6/11/2021	2,400,000.00	08/30/2017 1.65%	2,419,562.40 2,406,620.03	101.10 1.01%	2,476,450.40 10,000.00	0.92% 19,830.37	Aaa / AA+ AAA	1.28 1.26
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	2,600,000.00	08/09/2016 1.25%	2,584,400.00 2,595,664.26	100.20 0.98%	2,605,236.40 3,818.75	0.99% 9,572.14	Aaa / AA+ AAA	1.37 1.36
3130AHSR5	FHLB Note 1.625% Due 12/20/2021	2,090,000.00	12/19/2019 1.68%	2,087,742.80 2,087,965.12	101.18 0.96%	2,114,756.05 6,698.16	0.80% 26,790.93	Aaa / AA+ AAA	1.81 1.78
3137EADB2	FHLMC Note 2.375% Due 1/13/2022	2,000,000.00	07/30/2018 2.86%	1,968,440.00 1,982,919.59	102.59 0.98%	2,051,742.00 6,333.33	0.78% 68,822.41	Aaa / AA+ AAA	1.87 1.83
313378WG2	FHLB Note 2.5% Due 3/11/2022	3,000,000.00	04/09/2018 2.65%	2,983,650.00 2,991,545.07	103.10 0.96%	3,093,072.00 35,416.67	1.18% 101,526.93	Aaa / AA+ NR	2.03 1.96
3135G0T45	FNMA Note 1.875% Due 4/5/2022	2,900,000.00	06/21/2017 1.87%	2,901,218.00 2,900,533.05	101.91 0.95%	2,955,456.70 22,052.08	1.12% 54,923.65	Aaa / AA+ AAA	2.10 2.04

Mendocino County Consolidated

Account #70006

Holdings Report

As of February 29, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
313379Q69	FHLB Note 2.125% Due 6/10/2022	2,215,000.00	06/06/2018 2.81%	2,157,500.82 2,182,362.15	102.73 0.91%	2,275,380.90 10,590.47	0.86% 93,018.75	Aaa / AA+ AAA	2.28 2.22
3130ASP45	FHLB Note 2.375% Due 6/10/2022	1,500,000.00	05/21/2019 2.26%	1,505,190.00 1,503,868.06	103.20 0.95%	1,547,976.00 8,015.63	0.59% 44,107.94	Aaa / AA+ AAA	2.28 2.21
313383WD9	FHLB Note 3.125% Due 9/9/2022	2,200,000.00	01/16/2019 2.66%	2,235,266.00 2,224,429.19	105.50 0.92%	2,320,940.60 32,847.22	0.89% 96,511.41	Aaa / AA+ AAA	2.53 2.41
3135G0T78	FNMA Note 2% Due 10/5/2022	3,000,000.00	05/20/2019 2.22%	2,979,030.00 2,983,877.08	102.52 1.02%	3,075,564.00 24,333.33	1.17% 91,686.92	Aaa / AA+ AAA	2.60 2.52
3133EKHN9	FFCB Note 2.33% Due 10/18/2022	3,000,000.00	05/01/2019 2.32%	3,001,380.00 3,001,048.36	103.63 0.93%	3,108,753.00 25,824.17	1.18% 107,704.64	Aaa / AA+ AAA	2.64 2.54
313381BR5	FHLB Note 1.875% Due 12/9/2022	3,000,000.00	Various 2.45%	2,931,075.00 2,954,372.02	102.52 0.95%	3,075,600.00 12,812.50	1.17% 121,227.98	Aaa / AA+ AAA	2.78 2.70
3135G0T94	FNMA Note 2.375% Due 1/19/2023	2,700,000.00	03/18/2019 2.46%	2,691,819.00 2,693,849.66	104.10 0.93%	2,810,770.20 7,481.25	1.06% 116,920.54	Aaa / AA+ AAA	2.89 2.79
3133ELNW0	FFCB Note 1.45% Due 2/21/2023	3,000,000.00	02/14/2020 1.45%	2,999,940.00 2,999,940.49	101.48 0.94%	3,044,487.00 1,208.33	1.15% 44,546.51	Aaa / AA+ AAA	2.98 2.91
3130ADRG9	FHLB Note 2.75% Due 3/10/2023	3,000,000.00	03/28/2019 2.24%	3,057,120.00 3,043,731.26	105.34 0.96%	3,160,320.00 39,187.50	1.21% 116,588.74	Aaa / AA+ NR	3.03 2.88
3133834G3	FHLB Note 2.125% Due 6/9/2023	2,750,000.00	06/10/2019 2.00%	2,763,035.00 2,760,676.37	103.85 0.93%	2,855,902.50 13,310.76	1.08% 95,226.13	Aaa / AA+ NR	3.28 3.16
3133EKSN7	FFCB Note 1.77% Due 6/26/2023	2,500,000.00	06/21/2019 1.89%	2,488,375.00 2,490,356.26	102.68 0.95%	2,566,990.00 7,989.58	0.97% 76,633.74	Aaa / AA+ AAA	3.32 3.22
3133EKZK5	FFCB Note 1.6% Due 8/14/2023	3,000,000.00	08/09/2019 1.63%	2,996,040.00 2,996,582.09	102.20 0.95%	3,066,111.00 2,266.67	1.16% 69,528.91	Aaa / AA+ AAA	3.46 3.36
Total Agency		64,955,000.00	1.98%	64,784,374.72 64,885,565.17	1.04%	66,290,093.00 342,932.02	25.16% 1,404,527.83	Aaa / AA+ AAA	1.99 1.93
CASH									
90CHECK\$1	Checking Deposit Bank Account	24,134,498.62	Various 0.00%	24,134,498.62	1.00 0.00%	24,134,498.62 0.00	9.11% 0.00	NR / NR NR	0.00 0.00



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CASH									
90CASH\$00	Cash Custodial Cash Account	602,020.46	Various 0.00%	602,020.46 602,020.46	1.00 0.00%	602,020.46 0.00	0.23% 0.00	NR / NR NR	0.00 0.00
Total Cash		24,736,519.08	N/A	24,736,519.08 24,736,519.08	0.00%	24,736,519.08 0.00	9.34% 0.00	NR / NR NR	0.00 0.00
COMMERCIAL PAPER									
62479LDV4	MJFG Bank Ltd Discount CP 1.9% Due 4/29/2020	3,000,000.00	10/29/2019 1.95%	2,971,025.00 2,990,658.33	99.69 1.95%	2,990,658.33 0.00	1.13% 0.00	P-1 / A-1 NR	0.16 0.16
Total Commercial Paper		3,000,000.00	1.95%	2,971,025.00 2,990,658.33	1.95%	2,990,658.33 0.00	1.13% 0.00	Aaa / AA NR	0.16 0.16
CORPORATE									
74752AD5	Qualcomm Inc Note 2.25% Due 5/20/2020	1,700,000.00	10/06/2016 1.67%	1,734,408.00 1,702,091.67	100.15 1.57%	1,702,550.00 10,731.25	0.65% 458.33	A2 / A- NR	0.22 0.22
437076BQ4	Home Depot Note 1.8% Due 6/5/2020	200,000.00	06/12/2017 1.77%	200,150.00 200,013.26	100.06 1.56%	200,124.60 860.00	0.08% 111.34	A2 / A A	0.27 0.27
458140AQ3	Intel Corp Note 2.45% Due 7/29/2020	1,750,000.00	01/24/2017 2.00%	1,776,775.00 1,753,140.15	100.29 1.75%	1,755,006.75 3,811.11	0.66% 1,866.60	A1 / A+ A+	0.41 0.41
857477AS2	State Street Bank Note 2.55% Due 8/18/2020	1,590,000.00	12/11/2017 2.19%	1,604,993.70 1,592,603.60	100.43 1.63%	1,596,813.15 1,464.13	0.60% 4,209.55	A1 / A AA-	0.47 0.47
02665WAZ4	American Honda Finance Note 2.45% Due 9/24/2020	1,800,000.00	02/14/2017 2.25%	1,812,492.00 1,801,966.42	100.62 1.36%	1,811,091.60 19,232.50	0.69% 9,125.18	A2 / A NR	0.57 0.56
5949188G8	Microsoft Callable Note Cont. 10/3/2020 2% Due 11/3/2020	2,000,000.00	12/03/2015 2.01%	1,999,240.00 1,999,895.25	100.31 1.48%	2,006,216.00 13,111.11	0.76% 6,320.75	Aaa / AAA AA+	0.68 0.58
00440EAT4	Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	1,500,000.00	07/25/2019 2.27%	1,500,495.00 1,500,247.50	100.38 1.67%	1,505,625.00 11,308.33	0.57% 5,377.50	A3 / A A	0.68 0.58
44932HAG8	IBM Credit Corp Note 2.65% Due 2/5/2021	1,500,000.00	02/12/2018 2.72%	1,496,880.00 1,499,021.23	101.13 1.43%	1,516,930.50 2,870.83	0.57% 17,909.27	A2 / A NR	0.94 0.92

Mendocino County Consolidated

Holdings Report



Account #70006

As of February 29, 2020

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
69353REW4	PNC Bank Callable Note Cont 3/30/2021 2.15% Due 4/29/2021	1,200,000.00	10/30/2019 1.97%	1,202,940.00 1,202,249.24	100.90 1.32%	1,210,800.00 8,743.33	0.46% 8,550.76	A2 / A A+	1.16 1.06
06406FAB9	Bank of NY Mellon Corp Callable Note Cont 4/3/2021 2.05% Due 5/3/2021	1,700,000.00	12/13/2016 2.50%	1,668,771.00 1,691,641.02	100.78 1.33%	1,713,321.20 11,423.06	0.65% 21,680.18	A1 / A AA-	1.18 1.07
808513AW5	Charles Schwab Corp Callable Note Cont 4/21/2021 3.25% Due 5/21/2021	1,775,000.00	Various 3.05%	1,784,554.00 1,778,770.75	102.29 1.23%	1,815,674.13 16,024.31	0.69% 36,903.38	A2 / A A	1.22 1.11
68389XBK0	Oracle Corp Callable Note Cont 8/15/2021 1.9% Due 9/15/2021	1,800,000.00	10/25/2017 2.20%	1,779,786.00 1,791,979.93	100.79 1.36%	1,814,212.80 15,770.00	0.69% 22,232.87	A1 / A+ A	1.55 1.42
91159HHP8	US Bancorp Callable Note Cont 12/23/2021 2.625% Due 1/24/2022	890,000.00	01/19/2017 2.66%	888,469.20 889,418.20	102.38 1.29%	911,217.60 2,401.15	0.35% 21,799.40	A1 / A+ AA-	1.90 1.77
74005PBA1	Praxair Callable Note Cont 11/15/2021 2.45% Due 2/15/2022	1,750,000.00	03/09/2018 2.96%	1,717,222.50 1,733,645.51	101.70 1.45%	1,779,694.00 1,905.56	0.67% 46,048.49	A2 / A NR	1.96 1.67
91159HHC7	US Bancorp Callable Note Cont 2/15/2022 3% Due 3/15/2022	1,000,000.00	04/12/2018 3.05%	997,970.00 998,943.09	103.16 1.36%	1,031,592.00 13,833.33	0.39% 32,648.91	A1 / A+ AA-	2.04 1.88
91131ZBC9	UPS Callable Note Cont 4/16/2022 2.35% Due 5/16/2022	1,240,000.00	04/10/2018 2.99%	1,209,632.40 1,223,627.90	102.05 1.37%	1,265,468.36 8,499.17	0.48% 41,840.46	A2 / A NR	2.21 2.06
69371RQ33	Paccar Financial Corp Note 2% Due 9/26/2022	1,000,000.00	09/23/2019 2.04%	998,780.00 998,954.76	101.83 1.28%	1,018,266.00 8,611.11	0.39% 19,311.24	A1 / A+ NR	2.58 2.49
89236TEL5	Toyota Motor Credit Corp Note 2.7% Due 1/11/2023	1,500,000.00	05/20/2019 2.66%	1,501,890.00 1,501,486.42	104.35 1.15%	1,565,292.00 5,625.00	0.59% 63,805.58	Aa3 / AA- A+	2.87 2.76
69371RQ41	Paccar Financial Corp Note 1.9% Due 2/7/2023	1,000,000.00	10/31/2019 1.90%	999,950.00 999,954.84	101.46 1.39%	1,014,591.00 1,266.67	0.38% 14,636.16	A1 / A+ NR	2.94 2.85
931142DH3	Wal-Mart Stores Callable Note Cont 1/11/2023 2.55% Due 4/11/2023	1,500,000.00	05/01/2019 2.62%	1,495,965.00 1,496,814.62	103.57 1.28%	1,553,572.50 14,875.00	0.59% 56,757.88	Aa2 / AA AA	3.12 2.74
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	1,000,000.00	05/20/2019 2.65%	990,790.00 992,603.90	103.26 1.35%	1,032,569.00 7,866.67	0.39% 39,965.10	Aa1 / AA+ NR	3.18 3.04
Total Corporate		29,395,000.00	2.40%	29,362,153.80 29,349,069.26	1.41%	29,820,628.19 180,233.62	11.33% 471,558.93	A1 / A+ A+	1.46 1.35



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	65,000,000.00	Various 1.89%	65,000,000.00 65,000,000.00	1.00 1.89%	65,000,000.00 207,391.93	24.63% 0.00	NR / NR NR	0.00 0.00
Total LAIF		65,000,000.00	1.89%	65,000,000.00 65,000,000.00	1.89%	65,000,000.00 207,391.93	24.63% 0.00	NR / NR NR	0.00 0.00
LOCAL GOV INVESTMENT POOL									
90CAMP\$00	California Asset Mgmt Program CAMP	15,000,000.00	Various 1.73%	15,000,000.00 15,000,000.00	1.00 1.73%	15,000,000.00 0.00	5.66% 0.00	NR / AAA NR	0.00 0.00
Total Local Gov Investment Pool		15,000,000.00	1.73%	15,000,000.00 15,000,000.00	1.73%	15,000,000.00 0.00	5.66% 0.00	NR / AAA NR	0.00 0.00
MONEY MARKET FUND FI									
261908107	Dreyfus Trsy/Agcy Cash Management 521	4,895,237.78	Various 1.44%	4,895,237.78 4,895,237.78	1.00 1.44%	4,895,237.78 0.00	1.85% 0.00	Aaa / AAA NR	0.00 0.00
Total Money Market Fund FI		4,895,237.78	1.44%	4,895,237.78 4,895,237.78	1.44%	4,895,237.78 0.00	1.85% 0.00	Aaa / AAA NR	0.00 0.00
NEGOTIABLE CD									
06367BD55	Bank of Montreal Chicago Yankee CD 2% Due 3/18/2020	3,000,000.00	12/19/2019 1.98%	3,000,148.44 3,000,028.04	100.00 1.98%	3,000,028.04 12,333.33	1.14% 0.00	P-1 / A-1 F-1	0.05 0.05
89114NBZ7	Toronto Dominion Bank NY Yankee CD 1.85% Due 6/3/2020	2,000,000.00	12/03/2019 1.85%	2,000,000.00 2,000,000.00	100.00 1.85%	2,000,000.00 9,044.44	0.76% 0.00	P-1 / A-1+ F-1+	0.26 0.26
Total Negotiable CD		5,000,000.00	1.93%	5,000,148.44 5,000,028.04	1.93%	5,000,028.04 21,377.77	1.90% 0.00	Aaa / AA+ AA+	0.13 0.13
SUPRANATIONAL									
4581XOCX4	Inter-American Dev Bank Note 1.625% Due 5/12/2020	1,375,000.00	04/05/2017 1.70%	1,371,741.25 1,374,791.63	100.04 1.40%	1,375,605.00 6,765.19	0.52% 813.37	Aaa / AAA AAA	0.20 0.20
459058GA5	Intl. Bank Recon & Development Note 1.625% Due 9/4/2020	2,000,000.00	08/22/2017 1.63%	1,999,580.00 1,999,928.73	100.19 1.25%	2,003,864.00 15,979.17	0.76% 3,935.27	Aaa / AAA AAA	0.52 0.51

Mendocino County Consolidated

Account #70006

Holdings Report

As of February 29, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
SUPRANATIONAL									
45950KCM0	International Finance Corp Note 2.25% Due 1/25/2021	720,000.00	01/18/2018 2.35%	717,883.20 719,362.64	101.01 1.12%	727,287.12 1,620.00	0.28% 7,924.48	Aaa / AAA NR	0.91 0.89
45950KCJ7	International Finance Corp Note 1.125% Due 7/20/2021	1,600,000.00	11/29/2017 2.12%	1,544,832.00 1,578,963.82	100.12 1.04%	1,601,961.60 2,050.00	0.61% 22,997.78	Aaa / AAA NR	1.39 1.38
4581XOCN6	Inter-American Dev Bank Note 1.75% Due 4/14/2022	1,500,000.00	04/24/2018 2.92%	1,434,810.00 1,465,178.01	101.66 0.96%	1,524,919.50 9,989.58	0.58% 59,741.49	Aaa / AAA AAA	2.12 2.07
4581XOCZ9	Inter-American Dev Bank Note 1.75% Due 9/14/2022	2,000,000.00	05/04/2018 2.93%	1,904,540.00 1,944,345.02	102.03 0.94%	2,040,572.00 16,236.11	0.78% 96,226.98	Aaa / AAA AAA	2.54 2.47
Total Supranational		9,195,000.00	2.27%	8,973,386.45 9,082,569.85	1.11%	9,274,209.22 52,640.05	3.52% 191,639.37	Aaa / AAA AAA	1.36 1.33
TIME DEPOSIT									
90MEND\$09	Savings Bank of Mendocino Coun Time Deposit 0.3% Due 3/3/2020	250,000.00	03/03/2019 0.30%	250,000.00 250,000.00	100.00 0.30%	250,000.00 55.48	0.09% 0.00	NR / NR NR	0.01 0.01
90MEND\$10	Savings Bank of Mendocino Coun Time Deposit 0.3% Due 3/20/2020	250,000.00	03/20/2019 0.30%	250,000.00 250,000.00	100.00 0.30%	250,000.00 20.83	0.09% 0.00	NR / NR NR	0.05 0.06
Total Time Deposit		500,000.00	0.30%	500,000.00 500,000.00	0.30%	500,000.00 76.31	0.19% 0.00	NR / NR NR	0.03 0.03
US TREASURY									
912828VA5	US Treasury Note 1.125% Due 4/30/2020	2,600,000.00	Various 1.44%	2,572,789.96 2,598,708.31	99.95 1.43%	2,598,653.20 9,831.26	0.99% (55.11)	Aaa / AA+ AAA	0.17 0.17
912828L65	US Treasury Note 1.375% Due 9/30/2020	2,500,000.00	12/30/2015 1.79%	2,452,449.78 2,494,162.42	100.07 1.25%	2,501,757.50 14,369.88	0.95% 7,595.08	Aaa / AA+ AAA	0.59 0.58
912828L99	US Treasury Note 1.375% Due 10/31/2020	2,600,000.00	04/14/2016 1.20%	2,619,508.71 2,602,867.55	100.10 1.22%	2,602,641.60 11,982.14	0.99% (225.95)	Aaa / AA+ AAA	0.67 0.66
912828P87	US Treasury Note 1.125% Due 2/28/2021	2,400,000.00	Various 1.45%	2,368,765.85 2,392,518.00	100.03 1.10%	2,400,655.20 73.37	0.91% 8,137.20	Aaa / AA+ AAA	1.00 0.99
912828D72	US Treasury Note 2% Due 8/31/2021	2,400,000.00	12/28/2016 2.01%	2,398,508.04 2,399,520.75	101.52 0.98%	2,436,468.00 130.43	0.92% 36,947.25	Aaa / AA+ AAA	1.50 1.48



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828T34	US Treasury Note 1.125% Due 9/30/2021	3,000,000.00	08/29/2019 1.53%	2,975,390.63 2,981,333.05	100.26 0.96%	3,007,734.00 14,108.61	1.14% 26,400.95	Aaa / AA+ AAA	1.59 1.56
912828U81	US Treasury Note 2% Due 12/31/2021	1,000,000.00	01/30/2018 2.40%	984,960.94 992,953.73	101.93 0.93%	1,019,336.00 3,351.65	0.39% 26,382.27	Aaa / AA+ AAA	1.84 1.80
912828P4	US Treasury Note 1.875% Due 7/31/2022	3,000,000.00	12/28/2018 2.53%	2,932,851.56 2,954,721.01	102.35 0.89%	3,070,548.00 4,635.99	1.16% 115,826.99	Aaa / AA+ AAA	2.42 2.36
912828YA2	US Treasury Note 1.5% Due 8/15/2022	3,000,000.00	12/17/2019 1.65%	2,988,398.44 2,989,282.60	101.51 0.88%	3,045,351.00 1,854.40	1.15% 56,068.40	Aaa / AA+ AAA	2.46 2.41
912828L24	US Treasury Note 1.875% Due 8/31/2022	3,000,000.00	10/15/2019 1.60%	3,022,968.75 3,019,971.88	102.43 0.89%	3,072,891.00 152.85	1.16% 52,919.12	Aaa / AA+ AAA	2.50 2.44
912828M80	US Treasury Note 2% Due 11/30/2022	2,300,000.00	04/17/2019 2.38%	2,270,082.03 2,277,278.64	103.01 0.89%	2,369,269.10 11,562.84	0.90% 91,990.46	Aaa / AA+ AAA	2.75 2.67
912828R28	US Treasury Note 1.625% Due 4/30/2023	2,000,000.00	12/04/2019 1.60%	2,001,796.88 2,001,671.01	102.30 0.89%	2,046,016.00 10,892.86	0.78% 44,344.99	Aaa / AA+ AAA	3.17 3.07
912828R69	US Treasury Note 1.625% Due 5/31/2023	2,500,000.00	04/11/2019 2.30%	2,433,593.75 2,447,738.68	102.33 0.90%	2,558,300.00 10,211.75	0.97% 110,561.32	Aaa / AA+ AAA	3.25 3.15
912828S92	US Treasury Note 1.25% Due 7/31/2023	3,000,000.00	11/27/2019 1.62%	2,960,507.81 2,963,248.69	101.20 0.89%	3,036,093.00 3,090.66	1.15% 72,844.31	Aaa / AA+ AAA	3.42 3.34
912828T26	US Treasury Note 1.375% Due 9/30/2023	3,000,000.00	12/19/2019 1.71%	2,963,554.69 2,965,456.18	101.68 0.90%	3,050,274.00 17,243.85	1.16% 84,817.82	Aaa / AA+ AAA	3.59 3.48
912828T91	US Treasury Note 1.625% Due 10/31/2023	1,500,000.00	09/25/2019 1.60%	1,501,347.66 1,501,206.23	102.63 0.90%	1,539,375.00 8,169.64	0.58% 38,168.77	Aaa / AA+ AAA	3.67 3.54
Total US Treasury		39,800,000.00	1.78%	39,447,475.48 39,582,638.73	0.99%	40,355,362.60 121,662.18	15.29% 772,723.87	Aaa / AA+ AAA	2.16 2.11
TOTAL PORTFOLIO		261,476,756.86	1.77%	260,670,320.75 261,022,286.24	1.26%	263,862,736.24 926,313.88	100.00% 2,840,450.00	Aa1 / AA+ AAA	1.05 1.01
TOTAL MARKET VALUE PLUS ACCRUED						264,789,050.12			



PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.02
Average Coupon	1.59%
Average Purchase YTM	1.65%
Average Market YTM	0.95%
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.06 yrs
Average Life	1.05 yrs

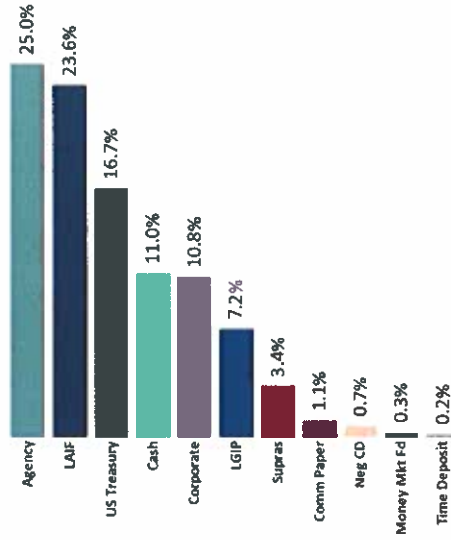
ACCOUNT SUMMARY

	Beg. Values as of 2/29/20	End Values as of 3/31/20
Market Value	263,862,736	275,590,767
Accrued Interest	926,314	954,872
Total Market Value	264,789,050	276,545,639
Income Earned	352,430	358,864
Cont./WD		
Par	261,476,757	272,072,838
Book Value	261,022,286	271,845,333
Cost Value	260,670,321	271,475,469

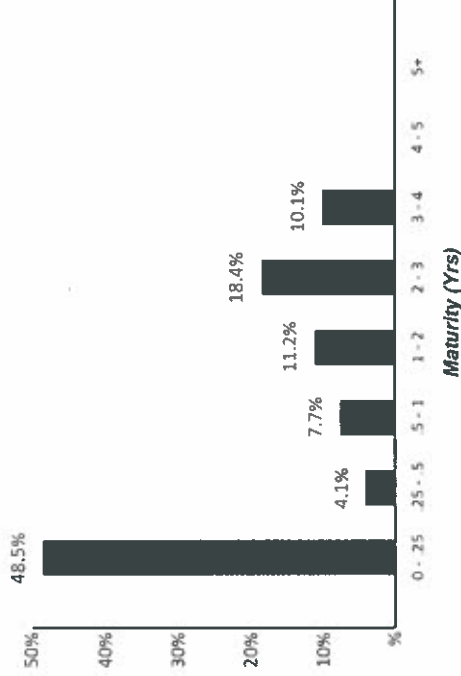
TOP ISSUERS

Local Agency Investment Fund	23.6%
Government of United States	16.7%
Federal Home Loan Bank	12.9%
Custodial Checking Account	10.9%
CAMP	7.2%
Federal Farm Credit Bank	4.8%
Federal National Mortgage Assoc	4.2%
Federal Home Loan Mortgage Corp	3.1%
Total	83.5%

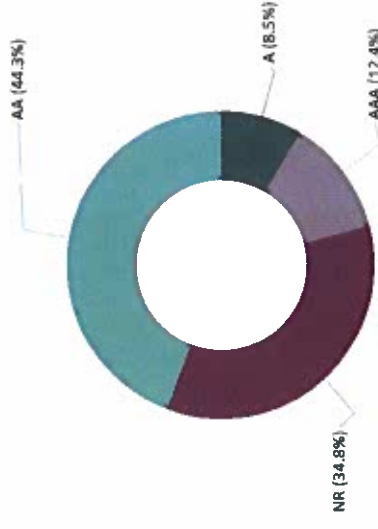
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





Statement of Compliance

As of March 31, 2020

County of Mendocino Consolidated

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and producing this compliance statement.

Category	Standard	Comment
Municipal Issues	"A" rated category or higher by a NRSRO; 5% per issuer; Include bonds of the County, State of California, any other state, and any local County within the State of California	Complies
Treasury Issues	No limitation	Complies
Agency Issues	25% max per issuer	Complies
Suprationals	"AA" rated category or higher by two NRSROs; 30% maximum; 10% per issuer; Unsubordinated obligations issued by IBRD, IFC, IADB	Complies
Banker's Acceptances	"A-1" or higher short term ratings by two NRSROs; and "A" rated or higher long term debt by two NRSROs; 40% maximum; 5% per issuer; 180 days max maturity	Complies
Commercial Paper	"A-1" or higher short term ratings by two NRSROs; and "A" rated or higher long term debt by two NRSROs; 40% maximum; 5% per issuer; 270 days max maturity; Issuer is a corporation organized and operating in the U.S. with assets in excess of \$500 million	Complies
Negotiable Certificates of Deposit	"A" or higher long term ratings by two NRSROs; and/or "A-1" or higher short term ratings by two NRSROs; 30% maximum (includes CDARS); 5% per issuer	Complies
Corporate Medium Term Notes	"A" rated or better by two NRSROs; 30% maximum; 5% per issuer; Issued by corporations organized and operating within U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.	Complies
Mutual Funds and Money Market Mutual Funds	Highest rating or "AAA" rated by two NRSROs; or SEC registered adviser with AUM >\$500 million and experience greater than 5 years; 20% maximum in Mutual Funds; 10% max per Mutual Fund; 20% maximum in Money Market Mutual Funds; 20% max per Money Market Mutual Fund	Complies
FDIC insured Time Deposits/ Certificates of Deposit	Amount per institution limited to the max covered under FDIC; 20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Collateralized Time Deposits/ Certificates of Deposit	20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Asset Backed Securities (ABS) and Mortgage Pass Throughs (MPTs)	"AA" rated or better by two NRSROs; "A" rated or higher for the issuer's debt by two NRSROs; 20% maximum; 5% per issuer in Asset Backed or Commercial Mortgage security issuer. No issuer limitation on any Mortgage security where the issuer is U.S. Treasury or Federal agency/GSE	Complies
Local Agency Investment Fund (LAIF)/ Local Government Investment Pools	Maximum permitted amount by LAIF	Complies
Repurchase Agreements	No limitation; 1 year maximum maturity; 102% collateralized	Complies
Prohibited	Inverse floaters; ranges notes; interest-only strips from mortgaged backed securities; zero interest accrual securities; Securities with maturity longer than 5 years (unless approved by the Board of Supervisors); Margin; Reverse Repurchase Agreements, Securities lending; Foreign currency denominated securities; <u>Social and Environmental Concerns</u> : Investments are discouraged in entities that receive a significant portion of their revenues from the manufacturer of tobacco products, firearms, or weapons not used in our national defense.	Complies
Maximum Callables	20% max of callable securities (does not include "make whole call")	Complies
Maximum Per Issuer	5% max per issuer, unless otherwise specified in the policy	Complies
Maximum maturity	5 years maximum maturity	Complies

Mendocino County Consolidated

Holdings Report

Account #70006

As of March 31, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3133EHFL2	FFCB Note 1.55% Due 4/13/2020	1,450,000.00	04/27/2017 1.57%	1,449,014.00 1,449,989.05	100.04 0.28%	1,450,611.90 10,488.33	0.53% 622.85	Aaa / AA+ AAA	0.04 0.03
3137EAEF2	FHLMC Note 1.375% Due 4/20/2020	1,800,000.00	04/19/2017 1.48%	1,794,258.00 1,799,900.46	100.05 0.47%	1,800,856.80 11,068.75	0.66% 956.34	Aaa / AA+ AAA	0.05 0.05
3137EADR7	FHLMC Note 1.375% Due 5/1/2020	1,600,000.00	10/21/2015 1.38%	1,599,579.20 1,599,992.36	100.09 0.28%	1,601,454.40 9,166.67	0.58% 1,462.04	Aaa / AA+ AAA	0.08 0.08
313383HU8	FHLB Note 1.75% Due 6/12/2020	1,700,000.00	07/28/2017 1.57%	1,708,449.00 1,700,581.02	100.28 0.35%	1,704,683.50 9,007.64	0.62% 4,102.48	Aaa / AA+ NR	0.20 0.20
3130ACE26	FHLB Note 1.375% Due 9/28/2020	2,000,000.00	09/22/2017 1.65%	1,983,940.00 1,997,369.61	100.54 0.27%	2,010,836.00 229.17	0.73% 13,466.39	Aaa / AA+ NR	0.50 0.49
3137EAEJ4	FHLMC Note 1.625% Due 9/29/2020	2,250,000.00	09/28/2017 1.67%	2,247,097.50 2,249,520.66	100.55 0.52%	2,262,314.25 203.13	0.82% 12,793.59	Aaa / AA+ AAA	0.50 0.49
3137EAEK1	FHLMC Note 1.875% Due 11/17/2020	800,000.00	11/27/2017 1.95%	798,368.00 799,654.05	101.04 0.21%	808,336.80 5,583.33	0.29% 8,682.75	Aaa / AA+ AAA	0.63 0.62
3130A3UQ5	FHLB Note 1.875% Due 12/11/2020	2,000,000.00	02/12/2018 2.32%	1,975,680.00 1,994,014.26	101.10 0.29%	2,022,018.00 11,458.33	0.74% 28,003.74	Aaa / AA+ NR	0.70 0.69
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	2,000,000.00	02/23/2016 1.43%	1,994,480.00 1,999,020.89	100.90 0.35%	2,018,084.00 3,284.72	0.73% 19,063.11	Aaa / AA+ AAA	0.89 0.88
3135G0J20	FNMA Note 1.375% Due 2/26/2021	2,500,000.00	03/17/2016 1.52%	2,482,725.00 2,496,833.87	100.95 0.32%	2,523,755.00 3,342.01	0.91% 26,921.13	Aaa / AA+ AAA	0.91 0.90
313379RB7	FHLB Note 1.875% Due 6/11/2021	2,400,000.00	08/30/2017 1.65%	2,419,562.40 2,406,180.58	101.81 0.35%	2,443,500.00 13,750.00	0.89% 37,319.42	Aaa / AA+ AAA	1.20 1.18
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	2,600,000.00	08/09/2016 1.25%	2,584,400.00 2,595,933.07	101.01 0.34%	2,626,309.40 6,256.25	0.95% 30,376.33	Aaa / AA+ AAA	1.29 1.28
3130AHSR5	FHLB Note 1.625% Due 12/20/2021	2,090,000.00	12/19/2019 1.68%	2,087,742.80 2,088,060.85	102.12 0.38%	2,134,393.69 9,528.37	0.78% 46,332.84	Aaa / AA+ AAA	1.72 1.69
3137EADB2	FHLMC Note 2.375% Due 1/13/2022	2,000,000.00	07/30/2018 2.86%	1,968,440.00 1,983,694.83	103.51 0.40%	2,070,130.00 10,291.67	0.75% 86,435.17	Aaa / AA+ AAA	1.79 1.75
313378WG2	FHLB Note 2.5% Due 3/11/2022	3,000,000.00	04/09/2018 2.65%	2,983,650.00 2,991,899.27	104.15 0.36%	3,124,551.00 4,166.67	1.13% 132,651.73	Aaa / AA+ NR	1.95 1.91
3135G0T45	FNMA Note 1.875% Due 4/5/2022	2,900,000.00	06/21/2017 1.87%	2,901,218.00 2,900,511.45	102.98 0.39%	2,986,417.10 26,583.33	1.09% 85,905.65	Aaa / AA+ AAA	2.01 1.96

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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
313379Q69	FHLB Note 2.125% Due 6/10/2022	2,215,000.00	06/06/2018 2.81%	2,157,500.82 2,183,579.68	103.84 0.36%	2,300,131.31 14,512.86	0.84% 116,551.63	Aaa / AA+ AAA	2.19 2.14
3130A5P45	FHLB Note 2.375% Due 6/10/2022	1,500,000.00	05/21/2019 2.26%	1,505,190.00 1,503,723.77	104.16 0.47%	1,562,344.50 10,984.38	0.57% 58,620.73	Aaa / AA+ AAA	2.19 2.13
313383WD9	FHLB Note 3.125% Due 9/9/2022	2,200,000.00	01/16/2019 2.66%	2,235,266.00 2,223,607.82	106.63 0.39%	2,345,950.20 4,201.39	0.85% 122,342.38	Aaa / AA+ AAA	2.44 2.36
3135G0T78	FNMA Note 2% Due 10/5/2022	3,000,000.00	05/20/2019 2.22%	2,979,030.00 2,984,404.31	103.61 0.55%	3,108,354.00 29,333.33	1.13% 123,949.69	Aaa / AA+ AAA	2.52 2.43
3133EKHN9	FFCB Note 2.33% Due 10/18/2022	3,000,000.00	05/01/2019 2.32%	3,001,380.00 3,001,014.55	103.61 0.89%	3,108,330.00 31,649.17	1.14% 107,315.45	Aaa / AA+ AAA	2.55 2.45
313381BR5	FHLB Note 1.875% Due 12/9/2022	3,000,000.00	Various 2.45%	2,931,075.00 2,955,768.34	103.51 0.56%	3,105,375.00 17,500.00	1.13% 149,606.66	Aaa / AA+ AAA	2.69 2.61
3135G0T94	FNMA Note 2.375% Due 1/19/2023	2,700,000.00	03/18/2019 2.46%	2,691,819.00 2,694,030.55	105.39 0.44%	2,845,524.60 12,825.00	1.03% 151,494.05	Aaa / AA+ AAA	2.81 2.71
3133ELNW0	FFCB Note 1.45% Due 2/21/2023	3,000,000.00	02/14/2020 1.45%	2,999,940.00 2,999,942.19	101.96 0.76%	3,058,923.00 4,833.33	1.11% 58,980.81	Aaa / AA+ AAA	2.90 2.83
3130ADRG9	FHLB Note 2.75% Due 3/10/2023	3,000,000.00	03/28/2019 2.24%	3,057,120.00 3,042,503.30	106.67 0.47%	3,199,968.00 4,812.50	1.16% 157,464.70	Aaa / AA+ NR	2.94 2.84
3133834G3	FHLB Note 2.125% Due 6/9/2023	2,750,000.00	06/10/2019 2.00%	2,763,035.00 2,760,399.41	105.54 0.38%	2,902,319.75 18,180.56	1.06% 141,920.34	Aaa / AA+ NR	3.19 3.08
3133EKSN7	FFCB Note 1.77% Due 6/26/2023	2,500,000.00	06/21/2019 1.89%	2,488,375.00 2,490,602.93	103.81 0.58%	2,595,152.50 11,677.08	0.94% 104,549.57	Aaa / AA+ AAA	3.24 3.14
3133EKZK5	FFCB Note 1.6% Due 8/14/2023	3,000,000.00	08/09/2019 1.63%	2,996,040.00 2,996,666.12	103.49 0.55%	3,104,613.00 6,266.67	1.12% 107,946.88	Aaa / AA+ AAA	3.37 3.28
3130A7PH2	FHLB Note 1.875% Due 3/8/2024	2,000,000.00	03/03/2020 0.85%	2,080,700.00 2,079,157.61	105.81 0.39%	2,116,106.00 2,395.83	0.77% 36,948.39	Aaa / AA+ NR	3.94 3.81
Total Agency		66,955,000.00	1.95%	66,865,074.72 66,968,556.86	0.45%	68,941,343.70 303,580.47	25.04% 1,972,786.84	Aaa / AA+ AAA	1.97 1.91
CASH									
90CASH\$00	Cash Custodial Cash Account	195,805.26	Various 0.00%	195,805.26 195,805.26	1.00 0.00%	195,805.26 0.00	0.07% 0.00	NR / NR NR	0.00 0.00

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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CASH									
90CHECK\$1	Checking Deposit Bank Account	30,216,178.52	Various 0.00%	30,216,178.52	1.00 0.00%	30,216,178.52 0.00	10.93% 0.00	NR / NR NR	0.00 0.00
Total Cash		30,411,983.78	N/A	30,411,983.78	0.00%	30,411,983.78 0.00	11.00% 0.00	NR / NR NR	0.00 0.00
COMMERCIAL PAPER									
62479IDV4	MUFG Bank Ltd Discount CP 1.9% Due 4/29/2020	3,000,000.00	10/29/2019 1.95%	2,971,025.00 2,995,566.67	99.85 1.95%	2,995,566.67 0.00	1.08% 0.00	P-1 / A-1 NR	0.08 0.08
Total Commercial Paper		3,000,000.00	1.95%	2,971,025.00 2,995,566.67	1.95%	2,995,566.67 0.00	1.08% 0.00	Aaa / AA NR	0.08 0.08
CORPORATE									
747525AD5	Qualcomm Inc Note 2.25% Due 5/20/2020	1,700,000.00	10/06/2016 1.67%	1,734,408.00 1,701,281.15	99.99 2.33%	1,699,779.00 13,918.75	0.62% (1,502.15)	A2 / A- NR	0.14 0.14
4370768Q4	Home Depot Note 1.8% Due 6/5/2020	200,000.00	06/12/2017 1.77%	200,150.00 200,008.98	99.94 2.14%	199,876.00 1,160.00	0.07% (132.98)	A2 / A A	0.18 0.18
458140AQ3	Intel Corp Note 2.45% Due 7/29/2020	1,750,000.00	01/24/2017 2.00%	1,776,775.00 1,752,491.18	100.12 2.06%	1,752,157.75 7,384.03	0.64% (333.43)	A1 / A+ A+	0.33 0.33
857477AS2	State Street Bank Note 2.55% Due 8/18/2020	1,590,000.00	12/11/2017 2.19%	1,604,993.70 1,592,128.83	100.16 2.11%	1,592,575.80 4,842.87	0.58% 446.97	A1 / A AA-	0.38 0.38
02665WAZ4	American Honda Finance Note 2.45% Due 9/24/2020	1,800,000.00	02/14/2017 2.25%	1,812,492.00 1,801,671.93	99.30 3.92%	1,787,484.60 857.50	0.65% (14,187.33)	A3 / A NR	0.48 0.47
594918BG8	Microsoft Callable Note Cont. 10/3/2020 2% Due 11/3/2020	2,000,000.00	12/03/2015 2.01%	1,999,240.00 1,999,908.39	100.22 1.55%	2,004,396.00 16,444.44	0.73% 4,487.61	Aaa / AAA AA+	0.59 0.50
00440EAT4	Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	1,500,000.00	07/25/2019 2.27%	1,500,495.00 1,500,211.98	100.11 2.07%	1,501,602.00 14,183.33	0.55% 1,390.02	A3 / A A	0.59 0.50
44932HAG8	IBM Credit Corp Note 2.65% Due 2/5/2021	1,500,000.00	02/12/2018 2.72%	1,496,880.00 1,499,110.21	100.34 2.24%	1,505,122.50 6,183.33	0.55% 6,012.29	A2 / A NR	0.85 0.83



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
69353REW4	PNC Bank Callable Note Cont 3/30/2021 2.15% Due 4/29/2021	1,200,000.00	10/30/2019 1.97%	1,202,940.00 1,202,072.27	100.03 2.11%	1,200,398.40 10,893.33	0.44% (1,673.87)	A2 / A A+	1.08 0.98
06406FAB9	Bank of NY Mellon Corp Callable Note Cont 4/3/2021 2.05% Due 5/3/2021	1,700,000.00	12/13/2016 2.50%	1,668,771.00 1,692,246.46	100.46 1.58%	1,707,889.70 14,327.22	0.62% 15,643.24	A1 / A AA-	1.09 0.99
808513AW5	Charles Schwab Corp Callable Note Cont 4/21/2021 3.25% Due 5/21/2021	1,775,000.00	Various 3.05%	1,784,554.00 1,778,489.76	100.75 2.52%	1,788,296.53 20,831.60	0.65% 9,806.77	A2 / A A	1.14 1.02
68389XBK0	Oracle Corp Callable Note Cont 8/15/2021 1.9% Due 9/15/2021	1,800,000.00	10/25/2017 2.20%	1,779,786.00 1,792,421.53	100.29 1.68%	1,805,304.60 1,520.00	0.65% 12,883.07	A3 / A+ A-	1.46 1.35
91159HHP8	US Bancorp Callable Note Cont 12/23/2021 2.625% Due 1/24/2022	890,000.00	01/19/2017 2.66%	888,469.20 889,444.18	101.38 1.81%	902,264.20 4,348.02	0.33% 12,820.02	A1 / A+ AA-	1.82 1.68
74005PBA1	Praxair Callable Note Cont 11/15/2021 2.45% Due 2/15/2022	1,750,000.00	03/09/2018 2.96%	1,717,222.50 1,734,353.60	100.37 2.22%	1,756,405.00 5,478.47	0.64% 22,051.40	A2 / A NR	1.88 1.58
91159HHC7	US Bancorp Callable Note Cont 2/15/2022 3% Due 3/15/2022	1,000,000.00	04/12/2018 3.05%	997,970.00 998,987.13	102.37 1.71%	1,023,682.00 1,333.33	0.37% 24,694.87	A1 / A+ AA-	1.96 1.82
911132BC9	UPS Callable Note Cont 4/16/2022 2.35% Due 5/16/2022	1,240,000.00	04/10/2018 2.99%	1,209,632.40 1,224,257.60	101.24 1.73%	1,255,314.00 10,927.50	0.46% 31,056.40	A2 / A NR	2.13 1.97
69371RQ33	Paccar Financial Corp Note 2% Due 9/26/2022	1,000,000.00	09/23/2019 2.04%	998,780.00 998,989.27	98.51 2.62%	985,076.00 277.78	0.36% (13,913.27)	A1 / A+ NR	2.49 2.41
89236TELS	Toyota Motor Credit Corp Note 2.7% Due 1/11/2023	1,500,000.00	05/20/2019 2.66%	1,501,890.00 1,501,442.37	100.61 2.47%	1,509,150.00 9,000.00	0.55% 7,707.63	A1 / AA- A+	2.78 2.65
69371RQ41	Paccar Financial Corp Note 1.9% Due 2/7/2023	1,000,000.00	10/31/2019 1.90%	999,950.00 999,956.14	98.66 2.39%	986,598.00 2,850.00	0.36% (13,358.14)	A1 / A+ NR	2.86 2.75
931142DH3	Wal-Mart Stores Callable Note Cont 1/11/2023 2.55% Due 4/11/2023	1,500,000.00	05/01/2019 2.62%	1,495,965.00 1,496,901.55	103.30 1.34%	1,549,477.50 18,062.50	0.57% 52,575.95	Aa2 / AA AA	3.03 2.65
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	1,000,000.00	05/20/2019 2.65%	990,790.00 992,801.89	104.26 1.00%	1,042,550.00 9,866.67	0.38% 49,748.11	Aa1 / AA+ NR	3.09 2.96
Total Corporate		29,395,000.00	2.40%	29,362,153.80 29,349,176.40	2.10%	29,555,399.58 174,690.67	10.75% 206,223.18	A1 / A+ A+	1.37 1.26

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LAIF									
90LAIF500	Local Agency Investment Fund State Pool	65,000,000.00	Various 1.74%	65,000,000.00 65,000,000.00	1.00 1.74%	65,000,000.00 306,099.57	23.61% 0.00	NR / NR NR	0.00 0.00
Total LAIF		65,000,000.00	1.74%	65,000,000.00 65,000,000.00	1.74%	65,000,000.00 306,099.57	23.61% 0.00	NR / NR NR	0.00 0.00
LOCAL GOV INVESTMENT POOL									
90CAMP500	California Asset Mgmt Program CAMP	20,000,000.00	Various 1.50%	20,000,000.00 20,000,000.00	1.00 1.50%	20,000,000.00 0.00	7.23% 0.00	NR / AAA NR	0.00 0.00
Total Local Gov Investment Pool		20,000,000.00	1.50%	20,000,000.00 20,000,000.00	1.50%	20,000,000.00 0.00	7.23% 0.00	NR / AAA NR	0.00 0.00
MONEY MARKET FUND FI									
261908107	Dreyfus Trsy/Agcy Cash Management 521	815,854.61	Various 0.22%	815,854.61 815,854.61	1.00 0.22%	815,854.61 0.00	0.30% 0.00	Aaa / AAA NR	0.00 0.00
Total Money Market Fund FI		815,854.61	0.22%	815,854.61 815,854.61	0.22%	815,854.61 0.00	0.30% 0.00	Aaa / AAA NR	0.00 0.00
NEGOTIABLE CD									
89114NBZ7	Toronto Dominion Bank NY Yankee CD 1.85% Due 6/3/2020	2,000,000.00	12/03/2019 1.85%	2,000,000.00 2,000,000.00	100.00 1.85%	2,000,000.00 12,230.56	0.73% 0.00	P-1 / A-1+ F-1+	0.18 0.17
Total Negotiable CD		2,000,000.00	1.85%	2,000,000.00 2,000,000.00	1.85%	2,000,000.00 12,230.56	0.73% 0.00	Aaa / AAA AAA	0.18 0.17
SUPRANATIONAL									
4581XOCX4	Inter-American Dev Bank Note 1.625% Due 5/12/2020	1,375,000.00	04/05/2017 1.70%	1,371,741.25 1,374,881.34	100.16 0.26%	1,377,142.25 8,627.17	0.50% 2,260.91	Aaa / AAA AAA	0.12 0.11
459058GA5	Intl. Bank Recon & Development Note 1.625% Due 9/4/2020	2,000,000.00	08/22/2017 1.63%	1,999,580.00 1,999,940.54	100.46 0.55%	2,009,152.00 2,437.50	0.73% 9,211.46	Aaa / AAA AAA	0.43 0.42
45950KCM0	International Finance Corp Note 2.25% Due 1/25/2021	720,000.00	01/18/2018 2.35%	717,883.20 719,422.52	101.40 0.53%	730,087.20 2,970.00	0.27% 10,664.68	Aaa / AAA NR	0.82 0.81



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
SUPRANATIONAL									
45950KCJ7	International Finance Corp Note 1.125% Due 7/20/2021	1,600,000.00	11/29/2017 2.12%	1,544,832.00 1,580,252.60	100.71 0.58%	1,611,302.40 3,550.00	0.58% 31,049.80	Aaa / AAA NR	1.30 1.29
4581X0CN6	Inter-American Dev Bank Note 1.75% Due 4/14/2022	1,500,000.00	04/24/2018 2.92%	1,434,810.00 1,466,572.69	102.42 0.55%	1,536,247.50 12,177.08	0.56% 69,674.81	Aaa / AAA AAA	2.04 1.99
4581X0CZ9	Inter-American Dev Bank Note 1.75% Due 9/14/2022	2,000,000.00	05/04/2018 2.93%	1,904,540.00 1,946,206.19	102.99 0.52%	2,059,868.00 1,652.78	0.75% 113,661.81	Aaa / AAA AAA	2.46 2.40
Total Supranational		9,195,000.00	2.27%	8,973,386.45 9,087,275.88	0.50%	9,323,799.35 31,414.53	3.38% 236,523.47	Aaa / AAA AAA	1.28 1.25
TIME DEPOSIT									
90MEND\$11	Savings Bank of Mendocino Coun Time Deposit 0.5% Due 3/3/2021	250,000.00	03/03/2020 0.50%	250,000.00 250,000.00	100.00 0.50%	250,000.00 41.10	0.09% 0.00	NR / NR NR	0.92 0.92
99MEND\$01	Community First Credit Union Time Deposit 1.25% Due 3/20/2021	250,000.00	03/20/2020 1.25%	250,000.00 250,000.00	100.00 1.25%	250,000.00 102.74	0.09% 0.00	NR / NR NR	0.97 0.96
Total Time Deposit		500,000.00	0.88%	500,000.00 500,000.00	0.88%	500,000.00 143.84	0.18% 0.00	NR / NR NR	0.95 0.94
US TREASURY									
912828VAS	US Treasury Note 1.125% Due 4/30/2020	2,600,000.00	Various 1.44%	2,572,789.96 2,599,375.68	100.08 0.13%	2,602,163.20 12,268.76	0.95% 2,787.52	Aaa / AA+ AAA	0.08 0.08
912828L65	US Treasury Note 1.375% Due 9/30/2020	2,500,000.00	12/30/2015 1.79%	2,452,449.78 2,495,012.02	100.66 0.06%	2,516,405.00 93.92	0.91% 21,392.98	Aaa / AA+ AAA	0.50 0.50
912828L99	US Treasury Note 1.375% Due 10/31/2020	2,600,000.00	04/14/2016 1.20%	2,619,508.71 2,602,503.23	100.72 0.14%	2,618,688.80 15,026.79	0.95% 16,185.57	Aaa / AA+ AAA	0.59 0.58
912828P87	US Treasury Note 1.125% Due 2/28/2021	2,400,000.00	Various 1.45%	2,368,765.85 2,393,155.20	100.94 0.10%	2,422,500.00 2,347.83	0.88% 29,344.80	Aaa / AA+ AAA	0.92 0.91
912828D72	US Treasury Note 2% Due 8/31/2021	2,400,000.00	12/28/2016 2.01%	2,398,508.04 2,399,547.86	102.55 0.19%	2,461,312.80 4,173.91	0.89% 61,764.94	Aaa / AA+ AAA	1.42 1.40
912828T34	US Treasury Note 1.125% Due 9/30/2021	3,000,000.00	08/29/2019 1.53%	2,975,390.63 2,982,334.22	101.38 0.21%	3,041,250.00 92.21	1.10% 58,915.78	Aaa / AA+ AAA	1.50 1.49

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US TREASURY									
912828U81	US Treasury Note 2% Due 12/31/2021	1,000,000.00	01/30/2018 2.40%	984,960.94 993,279.75	103.11 0.22%	1,031,094.00 5,054.95	0.37% 37,814.25	Aaa / AA+ AAA	1.75 1.72
912828P4	US Treasury Note 1.875% Due 7/31/2022	3,000,000.00	12/28/2018 2.53%	2,932,851.56 2,956,312.44	103.82 0.23%	3,114,726.00 9,426.51	1.13% 158,413.56	Aaa / AA+ AAA	2.33 2.29
912828YA2	US Treasury Note 1.5% Due 8/15/2022	3,000,000.00	12/17/2019 1.65%	2,988,398.44 2,989,652.99	103.00 0.23%	3,089,883.00 5,686.81	1.12% 100,230.01	Aaa / AA+ AAA	2.38 2.34
912828L24	US Treasury Note 1.875% Due 8/31/2022	3,000,000.00	10/15/2019 1.60%	3,022,968.75 3,019,293.75	103.92 0.25%	3,117,540.00 4,891.30	1.13% 98,246.25	Aaa / AA+ AAA	2.42 2.37
912828M80	US Treasury Note 2% Due 11/30/2022	2,300,000.00	04/17/2019 2.38%	2,270,082.03 2,277,980.19	104.57 0.28%	2,405,027.20 15,459.02	0.88% 127,047.01	Aaa / AA+ AAA	2.67 2.59
912828ZD5	US Treasury Note 0.5% Due 3/15/2023	3,000,000.00	03/24/2020 0.39%	3,009,843.75 3,009,780.24	100.63 0.28%	3,018,984.00 692.93	1.09% 9,203.76	Aaa / AA+ AAA	2.96 2.93
912828R28	US Treasury Note 1.625% Due 4/30/2023	2,000,000.00	12/04/2019 1.60%	2,001,796.88 2,001,626.16	104.08 0.29%	2,081,640.00 13,660.71	0.76% 80,013.84	Aaa / AA+ AAA	3.08 3.00
912828R69	US Treasury Note 1.625% Due 5/31/2023	2,500,000.00	04/11/2019 2.30%	2,433,593.75 2,449,104.70	104.16 0.30%	2,604,102.50 13,652.66	0.95% 154,997.80	Aaa / AA+ AAA	3.17 3.08
912828S92	US Treasury Note 1.25% Due 7/31/2023	3,000,000.00	11/27/2019 1.62%	2,960,507.81 2,964,162.31	103.11 0.31%	3,093,165.00 6,284.34	1.12% 129,002.69	Aaa / AA+ AAA	3.33 3.27
912828T26	US Treasury Note 1.375% Due 9/30/2023	3,000,000.00	12/19/2019 1.71%	2,963,554.69 2,966,274.88	103.71 0.31%	3,111,327.00 112.70	1.13% 145,052.12	Aaa / AA+ AAA	3.50 3.43
912828T91	US Treasury Note 1.625% Due 10/31/2023	1,500,000.00	09/25/2019 1.60%	1,501,347.66 1,501,178.30	104.69 0.31%	1,570,371.00 10,245.54	0.57% 69,192.70	Aaa / AA+ AAA	3.59 3.47
912828V80	US Treasury Note 2.25% Due 1/31/2024	2,000,000.00	03/03/2020 0.71%	2,118,671.88 2,116,344.98	107.33 0.32%	2,146,640.00 7,541.21	0.78% 30,295.02	Aaa / AA+ AAA	3.84 3.68
Total US Treasury		44,800,000.00	1.63%	44,575,991.11 44,716,918.90	0.23%	46,046,819.50 126,712.10	16.70% 1,329,900.60	Aaa / AA+ AAA	2.22 2.18
TOTAL PORTFOLIO		272,072,838.39	1.65%	271,475,469.47 271,845,333.10	0.95%	275,590,767.19 954,871.74	100.00% 3,745,434.09	Aaa / AA+ AAA	1.06 1.02
TOTAL MARKET VALUE PLUS ACCRUED						276,545,638.93			



PORTFOLIO CHARACTERISTICS

Average Modified Duration	0.89
Average Coupon	1.46%
Average Purchase YTM	1.51%
Average Market YTM	0.78%
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	0.92 yrs
Average Life	0.90 yrs

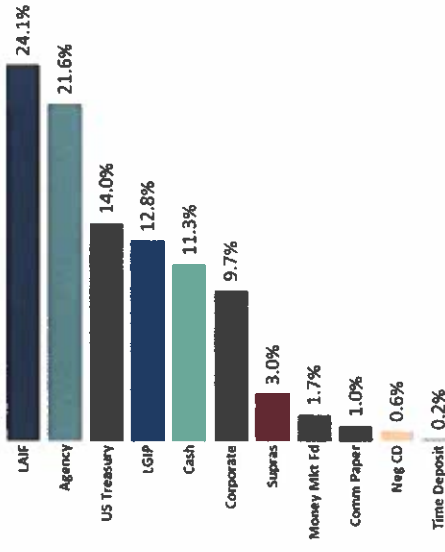
ACCOUNT SUMMARY

	Beg. Values as of 3/31/20	End Values as of 4/30/20
Market Value	275,590,767	310,730,224
Accrued Interest	954,872	748,331
Total Market Value	276,545,639	311,478,555
Income Earned	358,864	352,285
Cont/WD		
Par	272,072,838	306,794,232
Book Value	271,845,333	306,575,883
Cost Value	271,475,469	306,252,655

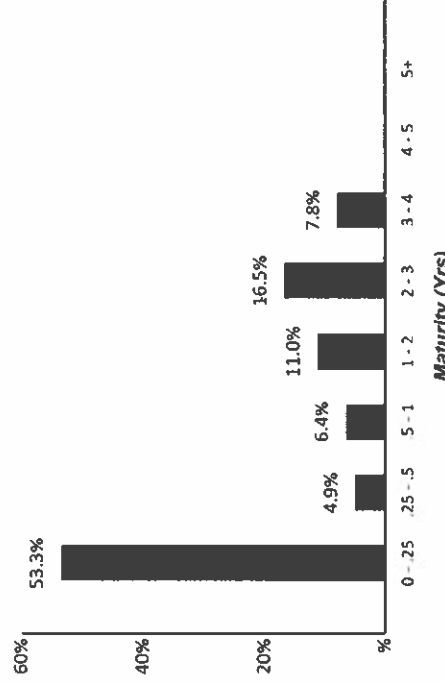
TOP ISSUERS

Local Agency Investment Fund	24.1%
Government of United States	14.0%
CAMP	12.8%
Federal Home Loan Bank	11.5%
Custodial Checking Account	11.2%
Federal Farm Credit Bank	3.8%
Federal National Mortgage Assoc	3.7%
Federal Home Loan Mortgage Corp	2.6%
Total	83.7%

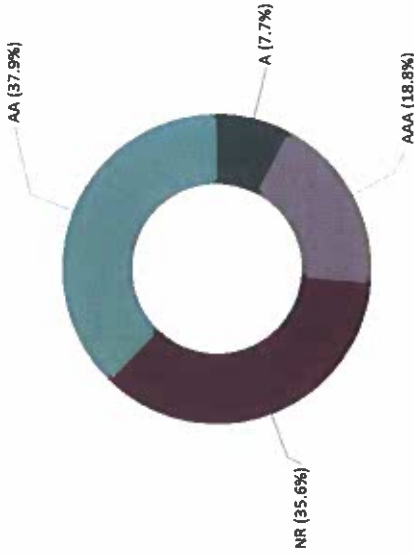
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





Statement of Compliance

As of April 30, 2020

County of Mendocino Consolidated

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and producing this compliance statement.

Category	Standard	Comment
Municipal Issues	"A" rated category or higher by a NRSRO; 5% per issuer; Include bonds of the County, State of California, any other state, and any local County within the State of California	Complies
Treasury Issues	No limitation	Complies
Agency Issues	25% max per issuer	Complies
Supranationals	"AA" rated category or higher by two NRSROs; 30% maximum; 10% per issuer; Unsubordinated obligations issued by IBRD, IFC, IADB	Complies
Banker's Acceptances	"A-1" or higher short term ratings by two NRSROs; and "A" rated or higher long term debt by two NRSROs; 40% maximum; 5% per issuer; 180 days max maturity	Complies
Commercial Paper	"A-1" or higher short term ratings by two NRSROs; and "A" rated or higher long term debt by two NRSROs; 40% maximum; 5% per issuer; 270 days max maturity; Issuer is a corporation organized and operating in the U.S. with assets in excess of \$500 million	Complies
Negotiable Certificates of Deposit	"A" or higher long term ratings by two NRSROs; and/or "A-1" or higher short term ratings by two NRSROs; 30% maximum (includes CDARS); 5% per issuer	Complies
Corporate Medium Term Notes	"A" rated or better by two NRSROs; 30% maximum; 5% per issuer; Issued by corporations organized and operating within U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.	Complies
Mutual Funds and Money Market Mutual Funds	Highest rating or "AAA" rated by two NRSROs; or SEC registered adviser with AUM >\$500 million and experience greater than 5 years; 20% maximum in Mutual Funds; 10% max per Mutual Fund; 20% maximum in Money Market Mutual Funds; 20% max per Money Market Mutual Fund	Complies
FDIC insured Time Deposits/ Certificates of Deposit	Amount per institution limited to the max covered under FDIC; 20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Collateralized Time Deposits/ Certificates of Deposit	20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Asset Backed Securities (ABS) and Mortgage Pass Throughs (MPTs)	"AA" rated or better by two NRSROs; "A" rated or higher for the issuer's debt by two NRSROs; 20% maximum; 5% per issuer in Asset Backed or Commercial Mortgage security issuer. No issuer limitation on any Mortgage security where the issuer is U.S. Treasury or Federal agency/GSE	Complies
Local Agency Investment Fund (LAIF)/ Local Government Investment Pools	Maximum permitted amount by LAIF	Complies
Repurchase Agreements	No limitation; 1 year maximum maturity; 102% collateralized	Complies
Prohibited	Inverse floaters; ranges notes; interest-only strips from mortgaged backed securities; zero interest accrual securities; Securities with maturity longer than 5 years (unless approved by the Board of Supervisors); Margin; Reverse Repurchase Agreements; Securities lending; Foreign currency denominated securities; Social and Environmental Concerns; Investments are discouraged in entities that receive a significant portion of their revenues from the manufacturer of tobacco products, firearms, or weapons not used in our national defense.	Complies
Maximum Callables	20% max of callable securities (does not include "make whole call")	Complies
Maximum Per Issuer	5% max per issuer, unless otherwise specified in the policy	Complies
Maximum maturity	5 years maximum maturity	Complies

Mendocino County Consolidated

Account #70006

Holdings Report

As of April 30, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3137EADR7	FHLMC Note 1.375% Due 5/1/2020	1,600,000.00	10/21/2015 1.38%	1,599,579.20 1,600,000.00	100.00 1.38%	1,600,000.00 11,000.00	0.52% 0.00	Aaa / AA+ AAA	0.00 0.00
313383HU8	FHLB Note 1.75% Due 6/12/2020	1,700,000.00	07/28/2017 1.57%	1,708,449.00 1,700,338.93	100.19 0.14%	1,703,192.60 11,486.81	0.55% 2,853.67	Aaa / AA+ NR	0.12 0.12
3130ACE26	FHLB Note 1.375% Due 9/28/2020	2,000,000.00	09/22/2017 1.65%	1,983,940.00 1,997,808.01	100.49 0.18%	2,009,800.00 2,520.83	0.65% 11,991.99	Aaa / AA+ NR	0.41 0.41
3137EAEJ4	FHLMC Note 1.625% Due 9/29/2020	2,250,000.00	09/28/2017 1.67%	2,247,097.50 2,249,600.11	100.60 0.18%	2,263,466.25 3,250.00	0.73% 13,866.14	Aaa / AA+ AAA	0.42 0.41
3137EAEK1	FHLMC Note 1.875% Due 11/17/2020	800,000.00	11/27/2017 1.95%	798,368.00 799,699.17	100.92 0.19%	807,371.20 6,833.33	0.26% 7,672.03	Aaa / AA+ AAA	0.55 0.54
3130A3U05	FHLB Note 1.875% Due 12/11/2020	2,000,000.00	02/12/2018 2.32%	1,975,680.00 1,994,721.24	100.83 0.52%	2,016,542.00 14,583.33	0.65% 21,820.76	Aaa / AA+ NR	0.62 0.61
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	2,000,000.00	02/23/2016 1.43%	1,994,480.00 1,999,111.83	100.90 0.25%	2,017,934.00 5,576.39	0.65% 18,822.17	Aaa / AA+ AAA	0.81 0.80
3135G0J20	FNMA Note 1.375% Due 2/26/2021	2,500,000.00	03/17/2016 1.52%	2,482,725.00 2,497,120.83	100.96 0.20%	2,524,052.50 6,206.60	0.81% 26,931.67	Aaa / AA+ AAA	0.83 0.82
313379RB7	FHLB Note 1.875% Due 6/11/2021	2,400,000.00	08/30/2017 1.65%	2,419,562.40 2,405,755.31	101.45 0.57%	2,434,838.40 17,500.00	0.79% 29,083.09	Aaa / AA+ AAA	1.12 1.10
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	2,600,000.00	08/09/2016 1.25%	2,584,400.00 2,596,193.22	101.06 0.25%	2,627,521.00 8,693.75	0.85% 31,327.78	Aaa / AA+ AAA	1.21 1.20
3130AHSR5	FHLB Note 1.625% Due 12/20/2021	2,090,000.00	12/19/2019 1.68%	2,087,742.80 2,088,153.48	102.23 0.26%	2,136,584.01 12,358.58	0.69% 48,430.53	Aaa / AA+ AAA	1.64 1.61
3137EADB2	FHLMC Note 2.375% Due 1/13/2022	2,000,000.00	07/30/2018 2.86%	1,968,440.00 1,984,445.07	103.55 0.29%	2,070,938.00 14,250.00	0.67% 86,492.93	Aaa / AA+ AAA	1.71 1.67
313378WG2	FHLB Note 2.5% Due 3/11/2022	3,000,000.00	04/09/2018 2.65%	2,983,650.00 2,992,242.03	104.22 0.23%	3,126,564.00 10,416.67	1.01% 134,321.97	Aaa / AA+ NR	1.86 1.83
3135G0T45	FNMA Note 1.875% Due 4/5/2022	2,900,000.00	06/21/2017 1.87%	2,901,218.00 2,900,490.54	103.15 0.24%	2,991,434.10 3,927.08	0.96% 90,943.56	Aaa / AA+ AAA	1.93 1.90
313379Q69	FHLB Note 2.125% Due 6/10/2022	2,215,000.00	06/06/2018 2.81%	2,157,500.82 2,184,757.94	103.96 0.24%	2,302,651.98 18,435.26	0.75% 117,894.04	Aaa / AA+ AAA	2.11 2.06
3130ASP45	FHLB Note 2.375% Due 6/10/2022	1,500,000.00	05/21/2019 2.26%	1,505,190.00 1,503,584.13	104.16 0.39%	1,562,466.00 13,953.13	0.51% 58,881.87	Aaa / AA+ AAA	2.11 2.05

Mendocino County Consolidated

Holdings Report

Account #70006

As of April 30, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
313383WD9	FHLB Note 3.125% Due 9/9/2022	2,200,000.00	01/16/2019 2.66%	2,235,266.00 2,222,812.94	106.52 0.35%	2,343,398.20 9,930.56	0.76% 120,585.26	Aaa / AA+ AAA	2.36 2.28
31355G0T78	FNMA Note 2% Due 10/5/2022	3,000,000.00	05/20/2019 2.22%	2,979,030.00 2,984,914.53	104.04 0.33%	3,121,119.00 4,333.33	1.00% 136,204.47	Aaa / AA+ AAA	2.43 2.38
31333EKHN9	FFCB Note 2.33% Due 10/18/2022	3,000,000.00	05/01/2019 2.32%	3,001,380.00 3,000,981.82	104.76 0.39%	3,142,827.00 2,524.17	1.01% 141,845.18	Aaa / AA+ AAA	2.47 2.41
313381BR5	FHLB Note 1.875% Due 12/9/2022	3,000,000.00	Various 2.45%	2,931,075.00 2,957,119.60	104.11 0.29%	3,123,414.00 22,187.50	1.01% 166,294.40	Aaa / AA+ AAA	2.61 2.54
31355G0T94	FNMA Note 2.375% Due 1/19/2023	2,700,000.00	03/18/2019 2.46%	2,691,819.00 2,694,205.61	105.52 0.33%	2,848,983.30 18,168.75	0.92% 154,777.69	Aaa / AA+ AAA	2.72 2.63
31333ELNWO	FFCB Note 1.45% Due 2/21/2023	3,000,000.00	02/14/2020 1.45%	2,999,940.00 2,999,943.83	102.89 0.42%	3,086,568.00 8,458.33	0.99% 86,624.17	Aaa / AA+ AAA	2.81 2.75
3130ADRG9	FHLB Note 2.75% Due 3/10/2023	3,000,000.00	03/28/2019 2.24%	3,057,120.00 3,041,314.95	106.80 0.36%	3,203,901.00 11,687.50	1.03% 162,586.05	Aaa / AA+ NR	2.86 2.76
3137EAEQ8	FHLMC Note 0.375% Due 4/20/2023	1,235,000.00	04/17/2020 0.46%	1,231,912.50 1,231,943.52	100.03 0.36%	1,235,396.44 141.51	0.40% 3,452.92	Aaa / AA+ AAA	2.97 2.95
3133834G3	FHLB Note 2.125% Due 6/9/2023	2,750,000.00	06/10/2019 2.00%	2,763,035.00 2,760,131.38	105.37 0.38%	2,897,768.50 23,050.35	0.94% 137,637.12	Aaa / AA+ NR	3.11 3.00
31333EKS7	FFCB Note 1.77% Due 6/26/2023	2,500,000.00	06/21/2019 1.89%	2,488,375.00 2,490,841.63	104.11 0.46%	2,602,775.00 15,364.58	0.84% 111,933.37	Aaa / AA+ AAA	3.16 3.06
31333EKZK5	FFCB Note 1.6% Due 8/14/2023	3,000,000.00	08/09/2019 1.63%	2,996,040.00 2,996,747.43	103.67 0.48%	3,109,956.00 10,266.67	1.00% 113,208.57	Aaa / AA+ AAA	3.29 3.20
3130A7PH2	FHLB Note 1.875% Due 3/8/2024	2,000,000.00	03/03/2020 0.85%	2,080,700.00 2,077,505.05	105.33 0.48%	2,106,596.00 5,520.83	0.68% 29,090.95	Aaa / AA+ NR	3.86 3.72
Total Agency		64,940,000.00	1.94%	64,853,715.22 64,952,484.13	0.36%	67,018,058.48 292,625.84	21.61% 2,065,574.35	Aaa / AA+ AAA	2.00 1.95
CASH									
90CASH\$00	Cash Custodial Cash Account	518,076.04	Various 0.00%	518,076.04 518,076.04	1.00 0.00%	518,076.04 0.00	0.17% 0.00	NR / NR NR	0.00 0.00

Mendocino County Consolidated

Holdings Report

Account #70006

As of April 30, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CASH									
90CHECK\$1	Checking Deposit Bank Account	34,780,404.78	Various 0.00%	34,780,404.78	1.00 0.00%	34,780,404.78	11.17% 0.00	NR / NR NR	0.00 0.00
Total Cash		35,298,480.82	N/A	35,298,480.82	0.00%	35,298,480.82	11.33%	NR / NR	0.00
COMMERCIAL PAPER									
62479LHU2	MUFG Bank Ltd Discount CP 0.4% Due 8/28/2020	3,000,000.00	04/29/2020 0.41%	2,995,966.67 2,996,033.34	99.87 0.41%	2,996,033.34	0.96% 0.00	P-1 / A-1 NR	0.33 0.33
Total Commercial Paper		3,000,000.00	0.41%	2,995,966.67 2,996,033.34	0.41%	2,996,033.34	0.96%	Aaa / AA	0.33 0.33
CORPORATE									
747525AD5	Qualcomm Inc Note 2.25% Due 5/20/2020	1,700,000.00	10/06/2016 1.67%	1,734,408.00 1,700,496.77	100.07 0.99%	1,701,179.80 17,106.25	0.55% 683.03	A2 / A- NR	0.05 0.06
4370768Q4	Home Depot Note 1.8% Due 6/5/2020	200,000.00	06/12/2017 1.77%	200,150.00 200,004.83	100.07 1.05%	200,144.00 1,460.00	0.06% 139.17	A2 / A A	0.10 0.10
458140AQ3	Intel Corp Note 2.45% Due 7/29/2020	1,750,000.00	01/24/2017 2.00%	1,776,775.00 1,751,863.15	100.44 0.68%	1,757,612.50 10,956.94	0.57% 5,749.35	A1 / A+ A+	0.25 0.25
857477AS2	State Street Bank Note 2.55% Due 8/18/2020	1,590,000.00	12/11/2017 2.19%	1,604,993.70 1,591,669.37	100.47 0.97%	1,597,506.39 8,221.62	0.52% 5,837.02	A1 / A AA-	0.30 0.30
02665WAZ4	American Honda Finance Note 2.45% Due 9/24/2020	1,800,000.00	02/14/2017 2.25%	1,812,492.00 1,801,386.94	100.30 1.69%	1,805,400.00 4,532.50	0.58% 4,013.06	A3 / A NR	0.40 0.40
5949188G8	Microsoft Callable Note Cont. 10/3/2020 2% Due 11/3/2020	2,000,000.00	12/03/2015 2.01%	1,999,240.00 1,999,921.12	100.75 0.24%	2,014,936.00 19,777.78	0.65% 15,014.88	Aaa / AAA AA+	0.51 0.42
00440EAT4	Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	1,500,000.00	07/25/2019 2.27%	1,500,495.00 1,500,177.60	100.52 1.06%	1,507,845.00 17,058.33	0.49% 7,667.40	A3 / A A	0.51 0.42
44932HAG8	IBM Credit Corp Note 2.65% Due 2/5/2021	1,500,000.00	02/12/2018 2.72%	1,496,880.00 1,499,196.32	101.48 0.70%	1,522,224.00 9,495.83	0.49% 23,027.68	A2 / A NR	0.77 0.75

Mendocino County Consolidated

Holdings Report

Account #70006

As of April 30, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
69353REW4	PNC Bank Callable Note Cont 3/30/2021 2.15% Due 4/29/2021	1,200,000.00	10/30/2019 1.97%	1,202,940.00 1,201,901.01	101.19 0.84%	1,214,335.20 143.33	0.39% 12,434.19	A2 / A A+	1.00 0.91
06406FAB9	Bank of NY Mellon Corp Callable Note Cont 4/3/2021 2.05% Due 5/3/2021	1,700,000.00	12/13/2016 2.50%	1,668,771.00 1,692,832.37	101.07 0.89%	1,718,111.80 17,231.39	0.56% 25,279.43	A1 / A AA-	1.01 0.91
808513AW5	Charles Schwab Corp Callable Note Cont 4/21/2021 3.25% Due 5/21/2021	1,775,000.00	Various 3.05%	1,784,554.00 1,778,217.82	102.01 1.17%	1,810,606.50 25,638.89	0.59% 32,388.68	A2 / A A	1.06 0.95
68389XBK0	Oracle Corp Callable Note Cont 8/15/2021 1.9% Due 9/15/2021	1,800,000.00	10/25/2017 2.20%	1,779,786.00 1,792,848.89	101.31 0.87%	1,823,666.40 4,370.00	0.59% 30,817.51	A3 / A+ A-	1.38 1.27
91159HHP8	US Bancorp Callable Note Cont 12/23/2021 2.625% Due 1/24/2022	890,000.00	01/19/2017 2.66%	888,469.20 889,469.33	102.58 1.04%	912,945.09 6,294.90	0.30% 23,475.76	A1 / A+ AA-	1.74 1.60
74005PBA1	Praxair Callable Note Cont 11/15/2021 2.45% Due 2/15/2022	1,750,000.00	03/09/2018 2.96%	1,717,222.50 1,735,038.84	101.90 1.20%	1,783,208.00 9,051.39	0.58% 48,169.16	A2 / A NR	1.80 1.51
91159HHC7	US Bancorp Callable Note Cont 2/15/2022 3% Due 3/15/2022	1,000,000.00	04/12/2018 3.05%	997,970.00 999,029.75	103.51 1.02%	1,035,132.00 3,833.33	0.33% 36,102.25	A1 / A+ AA-	1.87 1.74
911312BC9	UPS Callable Note Cont 4/16/2022 2.35% Due 5/16/2022	1,240,000.00	04/10/2018 2.99%	1,209,632.40 1,224,866.98	103.34 0.63%	1,281,432.12 13,355.83	0.42% 56,565.14	A2 / A NR	2.04 1.90
69371RQ33	Paccar Financial Corp Note 2% Due 9/26/2022	1,000,000.00	09/23/2019 2.04%	998,780.00 999,022.66	101.42 1.40%	1,014,190.00 1,944.44	0.33% 15,167.34	A1 / A+ NR	2.41 2.34
89236TEL5	Toyota Motor Credit Corp Note 2.7% Due 1/11/2023	1,500,000.00	05/20/2019 2.66%	1,501,890.00 1,501,399.74	103.60 1.34%	1,553,985.00 12,375.00	0.50% 52,585.26	A1 / AA- A+	2.70 2.58
69371RQ41	Paccar Financial Corp Note 1.9% Due 2/7/2023	1,000,000.00	10/31/2019 1.90%	999,950.00 999,957.41	101.25 1.44%	1,012,495.00 4,433.33	0.33% 12,537.59	A1 / A+ NR	2.78 2.68
931142DH3	Wal-Mart Stores Callable Note Cont 1/11/2023 2.55% Due 4/11/2023	1,500,000.00	05/01/2019 2.62%	1,495,965.00 1,496,985.67	105.15 0.62%	1,577,205.00 2,125.00	0.51% 80,219.33	Aa2 / AA AA	2.95 2.61
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	1,000,000.00	05/20/2019 2.65%	990,790.00 992,993.50	104.83 0.77%	1,048,258.00 11,866.67	0.34% 55,264.50	Aa1 / AA+ NR	3.01 2.88
Total Corporate		29,395,000.00	2.40%	29,362,153.80 29,349,280.07	0.96%	29,892,417.80 201,272.75	9.66% 543,137.73	A1 / A+ A+	1.29 1.19



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	75,000,000.00	Various 1.47%	75,000,000.00 75,000,000.00	1.00 1.47%	75,000,000.00 87,258.07	24.11% 0.00	NR / NR NR	0.00 0.00
Total LAIF		75,000,000.00	1.47%	75,000,000.00 75,000,000.00	1.47%	75,000,000.00 87,258.07	24.11% 0.00	NR / NR NR	0.00 0.00
LOCAL GOV INVESTMENT POOL									
90CAMP\$00	California Asset Mgmt Program CAMP	40,000,000.00	Various 1.50%	40,000,000.00 40,000,000.00	1.00 1.50%	40,000,000.00 0.00	12.84% 0.00	NR / AAA NR	0.00 0.00
Total Local Gov Investment Pool		40,000,000.00	1.50%	40,000,000.00 40,000,000.00	1.50%	40,000,000.00 0.00	12.84% 0.00	NR / AAA NR	0.00 0.00
MONEY MARKET FUND FI									
261908107	Dreyfus Trsy/Agcy Cash Management 521	5,265,750.99	Various 0.16%	5,265,750.99 5,265,750.99	1.00 0.16%	5,265,750.99 0.00	1.69% 0.00	Aaa / AAA NR	0.00 0.00
Total Money Market Fund FI		5,265,750.99	0.16%	5,265,750.99 5,265,750.99	0.16%	5,265,750.99 0.00	1.69% 0.00	Aaa / AAA NR	0.00 0.00
NEGOTIABLE CD									
89114NBZ7	Toronto Dominion Bank NY Yankee CD 1.85% Due 6/3/2020	2,000,000.00	12/03/2019 1.85%	2,000,000.00 2,000,000.00	100.00 1.85%	2,000,000.00 15,313.89	0.65% 0.00	P-1 / A-1+ F-1+	0.09 0.09
Total Negotiable CD		2,000,000.00	1.85%	2,000,000.00 2,000,000.00	1.85%	2,000,000.00 15,313.89	0.65% 0.00	Aaa / AAA AAA	0.09 0.09
SUPRANATIONAL									
4581XOCX4	Inter-American Dev Bank Note 1.625% Due 5/12/2020	1,375,000.00	04/05/2017 1.70%	1,371,741.25 1,374,968.16	100.03 0.81%	1,375,371.25 10,489.15	0.44% 403.09	Aaa / AAA AAA	0.03 0.03
459058GAS	Intl. Bank Recon & Development Note 1.625% Due 9/4/2020	2,000,000.00	08/22/2017 1.63%	1,999,580.00 1,999,951.98	100.42 0.40%	2,008,442.00 5,145.83	0.65% 8,490.02	Aaa / AAA AAA	0.35 0.34
45950KCM0	International Finance Corp Note 2.25% Due 1/25/2021	720,000.00	01/18/2018 2.35%	717,883.20 719,480.46	101.27 0.52%	729,136.80 4,320.00	0.24% 9,656.34	Aaa / AAA NR	0.74 0.73

Mendocino County Consolidated

Holdings Report

Account #70006

As of April 30, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
SUPRANATIONAL									
45950KJ7	International Finance Corp Note 1.125% Due 7/20/2021	1,600,000.00	11/29/2017 2.12%	1,544,832.00 1,581,499.80	100.85 0.43%	1,613,616.00 5,050.00	0.52% 32,116.20	Aaa / AAA NR	1.22 1.21
4581XOC6	Inter-American Dev Bank Note 1.75% Due 4/14/2022	1,500,000.00	04/24/2018 2.92%	1,434,810.00 1,467,922.38	102.65 0.39%	1,539,790.50 1,239.58	0.49% 71,868.12	Aaa / AAA AAA	1.96 1.93
4581XOC9	Inter-American Dev Bank Note 1.75% Due 9/14/2022	2,000,000.00	05/04/2018 2.93%	1,904,540.00 1,948,007.32	103.03 0.46%	2,060,660.00 4,569.44	0.66% 112,652.68	Aaa / AAA AAA	2.38 2.32
Total Supranational		9,195,000.00	2.27%	8,973,386.45 9,091,830.10	0.49%	9,327,016.55 30,814.00	3.00% 235,186.45	Aaa / AAA AAA	1.20 1.18
TIME DEPOSIT									
90MEND\$11	Savings Bank of Mendocino Coun Time Deposit 0.5% Due 3/3/2021	250,000.00	03/03/2020 0.50%	250,000.00 250,000.00	100.00 0.50%	250,000.00 143.84	0.08% 0.00	NR / NR NR	0.84 0.84
99MEND\$01	Community First Credit Union Time Deposit 1.25% Due 3/20/2021	250,000.00	03/20/2020 1.25%	250,000.00 250,000.00	100.00 1.25%	250,000.00 359.59	0.08% 0.00	NR / NR NR	0.89 0.88
Total Time Deposit		500,000.00	0.88%	500,000.00 500,000.00	0.88%	500,000.00 503.43	0.16% 0.00	NR / NR NR	0.86 0.86
US TREASURY									
912828L65	US Treasury Note 1.375% Due 9/30/2020	2,500,000.00	12/30/2015 1.79%	2,452,449.78 2,495,834.22	100.54 0.08%	2,513,477.50 2,911.54	0.81% 17,643.28	Aaa / AA+ AAA	0.42 0.42
912828L99	US Treasury Note 1.375% Due 10/31/2020	2,600,000.00	04/14/2016 1.20%	2,619,508.71 2,602,150.66	100.63 0.11%	2,616,452.80 97.15	0.84% 14,302.14	Aaa / AA+ AAA	0.50 0.50
912828P87	US Treasury Note 1.125% Due 2/28/2021	2,400,000.00	Various 1.45%	2,368,765.85 2,393,771.85	100.81 0.15%	2,419,500.00 4,548.91	0.78% 25,728.15	Aaa / AA+ AAA	0.83 0.83
912828D72	US Treasury Note 2% Due 8/31/2021	2,400,000.00	12/28/2016 2.01%	2,398,508.04 2,399,574.10	102.45 0.16%	2,458,874.40 8,086.96	0.79% 59,300.30	Aaa / AA+ AAA	1.34 1.32
912828T34	US Treasury Note 1.125% Due 9/30/2021	3,000,000.00	08/29/2019 1.53%	2,975,390.63 2,983,303.09	101.36 0.16%	3,040,782.00 2,858.61	0.98% 57,478.91	Aaa / AA+ AAA	1.42 1.41
912828U81	US Treasury Note 2% Due 12/31/2021	1,000,000.00	01/30/2018 2.40%	984,960.94 993,595.25	102.98 0.21%	1,029,766.00 6,703.30	0.33% 36,170.75	Aaa / AA+ AAA	1.67 1.64



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
9128282P4	US Treasury Note 1.875% Due 7/31/2022	3,000,000.00	12/28/2018 2.53%	2,932,851.56 2,957,852.55	103.73 0.21%	3,112,032.00 14,062.50	1.00% 154,179.45	Aaa / AA+ AAA	2.25 2.21
912828YA2	US Treasury Note 1.5% Due 8/15/2022	3,000,000.00	12/17/2019 1.65%	2,988,398.44 2,990,011.43	102.94 0.21%	3,088,242.00 9,395.60	0.99% 98,230.57	Aaa / AA+ AAA	2.29 2.26
912828L24	US Treasury Note 1.875% Due 8/31/2022	3,000,000.00	10/15/2019 1.60%	3,022,968.75 3,018,637.50	103.86 0.22%	3,115,665.00 9,476.90	1.00% 97,027.50	Aaa / AA+ AAA	2.34 2.29
912828M80	US Treasury Note 2% Due 11/30/2022	2,300,000.00	04/17/2019 2.38%	2,270,082.03 2,278,659.12	104.54 0.24%	2,404,489.00 19,229.51	0.78% 125,829.88	Aaa / AA+ AAA	2.59 2.51
912828ZD5	US Treasury Note 0.5% Due 3/15/2023	3,000,000.00	03/24/2020 0.39%	3,009,843.75 3,009,508.06	100.74 0.24%	3,022,149.00 1,915.76	0.97% 12,640.94	Aaa / AA+ AAA	2.87 2.85
912828R28	US Treasury Note 1.625% Due 4/30/2023	2,000,000.00	12/04/2019 1.60%	2,001,796.88 2,001,582.76	104.11 0.25%	2,082,188.00 88.32	0.67% 80,605.24	Aaa / AA+ AAA	3.00 2.94
912828R69	US Treasury Note 1.625% Due 5/31/2023	2,500,000.00	04/11/2019 2.30%	2,433,593.75 2,450,426.65	104.19 0.26%	2,604,687.50 16,982.58	0.84% 154,260.85	Aaa / AA+ AAA	3.08 3.00
912828S92	US Treasury Note 1.25% Due 7/31/2023	3,000,000.00	11/27/2019 1.62%	2,960,507.81 2,965,046.46	103.20 0.26%	3,095,859.00 9,375.00	1.00% 130,812.54	Aaa / AA+ AAA	3.25 3.19
912828T26	US Treasury Note 1.375% Due 9/30/2023	3,000,000.00	12/19/2019 1.71%	2,963,554.69 2,967,067.17	103.74 0.27%	3,112,266.00 3,493.85	1.00% 145,198.83	Aaa / AA+ AAA	3.42 3.34
912828T91	US Treasury Note 1.625% Due 10/31/2023	1,500,000.00	09/25/2019 1.60%	1,501,347.66 1,501,151.28	104.68 0.28%	1,570,254.00 66.24	0.50% 69,102.72	Aaa / AA+ AAA	3.50 3.41
912828V80	US Treasury Note 2.25% Due 1/31/2024	2,000,000.00	03/03/2020 0.71%	2,118,671.88 2,113,851.87	107.29 0.30%	2,145,782.00 11,250.00	0.69% 31,930.13	Aaa / AA+ AAA	3.76 3.60
Total US Treasury		42,200,000.00	1.65%	42,003,201.15 42,122,024.02	0.21%	43,432,466.20 120,542.73	13.98% 1,310,442.18	Aaa / AA+ AAA	2.27 2.22
TOTAL PORTFOLIO		306,794,231.81	1.51%	306,252,655.10 306,575,883.47	0.78%	310,730,224.18 748,330.71	100.00% 4,154,340.71	Aa1 / AA+ AAA	0.92 0.89
TOTAL MARKET VALUE PLUS ACCRUED				311,478,554.89					



PORTFOLIO CHARACTERISTICS

Average Modified Duration	0.88
Average Coupon	1.25%
Average Purchase YTM	1.29%
Average Market YTM	0.55%
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	0.91 yrs
Average Life	0.90 yrs

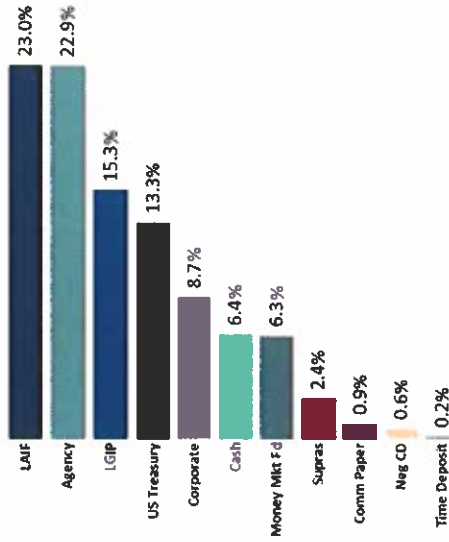
ACCOUNT SUMMARY

	Beg. Values as of 4/30/20	End Values as of 5/31/20
Market Value	310,730,224	326,420,654
Accrued Interest	748,331	862,186
Total Market Value	311,478,555	327,282,840
Income Earned	352,285	329,332
Cont./WD		
Par	306,794,232	322,372,477
Book Value	306,575,883	322,152,624
Cost Value	306,252,655	321,785,661

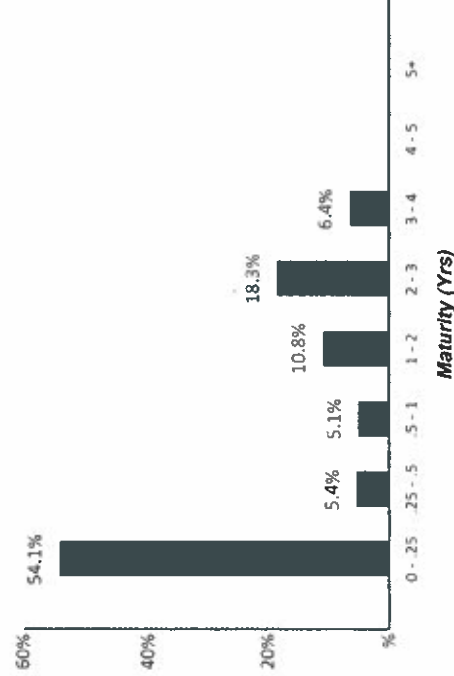
TOP ISSUERS

Local Agency Investment Fund	23.0%
CAMP	15.3%
Government of United States	13.3%
Federal Home Loan Bank	11.0%
Dreyfus Treasury Money Market F	6.3%
Custodial Checking Account	6.3%
Federal Farm Credit Bank	4.7%
Federal National Mortgage Assoc	4.5%
Total	84.2%

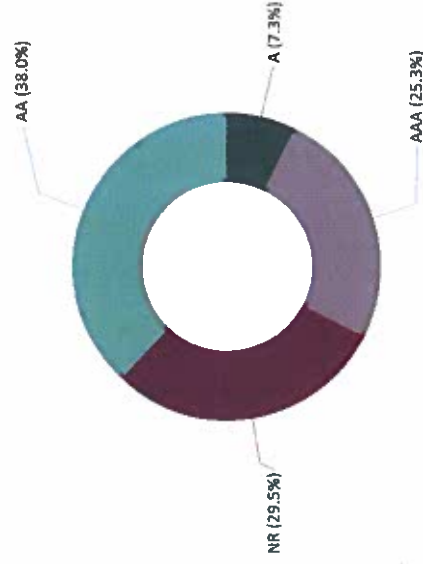
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





Statement of Compliance

As of May 31, 2020

County of Mendocino Consolidated

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and producing this compliance statement.

Category	Standard	Comment
Municipal Issues	"A" rated category or higher by a NRSRO; 5% per issuer; Include bonds of the County, State of California, any other state, and any local County within the State of California	Complies
Treasury Issues	No limitation	Complies
Agency Issues	25% max per issuer	Complies
Supranationals	"AA" rated category or higher by two NRSROs; 30% maximum; 10% per issuer; Unsubordinated obligations issued by IBRD, IFC, IADB	Complies
Banker's Acceptances	"A-1" or higher short term ratings by two NRSROs; and "A" rated or higher long term debt by two NRSROs; 40% maximum; 5% per issuer; 180 days max maturity	Complies
Commercial Paper	"A-1" or higher short term ratings by two NRSROs; and "A" rated or higher long term debt by two NRSROs; 40% maximum; 5% per issuer; 270 days max maturity; Issuer is a corporation organized and operating in the U.S. with assets in excess of \$500 million	Complies
Negotiable Certificates of Deposit	"A" or higher long term ratings by two NRSROs; and/or "A-1" or higher short term ratings by two NRSROs; 30% maximum (includes CDARS); 5% per issuer	Complies
Corporate Medium Term Notes	"A" rated or better by two NRSROs; 30% maximum; 5% per issuer; Issued by corporations organized and operating within U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.	Complies
Mutual Funds and Money Market Mutual Funds	Highest rating or "AAA" rated by two NRSROs; or SEC registered adviser with AUM >\$500 million and experience greater than 5 years; 20% maximum in Mutual Funds; 10% max per Mutual Fund; 20% maximum in Money Market Mutual Funds; 20% max per Money Market Mutual Fund	Complies
FDIC insured Time Deposits/ Certificates of Deposit	Amount per institution limited to the max covered under FDIC; 20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Collateralized Time Deposits/ Certificates of Deposit	20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Asset Backed Securities (ABS) and Mortgage Pass Throughs (MPTs)	"AA" rated or better by two NRSROs; "A" rated or higher for the issuer's debt by two NRSROs; 20% maximum; 5% per issuer in Asset Backed or Commercial Mortgage security issuer. No issuer limitation on any Mortgage security where the issuer is U.S. Treasury or Federal agency/GSE	Complies
Local Agency Investment Fund (LAIF)/ Local Government Investment Pools	Maximum permitted amount by LAIF	Complies
Repurchase Agreements	No limitation; 1 year maximum maturity; 102% collateralized	Complies
Prohibited	Inverse floaters; ranges notes; interest-only strips from mortgaged backed securities; zero interest accrual securities; Securities with maturity longer than 5 years (unless approved by the Board of Supervisors); Margin; Reverse Repurchase Agreements, Securities lending; Foreign currency denominated securities; <u>Social and Environmental Concerns</u> ; Investments are discouraged in entities that receive a significant portion of their revenues from the manufacturer of tobacco products, firearms, or weapons not used in our national defense.	Complies
Maximum Callables	20% max of callable securities (does not include "make whole call")	Complies
Maximum Per Issuer	5% max per issuer, unless otherwise specified in the policy	Complies
Maximum maturity	5 years maximum maturity	Complies

Mendocino County Consolidated

Account #70006

Holdings Report

As of May 31, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
313383HU8	FHLB Note 1.75% Due 6/12/2020	1,700,000.00	07/28/2017 1.57%	1,708,449.00 1,700,088.77	100.05 0.12%	1,700,846.60 13,965.97	0.52% 757.83	Aaa / AA+ NR	0.03 0.03
3130ACE26	FHLB Note 1.375% Due 9/28/2020	2,000,000.00	09/22/2017 1.65%	1,983,940.00 1,998,261.02	100.39 0.19%	2,007,724.00 4,812.50	0.61% 9,462.98	Aaa / AA+ NR	0.33 0.32
3137EAEI4	FHLMC Note 1.625% Due 9/29/2020	2,250,000.00	09/28/2017 1.67%	2,247,097.50 2,249,682.21	100.48 0.17%	2,260,698.75 6,296.88	0.69% 11,016.54	Aaa / AA+ AAA	0.33 0.33
3137EAEK1	FHLMC Note 1.875% Due 11/17/2020	800,000.00	11/27/2017 1.95%	798,368.00 799,745.80	100.77 0.20%	806,164.00 583.33	0.25% 6,418.20	Aaa / AA+ AAA	0.47 0.46
3130A3UQ5	FHLB Note 1.875% Due 12/11/2020	2,000,000.00	02/12/2018 2.32%	1,975,680.00 1,995,451.78	100.87 0.22%	2,017,452.00 17,708.33	0.62% 22,000.22	Aaa / AA+ NR	0.53 0.52
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	2,000,000.00	02/23/2016 1.43%	1,994,480.00 1,999,205.80	100.84 0.20%	2,016,750.00 7,868.06	0.62% 17,544.20	Aaa / AA+ AAA	0.72 0.71
3135G0J20	FNMA Note 1.375% Due 2/26/2021	2,500,000.00	03/17/2016 1.52%	2,482,725.00 2,497,417.36	100.86 0.20%	2,521,592.50 9,071.18	0.77% 24,175.14	Aaa / AA+ AAA	0.74 0.73
313379RB7	FHLB Note 1.875% Due 6/11/2021	2,400,000.00	08/30/2017 1.65%	2,419,562.40 2,405,315.87	101.71 0.21%	2,441,078.40 21,250.00	0.75% 35,762.53	Aaa / AA+ AAA	1.03 1.01
3130A8Q55	FHLB Note 1.125% Due 7/14/2021	2,600,000.00	08/09/2016 1.25%	2,584,400.00 2,596,462.03	101.06 0.18%	2,627,484.60 11,131.25	0.81% 31,022.57	Aaa / AA+ AAA	1.12 1.11
3130AHSR5	FHLB Note 1.625% Due 12/20/2021	2,090,000.00	12/19/2019 1.68%	2,087,742.80 2,088,249.20	102.22 0.19%	2,136,375.01 15,188.78	0.66% 48,125.81	Aaa / AA+ AAA	1.56 1.53
3137EADB2	FHLMC Note 2.375% Due 1/13/2022	2,000,000.00	07/30/2018 2.86%	1,968,440.00 1,985,220.32	103.52 0.20%	2,070,328.00 18,208.33	0.64% 85,107.68	Aaa / AA+ AAA	1.62 1.58
313378WG2	FHLB Note 2.5% Due 3/11/2022	3,000,000.00	04/09/2018 2.65%	2,983,650.00 2,992,596.23	103.99 0.25%	3,119,829.00 16,666.67	0.96% 127,232.77	Aaa / AA+ NR	1.78 1.74
3135G0T45	FNMA Note 1.875% Due 4/5/2022	2,900,000.00	06/21/2017 1.87%	2,901,218.00 2,900,468.94	103.11 0.18%	2,990,320.50 8,458.33	0.92% 89,851.56	Aaa / AA+ AAA	1.85 1.82
3133ELYR9	FFCB Note 0.25% Due 5/6/2022	3,205,000.00	04/30/2020 0.31%	3,200,929.65 3,201,074.62	100.00 0.25%	3,205,019.23 556.42	0.98% 3,944.61	Aaa / AA+ AAA	1.93 1.92
313379Q69	FHLB Note 2.125% Due 6/10/2022	2,215,000.00	06/06/2018 2.81%	2,157,500.82 2,185,975.48	103.79 0.25%	2,298,919.71 22,357.66	0.71% 112,944.23	Aaa / AA+ AAA	2.03 1.97
3130A5P45	FHLB Note 2.375% Due 6/10/2022	1,500,000.00	05/21/2019 2.26%	1,505,190.00 1,503,439.83	104.23 0.28%	1,563,417.00 16,921.88	0.48% 59,977.17	Aaa / AA+ AAA	2.03 1.97



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
313383WD9	FHLB Note 3.125% Due 9/9/2022	2,200,000.00	01/16/2019 2.66%	2,235,266.00 2,221,991.57	106.37 0.31%	2,340,214.80 15,659.72	0.72% 118,223.23	Aaa / AA+ AAA	2.28 2.20
3135G0T78	FNMA Note 2% Due 10/5/2022	3,000,000.00	05/20/2019 2.22%	2,979,030.00 2,985,441.75	104.16 0.22%	3,124,842.00 9,333.33	0.96% 139,400.25	Aaa / AA+ AAA	2.35 2.29
3133EKHN9	FFCB Note 2.33% Due 10/18/2022	3,000,000.00	05/01/2019 2.32%	3,001,380.00 3,000,948.00	104.88 0.27%	3,146,529.00 8,349.17	0.96% 145,581.00	Aaa / AA+ AAA	2.38 2.32
313381BR5	FHLB Note 1.875% Due 12/9/2022	3,000,000.00	Various 2.45%	2,931,075.00 2,958,515.92	104.00 0.28%	3,119,889.00 26,875.00	0.96% 161,373.08	Aaa / AA+ AAA	2.53 2.45
3135G0T94	FNMA Note 2.375% Due 1/19/2023	2,700,000.00	03/18/2019 2.46%	2,691,819.00 2,694,386.50	105.66 0.22%	2,852,903.70 23,512.50	0.88% 158,517.20	Aaa / AA+ AAA	2.64 2.55
3133ELNW0	FFCB Note 1.45% Due 2/21/2023	3,000,000.00	02/14/2020 1.45%	2,999,940.00 2,999,945.53	103.21 0.27%	3,096,234.00 12,083.33	0.95% 96,288.47	Aaa / AA+ AAA	2.73 2.67
3130ADRG9	FHLB Note 2.75% Due 3/10/2023	3,000,000.00	03/28/2019 2.24%	3,057,120.00 3,040,086.99	106.71 0.32%	3,201,342.00 18,562.50	0.98% 161,255.01	Aaa / AA+ NR	2.78 2.68
3137EAEQ8	FHLMC Note 0.375% Due 4/20/2023	1,235,000.00	04/17/2020 0.46%	1,231,912.50 1,232,030.92	100.25 0.29%	1,238,134.43 527.45	0.38% 6,103.51	Aaa / AA+ AAA	2.89 2.87
3137EAE6	FHLMC Note 0.375% Due 5/5/2023	3,000,000.00	05/05/2020 0.39%	2,998,740.00 2,998,768.82	100.16 0.32%	3,004,812.00 750.00	0.92% 6,043.18	Aaa / AA+ AAA	2.93 2.91
3135G04Q3	FNMA Note 0.25% Due 5/22/2023	3,050,000.00	05/20/2020 0.35%	3,040,819.50 3,040,903.34	99.79 0.32%	3,043,671.25 190.63	0.93% 2,767.91	NR / AA+ AAA	2.98 2.96
3133834G3	FHLB Note 2.125% Due 6/9/2023	2,750,000.00	06/10/2019 2.00%	2,763,035.00 2,759,854.42	105.41 0.32%	2,898,901.50 27,920.14	0.89% 139,047.08	Aaa / AA+ NR	3.02 2.91
3133EKS7	FFCB Note 1.77% Due 6/26/2023	2,500,000.00	06/21/2019 1.89%	2,488,375.00 2,491,088.30	104.53 0.29%	2,613,222.50 19,052.08	0.80% 122,134.20	Aaa / AA+ AAA	3.07 2.98
3133EKZK5	FFCB Note 1.6% Due 8/14/2023	3,000,000.00	08/09/2019 1.63%	2,996,040.00 2,996,831.46	104.12 0.31%	3,123,462.00 14,266.67	0.96% 126,630.54	Aaa / AA+ AAA	3.21 3.12
3130A7PH2	FHLB Note 1.875% Due 3/8/2024	2,000,000.00	03/03/2020 0.85%	2,080,700.00 2,075,797.41	105.43 0.42%	2,108,600.00 8,645.83	0.65% 32,802.59	Aaa / AA+ NR	3.77 3.64
Total Agency		72,595,000.00	1.75%	72,494,625.17 72,595,246.19	0.25%	74,696,757.48 376,773.92	22.94% 2,101,511.29	Aaa / AA+ / AAA	2.04 1.99

Mendocino County Consolidated

Holdings Report

Account #70006 As of May 31, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CASH									
90CASH\$00	Cash Custodial Cash Account	391,204.10	Various 0.00%	391,204.10 391,204.10	1.00 0.00%	391,204.10 0.00	0.12% 0.00	NR / NR NR	0.00 0.00
90CHECK\$1	Checking Deposit Bank Account	20,532,267.05	Various 0.00%	20,532,267.05 20,532,267.05	1.00 0.00%	20,532,267.05 0.00	6.27% 0.00	NR / NR NR	0.00 0.00
Total Cash		20,923,471.15	N/A	20,923,471.15	0.00%	20,923,471.15	6.39%	NR / NR	0.00
COMMERCIAL PAPER									
62479LH2	MJFG Bank Ltd Discount CP 0.4% Due 8/28/2020	3,000,000.00	04/29/2020 0.41%	2,995,966.67 2,997,066.67	99.90 0.41%	2,997,066.67 0.00	0.92% 0.00	P-1 / A-1 NR	0.24 0.24
Total Commercial Paper		3,000,000.00	0.41%	2,995,966.67 2,997,066.67	0.41%	2,997,066.67	0.92%	Aaa / AA NR	0.24 0.24
CORPORATE									
4370768Q4	Home Depot Note 1.8% Due 6/5/2020	200,000.00	06/12/2017 1.77%	200,150.00 200,000.55	100.01 0.63%	200,025.80 1,760.00	0.06% 25.25	A2 / A A	0.01 0.01
458140AQ3	Intel Corp Note 2.45% Due 7/29/2020	1,750,000.00	01/24/2017 2.00%	1,776,775.00 1,751,214.19	100.28 0.70%	1,754,917.50 14,529.86	0.54% 3,703.31	A1 / A+ A+	0.16 0.16
857477A52	State Street Bank Note 2.55% Due 8/18/2020	1,590,000.00	12/11/2017 2.19%	1,604,993.70 1,591,194.60	100.45 0.42%	1,597,223.37 11,600.37	0.49% 6,028.77	A1 / A AA-	0.22 0.21
02665WAZ4	American Honda Finance Note 2.45% Due 9/24/2020	1,800,000.00	02/14/2017 2.25%	1,812,492.00 1,801,092.46	100.54 0.71%	1,809,802.80 8,207.50	0.56% 8,710.34	A3 / A- NR	0.32 0.31
5949188G8	Microsoft Callable Note Cont. 10/3/2020 2% Due 11/3/2020	2,000,000.00	12/03/2015 2.01%	1,999,240.00 1,999,934.26	100.60 0.23%	2,011,950.00 3,111.11	0.62% 12,015.74	Aaa / AAA AA+	0.43 0.34
00440EAT4	Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	1,500,000.00	07/25/2019 2.27%	1,500,495.00 1,500,142.08	100.61 0.50%	1,509,099.00 2,683.33	0.46% 8,956.92	A3 / A A	0.43 0.34
44932HAG8	IBM Credit Corp Note 2.65% Due 2/5/2021	1,500,000.00	02/12/2018 2.72%	1,496,880.00 1,499,285.30	101.73 0.09%	1,526,010.00 12,808.33	0.47% 26,724.70	A2 / A NR	0.68 0.67
69353REW4	PNC Bank Callable Note Cont 3/30/2021 2.15% Due 4/29/2021	1,200,000.00	10/30/2019 1.97%	1,202,940.00 1,201,724.04	101.41 0.45%	1,216,870.80 2,293.33	0.37% 15,146.76	A2 / A A+	0.91 0.83



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
06406FAB9	Bank of NY Mellon Corp Callable Note Cont 4/3/2021 2.05% Due 5/3/2021	1,700,000.00	12/13/2016 2.50%	1,668,771.00 1,693,437.81	101.39 0.39%	1,723,647.00 2,710.56	0.53% 30,209.19	A1 / A AA-	0.92 0.84
808513AW5	Charles Schwab Corp Callable Note Cont 4/21/2021 3.25% Due 5/21/2021	1,775,000.00	Various 3.05%	1,784,554.00 1,777,936.83	102.48 0.46%	1,818,931.25 1,602.43	0.56% 40,994.42	A2 / A A	0.97 0.88
68389XBK0	Oracle Corp Callable Note Cont 8/15/2021 1.9% Due 9/15/2021	1,800,000.00	10/25/2017 2.20%	1,779,786.00 1,793,290.49	101.73 0.46%	1,831,149.00 7,220.00	0.56% 37,858.51	A3 / A+ A-	1.29 1.19
91159HHP8	US Bancorp Callable Note Cont 12/23/2021 2.625% Due 1/24/2022	890,000.00	01/19/2017 2.66%	888,469.20 889,495.32	103.29 0.50%	919,289.01 8,241.77	0.28% 29,793.69	A1 / A+ AA-	1.65 1.53
74005PBA1	Praxair Callable Note Cont 11/15/2021 2.45% Due 2/15/2022	1,750,000.00	03/09/2018 2.96%	1,717,222.50 1,735,746.93	102.43 0.76%	1,792,602.00 12,624.31	0.55% 56,855.07	A2 / A NR	1.71 1.43
91159HHC7	US Bancorp Callable Note Cont 2/15/2022 3% Due 3/15/2022	1,000,000.00	04/12/2018 3.05%	997,970.00 999,073.79	104.28 0.47%	1,042,837.00 6,333.33	0.32% 43,763.21	A1 / A+ AA-	1.79 1.67
911312BC9	UPS Callable Note Cont 4/16/2022 2.35% Due 5/16/2022	1,240,000.00	04/10/2018 2.99%	1,209,632.40 1,225,496.68	103.13 0.67%	1,278,810.76 1,214.17	0.39% 53,314.08	A2 / A- NR	1.96 1.84
69371RQ33	Paccar Financial Corp Note 2% Due 9/26/2022	1,000,000.00	09/23/2019 2.04%	998,780.00 999,057.17	102.40 0.95%	1,023,955.00 3,611.11	0.31% 24,897.83	A1 / A+ NR	2.32 2.26
89236TEL5	Toyota Motor Credit Corp Note 2.7% Due 1/11/2023	1,500,000.00	05/20/2019 2.66%	1,501,890.00 1,501,355.68	104.09 1.11%	1,581,303.50 15,750.00	0.48% 59,947.82	A1 / A+ A+	2.62 2.50
69371RQ41	Paccar Financial Corp Note 1.9% Due 2/7/2023	1,000,000.00	10/31/2019 1.90%	999,950.00 999,958.71	102.62 0.91%	1,026,184.00 6,016.67	0.32% 26,225.29	A1 / A+ NR	2.69 2.60
931142DH3	Wal-Mart Stores Callable Note Cont 1/11/2023 2.55% Due 4/11/2023	1,500,000.00	05/01/2019 2.62%	1,495,965.00 1,497,072.59	105.36 0.48%	1,580,352.00 5,312.50	0.48% 83,279.41	Aa2 / AA AA	2.86 2.53
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	1,000,000.00	05/20/2019 2.65%	990,790.00 993,191.50	105.84 0.39%	1,058,419.00 1,866.67	0.32% 65,227.50	Aa1 / AA+ NR	2.92 2.83
Total Corporate		27,695,000.00	2.44%	27,627,745.80 27,649,700.98	0.55%	28,283,378.79 129,497.35	8.68% 633,677.81	A1 / A+ A+	1.29 1.19

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Holdings Report

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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	75,000,000.00	Various 1.31%	75,000,000.00 75,000,000.00	1.00 1.31%	75,000,000.00 174,245.80	22.97% 0.00	NR / NR NR	0.00 0.00
Total LAIF		75,000,000.00	1.31%	75,000,000.00 75,000,000.00	1.31%	75,000,000.00 174,245.80	22.97% 0.00	NR / NR NR	0.00 0.00
LOCAL GOV INVESTMENT POOL									
90CAMP\$00	California Asset Mgmt Program CAMP	50,000,000.00	Various 0.57%	50,000,000.00 50,000,000.00	1.00 0.57%	50,000,000.00 0.00	15.28% 0.00	NR / AAA NR	0.00 0.00
Total Local Gov Investment Pool		50,000,000.00	0.57%	50,000,000.00 50,000,000.00	0.57%	50,000,000.00 0.00	15.28% 0.00	NR / AAA NR	0.00 0.00
MONEY MARKET FUND FI									
261908107	Dreyfus Trsy/Agcy Cash Management 521	20,639,006.19	Various 0.12%	20,639,006.19 20,639,006.19	1.00 0.12%	20,639,006.19 0.00	6.31% 0.00	Aaa / AAA NR	0.00 0.00
Total Money Market Fund FI		20,639,006.19	0.12%	20,639,006.19 20,639,006.19	0.12%	20,639,006.19 0.00	6.31% 0.00	Aaa / AAA NR	0.00 0.00
NEGOTIABLE CD									
89114NBZ7	Toronto Dominion Bank NY Yankee CD 1.85% Due 6/3/2020	2,000,000.00	12/03/2019 1.85%	2,000,000.00 2,000,000.00	100.00 1.85%	2,000,000.00 18,500.00	0.62% 0.00	P-1 / A-1+ F-1+	0.01 0.01
Total Negotiable CD		2,000,000.00	1.85%	2,000,000.00 2,000,000.00	1.85%	2,000,000.00 18,500.00	0.62% 0.00	Aaa / AAA AAA	0.01 0.01
SUPRANATIONAL									
459058GAS	Intl. Bank Recon & Development Note 1.625% Due 9/4/2020	2,000,000.00	08/22/2017 1.63%	1,999,580.00 1,999,963.79	100.32 0.37%	2,006,488.00 7,854.17	0.62% 6,524.21	Aaa / AAA AAA	0.26 0.26
45950KCM0	International Finance Corp Note 2.25% Due 1/25/2021	720,000.00	01/18/2018 2.35%	717,883.20 719,540.33	101.15 0.48%	728,244.00 5,670.00	0.22% 8,703.67	Aaa / AAA NR	0.65 0.64

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Holdings Report

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As of May 31, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
SUPRANATIONAL									
45950KCJ7	International Finance Corp Note 1.125% Due 7/20/2021	1,600,000.00	11/29/2017 2.12%	1,544,832.00 1,582,788.58	100.93 0.30%	1,614,884.80 6,550.00	0.50% 32,096.22	Aaa / AAA NR	1.14 1.13
4581XOCN6	Inter-American Dev Bank Note 1.75% Due 4/14/2022	1,500,000.00	04/24/2018 2.92%	1,434,810.00 1,469,317.06	102.69 0.31%	1,540,338.00 3,427.08	0.47% 71,020.94	Aaa / AAA AAA	1.87 1.84
4581XOCZ9	Inter-American Dev Bank Note 1.75% Due 9/14/2022	2,000,000.00	05/04/2018 2.93%	1,904,540.00 1,949,868.49	103.15 0.36%	2,063,060.00 7,486.11	0.63% 113,191.51	Aaa / AAA AAA	2.29 2.24
Total Supranational		7,820,000.00	2.37%	7,601,645.20 7,721,478.25	0.35%	7,953,014.80 30,987.36	2.44% 231,536.55	Aaa / AAA AAA	1.31 1.29
TIME DEPOSIT									
90MEND\$11	Savings Bank of Mendocino Coun Time Deposit 0.5% Due 3/3/2021	250,000.00	03/03/2020 0.50%	250,000.00 250,000.00	100.00 0.50%	250,000.00 250.00	0.08% 0.00	NR / NR NR	0.76 0.75
99MEND\$01	Community First Credit Union Time Deposit 1.25% Due 3/20/2021	250,000.00	03/20/2020 1.25%	250,000.00 250,000.00	100.00 1.25%	250,000.00 625.00	0.08% 0.00	NR / NR NR	0.80 0.80
Total Time Deposit		500,000.00	0.88%	500,000.00 500,000.00	0.88%	500,000.00 875.00	0.15% 0.00	NR / NR NR	0.78 0.77
US TREASURY									
912828L65	US Treasury Note 1.375% Due 9/30/2020	2,500,000.00	12/30/2015 1.79%	2,452,449.78 2,496,683.82	100.39 0.20%	2,509,765.00 5,823.09	0.77% 13,081.18	Aaa / AA+ AAA	0.33 0.33
912828L99	US Treasury Note 1.375% Due 10/31/2020	2,600,000.00	04/14/2016 1.20%	2,619,508.71 2,601,786.34	100.49 0.20%	2,612,695.80 3,108.70	0.80% 10,909.46	Aaa / AA+ AAA	0.42 0.42
912828P87	US Treasury Note 1.125% Due 2/28/2021	2,400,000.00	Various 1.45%	2,368,765.85 2,394,409.06	100.70 0.20%	2,416,687.20 6,823.37	0.74% 22,278.14	Aaa / AA+ AAA	0.75 0.75
912828D72	US Treasury Note 2% Due 8/31/2021	2,400,000.00	12/28/2016 2.01%	2,398,508.04 2,399,601.21	102.25 0.19%	2,454,093.60 12,130.43	0.75% 54,492.39	Aaa / AA+ AAA	1.25 1.23
912828T34	US Treasury Note 1.125% Due 9/30/2021	3,000,000.00	08/29/2019 1.53%	2,975,350.63 2,984,304.26	101.25 0.19%	3,037,383.00 5,717.21	0.93% 53,078.74	Aaa / AA+ AAA	1.33 1.32
912828U81	US Treasury Note 2% Due 12/31/2021	1,000,000.00	01/30/2018 2.40%	984,960.94 993,921.28	102.87 0.18%	1,028,711.00 8,406.59	0.32% 34,789.72	Aaa / AA+ AAA	1.59 1.55

Mendocino County Consolidated

Holdings Report

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CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
9128282P4	US Treasury Note 1.875% Due 7/31/2022	3,000,000.00	12/28/2018 2.53%	2,932,851.56 2,959,443.99	103.66 0.18%	3,109,923.00 18,853.02	0.96% 150,479.01	Aaa / AA+ AAA	2.17 2.12
912828YA2	US Treasury Note 1.5% Due 8/15/2022	3,000,000.00	12/17/2019 1.65%	2,988,398.44 2,990,381.82	102.92 0.17%	3,087,657.00 13,228.02	0.95% 97,275.18	Aaa / AA+ AAA	2.21 2.17
912828L24	US Treasury Note 1.875% Due 8/31/2022	3,000,000.00	10/15/2019 1.60%	3,022,968.75 3,017,959.38	103.84 0.16%	3,115,314.00 14,215.35	0.96% 97,354.62	Aaa / AA+ AAA	2.25 2.20
912828M80	US Treasury Note 2% Due 11/30/2022	2,300,000.00	04/17/2019 2.38%	2,270,082.03 2,279,360.67	104.53 0.18%	2,404,127.90 125.68	0.73% 124,767.23	Aaa / AA+ AAA	2.50 2.45
912828ZD5	US Treasury Note 0.5% Due 3/15/2023	3,000,000.00	03/24/2020 0.39%	3,009,843.75 3,009,226.81	100.88 0.18%	3,026,367.00 3,179.35	0.93% 17,140.19	Aaa / AA+ AAA	2.79 2.77
912828R28	US Treasury Note 1.625% Due 4/30/2023	2,000,000.00	12/04/2019 1.60%	2,001,796.88 2,001,537.91	104.16 0.19%	2,083,282.00 2,826.09	0.64% 81,744.09	Aaa / AA+ AAA	2.92 2.85
912828R69	US Treasury Note 1.625% Due 5/31/2023	2,500,000.00	04/11/2019 2.30%	2,433,593.75 2,451,792.68	104.27 0.20%	2,606,640.00 111.00	0.80% 154,847.32	Aaa / AA+ AAA	3.00 2.94
912828S92	US Treasury Note 1.25% Due 7/31/2023	3,000,000.00	11/27/2019 1.62%	2,960,507.81 2,965,960.09	103.31 0.20%	3,099,258.00 12,568.68	0.95% 133,297.91	Aaa / AA+ AAA	3.17 3.10
912828T26	US Treasury Note 1.375% Due 9/30/2023	3,000,000.00	12/19/2019 1.71%	2,963,554.69 2,967,885.87	103.87 0.21%	3,116,133.00 6,987.70	0.95% 148,247.13	Aaa / AA+ AAA	3.33 3.26
912828T91	US Treasury Note 1.625% Due 10/31/2023	1,500,000.00	09/25/2019 1.60%	1,501,347.66 1,501,123.35	104.81 0.21%	1,572,187.50 2,119.57	0.48% 71,064.15	Aaa / AA+ AAA	3.42 3.33
912828V80	US Treasury Note 2.25% Due 1/31/2024	2,000,000.00	03/03/2020 0.71%	2,118,671.88 2,111,275.66	107.39 0.23%	2,147,734.00 15,082.42	0.66% 36,458.34	Aaa / AA+ AAA	3.67 3.52
Total US Treasury		42,200,000.00	1.65%	42,003,201.15 42,126,654.20	0.19%	43,427,959.00 131,306.27	13.31% 1,301,304.80	Aaa / AA+ AAA	2.18 2.14
TOTAL PORTFOLIO		322,372,477.34	1.29%	321,785,661.33	0.55%	326,420,654.08	100.00% 4,268,030.45	Aaa / AA+ AAA	0.91 0.88
TOTAL MARKET VALUE PLUS ACCRUED						327,282,839.78			



PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.00
Average Coupon	1.15%
Average Purchase YTM	1.20%
Average Market YTM	0.47%
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.03 yrs
Average Life	1.02 yrs

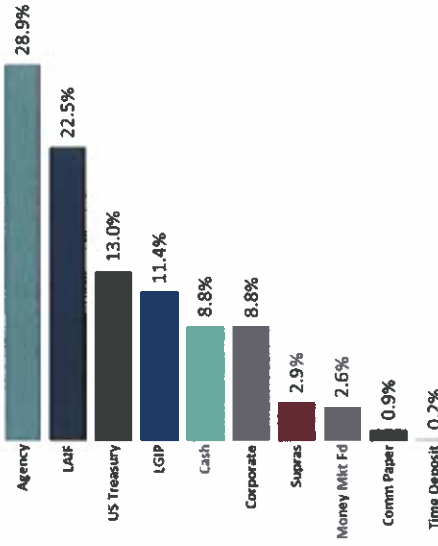
ACCOUNT SUMMARY

	Beg. Values as of 5/31/20	End Values as of 6/30/20
Market Value	326,420,654	332,888,163
Accrued Interest	862,186	935,967
Total Market Value	327,282,840	333,824,129
Income Earned	329,332	311,684
Cont/WD		
Par	322,372,477	328,951,251
Book Value	322,152,624	328,750,842
Cost Value	321,785,661	328,354,702

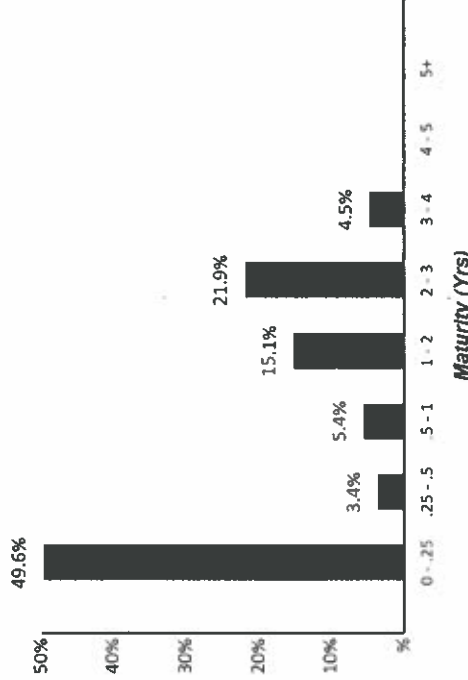
TOP ISSUERS

Local Agency Investment Fund	22.5%
Government of United States	13.0%
CAMP	11.4%
Federal Home Loan Bank	10.2%
Federal Farm Credit Bank	8.5%
Custodial Checking Account	7.6%
Federal Home Loan Mortgage Corp	5.9%
Federal National Mortgage Assoc	4.4%
Total	83.5%

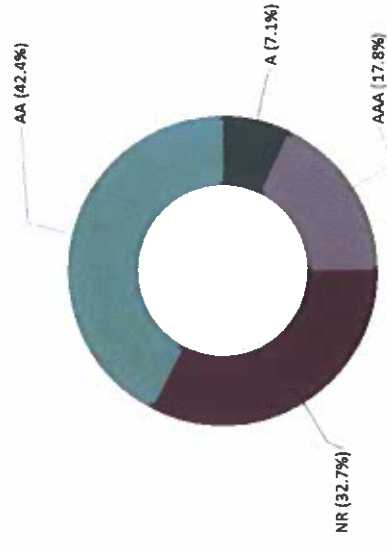
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





Statement of Compliance

As of June 30, 2020

County of Mendocino Consolidated

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and producing this compliance statement.

Category	Standard	Comment
Municipal Issues	"A" rated category or higher by a NRSRO; 5% per issuer; Include bonds of the County, State of California, any other state, and any local County within the State of California	Complies
Treasury Issues	No limitation	Complies
Agency Issues	25% max per issuer	Complies
Supranationals	"AA" rated category or higher by two NRSROs; 30% maximum; 10% per issuer; Unsubordinated obligations issued by IBRD, IFC, IADB	Complies
Banker's Acceptances	"A-1" or higher short term ratings by two NRSROs; and "A" rated or higher long term debt by two NRSROs; 40% maximum; 5% per issuer; 180 days max maturity	Complies
Commercial Paper	"A-1" or higher short term ratings by two NRSROs; and "A" rated or higher long term debt by two NRSROs; 40% maximum; 5% per issuer; 270 days max maturity; Issuer is a corporation organized and operating in the U.S. with assets in excess of \$500 million	Complies
Negotiable Certificates of Deposit	"A" or higher long term ratings by two NRSROs; and/or "A-1" or higher short term ratings by two NRSROs; 30% maximum (includes CDARS); 5% per issuer	Complies
Corporate Medium Term Notes	"A" rated or better by two NRSROs; 30% maximum; 5% per issuer; Issued by corporations organized and operating within U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.	Complies
Mutual Funds and Money Market Mutual Funds	Highest rating or "AAA" rated by two NRSROs; or SEC registered adviser with AUM >\$500 million and experience greater than 5 years; 20% maximum in Mutual Funds; 10% max per Mutual Fund; 20% maximum in Money Market Mutual Funds; 20% max per Money Market Mutual Fund	Complies
FDIC insured Time Deposits/ Certificates of Deposit	Amount per institution limited to the max covered under FDIC; 20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Collateralized Time Deposits/ Certificates of Deposit	20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Asset Backed Securities (ABS) and Mortgage Pass Throughs (MPTs)	"AA" rated or better by two NRSROs; "A" rated or higher for the issuer's debt by two NRSROs; 20% maximum; 5% per issuer in Asset Backed or Commercial Mortgage security issuer. No issuer limitation on any Mortgage security where the issuer is U.S. Treasury or Federal agency/GSE	Complies
Local Agency Investment Fund (LAIF)/ Local Government Investment Pools	Maximum permitted amount by LAIF	Complies
Repurchase Agreements	No limitation; 1 year maximum maturity; 102% collateralized	Complies
Prohibited	Inverse floaters; ranges notes; interest-only strips from mortgage backed securities; zero interest accrual securities; Securities with maturity longer than 5 years (unless approved by the Board of Supervisors); Margin; Reverse Repurchase Agreements, Securities lending; Foreign currency denominated securities; Social and Environmental Concerns; Investments are discouraged in entities that receive a significant portion of their revenues from the manufacturer of tobacco products, firearms, or weapons not used in our national defense.	Complies
Maximum Callables	20% max of callable securities (does not include "make whole call")	Complies
Maximum Per Issuer	5% max per issuer, unless otherwise specified in the policy	Complies
Maximum maturity	5 years maximum maturity	Complies

Mendocino County Consolidated

Account #70006

Holdings Report

As of June 30, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3130ACE26	FHLB Note 1.375% Due 9/28/2020	2,000,000.00	09/22/2017 1.65%	1,983,940.00 1,998,699.42	100.29 0.17%	2,005,862.00 7,104.17	0.60% 7,162.58	Aaa / AA+ NR	0.25 0.24
3137EAEJ4	FHLMC Note 1.625% Due 9/29/2020	2,250,000.00	09/28/2017 1.67%	2,247,097.50 2,249,761.66	100.36 0.18%	2,258,003.25 9,343.75	0.68% 8,241.59	Aaa / AA+ AAA	0.25 0.25
3137EAEK1	FHLMC Note 1.875% Due 11/17/2020	800,000.00	11/27/2017 1.95%	798,368.00 799,790.92	100.64 0.18%	805,146.40 1,833.33	0.24% 5,355.48	Aaa / AA+ AAA	0.38 0.38
3130A3UC5	FHLB Note 1.875% Due 12/11/2020	2,000,000.00	02/12/2018 2.32%	1,975,680.00 1,996,158.76	100.77 0.15%	2,015,378.00 2,083.33	0.60% 19,219.24	Aaa / AA+ NR	0.45 0.45
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	2,000,000.00	02/23/2016 1.43%	1,994,480.00 1,999,296.74	100.73 0.22%	2,014,672.00 10,159.72	0.61% 15,375.26	Aaa / AA+ AAA	0.64 0.63
3135G0J20	FNMA Note 1.375% Due 2/26/2021	2,500,000.00	03/17/2016 1.52%	2,482,725.00 2,497,704.32	100.74 0.25%	2,518,375.00 11,935.76	0.76% 20,670.68	Aaa / AA+ AAA	0.66 0.65
313333DU9	FFCB Discount Note 0.19% Due 4/1/2021	1,000,000.00	06/29/2020 0.19%	998,548.61 998,553.89	99.86 0.19%	998,553.89 0.00	0.30% 0.00	P-1 / A-1+ F-1+	0.75 0.75
313379R87	FHLB Note 1.875% Due 6/11/2021	2,400,000.00	08/30/2017 1.65%	2,419,562.40 2,404,890.60	101.51 0.28%	2,436,120.00 2,500.00	0.73% 31,229.40	Aaa / AA+ AAA	0.95 0.94
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	2,600,000.00	08/09/2016 1.25%	2,584,400.00 2,596,722.18	100.98 0.18%	2,625,357.80 13,568.75	0.79% 28,635.62	Aaa / AA+ AAA	1.04 1.03
3130AHSR5	FHLB Note 1.625% Due 12/20/2021	2,090,000.00	12/19/2019 1.68%	2,087,742.80 2,088,341.84	102.03 0.25%	2,132,343.40 1,037.74	0.64% 44,001.56	Aaa / AA+ AAA	1.47 1.46
3137EADB2	FHLMC Note 2.375% Due 1/13/2022	2,000,000.00	07/30/2018 2.86%	1,968,440.00 1,985,970.55	103.33 0.20%	2,066,674.00 22,166.67	0.63% 80,703.45	Aaa / AA+ AAA	1.54 1.50
313378WG2	FHLB Note 2.5% Due 3/11/2022	3,000,000.00	04/09/2018 2.65%	2,983,650.00 2,992,938.99	103.86 0.22%	3,115,698.00 22,916.67	0.94% 122,759.01	Aaa / AA+ NR	1.70 1.66
3135G0T45	FNMA Note 1.875% Due 4/5/2022	2,900,000.00	06/21/2017 1.87%	2,901,218.00 2,900,448.04	102.95 0.20%	2,985,590.60 12,989.58	0.90% 85,142.56	Aaa / AA+ AAA	1.76 1.73
3133ELYR9	FFCB Note 0.25% Due 5/6/2022	3,205,000.00	04/30/2020 0.31%	3,200,929.65 3,201,241.90	100.02 0.24%	3,205,727.54 1,224.13	0.96% 4,485.64	Aaa / AA+ AAA	1.85 1.84
3133ELE75	FFCB Note 0.25% Due 6/2/2022	4,000,000.00	06/09/2020 0.29%	3,996,720.00 3,996,815.40	99.99 0.25%	3,999,764.00 805.56	1.20% 2,948.60	Aaa / AA+ AAA	1.92 1.92
3134GVJ66	FHLMC Note 0.25% Due 6/8/2022	4,000,000.00	06/04/2020 0.28%	3,997,600.00 3,997,675.62	99.90 0.30%	3,996,028.00 638.89	1.20% (1,647.62)	Aaa / NR AAA	1.94 1.93

Mendocino County Consolidated

Holdings Report

Account #70006

As of June 30, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
313379Q69	FHLB Note 2.125% Due 6/10/2022	2,215,000.00	06/06/2018 2.81%	2,157,500.82 2,187,153.74	103.59 0.27%	2,294,580.52 2,745.68	0.69% 107,426.78	Aaa / AA+ AAA	1.95 1.91
3130A5P45	FHLB Note 2.375% Due 6/10/2022	1,500,000.00	05/21/2019 2.26%	1,505,190.00 1,503,300.19	104.07 0.27%	1,561,123.50 2,078.13	0.47% 57,823.31	Aaa / AA+ AAA	1.95 1.91
3133ELN26	FFCB Note 0.26% Due 6/22/2022	4,000,000.00	06/17/2020 0.28%	3,998,120.00 3,998,143.18	100.00 0.26%	4,000,168.00 260.00	1.20% 2,024.82	Aaa / AA+ AAA	1.98 1.97
313383WD9	FHLB Note 3.125% Due 9/9/2022	2,200,000.00	01/16/2019 2.66%	2,235,266.00 2,221,196.69	106.28 0.25%	2,338,074.20 21,388.89	0.71% 116,877.51	Aaa / AA+ AAA	2.19 2.12
3135G0T78	FNMA Note 2% Due 10/5/2022	3,000,000.00	05/20/2019 2.22%	2,979,030.00 2,985,951.97	103.83 0.30%	3,114,915.00 14,333.33	0.94% 128,963.03	Aaa / AA+ AAA	2.27 2.21
3133EKHN9	FFCB Note 2.33% Due 10/18/2022	3,000,000.00	05/01/2019 2.32%	3,001,380.00 3,000,915.27	104.71 0.28%	3,141,234.00 14,174.17	0.95% 140,318.73	Aaa / AA+ AAA	2.30 2.24
313381BR5	FHLB Note 1.875% Due 12/9/2022	3,000,000.00	Various 2.46%	2,931,075.00 2,959,867.19	103.87 0.28%	3,116,244.00 3,437.50	0.93% 156,376.81	Aaa / AA+ AAA	2.44 2.39
3135G0T94	FNMA Note 2.375% Due 1/19/2023	2,700,000.00	03/18/2019 2.46%	2,691,819.00 2,694,561.56	105.64 0.16%	2,852,347.50 28,856.25	0.86% 157,785.94	Aaa / AA+ AAA	2.56 2.47
3133ELNW0	FFCB Note 1.45% Due 2/21/2023	3,000,000.00	02/14/2020 1.45%	2,999,940.00 2,999,947.17	103.04 0.30%	3,091,077.00 15,708.33	0.93% 91,129.83	Aaa / AA+ AAA	2.65 2.59
3130ADRG9	FHLB Note 2.75% Due 3/10/2023	3,000,000.00	03/28/2019 2.24%	3,057,120.00 3,038,898.64	106.25 0.41%	3,187,638.00 25,437.50	0.96% 148,739.36	Aaa / AA+ NR	2.69 2.59
3137EAEQ8	FHLMC Note 0.375% Due 4/20/2023	4,235,000.00	Various 0.36%	4,236,232.50 4,236,324.42	100.27 0.28%	4,246,553.08 3,132.14	1.27% 10,228.66	Aaa / AA+ AAA	2.81 2.79
3137EAE66	FHLMC Note 0.375% Due 5/5/2023	3,000,000.00	05/05/2020 0.39%	2,998,740.00 2,998,803.40	100.26 0.28%	3,007,794.00 1,687.50	0.90% 8,990.60	Aaa / AA+ AAA	2.85 2.83
3135G0Q43	FNMA Note 0.25% Due 5/22/2023	3,050,000.00	05/20/2020 0.35%	3,040,819.50 3,041,154.86	99.90 0.29%	3,046,797.50 826.04	0.91% 5,642.64	NR / AA+ AAA	2.89 2.88
3133ELG81	FFCB Note 0.3% Due 6/8/2023	4,000,000.00	06/02/2020 0.33%	3,997,000.00 3,997,063.01	100.03 0.29%	4,001,112.00 766.67	1.20% 4,048.99	Aaa / AA+ AAA	2.94 2.92
3133834G3	FHLB Note 2.125% Due 6/9/2023	2,750,000.00	06/10/2019 2.00%	2,763,035.00 2,759,586.40	105.38 0.29%	2,897,867.50 3,571.18	0.87% 138,281.10	Aaa / AA+ NR	2.94 2.86
3133EKSN7	FFCB Note 1.77% Due 6/26/2023	2,500,000.00	06/21/2019 1.89%	2,488,375.00 2,491,327.00	104.41 0.29%	2,610,177.50 614.58	0.78% 118,850.50	Aaa / AA+ AAA	2.99 2.92

Holdings Report

As of June 30, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3137EAES4	FHLMC Note 0.25% Due 6/26/2023	3,300,000.00	06/24/2020 0.35%	3,290,364.00 3,290,408.00	99.84 0.30%	3,294,865.20 114.58	0.99% 4,457.20	Aaa / AA+ AAA	2.99 2.97
3133EKZK5	FFCB Note 1.6% Due 8/14/2023	3,000,000.00	08/09/2019 1.63%	2,996,040.00 2,996,912.77	103.97 0.32%	3,119,190.00 18,266.67	0.94% 122,277.23	Aaa / AA+ AAA	3.12 3.04
3130A7PH2	FHLB Note 1.875% Due 3/8/2024	2,000,000.00	03/03/2020 0.85%	2,080,700.00 2,074,144.85	105.43 0.39%	2,108,650.00 11,770.83	0.64% 34,505.15	Aaa / AA+ NR	3.69 3.56
Total Agency		94,195,000.00	1.40%	94,068,848.78 94,180,671.14	0.26%	96,209,702.38 289,478.02	28.91% 2,029,031.24	Aaa / AA+ AAA	2.08 2.05
CASH									
90CASH\$00	Cash Custodial Cash Account	3,877,557.16	Various 0.00%	3,877,557.16	1.00 0.00%	3,877,557.16 0.00	1.16% 0.00	NR / NR NR	0.00 0.00
90CHECK\$1	Checking Deposit Bank Account	25,510,926.71	Various 0.00%	25,510,926.71	1.00 0.00%	25,510,926.71 0.00	7.64% 0.00	NR / NR NR	0.00 0.00
Total Cash		29,388,483.87	N/A	29,388,483.87	0.00%	29,388,483.87	8.80% 0.00	NR / NR NR	0.00 0.00
COMMERCIAL PAPER									
62479LHU2	MUFG Bank Ltd Discount CP 0.4% Due 8/28/2020	3,000,000.00	04/29/2020 0.41%	2,995,966.67 2,998,066.67	99.94 0.41%	2,998,066.67 0.00	0.90% 0.00	P-1 / A-1 NR	0.16 0.16
Total Commercial Paper		3,000,000.00	0.41%	2,995,966.67 2,998,066.67	0.41%	2,998,066.67 0.00	0.90% 0.00	Aaa / AA NR	0.16 0.16
CORPORATE									
458140AQ3	Intel Corp Note 2.45% Due 7/29/2020	1,750,000.00	01/24/2017 2.00%	1,776,775.00 1,750,586.16	100.17 0.40%	1,752,889.25 18,102.78	0.53% 2,303.09	A1 / A+ A+	0.08 0.08
857477AS2	State Street Bank Note 2.55% Due 8/18/2020	1,590,000.00	12/11/2017 2.19%	1,604,993.70 1,590,735.14	100.28 0.41%	1,594,517.19 14,979.12	0.48% 3,782.05	A1 / A AA-	0.13 0.13
02665WAZ4	American Honda Finance Note 2.45% Due 9/24/2020	1,800,000.00	02/14/2017 2.25%	1,812,492.00 1,800,807.47	100.43 0.61%	1,807,720.20 11,882.50	0.55% 6,912.73	A3 / A- NR	0.24 0.23

Mendocino County Consolidated

Holdings Report

As of June 30, 2020



Account #70006

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
5949188G8	Microsoft Callable Note Cont. 10/3/2020 2% Due 11/3/2020	2,000,000.00	12/03/2015 2.01%	1,999,240.00 1,999,946.99	100.41 0.42%	2,008,148.00 6,444.44	0.60% 8,201.01	Aaa / AAA AA+	0.35 0.26
00440EAT4	Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	1,500,000.00	07/25/2019 2.27%	1,500,495.00 1,500,107.71	100.48 0.43%	1,507,246.50 5,558.33	0.45% 7,138.79	A3 / A A	0.35 0.26
44932HAG8	IBM Credit Corp Note 2.65% Due 2/5/2021	1,500,000.00	02/12/2018 2.72%	1,496,880.00 1,499,371.41	101.46 0.20%	1,521,916.50 16,120.83	0.46% 22,545.09	A2 / A NR	0.60 0.59
69353REW4	PNC Bank Callable Note Cont 3/30/2021 2.15% Due 4/29/2021	1,200,000.00	10/30/2019 1.97%	1,202,940.00 1,201,552.78	101.31 0.40%	1,215,724.80 4,443.33	0.37% 14,172.02	A2 / A A+	0.83 0.74
06406FAB9	Bank of NY Mellon Corp Callable Note Cont 4/3/2021 2.05% Due 5/3/2021	1,700,000.00	12/13/2016 2.50%	1,668,771.00 1,694,023.72	101.28 0.36%	1,721,754.90 5,614.72	0.52% 27,731.18	A1 / A AA-	0.84 0.75
808513AW5	Charles Schwab Corp Callable Note Cont 4/21/2021 3.25% Due 5/21/2021	1,775,000.00	Various 3.05%	1,784,554.00 1,777,664.91	102.31 0.39%	1,815,981.20 6,409.73	0.55% 38,316.29	A2 / A A	0.89 0.80
68389XBK0	Oracle Corp Callable Note Cont 8/15/2021 1.9% Due 9/15/2021	1,800,000.00	10/25/2017 2.20%	1,779,786.00 1,793,717.85	101.71 0.38%	1,830,762.00 10,070.00	0.55% 37,044.15	A3 / A A-	1.21 1.11
91159HHP8	US Bancorp Callable Note Cont 12/23/2021 2.625% Due 1/24/2022	890,000.00	01/19/2017 2.66%	888,469.20 889,520.47	103.29 0.39%	919,302.36 10,188.65	0.28% 29,781.89	A1 / A+ AA-	1.57 1.44
74005PBA1	Praxair Callable Note Cont 11/15/2021 2.45% Due 2/15/2022	1,750,000.00	03/09/2018 2.96%	1,717,222.50 1,736,432.17	102.50 0.62%	1,793,781.50 16,197.22	0.54% 57,349.33	A2 / A NR	1.63 1.34
91159HHC7	US Bancorp Callable Note Cont 2/15/2022 3% Due 3/15/2022	1,000,000.00	04/12/2018 3.05%	997,970.00 999,116.40	104.34 0.32%	1,043,408.00 8,833.33	0.32% 44,291.60	A1 / A+ AA-	1.71 1.58
911312BC9	UPS Callable Note Cont 4/16/2022 2.35% Due 5/16/2022	1,240,000.00	04/10/2018 2.99%	1,209,632.40 1,226,106.06	103.43 0.43%	1,282,481.16 3,642.50	0.39% 56,375.10	A2 / A- NR	1.88 1.76
69371RQ33	Paccar Financial Corp Note 2% Due 9/26/2022	1,000,000.00	09/23/2019 2.04%	998,780.00 999,090.57	103.15 0.58%	1,031,542.00 5,277.78	0.31% 32,451.43	A1 / A+ NR	2.24 2.18
89232TEL5	Toyota Motor Credit Corp Note 2.7% Due 1/11/2023	1,500,000.00	05/20/2019 2.66%	1,501,890.00 1,501,313.05	105.05 0.68%	1,575,748.50 19,125.00	0.48% 74,435.45	A1 / A+ A+	2.53 2.43
69371RQ41	Paccar Financial Corp Note 1.9% Due 2/7/2023	1,000,000.00	10/31/2019 1.90%	999,950.00 999,959.97	103.49 0.55%	1,034,948.00 7,600.00	0.31% 34,988.03	A1 / A+ NR	2.61 2.53



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
931142DH3	Wal-Mart Stores Callable Note Cont 1/11/2023 2.55% Due 4/11/2023	1,500,000.00	05/01/2019 2.62%	1,495,965.00 1,497,156.71	105.50 0.37%	1,582,479.00 8,500.00	0.48% 85,322.29	Aa2 / AA AA	2.78 2.45
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	1,000,000.00	05/20/2019 2.65%	990,790.00 993,383.11	105.71 0.38%	1,057,070.00 3,866.67	0.32% 63,686.89	Aa1 / AA+ NR	2.84 2.75
037833DV9	Apple Inc Note 0.75% Due 5/11/2023	1,000,000.00	06/26/2020 0.46%	1,008,300.00 1,008,292.06	101.05 0.38%	1,010,535.00 1,041.67	0.30% 2,242.94	Aa1 / AA+ NR	2.86 2.83
Total Corporate		28,495,000.00	2.38%	28,435,895.80 28,458,884.71	0.44%	29,107,956.06 183,898.60	8.77% 649,071.35	A1 / A+ A+	1.27 1.18
LAIF									
90LAIFS00	Local Agency Investment Fund State Pool	75,000,000.00	Various 1.15%	75,000,000.00 75,000,000.00	1.00 1.15%	75,000,000.00 248,303.17	22.54% 0.00	NR / NR NR	0.00 0.00
Total LAIF		75,000,000.00	1.15%	75,000,000.00 75,000,000.00	1.15%	75,000,000.00 248,303.17	22.54% 0.00	NR / NR NR	0.00 0.00
LOCAL GOV INVESTMENT POOL									
90CAMP\$00	California Asset Mgmt Program CAMP	38,000,000.00	Various 0.48%	38,000,000.00 38,000,000.00	1.00 0.48%	38,000,000.00 0.00	11.38% 0.00	NR / AAA NR	0.00 0.00
Total Local Gov Investment Pool		38,000,000.00	0.48%	38,000,000.00 38,000,000.00	0.48%	38,000,000.00 0.00	11.38% 0.00	NR / AAA NR	0.00 0.00
MONEY MARKET FUND FI									
261908107	Dreyfus Trsry/Agcy Cash Management 521	8,611,766.70	Various 0.10%	8,611,766.70 8,611,766.70	1.00 0.10%	8,611,766.70 0.00	2.58% 0.00	Aaa / AAA NR	0.00 0.00
Total Money Market Fund FI		8,611,766.70	0.10%	8,611,766.70 8,611,766.70	0.10%	8,611,766.70 0.00	2.58% 0.00	Aaa / AAA NR	0.00 0.00
SUPRANATIONAL									
459058GAS	Intl. Bank Recon & Development Note 1.625% Due 9/4/2020	2,000,000.00	08/22/2017 1.63%	1,999,580.00 1,999,975.23	100.23 0.30%	2,004,692.00 10,562.50	0.60% 4,716.77	Aaa / AAA AAA	0.18 0.18

Mendocino County Consolidated

Holdings Report

Account #70006

As of June 30, 2020



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
SUPRANATIONAL									
45950KCM0	International Finance Corp Note 2.25% Due 1/25/2021	720,000.00	01/18/2018 2.35%	717,883.20 719,598.27	101.09 0.34%	727,812.00 7,020.00	0.22% 8,213.73	Aaa / AAA NR	0.57 0.56
45950KCI7	International Finance Corp Note 1.125% Due 7/20/2021	1,600,000.00	11/29/2017 2.12%	1,544,832.00 1,584,035.79	100.82 0.35%	1,613,136.00 8,050.00	0.49% 29,100.21	Aaa / AAA NR	1.05 1.05
459058DY6	Intl. Bank Recon & Development Note 1.625% Due 2/10/2022	1,741,000.00	06/09/2020 0.30%	1,779,284.59 1,778,027.30	102.19 0.26%	1,779,131.38 11,080.74	0.54% 1,104.08	Aaa / AAA AAA	1.62 1.59
4581X0CN6	Inter-American Dev Bank Note 1.75% Due 4/14/2022	1,500,000.00	04/24/2018 2.92%	1,434,810.00 1,470,666.75	102.59 0.30%	1,538,886.00 5,614.58	0.46% 68,219.25	Aaa / AAA AAA	1.79 1.76
4581X0CZ9	Inter-American Dev Bank Note 1.75% Due 9/14/2022	2,000,000.00	05/04/2018 2.93%	1,904,540.00 1,951,669.62	103.24 0.28%	2,064,788.00 10,402.78	0.62% 113,118.38	Aaa / AAA AAA	2.21 2.16
Total Supranational		9,561,000.00	1.98%	9,380,929.79 9,503,972.96	0.30%	9,728,445.38 52,730.60	2.93% 224,472.42	Aaa / AAA AAA	1.30 1.28
TIME DEPOSIT									
90MEND\$11	Savings Bank of Mendocino Coun Time Deposit 0.5% Due 3/3/2021	250,000.00	03/03/2020 0.50%	250,000.00 250,000.00	100.00 0.50%	250,000.00 352.74	0.07% 0.00	NR / NR NR	0.67 0.67
99MEND\$01	Community First Credit Union Time Deposit 1.25% Due 3/20/2021	250,000.00	03/20/2020 1.25%	250,000.00 250,000.00	100.00 1.25%	250,000.00 881.85	0.08% 0.00	NR / NR NR	0.72 0.71
Total Time Deposit		500,000.00	0.88%	500,000.00 500,000.00	0.88%	500,000.00 1,234.59	0.15% 0.00	NR / NR NR	0.70 0.69
US TREASURY									
912828L65	US Treasury Note 1.375% Due 9/30/2020	2,500,000.00	12/30/2015 1.79%	2,452,449.78 2,497,506.01	100.30 0.19%	2,507,420.00 8,640.71	0.75% 9,913.99	Aaa / AA+ AAA	0.25 0.25
912828L99	US Treasury Note 1.375% Due 10/31/2020	2,600,000.00	04/14/2016 1.20%	2,619,508.71 2,601,433.77	100.39 0.20%	2,610,205.00 6,023.10	0.78% 8,771.23	Aaa / AA+ AAA	0.34 0.33
912828P87	US Treasury Note 1.125% Due 2/28/2021	2,400,000.00	Various 1.45%	2,368,765.85 2,395,025.70	100.61 0.21%	2,414,719.20 9,024.46	0.73% 19,693.50	Aaa / AA+ AAA	0.67 0.66
912828D72	US Treasury Note 2% Due 8/31/2021	2,400,000.00	12/28/2016 2.01%	2,398,508.04 2,399,627.45	102.12 0.18%	2,450,906.40 16,043.48	0.74% 51,278.95	Aaa / AA+ AAA	1.17 1.15

Mendocino County Consolidated

Holdings Report



Account #70006

As of June 30, 2020

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828T34	US Treasury Note 1.125% Due 9/30/2021	3,000,000.00	08/29/2019 1.53%	2,975,390.63 2,985,273.13	101.19 0.17%	3,035,625.00 8,483.61	0.91% 50,351.87	Aaa / AA+ AAA	1.25 1.24
912828U81	US Treasury Note 2% Due 12/31/2021	1,000,000.00	01/30/2018 2.40%	984,960.94 994,236.78	102.73 0.18%	1,027,266.00 54.35	0.31% 33,029.22	Aaa / AA+ AAA	1.50 1.48
912828P4	US Treasury Note 1.875% Due 7/31/2022	3,000,000.00	12/28/2018 2.53%	2,932,851.56 2,960,984.09	103.55 0.17%	3,106,407.00 23,489.01	0.94% 145,422.91	Aaa / AA+ AAA	2.08 2.04
912828YA2	US Treasury Note 1.5% Due 8/15/2022	3,000,000.00	12/17/2019 1.65%	2,988,398.44 2,990,740.26	102.83 0.17%	3,084,843.00 16,936.81	0.93% 94,102.74	Aaa / AA+ AAA	2.13 2.09
912828L24	US Treasury Note 1.875% Due 8/31/2022	3,000,000.00	10/15/2019 1.60%	3,022,968.75 3,017,303.13	103.68 0.17%	3,110,508.00 18,800.95	0.94% 93,204.87	Aaa / AA+ AAA	2.17 2.12
912828M80	US Treasury Note 2% Due 11/30/2022	2,300,000.00	04/17/2019 2.38%	2,270,082.03 2,280,039.60	104.40 0.17%	2,401,252.90 3,896.17	0.72% 121,213.30	Aaa / AA+ AAA	2.42 2.37
912828ZD5	US Treasury Note 0.5% Due 3/15/2023	3,000,000.00	03/24/2020 0.39%	3,009,843.75 3,008,954.64	100.87 0.18%	3,026,133.00 4,402.17	0.91% 17,178.36	Aaa / AA+ AAA	2.71 2.69
912828R28	US Treasury Note 1.625% Due 4/30/2023	2,000,000.00	12/04/2019 1.60%	2,001,796.88 2,001,494.51	104.08 0.18%	2,081,562.00 5,475.54	0.63% 80,067.49	Aaa / AA+ AAA	2.83 2.77
912828R69	US Treasury Note 1.625% Due 5/31/2023	2,500,000.00	04/11/2019 2.30%	2,433,593.75 2,453,114.63	104.21 0.18%	2,605,272.50 3,440.92	0.78% 152,157.87	Aaa / AA+ AAA	2.92 2.86
912828S92	US Treasury Note 1.25% Due 7/31/2023	3,000,000.00	11/27/2019 1.62%	2,960,507.81 2,966,844.24	103.29 0.18%	3,098,790.00 15,659.34	0.93% 131,945.76	Aaa / AA+ AAA	3.08 3.02
912828T26	US Treasury Note 1.375% Due 9/30/2023	3,000,000.00	12/19/2019 1.71%	2,963,554.69 2,968,678.16	103.86 0.18%	3,115,899.00 10,368.85	0.94% 147,220.84	Aaa / AA+ AAA	3.25 3.18
912828T91	US Treasury Note 1.625% Due 10/31/2023	3,500,000.00	Various 0.85%	3,589,628.91 3,587,740.11	104.77 0.19%	3,666,932.50 9,582.20	1.10% 79,192.39	Aaa / AA+ AAA	3.34 3.25
Total US Treasury		42,200,000.00	1.63%	41,972,810.52 42,108,996.21	0.18%	43,343,741.50 160,321.67	13.03% 1,234,745.29	Aaa / AA+ AAA	2.09 2.05
TOTAL PORTFOLIO		328,951,250.57	1.20%	328,354,702.13 328,750,842.26	0.47%	332,888,162.56 935,966.65	100.00% 4,137,320.30	Aa1 / AA+ AAA	1.03 1.00
TOTAL MARKET VALUE PLUS ACCRUED						333,824,129.21			



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2018-19 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2018 through June 30, 2020.

Required fields are denoted with an asterisk ().*

Data saved successfully as a draft.

2018-19 Title II, Part A allocation:	\$8,266	
Transferred-in amount:	\$0	
Transferred-out amount:	\$0	
2018-19 Total allocation:	\$8,266	<input type="button" value="Recalculate"/>

Professional Development Expenditures

Professional development for teachers:

Professional development for administrators:

All other professional development expenditures:

Recruitment, Training, and Retention Expenditures

Recruitment activities:

Training activities:

Retention activities:

All other recruitment, training, and retention expenditures:

Miscellaneous Expenditures

Class size reduction: 8266

Administrative and indirect costs:

Equitable services for nonprofit private schools:

All other allowable expenditures and encumbrances:

Total expenditures and encumbrances: \$8,266

2018-19 Unspent funds: \$0

Last Saved: Jason Fruth (cbojason), 8/17/2020 2:24 PM, Draft

Arianna Bobadilla (Fiscal), Division Support Office | abobadilla@cde.ca.gov | 916-319-0208
Lisa Fassett (Program), Standards Implementation Support Office | lfassett@cde.ca.gov | 916-323-4963
General CARS Questions: Consolidated Application Support Desk | casarsupport@cde.ca.gov | 916-319-0297

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2019-20 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

Required fields are denoted with an asterisk ().*

Data saved successfully as a draft.

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

* Homeless liaison first name: Cecilia
* Homeless liaison last name: Jiminez
* Homeless liaison title: Social Worker

* Homeless liaison email address: mcjimenez@mcn.org
(Format: abc@xyz.zyx)

* Homeless liaison telephone number: 707-937-0515
(Format: 999-999-9999)

Homeless liaison telephone extension:

* Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education: 1
(Format: 0.00)

Homeless Liaison Training Information

* Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years: No Yes

Has the homeless liaison provided training to the following personnel:

Principals and other school leaders: No Yes

Attendance officers and registrars: No Yes

Teachers and instructional assistants: No Yes

School counselors: No Yes

Homeless Education Policy and Requirements

* Does the LEA have a written homeless education policy: No Yes

No policy comment:
Provide an explanation why the LEA does not have a homeless education policy.
(Maximum 500 characters)

Date LEA's board approved the homeless education policy: 09/12/2019 (ex. MM/DD/YYYY)

* Does the LEA meet the above federal requirements: No Yes

Compliance comment:
Provide an explanation why the LEA does not comply with federal requirements.
(Maximum 500 characters)

Title I, Part A Homeless Expenditures

2019-20 Title I, Part A LEA allocation: \$38,867

2019-20 Title I, Part A direct or indirect services to homeless children reservation: \$100

Amount of 2019-20 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children: \$38,867

Homeless services provided:
(Maximum 500 characters)

Funds used to offset Salary and benefits of our social worker and select aides at the sites whom support the needs of our homeless students.

No expenditures or encumbrances comment:
Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services.
(Maximum 500 characters)

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Leanne Wheeler, Integrated Student Support and Programs Office | lwheeler@cde.ca.gov | 916-319-0383
Karmina Barrales, Integrated Student Support and Programs Office | KBarrales@cde.ca.gov | 916-327-9692
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297



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2019-20 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2019 through June 30, 2020.

Required fields are denoted with an asterisk (*).

Data saved successfully as a draft.

2019-20 Title II, Part A allocation:	\$9,619	
Transferred-in amount:	\$0	
Transferred-out amount:	\$0	
2019-20 Total allocation:	\$9,619	<input type="button" value="Recalculate"/>

Professional Development Expenditures

Professional development for teachers:

Professional development for administrators:

All other professional development expenditures:

Recruitment, Training, and Retention Expenditures

Recruitment activities:

Training activities:

Retention activities:

All other recruitment, training, and retention expenditures:

Miscellaneous Expenditures

Class size reduction: 9619

Administrative and indirect costs:

Equitable services for nonprofit private schools:

All other allowable expenditures and encumbrances:

Total expenditures and encumbrances: \$9,619

2019-20 Unspent funds: \$0

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Arianna Bobadilla (Fiscal), Division Support Office | abobadilla@cde.ca.gov | 916-319-0208
Lisa Fassett (Program), Standards Implementation Support Office | lfassett@cde.ca.gov | 916-323-4963
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

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2019-20 Title IV, Part A LEA Use of Funds Report

A use of funds report of year-to-date expenditures by activity.

Required fields are denoted with an asterisk (*).

Data saved successfully as a draft.

2019-20 Title IV, Part A LEA allocation:	\$10,000
Transferred-in amount:	\$0
Total funds transferred out of Title IV, Part A:	\$10,000
Total LEA Reservations:	\$0
2019-20 Title IV, Part A LEA adjusted allocation:	\$0
* Well-Rounded:	0
* Safe and Healthy Students:	0
* Effective Use of Technology:	0
Carryover as of September 30, 2020:	\$0

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2020-21 Application for Funding

Required fields are denoted with an asterisk ().*

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board: 08/27/2020 (ex. MM/DD/YYYY)

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name:
(non-LEA employee)

DELAC review date:

Meeting minutes web address:
Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.

DELAC comment:
If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)

Not Applicable

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

* Title I, Part A (Basic Grant): No Yes
ESSA Sec. 1111 et seq.
SACS 3010

* Title II, Part A (Supporting Effective Instruction): No Yes
ESEA Sec. 2104
SACS 4035

* Title III English Learner: No Yes
ESEA Sec. 3102
SACS 4203

* Title III Immigrant: No Yes
ESEA Sec. 3102
SACS 4201

* Title IV, Part A (Student and School Support): No Yes
ESSA Sec. 4101
SACS 4127

Title V, Part B Subpart 1 Small, Rural School Achievement Grant: No Yes
ESSA Sec. 5211 SACS 5810

Program Record/Award Number: 20SRSA0437
If participating, then provide the required code

Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation: No Yes

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Consolidated Application Support Desk, Education Data Office | conappsupport@cde.ca.gov | 916-319-0297
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

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2020-21 LCAP Federal Addendum Certification

Required fields are denoted with an asterisk (*).

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Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) / 06/20/2019 (ex. MM/DD/YYYY)

District:

For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP

Direct Funded Charter: (ex. MM/DD/YYYY)

Enter the adoption date of the current LCAP

* Authorized Representative's Full Name: Jason

* Authorized Representative's Title: Morse

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Local Agency Systems Support Office | LCFF@cde.ca.gov | 916-323-5233
General CARS Questions: Consolidated Application Support Desk | conarsupport@cde.ca.gov | 916-319-0297

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2020-21 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

Required fields are denoted with an asterisk (*).

Data saved successfully as a draft.

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, a local educational agency shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4631, with regard to the Project School Emergency Response to Violence Program (Project SERV).

The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

Private School's Believed Results of Consultation Allowable Codes

Y1: meaningful consultation occurred

Y2: timely and meaningful consultation did not occur

Y3: the program design is not equitable with respect to eligible private school children

Y4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children

Add non-attendance area school(s):

The local educational agency is electing to add nonprofit private schools outside of the district's attendance area.

No Yes

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Sylvia Hanna, Federal Programs and Reporting Office | shanna@cde.ca.gov | 916-319-0948
Rina DeRose, Federal Programs and Reporting Office | RDeRose@cde.ca.gov | 916-323-0472
General CARS Questions: Consolidated Application Support Desk | casappsupport@cde.ca.gov | 916-319-0297

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2020-21 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

Required fields are denoted with an asterisk (*).

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

* The authorized representative agrees to the above statement: No Yes

Authorized Representative's Full Name: Jason Morse

Authorized Representative's Title: Superintendent

Authorized Representative's Signature Date: 08/17/2020 (ex. MM/DD/YYYY)

Comment:
If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)

Save

Return to List

Franco Rozic, Title I Monitoring and Support Office | franro@cde.ca.gov | 916-319-0269
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Mendocino Unified (23 65581 0000000)

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2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

Required fields are denoted with an asterisk (*).

Data saved successfully as a draft.

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

* 2020-21 Request for authorization:

No Yes

LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system:
(Maximum 500 characters)

No known deficiencies.

Last Saved: Jason Fruth (cbojason), 8/17/2020 2:53 PM, Draft

[Save](#)

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CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

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Certify Data

If a data collection form has been saved to a draft status, then it may be ready to be certified and a box will populate in the Certify column for the form. To certify one or more forms, select the appropriate boxes, then select the Certify Submissions option. To select all forms listed as available to certify, select the Select All option, which will auto-select all the Certify boxes, then select the Certify Submissions option.

Note: Depending on the number of forms selected and the size of your local educational agency, it may take a few minutes for the system to validate the certify request, check for errors and messages and/or complete certification.

Fiscal Year	Description	Deadline	Status	Certify
2018-19	Title II, Part A Fiscal Year Expenditure Report, 24 Months	8/17/2020	Certified cbojason, 8/17/2020 4:12 PM	Success
2019-20	Title I, Part A Notification of Authorization of Schoolwide Program	2/28/2020	Certified cbojason, 3/3/2020 10:56 AM	
2019-20	Title II, Part A Fiscal Year Expenditure Report, 12 Months	8/17/2020	Certified cbojason, 8/17/2020 4:12 PM	Success
2019-20	Title IV, Part A LEA Use of Funds Report	8/17/2020	Certified cbojason, 8/17/2020 4:12 PM	Success
2019-20	Homeless Education Policy Requirements, and Implementation	8/17/2020	Certified cbojason, 8/17/2020 4:12 PM	Success
2020-21	Certification of Assurances	8/17/2020	Certified cbojason, 8/17/2020 4:12 PM	
2020-21	Protected Prayer Certification	8/17/2020	Certified cbojason, 8/17/2020 4:12 PM	Success
2020-21	LCAP Federal Addendum Certification	8/17/2020	Certified cbojason, 8/17/2020 4:12 PM	Success
2020-21	Application for Funding	8/17/2020	Certified cbojason, 8/17/2020 4:12 PM	Success
2020-21		8/17/2020	Certified	Success

	Nonprofit Private School Consultation		cbojason, 8/17/2020 4:12 PM	
2020-21	Substitute System for Time Accounting	8/17/2020	<i>Certified</i> cbojason, 8/17/2020 4:12 PM	Success

Select All

Reset

Certify Submissions

General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)

2019-20 Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Mendocino Unified

Person completing this form: Erin Placido

Quarterly Report Submission Date: (check one)

- October 2019 (July, Aug, Sept 2019) 1st Quarter
- January 2020 (Oct, Nov, Dec 2019) 2nd Quarter
- April 2020 (Jan, Feb, March 2020) 3rd Quarter
- July 2020 (April, May, June 2020) 4th Quarter

Date for information to be reported publicly at governing board meeting: 8/26/20

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	<u>0</u>		
Teacher Vacancy or Misassignment	<u>0</u>		
Facilities Conditions	<u>0</u>		
CAHSEE Intensive Instruction & Services	<u>0</u>		
TOTALS	<u>0</u>		

Erin Placido 8/26/20
 Signature of Person Completing this form Date

[Signature] 8/26/20
 Signature of County Superintendent Date

Forwarded a copy of this completed report to the County Board of Education



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2020-21

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Mendocino Unified School District District CDS Code: 65581

Name of County: Mendocino County CDS Code: 23

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 /26 /2020 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2021.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Jason Morse</u>		<u>Superintendent of Schools</u>
<small>Name</small>	<small>Signature</small>	<small>Title</small>
<u>707-937-0714</u>	<u>707-937-5868</u>	<u>8/19/20</u>
<small>Fax Number</small>	<small>Telephone Number</small>	<small>Date</small>

P.O. Box 1154, Mendocino, CA 95460

Mailing Address

jmorse@mcn.org

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	2 _____
Bilingual Authorization (applicant already holds teaching credential)	0 _____
List target language(s) for bilingual authorization: _____	
Resource Specialist	0 _____
Teacher Librarian Services	0 _____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	10
Single Subject	2
Special Education	0
TOTAL	12

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? ¹ _____

If yes, list each college or university with which you participate in an internship program.

Sonoma State University, Dominican, San Francisco State, Humboldt State

If no, explain why you do not participate in an internship program.

Rebecca Bailey
435 North Whipple Street
Fort Bragg, CA 95437

July 14th, 2020

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

Dear Superintendent Jason Morse, and Mendocino Unified School District Board,

Request for Uncompensated Leave of Absence

I would like to request an uncompensated leave of absence (MTA Contract Article 5) from the position of Technology integration Teacher effective August 1st, 2020.

I thoroughly enjoy working with students and staff at Mendocino Unified School District but have been offered a position assisting schools and districts within the county as a Continuous Improvement Specialist for Mendocino County Office of Education. While I am reluctant to leave the supportive and creative MUSD community, I believe this is an important opportunity to support students throughout the county as we tackle the unique challenges of the 2020/21 school year. I have been working with school site administration at Mendocino Unified and will continue to do so to ensure MUSD's needs are met in the upcoming school year.

My hope is that an uncompensated leave of absence will allow me to support MUSD through a role at MCOE while also providing flexibility to MUSD in a time of great uncertainty. If the uncompensated leave of absence request is not agreeable, please accept this letter as notice of my resignation effective August 1st 2020.

Yours Sincerely,



Rebecca Bailey
Technology Integration Teacher

Instruction

Distance Learning

Note: The following optional policy may be subject to collective bargaining agreements and should be revised to reflect district practice.

Note: For further information regarding the implementation of distance learning in the event of a school closure, see the California Department of Education's COVID-19 Guidance for K-12 Schools.

The Governing Board recognizes that distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency.

(cf. [3516](#) - Emergencies and Disaster Preparedness Plan)

(cf. [3516.5](#) - Emergency Schedules)

(cf. [4113.5/4213.5/4313.5](#) - Working Remotely)

(cf. [6158](#) - Independent Study)

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback.

The Superintendent or designee shall review and select distance learning courses, which may include those taught by district staff or others, that are of high academic quality and are aligned with district standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

(cf. [6141](#) - Curriculum Development and Evaluation)

(cf. [6143](#) - Courses of Study)

The Superintendent or designee shall, in collaboration with teachers, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.

(cf. [5141.5](#) - Mental Health)

As needed, the Superintendent or designee shall provide teachers with training and ongoing support, including technological support and guidance, to effectively implement distance learning. The district shall also provide opportunities for teachers to communicate and collaborate with each other to exchange information on effective practices.

(cf. [4131](#) - Staff Development)

Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.

(cf. [6162.6](#) - Use of Copyrighted Materials)

The district shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners. Teachers may use multiple methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [0415](#) - Equity)

(cf. [6159](#) - Individualized Education Program)

(cf. [6174](#) - Education for English Learners)

The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. To the extent possible, the district shall make technical and academic support available to students.

(cf. [0440](#) - District Technology Plan)

(cf. [3311.4](#) - Procurement of Technological Equipment)

(cf. [3515.4](#) - Recovery for Property Loss or Damage)

(cf. [6163.4](#) - Student Use of Technology)

Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework.

(cf. [6020](#) - Parent Involvement)

Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with district policy on grading for equivalent courses.

(cf. [5121](#) - Grades/Evaluation of Student Achievement)

(cf. [6146.3](#) - Reciprocity of Academic Credit)

(cf. [6146.11](#) - Alternative Credits Toward Graduation)

Legal Reference:

EDUCATION CODE

35182.5 Contracts for electronic products or services; prohibitions

51210-51212 Course of study for grades 1-6

51220-51229 Course of study for grades 7-12

51740-51741 Authority to provide instruction by correspondence

51745-51749.3 Independent study

51865 California distance learning policy

PUBLIC CONTRACT CODE

20118.2 Contracting by school districts; technological equipment

UNITED STATES CODE, TITLE 20

7131 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate); Internet safety

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

COVID-19 Guidance for K-12 Schools

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

4/20

Uniform Complaint Procedures (UCP)

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by Mendocino Unified School District, of federal or state laws or regulations governing educational programs, including non-compliance with laws relating to pupil fees and our **Local Control and Accountability Plan (LCAP)**.

This document presents information about how we process UCP complaints concerning particular programs or activities that are subject to the UCP.

A UCP complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance with the requirements of our LCAP.

A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees or non-compliance with the requirements of our LCAP.

If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

The Responsibilities of Mendocino Unified School District

We shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations.

We shall investigate and seek to resolve, in accordance with our UCP process, any complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and

activities implemented by the Mendocino Unified School District that are subject to the UCP.

The Mendocino Unified School District developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by our governing board.

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers

- Career Technical and Technical Education; Career Technical; Technical Training (State)
- Career Technical Education (Federal)
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education Of Pupils In Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled In A School District, and Pupils Of Military Families
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

Allegations of child abuse shall be referred to County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.

Health and safety complaints regarding a Child Development Program shall be referred to Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.

Employment discrimination, harassment, intimidation or bullying complaints shall be sent to the State Department of Fair Employment and Housing (DFEH).

Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

Pupil Fees

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school

district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

The Local Control Accountability Plan

The LCAP is an important component of the Local Control Funding Formula (LCFF), the revised school finance system that overhauled how California funds its K-12 schools. Under the LCFF we are required to prepare an LCAP, which describes how we intend to meet annual goals for our pupils, with specific activities to address state and local priorities identified pursuant to California Education Code (EC) Section 52060(d).

The UCP Annual Notice

We ensure annual dissemination of a written notice of our complaint procedures to all students, employees, parents or guardians of its students, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties that includes information regarding allegations about discrimination, harassment, intimidation, or bullying.

Our UCP Annual Notice shall also include information regarding the requirements of EC Section 49010 through 49013 relating to pupil fees and information regarding the requirements of EC Section 52075 relating to the LCAP.

Our UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

UCP Complaint Investigation

The staff member, position, or unit responsible to receive and investigate UCP complaints and ensure our compliance in our agency is:

Superintendent Jason Morse
District Office
44141 Little Lake Road
P.O. Box 1154
Mendocino, CA 95460
707-937-5868
jmorse@mcn.org

The staff member, position, or unit responsible to receive and investigate UCP complaints and ensure our compliance in our agency is knowledgeable about the laws and programs assigned to investigate.

The Mendocino Unified School District will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in EC Section 200 and 220 and Government Code (GC) Section section 11135, including any actual or perceived characteristics as set forth in Penal Code (PC) Section 422.55. The Mendocino Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics in any program or activity we conduct, which is funded directly by, or that receives or benefits from any state financial assistance.

Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

All complainants are protected from retaliation.

We advise complainants of the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws.

UCP Complaint Resolution

If the Mendocino Unified School District finds merit in a complaint regarding Pupil Fees, Local Control and Accountability Plans (LCAP), Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in our school district and pupils in military families, Reasonable Accommodations to a Lactating Pupil, Course Periods without Educational Content (grades nine through twelve), and Physical Education Instructional Minutes (grades one through eight), we shall provide a remedy.

The remedy shall go to the affected pupil in the case of complaints regarding

- Course Periods without Educational Content,
- Reasonable Accommodations to a Lactating Pupil, and/or
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in our school district and pupils of military families.

The remedy shall to go all affected pupils and parents/guardians in the case of complaints regarding

- Pupil Fees,
- Physical Education Instructional Minutes and/or
- Local Control and Accountability Plans.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee.

A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

A pupil fees complaint shall be filed no later than one year from the date the alleged violation occurred.

We ensure an attempt shall be made in good faith to engage in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.

We will provide an opportunity for complainants and/or representatives to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the Mendocino Unified School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

The complaint will be investigated and a written report with a Decision will be issued to the complainant by us within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

This report will contain the following elements:

- i. The findings of fact based on the evidence gathered.
- ii. Conclusion of law.
- iii. Disposition of the complaint.
- iv. The rationale for such a disposition.
- v. Corrective actions, if any are warranted.
- vi. Notice of the complainant's right to appeal our Decision to the CDE.
- vii. Procedures to be followed for initiating an appeal to CDE.

An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

A complainant may appeal our Decision of a UCP complaint regarding all specified federal and state educational programs subject to the UCP.

UCP Complaint Appeal Process

To appeal a UCP complaint Decision the complainant must file a written appeal within 15 days of receiving the Decision to CDE. This appeal to the CDE must fully explain the basis for the appeal, stating how the facts of our Decision are incorrect and/or the law is misapplied.

In addition, the appeal shall be sent to CDE with:

1. A copy of the original locally filed complaint; and
2. A copy of our Decision of this original locally filed complaint.

To file an appeal regarding a Child Nutrition Services complaint, address your complaint to:

**Child Nutrition Programs
Civil Rights and Program Complaint Coordinator
California Department of Education
Nutrition Services Division
1430 N. Street, Room 4503
Sacramento, CA 95814-5609**

Or:

**USDA, Director, Office of Adjudication
1400 Independence Avenue, Southwest
Washington, D.C. 20250-9410
866-632-9992
Federal Relay Service 800-8778339 (English)
or 800-845-6136 (Spanish)**

Federal And State Laws Cited:

20 United States Code (USC) Section 6301 et seq.
34 Code of Federal Regulations (CFR) Section 299.11 & 300.510-511
California Education Code (EC) Section 200, 220, 222, 234.1-234.5, 262.3, 8200-8493, 8500-8538, 32280-32289; 33380-33384, 35186, 44500, 47606-47606.5, 47607.3, 48645.5, 48645.7(e), 48853, 48853.5, 48985, 49010-49013, 49069.5, 49490-49570, 51210, 51223, 51225.1, 51225.2, 51228.1-51228.3, 52059, 52060-52075, 52075(a), 52160, 52300-52462, 52500-52616.4, 54440-54445, 56000-56865, 59000-59300, 64000 (a)
California Government Code (GC) Section 11135, 17581.6 (f)
California Health and Safety Code (HSC) Section 104420
California Penal Code (PC) Section 422.55
California Welfare and Institutions Code (WIC) Section 300, 309, 602
California Code of Regulations, Title 5 (5 CCR) Section 4600-4687

Provided by the California Department of Education
Categorical Programs Complaints Management Office
1430 N Street, Suite 6308, Sacramento, CA 95814-5901
916-319-0929
June 2018

07/2018

Uniform Complaint Procedures (UCP)

Note: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR [4621](#) mandates districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR [4600-4670](#). See the section "Complaints Subject to UCP" below for a list of programs and activities subject to these procedures pursuant to state law.

Note: The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code [234.1](#); and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

Note: The U.S. Department of Education's Office for Civil Rights (OCR) enforces federal anti-discrimination laws, including Title II of the Americans with Disabilities Act (42 USC [12101-12213](#)), Title VI of the Civil Rights Act of 1964 (42 USC [2000d-2000e-17](#)), Title IX of the Education Amendments Act of 1972 (20 USC [1681-1688](#)), Section 504 of the Rehabilitation Act of 1973 (29 USC [794](#)), and the Age Discrimination Act of 1975 (42 USC [6101-6107](#)). OCR has issued guidance describing federal requirements for discrimination complaint procedures. OCR requires such complaint procedures to be "prompt and equitable." OCR evaluates a district's procedures based on factors specified in the accompanying administrative regulation, including whether the procedures (1) provide notice to the district's students, parents/guardians, and employees; (2) ensure adequate, reliable, and impartial investigation of complaints; (3) contain reasonably prompt timeframes for major stages of the complaint process; (4) provide notice to the complainant of the resolution of the complaint; and (5) provide an assurance that action will be taken to prevent recurrence of any discrimination found and to correct its effects.

Note: The following policy and accompanying administrative regulation reflect all components required by law and the 2020-21 FPM instrument. Additional details provided herein may help districts during a compliance check by CDE or in the event that a CDE or OCR investigation occurs.

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR [4600-4670](#) and the accompanying administrative regulation.

Complaints Subject to UCP

Note: The FPM process includes a review of a district's policies and procedures to determine whether all district programs and activities that are subject to the UCP, as listed in the FPM instrument, are addressed. Items #1-13 list all programs and activities identified in the FPM instrument. According to CDE, the district's policy must list all such programs and activities and, at the district's discretion, may add a paragraph below the list stating the UCP programs and activities that are implemented in the district.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; California State

Preschool Programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code [64000](#)

(cf. [3553](#) - Free and Reduced Price Meals)

(cf. [3555](#) - Nutrition Program Compliance)

(cf. [5148](#) - Child Care and Development)

(cf. [5148.2](#) - Before/After School Programs)

(cf. [5148.3](#) - Preschool/Early Childhood Education)

(cf. [6171](#) - Title I Programs)

(cf. [6174](#) - Education for English Learners)

(cf. [6175](#) - Migrant Education Program)

(cf. [6178](#) - Career Technical Education)

(cf. [6178.1](#) - Work-Based Learning)

(cf. [6178.2](#) - Regional Occupational Center/Program)

(cf. [6200](#) - Adult Education)

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code [200](#) or [220](#), Government Code [11135](#), or Penal Code [422.55](#), or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR [4610](#))

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [5145.3](#) - Nondiscrimination/Harassment)

(cf. [5145.7](#) - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code [222](#))

(cf. [5146](#) - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code [46015](#), including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code [46015](#))

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR [4610](#))

(cf. [3260](#) - Fees and Charges)

(cf. [3320](#) - Claims and Actions Against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education Code [52060-52077](#) related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code [52075](#))

(cf. [0460](#) - Local Control and Accountability Plan)

(cf. [3100](#) - Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code [64000-64001](#), [65000-65001](#))

(cf. [0420](#) - School Plans/Site Councils)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code [51225.2](#), alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code [48853](#), [48853.5](#), [49069.5](#), [51225.1](#), [51225.2](#))

(cf. [6173.1](#) - Education for Foster Youth)

Note: Items #9-11 are for use by districts that maintain high schools.

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC [11434a](#), a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code [49701](#), or a migrant student as defined in Education Code [54441](#), or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code [51225.2](#) in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code [51225.1](#))

(cf. [6173](#) - Education for Homeless Children)

(cf. [6173.2](#) - Education of Children of Military Families)

(cf. [6173.3](#) - Education for Juvenile Court School Students)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC [11434a](#), a former juvenile court school student, a child of a military family as defined in Education Code [49701](#), a migrant child as defined in Education Code [54441](#), or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code [51225.2](#), alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code [51225.2](#))

11. Any complaint alleging district noncompliance with the requirements of Education Code [51228.1](#) and [51228.2](#) that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code [51228.3](#))

(cf. [6152](#) - Class Assignment)

Note: Education Code [51222](#), as amended by SB 75 (Ch. 51, Statutes of 2019), extends the UCP to complaints alleging noncompliance with the physical education instructional minutes requirement for grades 7-12.

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement (Education Code [51210](#), [51222](#), [51223](#))

(cf. [6142.7](#) - Physical Education and Activity)

13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code [1596.7925](#) and related state regulations (Education Code [8235.5](#); Health and Safety Code [1596.7925](#))

Note: 5 CCR [4621](#) mandates that district policy ensure that complainants are protected from retaliation as specified in item #14 below.

14. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

Note: Pursuant to 5 CCR [4610](#), a district may, at its discretion, use the UCP to investigate and resolve other complaints.

15. Any other complaint as specified in district policy

Note: 5 CCR [4631](#) authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. The following optional paragraph provides for a neutral mediator and should be revised to reflect district practice.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

Note: The following paragraph is mandated pursuant to 5 CCR [4621](#). Appropriate disclosure will vary in each case depending on the facts and circumstances.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. [4119.23/4219.23/4319.23](#) - Unauthorized Release of Confidential/Privileged Information)

(cf. [5125](#) - Student Records)

(cf. [9011](#) - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

Note: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR [4631](#) and [4633](#).

(cf. [3580](#) - District Records)

Non-UCP Complaints

Note: 5 CCR [4611](#) details complaint issues that are not subject to UCP. Such issues include, but are not limited to, allegations of child abuse, health and safety complaints regarding a child development program, allegations of fraud, and employment discrimination complaints.

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR [4611](#))

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. [5141.4](#) - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Note: Complaints of employment discrimination are not subject to the UCP. Instead, pursuant to 2 CCR [11023](#), the district must establish an impartial and prompt process for addressing such complaints. In addition, 5 CCR [4611](#) requires that employment discrimination complaints be referred to the Department of Fair Employment and Housing (DFEH). See AR [4030](#) - Nondiscrimination in Employment for applicable complaint procedures.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Note: Education Code [35186](#) requires the district to use UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., "Williams complaints"). Because Education Code [35186](#) sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, CDE has created a separate uniform complaint process for the Williams complaints. See AR [1312.4](#) - Williams Uniform Complaint Procedures for the separate procedure.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in AR [1312.4](#) - Williams Uniform Complaint Procedures. (Education Code [8235.5](#), [35186](#))

(cf. [1312.4](#) - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination

[8200-8498](#) Child care and development programs

[8500-8538](#) Adult basic education

[18100-18203](#) School libraries

[32280-32289](#) School safety plan, uniform complaint procedures

[35186](#) Williams uniform complaint procedures

[46015](#) Parental leave for students

[48853-48853.5](#) Foster youth

[48985](#) Notices in language other than English

[49010-49014](#) Student fees

[49060-49079](#) Student records, especially:

[49069.5](#) Records of foster youth

[49490-49590](#) Child nutrition programs

[49701](#) Interstate Compact on Educational Opportunity for Military Children

[51210](#) Courses of study grades 1-6

[51222](#) Physical education, secondary schools

[51223](#) Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

52300-52462 Career technical education

52500-52616.24 Adult schools

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process; school plan for student achievement

65000-65001 School site councils

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions

1596.7925 California Child Day Care Act; health and safety regulations

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

[1221](#) Application of laws

[1232g](#) Family Educational Rights and Privacy Act

[1681-1688](#) Title IX of the Education Amendments of 1972

[6301-6576](#) Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

[794](#) Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

[2000d-2000e-17](#) Title VI and Title VII Civil Rights Act of 1964, as amended

[2000h-2-2000h-6](#) Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

[35.107](#) Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

[99.1-99.67](#) Family Educational Rights and Privacy Act

[100.3](#) Prohibition of discrimination on basis of race, color or national origin

[104.7](#) Designation of responsible employee for Section 504

[106.8](#) Designation of responsible employee for Title IX

[106.9](#) Notification of nondiscrimination on basis of sex

[110.25](#) Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Uniform Complaint Procedure 2020-21 Program Instrument

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <http://www2.ed.gov/policy/gen/guid/fpco>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

(3/18 3/19 5/20)

Uniform Complaint Procedures (UCP)

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by [name of your local educational agency (LEA)] of federal or state laws or regulations governing educational programs, including non-compliance with laws relating to pupil fees and our **Local Control and Accountability Plan (LCAP)**.

This document presents information about how we process UCP complaints concerning particular programs or activities that are subject to the UCP.

A UCP complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance with the requirements of our LCAP.

A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees or non-compliance with the requirements of our LCAP.

If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

The Responsibilities of Mendocino Unified School District

We shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations.

We shall investigate and seek to resolve, in accordance with our UCP process, any complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and

activities implemented by the [name of your LEA] that are subject to the UCP.

The [name of your LEA] developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by our governing board.

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers

- Career Technical and Technical Education; Career Technical; Technical Training (State)
- Career Technical Education (Federal)
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education Of Pupils In Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled In A School District, and Pupils Of Military Families
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

Allegations of child abuse shall be referred to County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.

Health and safety complaints regarding a Child Development Program shall be referred to Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.

Employment discrimination, harassment, intimidation or bullying complaints shall be sent to the State Department of Fair Employment and Housing (DFEH).

Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

Pupil Fees

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school

district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

The Local Control Accountability Plan

The LCAP is an important component of the Local Control Funding Formula (LCFF), the revised school finance system that overhauled how California funds its K-12 schools. Under the LCFF we are required to prepare an LCAP, which describes how we intend to meet annual goals for our pupils, with specific activities to address state and local priorities identified pursuant to California Education Code (EC) Section 52060(d).

The UCP Annual Notice

We ensure annual dissemination of a written notice of our complaint procedures to all students, employees, parents or guardians of its students, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties that includes information regarding allegations about discrimination, harassment, intimidation, or bullying.

Our UCP Annual Notice shall also include information regarding the requirements of EC Section 49010 through 49013 relating to pupil fees and information regarding the requirements of EC Section 52075 relating to the LCAP.

Our UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

UCP Complaint Investigation

The staff member, position, or unit responsible to receive and investigate UCP complaints and ensure our compliance in our agency is [USE SAME INFORMATION AS ON CURRENT UCP ANNUAL NOTICE DOCUMENT]:

Superintendent Jason Morse
District Office
44141 Little Lake Road
P.O. Box 150
Mendocino, CA 95460

707-937-5868
jmorse@mcn.org

The staff member, position, or unit responsible to receive and investigate UCP complaints and ensure our compliance in our agency is knowledgeable about the laws and programs assigned to investigate.

The [name you're your LEA] will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in EC Section 200 and 220 and Government Code (GC) Section section 11135, including any actual or perceived characteristics as set forth in Penal Code (PC) Section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity we conduct, which is funded directly by, or that receives or benefits from any state financial assistance.

Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

All complainants are protected from retaliation.

We advise complainants of the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws.

UCP Complaint Resolution

If the [name of your LEA] finds merit in a complaint regarding Pupil Fees, Local Control and Accountability Plans (LCAP), Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in our school district and pupils in military families, Reasonable Accommodations to a Lactating Pupil, Course Periods without Educational Content (grades nine through twelve), and Physical Education Instructional Minutes (grades one through eight), we shall provide a remedy.

The remedy shall go to the affected pupil in the case of complaints regarding

- Course Periods without Educational Content,
- Reasonable Accommodations to a Lactating Pupil, and/or
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in our school district and pupils of military families.

The remedy shall to go all affected pupils and parents/guardians in the case of complaints regarding

- Pupil Fees,
- Physical Education Instructional Minutes and/or
- Local Control and Accountability Plans.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee.

A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

A pupil fees complaint shall be filed no later than one year from the date the alleged violation occurred.

We ensure an attempt shall be made in good faith to engage in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.

We will provide an opportunity for complainants and/or representatives to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the [name of your LEA] to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

The complaint will be investigated and a written report with a Decision will be issued to the complainant by us within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

This report will contain the following elements:

- i. The findings of fact based on the evidence gathered.**
- ii. Conclusion of law.**
- iii. Disposition of the complaint.**
- iv. The rationale for such a disposition.**
- v. Corrective actions, if any are warranted.**
- vi. Notice of the complainant's right to appeal our Decision to the CDE.**
- vii. Procedures to be followed for initiating an appeal to CDE.**

An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

A complainant may appeal our Decision of a UCP complaint regarding all specified federal and state educational programs subject to the UCP.

UCP Complaint Appeal Process

To appeal a UCP complaint Decision the complainant must file a written appeal within 15 days of receiving the Decision to CDE. This appeal to the CDE must fully explain the basis for the appeal, stating how the facts of our Decision are incorrect and/or the law is misapplied.

In addition the appeal shall be sent to CDE with:

1. A copy of the original locally filed complaint; and
2. A copy of our Decision of this original locally filed complaint.

Federal And State Laws Cited:

20 United States Code (USC) Section 6301 et seq.

34 Code of Federal Regulations (CFR) Section 299.11 & 300.510-511

California Education Code (EC) Section 200, 220, 222, 234.1-234.5, 262.3, 8200-8493, 8500-8538, 32280-32289; 33380-33384, 35186, 44500, 47606-47606.5, 47607.3, 48645.5, 48645.7(e), 48853, 48853.5, 48985, 49010-49013, 49069.5, 49490-49570, 51210, 51223, 51225.1, 51225.2, 51228.1-51228.3, 52059, 52060-52075, 52075(a), 52160, 52300-52462, 52500-52616.4, 54440-54445, 56000-56865, 59000-59300, 64000 (a)

California Government Code (GC) Section 11135, 17581.6 (f)

California Health and Safety Code (HSC) Section 104420

California Penal Code (PC) Section 422.55

California Welfare and Institutions Code (WIC) Section 300, 309, 602

California Code of Regulations, Title 5 (5 CCR) Section 4600-4687

Provided by the California Department of Education
Categorical Programs Complaints Management Office
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Uniform Complaint Procedures

Note: 5 CCR [4621](#) mandates that the district's uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR [4600-4670](#). Additionally, Education Code [52075](#) mandates districts to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP) and Education Code [8235.5](#) mandates districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP).

Note: Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). For example, all districts are mandated pursuant to 28 CFR [35.107](#) to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are mandated pursuant to 34 CFR [106.8](#) and 34 CFR [110.25](#) to adopt such policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a district's procedures are "prompt and equitable" are addressed throughout the following administrative regulation.

Note: Apart from these mandates, state law authorizes the use of UCP to resolve complaints of noncompliance with laws related to the development of a school plan for student achievement and the establishment of school site councils; accommodations for pregnant and parenting students; prohibition against the charging of student fees; educational rights of foster youth, homeless students, former juvenile court school students, children of military families, migrant students, and students participating in a newcomer program for newly arrived immigrants; assignment of students to courses without educational content; and physical education instructional minutes. See the section "Complaints Subject to UCP" in the accompanying Board policy.

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. [1312.1](#) - Complaints Concerning District Employees)

(cf. [1312.2](#) - Complaints Concerning Instructional Materials)

(cf. [1312.4](#) - Williams Uniform Complaint Procedures)

(cf. [4030](#) - Nondiscrimination in Employment)

Compliance Officers

Note: 5 CCR [4621](#) mandates the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and retaliation. During its Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for receiving and investigating complaints. Districts should identify the specific title(s) of the compliance officer(s) in the space provided below. If a district identifies multiple compliance officers, it is recommended that one be designated the "lead compliance officer."

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. [5145.3](#) - Nondiscrimination/Harassment)

(cf. [5145.7](#) - Sexual Harassment)

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Note: The following paragraph is for use by districts that have designated more than one compliance officer.

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

Note: 5 CCR 4621 mandates that the district's policy require employees responsible for compliance and/or for investigating and resolving complaints to be knowledgeable about the laws and programs at issue in the complaints they are assigned. OCR requires that the compliance officer(s) involved in implementing discrimination complaint procedures be knowledgeable about the procedures and be able to explain them to parents/guardians and students. They must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. [4331](#) - Staff Development)

(cf. [9124](#) - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code [234.1](#))

Note: During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below.

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR [4622](#))

(cf. [0420](#) - School Plans/Site Councils)

(cf. [1220](#) - Citizen Advisory Committees)

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

(cf. [5145.6](#) - Parental Notifications)

Note: 5 CCR [4622](#) requires the district to include specified information in its annual UCP notice to students, parents/guardians, employees, and others. During the FPM process, CDE staff will check the notice to ensure that it contains the components specified below.

Note: A sample of the annual notice is available through CDE's web site. It is the district's responsibility to update the notice as necessary to reflect new law.

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. [0460](#) - Local Control and Accountability Plan)

(cf. [3260](#) - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred

5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code [48853](#), [48853.5](#), [49069.5](#), [51225.1](#), and [51225.2](#), and the complaint process

(cf. [6173](#) - Education for Homeless Children)

(cf. [6173.1](#) - Education for Foster Youth)

(cf. [6173.2](#) - Education of Children of Military Families)

(cf. [6173.3](#) - Education for Juvenile Court School Students)

(cf. [6175](#) - Migrant Education Program)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

10. A statement that copies of the district's UCP are available free of charge

Note: The following paragraph may be modified to reflect district practice. Pursuant to Education Code 221.61, districts are required to post information related to Title IX on their web sites, including specified information about complaint procedures under Title IX. See AR 5145.3 - Nondiscrimination/Harassment. A district that does not maintain a web site may comply by posting the information on the web site of its county office of education. A comprehensive list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221.8. In addition, in its April 2015 Dear Colleague Letter: Title IX Coordinators, OCR recommends that districts use web posting and social media to disseminate their nondiscrimination notices, policies, and procedures and communicate current compliance officer(s)' contact information to students, parents/guardians, and employees.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2002 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

Note: Complaints filed under UCP may be filed directly with a compliance officer or with any site administrator not designated as a compliance officer. For example, acts of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may initially be reported to a principal. See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment. If a site administrator not designated as a compliance officer receives a UCP complaint, the site administrator must notify a compliance officer. A district may also establish a site-level process for receiving informal reports about incidents for which a UCP complaint may be filed and notifying students and parents/guardians of their right to file a UCP complaint. Any site-level process established by a district should be in writing and distributed in the same manner as the grievance procedures listed herein with an explanation of how it interacts with the UCP complaint process.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR [4630](#))

Note: Education Code [49013](#) and [52075](#) mandate districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees or violates any requirement related to the LCAP.

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code [49013](#), [52075](#); 5 CCR [4630](#))

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR [4630](#))

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

Note: OCR's Revised Sexual Harassment Guidance indicates that if a complainant in a sexual harassment case requests that the complainant's name or that of the victim not be revealed to the alleged perpetrator or asks that the complaint not be pursued, the district should first inform the complainant that honoring the request may limit its ability to respond and pursue disciplinary action against the alleged perpetrator. The OCR publication acknowledges that situations may exist in which a district cannot honor a student's request for confidentiality, but cautions that, in all instances, the district must still continue to ensure that it provides a safe and nondiscriminatory environment for all students. Districts should consult legal counsel before honoring a confidentiality request to withhold the victim's name from the alleged perpetrator, especially in the case of alleged sexual assault. These guiding principles would also apply to harassment on the basis of race, gender, disability, or other protected characteristic.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Note: The following section should be used only by those districts that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution procedures such as mediation; see the accompanying Board policy. The following section may be modified to specify the alternative dispute resolution method and timelines used within the district.

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Note: 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, the timeline specified below may be modified to reflect district practice.

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

Note: In the investigation, the compliance officer should consider all relevant circumstances, such as how the misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them; the number of persons engaged in the conduct and at whom the conduct was directed; the size of the school, location of the incidents, and context in which they occurred; and other incidents at the school involving different individuals.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

Note: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Final Decision

Note: Pursuant to 5 CCR [4631](#), the district's written decision must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the Governing Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.

Note: Pursuant to 5 CCR [4631](#), only a complainant has the right to receive a written report and to file a complaint with the Board if dissatisfied with the compliance officer's decision. However, OCR has recommended that the same rights be extended to a respondent to a complaint alleging unlawful discrimination to ensure the process is equitable for all involved. Furthermore, OCR recommends notifying the respondent in such a complaint whenever the complainant approves an extension of the timeline. Options 1 and 2 reflect these recommendations and may be modified to reflect district practice.

Note: Pursuant to 5 CCR [4640](#), when a UCP complaint is erroneously sent to CDE without first being filed with the district, the 60-day period specified in 5 CCR [4631](#) begins when the district receives the complaint.

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR [4631](#))

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

OPTION 2:

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

(cf. [9321](#) - Closed Session)

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR [4631](#))

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

Note: 5 CCR [4631](#) and guidance provided by OCR specify components that should be part of the district's decision. Inclusion of these items will help protect the district's position in case of an appeal to CDE, a complaint submitted to OCR, or if litigation is filed.

For all complaints, the district's final written decision shall include: (5 CCR [4631](#))

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:

a. Statements made by any witnesses

- b. The relative credibility of the individuals involved*
- c. How the complaining individual reacted to the incident*
- d. Any documentary or other evidence relating to the alleged conduct*
- e. Past instances of similar conduct by any alleged offenders*
- f. Past false allegations made by the complainant*

2. The conclusion(s) of law

3. Disposition of the complaint

4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. The manner in which the misconduct affected one or more students' education*
- b. The type, frequency, and duration of the misconduct*
- c. The relationship between the alleged victim(s) and offender(s)*
- d. The number of persons engaged in the conduct and at whom the conduct was directed*
- e. The size of the school, location of the incidents, and context in which they occurred*
- f. Other incidents at the school involving different individuals*

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code [49013](#) and 5 CCR [4600](#)

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent*
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.*
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence*
- 6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal*

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

Note: The Family Educational Rights and Privacy Act (FERPA) (20 USC [1232g](#); 34 CFR [99.1-99.67](#)) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC [1221](#), FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), the federal agency which administers FERPA, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the

sanctions imposed upon the offender when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain information on how the district disciplined the alleged student offender (e.g., an order that the alleged offender stay away from the alleged victim), FPCO interprets FERPA as allowing the district to disclose that information.

Note: Given the potential liability from improperly disclosing such information, districts are advised to consult with legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the offender.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

Note: Education Code [48985](#) requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code [48985](#). In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

Note: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from CDE.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code [262.3](#))
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code [262.3](#))
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

Note: The following section may be revised to reflect district practice.

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

(cf. [5137](#) - Positive School Climate)

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

(cf. [6164.2](#) - Guidance/Counseling Services)

2. *Academic support*
3. *Health services*
4. *Assignment of an escort to allow the victim to move safely about campus*
5. *Information regarding available resources and how to report similar incidents or retaliation*
6. *Separation of the victim from any other individuals involved, provided the separation does not penalize the victim*
7. *Restorative justice*
8. *Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation*

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. *Transfer from a class or school as permitted by law*
2. *Parent/guardian conference*
3. *Education regarding the impact of the conduct on others*
4. *Positive behavior support*
5. *Referral to a student success team*
(cf. [6164.5](#) - Student Success Teams)
6. *Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law*
(cf. [6145](#) - Extracurricular and Cocurricular Activities)
7. *Disciplinary action, such as suspension or expulsion, as permitted by law*
(cf. [5144](#) - Discipline)
(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. [4118](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

Note: Generally, when a complaint is found to have merit, an appropriate remedy is provided to the complainant or other affected person. However, in certain instances, the law may require a remedy to be provided to all affected persons, not just the complainant or subject of the complaint. For example, pursuant to Education Code [49013](#) and 5 CCR [4600](#), if the district, or CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy to all affected students and parents/guardians, as specified below. The same requirement applies to allegations of noncompliance with the LCAP requirements, pursuant to Education Code [52075](#), and to noncompliance with required instructional minutes for physical education, pursuant to Education

Code [51222](#) and [51223](#). Districts that do not maintain elementary schools should delete reference to physical education below.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code [49013](#), [51222](#), [51223](#), [52075](#))

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code [49013](#); 5 CCR [4600](#))

Appeals to the California Department of Education

Note: 5 CCR [4632-4633](#) provide that complainants may appeal to CDE if they disagree with the district's decision on any matter within the scope of the UCP, as provided below.

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR [4632](#))

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR [4632](#))

Note: Although not required pursuant to 5 CCR [4631-4633](#), OCR recommends that the right to appeal the district's decision to CDE be extended to the respondent to an allegation of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) to ensure fairness for all parties involved. The following paragraphs reflect OCR's recommendation.

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

Upon notification by CDE that the district's decision has been appealed, the Superintendent or designee shall forward the following documents to CDE: (5 CCR [4633](#))

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's UCP
7. Other relevant information requested by CDE

Note: CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final written decision; (2) the complainant requires anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; (3) the complainant would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile; (4) the complainant alleges failure to comply with the due process procedures established pursuant to special education law and

regulation to implement a due process hearing order; (5) the complainant alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) the complainant alleges failure to follow a student's individualized education program.

Health and Safety Complaints in California State Preschool Program

Note: The following section is for use by districts that operate any license-exempt CSPP program. Education Code [8235.5](#) mandates districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in a license-exempt CSPP program.

Note: See the accompanying exhibits for a sample classroom notice and complaint form.

In each license-exempt CSPP classroom, a notice shall be posted notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code [1596.7925](#) and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. (Education Code [8235.5](#))

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint and shall contain a space to indicate whether the complainant desires a response to the complaint. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code [8235.5](#))

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code [8235.5](#))

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled meeting. (Education Code [8235.5](#))

Note: Pursuant to Education Code [8235.5](#), a complainant who is not satisfied with the district's decision related to a complaint of health and safety conditions in a CSPP program may appeal to the Superintendent of Public Instruction. The law does not provide a timeline for filing the appeal, but the 2020-21 FPM instrument provides a timeline of 30 days.

A complainant may file a written appeal of the district's decision to CDE in accordance with 5 CCR [4632](#). (Education Code [8235.5](#))

Any such appeal shall be filed within 30 days of receiving the decision.

Note: The following paragraph reflects a requirement of the 2020-21 FPM instrument.

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools.

(3/18 3/19) 5/20

Mendocino Unified School District

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CLASSROOM NOTICE TO PARENTS/GUARDIANS

COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186 (h) (1) and (2).

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

To file a complaint regarding any of the above matters, complaint forms may be obtained at the school office, district office, or can be downloaded from the school district's website (www.mendocinoused.org) . You may also download a copy of the California Department of Education complaint from the following Web site: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

Uniform Complaint Procedures (UCP) Annual Notice

Note: Education Code 8235.5 requires that the following notice be posted in each classroom with a license-exempt California State Preschool Program (CSPP) (Education Code 8235-8239.1). The notice must include the health and safety requirements that apply to such CSPP programs pursuant to Health and Safety Code 1596.7925, which may be the subject of a complaint under the uniform complaint procedures.

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

- 1. Outdoor shade that is safe and in good repair*
- 2. Drinking water that is accessible and readily available throughout the day*
- 3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children*
- 4. Restroom facilities that are available only for preschoolers and kindergartners*
- 5. Visual supervision of children at all times*
- 6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time*
- 7. Playground equipment that is safe, in good repair, and age appropriate*

Note: Education Code 8235.5 requires that the notice include the location to obtain a complaint form and provides that posting a notice downloadable from the California Department of Education's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

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Uniform Complaint Procedures (UCP) Annual Notice

Exhibit 2

Note: Pursuant to Education Code 8235.5, uniform complaint procedures should be used for complaints alleging that a license-exempt California State Preschool Program (CSPP) does not comply with any of the health and safety requirements specified in Health and Safety Code 1596.7925.

PRESCHOOL COMPLAINT FORM:

UNIFORM COMPLAINT PROCEDURES

Education Code 8235.5 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

- The preschool does not have outdoor shade that is safe and in good repair.*
- Drinking water is not accessible and/or readily available throughout the day.*
- The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.*
- Restroom facilities are not available only for preschoolers and kindergartners.*
- The preschool program does not provide visual supervision of children at all times.*

Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

 Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

Note: Education Code 8235.5 requires complaints identified above to be filed with the preschool administrator or designee. Districts should specify the names and/or locations in the spaces below.

Please file this complaint at the following location:

(preschool administrator or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature) (Date)

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Williams Uniform Complaint Procedures

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following: (Education Code 35186; 5 CCR 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that:
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5

CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

35292.5 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

(11/07 11/10) 8/14

Williams Uniform Complaint Procedures

Note: Education Code [35186](#) mandates that districts establish policies and procedures to address complaints regarding insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, and emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff. When such a complaint is filed with the district, the district is required to investigate and resolve the complaint in accordance with the Williams uniform complaint procedures established pursuant to 5 CCR [4680-4687](#).

Note: It is recommended that districts use these procedures only for complaints specified in law and this administrative regulation. See BP/AR 1312.3 - Uniform Complaint Procedures for a discussion of the types of complaints subject to the uniform complaint procedures established pursuant to 5 CCR [4600-4670](#). For procedures related to complaints about employees, see BP/AR 1312.1 - Complaints Concerning District Employees. For complaints concerning the district's adoption and selection of specific instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials. For complaints regarding the district's nutrition program, see BP [3555](#) - Nutrition Program Compliance.

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code [35186](#); 5 CCR [4681](#))

a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

(cf. [6161.1](#) - Selection and Evaluation of Instructional Materials)

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code [35186](#); 5 CCR [4682](#))

a. A semester begins and a teacher vacancy exists.

b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

(cf. [4112.22](#) - Staff Teaching English Learners)

c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code [35186](#); 5 CCR [4600](#))

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR [4600](#))

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code [35186](#); 5 CCR [4600](#))

(cf. [4112.2](#) - Certification)

(cf. [4113](#) - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code [35186](#); 5 CCR [4683](#))

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code [17592.72](#))

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code [35292.5](#).

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code [35292.5](#))

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code [35292.5](#))

Note: The following optional paragraph is for use by districts that maintain any of grades 6-12. Education Code [35292.6](#) requires a school that serves any of grades 6-12 and meets a 40 percent student poverty threshold, as defined in 20 USC [6314](#), to stock at least 50 percent of the school's restrooms with feminine hygiene products for use in connection with the menstrual cycle, and to not charge students for such products. See AR [3517](#) - Facilities Inspection. Although Education Code [35292.6](#) does not require a complaint process, it is recommended that the Williams uniform complaint procedures be used to address any allegation of noncompliance with Education Code [35292.6](#) in order to ensure consistency in the procedures that districts use to address allegations of noncompliance with all restroom maintenance requirements.

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, as defined in 20 USC [6314](#), a complaint may be filed alleging noncompliance with the requirement of Education Code [35292.6](#) to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

(cf. [3514](#) - Environmental Safety)

(cf. [3517](#) - Facilities Inspection)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code [35186](#); 5 CCR [4680](#))

Note: Education Code [35186](#) requires that the district's complaint form contain the elements stated in the following paragraph. In addition, Education Code [35186](#) requires that a notice be posted in each classroom in each school in the district, as specified below. See the accompanying exhibits for a sample form and classroom notice.

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code [35186](#); 5 CCR [4680](#))

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code [35186](#). (Education Code [35186](#))

Filing of Complaint

Note: Education Code [35186](#) requires that complaints be investigated and resolved within the timelines specified below. During the Federal Program Monitoring (FPM) process, CDE staff will expect to see statements regarding the filing of the complaint, the investigation, timelines, and the complainant's right to appeal to the Governing Board and to appeal facilities complaints to CDE, as detailed in the following section and the section "Investigation and Response" below.

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code [35186](#); 5 CCR [4680](#))

Investigation and Response

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code [35186](#); 5 CCR [4685](#))

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code [35186](#); 5 CCR [4685](#))

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code [35186](#); 5 CCR [4680](#), [4685](#))

Note: Education Code [48985](#) specifies that, when 15 percent or more of the students enrolled in a particular school speak a single primary language other than English, all notices, reports, statements, or records sent to the parents/guardians of such students be written in English and in the primary language. Education Code [35186](#) requires that, when Education Code [48985](#) is applicable, any response requested by the complainant must be written in English and in the primary language in which the complaint was filed.

When Education Code [48985](#) is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code [35186](#))

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code [35186](#); 5 CCR [4686](#))

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR [4632](#). (Education Code [35186](#); 5 CCR [4687](#))

All complaints and written responses shall be public records. (Education Code [35186](#); 5 CCR [4686](#))

(cf. [1340](#) - Access to District Records)

Reports

Note: During the FPM process, CDE staff will expect to see the following statement.

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code [35186](#); 5 CCR [4686](#))

Legal Reference:

EDUCATION CODE

234.1 *Prohibition of discrimination, harassment, intimidation, and bullying*

1240 *County superintendent of schools, duties*

17592.72 *Urgent or emergency repairs, School Facility Emergency Repair Account*

33126 *School accountability report card*

35186 *Williams uniform complaint procedures*

35292.5-35292.6 *Restrooms, maintenance and cleanliness*

48985 *Notice to parents in language other than English*

60119 *Hearing on sufficiency of instructional materials*

CODE OF REGULATIONS, TITLE 5

4600-4670 *Uniform complaint procedures*

4680-4687 *Williams uniform complaint procedures*

UNITED STATES CODE, TITLE 20

6314 *Title I schoolwide program*

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

(8/14 3/19) 5/20

Mendocino Unified School District

Jason Morse, Superintendent

44141 Little Lake Road • P.O. Box 1154 • Mendocino, CA 95460

Phone: (707) 937-5868

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www.mendocinousd.org

CLASSROOM NOTICE TO PARENTS/GUARDIANS

COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Education Code [35186](#) requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments as defined in Education Code [35186](#) (h) (1) and (2).

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

To file a complaint regarding any of the above matters, complaint forms may be obtained at the school office, district office, or can be downloaded from the school district's website (www.mendocinousd.org) . You may also download a copy of the California Department of Education complaint from the following Web site: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

Williams Uniform Complaint Procedures

Note: Education Code 35186 requires that the following notice be posted in each K-12 classroom in each school in the district. During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below.

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:

K-12 COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

- 1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.*
- 2. School facilities must be clean, safe, and maintained in good repair.*
- 3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.*

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Note: Education Code 35186 requires that the notice inform parents/guardians of the location to obtain a complaint form and provides that posting a notice downloadable from the CDE's web site will satisfy this requirement. The law does not require that complaint form be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

(11/07 8/14) 3/19

Mendocino Unified School District

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COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Education Code [35186](#) created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information:

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

Location of the problem that is the subject of this complaint:

School _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Date problem was observed: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply: A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code [35186](#); 5 CCR [4681](#))

A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

A pupil does not have access to instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.

A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code [35186](#); 5 CCR [4681](#))

_____ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

_____ A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class.

_____ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code [35186](#), [35292.5](#); 5 CCR [4683](#))

_____ A condition exists that poses an emergency urgent or threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition.

_____ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels of functional hand dryers.

_____ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when closing of the restroom is necessary for student safety or to make repairs.

4. High school exit exam intensive instruction and services: (Education Code [35186](#))

_____ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code [37254\(d\)](#) (4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

Please file this complaint with the appropriate person specified below at the following location(s):

Kim Humrichouse, Principal
44301 Little Lake Road
Mendocino, CA 95460

Gail Dickenson, Principal
10700 Ford Street
Mendocino, CA 95460

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(signature)

(date)

Williams Uniform Complaint Procedures

Exhibit (2) 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: Education Code 35186 creates the Williams uniform complaint procedures for the filing of complaints concerning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and 5 CCR 4681-4683. During the Federal Program Monitoring process, California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below.

K-12 COMPLAINT FORM:

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

 A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

 Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

 A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code [35186](#); 5 CCR [4682](#))

 A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

 A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

 A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code [17592.72](#), [35186](#), [35292.5](#), [35292.6](#); 5 CCR [4683](#))

 A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

 A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

Note: The following optional item is for districts that choose to use the William uniform complaint procedures to address complaints alleging noncompliance with requirements to stock restrooms at certain schools with feminine hygiene products pursuant to Education Code [35292.6](#); see the accompanying administrative regulation.

 For a school that serves students in any of grades 6-12 with 40 percent of more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost.

 The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities

conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Note: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location in the spaces below.

Please file this complaint at the following location:

(principal or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature) (Date)

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Business and Noninstructional Operations

Nutrition Program Compliance

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her on any basis prohibited by law.

Coordinator

Note: According to the CDE's Civil Rights and Complaint Procedures for the Child Nutrition Programs, districts are required to appoint a civil rights coordinator to be responsible for ensuring district compliance with law governing child nutrition programs. The following paragraph may be revised to reflect district practice.

The Board designates the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the district's civil rights coordinator to ensure compliance with the laws governing its nutrition programs and to investigate any related complaints.

Note: Items #1-10 below reflect the duties of the coordinator as provided in CDE's Civil Rights and Complaint Procedures for the Child Nutrition Programs.

The responsibilities of the compliance officer/coordinator include, but are not limited to:

1. Providing the name of the civil rights coordinator, Section 504 coordinator, and Title IX coordinator, if different from the civil rights coordinator, to the California Department of Education and other interested parties
2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.
3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs
4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants
5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below
6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency
7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities

8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet

9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log and working with the appropriate person to resolve any complaint

10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

Notifications

The U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service shall be displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

The coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their program rights and responsibilities and steps necessary for participation. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be file anonymously or by a third party.

In addition, all forms of communication available to the public regarding program availability shall contain, in a prominent location, the following statement:

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http:// www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider."

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude menus. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, stating "This institution is an equal opportunity provider," may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Complaints

Any complaint concerning the district's nutrition programs shall be investigated using the process identified in AR 1312.3 - Uniform Complaint Procedures.

When a complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 4503, Sacramento, CA 95814-2342 or call (916) 323-8531 or (800) 952-5609

2. U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email program.intake.usda.gov.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

PENAL CODE

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.23 National School Lunch Program, district responsibilities

215.7 Special Milk Program, requirements for participation

215.14 Special Milk Program, nondiscrimination

220.7 School Breakfast Program, requirements for participation

225.3 Summer Food Service Program, administration

225.7 Summer Food Service Program, program monitoring

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, rev. November 2015

U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE PUBLICATIONS

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

U.S. Department of Agriculture, Food and Nutrition Services: <http://www.fns.usda.gov>

U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

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Business and Noninstructional Operations

Nutrition Program Compliance

Note: The following policy is required for any district whose child nutrition programs (i.e., National School Lunch Program, School Breakfast Program, Special Milk Program, and/or other child nutrition program) receive state or federal funding. During the California Department of Education's (CDE) Administrative Review of the district's child nutrition programs, CDE will review whether the district has a written procedure that complies with requirements pertaining to civil rights and nondiscrimination.

Note: Various state and federal laws prohibit discrimination in district programs and activities on the basis of actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. See BP [0410](#) - Nondiscrimination in District Programs and Activities.

Note: CDE's Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs and the U.S. Department of Agriculture's (USDA) FNS Instruction 113-1, Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, provide guidance to districts on how best to comply with federal law.

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate on any basis prohibited by law.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [3550](#) - Food Service/Child Nutrition Program)

(cf. [3552](#) - Summer Meal Program)

(cf. [3553](#) - Free and Reduced Price Meals)

(cf. [5030](#) - Student Wellness)

Compliance Coordinator

Note: According to CDE's Civil Rights and Complaint Procedures for the Child Nutrition Programs, districts are required to appoint a coordinator to be responsible for ensuring district compliance with law governing child nutrition programs. The following paragraph may be revised to reflect district practice.

The Board shall designate a compliance coordinator for nutrition programs, who may also be the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures, to ensure compliance with the laws governing the district's nutrition programs.

Note: Items #1-10 below reflect the duties of the coordinator as provided in CDE's Civil Rights and Complaint Procedures for the Child Nutrition Programs.

The responsibilities of the compliance coordinator include, but are not limited to:

1. Providing the name of the compliance coordinator, and the Section 504 coordinator and Title IX coordinator if different from the compliance coordinator, to the California Department of Education (CDE) and other interested parties

(cf. [6164.6](#) - Identification and Education Under Section 504)

2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

Note: FNS Instruction 113-1 lists required components of training that must be provided to nutrition program staff, as provided below.

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs

(cf. [6159](#) - Individualized Education Program)

4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants

5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below

6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency

7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities

8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet

(cf. [5141.27](#) - Food Allergies/Special Dietary Needs)

9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log, working with the appropriate person to resolve any complaint, and referring the complainant to the appropriate state or federal agency when necessary

Note: Districts receiving federal financial assistance are required to request racial/ethnic data of all program applicants and participants for purposes of determining whether the program reaches potential eligible persons, identifying areas where additional outreach is needed, selecting locations for compliance reviews, and completing required reports. According to FNS Instruction 113-1, using the applicant's self-identification or self-reporting is the preferred method of obtaining racial and ethnic data.

Note: When requesting such information, districts should be careful to not request any information in regard to the immigration status of students or their family members and, if such information is inadvertently received, to not disclose it to immigration enforcement authorities without parental consent, a court order, or judicial subpoena. See [AR 5145.13](#) - Response to Immigration Enforcement.

10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

(cf. [5022](#) - Students and Family Privacy Rights)

(cf. [5125](#) - Student Records)

(cf. [5145.13](#) - Response to Immigration Enforcement)

Notifications

The compliance coordinator shall ensure that the U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service is displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

Note: FNS Instruction 113-1 requires districts to notify nutrition program applicants, participants, and potentially eligible persons of program availability, rights, and responsibilities and to advise them at each service delivery site (e.g., the school) regarding the procedure for filing a complaint. Such notice may be distributed through student and parent/guardian handbooks or other method of parental notifications.

The compliance coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their rights and responsibilities and steps necessary to participate in the nutrition programs. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be filed anonymously or by a third party.

(cf. [5145.6](#) - Parental Notifications)

Note: As part of its instructions to all recipients of federal funds, USDA requires that all forms of communication available to the public regarding program availability also contain information about that recipient's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the recipient. USDA provides specific language for the notification and prohibits its modification in any way. The required language is available on USDA's web site and in the accompanying exhibit.

In addition, the compliance coordinator shall ensure that all forms of communication available to the public regarding program availability shall contain, in a prominent location, a statement provided by USDA about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district.

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude items such as cups, buttons, magnets, and pens that identify the program when the size or configuration makes it impractical. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, as provided by USDA, may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Complaints of Discrimination

Note: 5 CCR 4610, as amended by Register 2020, No. 21, reduces the applicability of the district's uniform complaint procedures (UCP) for complaints regarding child nutrition programs. 5 CCR 15582, as added by Register 2020, No. 21, requires allegations of discrimination based on race, color, national origin, sex, age, or disability to be referred to USDA.

Complaints of discrimination on any other basis are addressed through the district's UCP; see BP/AR 1312.3 - Uniform Complaint Procedures.

Note: For information about compliance complaints, see the section below on "Complaints Regarding Noncompliance with Program Requirements."

A complaint alleging discrimination in the district's nutrition program(s) on the basis of race, color, national origin, sex, age, or disability shall, within 180 days of the alleged discriminatory act, be filed or referred to USDA at: (5 CCR 15582)

U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English, deaf, hard of hearing, or speech disabilities), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email program.intake.usda.gov

Complaints of discrimination on any other basis shall be investigated by the district using the process identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Complaints Regarding Noncompliance with Program Requirements

Note: 5 CCR 15580-15584, as added by Register 2020, No. 21, require complaints regarding meal counting and

claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses to be referred to CDE. During the investigation, the complainant will have the opportunity to present information or evidence to support the allegations, and the district will have the opportunity to respond to the complaint. The district may also be subject to an on-site investigation, which may be unannounced. CDE's written decision will be issued within 90 days of receipt of the complaint.

Note: Complaints regarding noncompliance with other nutrition program requirements are addressed locally as described below.

Any complaint alleging that the district has not complied with program requirements pertaining to meal counting and claiming, reimbursable meals, eligibility of a child or adult, use of cafeteria funds and allowable expenses shall be filed with or referred to CDE. (Education Code 49556; 5 CCR 15584)

Complaints of noncompliance with any other nutrition program requirements shall be submitted to and investigated by the district using the following procedures.

Complaints may be filed by a student or the student's parent/guardian by phone, email, or letter. The complaint shall be submitted within one year from the date of the alleged violation and shall include the following: (5 CCR 15581)

1. A statement that the district has violated a law or regulation relating to its child nutrition program
2. The facts on which the statement is based
3. The name of the district or the school against which the allegations are made
4. The complainant's contact information
5. The name of the student if alleging violations regarding a specific student

Note: Pursuant to 5 CCR 15583, as added by Register 2020, No. 21, districts are required to investigate and issue a written report within the 60-day timeline provided within 5 CCR 4631, and the complainant may appeal the district's report to CDE within the 30-day timeframe provided within 5 CCR 4632.

The district shall investigate and prepare a written report pursuant to 5 CCR 4631. (5 CCR 15583)

Note: Option 1 below is for districts that do not allow complainants to appeal the compliance coordinator's decision to the Governing Board. Option 2 is for districts that allow appeals to the Board, and requires

the coordinator's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.

OPTION 1:

Unless extended by written agreement with the complainant, the district's compliance coordinator shall investigate the complaint and prepare a written report to be sent to the complainant within 60 days of the district's receipt of the complaint. (5 CCR 15583; 5 CCR [4631](#))

OPTION 2:

Unless extended by written agreement with the complainant, the district's compliance coordinator shall investigate the complaint and prepare a written report to be sent to the complainant within 30 calendar days of the district's receipt of the complaint. If the complainant is dissatisfied with the compliance coordinator's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board shall consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered pursuant to 5 CCR [4631](#). When required by law, the matter shall be considered in closed session. The Board may decide not to consider the complaint, in which case the coordinator's decision shall be final.

(cf. [9321](#) - Closed Session)

If the Board considers the complaint, the Board's decision shall be sent to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR [4631](#))

Note: The following paragraph is for use by all districts.

If the complainant is not satisfied with the findings in the district's report, the complainant may appeal the decision to CDE by filing a written appeal within 30 days of receiving the decision. (5 CCR [4632](#))

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination

[42238.01](#) Definitions for purposes of funding

[48985](#) Notices to parents in language other than English

[49060-49079](#) Student records

[49490-49590](#) Child nutrition programs

PENAL CODE

[422.6](#) Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

[3080](#) Application of section

[4600-4670](#) Uniform complaint procedures

[4900-4965](#) Nondiscrimination in elementary and secondary education programs

[15580-15584](#) Child nutrition programs complaint procedures

UNITED STATES CODE, TITLE 20

[1400-1482](#) Individuals with Disabilities Education Act

[1681-1688](#) Discrimination based on sex or blindness, Title IX

UNITED STATES CODE, TITLE 29

[794](#) Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

[2000d-2000d-7](#) Title VI, Civil Rights Act of 1964

[2000e-2000e-17](#) Title VII, Civil Rights Act of 1964 as amended

[12101-12213](#) Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7

[210.19](#) National School Lunch Program, additional responsibilities

[210.23](#) National School Lunch Program, district responsibilities

[215.7](#) Special Milk Program, requirements for participation

[215.14](#) Special Milk Program, nondiscrimination

[220.7](#) School Breakfast Program, requirements for participation

[220.13](#) School Breakfast Program, special responsibilities of state agencies

[225.3](#) Summer Food Service Program, administration

[225.7](#) Summer Food Service Program, program monitoring and assistance

[225.11](#) Summer Food Service Program, corrective action procedures

[226.6](#) Child and Adult Care Food Program, state agency administrative responsibilities

[250.15](#) Out-of-condition donated foods, food recalls, and complaints

CODE OF FEDERAL REGULATIONS, TITLE 28

[35.101-35.190](#) Americans with Disabilities Act

36.303 *Nondiscrimination on the basis of disability, public accommodations, auxiliary aids and services*

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 *Nondiscrimination in federal programs, effectuating Title VI*

104.1-104.39 *Section 504 of the Rehabilitation Act of 1973*

106.1-106.61 *Discrimination on the basis of sex, effectuating Title IX, especially:*

106.9 *Dissemination of policy*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION
PUBLICATIONS

Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, June 2018

U.S. DEPARTMENT OF AGRICULTURE, FOOD AND
NUTRITION SERVICE PUBLICATIONS

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR
CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

WEB SITES

California Department of Education, Nutrition Services
Division: <http://www.cde.ca.gov/ls/nu>

U.S. Department of Agriculture, Food and Nutrition
Services: <http://www.fns.usda.gov>

U.S. Department of Agriculture, Office for Civil
Rights: <http://www.ascr.usda.gov>

U.S. Department of Education, Office for Civil
Rights: <http://www2.ed.gov/ocr>

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Food Service /Child Nutrition Program
Mission Statement

The Board of Trustees of the Mendocino Unified District supports a commitment to life long practices of learning, academic achievement, healthful nutrition and physical exercise.

We are committed to the wellness education of the students through the integration of our food service program, physical education and instructional programs.

MUSD students benefit from participation in organic food production, sustainable environmental practices such as vermiculture and recycling, healthful nutritional practices and physical fitness activities.

Curriculum and an integrated food service program shall support on site and local food production, K-12 physical fitness, healthful nutrition and environmental education. The Board supports a curriculum that explores the food and physical movement of different cultures in order to create a knowledge of cultural and global diversity.

The guidelines for the food service program and culinary arts curriculum shall reinforce the district's wellness policy. All meals and snacks served at district sites shall emphasize fresh and organic offerings and meet or exceed federal and state nutritional guidelines.

Physical fitness activities shall be supported by access to safe and well maintained facilities and fields.

NonDiscrimination Statement for Nutrition Programs

NONDISCRIMINATION STATEMENT FOR NUTRITION PROGRAMS

Note: As part of its instructions to all recipients of federal funds for child nutrition programs, the U.S. Department of Agriculture (USDA) requires that all forms of communication available to the public regarding program availability also contain information about that recipient's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the recipient. The following exhibit presents specific language provided by USDA for the notification, which must not be modified in any way. The following statement shall be included, in a prominent location, on all forms available to the public regarding the availability of the district's child nutrition programs:

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <http://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider."

On pamphlets, brochures, and flyers, in the same print size as the rest of the text, the district may print a short version of the nondiscrimination statement, as follows:

"This institution is an equal opportunity provider."

