

Mendocino Unified School District



Agenda

Regular Board Meeting

OCTOBER 15, 2020

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

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

5:00 P.M. OPEN SESSION - VIA TELECONFERENCE

Join Zoom Meeting

<https://zoom.us/j/94492996089?pwd=eEZ3NzZPOXIbDGFzZlhnNk42SDArUT09>

Meeting ID: 944 9299 6089 Passcode: W2DfqX

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 944 9299 6089 Passcode: 446064

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. 4:00 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. Public Employee Performance Evaluation - Superintendent (Government Code 54957)
- 3.3. Employment/Personnel Changes
- 3.4. Employee Discipline, Dismissal, Release

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

- 4.1. Call to order and roll call
- 4.2. Closed session disclosure
Any reportable action taken during closed session will be disclosed at this time.
- 4.3. Approval of agenda
Items to be removed from the agenda or changes to the agenda should be done at this time.

5. GHD UPDATE

The Board will hear an update from Matt Kennedy, GHD Engineer, regarding the recycled and drinking water projects.

6. PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN CEMUS AND MUSD

Both the Classified Employees of Mendocino Unified Schools (CEMUS) and the District will present their openers for the negotiation of the CEMUS Contract for the 2020-21 school year.

7. PUBLIC HEARING – SUNSHINING ITEMS TO BE NEGOTIATED BETWEEN MTA AND MUSD

Both the Certificate Employees of Mendocino Unified Schools (MTA) and the District will present their openers for the negotiation of the MTA Contract for the 2020-21 school year.

8. CONSENT AGENDA

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

- 8.1. Approval of Warrants
 - 8.1.1. 9/3/20, 9/10/20, 9/17/20, 9/24/20, 10/1/20
- 8.2. Approval of Minutes
 - 8.2.1. Board Meeting Minutes: 9/10/20, 9/16/20, 9/30/20
- 8.3. Approval of Employment/Personnel Changes
 - 8.3.1. Approve Column Move from 3 to 4, Certificated Employee, 1.0 FTE, effective 10/1/20
- 8.4. Approval of the Current Budget Change Report
- 8.5. Approval of Enrollment History, Preliminary Current Year Enrollment and Projection
- 8.6. Approval of Williams Settlement Quarterly Uniform Complaint Report for School Year 2020-21, Quarter 1
- 8.7. Approval of Notice of Public Sale of Personal Property and Request for Bids
- 8.8. Approval of School Single Plans
- 8.9. Approval of Student Body Account Reports for August and September 2020
- 8.10. Approval of Quarter 1 Investment Reports
- 8.11. Approval of Classified Seniority List
- 8.12. Approval of Certificated Seniority List
- 8.13. Approval of MOU between MUSD and North Coast School of Education
- 8.14. Final Approval of Board Policy/Administrative Regulation/Exhibits
 - 8.14.1. BP/AR/E 1312.3: Uniform Complaint Procedures (UCP) (community relations)
 - 8.14.2. AR/E 1312.4: Williams Uniform Complaint Procedures (community relations)
 - 8.14.3. BP/E 3555.0: Nutrition Program Compliance (business and noninstructional operations)

9. REPORTS

- 9.1. Student Trustee – Olivia Jung
- 9.2. Administrative
 - 9.2.1. Principal – Tobin Hahn
 - 9.2.2. Superintendent – Jason Morse

- 9.3. Bargaining Units
 - 9.3.1. Mendocino Teachers Association (MTA)
 - 9.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)
- 9.4. Board Trustee Reports

10. TIMED ITEM 6:30 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.

11. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

- 11.1. Adoption of Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program and Approval of the MUSD Water System Reconstruction Project

- 11.1.1 Adoption of Resolution 2020-18 - Resolution of the Mendocino Unified School District Adopting a Mitigated Negative Declaration, Approving the Project, and Adopting A Mitigation Monitoring And Reporting Program for the Water System Reconstruction Project (action)

- 11.2. MUSD Deferred Maintenance Plan

Maintenance Supervisor, Otto Rice, will provide an update on the Deferred Maintenance Plan. (action)

- 11.3. Budget Update

Business Manager Jason Fruth will present the MUSD Unaudited Actuals Financial Report and request approval by the Board. These mandated financial reports detail the "Unaudited Actuals" revenues and expenses for school year 2019-20. The reports for each fund include columns that represent the "Unaudited Actuals" for the 2019-20 school year. The reports for each fund also include informational columns that represent the budget for 2020-21. (action)

- 11.4. 2020-21 School Year Reassessment

The Board will revisit the decision made at the Special Board Meeting on July 23, 2020 wherein the Board moved and approved to "move to distance learning for the first 9 weeks of instruction, meeting again to re-evaluate this decision at the October 15, 2020 Board meeting." (action)

- 11.5. Consideration of Reduced Workload Program for 2021-22

As per the negotiated MTA Contract, the District must declare by November 15th of each year whether certificated employees will be offered the reduced workload retirement option for the following year (action)

11.6. Approval/Authorization of Certificate Teaching Assignments

- 11.6.1. Approval of assignment of 7th Grade Self-Contained teacher under Education Code 44263 which allows the holder of a teaching credential, usually a General Secondary, Standard Secondary or Single Subject, to serve by resolution of the governing board and with the consent of the teacher, in a self-contained classroom if the teacher has completed 60 semester hours of course work equally distributed among the four subject areas in Ed Code 44314. (action)
- 11.6.2. Approval of assignment of 7th Grade Self-Contained teacher under Education Code 44263 which allows the holder of a teaching credential, usually a General Secondary, Standard Secondary or Single Subject, to serve by resolution of the governing board and with the consent of the teacher, in a self-contained classroom if the teacher has completed 60 semester hours of course work equally distributed among the four subject areas in Ed Code 44314. (action)
- 11.6.3. Approval of assignment of 8th Grade Self-Contained teacher under Education Code 44263 which allows the holder of a teaching credential, usually a General Secondary, Standard Secondary or Single Subject, to serve by resolution of the governing board and with the consent of the teacher, in a self-contained classroom if the teacher has completed 60 semester hours of course work equally distributed among the four subject areas in Ed Code 44314. (action)
- 11.6.4. Approval of assignment of Tk-8 Grade Distance Learning teacher under Education Code 44263 which allows the holder of a teaching credential, usually a General Secondary, Standard Secondary or Single Subject, to serve by resolution of the governing board and with the consent of the teacher, in a self-contained classroom if the teacher has completed 60 semester hours of course work equally distributed among the four subject areas in Ed Code 44314. (action)

11.7. Consideration and approval of Resolution 2020-16 Adopting Procedures and Guidelines for Selection of Lease-Leaseback Contractor (action)

11.8. Consideration and approval of Resolution 2020-17 regarding the 2019-20 Actual and 2020-21 Budget Gann Limit Resolution. The Board is required to annually approve the calculation of the Gann Limit. Attached is a "Fiscal Report" by School Services of California which explains how the Gann Limit is calculated and what it means for our District. (action)

11.9. Board Policies and Administrative Regulations (as a first reading)

- 11.9.1. BP/AR 4119.11, 4219.11, 4319.11: Sexual Harassment (personnel)
- 11.9.2. AR 4119.12, 4219.12, 4319.12: Title IX Harassment Complaint Procedures (personnel)
- 11.9.3. BP/AR 5145.7: Sexual Harassment (students)
- 11.9.4. AR Title IX Sexual Harassment Complaint Procedures (students)

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

- 11.10.1. BP/AR 1340.0: Access to District Records (community relations)
- 11.10.2. BP/AR 4113.0: Assignment (personnel)

12. FUTURE AGENDA ITEMS

Emergency Operations Plan, Strategic Plan, MCN 1st Qtr Report, Developer Fee Resolution, Inter-district Transfer Report

13. ADJOURNMENT

The next Board meeting is scheduled for **November 19, 2020**.

Payment Id	Comment	Check Amt	2,960.29	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued	
112-7863451-7784256B	Open PO for Various Supplies	01				63-0000-0-4300-001-0000-6000-0000	30.19
417729898	Specialized Services					63-0000-0-5800-001-0000-6000-0000	188.00
49498473	Specialized Services					63-0000-0-5800-001-0000-6000-0000	10.00
7-24-20	Specialized Services					63-0000-0-5800-001-0000-6000-0000	10.15
8-19-20	Specialized Services					63-0000-0-5800-001-0000-6000-0000	38.00
A01458356AUGUST2020	Specialized Services					63-0000-0-5800-001-0000-6000-0000	34.99
DP21-00033	No Touch Thermometers for K8					01-0000-0-4300-220-0000-2700-9987	711.72
DP21-00034	Late Payment, June Statement					01-0000-0-4300-220-0000-2700-9009	27.62
DP21-00035	OpenVPN					63-0000-0-5800-001-0000-6000-0000	180.00
DP21-00036	Gallery Bookshop					63-0000-0-4300-001-0000-6000-0000	51.76
DP21-00037	HarnessLand					63-0000-0-4300-001-0000-6000-0000	202.10
DP21-00038	Satellite Dish Mounts					63-0000-0-4300-001-0000-6000-0000	15.91
DP21-00039	TRS Contribution					63-0000-0-4300-001-0000-6000-0000	265.70
DP21-00040	Blue Sky Telco					63-0000-0-4300-001-0000-6000-0000	15.06
FS200722512918	FS.Com Supplies					63-0000-0-4300-001-0000-6000-0000	275.44
						63-0000-0-4300-001-0000-6000-0000	485.28
						63-0000-0-4300-001-0000-6000-0000	314.00
						63-0000-0-4300-001-0000-6000-0000	23.15
Check # 796339	13	Check Amt	3,873.78	Status	Printed	US FOODS//DEPT 34766 (USFOOD/2)	
3261644	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	2,064.89
3371746	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-8634	516.22
						13-5310-0-4700-001-0000-3700-0000	1,034.14
						13-5310-0-4700-001-0000-3700-8634	258.53
Check # 796340	63	Check Amt	1,652.65	Status	Printed	WALKER AND ASSOCIATES INC (WALKE1/2)	
IND0986026	Supplies					63-0000-0-4300-001-0000-6000-0000	1,652.65
Check # 796341	01	Check Amt	3,668.03	Status	Printed	WAXIE SANITARY SUPPLY (009737/1)	
79422429	Custodial Supplies					01-0000-0-4300-001-0000-8200-0000	3,668.03
Check # 796342	12	Check Amt	48.42	Status	Printed	XEROX CORPORATION (XEROXC/2)	
011134613	Copy Machine Rental					12-6105-0-5600-222-7110-1000-0000	48.42

Totals for Register 000124

20,603.90

17

2021 FUND-OBJ Expense Summary / Register 000124

01-4200	74.02
01-4300	4,565.74
01-4400	1,299.38
01-5200	92.00

2021 FUND-OBJ Expense Summary / Register 000124 (continued)

01-5300	1,123.89	
01-5510	1,552.48	
01-5540	3,197.33	
01-5800	495.00	
01-5900	260.00	
01-9110*		12,659.84-
Totals for Fund 01	12,659.84	12,659.84-
12-5600	48.42	
12-9110*		48.42-
Totals for Fund 12	48.42	48.42-
13-4700	3,873.78	
13-9110*		3,873.78-
Totals for Fund 13	3,873.78	3,873.78-
63-4300	3,399.48	
63-5200	113.44	
63-5800	563.06	
63-9110*		4,021.86-
63-9550*		54.12-
Totals for Fund 63	4,075.98	4,075.98-
Totals for Register 000124	20,658.02	20,658.02-

* denotes System Generated entry

Net change to Cash 9110

20,603.90- Credit

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Payment Id	Check #	Check Amt	Status	Printed	Comment
EP21-00040	63	183.52	Printed		FRIEDLEY, ZACHARY R (001527 - Emp)
					Mileage 8/3 - 9/1, Fingerprinting
					63-0000-0-5200-001-0000-6000-0000 153.52
					63-0000-0-5814-001-0000-6000-0000 30.00
EP21-00038	01	188.02	Printed		RICE, OTTOPASKAL D (000242 - Emp)
					Maintenance Mileage 8/24- 8/28
					01-8150-0-5200-001-0000-8110-0000 188.02
EP21-00039	01	43.72	Cleared		SMITHYMAN, MEGAN E (001508 - Emp)
					Shipping Charges
					01-0000-0-5800-150-0000-2700-9009 43.72
532144	01	1,021.50	Printed		ADVANCED SECURITY SYSTEMS (ADVSEC/1)
					Security and Monitoring
					01-8150-0-5800-001-0000-8110-2089 1,021.50
DP21-00044	25	4,500.00	Printed		Alameida Architecture (ALAMEI/1)
					Schematic Design, New Bathroom at Greenwood
					25-9011-0-5800-222-0000-8100-0000 4,500.00
AC40061727	01	297.73	Printed		APPLE INC (APPEC/2)
					Macbook Air for Ryan Olson Day
					01-0000-0-4400-199-1110-1000-1171 65.86
					01-0000-0-4400-199-1110-1000-9009 8.57
AC40390764	01	65.86	Printed		CHRISTY WHITE ASSOCIATES (CHRIST/1)
					Macbook Air for Ryan Olson Day
					01-0000-0-4400-199-1110-1000-1171 65.86
AC41063380	01	8.57	Printed		BERKELEY COMMUNICATIONS (BERKEL/2)
					Laptops for Seneca, Sasha
					01-0000-0-4400-220-1110-1000-1171 8.57
					01-0000-0-4400-220-1110-1000-9009 137.77
					01-0000-0-4400-220-1110-1000-9009 11.10
17300	63	719.00	Printed		Support Contract
					63-0000-0-5800-001-0000-6000-0000 719.00
16278	01	6,275.70	Printed		CHRISTY WHITE ASSOCIATES (CHRIST/1)
					Open P.O. for Audit Services
					01-0000-0-5801-001-0000-7190-0000 6,275.70
P39707260101	01	50.22	Printed		DISCOUNT SCHOOL SUPPLY (DISCOU/1)
					Classroom Supplies
					01-0000-0-4300-220-1110-1000-9009 50.22
DP21-00043	01	105.53	Printed		ERIN ROSE (EROSE/1)
					Internet Service Reimbursement
					01-0000-0-5900-001-0000-2420-9987 105.53
AUGUST 2020	01	1,585.00	Printed		FEINER, DONNA (DFEINE/1)
					Water Testing, Treatment
					01-8150-0-5800-001-0000-8110-2096 1,585.00
DP21-00047	63	1,351.57	Printed		GREENWOOD CONSTRUCTION, INC. (GREENW/1)
					Install Wireless Antenna, etc.
					63-0000-0-5800-001-0000-6000-0000 1,351.57
49062 AUGUST 2020	13	105.08	Printed		CYPRESS HOLDINGS INC (HARVES/2)
					Cafeteria Supplies
					13-5310-0-4700-001-0000-3700-0000 105.08
67300685	13	414.72	Printed		HOPPER DAIRY (HOPPER/1)
					Dairy for Cafeteria
					13-5310-0-4700-001-0000-3700-0000 414.72
67300685	13	80.50	Printed		NORTH COAST OPPORTUNITIES (MENDOL/2)
					Dairy for Cafeteria
					13-5310-0-4700-001-0000-3700-0000 80.50

Payment Id	Comment	Check Amt	Status	Printed	NORTH COAST OPPORTUNITIES (MENDOL/2) - continued
Check # 796704	13	80.50	Printed	13-5310-0-4700-001-0000-3700-0000	80.50
28261	Produce for Cafeteria				
Check # 796705	01	244.92	Printed	MENDOCINO CITY COMM. SERV'S (MCITYC/1)	244.92
C02040 SEPT 2020	Ballpark Sewer Service				
Check # 796706	13	134.00	Printed	Mendocino Coast Produce (MCOPRO/2)	244.92
23117	Produce for Cafeteria				36.00
23136	Produce for Cafeteria				98.00
Check # 796707	01	336.00	Printed	MENDOCINO COLLEGE/FISCAL SERV ICES (MCOLLE/2)	
DP20-00453	Astronomy Class for HS Students				336.00
Check # 796708	01	232.81	Printed	NCR&E (ONCR&E/1)	
DP21-00042	K8 Refrigerator Repair				
Check # 796709	63	33,567.10	Printed	NETAPP CAPITAL SOLUTIONS (NETAPP/2)	150.00
DP21-00046	Lease Agreement, Year 1 of 3				2,178.62
Check # 796710	63	265.00	Printed	O1 COMMUNICATIONS (O1COMM/1)	31,388.48
8856200901	Phone Services				
Check # 796711	01	254.66	Printed	OFFICE DEPOT (OFFICD/2)	265.00
11722130002	6th Grade Classroom Supplies				76.12
11722130003	6th Grade Classroom Supplies				12.39
121053201001	4th Grade Classroom Supplies				110.98
121284452001	Compitche Classroom Supplies				55.17
Check # 796712	01	76.00	Printed	POSTMASTER - MENDOCINO (POSTME/1)	
DP21-00045	PO Box 1154 - Annual				76.00
Check # 796713	01	531.99	Printed	RHOADS AUTO PARTS INC. (RHOADS/1)	
3140 AUGUST 2020	Auto Parts for Maintenance and Bus Barn				299.67
Check # 796714	01	217.74	Printed	ROSSI BUILDING MATERIALS (ROSSIB/1)	232.32
2008-176297	Maintenance Supplies				
Check # 796715	01	112,314.25	Printed	SISC MEDICAL (SISCME/1)	217.74
SEPTEMBER 20-21	Medical Insurance				
Check # 796716	12	63.41	Printed	SOLID WASTE OF WILLITS INC (SOLIDWI/1)	112,314.25
05-229943-1AUG2020	Waste Disposal at Greenwood				63.41
Check # 796717	63	1,428.64	Printed	STREAKWAVE (STREAK/1)	
899117	Supplies				1,428.64

Payment Id	Check #	Check Amt	Status	Printed	Comment	Check Amt
	899117	1,428.64	63	Printed	STREAKWAVE (STREAK/1) - continued	103.01
	350872912	1,072.61	13	Printed	Supplies	
					63-0000-0-4300-001-0000-6000-0000	
					SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)	
					13-5310-0-4700-001-0000-3700-0000	664.15
					13-5310-0-4700-001-0000-3700-8634	408.46
	796719	1,257.57	13	Printed	UKIAH PAPER SUPPLY INC (UKIAHP/1)	
	514661	1,399.33	13	Printed	Paper Products for Cafeteria	1,257.57
					13-5310-0-4300-001-0000-3700-0000	
					US BANK CORPORATE PAYMENT SYS (USBANK/2)	
	ACC 307176590				Satellite for Student	100.00
	ACC 307176582				Satellite Internet for Student	100.00
	ACC 307183700				Satellite Internet for Student	100.00
	DP21-00048				New Phone for Superintendent	233.56
	DP21-00049				Construction Cost Seminar for Otto	335.00
	DP21-00050				Viasat Satellite for Student	300.00
	DP21-00051				Satellite Internet for Student	100.00
	MN19777				Mendocino Satellite for Student	130.77
	9321080990	431.00	63	Printed	VERIZON WIRELESS (VERIZO/1)	
					01-0000-0-5900-001-0000-2420-9987	89.16
					01-0000-0-5900-001-0000-2420-9987	40.83
					01-1100-0-5903-220-0000-2420-6500	87.50
					01-8150-0-5800-001-0000-8110-0000	213.51
					63-0000-0-5902-001-0000-6000-0000	
	796722	41.25	63	Printed	WHISPERING PINES WATER (WHISPE/2)	
	20200831 MCN				Drinking Water	41.25
	796723	153.12	01	Printed	WILLITS POWER (WILLIT/1)	
	714136				Maintenance Supplies	17.24
	724719				Maintenance Supplies	135.88
					01-8150-0-4300-001-0000-8110-0000	
					01-8150-0-4300-001-0000-8110-0000	

Number of Items 34 Totals for Register 000125 170,943.21

2021 FUND-OBJ Expense Summary / Register 000125

01-4300	973.63
01-4365	299.67
01-4400	297.73
01-5200	188.02
01-5530	244.92
01-5600	76.00
01-5800	3,222.72

2021 FUND-OBJ Expense Summary / Register 000125 (continued)

01-5900	936.30	
01-5902	322.72	
01-5903	40.83	
01-9110*		125,545.73-
01-9500*	6,628.94	
01-9514	112,314.25	
Totals for Fund 01	125,545.73	125,545.73-
12-5540	63.41	
12-9110*		63.41-
Totals for Fund 12	63.41	63.41-
13-4300	1,257.57	
13-4700	1,806.91	
13-9110*		3,064.48-
Totals for Fund 13	3,064.48	3,064.48-
25-5800	4,500.00	
25-9110*		4,500.00-
Totals for Fund 25	4,500.00	4,500.00-
63-4300	1,531.65	
63-5200	153.52	
63-5500	41.25	
63-5800	4,249.19	
63-5814	30.00	
63-5902	213.51	
63-5903	265.00	
63-9110*		37,769.59-
63-9550*		103.01-
63-9667	31,388.48	
Totals for Fund 63	37,872.60	37,872.60-
Totals for Register 000125	171,046.22	171,046.22-

2020 FUND-OBJ Summary / Register 000125

01-4300	17.24
01-5800	336.00

2020 FUND-OBJ Summary / Register 000125 (continued)

01-5801	6,275.70		
01-9502*		6,628.94-	6,628.94-
Total for Fiscal Year 2020 and Fund 01	6,628.94		6,628.94-
01-4300	973.63		
01-4365	299.67		
01-4400	297.73		
01-5200	188.02		
01-5530	244.92		
01-5600	76.00		
01-5800	3,222.72		
01-5900	936.30		
01-5902	322.72		
01-5903	40.83		
01-9110*		125,545.73-	
01-9500*	6,628.94		
01-9514	112,314.25		
Totals for Fund 01	125,545.73		125,545.73-
12-5540	63.41		
12-9110*		63.41-	63.41-
Totals for Fund 12	63.41		63.41-
13-4300	1,257.57		
13-4700	1,806.91		
13-9110*		3,064.48-	3,064.48-
Totals for Fund 13	3,064.48		3,064.48-
25-5800	4,500.00		
25-9110*		4,500.00-	4,500.00-
Totals for Fund 25	4,500.00		4,500.00-
63-4300	1,531.65		
63-5200	153.52		
63-5500	41.25		
63-5800	4,249.19		
63-5814	30.00		
63-5902	213.51		
63-5903	265.00		

2021 FUND-OBJ Summary / Register 000125 (continued)

63-9110*	37,769.59-
63-9550*	103.01-
63-9667	31,388.48
Totals for Fund 63	37,872.60-
Total for Fiscal Year 2021	171,046.22
Totals for Register 000125	177,675.16-

* denotes System Generated entry

Net change to Cash 9110 170,943.21-Credit

Register 000126 - 09/17/2020

Bank Account COUNTY - AP Checks

Payment Id	Check #	Check Amt	Status	Comment	Check Amt
	12	149.90	Cleared	BALLARD, JESSICA C (000273 - Emp)	149.90
EP21-00043				Zoom Upgrade	
	01	167.29	Cleared	JIMENEZ, MARTHA C (001455 - Emp)	167.29
EP21-00045				Food for Families and Mileage	
	01	274.43	Cleared	LEVY, ANNA (000277 - Emp)	274.43
EP21-00044				Food for Families and Mileage	
	01	241.49	Printed	RICE, OTTOPASKAL D (000242 - Emp)	241.49
EP21-00042				Maintenance Mileage 8/31 - 9/4	
EP21-00046				Maintenance Mileage 9/7 - 9/11	
	01	65.00	Printed	AIR MED CARE NETWORK (000188/1)	65.00
DP21-00077				1 Retiree Membership (will reimburse)	
	01	3,665.27	Cleared	APPLE INC (APPLEC/2)	3,665.27
AC39741163				Macbook Air for Ryan Olson Day	
AC40125319				Laptops for Seneca, Sasha	
AC41948959				Laptop for Darcy	
AC42680696				Laptop for Darcy	
AC43083736				Laptops for Seneca, Sasha	
	63	26.05	Cleared	AT&T (00AT&T/1)	26.05
707937-40496539 9-20				Telephone Services	
	63	1,313.13	Cleared	BANDWIDTH INC. (BANDWI/1)	1,313.13
BWU510539489				Open Purchase Order for Telephone Services	
	01	1,752.60	Cleared	DELL MARKETING LP (DELLMA/2)	1,752.60
10420983200				Laptop for Alex	
	12	206.87	Printed	ELK CO. WATER DISTRICT (ELKCOW/1)	206.87
20335				Water Monitoring, Greenwood	
	63	662.56	Cleared	FORT BRAGG ADVOCATE NEWS MENDOCINO BEACON (FBADV0/2)	662.56
1264300				Advertising	
1264346				Open PO for Classified Advertising	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 46, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/17/2020, Ending Check Date = 9/17/2020, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Payment Id	Comment	Check #	Check Amt	Status	Cleared	GHD INC. (000GHD/2)	
146255	Billing Period Through 8/1/20	01	1,605.38	Cleared	01-0000-0-5800-001-0000-8100-0000	1,605.38	
733	Covid Signage for High School	01	230.42	Cleared	GOOD MORNING GRAPHICS (GOODMO/1)	103.58	
DP21-00056	Covid Signage for High School				01-0000-0-4300-150-0000-2700-9987	126.84	
797051	Cypress Holdings Inc (Harves/2)	01	1,170.49	Printed	CYPRESS HOLDINGS INC (HARVES/2)		
49494 AUGUST 2020	Maintenance, Transportation, Cafeteria Supplies				01-0740-0-4365-001-0000-3600-0000	184.05	
DP21-00052	Covid Supplies for Maintenance				01-8150-0-4300-001-0000-8110-0000	906.16	
DP21-00054	Acc 49495 August 2020				01-8150-0-4300-001-0000-8110-9987	74.43	
797052	Hopper Dairy (Hopper/1)	13	864.00	Cleared	01-0000-0-4300-150-0000-2700-9009	5.85	
67300642	Dairy for Cafeteria				13-5310-0-4700-001-0000-3700-0000	311.04	
67300748	Dairy for Cafeteria				13-5310-0-4700-001-0000-3700-0000	552.96	
797053	Jessica Bernudez (JBERMU/1)	01	213.98	Cleared	JESSICA BERNUDEZ (JBERMU/1)		
DP21-00055	Satellite Internet				01-0000-0-5900-001-0000-2420-9987	213.98	
797054	Mendocino City Comm. Serv's (MCITYC/1)	01	1,826.16	Printed	MENDOCINO CITY COMM. SERV'S (MCITYC/1)		
C02000 SEPT 2020	Sewer Service				01-0000-0-5530-001-0000-8200-0000	709.92	
C02001 SEPT 2020	Sewer Service				01-0000-0-5530-001-0000-8200-0000	95.13	
C02003 SEPT 2020	Sewer Service				01-0000-0-5530-001-0000-8200-0000	1,021.11	
797055	Office Depot (OFFICD/2)	01	1,217.37	Cleared	OFFICE DEPOT (OFFICD/2)		
114952699001	Notebooks, Composition Books				01-0000-0-4300-220-1110-1000-9009	73.25	
114955329001	Dry Erase Boards and Markers				01-0000-0-4300-220-1110-1000-9009	51.77	
114955336001	Dry Erase Boards and Markers				01-0000-0-4300-220-1110-1000-9009	150.32	
114955343001	Dry Erase Boards and Markers				01-0000-0-4300-220-1110-1000-9009	68.24	
117221126001	6th Grade Classroom Supplies				01-0000-0-4300-220-1110-1000-9009	327.40	
117221126002	6th Grade Classroom Supplies				01-0000-0-4300-220-1110-1000-9009	46.17	
117221130001	6th Grade Classroom Supplies				01-0000-0-4300-220-1110-1000-9009	70.72	
514357083001	Classroom and Office Supplies				01-0000-0-4300-220-1110-1000-9009	327.05	
514357084001	Classroom and Office Supplies				01-0000-0-4300-220-1110-1000-9009	46.15	
514357085001	Classroom and Office Supplies				01-0000-0-4300-220-1110-1000-9009	10.77	
	Classroom and Office Supplies				01-0000-0-4300-220-1110-1000-9009	1.52	
	Classroom and Office Supplies				01-0000-0-4300-220-1110-1000-9009	38.57	
	Classroom and Office Supplies				01-0000-0-4300-220-1110-1000-9009	5.44	
797056	Postmaster - Comptche (POSTCO/1)	01	76.00	Printed	POSTMASTER - COMPTCHE (POSTCO/1)		
DP21-00053	PO Box 144, Comptche, Annual Fee				01-0000-0-5600-221-0000-2700-0000	76.00	
797057	Quattroccchi Kwok Architects (QUATTR/1)	21	37,888.80	Cleared	QUATTROCCHI KWOK ARCHITECTS (QUATTR/1)		
21413	MHS Bond Architectural Services				21-0000-0-6200-150-0000-8500-9911	37,888.80	

Payment id	Check #	Check Amt	Status	Cleared	Comment	289.21	109.77	32.00	2,125.96	3.50	719.11	2,108.69	8,501.20
	63												
	2008-167013	Open PO for Supplies			ROSSI BUILDING MATERIALS (ROSSIB/1)								
	2008-167033	Open PO for Supplies			63-0000-0-4300-001-0000-6000-0000								125.16
	2008-172362	Open PO for Supplies			63-0000-0-4300-001-0000-6000-0000								11.89
	2008-172582	Open PO for Supplies			63-0000-0-4300-001-0000-6000-0000								41.12
	2008-176268	Open PO for Supplies			63-0000-0-4300-001-0000-6000-0000								85.41
					63-0000-0-4300-001-0000-6000-0000								25.63
	13				SAFEWAY INC. (SAFEWAY2)								
	151360 AUGUST 2020	Cafeteria Food			13-5310-0-4700-001-0000-3700-0000								109.77
	01				CA DEPT OF JUSTICE (STOFC2/1)								
	DP21-00078	Fingerprinting			01-0000-0-5814-001-0000-7200-0000								32.00
	63				SUMO FIBER (SUMOFI/1)								
	215511	Phone Services			63-0000-0-5903-001-0000-6000-0000								2,125.96
	13				SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)								
	Check # 797062	Cafeteria Food			13-5310-0-4700-001-0000-3700-0000								3.50
	350869441	Cafeteria Food											3.50
	13				UKIAH PAPER SUPPLY INC (UKIAHP/1)								
	Check # 797063	Paper Products for Cafeteria			13-5310-0-4300-001-0000-3700-0000								319.15
	514865A	Latex Gloves			13-5310-0-4700-001-0000-3700-9987								295.61
	514929	Paper Products for Cafeteria			13-5310-0-4300-001-0000-3700-0000								104.35
	13				WILD OAK DAIRY (UNNATU/2)								
	Check # 797064	Cafeteria Food and Snack			13-5310-0-4700-001-0000-3700-0000								1,546.37
	014012305-003	Cafeteria Food and Snack			13-5310-0-4700-001-0000-3700-8634								562.32
	01				US BANK CORPORATE PAYMENT SYS (USBANK/2)								
	Check # 797065	Horticulture Supplies			01-6387-0-4300-150-1110-1000-0000								235.79
	DP21-00057	Sprinkler			01-6387-0-4300-150-1110-1000-0000								115.47
	DP21-00058	Faucet Timer			01-6387-0-4300-150-1110-1000-0000								206.72
	DP21-00059	Textbooks from AbeBooks			01-6300-0-4200-150-1110-1000-0000								768.71
	DP21-00060	Quickbooks Software Download			01-0000-0-4300-150-0000-2700-9009								299.95
	DP21-00061	Banner Buzz			01-0000-0-4300-150-0000-2700-9987								312.23
	DP21-00062	Soundtrap Annual			01-0000-0-4300-150-0000-2700-9987								22.62
	DP21-00063	Grow House Supplies, Rooting Powder			01-0000-0-5300-150-1110-1000-9009								96.90
	DP21-00064	Home Depot			01-6387-0-5300-150-1110-1000-0000								200.00
	DP21-00065	Home Depot			01-0000-0-4300-150-1110-1000-9009								116.51
	DP21-00066	Home Depot			01-6387-0-4300-150-1110-1000-0000								96.23
	DP21-00067	Counselor Conference, Liz Newkirk			01-6387-0-4300-150-1110-1000-0000								86.57
	DP21-00068	Seed Savers Exchange			01-0000-0-5200-150-1110-1000-9009								40.00
	DP21-00069	Textbook.com			01-0000-0-4300-150-1110-1000-9009								15.00
	DP21-00069	Textbook.com			01-6300-0-4200-150-1110-1000-0000								608.73

Payment Id	Comment	Check Amt	8,501.20	Status	Cleared	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued	
DP21-00070	School Supplies					01-0000-0-4300-150-1110-1000-9009	595.45
DP21-00071	School Supplies					01-0000-0-4300-150-1110-1000-9009	331.39
DP21-00072	Textbooks					01-6300-0-4200-150-1110-1000-0000	2,118.99
DP21-00073	Chromebook Charger					01-0001-0-4300-150-1110-1000-9011	159.87
DP21-00074	Zoom, Education Annual					01-0000-0-5900-150-1110-1000-9987	1,800.00
DP21-00075	Zoom, Education Annual					01-0000-0-5900-150-1110-1000-9987	349.15
DP21-00076	Zoom, Webinar 500 1 month					01-0000-0-5900-150-1110-1000-9987	140.00
Check # 797066		1,869.03		Status	Cleared	US FOODS/DEPT 34766 (USFOOD/2)	
3246903	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	11.82
3488005	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	799.42
3600394	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	1,138.27
3600394B	Gloves for Cafeteria Workers					13-5310-0-4700-001-0000-3700-9987	139.89
5966147	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	220.37-
Check # 797067		835.27		Status	Cleared	XEROX CORPORATION (XEROXC/2)	
011285476	Copy Machine Rental					01-0000-0-5600-220-0000-2420-0000	153.46
011285478	Copy Machine Rental					01-0000-0-5600-001-0000-7200-0000	233.22
011285480	Copy Machine Rental					01-0000-0-5600-220-0000-2700-0000	349.36
011285481	Copy Machine Rental					01-0000-0-5600-246-0000-2700-0000	50.78
011285482	Copy Machine Rental					01-0000-0-5600-221-0000-2700-0000	48.45
Check # 797068		110.00		Status	Cleared	DexYP (0000YP/1)	
800438395SEPT2020	Yellow Pages Advertising					63-0000-0-5811-001-0000-6000-0000	110.00

Number of Items 31 Totals for Register 000126 70,320.93

2021 FUND-OBJ Expense Summary / Register 000126

01-4200	3,496.43
01-4300	5,096.74
01-4365	184.05
01-4400	5,417.87
01-5200	462.04
01-5300	296.90
01-5530	1,826.16
01-5600	911.27
01-5800	1,670.38
01-5811	319.56
01-5814	32.00

2021 FUND-OBJ Expense Summary / Register 000126 (continued)

01-5900	2,503.13		
01-9110*		22,193.91-	
01-9550*		22.62-	
Totals for Fund 01	22,216.53	22,216.53-	
12-5530	206.87		
12-5900	149.90		
12-9110*		356.77-	
Totals for Fund 12	356.77	356.77-	
13-4300	423.50		
13-4700	5,250.60		
13-9110*		5,674.10-	
Totals for Fund 13	5,674.10	5,674.10-	
21-6200	37,888.80		
21-9110*		37,888.80-	
Totals for Fund 21	37,888.80	37,888.80-	
63-4300	289.21		
63-5811	453.00		
63-5903	3,465.14		
63-9110*		4,207.35-	
Totals for Fund 63	4,207.35	4,207.35-	
Totals for Register 000126	70,343.55	70,343.55-	

* denotes System Generated entry

Net change to Cash 9110 70,320.93- Credit

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Payment Id	Comment	Check Amt	Status	Printed	James Walker (James Walke - Payee)	175.00
Check # 797467	01	Satellite Installation	01-0000-0-5900-001-0000-2420-9987	Printed	175.00	
DP21-00080						175.00
Check # 797468	01	Desk Extender	01-0000-0-4300-001-0000-3110-9987	Printed	108.59	
EP21-00047						108.59
Check # 797469	01	Fuel for Maintenance Vehicle	01-8150-0-4300-001-0000-8110-0000	Cleared	77.29	
EP21-00048						77.29
Check # 797470	63	Mileage 8/17 - 9/3, July Fuel for Truck	63-0000-0-5200-001-0000-6000-0000	Printed	117.95	
EP21-00049						117.95
Check # 797471	01	Internet Service	01-0000-0-5900-001-0000-2420-9987	Printed	100.00	
DP21-00082						100.00
Check # 797472	01	Macbook Air for Ryan Olson Day	01-0000-0-4400-199-1110-1000-1171	Cleared	6,374.29	
AC42380874						1,147.96
AC43064097		Macbook Pro for Mark Oatney	01-0000-0-4400-199-1110-1000-9009			149.46
AC43462130		Macbook Pro for Mark Oatney	01-0000-0-4400-220-0000-2420-1171			110.04
AD00005169		Macbook Pro for Mark Oatney	01-0000-0-4400-220-0000-2420-9987			148.96
AD00039293		Macbook Pro for Mark Oatney	01-0000-0-4400-220-0000-2420-1171			1,358.34
AD01040048		Replacement Computer for Jesse	01-0000-0-4400-220-0000-2420-9987			1,838.68
		Laptop for Darcy	01-0000-0-4400-220-0000-2420-1171			31.62
			01-0000-0-4400-220-0000-2420-1171			42.81
			01-0000-0-4400-220-0000-2420-9987			241.53
			01-0000-0-4400-220-1110-1000-1171			7.47
			01-0000-0-4400-220-1110-1000-9009			1,200.69
			01-0000-0-4400-220-1110-1000-1171			96.73
Check # 797473	01	Heating Fuel, Multiple Sites	01-0000-0-5520-221-0000-8200-0000	Cleared	254.68	
1112512811						33.82
			01-0000-0-5520-246-0000-8200-0000			82.26
			01-1100-0-5520-150-0000-8200-0000			104.78
			01-1100-0-5520-220-0000-8200-0000			33.82
Check # 797474	01	4th Grade Writing Program Materials	01-6300-0-4200-220-1110-1000-0000	Cleared	1,962.46	
2518767A						1,962.46
Check # 797475	13	Dairy for Cafeteria	13-5310-0-4700-001-0000-3700-0000	Printed	951.84	
67300795		Dairy for Cafeteria	13-5310-0-4700-001-0000-3700-0000			98.40
67300808		Dairy for Cafeteria	13-5310-0-4700-001-0000-3700-0000			552.96
67300832		Dairy for Cafeteria	13-5310-0-4700-001-0000-3700-0000			300.48
Check # 797476	01	Internet Upgrade	01-0000-0-5900-001-0000-2420-9987	Printed	48.30	
DP21-00083						48.30

Register 000127 - 09/24/2020

Bank Account COUNTY - AP Checks

Payment Id	Comment	Check Amt	Status	Cleared	95.81	121.44	186.00	60.00	153.31	7,799.47	600.00	125.00	750.00
Check # 797477	01	LUNDQUIST, TAWNYA (TLUNDQ/1)	01-0000-0-5900-001-0000-2420-9987	Printed	95.81	121.44	186.00	60.00	153.31	7,799.47	600.00	125.00	750.00
DP21-00079	Internet Upgrade												
Check # 797478	63	MENDOCINO CITY COMM. SERV'S (MCITYC/1)	63-0000-0-5530-001-0000-6000-0000	Printed	121.44	186.00	60.00	153.31	7,799.47	600.00	125.00	750.00	750.00
C02002 SEPT 2020	Sewer Service												
Check # 797479	13	Mendocino Coast Produce (MCOPRO/2)	13-5310-0-4700-001-0000-3700-0000	Printed	186.00	60.00	153.31	7,799.47	600.00	125.00	750.00	750.00	750.00
23203	Produce for Cafeteria												
23229	Produce for Cafeteria												
Check # 797480	01	MOUNTAIN FRESH SPRING WATER (MOUNTA/1)	01-0000-0-4300-220-1110-1000-9009	Printed	60.00	153.31	7,799.47	600.00	125.00	750.00	750.00	750.00	750.00
8615 K-8	Dispenser Rental												
Check # 797481	01	OFFICE DEPOT (OFFICD/2)	01-0000-0-4300-220-1110-1000-9009	Printed	153.31	7,799.47	600.00	125.00	750.00	750.00	750.00	750.00	750.00
114952699002	Notebooks, Composition Books												
121053201004	4th Grade Classroom Supplies												
122563307001	Binders and Dividers												
123194036001	4th Grade Classroom Supplies												
123559509001	6th Grade Classroom Supplies												
Check # 797482	01	PG&E (00PG&E/1)	01-0000-0-5510-001-0000-8200-0000	Cleared	7,799.47	600.00	125.00	750.00	750.00	750.00	750.00	750.00	750.00
0483535710-6 AUG2020	Electricity for District												
4668452137-3 AUG2020	Electricity for District												
Check # 797483	01	PROMEVO LLC (PROME/2)	01-0000-0-4400-220-1110-1000-9987	Cleared	600.00	125.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00
153690	Licenses for Chromebooks												
Check # 797484	01	SANFORD J BROWN MD (SBROWN/1)	01-0740-0-5813-001-0000-3600-0000	Printed	125.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00
DP21-00081	DMV Physical, Sara Kain												
Check # 797485	01	THE BANK OF NEW YORK MELLON CORPORATE TRUST DEPT. (BANKNY/1)	01-0740-0-5813-001-0000-3600-0000	Cleared	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00

Payment Id	Comment	Check Amt	Status	Cleared	750.00
Check # 797485	01 THE BANK OF NEW YORK MELLON CORPORATE TRUST DEPT. (BANKNY/1) - continued				750.00
252-2301979	Paying Agent Fee		01-0000-0-5800-001-0000-7300-0000		750.00
Check # 797486	01 THOMPSON'S PORTASEPTIC INC. (THOMPS/1)	53.94	Status Printed		53.94
10956	Soccer Field Unit		01-0000-0-5800-150-1110-4200-0000		53.94
Check # 797487	63 TPX COMMUNICATIONS (TPXCOM/1)	3,845.70	Status Cleared		3,845.70
134182642-0	Phone Services		63-0000-0-5903-001-0000-6000-0000		
Check # 797488	01 US BANK CORPORATE PAYMENT SYS (USBANK/2)	53.94	Status Cleared		53.94
1749	Japanese Maple for Landscape		01-0000-0-4300-150-0000-2700-9009		
Check # 797489	13 US FOODS/DEPT 34766 (USFOOD/2)	1,310.35	Status Cleared		1,310.35
3719317	Cafeteria Food and Snack		13-5310-0-4700-001-0000-3700-0000		
Check # 797490	63 WELCH LLP (WELCH/1)	50.00	Status Cleared		50.00
IN109175	Annual fees		63-0000-0-5800-001-0000-6000-0000		
Check # 797491	01 XEROX CORPORATION (XEROXC/2)	549.00	Status Cleared		549.00
011285475	Copy Machine Rental		01-0000-0-5600-155-0000-2700-0000		157.65
011285477	Copy Machine Rental		01-0000-0-5600-150-0000-2420-0000		156.46
011285479	Copy Machine Rental		01-0000-0-5600-150-0000-2700-0000		234.89
Check # 797492	01 ZANER - BLOSER (ZANERB/2)	2,331.66	Status Printed		2,331.66
10258099	Textbooks for Albion and Comptche Reading Program		01-6300-0-4200-220-1110-1000-0000		2,168.50
10259080	Textbooks for Albion and Comptche Reading Program		01-6300-0-4200-220-1110-1000-0000		112.00
10259551	Textbooks for Albion and Comptche Reading Program		01-6300-0-4200-220-1110-1000-0000		51.16

Number of Items 26 Totals for Register 000127 28,256.02

2021 FUND-OBJ Expense Summary / Register 000127

01-4200	4,294.12
01-4300	453.13
01-4400	6,974.29
01-5510	7,713.79
01-5520	254.68
01-5600	549.00
01-5800	803.94
01-5813	125.00
01-5900	419.11
01-9110*	21,587.06-
Totals for Fund 01	21,587.06

2021 FUND-OBJ Expense Summary / Register 000127 (continued)

12-5510	85.68		
12-9110*			85.68-
Totals for Fund 12	85.68		85.68-
13-4700	2,448.19		
13-9110*			2,448.19-
Totals for Fund 13	2,448.19		2,448.19-
63-5200	117.95		
63-5530	121.44		
63-5800	50.00		
63-5903	3,845.70		
63-9110*			4,135.09-
Totals for Fund 63	4,135.09		4,135.09-
Totals for Register 000127	28,256.02		28,256.02-

* denotes System Generated entry

Net change to Cash 9110 28,256.02-Credit

Payment Id	Check #	Check Amt	Status	Printed	Comment
	798041	63	79.35	Printed	BUCH, ROB A (000030 - Emp)
EP21-00051		Wireless Mileage 8/26 - 9/18	63-0000-0-5200-001-0000-6000-0000		79.35
	798042	01	72.45	Printed	RICE, OTTOPASKAL D (000242 - Emp)
EP21-00050		Maintenance Mileage 9/14 - 9/18	01-8150-0-5200-001-0000-8110-0000		72.45
	798043	01	55.89	Printed	SCHAEFFER, MICHAEL M (000190 - Emp)
EP21-00052		Board Meeting Mileage	01-0000-0-5200-001-0000-7110-0000		55.89
	798044	01	325.00	Printed	ALPHA ANALYTICAL LABS INC (ALPHAA/1)
0093347-MENUUSD		Open P.O. Water Testing	01-8150-0-5800-001-0000-8110-2096		325.00
	798045	01	14,294.51	Printed	SYNCB/AMAZON (AMAZON/2)
433873869558		2nd Grade Classroom Supplies	01-0000-0-4300-220-1110-1000-9009		11.09
434873673649		Scanner	01-0000-0-4300-001-0000-2420-9015		53.93
437696983356		2nd Grade Classroom Supplies	01-0000-0-4300-220-1110-1000-9009		18.87
443876668475		Computer Supplies	01-0000-0-4300-001-0000-2420-9015		64.70
463898648397		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000		4.84
464557443476		Computer Supplies	01-0000-0-4300-001-0000-2420-9015		102.95
547478473656		Computer Accessories	01-0000-0-4300-001-0000-2420-0000		169.95
567347876687		6th Grade Classroom Supplies	01-0000-0-4300-220-1110-1000-0000		63.88
578467996535		6th Grade Classroom Supplies	01-0000-0-4300-220-1110-1000-0000		22.07
594978593749		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000		30.19
659445633834		2nd Grade Classroom Supplies	01-0000-0-4300-220-1110-1000-9009		32.23
764597589556		6th Grade Classroom Supplies	01-0000-0-4300-220-1110-1000-0000		45.29
867464538888		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000		80.30
869359488649		Computer Accessories	01-0000-0-4300-001-0000-2420-0000		129.30
875753783543		2nd Grade Classroom Supplies	01-0000-0-4300-220-1110-1000-9009		27.70
885478673873		Computer Supplies	01-0000-0-4300-001-0000-2420-9015		15.66
947545559767		30 Chromebooks for K8	01-0000-0-4400-220-1110-2420-9987		12,912.60
947777997494		6th Grade Classroom Supplies	01-0000-0-4300-220-1110-1000-0000		11.06
999498849966		Open PO for Various Supplies	63-0000-0-4300-001-0000-6000-0000		133.70
DP21-00104		Tables for Meal Delivery	01-0740-0-4300-001-0000-3600-9987		228.34
DP21-00105		Printed Envelopes for DO	01-0000-0-4300-001-0000-7200-0000		77.62
DP21-00106		Bankers Boxes for DO	01-0000-0-4300-001-0000-7200-0000		21.50
DP21-00107		File Folders for DO	01-0000-0-4300-001-0000-7200-0000		11.97
DP21-00108		Batteries for Phone at Greenwood	12-6105-0-4300-222-7110-1000-0000		11.84
DP21-00109		Packing Tape for DO	01-0000-0-4300-001-0000-7200-0000		12.93
	798046	01	75.46	Printed	APPLE INC (APPLEC/2)
AD02393022		Quote 2104380567, Misc. Supplies	01-0000-0-4300-001-0000-2420-9015		75.46
	798047	01	583.75	Printed	ARROW BENEFITS GROUP (009731/1)
SEPTEMBER 20-21		Dental Benefits	01-0000-0-9514-000-0000-0000-0000		583.75

Payment Id	Check #	Check Amt	Status	Printed	Comment	Check Amt	Status	Printed
	DP21-00110	160.00	01	Printed	Used Oil Service Charge	160.00	01	Printed
	Check # 798048				ASBURY ENVIRONMENTAL SERVICES (ASBURY/2)			
	Check # 798049	817.30	01	Printed	AT&T (AT&TC3/2)	817.30	01	Printed
	15338859				Telephone Services			
	Check # 798050	106.44	01	Printed	01-0000-0-5903-001-0000-7200-0000	106.44	01	Printed
	Check # 798051	183.01	01	Printed	01-0000-0-5903-150-0000-2700-0000	183.01	01	Printed
	Check # 798052	20.61	01	Printed	01-0000-0-5903-155-3100-2700-0000	20.61	01	Printed
	Check # 798053	242.88	01	Printed	01-0000-0-5903-220-0000-2700-0000	242.88	01	Printed
	Check # 798054	61.27	01	Printed	01-0000-0-5903-221-0000-2700-0000	61.27	01	Printed
	Check # 798055	82.35	01	Printed	01-0000-0-5903-246-0000-2700-0000	82.35	01	Printed
	Check # 798056	18.95	01	Printed	01-0740-0-5903-001-0000-3600-0000	18.95	01	Printed
	Check # 798057	61.70	12	Printed	6105-0-5903-222-7110-8200-0000	61.70	12	Printed
	Check # 798058	21.14	01	Printed	01-0000-0-5903-150-0000-2700-0000	21.14	01	Printed
	Check # 798059	18.95	01	Printed	01-0000-0-5903-220-0000-2700-0000	18.95	01	Printed
	Check # 798060	2,342.80	63	Printed	AT&T (00AT&T/1)	2,342.80	63	Printed
	831009904426 092020				Telephone Services			
	Check # 798051	7,670.30	01	Printed	CHRISTY WHITE ASSOCIATES (CHRIST/1)	7,670.30	01	Printed
	16361				Open P.O. for Audit Services			
	Check # 798052	144.68	01	Printed	DELL MARKETING LP (DELLMA/2)	144.68	01	Printed
	10425117567				Chromecast			
	Check # 798053	119.58	01	Printed	FRANCOTYP-POSTALIA, INC. (FPMAIL/1)	119.58	01	Printed
	RI104617295				Postage Meter Rental			
	Check # 798054	1,140.08	01	Printed	GALLERY BOOKSHOP (GALLERY/1)	1,140.08	01	Printed
	DP21-00084				Textbooks for K8			
	Check # 798055	2,490.00	01	Printed	GENESIS TECHNOLOGIES (GENESI/1)	2,490.00	01	Printed
	2659425				Annual Adobe Licensing			
	Check # 798056	8,314.00	01	Printed	GREAT MINDS (GREATMI/1)	8,314.00	01	Printed
	INV059144				Math/ELA Program			
	Check # 798057	400.00	01	Printed	GREEN'S HOME TECH LLC (GREENS/1)	400.00	01	Printed
	2020007				Routers and Set up			
	Check # 798058	116.13	01	Printed	HEATHER BEARD (HBEARD/1)	116.13	01	Printed
	DP21-00085				Satellite Upgrade			
	Check # 798059	111.68	13	Printed	HOPPER DAIRY (HOPPER/1)	111.68	13	Printed
	67300912				Dairy for Cafeteria			
	Check # 798060	477.63	01	Printed	LEARNING WITHOUT TEARS (LEARNW/1)	477.63	01	Printed
	INV88728				Cursive Handwriting Program			
	Selection				01-6300-0-4200-220-1110-1000-0000			

Payment id	Comment	Check Amt	39.17	Status	Printed	MENDO MILL (MENDOM/2)	39.17
Check # 798061	01	Locks for Fuel Tanks	39.17	Printed	01-0740-0-4300-001-0000-3600-0000		
311897-4							
Check # 798062	13	Produce for Cafeteria	163.00	Printed	Mendocino Coast Produce (MCOPRO/2)		
23257		Produce for Cafeteria			13-5310-0-4700-001-0000-3700-0000	68.00	
23310		Produce for Cafeteria			13-5310-0-4700-001-0000-3700-0000	95.00	
Check # 798063	01	7/8 Classroom Supplies	1,000.98	Printed	OFFICE DEPOT (OFFICD/2)		
121620756001		Sit to Stand Desk Converter			01-0000-0-4300-220-1110-1000-9009	167.90	
123243221001		Classroom and Office Supplies			01-0000-0-4300-220-1110-1000-9987	198.48	
124263342001		Classroom and Office Supplies			01-0000-0-4300-220-0000-2700-9009	40.84	
124263342002		Classroom and Office Supplies			01-0000-0-4300-220-1110-1000-9009	78.66	
124263348001		Classroom and Office Supplies			01-0000-0-4300-220-1110-1000-9009	12.03	
124313081001		Distance Learning Supplies			01-0000-0-4300-220-1110-1000-9009	16.21	
124313098001		Distance Learning Supplies			01-0000-0-4300-220-1110-1000-9987	307.60	
124351457001		Classroom Supplies			01-0000-0-4300-220-1110-1000-9987	69.42	
124351461001		Classroom Supplies			01-0000-0-4300-220-1110-1000-9009	39.24	
Check # 798064	01	30 Read Naturally Licenses, Quote Q186039	690.00	Printed	READ NATURALLY (READNA/1)		
242391					01-0811-0-4200-220-5770-1120-0000	690.00	
Check # 798065	13	Grass Fed Beef	99.80	Printed	Roundman's (ROUNDM/1)		
23415					13-5310-0-4700-001-0000-3700-0000	99.80	
Check # 798066	01	Legal Services	2,028.00	Printed	SCHOOL & COLLEGE LEGAL SVCS (SCHAND/1)		
IN21-00449					01-0000-0-5802-001-0000-7110-0000	2,028.00	
Check # 798067	01	Employee Life Insurance	946.00	Printed	SUN LIFE FINANCIAL (SUNLIF/1)		
OCTOBER 20-21					01-0000-0-9514-000-0000-0000-0000	946.00	
Check # 798068	13	Cafeteria Food	966.87	Printed	SYSCO FOOD SERVICES OF SF INC (SYSCOF/1)		
350900026					13-5310-0-4700-001-0000-3700-0000	966.87	
Check # 798069	13	Paper Products for Cafeteria	950.75	Printed	UKIAH PAPER SUPPLY INC (UKIAHP/1)		
515283		Latex Gloves			13-5310-0-4300-001-0000-3700-0000	606.26	
DP21-00086					13-5310-0-4300-001-0000-3700-9987	344.49	
Check # 798070	01	Specialized Services	8,666.31	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2)		
0599289-IN		Open PO for Various Supplies			63-0000-0-5800-001-0000-6000-0000	113.87	
11255981744447424		Open PO for Various Supplies			63-0000-0-4300-001-0000-6000-0000	51.76	
11294843075686632		Open PO for Various Supplies			63-0000-0-4300-001-0000-6000-0000	11.84	
11419192847022637		Open PO for Various Supplies			63-0000-0-4300-001-0000-6000-0000	43.14	

Payment Id	Comment	Check Amt	Check #	Status	Printed	US BANK CORPORATE PAYMENT SYS (USBANK/2) - continued	
2023992	Cables for Less		01	8,566.31		63-0000-0-4300-001-0000-6000-0000	285.30
2023997	Cables for Less					63-0000-0-4300-001-0000-6000-0000	18.31
20627312	Monoprice Surface Mount Boxes					63-0000-0-4300-001-0000-6000-0000	611.53
23041	Pipe Mount, Cold Shrink Tape					63-0000-0-4300-001-0000-6000-0000	41.74
275491	Pipe Ground Clamp					63-0000-0-4300-001-0000-6000-0000	95.83
418297501	Specialized Services					63-0000-0-4300-001-0000-6000-0000	508.17
49942423	Specialized Services					63-0000-0-5800-001-0000-6000-0000	150.82
6AJ07192YB942071A	OpenVPN Technologies					63-0000-0-5800-001-0000-6000-0000	126.20
6S070097JB351344G	Telephone Splitter					63-0000-0-5800-001-0000-6000-0000	188.00
77A85657E18428336	Specialized Services					63-0000-0-4300-001-0000-6000-0000	10.00
DP21-00087	Document Camera for Zoom					63-0000-0-5800-001-0000-6000-0000	180.00
DP21-00088	Document Camera for Zoom					63-0000-0-5800-001-0000-6000-0000	44.50
DP21-00089	2 Quickbooks Programs					01-0000-0-4300-220-1110-1000-9987	38.00
DP21-00090	Document Camera for Zoom					01-0000-0-4300-220-1110-1000-9987	733.35
DP21-00091	Science Supplies					01-0000-0-4300-220-1110-1000-9987	733.35
DP21-00092	Books for Kindergarten					01-0000-0-4300-220-1110-1000-9987	431.48
DP21-00093	Classroom Supplies					01-0000-0-4300-220-1110-1000-9987	558.75
DP21-00094	Chromebok Cases					01-6300-0-4200-220-1110-1000-9009	50.21
DP21-00095	Classroom Supplies					01-6300-0-4200-220-1110-1000-9009	155.53
DP21-00096	Classroom Software					01-0000-0-4300-220-1110-1000-9987	27.42
DP21-00097	Classroom Software					01-0000-0-4300-220-1110-1000-9987	530.13
DP21-00098	Classroom Software					01-0000-0-4300-220-1110-1000-9009	39.23
DP21-00099	Books for Kindergarten					01-6300-0-4200-220-1110-1000-0000	187.48
DP21-00100	Batteries, Surge Protectors					01-6300-0-4200-220-1110-1000-0000	611.24
DP21-00101	Books on Teaching					01-6300-0-4200-220-1110-1000-0000	408.77
DP21-00102	Zoom Service					01-6300-0-4200-220-1110-1000-0000	243.90
DP21-00103	Vipre 3 year renewal					01-6300-0-4200-220-1110-1000-0000	60.09
GNS125917WVFW	Specialized Services					01-0000-0-4300-220-1110-1000-0000	253.48
INV13260228	Specialized Services					01-0000-0-4300-220-1110-1000-9075	104.88
TOR82946199M271713	Specialized Services					01-0000-0-5800-220-1110-1000-9009	149.90
TOR82946199M725442	Specialized Services					63-0000-0-5800-001-0000-6000-0000	614.32
W01005705313982	Flowers.com					63-0000-0-5800-001-0000-6000-0000	34.99
Check # 798071		13	1,539.13	Status	Printed	US FOODS//DEPT 34766 (USFOOD/2)	169.00
3835467A	Gloves					13-5310-0-4700-001-0000-3700-9987	279.90
3835467B	Cafeteria Food and Snack					13-5310-0-4700-001-0000-3700-0000	1,259.23

Payment Id	Comment	Check Amt	Check Amt	Status	Printed	XIO INC. (XIOINC/1)
Check # 798072	01	369.00	369.00			
201210562	Water Quality Monitoring				01 - 8150 - 0 - 5800 - 001 - 0000 - 8110 - 0000	369.00

Number of Items 32 57,249.60 Totals for Register 000128

2021 FUND-OBJ Expense Summary / Register 000128

01-4200	12,288.72	
01-4300	5,843.61	
01-4400	12,912.60	
01-5200	128.34	
01-5600	119.58	
01-5800	3,493.90	
01-5801	7,670.30	
01-5802	2,028.00	
01-5900	516.13	
01-5903	755.60	
01-9110*		47,286.53-
01-9514	1,529.75	
Totals for Fund 01	47,286.53	47,286.53-
12-4300	11.84	
12-5903	61.70	
12-9110*		73.54-
Totals for Fund 12	73.54	73.54-
13-4300	950.75	
13-4700	2,880.48	
13-9110*		3,831.23-
Totals for Fund 13	3,831.23	3,831.23-
63-4300	2,329.84	
63-5200	79.35	
63-5800	1,517.18	
63-5903	2,342.80	
63-9110*		6,058.30-
63-9550*	210.87-	
Totals for Fund 63	6,269.17	6,269.17-

Totals for Register 000128 57,460.47 57,460.47-

* denotes System Generated entry

Net change to Cash 9110 57,249.60-Credit

Mendocino Unified School District



MINUTES

Regular Board Meeting

SEPTEMBER 10, 2020

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

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

5:00 P.M. OPEN SESSION - VIA TELECONFERENCE

Join Zoom Meeting

<https://zoom.us/j/97857559252?pwd=WG9Lc0pKSzZ5UnpxU0tDMlFwa1R5Zz09>

Meeting ID: 978 5755 9252 Passcode: 1qAeTZ

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 978 5755 9252 Passcode: 421730

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. 4:00 P.M., CLOSED SESSION CALL TO ORDER AND ROLL CALL

- 1.1. Call to order and roll call

The meeting was called to order at 4:03 P.M. Virtually present were Trustees Gay, Aum, Grinberg, Schaeffer, Morton and Legal Counsel Jennifer Nix.

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

The President verbally identified the agenda items to be discussed.

2. PUBLIC HEARING FOR CLOSED SESSION

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

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
- 3.3. Conference with Legal Counsel Regarding Anticipated Litigation, One Potential Case (Government Code 54956.9 (d)(2), (e)(1))

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

- 4.1. Call to order and roll call

The meeting was called to order at 5:02 P.M. Virtually present were Trustees Gay, Aum, Grinberg, Schaeffer, Morton, and Student Trustee Jung

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

Nothing was disclosed from closed session.

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

MSA Schaeffer/Aum (5/0) to approve the agenda with items 7.5 and 10.2 pulled.

5. PUBLIC HEARING – SUFFICIENCY OF INSTRUCTIONAL MATERIALS

This public hearing is regarding the sufficiency of instructional materials. At this time the Board will hear comments regarding the availability of textbooks and instructional materials in the district.

There were no public comments regarding the availability of textbooks and instructional materials in the district.

6. PUBLIC HEARING – LEARNING CONTINUITY AND ATTENDANCE PLAN

All school districts in California are required to develop and adopt a Learning Continuity and Attendance Plan and communicate this plan to stakeholders. This public hearing outlines how learning continuity will be addressed during the COVID-19 crisis during the 2020-21 school year.

Superintendent Morse presented the Learning Continuity and Attendance Plan which is attached to these minutes.

7. 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)

- 7.1. Approval of Warrants
 - 7.1.1. 8/13/20, 8/20/20, 8/27/20
- 7.2. Approval of Minutes
 - 7.2.1. Board Meeting Minutes: 8/26/20
- 7.3. Approval of Employment/Personnel Changes
 - 7.3.1. Accept Resignation, Certificated Employee, 1.0 FTE, effective 8/1/20
 - 7.3.2. Accept Resignation, Classified Employee, 6.5 hours/day, effective 8/25/20
 - 7.3.3. Accept Resignation, Classified Employee, 3.75 hours/day, effective 8/28/20
 - 7.3.4. Transfer from K-8 School to Albion School, Classified Employee, 3.25 hours/day, effective 8/28/20
 - 7.3.5. Increase hours, Classified Employee, 3.25 hours/day to 6.5 hours/day, effective 8/28/20
 - 7.3.6. Approve Column Move from 3 to 4, Certificated Employee, 1.0 FTE, effective 9/1/20
 - 7.3.7. Approve Column Move from 2 to 3, Certificated Employee, 1.0 FTE, effective 9/1/20
 - 7.3.8. Increase FTE, Certificated Employee, .60 to .80 FTE, effective 8/24/20
 - 7.3.9. Hire, Classified Employee, 6.5 hours/day, effective 9/3/20
- 7.4. Approval of the Current Budget Change Report
- 7.5. Approval of Enrollment History, Preliminary Current Year Enrollment and Projection
- 7.6. Recognition of Scholarships received by the MUSD 2020 graduating class totaling over \$60,000
- 7.7. Final Approval of Board Policy/Administrative Regulation/Exhibits
 - 7.7.1. BP 6157.0: Distance Learning (instruction)

MSA Morton/Schaeffer (5/0) to approve the Consent Agenda with item 7.5 being pulled.

8. REPORTS

- 8.1. Student Trustee – Olivia Jung

Student Trustee Jung reported that the MHS ASB has held their first meeting. They met with QKA Architects and saw the design plans for the remodel. Online learning is going well personally. There seems to be more participation no than back in the spring. The 3/3 program seems to be well received.

- 8.2. Administrative

- 8.2.1. Principal – Kim Humrichouse

Principal Humrichouse presented the attached. She also reported that distance learning is going pretty well. There is currently high student participation. The challenge is supporting students and helping them complete their work.

8.2.2. Superintendent – Jason Morse

Superintendent Morse mentioned that he cried while watching the presentation by Principal Humrichouse. Seeing those students interacting with each other via Zoom was special. Twenty families are getting internet installations or upgrades today. He remains cautiously optimistic. There are MHS engagement concerns. The hope is to expand in person opportunities and offer transportation for some students. MUSD is the only district currently offering in-person learning for small cohorts. Roughly 150 meals were delivered last week. The District can now serve anyone up to age 18 for no cost to them. He is very thankful for the area we live in. Caspar Creek Learning Community petition meeting with representatives from both parties took place. The final petition will be heard at a Special Board Meeting on 9/30/20.

8.3. Bargaining Units

8.3.1. Mendocino Teachers Association (MTA)

Co-President Pam Duncan reported that the childcare being offered is an awesome service. Interaction with students is an emphasis area that teachers are really focusing on. Social learning is an important factor. MTA has read through the CCLC petition and noted that their claim that ¼ of MUSD staff have children enrolled there is not true. The Union would like the District to deny the petition. The Union feels that MUSD offers a wide variety of services to all students.

8.3.2. Classified Employees of Mendocino Unified Schools (CEMUS)

There was no one present from CEMUS.

8.4. Board Trustee Reports

Trustee Morton thanked everyone. This includes teachers, staff, students, and parents. He is amazed at what we have done.

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.

There were no parent/community comments

10. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

10.1. Lease-Leaseback Discussion

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

No action was taken. This item will be discussed at the meeting on 9/16/20 with QKA.

10.2. Budget Update

Business Manager Jason Fruth will present the MUSD Unaudited Actuals Financial Report and request approval by the Board. These mandated financial reports detail the "Unaudited Actuals" revenues and expenses for school year 2019-20. The reports for each fund include columns that represent the "Unaudited Actuals" for the 2019-20

school year. The reports for each fund also include informational columns that represent the budget for 2020-21. (action)

This item was pulled and will be discussed at the Special Board meeting on 9/30/20.

- 10.3. Consideration of Resolution 2020-15 regarding the Sufficiency of Instructional Materials. Each year the District is required to pass a resolution determining that each pupil in the District has sufficient textbooks or instructional materials in each core subject which are consistent with the contents of the curriculum framework and standards adopted by the State Board of Education. The resolution establishes the District's eligibility to receive instructional materials funding from the State. (action)

MSA Aum/Morton (5/0) to approve Resolution 2020-15.

- 10.4. Board Policies and Administrative Regulations (as a first reading) (action)

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

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

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

Board wishes to keep introduction of older BP/E 3555.0 but incorporate additional language after it.

- 10.5. Board Policies and Administrative Regulations (for information only)

10.5.1. BP/AR 4119.11, 4219.11, 4319.11: Sexual Harassment (personnel)

10.5.2. AR 4119.12, 4219.12, 4319.12: Title IX Harassment Complaint Procedures (personnel)

10.5.3. BP/AR 5145.7: Sexual Harassment (students)

10.5.4. AR Title IX Sexual Harassment Complaint Procedures (students)

Board wished to bring these policies forward as a first reading at the October Board meeting.

11. FUTURE AGENDA ITEMS

Consideration of Reduced Workload program, Authorization of Teaching Assignments, Deferred Maintenance Plan, Emergency Operations Plan, Qtrly Investment Report

The Board would like to hear a report on how Distance Learning is going with both attendance and participation numbers included.

12. ADJOURNMENT

The next Board meeting is scheduled for **October 15, 2020.**

The meeting was adjourned at 6:02 P.M.

Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Mendocino Unified School District	Jason J. Morse Superintendent	jmorse@mcn.org (707) 937-5868

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

Although relatively slow to get a foothold in Mendocino County, COVID-19 is now considered widespread and the County is on the Governor's monitoring list which requires schools to begin the 2020-2021 school year distance learning. Like most schools in California, Mendocino Unified closed in mid-March due to the pandemic. District staff responded quickly by providing supplemental learning materials and resources to parents. After a few weeks classes did resume via online instruction, telephone, and paper packets. Student grades were held harmless from the academic 3rd quarter as some families struggled with and continue to struggle with internet connectivity. The District is following all safety protocols related to COVID-19 and as of September 1st, 2020, no student or staff member has tested positive for COVID-19.

Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

Shortly after the school year ended in June, the District circulated a survey to parents asking about their experience with distance learning in terms of what went well and needed improvement. In addition, parents were asked about their level of technology readiness with devices and internet connectivity. In addition, the high school staff contacted families and kept records of which students had difficulty engaging in the spring and the reasons for those difficulties. The K-8 School staff made efforts to contact each family to check-in with families and to narrow down technology needs.

For the Learning Continuity and Attendance Plan, a stakeholder meeting was held on Wednesday, September 9th. The plan was presented in detail and questions and comments were solicited after each section of the plan. A public hearing was held on Thursday, September 10th.

[A description of the options provided for remote participation in public meetings and public hearings.]

Options for remotely attending the stakeholder meeting and the public hearing included video conference via Zoom, or telephone via Zoom.

[A summary of the feedback provided by specific stakeholder groups.]

Eleven people attended the stakeholder meeting. There were a few questions regarding the plan as well as other general questions about how teachers are taking attendance, homework policies, and communication between teachers and parents.

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

The contents of the plan were not influenced by stakeholder input.

Continuity of Learning

In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

Mendocino Unified School District was one of only three Districts in Mendocino County that applied for a waiver to the public health department that would allow in-person instruction for students with disabilities, English learners, those without adequate internet access, and for essential workers without childcare. The subgroups of students mentioned in the waiver application are at the greatest risk of learning loss due to the school closure in 2019-20. Our waiver was approved and school staff are working hard to implement and communicate the plan for health and safety related to in-person instruction.

- Support from SELPA staff to develop plans and intervention strategies related to classroom engagement and re-integration. SELPA will also be providing support in developing plans and interventions to support independence and engagement with distance learning done from home.
- Professional development related to strategies and interventions for school personnel to utilize to address engagement with classroom or distance learning to help mitigate learning loss.
- Parent training/groups focused on supporting recoupment of skills and/or training parents in effective strategies to support distance learning in the event of future closures.

Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]		

Distance Learning Program

Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Mendocino Unified School District will start the year with 100% distance learning. Students will engage synchronously and asynchronously with live contact every day for every student. Teachers will use Google Classroom and GAFE as the learning management system and will use Zoom for live video instruction. Teachers have adapted curriculum to an online environment and in some cases, such as in high school science courses, online curriculum has been purchased.

When appropriate, the MUSD will be reopening with physical distancing and facial covering measures in place. Because of the nature of high school classes, it is difficult to maintain a single stable cohort, as there will be some mixing between groups in different classes. Because of this, facial coverings and distancing will be required at all times. At the K-8 grades, it is easier to maintain stable cohorts and State and county guidelines will be followed.

To accommodate for physical distancing, the student body will be divided into an A and B cohort with each attending for 2 days and a flex day in between. The flex day (Wednesday) could be used for teacher collaboration and prep time as well as small group intervention and lab use by students. There would be small groups only, but there could be some overlap of A and B cohort students on Wednesdays. Eventually, Wednesday might become an alternate A/B day.

While students will initially only be on campus two days a week, it is expected that students will participate in continuous learning 5 days a week. At Mendocino High School, because courses are only a semester long, students will have fewer courses to focus on each semester, but the content will be condensed. Even the best engaged students in the spring of 2020 could only sufficiently focus on three to four classes at a time. This immersive style of learning has been shown to be effective in studies, but we are aware classroom support is more limited due to the pandemic.

At the high school, to reduce the amount of mixing of students, we will switch from a seven period block schedule to a 3x3 schedule. This means students will only be taking three classes each semester (and one optional online) instead of seven. There will be an additional PSP or home room period twice a week, one for social-emotional and school culture focus and the other for academic focus. These periods will be 30 minutes long. Furthermore, to reduce mixing, there will be no open campus and there will not be an extended lunch break. Students will pick up their lunch at "Brunch" and may snack on it during "Break". Both "Brunch" and "Break" are only 10 minutes long, so if there is any additional mixing it is for a shorter period of time than a normal lunch time.

At the K-8 grade levels, curriculum has been modified or new curriculum was purchased to ensure multi-methods of delivery and a smooth transition between in-person and distance learning. Classes and schedules were set up to allow for a smooth transition between in-person and distance learning.

District-wide, common spaces will be cleaned hourly by custodial staff and classrooms will be disinfected nightly. In addition, teachers (trained in pesticide use in the spring of 2020) will be responsible for spraying table tops and other high touch surfaces with peroxide and wiping them down. Shared items such as woodshop tools and electronics will be cleaned before and after each use with peroxide wipes. Whenever possible, extra tools/supplies, such as art supplies, will be purchased so that each student can have an individual set. A more thorough cleaning will be done each time the A and B cohorts switch, hopefully using electrostatic sprayers.

Students will be screened passively at home for COVID symptoms and risk and will be actively screened on busses and when entering school. We will focus on a visual inspection, but will also ask a blanket question on symptoms and about contact with COVID cases. Students will be screened at entry points, but this may shift to classrooms depending on how long it takes to screen.

Students and staff will be supplied PPE as needed. Each student will be given at least two cloth face coverings for use. Teachers and students will have access to face shields with a cloth skirt in cases where a mask will not work. Additional face coverings will be available as needed as will face shields. Plexiglass sneeze guards are installed along the length of the front desks in the offices and individual sneeze guards are available for teacher desks. We do not have plans to provide plexi-glass barriers for individual student desks.

Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

Mendocino Unified School District is located in rural Mendocino County and adequate internet connectivity for all families remains as a major issue for distance learning. After contacting families to assess the needs, District staff have been working with internet and satellite internet providers to connect families with the best possible solution. The District is paying for installation and monthly costs for families to insure that all families are able to access these solutions. That being said, satellite providers often have limited data plans and even new satellite installations may not be able to support the distance learning needs of families. The District will continue to troubleshoot and work with providers to increase bandwidth and data options for families.

All Mendocino High School students currently have access to Chromebooks. Students at the K-8 grades also have access to Chromebooks, however the demand has exceeded the supply and more Chromebooks have been ordered. It is anticipated that all students in need of a device will have a device by mid-September.

Assistive technology support including devices and consultation from specialists to students, staff and parents to ensure student access and engagement.

Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Student attendance is tracked synchronously and asynchronously through Aeries and weekly lesson plans are documented on templates provided by the CDE and eventually will be tracked in Aeries. Synchronous engagement is required, but if a student has internet issues and is able to complete the work assigned during that period, they will receive asynchronous attendance credit. Attendance will be tracked and submitted to the Family Engagement Teams and team members will follow up with absent students.

Student progress will be assessed using a standards based grading method. Work will be collected and returned through Google Classroom. Student progress will be monitored through work completion on Google Classroom as well as through live video interaction.

Curriculum based assessments, both formative and summative, will be used to track student progress. At the K-8 grades, teachers have created a schedule with specific minutes for different subjects that they plan assignments and assessments to match the scheduled minutes. Teachers will work with individual students to adjust this for students taking more time to complete assignments, as well as, providing extra assignments for those that finish earlier.

Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

The District contracted with Mendocino County Office of Education personnel to provide 4 days of dedicated professional development for teaching staff on creating and maintaining websites, videoconferencing, and learning management systems. Media Tech Support stipends were given to two teachers in the District to help support their colleagues with distance learning.

In collaboration with MUSD staff, SELPA will:

- Provide professional development to school personnel, including certificated and classified staff, on strategies and interventions to utilize to address engagement within classroom setting in-person and/or distance learning to help mitigate learning loss.
- Provide ongoing training related to engaging parents and supporting staff in writing distance learning plans, progress on IEP goals, addressing IEP goals, and IEP paperwork during school closure.

- Create and maintain a resource list/database that teachers can access and build as a community related to online learning.
- Provide training to staff on strategies in supporting students in trauma informed care.
- Provide ongoing social-emotional support/strategies to identified staff to support their own mental well-being as they are experiencing anxiety related to COVID/current events.

Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

Two additional stipend positions were added to provide distance learning tech support to teachers. Four bus drivers are delivering lunches three days a week to the communities of Albion, Comptche, and Elk. They are also delivering family meal boxes from the Family Resource Center once a week. Two instructional aides are providing childcare for teachers lacking childcare in order for those teachers to conduct distance learning lessons. Two instructional aides are assisting in the kitchen with food preparation or delivery. Two certificated teachers have been assigned as English Learner instructors. Five instructional aides reassigned as distance learning support. Three integrative aides assigned for in-person support for students with special needs. Three certificated art and physical education teachers have been reassigned as self-contained grade level teachers.

Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

Two teachers have been reassigned to provide direct instruction with English Learners in the District. The LEA applied for and was granted a waiver to allow in-person instruction for students with disabilities and for those with high needs in particular. In addition to the regular support of our District counselor and social worker for homeless and foster youth, teams of family engagement liaisons have been formed at the high school and K-8 grade levels. These teams will be reaching out to provide additional assistance to families and students who are having a particularly difficult time engaging. These teams will provide assistance with possible in-person instruction, technology, community resources, and supplies and materials.

SELPA will collaborate with MUSD staff and parents:

- Work with SELPA Board Certified Behavior Analyst and Program Specialists to develop plans and intervention strategies related to classroom engagement and re-integration for any students that require it. Support can also be provided in developing plans and interventions to support independence and engagement with distance learning in the home.
- Behavioral interventions/ plans to address compliance with necessary safety requirements (mask wearing, social distancing, overall safety while on campus, etc.) for all students.
- Support from SELPA staff in navigating agencies and community services (DHHS, Regional Center, etc.)

- Provide all Low incidence services to students per their IEP as well as collaboration and direct consultation to parents and staff. Assistive technology support, accommodations, modifications and professional development will be provided to parents, students and staff as needed.
- Provide Parent/caregiver training by BCBA's and/or SELPA Program Specialists in behavior management, balancing supporting their student's school work with other responsibilities, creating functional work spaces for their students to use.
- Provide consultation to students, staff and parents on use of alternative learning materials for students who cannot access technology due to disability and/or lack of access.

Actions related to the Distance Learning Program [Additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Media Tech Support Stipends	\$2,400	No
Satellite Internet Access and Chromebook Deployment	\$84,000	Yes
Reassigned personnel to deliver distance learning program	\$335,660	Yes
Extra Materials and Supplies for COVID-19 relief and distance learning	\$70,000	

Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

At the beginning of year we start with formative curriculum-based measurements (Bridges, College Preparatory Mathematics, Superkids, Great Minds) and universal screenings for ELA (BPST, DIBELS, school-created writing assessment) & math (some local assessments but mostly Bridges & CPM). Universal screenings are given at beginning, middle, end of school year to all students.

Students will be referred through teachers or universal screenings to the Family Engagement Teams at each site. Upon receiving a referral, the Family Engagement Teams will meet to discuss the possible barriers to learning and to provide resources. In addition, assessments and intervention strategies will be discussed with parents through a Student Support Team (SST) meeting. Screenings, classroom based assessments, and assessment in reading, writing, and math (DIBELS, Writing Assessment, BRIGES assessments, ELPAC, SBAC etc.) will be compared to previous performance preCOVID. All of this is a part of MTSS (multi-tiered systems and supports). MTSS includes remediation for English learners and students with special needs as well. More frequent assessments and progress monitoring for students falling within the at-risk category and/or needing English language development services.

Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

MUSD has reassigned two credentialed teachers to provide 1:1 or small group instruction for EL students (one at the K-8 levels and one at the high school). MUSD's waiver for in-person instruction was approved so some of this instruction could take place in-person as well. The waiver also allows in-person instruction to pupils with exceptional needs and families without internet or childcare.

For students identified as at risk that need intervention services, teachers will implement targeted small group instruction (in-person and distance learning) to remediate learning loss and accelerate learning progress. Teachers differentiate instruction, reteach, accommodate and modify in the general education classroom (small groups, individualized instruction, and break out rooms in Zoom during distance learning). Additionally, at-risk students receive small group targeted intervention to remediate skills. English language learners receive same supports as at-risk students in general education classrooms plus small group targeted English language development services (some in person and some through Zoom during distance learning).

Accelerated learning will be used at the general education level (teach grade level common core standards, but embed remediation where content instruction was missed due to COVID to catch students up).

Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

Curriculum based summative assessments given at the end of units as well as progress monitoring given throughout the year to assess ongoing learning status

Standardized assessments: English language learners take the ELPAC in the spring. All students take the CAASP in spring.

Student Support Team & Family Engagement Support Team will follow-up with students, families, and teachers to troubleshoot how to support students who are not progressing.

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Reassignment of dedicated English language development teachers at the K-8 and high school levels	\$45,538	Yes

Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

MUSD is committed to providing social, emotional, and mental health support to students, staff, and families wherever possible in the 2020-2021 school year and beyond. Within the specific limits placed upon the environment due to distance learning, we have identified the following supports to further develop and refine over the course of the school year:

- For physical needs that students and families have experienced and continue to experience in greater amounts due to uncertainties related to Covid-19, we have expanded our Family Resource Center, delivering food on a weekly basis to families and providing additional support for those experiencing financial crises. The food delivery is in addition to lunches provided for all MUSD students this academic year, which are delivered to outlying schools and to families who cannot easily access those places, including those experiencing homelessness. Technology and connectivity outreach and financial support has reduced stress and anxiety for both families and students.
- For social, emotional, and mental health support for students, we are continuing to offer both one-to-one counseling and are developing group formats to provide regular opportunities for support and check-ins with our professional helping staff. We are planning weekly small group virtual meetings during Personal Success Period for HS students with Advisors to support both personal and academic wellness. We are also collecting and disseminating trauma-informed resources for teachers to use within their classrooms to increase SEL opportunities, along with guidelines to help teachers recognize social/emotional needs in the virtual format, so that students can be efficiently referred. HS utilizes Universal Behavior Screening which initially was implemented for RTI/PBIS but has shifted focus towards engagement and mental health wellness during our distance learning.
- For staff, we are developing dedicated support initiatives, including one-to-one support; resource sharing; supportive emails; and time for dedicated check-ins with other staff members.

- For the entire community, we are building a website for resources specific to individual populations, including students, families, and staff. The website will be a hub for information about both local and national organizations, as well as a place for students to self-refer and for families to learn about social-emotional supports in our district.

Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

The K-8 School and Mendocino High School have created Family Engagement Teams. These teams will meet regularly to review student progress, engagement, and attendance. When a student is struggling for any reason, the family engagement team will contact the family and the student to determine what the limiting factors are and which supports and services would best fit their needs. Individual teachers will be following up with students who are not attending distance learning lessons without a valid excuse. If any unexcused absences continue, the student will be referred to the Family Engagement Team for extra support. Our bilingual social worker is on both of the teams and prepared to offer supports for our Spanish speaking families. If a student isn't progressing or is at risk of learning loss, they will be referred to the student support teams at their respective grade levels for plans for learning strategies and possible assessment and remediation.

SELPA will, in collaboration with MUSD staff:

- Provide support to develop plans and intervention strategies related to classroom engagement and re-integration. Support can also be provided in developing plans and interventions to support independence and engagement with distance learning done from home.
- Provide support in navigating agencies and community services (DHHS, Regional Center, etc.)
- Training district staff in parent outreach and relationship building including tiered responses (phone calls, letters, home visits) and documentation strategies.

School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

Our District Business Manager worked closely with our California Department of Education Nutritional Consultant, our Cook Manager, and our District Free and/or Reduced Lunch Record keeper to qualify MUSD for the Community Eligibility Provision (CEP) that allows every student in our District, regardless of socioeconomic status, to get free lunches and breakfasts. On Mondays, Wednesdays, and Fridays, lunches and breakfasts are being delivered to Albion School, Comptche School, and Greenwood Preschool. Lunches are also available for pick-up at the Mendocino K-8 School. In addition, for parents unable to leave their homes, we are delivering lunches to their door. If students are on campus for in-person instruction, lunches are available from 12:00 - 1:00 and can be delivered to the high school during that time as well.

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
[The section of the Learning Continuity Plan related to the action described; may put N/A if the action does not apply to one specific section]	[A description of what the action is; may include a description of how the action contributes to increasing or improving services]		

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
8.32%	\$301,469

Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

All of the actions in this plan in MUSD put English learners, foster youth, and low-income students first. The staff reassignments were made to help get lunches to the doorsteps of low-income families, get internet access to low-income families, and to provide 1:1 or small group instruction to those families that need it most.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

Dedicated certificated staff member assigned to English language development through 1:1 or small group instruction. Internet access and tech devices are being provided for low-income families.

Mendocino K8 Schools

Board Report 9.10.20



Distance Learning - Week 2!

- Student participation: Able to connect with all of our students/families
 - Student participation is high
 - Not engaging in online distance learning program at all
 - One student at Compiche
 - One 3rd grader in Mendocino
 - Tech issues
- Staff
 - Working well in teams to support each other
 - Weekly collaboration
- Sasha Blaser's 2nd grade Class

In-Person Learning

Safety Protocols

- Staff training
- In-Person Learning information for families
- Home Screening
- School Screening
- In-Person Learning Checklist
- Cleaning Schedule
- Designated areas
- Procedures for symptoms/COVID *

Rollout Plan

- Start small and see how it goes
- Selected students with IEPs
 - Moderate-severe disabilities
 - Resource students
 - Speech
- Technology barriers
- Family Engagement Team referrals

In-Person Learning

Who is attending?

- 1 - Pre-school
- 1 - 2nd grade student
- 2 - 3rd grade students
- 3 - 5th grade students
- 3 - 4th grade student
- 4 - 6th grade students
- 4 - 7th grade students

18 Students

Reasons for attending:

- Childcare: 4
- Special Education Services: 14
 - Lack of internet: 2
 - Internet interface is not conducive: 3
 - Speech: 5

Schedule for attending

- 1 - 5 days/week
- 30 minutes - 2 hours; 3.75 hours

Student Transitions

Unenrolled

K8: 30 Students
9 Moved
6 MUSD IS
4 Montessori del Mar
11 Homeschool

Comptche: 7 Students
2 Moved
5 Homeschool

Newly Enrolled

K8: 22 Students
8 TK/K
14 1st - 8th

Comptche: 1 Student (K)

Albion: 3 Students (K)

Mendocino Unified School District



MINUTES

Board Study Session

SEPTEMBER 16, 2020

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

9:00 A.M to 12:00 A.M

VIA TELECONFERENCE

Join Zoom Meeting

<https://zoom.us/j/99165894641?pwd=bUNsS1hFUmdibks2cmUrd1ZWSW9pOT09>

Meeting ID: 991 6589 4641 Passcode: aQRvT0

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+1 669 900 9128 US (San Jose)

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Passcode: 188691

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

Board Priorities

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

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

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

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

1. 9:00 A.M. OPEN SESSION

1.1. Call to order and roll call

The meeting was called to order at 9:06 A.M. Virtually present were Trustees Morton, Grinberg, Aum, Schaeffer, Gay.

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.

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. QKA Architects will present the schematic design for Phase I of the Mendocino High School Modernization Project (information)

The Board viewed a presentation by QKA on schematic design for Phase I of the high school remodel. The Board then discussed the Lease/Leasback program.

MSA Morton/Grinberg (3/1/1) to proceed with the Lease/Leaseback program in its traditional form. Roll call vote:

Aum – Abstain

Grinberg – Aye

Gay – Aye

Schaeffer – Nay

Morton – Aye

An RFP committee was formed and will include Trustees Aum and Morton.

4. ADJOURNMENT

The next Board meeting is scheduled for **October 15, 2020** at the K-8 School.

The meeting was adjourned at 12:01 P.M.

Mendocino Unified School District



MINUTES

Special Board Meeting

SEPTEMBER 30, 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/96080313415?pwd=UFB6dDU2TVJHdm42OnlNc3RyWXdGUT09>

Meeting ID: 960 8031 3415 Passcode: 7YZ8uj

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 960 8031 3415

Passcode: 230746

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

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 5:05 P.M. Virtually present were Trustees Gay, Grinberg, Morton, Schaeffer, Aum 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 Grinberg/Aum (5/0) to approve the agenda with the removal of Item 4.3

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/community comments.

3. 5:10 P.M. PUBLIC HEARING – TIMED ITEM

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

Several staff and community members from CCLC spoke during this Public Hearing voicing their support of the petition. In contrast, Co-president, Pam Duncan of MUSD MTA stated that MTA would like the Board to deny the petition.

The Public Hearing closed at 5:38 P.M.

4. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

4.1. Discussion and Grant or Denial of Caspar Creek Learning Community (CCLC) petition for Charter School (action)

MSA Morton/Aum (5/0) to approve the Amended Resolution as written.

The Board wishes to engage in further discussion on to move past the financial hurdle. CCLC has 30 days from tonight to appeal the decision through MCOE.

4.2. Learning Continuity and Attendance Plan

All Districts in California are required to develop and adopt a Learning Continuity and Attendance Plan (action)

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

4.3. Budget Update

Business Manager Jason Fruth will present the MUSD Unaudited Actuals Financial Report and request approval by the Board. These mandated financial reports detail the "Unaudited Actuals" revenues and expenses for school year 2019-20. The reports for each fund include columns that represent the "Unaudited Actuals" for the 2019-20 school year. The reports for each fund also include informational columns that represent the budget for 2020-21. (action)

This item was pulled.

5. ADJOURNMENT

The next Board meeting is scheduled for **October 15, 2020.**

The meeting was adjourned at 7:33 P.M.

**RESOLUTION OF THE
BOARD OF EDUCATION OF THE MENDOCINO UNIFIED SCHOOL DISTRICT
REGARDING THE PETITION TO FORM THE
CASPAR CREEK LEARNING COMMUNITY**

WHEREAS, by enacting the Charter Schools Act (Educ. Code §§ 47600 *et seq.*), the Legislature has declared its intent to provide opportunities to teachers, parents, pupils, and existing members to establish and maintain schools that operate independently from the existing school district structure for the purposes specified therein; and

WHEREAS, the Legislature has declared its intent that charter schools are and should become an integral part of the California educational system and the establishment of charter schools should be encouraged, and that charter schools are part of and under the jurisdiction of the Public School System and the exclusive control of the officers of the public schools; and

WHEREAS, although charter schools are exempt from many of the laws governing school districts, in return for that flexibility, they are accountable for complying with the terms of their charters and applicable law; and

WHEREAS, a successful charter petition must contain reasonably comprehensive descriptions of the criteria set forth in Education Code § 47605(c)(5)(A)-(O), as well as the affirmations and other requirements set forth in Education Code § 47605; and

WHEREAS, a governing board may deny a petition to form a charter school if it makes written findings to support any of the following under Education Code § 47605(c): “(1) The charter school presents an unsound educational program for the pupils to be enrolled in the charter school; (2) The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition; (3) The petition does not contain the number of signatures required by subdivision (a); (4) The petition does not contain an affirmation of each of the conditions described in subdivision (e) [of Education Code § 47650]; (5) The petition does not contain reasonably comprehensive descriptions of all of the [criteria set forth in Education Code § 47605(c)(5)(A)-(O)]; (6) The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of [Government Code § 3540 (the Rodda Act, the State’s collective bargaining law for school employees)]; (7) The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. Analysis of this finding shall include consideration of the fiscal impact of the proposed charter school. A written factual finding under this paragraph shall detail specific facts and circumstances that analyze and consider the following factors: (A) The extent to which the proposed charter school would substantially undermine existing services, academic offerings, or programmatic offerings. (B) Whether the proposed charter school would duplicate a program currently offered within the school district and the existing program has sufficient capacity for the pupils proposed to be served within reasonable proximity to where the charter school intends to locate; and (8) The school district is not positioned to absorb the fiscal impact of the proposed charter school. A

school district satisfies this paragraph if it has a qualified interim certification pursuant to [Education Code] Section 42131 and the county superintendent of schools, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the school district having a negative interim certification pursuant to [Education Code] Section 42131, has a negative interim certification pursuant to [Education Code] Section 42131, or is under state receivership. Charter schools proposed in a school district satisfying one of these conditions shall be subject to a rebuttable presumption of denial.”; and

WHEREAS, on or about October 3, 2019, Governor Newsom signed Assembly Bill 1505 into law; and

WHEREAS, Assembly Bill 1505 prohibited the establishment of any new charter school that offers nonclassroom-based instruction and is funded as a nonclassroom-based charter school, from January 1, 2020, through January 1, 2020, subject to certain exceptions; and

WHEREAS, on or about July 10, 2020, the Mendocino Unified School District received a Petition to form the Caspar Creek Learning Community (“Charter School”); and

WHEREAS, in compliance with Education Code § 47605(b), the Board of Education held a public hearing on August 26, 2020, to determine the level of support for the Petition; and

WHEREAS, in compliance with Education Code § 47605(b), the Board of Education is obligated to take action to grant or deny the Petition within 90 days of its submission.

NOW, THEREFORE, BE IT FURTHER RESOLVED AND ORDERED by the Board of Education of the Mendocino Unified School District that the Petition to form Caspar Creek Learning Community is hereby DENIED on the following grounds:

1. The Petition is subject to the current two-year moratorium on nonclassroom-based charter schools established by Assembly Bill 1505, and no exception exists to permit granting the Petition (Educ. Code § 47612.7);
2. Petitioners are demonstrably unlikely to successfully implement the program set forth in the Petition (Educ. Code § 47605(c)(2)); and
3. The Charter School is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate as it would substantially undermine existing services, academic offerings, or programmatic offerings of the Mendocino Unified School District (Educ. Code § 47605(c)(7)).

NOW, THEREFORE, BE IT FURTHER RESOLVED AND ORDERED by the Board of Education of the Mendocino Unified School District that the Board hereby orders the District staff to amend its September 15, 2020, factual findings as directed at this Board Meeting under the supervision of the Secretary of the Board of Education, and adopts those amended factual findings in support of its denial.

PASSED AND ADOPTED on September 30, 2020, by the Board of Education of the Mendocino Unified School District by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

I declare under penalty of perjury that the following resolution was duly passed and adopted on the date and by the vote stated.

Secretary of the Board of Education

MENDOCINO UNIFIED SCHOOL DISTRICT

Learning Continuity and Attendance Plan Template (2020-21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/relic/documents/lmgcnt/vatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Mendocino Unified School District	Jason J. Morse Superintendent	jjmorse@mcn.org (707) 937-5868

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

Although relatively slow to get a foothold in Mendocino County, COVID-19 is now considered widespread and the County is on the Governor's monitoring list which requires schools to begin the 2020-2021 school year distance learning. Like most schools in California, Mendocino Unified closed in mid-March due to the pandemic. District staff responded quickly by providing supplemental learning materials and resources to parents. After a few weeks classes did resume via online instruction, telephone, and paper packets. Student grades were held harmless from the academic 3rd quarter as some families struggled with and continue to struggle with internet connectivity. The District is following all safety protocols related to COVID-19 and as of September 1st, 2020, no student or staff member has tested positive for COVID-19.

Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

Shortly after the school year ended in June, the District circulated a survey to parents asking about their experience with distance learning in terms of what went well and needed improvement. In addition, parents were asked about their level of technology readiness with devices and internet connectivity. In addition, the high school staff contacted families and kept records of which students had difficulty engaging in the spring and the reasons for those difficulties. The K-8 School staff made efforts to contact each family to check-in with families and to narrow down technology needs.

For the Learning Continuity and Attendance Plan, a stakeholder meeting was held on Wednesday, September 9th. The plan was presented in detail and questions and comments were solicited after each section of the plan. A public hearing was held on Thursday, September 10th.

[A description of the options provided for remote participation in public meetings and public hearings.]

Options for remotely attending the stakeholder meeting and the public hearing included video conference via Zoom, or telephone via Zoom.

[A summary of the feedback provided by specific stakeholder groups.]

Eleven people attended the stakeholder meeting. There were a few questions regarding the plan as well as other general questions about how teachers are taking attendance, homework policies, and communication between teachers and parents.

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

The contents of the plan were not influenced by stakeholder input.

Continuity of Learning

In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

Mendocino Unified School District was one of only three Districts in Mendocino County that applied for a waiver to the public health department that would allow in-person instruction for students with disabilities, English learners, those without adequate internet access, and for essential workers without childcare. The subgroups of students mentioned in the waiver application are at the greatest risk of learning loss due to the school closure in 2019-20. Our waiver was approved and school staff are working hard to implement and communicate the plan for health and safety related to in-person instruction.

- Support from SELPA staff to develop plans and intervention strategies related to classroom engagement and re-integration. SELPA will also be providing support in developing plans and interventions to support independence and engagement with distance learning done from home.
- Professional development related to strategies and interventions for school personnel to utilize to address engagement with classroom or distance learning to help mitigate learning loss.
- Parent training/groups focused on supporting recoupment of skills and/or training parents in effective strategies to support distance learning in the event of future closures.

Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
[A description of what the action is; may include a description of how the action contributes to increasing or improving services]		

Distance Learning Program

Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Mendocino Unified School District will start the year with 100% distance learning. Students will engage synchronously and asynchronously with live contact every day for every student. Teachers will use Google Classroom and GAFE as the learning management system and will use Zoom for live video instruction. Teachers have adapted curriculum to an online environment and in some cases, such as in high school science courses, online curriculum has been purchased.

When appropriate, the MUSD will be reopening with physical distancing and facial covering measures in place. Because of the nature of high school classes, it is difficult to maintain a single stable cohort, as there will be some mixing between groups in different classes. Because of this, facial coverings and distancing will be required at all times. At the K-8 grades, it is easier to maintain stable cohorts and State and county guidelines will be followed.

To accommodate for physical distancing, the student body will be divided into an A and B cohort with each attending for 2 days and a flex day in between. The flex day (Wednesday) could be used for teacher collaboration and prep time as well as small group intervention and lab use by students. There would be small groups only, but there could be some overlap of A and B cohort students on Wednesdays. Eventually, Wednesday might become an alternate A/B day.

While students will initially only be on campus two days a week, it is expected that students will participate in continuous learning 5 days a week. At Mendocino High School, because courses are only a semester long, students will have fewer courses to focus on each semester, but the content will be condensed. Even the best engaged students in the spring of 2020 could only sufficiently focus on three to four classes at a time. This immersive style of learning has been shown to be effective in studies, but we are aware classroom support is more limited due to the pandemic.

At the high school, to reduce the amount of mixing of students, we will switch from a seven period block schedule to a 3x3 schedule. This means students will only be taking three classes each semester (and one optional online) instead of seven. There will be an additional PSP or home room period twice a week, one for social-emotional and school culture focus and the other for academic focus. These periods will be 30 minutes long. Furthermore, to reduce mixing, there will be no open campus and there will not be an extended lunch break. Students will pick up their lunch at "Brunch" and may snack on it during "Break". Both "Brunch" and "Break" are only 10 minutes long, so if there is any additional mixing it is for a shorter period of time than a normal lunch time.

At the K-8 grade levels, curriculum has been modified or new curriculum was purchased to ensure multi-methods of delivery and a smooth transition between in-person and distance learning. Classes and schedules were set up to allow for a smooth transition between in-person and distance learning.

District-wide, common spaces will be cleaned hourly by custodial staff and classrooms will be disinfected nightly. In addition, teachers (trained in pesticide use in the spring of 2020) will be responsible for spraying table tops and other high touch surfaces with peroxide and wiping them down. Shared items such as woodshop tools and electronics will be cleaned before and after each use with peroxide wipes. Whenever possible, extra tools/supplies, such as art supplies, will be purchased so that each student can have an individual set. A more thorough cleaning will be done each time the A and B cohorts switch, hopefully using electrostatic sprayers.

Students will be screened passively at home for COVID symptoms and risk and will be actively screened on busses and when entering school. We will focus on a visual inspection, but will also ask a blanket question on symptoms and about contact with COVID cases.

Students will be screened at entry points, but this may shift to classrooms depending on how long it takes to screen.

Students and staff will be supplied PPE as needed. Each student will be given at least two cloth face coverings for use. Teachers and students will have access to face shields with a cloth skirt in cases where a mask will not work. Additional face coverings will be available as needed as will face shields. Plexiglass sneeze guards are installed along the length of the front desks in the offices and individual sneeze guards are available for teacher desks. We do not have plans to provide plexi-glass barriers for individual student desks.

Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

Mendocino Unified School District is located in rural Mendocino County and adequate internet connectivity for all families remains as a major issue for distance learning. After contacting families to assess the needs, District staff have been working with internet and satellite internet providers to connect families with the best possible solution. The District is paying for installation and monthly costs for families to insure that all families are able to access these solutions. That being said, satellite providers often have limited data plans and even new satellite installations may not be able to support the distance learning needs of families. The District will continue to troubleshoot and work with providers to increase bandwidth and data options for families.

All Mendocino High School students currently have access to Chromebooks. Students at the K-8 grades also have access to Chromebooks, however the demand has exceeded the supply and more Chromebooks have been ordered. It is anticipated that all students in need of a device will have a device by mid-September.

Assistive technology support including devices and consultation from specialists to students, staff and parents to ensure student access and engagement.

Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Student attendance is tracked synchronously and asynchronously through Aeries and weekly lesson plans are documented on templates provided by the CDE and eventually will be tracked in Aeries. Synchronous engagement is required, but if a student has internet issues and is able to complete the work assigned during that period, they will receive asynchronous attendance credit. Attendance will be tracked and submitted to the Family Engagement Teams and team members will follow up with absent students.

Student progress will be assessed using a standards based grading method. Work will be collected and returned through Google Classroom. Student progress will be monitored through work completion on Google Classroom as well as through live video interaction.

Curriculum based assessments, both formative and summative, will be used to track student progress.

At the K-8 grades, teachers have created a schedule with specific minutes for different subjects that they plan assignments and assessments to match the scheduled minutes. Teachers will work with individual students to adjust this for students taking more time to complete assignments, as well as, providing extra assignments for those that finish earlier.

Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

The District contracted with Mendocino County Office of Education personnel to provide 4 days of dedicated professional development for teaching staff on creating and maintaining websites, videoconferencing, and learning management systems. Media Tech Support stipends were given to two teachers in the District to help support their colleagues with distance learning.

In collaboration with MUSD staff, SELPA will:

- Provide professional development to school personnel, including certificated and classified staff, on strategies and interventions to utilize to address engagement within classroom setting in-person and/or distance learning to help mitigate learning loss.
- Provide ongoing training related to engaging parents and supporting staff in writing distance learning plans, progress on IEP goals, addressing IEP goals, and IEP paperwork during school closure.

- Create and maintain a resource list/database that teachers can access and build as a community related to online learning.
- Provide training to staff on strategies in supporting students in trauma informed care.
- Provide ongoing social-emotional support/strategies to identified staff to support their own mental well-being as they are experiencing anxiety related to COVID/current events.

Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

- Two additional stipend positions were added to provide distance learning tech support to teachers.
- Four bus drivers are delivering lunches three days a week to the communities of Albion, Comptche, and Elk. They are also delivering family meal boxes from the Family Resource Center once a week.
- Two instructional aides are providing childcare for teachers lacking childcare in order for those teachers to conduct distance learning lessons.
- Two instructional aides are assisting in the kitchen with food preparation or delivery.
- Two certificated teachers have been assigned as English Learner instructors
- Five instructional aides reassigned as distance learning support
- Three integrative aides assigned for in-person support for students with special needs
- Three certificated art and physical education teachers have been reassigned as self-contained grade level teachers

Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

Two teachers have been reassigned to provide direct instruction with English Learners in the District. The LEA applied for and was granted a waiver to allow in-person instruction for students with disabilities and for those with high needs in particular. In addition to the regular support of our District counselor and social worker for homeless and foster youth, teams of family engagement liaisons have been formed at the high school and K-8 grade levels. These teams will be reaching out to provide additional assistance to families and students who are having a particularly difficult time engaging. These teams will provide assistance with possible in-person instruction, technology, community resources, and supplies and materials.

SELPA will collaborate with MUSD staff and parents:

- Work with SELPA Board Certified Behavioral Analyst and Program Specialists to develop plans and intervention strategies related to classroom engagement and re-integration for any students that require it. Support can also be provided in developing plans and interventions to support independence and engagement with distance learning in the home.
- Behavioral interventions/ plans to address compliance with necessary safety requirements (mask wearing, social distancing, overall safety while on campus, etc.) for all students.
- Support from SELPA staff in navigating agencies and community services (DHHS, Regional Center, etc.)

- Provide all Low incidence services to students per their IEP as well as collaboration and direct consultation to parents and staff. Assistive technology support, accommodations, modifications and professional development will be provided to parents, students and staff as needed.
- Provide Parent/caregiver training by BCBAs and/or SELPA Program Specialists in behavior management, balancing supporting their student's school work with other responsibilities, creating functional work spaces for their students to use.
- Provide consultation to students, staff and parents on use of alternative learning materials for students who cannot access technology due to disability and/or lack of access.

Actions related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Media Tech Support Stipends	\$2,400	No
Satellite Internet Access and Chromebook Deployment	\$84,000	Yes
Reassigned personnel to deliver distance learning program	\$335,660	Yes
Extra Materials and Supplies for COVID-19 relief and distance learning	\$70,000	

Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

At the beginning of year we start with formative curriculum-based measurements (Bridges, College Preparatory Mathematics, Superkids, Great Minds) and universal screenings for ELA (BPST, DIBELS, school-created writing assessment) & math (some local assessments but mostly Bridges & CPM). Universal screenings are given at beginning, middle, end of school year to all students.

Students will be referred through teachers or universal screenings to the Family Engagement Teams at each site. Upon receiving a referral, the Family Engagement Teams will meet to discuss the possible barriers to learning and to provide resources. In addition, assessments and intervention strategies will be discussed with parents through a Student Support Team (SST) meeting. Screenings, classroom based assessments, and assessment in reading, writing, and math (DIBELS, Writing Assessment, BRIDGES assessments, ELPAC, SBAC etc.) will be compared to previous performance preCOVID. All of this is a part of MTSS (multi-tiered systems and supports). MTSS includes remediation for English learners and students with special needs as well. More frequent assessments and progress monitoring for students falling within the at-risk category and/or needing English language development services.

Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

MUSD has reassigned two credentialed teachers to provide 1:1 or small group instruction for EL students (one at the K-8 levels and one at the high school). MUSD's waiver for in-person instruction was approved so some of this instruction could take place in-person as well. The waiver also allows in-person instruction to pupils with exceptional needs and families without internet or childcare.

For students identified as at risk that need intervention services, teachers will implement targeted small group instruction (in-person and distance learning) to remediate learning loss and accelerate learning progress. Teachers differentiate instruction, reteach, accommodate and modify in the general education classroom (small groups, individualized instruction, and break out rooms in Zoom during distance learning). Additionally, at-risk students receive small group targeted intervention to remediate skills. English language learners receive same supports as at-risk students in general education classrooms plus small group targeted English language development services (some in person and some through Zoom during distance learning).

Accelerated learning will be used at the general education level (teach grade level common core standards, but embed remediation where content instruction was missed due to COVID to catch students up).

Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

Curriculum based summative assessments given at the end of units as well as progress monitoring given throughout the year to assess ongoing learning status

Standardized assessments: English language learners take the ELPAC in the spring. All students take the CAASP in spring.

Student Support Team & Family Engagement Support Team will follow-up with students, families, and teachers to troubleshoot how to support students who are not progressing.

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Reassignment of dedicated English language development teachers at the K-8 and high school levels	\$45,538	Yes

Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

MUSD is committed to providing social, emotional, and mental health support to students, staff, and families wherever possible in the 2020-2021 school year and beyond. Within the specific limits placed upon the environment due to distance learning, we have identified the following supports to further develop and refine over the course of the school year:

- For physical needs that students and families have experienced and continue to experience in greater amounts due to uncertainties related to Covid-19, we have expanded our Family Resource Center, delivering food on a weekly basis to families and providing additional support for those experiencing financial crises. The food delivery is in addition to lunches provided for all MUSD students this academic year, which are delivered to outlying schools and to families who cannot easily access those places, including those experiencing homelessness. Technology and connectivity outreach and financial support has reduced stress and anxiety for both families and students.
- For social, emotional, and mental health support for students, we are continuing to offer both one-to-one counseling and are developing group formats to provide regular opportunities for support and check-ins with our professional helping staff. We are planning weekly small group virtual meetings during Personal Success Period for HS students with Advisors to support both personal and academic wellness. We are also collecting and disseminating trauma-informed resources for teachers to use within their classrooms to increase SEL opportunities, along with guidelines to help teachers recognize social/emotional needs in the virtual format, so that students can be efficiently referred. HS utilizes Universal Behavior Screening which initially was implemented for RTI/PBIS but has shifted focus towards engagement and mental health wellness during our distance learning.
- For staff, we are developing dedicated support initiatives, including one-to-one support; resource sharing; supportive emails; and time for dedicated check-ins with other staff members.

- For the entire community, we are building a website for resources specific to individual populations, including students, families, and staff. The website will be a hub for information about both local and national organizations, as well as a place for students to self-refer and for families to learn about social-emotional supports in our district.

Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

The K-8 School and Mendocino High School have created Family Engagement Teams. These teams will meet regularly to review student progress, engagement, and attendance. When a student is struggling for any reason, the family engagement team will contact the family and the student to determine what the limiting factors are and which supports and services would best fit their needs. Individual teachers will be following up with students who are not attending distance learning lessons without a valid excuse. If any unexcused absences continue, the student will be referred to the Family Engagement Team for extra support. Our bilingual social worker is on both of the teams and prepared to offer supports for our Spanish speaking families. If a student isn't progressing or is at risk of learning loss, they will be referred to the student support teams at their respective grade levels for plans for learning strategies and possible assessment and remediation.

SELPA will, in collaboration with MUSD staff:

- Provide support to develop plans and intervention strategies related to classroom engagement and re-integration. Support can also be provided in developing plans and interventions to support independence and engagement with distance learning done from home.
- Provide support in navigating agencies and community services (DHHS, Regional Center, etc.)
- Training district staff in parent outreach and relationship building including tiered responses (phone calls, letters, home visits) and documentation strategies.

School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

Our District Business Manager worked closely with our California Department of Education Nutritional Consultant, our Cook Manager, and our District Free and/or Reduced Lunch Record Keeper to qualify MUSD for the Community Eligibility Provision (CEP) that allows every student in our District, regardless of socioeconomic status, to get free lunches and breakfasts. On Mondays, Wednesdays, and Fridays, lunches and breakfasts are being delivered to Albion School, Comptche School, and Greenwood Preschool. Lunches are also available for pick-up at the Mendocino K-8 School. In addition, for parents unable to leave their homes, we are delivering lunches to their door. If students are on campus for in-person instruction, lunches are available from 12:00 - 1:00 and can be delivered to the high school during that time as well.

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
[The section of the Learning Continuity Plan related to the action described; may put N/A if the action does not apply to one specific section]	[A description of what the action is; may include a description of how the action contributes to increasing or improving services]		

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
8.32%	\$301,469

Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

All of the actions in this plan in MUSD put English learners, foster youth, and low-income students first. The staff reassignments were made to help get lunches to the doorsteps of low-income families, get internet access to low-income families, and to provide 1:1 or small group instruction to those families that need it most.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

Dedicated certificated staff member assigned to English language development through 1:1 or small group instruction. Internet access and tech devices are being provided for low-income families.

		September	October	
EXPENDITURES:		Meeting	Meeting	Change
CERTIFICATED SALARIES				
1100	Teachers' Salaries	\$2,686,849	\$2,686,849	\$0
1200	Pupil Support Salaries	\$298,146	\$298,146	\$0
1300	Supervisors' and Admin Salaries	\$367,078	\$367,078	\$0
1900	Other Certificated Salaries	\$600	\$600	\$0
Total Certificated Salaries		\$3,352,673	\$3,352,673	\$0
CLASSIFIED SALARIES				
2100	Instructional Aides' Salaries	\$225,678	\$225,678	\$0
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		\$1,665,102	\$1,665,102	\$0
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	-\$50,000	-\$50,000	\$0
Total Employee Benefits		\$2,489,733	\$2,489,733	\$0
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, Improvmts	\$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		\$8,750,528	\$8,750,528	\$0
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		-\$191,194	-\$191,194	-\$1
		September	October	
		Meeting	Meeting	Change
FUND BALANCE, RESERVES				
Beginning Fund Balance		\$2,517,006	\$2,517,006	\$0
Ending Fund Balance		\$2,325,812	\$2,325,812	-\$1
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	\$1,913,533	\$1,913,533	-\$1

KEY TRANSFERS IMPACTING THE GENERAL FUND UNALLOCATED RESERVE:

Transfer # Purpose	Amount
Total	\$0

2020-21 MUSD Enrollment History, Preliminary Current Year Enrollment, and Projection

October , 2020

UNOFFICIAL

Grade	93-94	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	19-20	
K	62	54	46	46	40	36	45	48	50	42	30	45	41	31	25	27	31	34	30	39	38	35	32	28	33	47	23	21	
1	59	55	48	48	50	45	40	36	47	37	38	31	39	44	29	25	32	26	37	30	40	33	30	29	22	33	41	22	
2	58	52	54	51	51	46	47	38	43	44	36	29	30	38	42	24	23	35	29	43	34	42	34	29	29	23	33	32	
3	76	59	55	50	63	53	47	45	38	42	42	43	31	27	42	45	29	28	34	30	41	41	48	31	31	36	27	31	
4	73	71	61	55	49	64	50	45	49	35	34	45	39	31	31	42	45	31	24	34	29	41	40	45	36	34	42	26	
5	66	82	75	63	60	48	64	51	47	47	32	31	40	35	31	33	43	47	37	22	35	34	43	44	43	33	36	39	
6	79	79	83	85	73	66	76	68	51	54	53	42	41	50	43	40	39	49	56	45	29	34	39	41	48	51	41	39	
7	85	75	79	88	89	80	71	84	71	47	54	55	43	41	55	41	42	44	46	56	45	32	35	33	42	50	50	36	
8	90	94	77	82	97	86	80	68	91	72	57	53	54	40	39	54	40	42	46	48	51	44	37	38	35	51	41	50	
ungraded K-8	14	7	18																										
9	85	103	112	94	86	101	97	107	94	97	72	68	68	53	43	46	51	45	43	51	55	61	42	43	45	44	54	40	
10	79	88	97	114	88	98	86	100	102	93	92	82	67	74	56	42	45	53	48	42	59	55	58	48	39	55	41	54	
11	83	75	84	85	114	119	94	89	97	94	82	92	79	70	64	57	45	42	53	53	41	56	51	56	52	45	49	40	
12	72	82	82	85	93	109	99	85	85	91	100	79	90	66	62	72	61	49	42	55	43	43	56	52	55	58	51	48	
ungraded 9-12	30	0	0																										
K-5 subtotal	394	373	339	313	313	292	293	263	274	247	212	224	220	206	200	196	203	201	191	198	217	226	227	206	194	206	202	171	
6-8 subtotal	254	248	239	255	259	232	227	220	213	173	164	150	138	131	137	135	121	135	148	149	125	110	111	112	125	152	132	125	
K-8 total	662	628	596	568	572	524	520	483	487	420	376	374	358	337	331	324	336	339	347	342	336	338	318	319	358	334	296		
9-12 subtotal	349	348	375	378	381	427	376	381	378	375	346	321	304	263	225	217	202	189	186	201	198	215	207	199	191	202	195	182	
K-12 total	1011	976	971	946	953	951	896	864	865	795	722	695	662	600	562	548	526	525	548	540	551	545	517	510	560	529	478		

% change to prior year	93-94	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	19-20
	-3.5%	-0.5%	-2.6%	0.7%	-0.2%	-5.8%	-3.6%	0.1%	-8.1%	-9.2%	-3.7%	-4.7%	-9.4%	-6.3%	-2.5%	-4.0%	-0.2%	0.0%	4.4%	-1.5%	2.0%	-1.1%	-5.1%	-1.4%	9.7%	-6.1%	-16.1%	

% change to 1993/94	93-94	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	19-20
	-3.5%	-4.0%	-6.4%	-5.7%	-5.9%	-11.4%	-14.5%	-14.4%	-21.4%	-28.6%	-31.3%	-34.5%	-40.7%	-44.4%	-45.8%	-48.0%	-48.1%	-48.1%	-45.8%	-46.6%	-45.5%	-46.1%	-48.9%	-49.6%	-44.6%	-47.7%	-52.7%	

Projection using cohort survival:

Grade	Actuals										cohort since	
	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	16-17	20-21
K	34	30	39	38	35	32	28	33	47	34		34
1	26	37	30	40	33	30	29	22	33	25	-10.3%	25
2	35	29	43	34	42	34	29	29	23	29.12	0.4%	29
3	28	34	30	41	41	48	31	31	36	31.15	7.4%	31
4	31	24	34	29	41	40	45	36	34	33.02	6.5%	33
5	47	37	22	35	34	43	44	43	33	45	-0.9%	45
6	49	56	45	29	34	39	41	48	51	47.38	7.7%	47
7	44	46	56	45	32	35	33	42	50	39.8	-2.9%	40
8	42	46	48	51	44	37	38	35	51	36.97	12.0%	37
9	45	43	51	55	61	42	43	45	44	45.64	20.1%	46
10	53	48	42	59	55	58	48	39	55	47	9.1%	47
11	42	53	53	41	56	51	56	52	45	51	6.8%	51
12	49	42	55	43	43	56	52	55	58	58	3.9%	58
K-5 subtotal	201	191	198	217	226	227	206	194	206	197		197
6-8 subtotal	135	148	149	125	110	111	112	125	152	124		124
K-8 total	336	339	347	342	336	338	318	319	358	322		322
9-12 subtotal	189	186	201	198	215	207	199	191	202	202		202
K-12 total	525	525	548	548	551	545	517	510	560	524		524

assumes 5 yr avg for K

% change to prior year	93-94	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	19-20
	-6.6%	0.0%	4.4%	0.0%	0.5%	-1.1%	-5.1%	-1.4%	9.8%	-6.5%	1.3%																	

2019-20 ENROLLMENT BY SITE						
K-8	Alb Comp	MHS	SHS	MAS	IS	
15	4	2				
13	3	4			2	
23	4	5				
26	4				1	
26						
39						
37					2	
31					5	
46					4	
		38			2	
		51	1		2	
		35	4		1	
		41	5		2	
256	15	11	165	10	21	0

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: 10/15/20

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 10/15/20
 Signature of Person Completing this form Date

[Signature] 10/15/20
 Signature of County Superintendent Date

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

NOTICE OF PUBLIC SALE OF PERSONAL
PROPERTY AND REQUEST FOR BIDS

Notice is hereby given that pursuant to Education Code section 17545 that the Superintendent of the Mendocino Unified School District will receive bids for the sale for cash to the highest responsible bidder of personal property not suitable for school purposes. The property to be sold consists of:

- One Hose/Irrigation Trailer
- One 16' Flat Bed Trailer
- One 1987 Chevrolet Utility Truck (orange)
- One Husqvarna Riding Lawnmower

All property is to be sold "as is" and the purchaser is responsible for removing the property from the site at a time that does not interfere with the educational program or bus barn activities.

To arrange to inspect the property, contact the Mendocino Unified School District maintenance department at:

44141 Little Lake Road,
Mendocino, CA 95460
707-937-5670

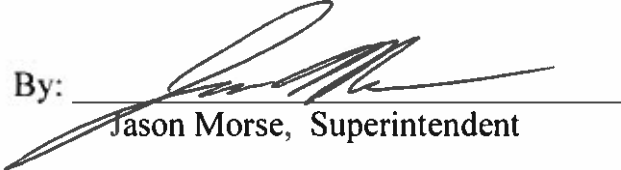
Bids will be accepted at the District Office until the time of 1:00 pm on October 30th, 2020, and will be opened in public at that time and place. The Superintendent may reject all bids or sell the property to the highest bidder.

The entire cash price must be paid upon notice of acceptance of the bid and prior to delivery of the property.

Dated: October 15, 2020

Governing Board of the Mendocino Unified
School District

By: _____


Jason Morse, Superintendent

School Year: 2020-21

School Plan for Student Achievement (SPSA)

Instructions and requirements for completing the SPSA template may be found in the SPSA Template Instructions.

School Name	County-District-School (CDS) Code	Schoolsite Council (SSC) Approval Date	Local Board Approval Date
Mendocino K8 School, Albion School, Comptche School	6025167, 6116149, 6025142	September 28, 2020	October 15, 2020

Purpose and Description

Briefly describe the purpose of this plan (Select from Schoolwide Program, Comprehensive Support and Improvement, Targeted Support and Improvement, or Additional Targeted Support and Improvement)

Mendocino K8 School has been identified as an Additional Targeted Support and Improvement (ATSI) school due to our Chronic Absenteeism rate and Suspension rate within the Hispanic subgroup.

Briefly describe the school's plan for effectively meeting the ESSA requirements in alignment with the Local Control and Accountability Plan and other federal, state, and local programs.

Our district organized a Chronic Absenteeism task force to evaluate and improve chronic absenteeism across the district. In addition, the Positive Behavior and Supports (PBIS) Team set a regular meeting to evaluate student discipline and develop strategies to support suspension alternatives when applicable.

This year, Mendocino K8 School has developed a Family Engagement Team comprised of the site administrator, the district social worker, the district counselor, the ELD teacher, and a general education teacher. The goal is to help support students and families engage in distance learning. The team meets weekly and reviews absences, as well as, referrals from school staff members.

70% of a teacher is dedicated to help support English Language Learners and provide in-person services for those student during distance learning.

Stakeholder Involvement

How, when, and with whom did the school consult as part of the planning process for this SPSA/Annual Review and Update?

Involvement Process for the SPSA and Annual Review and Update
School Plan for Student Achievement| Page 1 of 4

The Mendocino K8 School Site Council reviewed and discussed the plan on September 28, 2020. The plan will be discussed and review with staff at our October 30, 2020 staff meeting. The plan will be reviewed by the board at the October 15, 2020 board meeting.

The plan will be reviewed by the School Site Council at the March meeting and by the school staff at the March staff meeting.

Goals, Strategies, Expenditures, & Annual Review

Complete a copy of the Goal table for each of the school's goals. Duplicate the table as needed.

Goal 1

Writing – For the 2020-21 school year, the percentage of students who score below or near grade level will decrease from 2019 scores of 83%. *Due to COVID-19 school closures, the SBAC was not given in the Spring of 2020. Should the SBAC not be given, again, this spring, we will look at the local writing assessment scores to determine progress.*

Identified Need

School-wide writing results show that our students tested better than the state average; however, writing scores have consistently dropped since 2017. In 2017 68.5% scored below or near standard and in 2019 83% of students scored below or near standard in writing.

Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
2017 SBAC Writing Score	68.5% below or near standard	2021 SBAC Scores < 83% below or near standard
2019 SBAC Writing Score	83% below or near standard	2021 SBAC Scores < 83% below or near standard

Complete a copy of the Strategy/Activity table for each of the school's strategies/activities. Duplicate the table, including Proposed Expenditures, as needed.

Strategy/Activity 1

Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All Students

Strategy/Activity

Begin to implement the newly identified priority standards in writing. Use collaboration and inquiry to improve writing instructional strategies and curriculum implementation with a focus on identifying areas of need through assessment and focusing on those areas through instruction. Conduct ongoing evaluations to determine student and program outcomes and inform ongoing programmatic needs.

- Provide additional targeted instruction in writing instruction to struggling students.
- Grade level teams will conduct weekly meetings to discuss and analyze priority standards and instructional strategies in writing. Areas of need will be identified through assessments. Meetings will be based on the PLC model, answering the following questions: What do we want our students to learn? How do we know they are learning it? What do we do when they are not? How can we enrich those that are?
- The writing committee will meet quarterly to review writing prompts at different grade levels and discuss any road blocks to having assessment results guide future lessons.
- Attend professional development opportunities to support the implementation of a consistent writing curriculum and gain skills around teaching strategies and student editing.

Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
\$36,853.52 (1 Instructional aide)	Title I
\$8,565.00 (Teacher salary)	Title II

Goal 2

Chronic Absenteeism (Subgroup Hispanic) – For the 2020-21 school year, the percentage of students who are Chronically Absent will reduce from 29.8% to 19%.

Identified Need

According to the California School Dashboard, students in the Hispanic subgroup have been in the “red” for two consecutive years, 2018 & 2019 for Chronic Absenteeism. The Hispanic subgroup had a Chronic Absenteeism rate of 29.8% in 2019 as compared to the 19.1% rate for all Mendocino K8 students.

Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
2019 CA School Dashboard	29.8%	19%

Complete a copy of the Strategy/Activity table for each of the school’s strategies/activities. Duplicate the table, including Proposed Expenditures, as needed.

Strategy/Activity 1

Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All Students with a focus on Hispanic students and students with disabilities

Strategy/Activity

Mendocino K8 School's Family Engagement Team will meet weekly to review student attendance and teacher referrals. The team will use the following strategies to re-engage students and families:

- Provide internet and devices so students can access distance learning,
- Assign a team member to follow-up with the student/family and teacher,
- Complete home visits as needed to help trouble shoot situations (help design a quiet learning space, deliver paper packets of work, deliver food and other resources, communicate with families)
- Conduct individual sessions with students via Zoom or in-person to help support them with distance learning school work,
- Refer to counseling,
- Refer to parenting classes,
- Regular check-ins and communication from a team member.

Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)

Source(s)

No new expenditures

Strategy/Activity 2

Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

Hispanic students

Strategy/Activity

Mendocino K8 School's ELD teacher will offer individual and small group ELD instruction via Zoom or in-person using specific, research-based curriculum.

Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)

Source(s)

No New Expenditures

Goal 3

Suspension Rate (Subgroup Hispanic) – For the 2020-21 school year, the percentage of Hispanic students who are suspended will decrease from 10.4% to 7%.

Identified Need

According to the California School Dashboard, students in the Hispanic subgroup have been in the “red” for two consecutive years, 2018 & 2019 for suspension rates. The Hispanic subgroup had a suspension rate of 10.4% in 2019 as compared to the 7.5% rate for all Mendocino K8 students.

Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
2019 CA School Dashboard Indicator	10.4% Suspended	7% or less

Complete a copy of the Strategy/Activity table for each of the school’s strategies/activities. Duplicate the table, including Proposed Expenditures, as needed.

Strategy/Activity 1

Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All students with a focus on Hispanic students

Strategy/Activity

Continue to implement PBIS strategies.

- PBIS Team meet regularly to review school-wide data and generate alternative consequences to suspension.
- Continue to refer students to counseling.
- Continue to refer students and families to for social work services.

Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)

Source(s)

\$350 (SWIS data system)

Local General Fund

Strategy/Activity 2

Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All students 6th – 8th grade students

Strategy/Activity

Through health class, students will learn about risky behaviors, healthy relationships, and self-advocacy. They will learn how to navigate situations in a positive, healthy manner and where to go to ask for help.

Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)

Source(s)

Annual Review

SPSA Year Reviewed: 2019-20

Respond to the following prompts relative to this goal. If the school is in the first year of implementing the goal, an analysis is not required and this section may be deleted.

ANALYSIS

Describe the overall implementation of the strategies/activities and the overall effectiveness of the strategies/activities to achieve the articulated goal.

Goal #1: Writing – Develop universal screenings to identify struggling students, provide targeted instruction in writing instruction to those students, meet weekly to review assessment data and student progress, teachers attend professional development to improve writing instruction.

Briefly describe any major differences between the intended implementation and/or the budgeted expenditures to implement the strategies/activities to meet the articulated goal.

Many of these strategies were hindered by the COVID-19 school closures in March. SBAC testing did not occur so we do not have test data to review the progress on this goal. Teams will continue to implement these strategies throughout the 2020-2021 school year.

Describe any changes that will be made to this goal, the annual outcomes, metrics, or strategies/activities to achieve this goal as a result of this analysis. Identify where those changes can be found in the SPSA.

Please see goal #1 in the current SPSA. If SBAC testing does not occur, again, this year, we will look at local writing assessment data to review progress.

Budget Summary

Complete the table below. Schools may include additional information. Adjust the table as needed. The Budget Summary is required for schools funded through the ConApp, and/or that receive funds from the LEA for Comprehensive Support and Improvement (CSI).

Budget Summary

DESCRIPTION	AMOUNT
Total Funds Provided to the School Through the Consolidated Application	\$ 45,418.52
Total Funds Budgeted for Strategies to Meet the Goals in the SPSA	\$ 45,768.52

School Year: 2020-2021

School Plan for Student Achievement (SPSA) Template

Instructions and requirements for completing the SPSA template may be found in the SPSA Template Instructions.

School Name	County-District-School (CDS) Code	Schoolsite Council (SSC) Approval Date	Local Board Approval Date
Mendocino High School	23655812333185	October 8, 2020	October 15, 2020

Stakeholder Involvement

Involvement Process for the SPSA and Annual Review and Update

Site Council Members:
Tobin Hahn, Principal
Megan Smithyman, Administrative Assistant
Tom Sosnovec, Teacher
Emily Inwood, Teacher
Elise Boyle, Teacher
SA Ephraim, Parent
Jennifer deLavigne, Parent
Jim Gagnon, Parent
Addia Williams, Student
Mae Eldridge, Student

The SPSA is reviewed annually by the Site Council.

Resource Inequities

NA

Goals, Strategies & Annual Review

Goal 1

In order to foster appropriate behavior, increase personal responsibility, and create positive culture, the Mendocino High Schools will utilize Positive Behavioral Interventions and Supports (PBIS), social-emotional learning strategies, and make the campus more inviting for all members of the school community.

Identified Need

LEA Goal: Decrease the number of suspensions and office referrals for students (LCAP Goal #5).

Learning Outcomes addressed: 3. Self-Directed Learners; 4. Responsible Citizens

Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
1. Number of BIFs and suspension rates	<u>Total BIFs</u> 2018: 368, 2.15/student 2019: 332, 1.99/student 2020: 250, 1.51/student (COVID) <u>Suspension rates</u> 2018: 5.9% (11.4% Economically Disadvantaged) 2019: 6.0% (8.6% Economically Disadvantaged)	By 2022, we will reduce the number of BIFs from '18-'19 levels and keep suspension rates under 6% for all groups.
2. Substance use at school	CHKS current AOD use on campus 2017: 9 th /11 th : 23%/26% 2019: 9 th /11 th : 13%/10%	By 2022, we will reduce substance use at school as measured by CHKS.
3. SCI percentile on the CHKS survey.	SCI Score, similar school percentile 2015: 306, 54 th percentile 2017: 315, 62 nd percentile 2019: 352, 89 th percentile	By 2022, we will increase SCI score to 350 or similar schools percentile to at least 90% on the CHKS survey.
4. Chronic absenteeism rate.	Chronic Absenteeism Rate 2018: 19.4% 2019: 14.8%	By 2020, we will reduce the chronic absenteeism rate as measured by the state to below 10% as a total population.

Strategy/Activity 1.1

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Actions

- a. Utilize the MTSS Team to oversee PBIS sustainability.

- b. Utilize acknowledgements (cardinal credits, student of the month etc.) to celebrate the positive.
- c. Implement SRSS-IE universal screening to identify and provide interventions to at-risk students.
- d. Refer students to counseling groups when they receive multiple BIFs or marks of 1 on Cit.
- e. **Promote daily social emotional check-ins:**
 - Tier 1 in-class strategies
 - Advisor phones calls home
 - Informational flyer on how to access social-emotional supports
 - Curriculum for PSP teachers

Strategies/Best Practices

- a. Accountability and oversight
- b. Positive reinforcement
- c. Universal screenings
- d. Behavior intervention support

Evidence

- a. Meeting minutes
- b. PBIS Data on total BIFs
- c. Screening Data
- d. State suspension data
- e. Grade report marks

Strategy/Activity 1.2

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Actions

- a. Educate (parent nights, mailings) the community on the high rate of youth substance use and strategies for talking to teens about drugs.
- b. Explore TUPE resources for tobacco (nicotine) cessation.

Strategies/Best Practices

- a. Education programs
- b. Counseling
- c. Parent and community outreach

Evidence

- a. CHKS – use at school data
- b. Number of students counseled
- c. Copies of communications

Strategy/Activity 1.3

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Actions

- a. Schedule regular school lunchtime activities, assemblies, and after school activities.
- b. Use yearly theme to explicitly teach positive citizenship.

Strategies/Best Practices

- a. Student engagement
- b. Social emotional and trauma informed practices

Evidence

- a. CHKS survey

Strategy/Activity 1.4

Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All Students

Strategy/Activity

Actions

- a. Educate parents at back to school night and through newsletters; Send chronic absenteeism letters to parents.
- b. Monthly task force meetings to analyze data, bi-weekly attendance meetings.
- c. Review barriers to attendance and refer to district social worker.
- d. Train teachers to call home to absent students to encourage attendance.

Strategies/Best Practices

- a. Parent awareness and engagement
- b. Attendance data tracking
- c. Students' basic needs
- d. In-school relationships

Evidence

- a. State chronic absentee data
- b. Attendance tracking data
- c. Number of social worker and counselor contacts

Goal 2

The Mendocino High Schools will continue to improve the ASPIRE intervention system by developing methods of identification, analysis, implementation, and progress monitoring, as well as by reorganizing existing structures to allow all students timely access to academic interventions.

Identified Need

LEA Goal: Increase the number of students who are enrolling in college or other certificate programs, as well as employment rates for students not attending college (LCAP Goal #6).

Learning Outcomes addressed: 1. Effective Communicators; 2. Complex Thinkers; 3. Self-Directed Learners

Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
a. Schoolwide Grading Policy	Student Handbook pages 31-32, 48-50	By the spring of 2020, we will implement a schoolwide grading policy that is accurate, meaningful, consistent, and supportive of learning.
b. D and F rate	2018: Math (10.3%), English (14.1%), Science (23.2%), Soc Sci (4.3%) 2019: Math (10.8%), English (17.0%), Science (9.0%), Soc Sci (10.2%) 2020: Math (8.2%), English (10.7%), Science (8.3%), Soc Sci (6.6%)	By the spring of 2022 we will decrease the rate of D's and F's in Math, English, Science, and Social Science for all students using Aeries analytics.
c. Reading and writing assessment for all students for the purpose of identifying students for remediation.	NA	By spring of 2020, we will develop a reading and writing assessment for all students for the purpose of identifying students for remediation.

Strategy/Activity 2.1

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Actions

- Provide professional learning on assessment practices.
- Improve assessment strategies to provide timely and targeted information for intervention and remediation.

Strategies/Best Practices

- Standards based instruction
- Quality formative and summative assessments

Evidence

- Student and staff survey
- Achievement data
- Agendas
- Presentation notes

Strategy/Activity 2.2

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Actions

- a. Provide professional learning on Universal Design for Learning.
- b. Utilize the MTSS team to improve the delivery of interventions through Tutorial and ASPIRE.

Strategies/Best Practices

- a. Intrinsic motivators
- b. System of timely interventions

Evidence

- a. D/F rate from Aeries Analytics

Strategy/Activity 2.3

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Actions

- a. Explore models for remedial English classes.

Strategies/Best Practices

- a. Intrinsic motivators
- b. System of timely interventions

Evidence

- a. Record of assessments
- b. Research on programs

Goal 3

The Mendocino High Schools will maintain and expand relevant and engaging programs that meet student needs and meet college and career readiness standards.

Identified Need

LEA Goal: Increase the number and variety of elective opportunities for all students (LCAP Goal #4). Increase the number of students who are enrolling in college or other certificate programs, as well as employment rates for students not attending college (LCAP Goal #6).

Learning Outcomes addressed: 1. Effective Communicators; 2. Complex Thinkers; 3. Self-Directed Learners

Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
1. Percent A-G eligible	<p>A-G Readiness 2017: 53.8% 2018: 44.4% 2019: 60.5% 2020: 55.9%</p> <p>CCI Indicator from Dashboard 2017: 59.2% 2018: 68.9% 2019: 51.2%</p>	By 2022, we will increase the rate of A-G eligible students to 55% or higher. (Aeries Analytics)
2. Percent CTE completers	<p>2017: 30% 2018: 22% 2019: 43% 2020: 65%</p>	By 2022, 35% of graduates will be CTE completers.
3. AP exam pass rate	<p>3 or higher on AP Exams 2018: 42% 2019: 49% 2020: Not available</p>	By 2022 we will increase achievement in AP courses to a pass rate at or above the state average (approximately 65%) based on the College Board 5-year summary.

Strategy/Activity 3.1

Students to be Served by this Strategy/Activity

[Identify student group(s) to be served here]

Strategy/Activity

Actions

- a. Implement GFSF across all four years and integrate with the advisorship program to better advise students on college and career readiness.

Strategies/Best Practices

- a. Access to college courses in high school
- b. College and career readiness curriculum
- c. Academic support and intervention

- d. Master schedule
- e. Track post-high school data

Evidence

- a. Number of students enrolled in dual/concurrent enrollment
- b. A-G completion rate

Strategy/Activity 3.2

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Actions

- a. Apply for CTEIG grant and K12SWP grant
- b. Use 11 criteria of a high quality CTE program to guide improvement

Strategies/Best Practices

- a. Professional development
- b. Student support
- c. Master schedule

Evidence

- a. College Board data
- b. Trainings attended
- c. Master schedule

Strategy/Activity 3.3

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Actions

- a. Continue to provide teachers AP training.
- b. Create a common academic culture around AP courses and provide students test-taking prep.

Strategies/Best Practices

- a. Professional development
- b. Student support
- c. Master schedule

Evidence

- a. College Board data
- b. Trainings attended
- c. Master schedule

Goal 4

The Mendocino High Schools will improve communication among students, parents, staff, and community.

Identified Need

LEA Goal: Parents of low income and EL students will be more involved and educated about the public school system (LCAP Goal #3).

Learning Outcomes addressed: 1. Effective Communicators; 2. Critical thinkers; 3. Self-Directed Learners; 4. Responsible Citizens

Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
1. Staff fidelity survey on policies	2017: 78% (based on average of items from Google survey)	Schoolwide policies will be implemented with at least 85% staff fidelity as measured by surveys.
2. Peer coaching data	NA	By 2022, all teachers will participate in peer coaching at least once a year.
3. Parent survey on communication	Back to School Night attendance 2018: 46% 2019: 40% 2020: 25% (virtual)	By 2022, parents and community will be adequately informed of school events with at least 85% approval. Back to School Night has a 50% attendance goal.
4. Student forum data	ASB used as student representation	By 2022 we will hold two annual forums for student feedback with at least 10% participation.
5. Number of flyers completed	Completed: CTE, GFSF, AE Week	By 2022, we will have informational flyers for our special programs: AE Week, College and Career Readiness, Community Service Requirement, and CTE.
6. Number of vertical articulation meetings	NA	By 2022, we will increase vertical articulation meetings with the middle school to at least once a year.

Strategy/Activity 4.1

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Actions

- a. Schedule calibration (policies, PBIS) time at staff meetings.
- b. Give fidelity surveys for PBIS and schoolwide policies.

Strategies/Best Practices

- a. Calibration
- b. Fidelity

Evidence

- a. Staff meeting schedule
- b. PBIS fidelity survey
- c. Google form staff surveys

Strategy/Activity 4.2

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Actions

- a. Mutual staff planning time and release time for observations.
- b. Staff training on peer observations.

Strategies/Best Practices

- a. Collaboration
- b. Peer Coaching

Evidence

- a. Coaching schedule
- b. Coaching notes

Strategy/Activity 4.3

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Actions

- a. Make website more informative and user friendly.
- b. Use Chromebooks to communicate with students (school google classroom)
- c. More paper mailings
- d. Survey stakeholders about engagement
- e. Survey stakeholders about specific events, such as Back to School Night
- f. Work with ASB to improve student voice and engagement

Strategies/Best Practices

- a. Parent and community engagement

- b. Use of technology

Evidence

- a. Parent survey
- b. School event attendance

Strategy/Activity 4.4

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Activities

- a. Work with ASB to plan and hold student forums.
- b. Utilize Google forms to solicit feedback and plan topics for forums.

Strategies/Best Practices

- a. Student engagement

Evidence

- a. Attendance at events
- b. Event agendas

Strategy/Activity 4.5

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Activities

- a. Allocate time and resources for staff to develop flyers.
- b. Distribute flyers in the office and at school events.

Strategies/Best Practices

- a. Sufficient resources
- b. Parent and student engagement

Evidence

- a. Copies of flyers

Strategy/Activity 4.6

Students to be Served by this Strategy/Activity

All Students

Strategy/Activity

Activities

TBD – vertical alignment

Strategies/Best Practices

- a. Collaboration
- b. Vertical alignment

Evidence

- a. Meeting agendas and notes

Annual Review

SPSA Year Reviewed: September 29, 2020

ANALYSIS

Describe the overall implementation of the strategies/activities and the overall effectiveness of the strategies/activities to achieve the articulated goal.

Substantial progress has been made on Goal 1 and Goal 2. Goals 3 and 4 have seen some progress and some fluctuating results. In Goal 1, there is a clear improvement in behavior, substance use, and overall school climate. The chronic absenteeism rate has decreased, but remains high. A fifth indicator in Goal 1 from 2019 was the passage of a school bond for the high school, which passed in March of 2020. In Goal 2, a schoolwide grading philosophy has been developed and published and is being implemented, the D/F rate appears to be improving, but is skewed by 2020 grades. No progress has been made toward a universal reading and writing assessment. In Goal 3, good progress has been made in developing the CTE program and increasing the rate of completers. A-G and AP rates fluctuate and do not show a clear upward trend. Goal 4 had improvement over the last several years, but that has slowed. Attendance at events is down and generating interest in student participation in giving input continues to fall short of expectations. Informational content such as the flyers and websites has improved. The nature and purpose of communication have also changed due to COVID.

Describe any changes that will be made to this goal, the annual outcomes, metrics, or strategies/activities to achieve this goal as a result of this analysis. Identify where those changes can be found in the SPSA.

Due to COVID, there are some changes to the school plan in how it is implemented, but the overall goals remain unchanged. Communication and academic/behavior intervention remain as important as ever during distance learning. We have changed our intervention system structure to include a Student Outreach Team to address issues specific to distance learning. This includes academic, technology, and social-emotional outreach. Communication and events have also necessarily changed focused during COVID. Developing and maintaining school culture is a challenge during distance learning.

The Council feels there are two important areas of focus during this period of distance learning and beyond.

1. **Promoting social-emotional check-ins for all students.** While the school has adequate counseling and family services resources, not every student can easily access social-emotional support on a daily basis. During distance learning, social interaction is lacking and may adversely affect some students. Possible strategies and actions include:
 - Tier 1 in-class strategies
 - Advisor phones calls home
 - Informational flyer on how to access social-emotional supports
 - Curriculum for PSP teachers

2. **Improving stakeholder engagement.** Attendance at Back to School Nights, CTE fairs, and sporting events have not met expectations the last several years. The Council feels that stakeholder engagement could be a critical need and warrants further exploration. While communication was originally identified as a barrier to engagement, the lack of engagement from both parents and students at events may have other sources such as relevancy, need, accessibility, and feeling of belonging. We will investigate the root causes of low engagement and seek solutions. Possible strategies and actions include:
 - Survey stakeholders about engagement
 - Survey stakeholders about specific events, such as Back to School Night
 - Work with ASB to improve student voice and engagement

MENDOCINO GRAMMAR SCHOOL
 STUDENT BODY ACCOUNT
 2019-2020 MONTHLY SUMMARY
 PERIOD: AUGUST 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	3.37	0.02		3.39
MULTI-PURPOSE STAGE	55.78			55.78
To be Reimbursed MUSD	-225.00			-225.00
TOTAL	390.09	0.02	0.00	390.11

MENDOCINO GRAMMAR SCHOOL
 STUDENT BODY ACCOUNT
 2019-2020 MONTHLY SUMMARY
 PERIOD: SEPTEMBER 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	3.39	0.02		3.41
MULTI-PURPOSE STAGE	55.78			55.78
To be Reimbursed MUSD	-225.00			-225.00
TOTAL	390.11	0.02	0.00	390.13

**MENDOCINO MIDDLE SCHOOL
STUDENT BODY ACCOUNT
2019-2020 MONTHLY SUMMARY
PERIOD: AUGUST 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	\$ 6,350.48			\$ 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	\$ 2,495.41			\$ 2,495.41
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	\$ 1,830.65	\$0.91		\$ 1,831.56
Volleyball	\$ 3,330.28			\$ 3,330.28
Yearbook	\$ 413.62			\$ 413.62
Yearend Activities	\$ 56.72			\$ 56.72
TOTAL	\$ 21,197.15	\$0.91	\$0.00	\$ 21,198.06

**MENDOCINO MIDDLE SCHOOL
STUDENT BODY ACCOUNT
2019-2020 MONTHLY SUMMARY
PERIOD: SEPTEMBER 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	\$ 6,350.48			\$ 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	\$ 2,495.41			\$ 2,495.41
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	\$ 1,831.56	\$0.88		\$ 1,832.44
Volleyball	\$ 3,330.28			\$ 3,330.28
Yearbook	\$ 413.62			\$ 413.62
Yearend Activities	\$ 56.72			\$ 56.72
TOTAL	\$ 21,198.06	\$0.88	\$0.00	\$ 21,198.94

MENDOCINO HIGH SCHOOL
 STUDENT BODY ACCOUNT
 2020-2021 MONTHLY SUMMARY
 PERIOD: AUGUST 2020

	DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS					
	Athletic Travel/Requests	1199.68			1199.68
	Athletics - Officials only	4142.80			4142.80
	CTE Art	214.00			214.00
	CTE Media	0.00			0.00
	CTE Woodshop	119.83			119.83
	Facilities (key dep)	1908.05			1908.05
	Library	96.20			96.20
	MCHS General	1417.74			1417.74
	MCHS Outdoor Leadership	493.15			493.15
	MCHS Yearbook	280.00			280.00
	PACT Testing	525.00			525.00
	PSAT/SAT workbooks	1050.00			1050.00
	Request (donations/interest)	105.25	2.12		107.37
	Sober Grad	2164.49			2164.49
	Skate Ramp Fund	500.87			500.87
	SONAR	4273.34			4273.34
	Store	160.33			160.33
	Student Council	1063.74			1063.74
	Youth Prevention	92.50			92.50
CLASSES					
	Class of 16	500.00			500.00
	Class of 19	306.26			306.26
	Class of 20	0.00			0.00
	Class of 21	2674.47	-1000.00		1674.47
	Class of 22	1197.11			1197.11
	Class of 23	0.00			0.00
FALL SPORTS					
	Boys Soccer	238.76			238.76
	Football	134.12			134.12
	Girls Soccer	25.00			25.00
	Volleyball	826.85			826.85
WINTER SPORTS					
	Boys Basketball	1441.85			1441.85
	Girls Basketball	2239.73			2239.73
SPRING SPORTS					
	Baseball	500.00			500.00
	Golf	0.00			0.00
	Softball	367.73			367.73
	Tennis	64.97			64.97
	Track	0.00			0.00
CLUB					
	Amnesty	387.87			387.87
	Art Club	542.85			542.85

Body Positive	0.00			0.00
Chorus	152.21			152.21
CSF	320.84			320.84
Culinary	759.40			759.40
Electronics	2051.69			2051.69
Horticulture/Botany Club	1145.35			1145.35
Improv club	877.30			877.30
Interact Club-Activity	4770.33			4770.33
Interact Club-Administrative	2793.10			2793.10
Leadership	56.44			56.44
Model U.N.	-5.29			-5.29
Multi-Cultural Club	305.00			305.00
Radio	1033.81			1033.81
Science Club	71.09			71.09
S.E.A. Club	30.00			30.00
Workability/Cardinal Express	146.41			146.41
Yearbook	-1570.17	1025.00		-545.17
Yoga Club	0.00			0.00
A/E WEEK	0.00			0.00
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	-1623.15	493.00		-1130.15
AE WEEK Biking	0.00			0.00
AE WEEK Celebration of Self	303.44			303.44
AE WEEK Coastal Adventures	-134.65			-134.65
AE WEEK College Tours	7.75			7.75
AE WEEK Creative Writing	0.00			0.00
AE WEEK Culinary	94.31			94.31
AE WEEK Drivers Ed Class	0.00			0.00
AW WEEK E-Lab	45.00			45.00
AE WEEK Engineering Extravaganza	857.30			857.30
AE WEEK First Responder Academy	1139.00	264.29		1403.29
AE WEEK Learning in La-La Land	237.27			237.27
AE WEEK Media Film	0.00			0.00
AE WEEK San Francisco	634.00			634.00
AE WEEK Sierra Adventure	-789.04			-789.04
AE WEEK Top Sail	715.00			715.00
AE WEEK Volunteer Crew	76.14			76.14
AE WEEK Washington DC	3467.67			3467.67
AE WEEK Wind Surfing	181.07			181.07
AW WEEK Woodworking	0.00			0.00
AE WEEK Yosemite Institute	-4077.81	3030.00		-1047.81
AE WEEK Reserve	1113.53			1113.53
TO BE REFUNDED	-2250.00	1000.00		-1250.00
TOTAL	44213.88	4814.41	0.00	49028.29

**MENDOCINO HIGH SCHOOL
STUDENT BODY ACCOUNT
2020-2021 MONTHLY SUMMARY
PERIOD: SEPTEMBER 2020**

	DESCRIPTION	Begin Balance	Income	Expenses	Ending Balance
GENERAL FUNDS					
	Athletic Travel/Requests	1199.68			1199.68
	Athletics - Officials only	4142.80			4142.80
	CTE Art	214.00			214.00
	CTE Media	0.00			0.00
	CTE Woodshop	119.83			119.83
	Facilities (key dep)	1908.05			1908.05
	Library	96.20			96.20
	MCHS General	1417.74			1417.74
	MCHS Outdoor Leadership	493.15			493.15
	MCHS Yearbook	280.00			280.00
	PACT Testing	525.00			525.00
	PSAT/SAT workbooks	1050.00			1050.00
	Request (donations/interest)	107.37	2.06		109.43
	Sober Grad	2164.49			2164.49
	Skate Ramp Fund	500.87			500.87
	SONAR	4273.34			4273.34
	Store	160.33			160.33
	Student Council	1063.74			1063.74
	Youth Prevention	92.50			92.50
CLASSES					
	Class of 16	500.00			500.00
	Class of 19	306.26			306.26
	Class of 20	0.00			0.00
	Class of 21	1674.47			1674.47
	Class of 22	1197.11			1197.11
	Class of 23	0.00			0.00
FALL SPORTS					
	Boys Soccer	238.76			238.76
	Football	134.12			134.12
	Girls Soccer	25.00			25.00
	Volleyball	826.85			826.85
WINTER SPORTS					
	Boys Basketball	1441.85			1441.85
	Girls Basketball	2239.73			2239.73
SPRING SPORTS					
	Baseball	500.00			500.00
	Golf	0.00			0.00
	Softball	367.73			367.73
	Tennis	64.97			64.97
	Track	0.00			0.00
CLUB					
	Amnesty	387.87			387.87
	Art Club	542.85			542.85

Body Positive	0.00			0.00
Chorus	152.21			152.21
CSF	320.84			320.84
Culinary	759.40			759.40
Electronics	2051.69			2051.69
Horticulture/Botany Club	1145.35			1145.35
Improv club	877.30			877.30
Interact Club-Activity	4770.33			4770.33
Interact Club-Administrative	2793.10			2793.10
Leadership	56.44			56.44
Model U.N.	-5.29			-5.29
Multi-Cultural Club	305.00			305.00
Radio	1033.81			1033.81
Science Club	71.09			71.09
S.E.A. Club	30.00			30.00
Workability/Cardinal Express	146.41			146.41
Yearbook	-545.17			-545.17
Yoga Club	0.00			0.00
A/E WEEK	0.00			0.00
AE WEEK Art Center	25.00			25.00
AE WEEK Ashland	-1130.15			-1130.15
AE WEEK Biking	0.00			0.00
AE WEEK Celebration of Self	303.44			303.44
AE WEEK Coastal Adventures	-134.65			-134.65
AE WEEK College Tours	7.75			7.75
AE WEEK Creative Writing	0.00			0.00
AE WEEK Culinary	94.31			94.31
AE WEEK Drivers Ed Class	0.00			0.00
AW WEEK E-Lab	45.00			45.00
AE WEEK Engineering Extravaganza	857.30			857.30
AE WEEK First Responder Academy	1403.29			1403.29
AE WEEK Learning in La-La Land	237.27			237.27
AE WEEK Media Film	0.00			0.00
AE WEEK San Francisco	634.00			634.00
AE WEEK Sierra Adventure	-789.04			-789.04
AE WEEK Top Sail	715.00			715.00
AE WEEK Volunteer Crew	76.14			76.14
AE WEEK Washington DC	3467.67			3467.67
AE WEEK Wind Surfing	181.07			181.07
AW WEEK Woodworking	0.00			0.00
AE WEEK Yosemite Institute	-1047.81			-1047.81
AE WEEK Reserve	1113.53			1113.53
TO BE REFUNDED	-1250.00			-1250.00
TOTAL	49028.29	2.06	0.00	49030.35



PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.03
Average Coupon	1.06%
Average Purchase YTM	1.11%
Average Market YTM	0.34%
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.05 yrs
Average Life	1.04 yrs

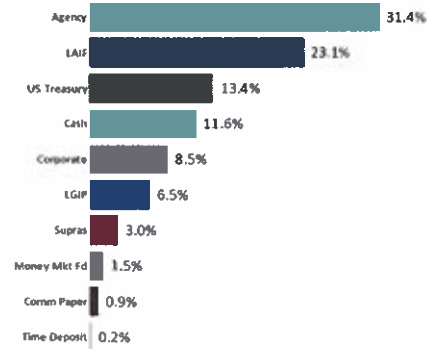
ACCOUNT SUMMARY

	Beg. Values as of 6/30/20	End Values as of 7/31/20
Market Value	332,888,163	323,955,515
Accrued Interest	935,967	787,624
Total Market Value	333,824,129	324,743,139
Income Earned	311,684	302,012
Cont/WD		
Par	328,951,251	320,017,683
Book Value	328,750,842	319,818,277
Cost Value	328,354,702	319,382,266

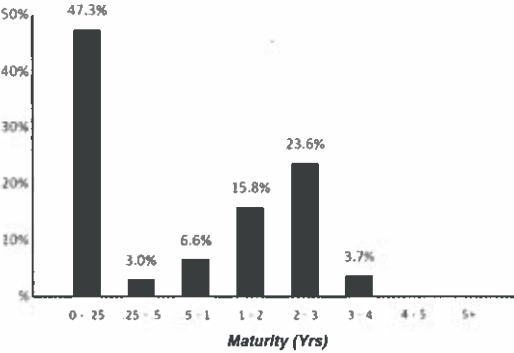
TOP ISSUERS

Local Agency Investment Fund	23.1%
Government of United States	13.4%
Custodial Checking Account	11.1%
Federal Home Loan Bank	10.5%
Federal Farm Credit Bank	8.7%
Federal Home Loan Mortgage Corp	6.7%
CAMP	6.5%
Federal National Mortgage Assoc	5.6%
Total	85.5%

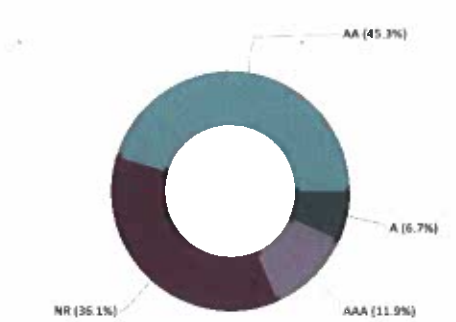
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



Statement of Compliance

As of July 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 July 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									
3130ACE26	FHLB Note 1.375% Due 9/28/2020	2,000,000.00	09/22/2017 1.65%	1,983,940.00 1,999,152.43	100.19 0.18%	2,003,796.00 9,395.83	0.62% 4,643.57	Aaa / AA+ NR	0.16 0.16
3137EAEJ4	FHLMC Note 1.625% Due 9/29/2020	2,250,000.00	09/28/2017 1.67%	2,247,097.50 2,249,843.75	100.24 0.15%	2,255,325.75 12,390.63	0.70% 5,482.00	Aaa / AA+ AAA	0.16 0.16
3137EAEK1	FHLMC Note 1.875% Due 11/17/2020	800,000.00	11/27/2017 1.95%	798,368.00 799,837.55	100.51 0.13%	804,116.00 3,083.33	0.25% 4,278.45	Aaa / AA+ AAA	0.30 0.29
3130A3UQ5	FHLB Note 1.875% Due 12/11/2020	2,000,000.00	02/12/2018 2.32%	1,975,680.00 1,996,889.30	100.63 0.14%	2,012,524.00 5,208.33	0.62% 15,634.70	Aaa / AA+ NR	0.36 0.36
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	2,000,000.00	02/23/2016 1.43%	1,994,480.00 1,999,390.71	100.68 0.13%	2,013,658.00 12,451.39	0.62% 14,267.29	Aaa / AA+ AAA	0.55 0.54
3135G0J20	FNMA Note 1.375% Due 2/26/2021	2,500,000.00	03/17/2016 1.52%	2,482,725.00 2,498,000.84	100.69 0.16%	2,517,347.50 14,800.35	0.78% 19,346.66	Aaa / AA+ AAA	0.58 0.57
313313DU9	FFCB Discount Note 0.19% Due 4/1/2021	1,000,000.00	06/29/2020 0.19%	998,548.61 998,717.50	99.87 0.19%	998,717.50 0.00	0.31% 0.00	P-1 / A-1+ F-1+	0.67 0.67
313379RB7	FHLB Note 1.875% Due 6/11/2021	2,400,000.00	08/30/2017 1.65%	2,419,562.40 2,404,451.15	101.53 0.10%	2,436,686.40 6,250.00	0.75% 32,235.25	Aaa / AA+ AAA	0.86 0.86
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	2,600,000.00	08/09/2016 1.25%	2,584,400.00 2,596,990.99	100.96 0.12%	2,624,900.20 1,381.25	0.81% 27,909.21	Aaa / AA+ AAA	0.95 0.95
3130AHSR5	FHLB Note 1.625% Due 12/20/2021	2,090,000.00	12/19/2019 1.68%	2,087,742.80 2,088,437.56	102.06 0.13%	2,133,135.51 3,867.95	0.66% 44,697.95	Aaa / AA+ AAA	1.39 1.37
3137EADB2	FHLMC Note 2.375% Due 1/13/2022	2,000,000.00	07/30/2018 2.86%	1,968,440.00 1,986,745.80	103.21 0.16%	2,064,210.00 2,375.00	0.64% 77,464.20	Aaa / AA+ AAA	1.45 1.43
313378WG2	FHLB Note 2.5% Due 3/11/2022	3,000,000.00	04/09/2018 2.65%	2,983,650.00 2,993,293.19	103.71 0.19%	3,111,372.00 29,166.67	0.97% 118,078.81	Aaa / AA+ NR	1.61 1.57
3135G0T45	FNMA Note 1.875% Due 4/5/2022	2,900,000.00	06/21/2017 1.87%	2,901,218.00 2,900,426.44	102.87 0.16%	2,983,261.90 17,520.83	0.92% 82,835.46	Aaa / AA+ AAA	1.68 1.65
3133ELYR9	FFCB Note 0.25% Due 5/6/2022	3,205,000.00	04/30/2020 0.31%	3,200,929.65 3,201,414.75	100.17 0.16%	3,210,329.92 1,891.84	0.99% 8,915.17	Aaa / AA+ AAA	1.76 1.76
3133ELE75	FFCB Note 0.25% Due 6/2/2022	4,000,000.00	06/09/2020 0.29%	3,996,720.00 3,996,956.23	100.11 0.19%	4,004,224.00 1,638.89	1.23% 7,267.77	Aaa / AA+ AAA	1.84 1.83
3134GVJ66	FHLMC Note 0.25% Due 6/8/2022	4,000,000.00	06/04/2020 0.28%	3,997,600.00 3,997,777.53	99.90 0.30%	3,996,028.00 1,472.22	1.23% (1,749.53)	Aaa / NR AAA	1.85 1.85

Mendocino County Consolidated

Holdings Report



Account #70006

As of July 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									
313379Q69	FHLB Note 2.125% Due 6/10/2022	2,215,000.00	06/06/2018 2.81%	2,157,500.82 2,188,371.28	103.54 0.22%	2,293,413.22 6,668.07	0.71% 105,041.94	Aaa / AA+ AAA	1.86 1.83
3130ASP45	FHLB Note 2.375% Due 6/10/2022	1,500,000.00	05/21/2019 2.26%	1,505,190.00 1,503,155.89	104.01 0.21%	1,560,106.50 5,046.88	0.48% 56,950.61	Aaa / AA+ AAA	1.86 1.82
3133ELN26	FFCB Note 0.26% Due 6/22/2022	4,000,000.00	06/17/2020 0.28%	3,998,120.00 3,998,223.01	100.13 0.19%	4,005,184.00 1,126.67	1.23% 6,960.99	Aaa / AA+ AAA	1.89 1.89
3137EAE2	FHLMC Note 0.125% Due 7/25/2022	2,045,000.00	07/21/2020 0.24%	2,040,378.30 2,040,435.12	99.89 0.18%	2,042,711.65 56.81	0.63% 2,276.53	Aaa / AA+ AAA	1.98 1.98
313383WD9	FHLB Note 3.125% Due 9/9/2022	2,200,000.00	01/16/2019 2.66%	2,235,266.00 2,220,375.32	106.15 0.20%	2,335,319.80 27,118.06	0.73% 114,944.48	Aaa / AA+ AAA	2.11 2.03
3135G0T78	FNMA Note 2% Due 10/5/2022	3,000,000.00	05/20/2019 2.22%	2,979,030.00 2,986,479.20	104.01 0.15%	3,120,294.00 19,333.33	0.97% 133,814.80	Aaa / AA+ AAA	2.18 2.13
3133EKHN9	FFCB Note 2.33% Due 10/18/2022	3,000,000.00	05/01/2019 2.32%	3,001,380.00 3,000,881.45	104.66 0.22%	3,139,842.00 19,999.17	0.97% 138,960.55	Aaa / AA+ AAA	2.22 2.16
313381BR5	FHLB Note 1.875% Due 12/9/2022	3,000,000.00	Various 2.46%	2,931,075.00 2,961,263.51	103.92 0.21%	3,117,573.00 8,125.00	0.96% 156,309.49	Aaa / AA+ AAA	2.36 2.31
3135G0T94	FNMA Note 2.375% Due 1/19/2023	2,700,000.00	03/18/2019 2.46%	2,691,819.00 2,694,742.45	105.40 0.18%	2,845,875.60 2,137.50	0.88% 151,133.15	Aaa / AA+ AAA	2.17 2.41
3133ELNW0	FFCB Note 1.45% Due 2/21/2023	3,000,000.00	02/14/2020 1.45%	2,999,940.00 2,999,948.87	103.11 0.23%	3,093,345.00 19,333.33	0.96% 93,396.13	Aaa / AA+ AAA	2.56 2.50
3130ADRG9	FHLB Note 2.75% Due 3/10/2023	3,000,000.00	03/28/2019 2.24%	3,057,120.00 3,037,670.68	106.57 0.22%	3,197,067.00 32,312.50	0.99% 159,396.32	Aaa / AA+ NR	2.61 2.51
3137EAEQ8	FHLMC Note 0.375% Due 4/20/2023	1,235,000.00	Various 0.36%	4,236,232.50 4,236,284.29	100.42 0.22%	4,252,659.95 4,455.57	1.31% 16,375.66	Aaa / AA+ AAA	2.72 2.70
3137EAE6	FHLMC Note 0.375% Due 5/5/2023	3,000,000.00	05/05/2020 0.39%	2,998,740.00 2,998,839.14	100.41 0.23%	3,012,324.00 2,625.00	0.93% 13,484.86	Aaa / AA+ AAA	2.76 2.74
3135G04Q3	FNMA Note 0.25% Due 5/22/2023	3,050,000.00	05/20/2020 0.35%	3,040,819.50 3,041,414.77	100.06 0.23%	3,051,738.50 1,461.46	0.94% 10,323.73	Aaa / AA+ AAA	2.81 2.80
3133ELGB1	FFCB Note 0.3% Due 6/8/2023	4,000,000.00	06/02/2020 0.33%	3,997,000.00 3,997,147.95	100.13 0.26%	4,005,020.00 1,766.67	1.23% 7,872.05	Aaa / AA+ AAA	2.85 2.84
3133831G3	FHLB Note 2.125% Due 6/9/2023	2,750,000.00	06/10/2019 2.00%	2,763,035.00 2,759,309.44	105.31 0.26%	2,895,978.25 8,440.97	0.89% 136,668.81	Aaa / AA+ NR	2.86 2.78

Mendocino County Consolidated

Account #70006

Holdings Report

As of July 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									
3133EKS7	FFCB Note 1.77% Due 6/26/2023	2,500,000.00	06/21/2019 1.89%	2,488,375.00 2,491,573.67	104.37 0.26%	2,609,280.00 4,302.08	0.80% 117,706.33	Aaa / AA+ AAA	2.90 2.84
3137EAES4	FHLMC Note 0.25% Due 6/26/2023	3,300,000.00	06/24/2020 0.35%	3,290,364.00 3,290,680.80	100.00 0.25%	3,300,062.70 802.08	1.02% 9,381.90	Aaa / AA+ AAA	2.90 2.89
3135G05G4	FNMA Note 0.25% Due 7/10/2023	3,475,000.00	07/08/2020 0.32%	3,467,528.75 3,467,678.86	100.00 0.25%	3,475,159.85 506.77	1.07% 7,480.99	Aaa / AA+ AAA	2.94 2.93
3133EKZK5	FFCB Note 1.6% Due 8/14/2023	3,000,000.00	08/09/2019 1.63%	2,996,040.00 2,996,996.80	104.03 0.27%	3,120,771.00 22,266.67	0.97% 123,774.20	Aaa / AA+ AAA	3.04 2.95
3130A7PH2	FHLB Note 1.875% Due 3/8/2024	2,000,000.00	03/03/2020 0.85%	2,080,700.00 2,072,437.20	105.67 0.29%	2,113,434.00 14,895.83	0.66% 40,996.80	Aaa / AA+ NR	3.61 3.47
Total Agency		99,715,000.00	1.33%	99,576,755.83 99,692,235.42	0.20%	101,756,792.70 325,674.93	31.43% 2,064,557.28	Aaa / AA+ AAA	2.03 2.00
CASH									
90CASH500	Cash Custodial Cash Account	1,609,802.33	Various 0.00%	1,609,802.33 1,609,802.33	1.00 0.00%	1,609,802.33 0.00	0.50% 0.00	NR / NR NR	0.00 0.00
90CHECKS1	Checking Deposit Bank Account	35,924,466.12	Various 0.00%	35,924,466.12 35,924,466.12	1.00 0.00%	35,924,466.12 0.00	11.06% 0.00	NR / NR NR	0.00 0.00
Total Cash		37,534,268.45	N/A	37,534,268.45	0.00%	37,534,268.45 0.00	11.56% 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 2,999,100.00	99.97 0.41%	2,999,100.00 0.00	0.92% 0.00	P-1 / A-1 NR	0.08 0.08
Total Commercial Paper		3,000,000.00	0.41%	2,995,966.67 2,999,100.00	0.41%	2,999,100.00 0.00	0.92% 0.00	Aaa / AA NR	0.08 0.08
CORPORATE									
857477AS2	State Street Bank Note 2.55% Due 8/18/2020	1,590,000.00	12/11/2017 2.19%	1,604,993.70 1,590,260.36	100.09 0.73%	1,591,361.04 18,357.87	0.50% 1,100.68	A1 / A AA-	0.05 0.05
02665WAZ4	American Honda Finance Note 2.45% Due 9/24/2020	1,800,000.00	02/14/2017 2.25%	1,812,492.00 1,800,512.98	100.29 0.50%	1,805,158.80 15,557.50	0.56% 4,645.82	A3 / A- NR	0.15 0.15

Mendocino County Consolidated

Account #70006

Holdings Report

As of July 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
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 1,999,960.13	100.30 0.27%	2,005,946.00 9,777.78	0.62% 5,985.87	Aaa / AAA AA+	0.26 0.17
00440EA14	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 1,500,072.19	100.33 0.40%	1,504,887.00 8,433.33	0.47% 4,814.81	A3 / A A	0.26 0.17
44932HAG8	IBM Credit Corp Note 2.65% Due 2/5/2021	1,500,000.00	02/12/2018 2.72%	1,496,880.00 1,499,460.39	101.20 0.29%	1,518,057.00 19,433.33	0.47% 18,596.61	A2 / A NR	0.52 0.50
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 1,201,375.81	101.23 0.30%	1,214,707.20 6,593.33	0.38% 13,331.39	A2 / A A+	0.75 0.66
06406FA89	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 1,694,629.16	101.18 0.29%	1,720,034.50 8,518.89	0.53% 25,405.34	A1 / A AA-	0.76 0.67
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 1,777,383.91	102.13 0.30%	1,812,756.03 11,217.01	0.56% 35,372.12	A2 / A A	0.81 0.72
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 1,794,159.45	101.68 0.28%	1,830,160.80 12,920.00	0.57% 36,001.35	A3 / A A-	1.13 1.03
91159HHP8	US Bancorp Callable Note Cont 12/23/2021 2.625% Due 1/24/2022	890,000.00	01/19/2017 2.66%	888,469.20 889,546.46	103.19 0.33%	918,375.87 454.27	0.28% 28,829.41	A1 / A+ A+	1.48 1.38
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 1,737,140.26	102.71 0.34%	1,797,390.00 19,770.14	0.56% 60,249.74	A2 / A NR	1.55 1.26
91159HHC7	US Bancorp Callable Note Cont 2/15/2022 3% Due 3/15/2022	1,000,000.00	04/12/2018 3.05%	997,970.00 999,160.44	104.15 0.30%	1,041,460.00 11,333.33	0.32% 42,299.56	A1 / A+ A+	1.62 1.50
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 1,226,735.76	103.45 0.32%	1,282,777.52 6,070.83	0.40% 56,041.76	A2 / A- NR	1.79 1.68
69371RQ33	Paccar Financial Corp Note 2% Due 9/26/2022	1,000,000.00	09/23/2019 2.04%	998,780.00 999,125.07	103.28 0.47%	1,032,758.00 6,944.44	0.32% 33,632.93	A1 / A+ NR	2.16 2.10
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 1,501,269.00	105.24 0.54%	1,578,582.00 2,250.00	0.49% 77,313.00	A1 / A+ A+	2.45 2.37
69371RQ41	Paccar Financial Corp Note 1.9% Due 2/7/2023	1,000,000.00	10/31/2019 1.90%	999,950.00 999,961.28	103.48 0.51%	1,034,754.00 9,183.33	0.32% 34,792.72	A1 / A+ NR	2.52 2.44

Mendocino County Consolidated

Account #70006

Holdings Report

As of July 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
CORPORATE									
9311420H3	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 1,497,243.64	105.21 0.41%	1,578,159.00 11,687.50	0.49% 80,915.36	Aa2 / AA AA	2.70 2.37
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	1,000,000.00	05/20/2019 2.65%	990,790.00 993,581.10	105.74 0.31%	1,057,357.00 5,866.67	0.33% 63,775.90	Aa1 / AA+ NR	2.76 2.67
037833DV9	Apple Inc Note 0.75% Due 5/11/2023	1,000,000.00	06/26/2020 0.46%	1,008,300.00 1,008,045.84	101.13 0.34%	1,011,344.00 1,666.67	0.31% 3,298.16	Aa1 / AA+ NR	2.78 2.75
Total Corporate		26,745,000.00	2.40%	26,659,120.80 26,709,623.23	0.38%	27,336,025.76 186,036.22	8.48% 626,402.53	A1 / A+ A+	1.26 1.17
LAIF									
90LAIF500	Local Agency Investment Fund State Pool	75,000,000.00	Various 0.84%	75,000,000.00 75,000,000.00	1.00 0.84%	75,000,000.00 59,249.13	23.11% 0.00	NR / NR NR	0.00 0.00
Total LAIF		75,000,000.00	0.84%	75,000,000.00	0.84%	75,000,000.00 59,249.13	23.11% 0.00	NR / NR NR	0.00 0.00
LOCAL GOV INVESTMENT POOL									
90CAMP500	California Asset Mgmt Program CAMP	21,000,000.00	Various 0.30%	21,000,000.00 21,000,000.00	1.00 0.30%	21,000,000.00 0.00	6.47% 0.00	NR / AAA NR	0.00 0.00
Total Local Gov Investment Pool		21,000,000.00	0.30%	21,000,000.00	0.30%	21,000,000.00 0.00	6.47% 0.00	NR / AAA NR	0.00 0.00
MONEY MARKET FUND FI									
261908107	Dreyfus Trsy/Agcy Cash Management 521	4,762,414.14	Various 0.08%	4,762,414.14 4,762,414.14	1.00 0.08%	4,762,414.14 0.00	1.47% 0.00	Aaa / AAA NR	0.00 0.00
Total Money Market Fund FI		4,762,414.14	0.08%	4,762,414.14	0.08%	4,762,414.14 0.00	1.47% 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 1,999,987.04	100.12 0.35%	2,002,324.00 13,270.83	0.62% 2,336.96	Aaa / AAA AAA	0.10 0.09

Mendocino County Consolidated

Holdings Report

Account #70006

As of July 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									
45950KCM0	International Finance Corp Note 2.25% Due 1/25/2021	720,000.00	01/18/2018 2.35%	717,883.20 719,658.14	100.97 0.25%	726,962.40 270.00	0.22% 7,304.26	Aaa / AAA NR	0.49 0.48
45950KCJ7	International Finance Corp Note 1.125% Due 7/20/2021	1,600,000.00	11/29/2017 2.12%	1,544,832.00 1,585,324.56	100.83 0.27%	1,613,211.20 550.00	0.50% 27,886.64	Aaa / AAA NR	0.97 0.97
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 1,776,078.49	102.13 0.23%	1,778,083.30 13,438.34	0.55% 2,004.81	Aaa / AAA AAA	1.53 1.50
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 1,472,061.43	102.61 0.21%	1,539,150.00 7,802.08	0.48% 67,083.57	Aaa / AAA AAA	1.70 1.68
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 1,953,530.79	103.24 0.22%	2,064,810.00 13,319.44	0.64% 111,279.21	Aaa / AAA AAA	2.12 2.08
Total Supranational		9,561,000.00	1.98%	9,380,929.79 9,506,640.45	0.26%	9,724,540.90 48,650.69	3.01% 217,900.45	Aaa / AAA AAA	1.22 1.20
TIME DEPOSIT									
90MENDS11	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%	250,000.00 458.90	0.08% 0.00	NR / NR NR	0.59 0.59
99MENDS01	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 1,147.26	0.08% 0.00	NR / NR NR	0.64 0.63
Total Time Deposit		500,000.00	0.88%	500,000.00 500,000.00	0.88%	500,000.00 1,606.16	0.15% 0.00	NR / NR NR	0.61 0.61
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 2,498,355.61	100.20 0.17%	2,505,007.50 11,552.25	0.77% 6,651.89	Aaa / AA+ AAA	0.17 0.17
912828L99	US Treasury Note 1.375% Due 10/31/2020	2,600,000.00	04/14/2016 1.20%	2,619,508.71 2,601,069.45	100.30 0.16%	2,607,885.80 9,034.65	0.81% 6,816.35	Aaa / AA+ AAA	0.25 0.25
912828P87	US Treasury Note 1.125% Due 2/28/2021	2,400,000.00	Various 1.45%	2,368,765.85 2,395,662.90	100.57 0.15%	2,413,687.20 11,298.91	0.75% 18,024.30	Aaa / AA+ AAA	0.58 0.58
912828D72	US Treasury Note 2% Due 8/31/2021	2,400,000.00	12/28/2016 2.01%	2,398,508.04 2,399,654.56	102.02 0.13%	2,448,561.60 20,086.96	0.76% 48,907.04	Aaa / AA+ AAA	1.08 1.07

Mendocino County Consolidated

Account #70006

Holdings Report

As of July 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
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 2,986,274.30	101.15 0.14%	3,034,452.00 11,342.21	0.94% 48,177.70	Aaa / AA+ AAA	1.17 1.16
912828U81	US Treasury Note 2% Due 12/31/2021	1,000,000.00	01/30/2018 2.40%	984,960.94 994,562.80	102.64 0.14%	1,026,367.00 1,739.13	0.32% 31,804.20	Aaa / AA+ AAA	1.42 1.40
912828P4	US Treasury Note 1.875% Due 7/31/2022	3,000,000.00	12/28/2018 2.53%	2,932,851.56 2,962,575.53	103.49 0.13%	3,104,766.00 152.85	0.96% 142,190.47	Aaa / AA+ AAA	2.00 1.97
912828YA2	US Treasury Note 1.5% Due 8/15/2022	3,000,000.00	12/17/2019 1.65%	2,988,398.44 2,991,110.65	102.81 0.12%	3,084,375.00 20,769.23	0.96% 93,264.35	Aaa / AA+ AAA	2.04 2.00
912828L24	US Treasury Note 1.875% Due 8/31/2022	3,000,000.00	10/15/2019 1.60%	3,022,968.75 3,016,625.00	103.64 0.12%	3,109,335.00 23,539.40	0.96% 92,710.00	Aaa / AA+ AAA	2.08 2.04
912828M80	US Treasury Note 2% Due 11/30/2022	2,300,000.00	04/17/2019 2.38%	2,270,082.03 2,280,741.16	104.37 0.12%	2,400,535.30 7,792.35	0.74% 119,794.14	Aaa / AA+ AAA	2.33 2.28
912828D5	US Treasury Note 0.5% Due 3/15/2023	3,000,000.00	03/24/2020 0.39%	3,009,843.75 3,008,673.39	101.00 0.12%	3,030,000.00 5,665.76	0.93% 21,326.61	Aaa / AA+ AAA	2.62 2.60
912828R28	US Treasury Note 1.625% Due 4/30/2023	2,000,000.00	12/04/2019 1.60%	2,001,796.88 2,001,449.66	104.13 0.12%	2,082,500.00 8,213.32	0.64% 81,050.34	Aaa / AA+ AAA	2.75 2.69
912828R69	US Treasury Note 1.625% Due 5/31/2023	2,500,000.00	04/11/2019 2.30%	2,433,593.75 2,454,480.65	104.25 0.12%	2,606,250.00 6,881.83	0.80% 151,769.35	Aaa / AA+ AAA	2.83 2.77
912828S92	US Treasury Note 1.25% Due 7/31/2023	3,000,000.00	11/27/2019 1.62%	2,960,507.81 2,967,757.87	103.37 0.12%	3,101,133.00 101.90	0.95% 133,375.13	Aaa / AA+ AAA	3.00 2.95
912828T26	US Treasury Note 1.375% Due 9/30/2023	3,000,000.00	12/19/2019 1.71%	2,963,554.69 2,969,496.86	103.94 0.13%	3,118,125.00 13,862.70	0.96% 148,628.14	Aaa / AA+ AAA	3.17 3.10
912828T91	US Treasury Note 1.625% Due 10/31/2023	3,500,000.00	Various 0.85%	3,589,628.91 3,585,505.14	104.84 0.13%	3,669,393.00 14,373.31	1.13% 83,887.86	Aaa / AA+ AAA	3.25 3.17
Total US Treasury		42,200,000.00	1.63%	41,972,810.52 42,113,995.53	0.13%	43,342,373.40 166,406.76	13.40% 1,228,377.87	Aaa / AA+ AAA	2.00 1.97
TOTAL PORTFOLIO		320,017,682.59	1.11%	319,382,266.20 319,818,277.22	0.34%	323,955,515.35 787,623.89	100.00% 4,137,238.13	Aa1 / AA+ AAA	1.05 1.03
TOTAL MARKET VALUE PLUS ACCRUED						324,743,139.24			

Portfolio Summary

As of August 31, 2020



PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.05
Average Coupon	1.03%
Average Purchase YTM	1.08%
Average Market YTM	0.31%
Average S&P/Moody Rating	AA+/Aa1
Average Final Maturity	1.07 yrs
Average Life	1.06 yrs

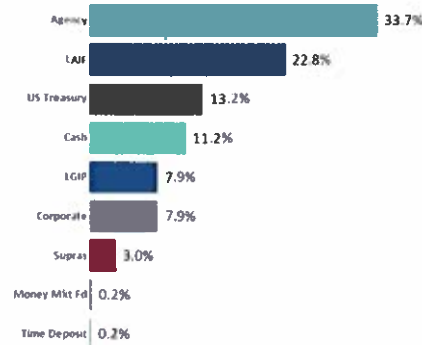
ACCOUNT SUMMARY

	Beg. Values as of 7/31/20	End Values as of 8/31/20
Market Value	323,955,515	328,237,279
Accrued Interest	787,624	811,973
Total Market Value	324,743,139	329,049,251
Income Earned	302,012	288,775
Cont/WD		
Par	320,017,683	324,467,487
Book Value	319,818,277	324,267,825
Cost Value	319,382,266	323,806,718

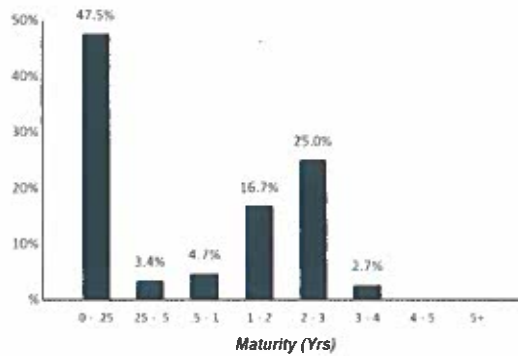
TOP ISSUERS

Local Agency Investment Fund	22.8%
Government of United States	13.2%
Custodial Checking Account	10.7%
Federal Home Loan Bank	10.3%
Federal Farm Credit Bank	9.8%
Federal Home Loan Mortgage Corp	8.1%
CAMP	7.9%
Federal National Mortgage Assoc	5.5%
Total	88.3%

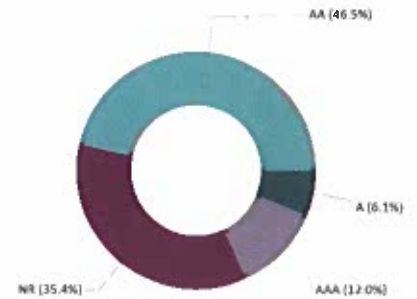
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



Statement of Compliance

As of August 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; 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

Holdings Report



Account #70006

As of August 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									
3130ACE26	FHLB Note 1.375% Due 9/28/2020	2,000,000.00	09/22/2017 1.65%	1,983,940.00 1,999,605.44	100.09 0.12%	2,001,878.00 11,687.50	0.61% 2,272.56	Aaa / AA+ NR	0.08 0.07
3137EAEJ4	FHLMC Note 1.625% Due 9/29/2020	2,250,000.00	09/28/2017 1.67%	2,247,097.50 2,249,925.85	100.12 0.09%	2,252,677.50 15,437.50	0.69% 2,751.65	Aaa / AA+ AAA	0.08 0.08
3137EAEK1	FHLMC Note 1.875% Due 11/17/2020	800,000.00	11/27/2017 1.95%	798,368.00 799,884.18	100.37 0.13%	802,941.60 4,333.33	0.25% 3,057.42	Aaa / AA+ AAA	0.21 0.21
3130A3UQ5	FHLB Note 1.875% Due 12/11/2020	2,000,000.00	02/12/2018 2.32%	1,975,680.00 1,997,619.84	100.47 0.19%	2,009,364.00 8,333.33	0.61% 11,744.16	Aaa / AA+ NR	0.28 0.28
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	2,000,000.00	02/23/2016 1.43%	1,994,480.00 1,999,484.68	100.57 0.15%	2,011,362.00 993.06	0.61% 11,877.32	Aaa / AA+ AAA	0.47 0.46
3135G0J20	FNMA Note 1.375% Due 2/26/2021	2,500,000.00	03/17/2016 1.52%	2,482,725.00 2,498,297.37	100.60 0.13%	2,515,095.00 477.43	0.76% 16,797.63	Aaa / AA+ AAA	0.49 0.49
313313DU9	FFCB Discount Note 0.19% Due 4/1/2021	1,000,000.00	06/29/2020 0.19%	998,548.61 998,881.11	99.89 0.19%	998,881.11 0.00	0.30% 0.00	P-1 / A-1+ F-1+	0.58 0.58
313379RB7	FHLB Note 1.875% Due 6/11/2021	2,400,000.00	08/30/2017 1.65%	2,419,562.40 2,404,011.71	101.39 0.09%	2,433,372.00 10,000.00	0.74% 29,360.29	Aaa / AA+ AAA	0.78 0.77
3130A8Q55	FHLB Note 1.125% Due 7/14/2021	2,600,000.00	08/09/2016 1.25%	2,584,400.00 2,597,259.81	100.85 0.14%	2,622,159.80 3,818.75	0.80% 24,899.99	Aaa / AA+ AAA	0.87 0.87
3130AHSR5	FHLB Note 1.625% Due 12/20/2021	2,090,000.00	12/19/2019 1.68%	2,087,742.80 2,088,533.28	101.95 0.13%	2,130,719.47 6,698.16	0.65% 42,186.19	Aaa / AA+ AAA	1.30 1.29
3137EADB2	FHLMC Note 2.375% Due 1/13/2022	2,000,000.00	07/30/2018 2.86%	1,968,440.00 1,987,521.05	103.06 0.13%	2,061,208.00 6,333.33	0.63% 73,686.95	Aaa / AA+ AAA	1.37 1.35
313378WG2	FHLB Note 2.5% Due 3/11/2022	3,000,000.00	04/09/2018 2.65%	2,983,650.00 2,993,647.38	103.56 0.17%	3,106,839.00 35,416.67	0.95% 113,191.62	Aaa / AA+ NR	1.53 1.49
3135G0T45	FNMA Note 1.875% Due 4/5/2022	2,900,000.00	06/21/2017 1.87%	2,901,218.00 2,900,404.84	102.73 0.16%	2,979,199.00 22,052.08	0.91% 78,794.16	Aaa / AA+ AAA	1.59 1.57
3133ELYR9	FFCB Note 0.25% Due 5/6/2022	3,205,000.00	04/30/2020 0.31%	3,200,929.65 3,201,587.60	100.13 0.17%	3,209,195.35 2,559.55	0.98% 7,607.75	Aaa / AA+ AAA	1.68 1.68
3133ELE75	FFCB Note 0.25% Due 6/2/2022	4,000,000.00	06/09/2020 0.29%	3,996,720.00 3,997,097.06	100.13 0.18%	4,005,108.00 2,472.22	1.22% 8,010.94	Aaa / AA+ AAA	1.75 1.75
3134GVJ66	FHLMC Note 0.25% Due 6/8/2022	4,000,000.00	06/04/2020 0.28%	3,997,600.00 3,997,879.45	100.13 0.17%	4,005,328.00 2,305.56	1.22% 7,448.55	Aaa / NR AAA	1.77 1.76

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AGENCY									
313379Q69	FHLB Note 2.125% Due 6/10/2022	2,215,000.00	06/06/2018 2.81%	2,157,500.82 2,189,588.82	103.49 0.16%	2,292,201.61 10,590.47	0.70% 102,612.79	Aaa / AA+ AAA	1.78 1.74
3130A5P15	FHLB Note 2.375% Due 6/10/2022	1,500,000.00	05/21/2019 2.26%	1,505,190.00 1,503,011.60	103.94 0.15%	1,559,025.00 8,015.63	0.48% 56,013.40	Aaa / AA+ AAA	1.78 1.74
3133ELN26	FFCB Note 0.26% Due 6/22/2022	4,000,000.00	06/17/2020 0.28%	3,998,120.00 3,998,302.85	100.14 0.18%	4,005,696.00 1,993.33	1.22% 7,393.15	Aaa / AA+ AAA	1.81 1.80
3137EAET2	FHLMC Note 0.125% Due 7/25/2022	2,045,000.00	07/21/2020 0.24%	2,040,378.30 2,040,630.85	99.92 0.17%	2,043,284.25 269.83	0.62% 2,653.40	Aaa / AA+ AAA	1.90 1.90
313383WD9	FHLB Note 3.125% Due 9/9/2022	2,200,000.00	01/16/2019 2.66%	2,235,266.00 2,219,553.95	105.91 0.19%	2,330,070.60 32,847.22	0.72% 110,516.65	Aaa / AA+ AAA	2.02 1.95
3135G0T78	FNMA Note 2% Due 10/5/2022	3,000,000.00	05/20/2019 2.22%	2,979,030.00 2,987,006.42	103.80 0.18%	3,114,132.00 24,333.33	0.95% 127,125.58	Aaa / AA+ AAA	2.10 2.04
3133EKHN9	FFCB Note 2.33% Due 10/18/2022	3,000,000.00	05/01/2019 2.32%	3,001,380.00 3,000,847.64	104.51 0.21%	3,135,429.00 25,824.17	0.96% 134,581.36	Aaa / AA+ AAA	2.13 2.07
313381BR5	FHLB Note 1.875% Due 12/9/2022	3,000,000.00	Various 2.46%	2,931,075.00 2,962,659.83	103.78 0.20%	3,113,529.00 12,812.50	0.95% 150,869.17	Aaa / AA+ AAA	2.27 2.23
3135G0T94	FNMA Note 2.375% Due 1/19/2023	2,700,000.00	03/18/2019 2.46%	2,691,819.00 2,694,923.35	105.20 0.19%	2,840,305.50 7,481.25	0.87% 145,382.15	Aaa / AA+ AAA	2.39 2.33
3133ELNW0	FFCB Note 1.45% Due 2/21/2023	3,000,000.00	02/14/2020 1.45%	2,999,940.00 2,999,950.57	103.08 0.20%	3,092,340.00 1,208.33	0.94% 92,389.43	Aaa / AA+ AAA	2.48 2.43
3130ADRG9	FHLB Note 2.75% Due 3/10/2023	3,000,000.00	03/28/2019 2.24%	3,057,120.00 3,036,442.72	106.40 0.21%	3,192,111.00 39,187.50	0.98% 155,668.28	Aaa / AA+ NR	2.52 2.43
3137EAEO8	FHLMC Note 0.375% Due 4/20/2023	4,235,000.00	Various 0.36%	4,236,232.50 4,236,244.16	100.48 0.19%	4,255,264.48 5,779.01	1.29% 19,020.32	Aaa / AA+ AAA	2.64 2.62
3137EAER6	FHLMC Note 0.375% Due 5/5/2023	3,000,000.00	05/05/2020 0.39%	2,998,740.00 2,998,874.88	100.26 0.28%	3,007,875.00 3,562.50	0.92% 9,000.12	Aaa / AA+ AAA	2.68 2.66
3135G04Q3	FNMA Note 0.25% Due 5/22/2023	3,050,000.00	05/20/2020 0.35%	3,040,819.50 3,041,674.67	100.10 0.21%	3,053,007.30 2,096.88	0.93% 11,332.63	Aaa / AA+ AAA	2.72 2.71
3133ELG81	FFCB Note 0.3% Due 6/8/2023	4,000,000.00	06/02/2020 0.33%	3,997,000.00 3,997,232.88	100.19 0.23%	4,007,752.00 2,766.67	1.22% 10,519.12	Aaa / AA+ AAA	2.77 2.76
3133834G3	FHLB Note 2.125% Due 6/9/2023	2,750,000.00	06/10/2019 2.00%	2,763,035.00 2,759,032.48	105.16 0.26%	2,891,768.00 13,310.76	0.88% 132,735.52	Aaa / AA+ NR	2.77 2.69

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AGENCY									
3133EKS7	FFCB Note 1.77% Due 6/26/2023	2,500,000.00	06/21/2019 1.89%	2,488,375.00 2,491,820.33	104.31 0.23%	2,607,805.00 7,989.58	0.79% 115,984.67	Aaa / AA+ AAA	2.82 2.75
3137EAE54	FHLMC Note 0.25% Due 6/26/2023	3,300,000.00	06/24/2020 0.35%	3,290,364.00 3,290,953.60	100.00 0.25%	3,299,894.40 1,489.58	1.00% 8,940.80	Aaa / AA+ AAA	2.82 2.81
3135G05G4	FNMA Note 0.25% Due 7/10/2023	3,475,000.00	07/08/2020 0.32%	3,467,528.75 3,467,890.37	100.01 0.25%	3,475,198.08 1,230.73	1.06% 7,307.71	Aaa / AA+ AAA	2.86 2.85
3133EKZK5	FFCB Note 1.6% Due 8/14/2023	3,000,000.00	08/09/2019 1.63%	2,996,040.00 2,997,080.82	103.98 0.25%	3,119,289.00 2,266.67	0.95% 122,208.18	Aaa / AA+ AAA	2.95 2.89
3133EL3V4	FFCB Note 0.2% Due 8/14/2023	4,000,000.00	08/12/2020 0.27%	3,991,640.00 3,991,777.42	99.86 0.25%	3,994,400.00 377.78	1.21% 2,622.58	Aaa / AA+ AAA	2.95 2.94
3137EAEV7	FHLMC Note 0.25% Due 8/24/2023	4,825,000.00	Various 0.29%	4,818,968.50 4,819,002.44	99.98 0.26%	4,824,054.30 335.07	1.47% 5,051.86	Aaa / AA+ AAA	2.98 2.97
3130A7PH2	FHLB Note 1.875% Due 3/8/2024	2,000,000.00	03/03/2020 0.85%	2,080,700.00 2,070,729.56	105.73 0.24%	2,114,552.00 18,020.83	0.65% 43,822.44	Aaa / AA+ NR	3.52 3.39
Total Agency		108,540,000.00	1.25%	108,387,364.33 108,506,872.86	0.19%	110,514,311.35 356,708.09	33.69% 2,007,438.49	Aaa / AA+ AAA	2.03 2.00
CASH									
90CHECKS1	Checking Deposit Bank Account	35,166,040.47	Various 0.00%	35,166,040.47 35,166,040.47	1.00 0.00%	35,166,040.47 0.00	10.69% 0.00	NR / NR NR	0.00 0.00
90CASH500	Cash Custodial Cash Account	1,715,774.39	Various 0.00%	1,715,774.39 1,715,774.39	1.00 0.00%	1,715,774.39 0.00	0.52% 0.00	NR / NR NR	0.00 0.00
Total Cash		36,881,814.86	N/A	36,881,814.86	0.00%	36,881,814.86 0.00	11.21% 0.00	NR / NR NR	0.00 0.00
CORPORATE									
02665WAZ4	American Honda Finance Note 2.45% Due 9/24/2020	1,800,000.00	02/14/2017 2.25%	1,812,492.00 1,800,218.49	100.14 0.24%	1,802,539.80 19,232.50	0.55% 2,321.31	A3 / A- NR	0.07 0.06
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 1,999,973.28	100.16 0.16%	2,003,260.00 13,111.11	0.61% 3,286.72	Aaa / AAA AA+	0.18 0.09

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CORPORATE									
0044DEAT4	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 1,500,036.67	100.18 0.27%	1,502,695.50 11,308.33	0.46% 2,658.83	A3 / A A	0.18 0.09
44932HAG8	IBM Credit Corp Note 2.65% Due 2/5/2021	1,500,000.00	02/12/2018 2.72%	1,496,880.00 1,499,549.37	101.01 0.28%	1,515,207.00 2,870.83	0.46% 15,657.63	A2 / A NR	0.43 0.43
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 1,201,198.83	101.10 0.24%	1,213,255.20 8,743.33	0.37% 12,056.37	A2 / A A+	0.66 0.58
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 1,695,234.60	101.04 0.27%	1,717,758.20 11,423.06	0.53% 22,523.60	A1 / A AA-	0.67 0.59
808513AWS	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 1,777,102.92	101.87 0.31%	1,808,213.80 16,024.31	0.55% 31,110.88	A2 / A A	0.72 0.63
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 1,794,601.05	101.58 0.25%	1,828,382.40 15,770.00	0.56% 33,781.35	A3 / A A-	1.04 0.94
91159HHP8	US Bancorp Callable Note Cont 12/23/2021 2.625% Due 1/24/2022	890,000.00	01/19/2017 2.66%	888,469.20 889,572.45	103.12 0.24%	917,796.48 2,401.15	0.28% 28,224.03	A1 / A+ A+	1.40 1.30
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 1,737,848.34	102.56 0.32%	1,794,789.50 1,905.56	0.55% 56,941.16	A2 / A NR	1.46 1.19
91159HHC7	US Bancorp Callable Note Cont 2/15/2022 3% Due 3/15/2022	1,000,000.00	04/12/2018 3.05%	997,970.00 999,204.48	103.99 0.25%	1,039,870.00 13,833.33	0.32% 40,665.52	A1 / A+ A+	1.54 1.42
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 1,227,365.45	103.15 0.40%	1,279,009.16 8,499.17	0.39% 51,643.71	A2 / A- NR	1.71 1.59
69371RQ33	Paccar Financial Corp Note 2% Due 9/26/2022	1,000,000.00	09/23/2019 2.04%	998,780.00 999,159.58	103.31 0.39%	1,033,124.00 8,611.11	0.32% 33,964.42	A1 / A+ NR	2.07 2.02
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 1,501,224.95	105.18 0.49%	1,577,770.50 5,625.00	0.48% 76,545.55	A1 / A+ A+	2.36 2.29
69371RQ41	Paccar Financial Corp Note 1.9% Due 2/7/2023	1,000,000.00	10/31/2019 1.90%	999,950.00 999,962.58	103.58 0.42%	1,035,763.00 1,266.67	0.32% 35,800.42	A1 / A+ NR	2.44 2.38
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 1,497,330.56	105.58 0.18%	1,583,733.00 14,875.00	0.49% 86,402.44	Aa2 / AA AA	2.61 2.29

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CORPORATE									
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	1,000,000.00	05/20/2019 2.65%	990,790.00 993,779.10	105.57 0.31%	1,055,680.00 7,866.67	0.32% 61,900.90	Aa1 / AA+ NR	2.67 2.58
037833DV9	Apple Inc Note 0.75% Due 5/11/2023	1,000,000.00	06/26/2020 0.46%	1,008,300.00 1,007,799.62	101.28 0.27%	1,012,800.00 2,291.67	0.31% 5,000.38	Aa1 / AA+ NR	2.69 2.66
Total Corporate		25,155,000.00	2.42%	25,054,127.10 25,121,162.32	0.29%	25,721,647.54 165,658.80	7.87% 600,485.22	A1 / A+ A+	1.26 1.16
LAIF									
90LAIFS00	Local Agency Investment Fund State Pool	75,000,000.00	Various 0.76%	75,000,000.00 75,000,000.00	1.00 0.76%	75,000,000.00 108,962.19	22.83% 0.00	NR / NR NR	0.00 0.00
Total LAIF		75,000,000.00	0.76%	75,000,000.00	0.76%	75,000,000.00 108,962.19	22.83% 0.00	NR / NR NR	0.00 0.00
LOCAL GOV INVESTMENT POOL									
90CAMP500	California Asset Mgmt Program CAMP	26,000,000.00	Various 0.30%	26,000,000.00 26,000,000.00	1.00 0.30%	26,000,000.00 0.00	7.90% 0.00	NR / AAA NR	0.00 0.00
Total Local Gov Investment Pool		26,000,000.00	0.30%	26,000,000.00	0.30%	26,000,000.00 0.00	7.90% 0.00	NR / AAA NR	0.00 0.00
MONEY MARKET FUND FI									
261908107	Dreyfus Trsy/Agcy Cash Management 521	629,671.78	Various 0.02%	629,671.78 629,671.78	1.00 0.02%	629,671.78 0.00	0.19% 0.00	Aaa / AAA NR	0.00 0.00
Total Money Market Fund FI		629,671.78	0.02%	629,671.78	0.02%	629,671.78 0.00	0.19% 0.00	Aaa / AAA NR	0.00 0.00
SUPRANATIONAL									
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 1,999,998.86	100.01 0.20%	2,000,238.00 15,979.17	0.61% 239.14	Aaa / AAA AAA	0.01 0.01
45950KCM0	International Finance Corp Note 2.25% Due 1/25/2021	720,000.00	01/18/2018 2.35%	717,883.20 719,718.02	100.80 0.25%	725,766.48 1,620.00	0.22% 6,048.46	Aaa / AAA NR	0.40 0.40

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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 1,586,613.34	100.80 0.22%	1,612,848.00 2,050.00	0.49% 26,234.66	Aaa / AAA NR	0.88 0.88
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 1,774,129.69	102.00 0.23%	1,775,820.00 1,650.32	0.54% 1,690.31	Aaa / AAA AAA	1.45 1.43
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 1,473,456.11	102.46 0.23%	1,536,837.00 9,989.58	0.47% 63,380.89	Aaa / AAA AAA	1.62 1.59
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 1,955,391.96	103.08 0.23%	2,061,520.00 16,236.11	0.63% 106,128.04	Aaa / AAA AAA	2.04 1.99
Total Supranational		9,561,000.00	1.98%	9,509,307.98	0.22%	9,713,029.48 47,525.18	2.97% 203,721.50	Aaa / AAA AAA	1.13 1.11
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%	250,000.00 565.07	0.08% 0.00	NR / NR NR	0.50 0.50
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 1,412.67	0.08% 0.00	NR / NR NR	0.55 0.54
Total Time Deposit		500,000.00	0.88%	500,000.00	0.88%	500,000.00 1,977.74	0.15% 0.00	NR / NR NR	0.53 0.52
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 2,499,205.21	100.10 0.15%	2,502,505.00 14,463.80	0.76% 3,299.79	Aaa / AA+ AAA	0.08 0.08
912828L99	US Treasury Note 1.375% Due 10/31/2020	2,600,000.00	04/14/2016 1.20%	2,619,508.71 2,600,705.13	100.20 0.14%	2,605,317.00 12,046.20	0.80% -4,611.87	Aaa / AA+ AAA	0.17 0.17
912828P87	US Treasury Note 1.125% Due 2/28/2021	2,400,000.00	Various 1.45%	2,368,765.85 2,396,300.11	100.48 0.17%	2,411,438.40 74.59	0.73% 15,138.29	Aaa / AA+ AAA	0.50 0.50
912828D72	US Treasury Note 2% Due 8/31/2021	2,400,000.00	12/28/2016 2.01%	2,398,508.04 2,399,681.67	101.84 0.16%	2,444,155.20 132.60	0.74% 44,473.53	Aaa / AA+ AAA	1.00 0.99
912828T34	US Treasury Note 1.125% Due 9/30/2021	3,000,000.00	08/29/2019 1.53%	2,975,390.63 2,987,275.47	101.04 0.16%	3,031,173.00 14,200.82	0.93% 43,897.53	Aaa / AA+ AAA	1.08 1.07



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									
912828U81	US Treasury Note 2% Due 12/31/2021	1,000,000.00	01/30/2018 2.40%	984,960.94 994,888.82	102.46 0.15%	1,024,609.00 3,423.91	0.31% 29,720.18	Aaa / AA+ AAA	1.33 1.32
912828P4	US Treasury Note 1.875% Due 7/31/2022	3,000,000.00	12/28/2018 2.53%	2,932,851.56 2,964,166.96	103.31 0.14%	3,099,375.00 4,891.30	0.94% 135,208.04	Aaa / AA+ AAA	1.92 1.89
912828YA2	US Treasury Note 1.5% Due 8/15/2022	3,000,000.00	12/17/2019 1.65%	2,988,398.44 2,991,481.04	102.65 0.14%	3,079,452.00 2,078.80	0.94% 87,970.96	Aaa / AA+ AAA	1.96 1.93
912828L24	US Treasury Note 1.875% Due 8/31/2022	3,000,000.00	10/15/2019 1.60%	3,022,968.75 3,015,946.88	103.47 0.14%	3,104,064.00 155.39	0.94% 88,117.12	Aaa / AA+ AAA	2.00 1.97
912828M80	US Treasury Note 2% Due 11/30/2022	2,300,000.00	04/17/2019 2.38%	2,270,082.03 2,281,442.71	104.18 0.14%	2,396,043.40 11,688.52	0.73% 114,600.69	Aaa / AA+ AAA	2.25 2.20
912828ZD5	US Treasury Note 0.5% Due 3/15/2023	3,000,000.00	03/24/2020 0.39%	3,009,843.75 3,008,392.14	100.91 0.14%	3,027,423.00 6,929.35	0.92% 19,030.86	Aaa / AA+ AAA	2.54 2.52
912828R28	US Treasury Note 1.625% Due 4/30/2023	2,000,000.00	12/04/2019 1.60%	2,001,796.88 2,001,404.81	103.91 0.14%	2,078,828.00 10,951.09	0.64% 77,423.19	Aaa / AA+ AAA	2.66 2.61
912828R69	US Treasury Note 1.625% Due 5/31/2023	2,500,000.00	04/11/2019 2.30%	2,433,593.75 2,455,846.67	104.07 0.14%	2,601,660.00 10,322.75	0.79% 145,813.33	Aaa / AA+ AAA	2.75 2.69
912828S92	US Treasury Note 1.25% Due 7/31/2023	3,000,000.00	11/27/2019 1.62%	2,960,507.81 2,968,671.49	103.19 0.15%	3,095,742.00 3,260.87	0.94% 127,070.51	Aaa / AA+ AAA	2.92 2.87
912828T26	US Treasury Note 1.375% Due 9/30/2023	3,000,000.00	12/19/2019 1.71%	2,963,554.69 2,970,315.56	103.76 0.15%	3,112,734.00 17,356.56	0.95% 142,418.44	Aaa / AA+ AAA	3.08 3.01
912828T91	US Treasury Note 1.625% Due 10/31/2023	3,500,000.00	Various 0.85%	3,589,628.91 3,583,270.18	104.64 0.16%	3,662,284.50 19,164.41	1.12% 79,014.32	Aaa / AA+ AAA	3.17 3.08
Total US Treasury		42,200,000.00	1.63%	41,972,810.52 42,118,994.85	0.15%	43,276,803.50 131,140.96	13.19% 1,157,808.65	Aaa / AA+ AAA	1.92 1.89
TOTAL PORTFOLIO		324,467,486.64	1.08%	323,806,718.38 324,267,824.65	0.31%	328,237,278.51 811,972.96	100.00% 3,969,453.86	Aa1 / AA+ AAA	1.07 1.05
TOTAL MARKET VALUE PLUS ACCRUED						329,049,251.47			

CLASSIFIED SENIORITY LIST

Last Revised Date September 11, 2020

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/MONTHS	ADDITIONAL INFORMATION
ADMIN, ACCOUNTS PAYABLE/OFFICE ASSISTANT			
Tiffany Grant-Tulley	08/27/16 – 06/30/18	3.5 Hrs / 12 Mo	See MAIL PERSON & LIBRARY AIDE
Tiffany Grant-Tulley (D.O. AP)	07/01/18	7 Hrs / 12 Mo	See ACCOUNTS PAYABLE & LIBRARY AIDE; Increase in AP hours; incorporate mail person function
ADMIN, ADMINISTRATIVE ASSISTANT			
Tracy Elo	09/05/06 – 07/20/07	6.5 Hrs / 10 Mo	See increase in hours.
Tracy Elo	07/31/07	8.0 Hrs / 11 Mo	Move from Comm Sch to K-8; increase in hours
Jeanne Sullivan	08/02/07	8.0 Hrs / 11 Mo	
Kamala Meyer Lance	8/21/07 – 08/18/13	6.5 Hrs / 10 Mo	Increase in hours. Move from K-8 to Comm Sch
Kamala Meyer Lance	08/19/13 – 6/30/17	8.0 Hrs / 10 Mo	Increase in hours
Kamala Meyer Lance	07/01/17	8.0 Hrs / 11 Mo	Increase in days: 190 to 207
Erin Placido	09/20/17	8.0 Hrs/ 11 Mo	See EXECUTIVE ASSISTANT TO SUPERINTENDENT
Megan Smithyman	09/03/2019	8.0 Hrs / 11 MO	
ADMIN, OFFICE ASSISTANT			
Kamala Meyer Lance	04/04/06 – 08/20/07	3.75 Hr / 10 Mo	See ADMINISTRATIVE ASSISTANT
AMIN, ADMINISTRATIVE SUPPORT-HS			
Noah Gold	08/01/18	8.0 Hrs / 200 days	See ATHLETIC DIRECTOR/STUDENT ACTIVITIES; step increase from 39 to 42 and added 10 days to schedule

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
AIDE, INSTRUCTIONAL			
Carol Salo	01/10/83 – 08/30/84	3.5 Hrs / 10 Mo	See INSTRUCTIONAL AIDE & LIBRARY AIDE
Melinda Leung	03/21/84 – 8/28/85	3.75 Hrs / 10 Mo	
Carol Salo	08/31/84 – 08/28/85	3.92 Hrs / 10 Mo	Increase from 3.5 hrs
Melinda Leung	08/29/85 – 08/27/17	3.5 Hrs / 10 Mo	Decrease from 3.75 hrs; See INTEGRATIVE AIDE
Carol Salo	08/29/85	3.75 Hrs / 10 Mo	Decrease from 3.92 hrs
Kathleen O'Grady	10/03/07 – 11/01/09	3.75 Hrs / 10 Mo	See INTEGRATIVE AIDE
Eric Triplett	10/22/14 – 8/17/15	6.5 Hrs / 10 Mo	Became Classified Management 08/18/15; See INTEGRATIVE AIDE
Kathy Gagnon	08/22/14 – 08/23/15	5.75 Hrs / 10 Mo	5.75 hrs, 3 days/week (3.45/day)
Carol Loomis	09/26/14 – 03/23/15	3.75 Hrs / 10 Mo	3.75 hrs, 3 days/week (2.25/day)
Carol Loomis	08/24/15	3.75 Hrs / 10 Mo	Increase from 3 days/week to 5 days/week
Kathy Gagnon	08/24/15 – 08/31/16	5.0 Hrs / 10 Mo	Increase from 5.75 hrs, 3 days/wk to 5.0 Hrs, 5 days/week
Kathy Gagnon	09/01/16	6.5 Hrs / 10 Mo	Increase from 5.0 hrs
Jessica Drayer	2/16/17	5.0 Hrs / 10 Mo	See Certificated Staff Seniority List
Kathleen O'Grady	08/25/17	6.25 Hrs / 10 Mo	See INTEGRATIVE AIDE
Carol Loomis	08/25/17	3.75 Hrs / 10 Mo	Decrease from 5 days/week to 3 days per week
Taylor Mize	08/25/17 – 12/02/18	3.75 Hrs / 10 Mo	See INSTRUCTIONAL AIDE
Jessica Ballard	08/28/17	6.5 Hrs / 10 Mo	See Preschool Site Supervisor
Lori Lepaule	09/18/17	3.75 Hrs / 10 Mo	
Carol Salo	8/24/18	3.5 Hrs / 10 Mo	Decrease from 3.75 to 3.5; see INSTRUCTIONAL AIDE & LIBRARY AIDE
Taylor Mize	12/03/18	5.5 Hrs / 10 Mo	See INSTRUCTIONAL AIDE; added 1.75 hours
Carol Loomis	8/23/19	3.75 Hrs / 10 Mo	Increase from 3 days/week to 5 days/week
Angelica Escobar-Chavez	8/23/19	3.75 Hrs / 10 Mo	
Chance DeLuca	9/1/20	6.5 Hrs / 10 Mo	
Carol Salo	9/1/20	6.5 Hrs / 10 Mo	Increase from 3.5 hrs to 6.5 hrs See Library Aide

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
BUS DRIVER			
Ceill McDonell	08/25/95 – 08/30/99	5.0 Hrs / 10 Mo	Also 1.0 hrs UTILITY
Ceill McDonell	08/31/99 – 08/27/00	5.5 Hrs / 10 Mo	Also 1.0 hrs UTILITY
Ceill McDonell	08/28/00 – 06/08/09	6.0 Hrs / 10 Mo	Also 1.0 hrs UTILITY until 09/07/01. See TRANSPORTATION SUPERVISOR 06/09/09
Lori Roberts	08/25/06 – 08/22/13	6.0 Hrs / 10 Mo	
Christine Kenton	03/19/10 – 08/25/10	5.0 Hrs / 10 Mo	
Christine Kenton	08/26/10 – 10/02/11	6.0 Hrs / 10 Mo	Increase in hours
Christine Kenton	10/03/11 – 08/23/12	6.5 Hrs / 10 Mo	Increase in hours
Christine Kenton	08/24/12 – 08/25/14	6.0 Hrs / 10 Mo	Decrease in hours
Lori Roberts	08/23/13 – 12/15/14	7.25 Hrs / 10 Mo	Increase in hours
Liz Decker	08/22/14	6.0 Hrs / 10 Mo	
Christine Kenton	08/26/14 – 08/23/15	6.75 Hrs / 10 Mo	Increase in hours
Lori Roberts	12/16/14 – 08/23/15	7.0 Hrs / 10 Mo	Decrease in hours
Christine Kenton	08/24/15 – 08/31/15	6.0 Hrs / 10 Mo	Decrease in hours
Lori Roberts	08/24/15	6.0 Hrs / 10 Mo	Decrease in hours
Christine Kenton	09/01/15 – 08/25/16	6.75 Hrs / 10 Mo	Increase in hours
Christine Kenton	08/26/16	6.0 Hrs / 10 Mo	Decrease in hours
Sara Kain	09/04/18	6.0 Hrs / 10 Mo	
BUS MECHANIC. LEAD			
William Price	08/19/15	8.0 Hrs / 11 Mo	
BUS, UTILITY			
Ceill McDonell	08/25/95 – 09/07/01	1.0 Hrs / 10 Mo	See BUS DRIVER
CAFETERIA HELPER			
Diane Price	09/20/89 – 03/31/92	3.0 Hrs / 10 Mo	See COOK
Patricia Evans	08/27/97 – 08/25/01	5.5 Hrs / 10 Mo	See COOK

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
COOK			
Diane Price	04/01/92 – 09/20/92	5.5 Hrs / 10 Mo	Increase in hours; see CAFETERIA HELPER
Diane Price	09/21/92 – 10/25/95	7.0 Hrs / 10 Mo	Increase in hours
Diane Price	10/26/95 – 08/28/96	4.5 Hrs / 10 Mo	Decrease in hours
Diane Price	08/29/96 – 08/26/97	7.0 Hrs / 10 Mo	Increase in hours. See MANAGER COOK, CAFÉ HELPER
Patricia Evans	08/27/01	8.0 Hrs / 10 Mo	Increase in hours; range change from 21 to 23 on 07/01/14
Gregg Stevens	1/10/20	5.0 Hrs / 10 Mo	
COOK, MANAGER			
Diane Price	08/27/97 – 08/20/01	7.0 Hrs / 10 Mo	See COOK
Diane Price	08/21/01	8.0 Hrs / 10 Mo	Increase in hours. Range change from 30 to 35 on 07/01/14
COMPUTER SUPPORT TECH			
James Wroble	09/25/06	8.0 Hrs / 12 Mo	
CUSTODIAN			
Fernando Martinez	08/19/11	8.0 Hrs / 12 Mo	
Ruben Villegas	09/24/12	8.0 Hrs / 12 Mo	
Rogelio Munoz	07/01/14	8.0 Hrs / 12 Mo	
Vincent Tuomala	10/12/18	8.0 Hrs / 12 Mo	
CUSTODIAN - LEAD			
Barbara Mueller	05/18/98	8.0 Hrs / 12 Mo	Range change from 32 to 36 on 07/01/09
LIBRARIAN			
MAIL PERSON			
Tiffany Grant-Tulley	10/30/07 – 06/30/18	1.0 Hrs / 10 Mo	See LIBRARY ASSISTANT & ACCOUNTS PAYABLE

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS/ MONTHS	ADDITIONAL INFORMATION
MAINTENANCE - GROUNDSKEEPER			
Kyle Rodriguez	01/29/14 - 06/30/15	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER
Kiva Myad	03/10/16 -	8.0 Hrs / 12 Mo	
MAINTENANCE WORKER			
Kyle Rodriguez	07/01/15 - 08/31/17	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER II; MAINT.- GROUNDS KEEPER
Paulo Andrade	02/11/16 - 08/31/17	8.0 Hrs / 12 Mo	See MAINTENANCE WORKER II
Maintenance Worker II			
Kyle Rodriguez	09/01/17 -		See MAINTENANCE WORKER; MAINT. GROUNDS KEEPER
Paulo Andrade	09/01/17 -		See MAINTENANCE WORKER
PRESCHOOL SITE SUPERVISOR (Class. Management)			
Jessica Ballard	8/24/20	5.0 Hrs / 10 Mo	See INSTRUCTIONAL AIDE
PRESCHOOL TEACHER			
PRESCHOOL TEACHER ASSISTANT			
Registrar			
Liz Newkirk	08/10/09-08/11/13	8 Hrs / 11 Mo	See Certificated Seniority List
Arter, Marci	4/21/14 -	7.5 Hrs / 11 Mo	

MCN

POSITION/EMPLOYEE	FIRST DAY OF PAID SERVICE	# OF HOURS* /MONTHS	ADDITIONAL INFORMATION
MCN FIELD TECHNICIAN LEAD			
Matthew Starkweather	8/30/19	8.0 / 12 Mo	See MCN FIELD TECH & MCN OPS MGR
MCN FIELD TECHNICIAN			
Mathew Starkweather	07/05/16-8/29/19	8.0 Hrs / 12 Mo	See MCN FIELD TECHNICIAN LEAD & MCN OPS MGR
Jason Fruth	02/17/17 - 06/30/18	8.0 Hrs / 12 Mo	See DISTRICT BUSINESS MANAGER
Marco Ramos Cortez	05/31/18	8.0 Hrs / 12 Mo	
Jiro Tulley	07/01/18	8.0 Hrs / 12 Mo	See MCN TECH SUPPORT
MCN TECH SUPPORT			
Jerry Moore	07/15/01 - 08/19/04	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I
Rob Buch	08/01/01 - 08/26/04	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I
Jiro Tulley	07/12/04 - 09/15/04	4.0 Hrs / 12 Mo	
Jiro Tulley	09/16/04 - 06/01/08	5.75 Hrs / 12 Mo	Increase in hours
Jiro Tulley	06/02/08 - 06/30/18	8.0 Hrs / 12 Mo	Increase in hours
MCN BILLING TECHNICIAN			
Nina Statham	03/07/11 - 06/30/16	2.4 Hrs / 12 Mo	See MCN SALES & BILLING TECH & MCN Inside Ops Mgr
MCN SALES & BILLING TECH			
Nina Statham	07/01/16 - 03/19/17	4.0 Hrs / 12 Mo	See MCN BILLING TECH SALES; MCN BILLING LEAD & MCN Inside Ops Mgr
MCN TECH SALES & BILL. LEAD			
Nina Statham	03/20/17	8.0 Hrs / 12 Mo	See MCN SALES & BILLING TECH & MCN Inside Ops Mgr.
MCN NETWORK TECH 1			
Jerry Moore	08/20/04 - 01/31/07		See MCN NETWORK TECH 2; MCN TECH SUPPORT
Rob Buch	08/27/04 - 06/30/07	8.0 Hrs / 12 Mo	See MCN JR. NETWORK ADMIN
MCN NETWORK TECH 2			
Jerry Moore	02/01/07 - 09/16/07	8.0 Hrs / 12 Mo	See MCN SR. NETWORK ADMIN; MCN TECH SUPPORT; MCN NETWORK TECH 1
MCN JR. NETWORK ADMIN			

	Rob Buch	07/01/07	8.0 Hrs / 12 Mo	See MCN NETWORK TECH I; MCN TECH SUPPORT; MCN NETWORK TECH
	MCN SR. NETWORK ADMIN			
	Jerry Moore	09/17/07	8.0 Hrs / 12 Mo	See MCN TETWORK TECH 2;
	MCN OUTSIDE OPERATIONS MGR			
	Matthew Starkweather	4/1/2020	8.0 Hrs / 12 Mo	See MCN Field Tech & Field Tech Lead
	MCN INSIDE OPERATIONS MGR			
	Nina Statham	4/4/2020	8.0 Hrs / 12 Mo	See MCN Billing Tech & MCN Sales & Billing Tech & MCN Tech Sales & Billing Lead
	MCN OPERATIONS ENGINEER			
	Rob Buch	4/1/2020	8.0 Hrs / 12 Mo	See MCN Tech Support, MCN Network Admin, MCN Tech Support I
	MCN OPERATIONS TECHNICIAN			
	Jiro Tulley	4/1/2020	8.0 Hrs/ 12 Mo	See MCN Field Tech
	Marco Ramos Cortes	4/1/2020	8.0 Hrs/ 12 Mo	See MCN Field Tech
	Zachery Friedley	8/3/2020	8.0 Hrs/ 12 Mo	

2020-21 Certificated Seniority List/Assignments

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Last name	first	status	FTE	hired	1st day	seniority	cred	authorization	other	Assignment			
2	Hutchinson	Derek	Perm	1.0	1995	08/23	08/23/95	CL Single Sub	Soc Sci	SDAIE MA	Head Teacher, Soc Sci (Comm School)			
3	Boyle	Elise	Perm	1.0	1995	08/23	08/23/95	Life Sing. Sub. Industrial Arts	SS Indust. Arts	Mult. Subject, SDAIE PASC1	Wood/Sign/Sunrise (HS)			
4	Hahn	Tobin	Perm	1.0	1996	08/28	08/28/96	CL Single Sub	Bio Sci/Chemistry	SDAIE MA, 7/11/16	Principal (HS)			
5	Olson Day	Ryan	Perm	1.0	1998	08/24	08/24/98	SS Gen. Science	Soc. Sci.	SDAIE MA	7/8 Science (K-8)			
6	Bratton	Kim	Perm	1.0	2000	01/18	01/18/00	CL Single Sub	Music	ELA1	Music (4-12)			
7	Haas(Aves)	Penny	Perm	0.8	2001	08/23	08/23/01	CL SpEd	Learning Handicapped	CL Mult Sub; SDAIE	Resource Teacher (HS)			
8	Duncan	Pamela	Perm	1.0	2006	01/23	08/23/06	CL Singl Sub	Intro Eng/Soc. Sci	Lang Development Spec	7/8 Lang Arts (K-8)			
9	Humrichouse	Kim	Perm	1.0	2006	08/23	08/23/06	CL Mult Sub	Principal 7/11/12	EL, MA, PASC	Principal (K-8)			
10	Sosnovac	Tom	Perm	1.0	2007	08/20	08/20/07	CL Single Sub	Math	ELA1, 24 units Certificate Programmin	Math & Computer Programming (HS)			
11	Oatney	Mark	Perm	1.0	2008	08/17	08/17/08	CL Single Sub	Art	CLAD, CL Mult Sub	Art (K-8)			
12	Freeling	Linda	Perm	1.0	2008	08/18	08/17/09	CL Mult Sub	mod/sever, mid/mod	CLAD, NBPTS	4/5 (K-8)			
13	Perry	Megan	Perm	1.0	2009	08/17	08/17/09	CL SpEd		SPED,CL Mult Sub, EL	K-5 Resource (K-8)			
14	Blaser	Sasha	Perm	1.0	2011	8/22	08/22/11	CL Mult Sub	CLAD, English		2nd Grade (K-8)			
15	Arenas	Andrea	Perm	1.0	2012	8/20	08/20/12	PPS School Counseling	School Psch.	2 MS School Psch.	Special Ed. Director (K-12)			
16	Sawyer	Michelle	Perm	1.0	2012	8/20	08/20/12	CL Single Sub	Math	CLAD, Math (Loc.AssignOption)	7/8 Math (K-8)			
17	Lucier	Laura	Perm	1.0	2012	8/20	08/20/12	CL Single Sub	PE; Health	CLAD	6/7/8 PE/Health (K-8)			
18	Inwood	Emily	Perm	1.0	2013	8/19	08/19/13	CL Mult Subj	SS English & Health Science, CLAD		Independent Study			
19	Barnett-Tuomala	Laura	Perm	0.6	2013	8/19	08/19/13	Clear SS PE	PE	2 MA's, BCLAD	PE (HS)			
20	Brown	Marshall	Perm	1.0	2013	8/19	08/19/13	CL CTE, Arts, Media, & Entertainment		SDAIE, (2 Temp. FTE added 1-3-17)	Media Teacher (HS)			
21	Root	Molly	Perm	1.0	2013	8/19	08/19/13	CL Mult Subj.	Math(Loc. Assign)	CLAD, MA	7/8 Math (K-8)			
22	Fosse	Alex	Perm	1.0	2013	8/19	08/19/13	Sing. Subj Science	Spanish	ELA1, Auth.GeoSci, BiolSci, IntroBus.	7/8 Science (K-8)			
23	Acker	Serena	Perm	1.0	2013	8/19	08/19/13	Single Subject	Spanish	ELAS	Spanish (HS)			
24	Martin	Amanda	Perm	1.0	2014	2/24	02/24/14	CL Mult Subj.	CLAD	CLAD	K-3 Teacher (Albion)			
25	Renslow	Beth	Perm	1.0	2014	8/19	08/19/14	CL MultSubj	ELA1	ELA1	4/5 Teacher (K-8)			
26	Grimberg	Hannah	Perm	1.0	2014	8/19	08/19/14	MultSubj	BCLAD; MA	BCLAD; MA	3rd Grade (K-8)			
27	Wellspring	Andy	Perm	1.0	2014	8/19	08/19/14	CL SS Social Science/English	English	CLAD, SS English	Social Science/SONAR (HS)			
28	Levy	Anna	Perm	1.0	2014	8/19	08/19/14	Clear PPS Sch. Counseling	Clear	MA	School Counselor (K-12)			
29	Miller	Meghan	Perm	1.0	2014	8/19	08/19/14	CL SpEd Mild/Mod		CLAD, MA	Resource Teacher (HS)			
30	Newkirk	Liz	Perm	1.0	2014	8/19	08/19/14	PPS School Counseling	CL SS English	MA, ELA1	School Counselor (HS)			
31	Reynolds	Seneca	Perm	1.0	2014	8/19	08/19/14	SpEd Mild/Mod/Severe	English Grade 9 & below	CLAD, CL Mult. Subj	K-5 Resource (K-8)			
32	Dominguez	Diana	Perm	1.0	2015	8/18	08/18/15	Single Sub	Math	CLAD	Math Teacher (HS)			
33	Jackson	Katharine	Perm	1.0	2015	8/18	08/18/15	CL Mult Subj	PE Auth	CLAD	TK-3 Compitche School			
34	Plocher	Darcie	Perm	1.0	2015	8/18	08/18/15	CL Mult Subj	English	CLAD	K-5 PE K-8)			
35	Eastman	James	Perm	1.0	2016	8/22	8/22/2016	Prel Single Sub	Culinary	ELAS	English (HS)			
36	Barrett	Carolen	Perm	0.6	2016	8/22	8/22/2016	CTE		CTE	Culinary (HS)			
37	Moran	John	Perm	1.0	2016	8/22	8/22/2016	CL Mult Subj		MA in Ed., ELA 1, Plant Science	4/5 Grade (K-8)			
38	Rain	Erik	Perm	1.0	2017	8/21	8/21/2017	CL SS Art, CTE, Mult. Subj.		ELA1	Art (HS)			
39	Porter	Iana	Perm	1.0	2017	8/21	8/21/2017	Prel Mult Subj.		ELAM	1/2 Grade (K-8)			
40	Stump	Samuel	Perm	1.0	2017	8/21	8/21/2017	SS Eng. & Soc Sci			English (HS)			
41	West	Jordan	Perm	1.0	2018	8/20	8/20/2018	CL Mult Subj		ELA1	6th Grade ELA/SS			
42	Jimenez	Cecilia	Prob 2	1.0	2017	8/21	8/21/2017	Social Worker Intern	Fluent		Social Worker (K-12)			
43	Potter	Joshua	Prob 2	1.0	2019	8/19	8/19/2019	CL SpEd Mild/Mod		MA, CLAD	6-8 Resource (K-8)			
44	Fries	Sara	Prob 2	1.0	2019	8/19	8/19/2019	CL Mult Subj		CLAD	6th Grade (K-8)			
45	Leavitt	Laura	Prob 2	1.0	2019	8/19	8/19/2019	SS Science, CTE	Biology, SONAR	MA, Working/BTSA, Prelim.CTE	Science (HS)			
46	Drayer	Jessica	Prob 2	1.0	2019	8/19	8/19/2019	CL Mult Subj	History	MA in Ed., ELA1	TK/K (K-8)			
47	Meuschke	Jesse	Prob 1	1.0	2020	8/24	8/24/2020	CL SS		MA in Ed. Tech	8th Grade Contained			
48	Meuschke	Hannah Rose	Prob 1	1.0	2020	8/24	8/24/2020	CL Mult Subj		CLAD	3rd Grade (K-8)			
49	Audo	Cynthia	Prob 1	0.8	2020	8/24	8/24/2020	SLP	Speech Language	Speech Language Technology	SLP			
50	Frederick	Meredith	Prob 1	1.0	2020	8/24	8/24/2020	CL Singl Sub	Art		Art (HS) - Temporary			
51	Martin	May	Prob 0	1.0	2019	8/19	8/19/2019	Intern	Physics/Chemistr	MA, Working/BTSA	Science (HS)			



North Coast School of Education

Addendum to Memorandum of Understanding (MOU)
Between

Sonoma County Superintendent of Schools as the Local Educational agency
For the North Coast School of Education,
And

Mendocino Unified School District
Name of Participating Agency (COE, School District, School)

This document constitutes an Addendum to the signed MOU between the employing agency and Sonoma County Office of Education.

The agreement is that the employing district is contracting with Sonoma County Office of Education/North Coast School of Education for Virtual Mentor Services beginning August 2020 through June 2021.

Item #G 3 is modified to: Funds will be retained by SCOE/NCSOE to offset the cost of the Mentor stipend at the rate of \$1,250.00 per Candidate where a Virtual Mentor has been assigned.

Virtual Mentor assignments are as follows:

- Candidate: Laura Levitt Virtual Mentor: Rebecca Bailey
Candidate: Virtual Mentor:
Candidate: Virtual Mentor:

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

Authorized Signatures:

Sonoma County Superintendent of Schools as LEA

Signature of Dr. Steven Herrington

Dr. Steven Herrington / Superintendent
Printed Name/Title

9-11-20
Date

North Coast School of Education

Signature of Jason A. Lea

Jason A. Lea / Executive Director
Printed Name/Title

9-11-20
Date

Participating Agency

Mendocino Unified School District
Name of District or County Office of Education

Signature of Jason Morse

Jason Morse / Superintendent
Printed Name/Title

9/29/20
Date

Uniform Complaint Procedures (UCP)

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

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](#)
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](#))
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](#))
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](#))
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](#))
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)

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](#))

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](#))

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](#))

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](#))

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

15. Any other complaint as specified in district policy

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.

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.

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.

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](#).

Non-UCP 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.
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.

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.

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](#))

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

Compliance Officers

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.

Superintendent Jason Morse

District Office

44141 Little Lake Road

P.O. Box 150

Mendocino, CA 95460

(707) 937-5868

JMorse@mcn.org

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.

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.

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](#))

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](#))

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
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
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

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.

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

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](#))
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.
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

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

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.

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.

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

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.

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

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.

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.

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.

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

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.

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
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
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

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.

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.

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

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](#))

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

Health and Safety Complaints in California State Preschool Program

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](#))

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.

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.

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Uniform Complaint Procedures (UCP) Annual Notice

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

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

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.

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:

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.

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.

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: (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](#))

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.

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 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

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](#))

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](#))

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](#))

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>

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Williams Uniform Complaint Procedures

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.

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.

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Williams Uniform Complaint Procedures

Exhibit (2) 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

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.

For a school that serves students in any of grades 6-12 with 40 percent or 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.

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)

(11/10 8/14) 3/19

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 on any basis prohibited by law.

Compliance Coordinator

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.

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
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

(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

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 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.

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.

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

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.

Complaints Regarding Noncompliance with Program Requirements

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

The district shall investigate and prepare a written report pursuant to 5 CCR [4631](#). (5 CCR 15583)

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.

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](#))

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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NonDiscrimination Statement for Nutrition Programs

The Board of Trustees of the Mendocino Unified District supports a commitment to lifelong 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.

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."

7/20

RESOLUTION NO. 2020-18

RESOLUTION OF THE MENDOCINO UNIFIED SCHOOL DISTRICT ADOPTING A MITIGATED NEGATIVE DECLARATION, APPROVING THE PROJECT, AND ADOPTING A MITIGATION MONITORING AND REPORTING PROGRAM FOR THE WATER SYSTEM RECONSTRUCTION PROJECT

WHEREAS, the Mendocino Unified School District (District) prepared an Initial Study/Proposed Mitigated Negative Declaration (IS/MND) for the MUSD Water System Reconstruction Project (Proposed Project) in accordance with the requirements of the California Environmental Quality Act of 1970, as amended (“CEQA”), and state and local guidelines implementing CEQA; and

WHEREAS, the District is the lead agency on the Proposed Project, and the District’s Board of Directors is the decision-making body for the Proposed Project; and

WHEREAS, the primary purpose of the Proposed Project is to improve existing water system facilities at 44020 Little Lake Road, including replacing existing water storage tanks, rehabilitating existing wells, installing a new well and water treatment building, and other accessory improvements in accordance with the District’s 2020 Water System Plan Report; and

WHEREAS, the IS/MND was made publicly available from August 26 to September 24, 2020 for the required 30-day public review period under CEQA; and

WHEREAS, the District filed a Notice of Intent to Adopt the MND to be posted in the Mendocino Beacon on August 27, 2020; and

WHEREAS, no comments were received during the 30-day public review process; and

WHEREAS, the District prepared a Mitigation Monitoring and Reporting Program (MMRP) to ensure compliance with the mitigation measures identified and proposed in the IS/MND; and

WHEREAS, the District has reviewed and considered the Public Draft IS/MND and related MMRP for the Proposed Project.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MENDOCINO UNIFIED SCHOOL DISTRICT AS FOLLOWS:

Section 1. The foregoing Recitals are true and correct and made a part of this Resolution.

Section 2. The MND has been prepared and completed in compliance with the requirements of CEQA and the CEQA Guidelines. The MND reflects the independent analysis and judgment of the District and Board.

Section 3. Based on the MND and the entire record of proceedings before the Board, the Board finds that there is no substantial evidence that the Project as approved with mitigation will have a significant adverse impact on the environment.

Section 4. The Board hereby approves and adopts the MND for the Proposed Project.

Section 5. The mitigation measures in the MND are made a condition of approval of the Project and a Mitigation Monitoring and Reporting Program, attached as Exhibit A, is adopted.

Section 6. The record of proceedings of the District and Board on which this Resolution is based are on file and available for public inspection during normal business hours at 44141 Little Lake Road, Mendocino, CA 95460. The custodian of these documents is the District.

Section 7. The District hereby ratifies its approval of the Project.

Section 8. Following adoption of this Resolution, District staff is authorized and directed to file with the County of Napa a Notice of Determination pursuant to CEQA.

APPROVED AND ADOPTED this 15th day of October, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Jim Gay, Chair, Board of Directors

Windsprite Aum, Secretary, Board of Directors



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>

The California Environmental Quality Act (CEQA) regulates projects that may impact the environment. In accordance with these regulations, the District performed an Initial Study (IS) to determine the environmental impacts of the MUSD Water System Reconstruction Project, which includes improvements to existing water system facilities at 44020 Little Lake Road, including replacing existing water storage tanks, rehabilitating existing wells, installing a new well and water treatment building, and other accessory improvements. The District issued a proposed Mitigated Negative Declaration (MND) for a 30-day public review period from August 26 through September 24, 2020. A Notice of Intent to Adopt a MND was published in the Mendocino Beacon on August 27, 2020. The Governing Board is asked to 1) adopt the Mitigated Negative Declaration for the Project; 2) approve the Project and direct staff to proceed with the next steps in implementing the Project, 3) adopt a Mitigation Monitoring Program for the Project; and 4) authorize staff to file a Notice of Determination with the County Clerk and the State Clearinghouse for the Project.



Water System Reconstruction Project

Initial Study / Proposed Mitigated Negative Declaration

August 25, 2020

Initial Study/Proposed Mitigated Negative Declaration
Mendocino Unified School District
Water System Reconstruction Project

Prepared for:



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

Prepared by:



GHD
2235 Mercury Way, Suite 150
Santa Rosa, California 95407

August 25, 2020

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1. Project Information

Project Title	MUSD Water System Reconstruction Project
Lead Agency Name & Address	Mendocino Unified School District 44141 Little Lake Road Mendocino, CA 95460
Contact Person & Phone Number	Jason Morse, Superintendent Phone: (707) 937-5868 E-mail: jmorse@mcn.org
Project Location	44020 Little Lake Road, Mendocino, CA 95460
General Plan Coastal Element Land Use Designation	Public and Semi-Public Facilities
Zoning	Public Facilities (PF)

1.1 Introduction and CEQA Requirements

The Mendocino Unified School District (MUSD), serving as the California Environmental Quality Act (CEQA) Lead Agency, has prepared this Initial Study to provide the public, responsible agencies, and trustee agencies with information about the potential environmental effects of the MUSD Water System Reconstruction Project (project). The purpose of this Initial Study is to provide a basis for deciding whether to prepare an Environmental Impact Report, a Mitigated Negative Declaration or a Negative Declaration. This Initial Study has been prepared to satisfy the requirements of CEQA (Public Resources Code, Div 13, Sec 21000-21177) and the CEQA Guidelines (California Code of Regulations, Title 14, Sec 15000-15387). Section 15063(d) of the State CEQA Guidelines states the content requirements of an Initial Study as follows:

1. A description of the project including the location of the project;
2. An identification of the environmental setting;
3. An identification of environmental effects by use of a checklist, matrix, or other method, provided that entries on a checklist or other form are briefly explained to indicate that there is some evidence to support the entries;
4. A discussion of the ways to mitigate the significant effects identified, if any;
5. An examination of whether the project would be consistent with existing zoning, plans, and other applicable land use controls; and
6. The name of the person or persons who prepared or participated in the Initial Study.

1.2 Project Background

The MUSD owns, operates and maintains a potable and fire water system to serve its K-8 School, High School and District Office, as well as Friendship Park, the Community Center of Mendocino, and a number of irrigation areas affiliated with these primary consumers. A previous inspection

conducted by the State Water Resources Control Board (SWRCB) identified certain system deficiencies, and key components of the MUSD's water system infrastructure are reaching the end of their useful life.

The MUSD has prepared a *Water System Plan Report* (GHD 2020a) to address water system deficiencies and to evaluate alternatives for water sources, water storage and water treatment design. The MUSD plans to improve its potable water system operations, including meeting regulatory requirements, making system improvements to meet long-term service needs, protecting the integrity of the water system, and ensuring the health and safety of students, faculty and public who rely upon the potable water system.

The MUSD plans to deconstruct and replace two existing water storage tanks with new water storage tanks that meet current seismic design standards and provide sufficient storage capacity for the recommended operational storage and fire flows. The MUSD would also construct a new water treatment building, redevelop an existing water supply well (Well #1), reconstruct an existing well (Well #2), install and operate one new groundwater supply well, widen an existing unimproved access road, and make other site improvements such as new fencing and security gates.

1.3 Project Location and Site Description

The project site is located near the community of Mendocino in unincorporated Mendocino County (see Figure 1, Regional Location Map). The project would include improvements on portions of three MUSD-owned parcels, Assessor's Parcel Number (APN) 119-100-03, -04, and -23.

The project site is bordered by residences as well as nearby surrounding uses including Mendocino K-8 School, the MUSD office, and commercial establishments along Little Lake Road. Highway 1 and the community of Mendocino are located approximately 0.75 mile to the west of the project site.

Existing facilities at the project site include two in-service water storage tanks (one wooden tank and one steel tank), two in-service groundwater supply wells, a water treatment building, water distribution piping, maintenance building, two shallow decommissioned/abandoned water supply wells, a pump house that has been converted into a student radio transmission station, and a graded access road (see Figures 2 and 3). The MUSD's in-service wooden tank is 24 foot in diameter, 16 feet high, and provides 50,000 gallons of water storage capacity. The MUSD's in-service steel tank is 26 feet in diameter, 16 feet high, and provides 65,000 gallons of water storage capacity. The installation date for the two in-service tanks is unknown, though it is likely that the tanks were constructed during the 1970s, and do not meet current seismic design standards.

1.4 Environmental Setting

The project site is located within the Big River watershed and within a designated coastal zone subject to the Coastal Zone Management Act. The project area is underlain by groundwater basin number 1-021, the Fort Bragg Terrace Area (DWR 2019), which is not mapped by the Environmental Protection Agency (EPA) as a sole source aquifer recharge area and is not identified as an overdrafted groundwater basin. The project site is not located within a mapped 100-year or 500-year flood zone (FEMA 2017).

The local geology in the project area generally consists of a thin layer of weathered marine terrace sediments (alluvium) ranging from 10 feet to 50 feet thick overlying impermeable Franciscan bedrock.

The project area is not located within an active Alquist-Priolo earthquake fault zone and no other active or potentially active faults have been mapped within the area.

During a site visit, Douglas fir (*Pseudotsuga menziesii*) and California bay laurel (*Umbellularia californica*) were identified as the dominant tree species on the project site. Blackwood acacia (*Acacia melanoxylon*) and at least one Bishop pine (*Pinus muricata*) were also identified on-site. The understory is mostly maintained, but western sword fern (*Polystichum munitum*) and Oregon grape (*Berberis spp.*) are present in the understory. The understory is disturbed, and several invasives (pampas grass (*Cortaderia selloana*), Scotch broom (*Cytisus scoparius*), and English ivy (*Hedera helix*)) are relatively common.

The project site is located approximately 0.5 mile north of the Big River and does not contain any aquatic habitat or intersect any riparian corridors. Thus, there is no direct hydrologic connectivity between the project site and Big River.

No critical habitat has been designated for federally-listed species within the project site. The closest critical habitat to the project site is designated critical habitat for Marbled Murrelets and Northern Spotted Owls, approximately 0.5-mile north of the project site.

The project is located within the North Coast Mendocino County sub-basin of the North Coast Air Basin, which is within the jurisdiction of the Mendocino County Air Quality Management District (MCAQMD). The North Coast Mendocino County sub-basin, like the rest of Mendocino County, is designated as a non-attainment area for the State particulate matter (PM10) standard (ARB 2018). The sub-basin is in attainment for all other State standards and for all Federal criteria air pollutants (ARB 2018, U.S. EPA 2020).

The project site is accessible via a graded access road from the maintenance building off Little Lake Road. The graded access road extends to the south side of an existing treatment building and to the south side of the existing tank site. There is no direct access for motor vehicles around either tank, and the ground is generally overgrown with grass, trees and other vegetation. There are a number of large trees around the perimeter of the site and in close proximity to the tanks. The project site generally slopes to the west, and there does not appear to be a formal drainage system which leads to ponding and muddy conditions particularly during wet winter months.

1.5 Project Description

The proposed project would replace MUSD's existing water system facilities at the project site with newer facilities, including two replacement tanks, redevelopment/reconstruction of two existing groundwater supply wells, installation and operation of one new groundwater supply well, a new well treatment building, replacement of water meters, improvement of an existing access road, and other site improvements such as new fencing and security gates. These activities are based on the improvement plan (see Figure 4, Site Plan).

Deconstruction of Existing Facilities

The two existing in-service water storage tanks at the project site would be drained, removed from service, dismantled, and recycled to the extent possible. Removal of the tanks would be phased to maintain at least one tank in service at all times. Pipelines, valves, vaults, concrete pads, and other infrastructure associated with the existing tanks would also be dismantled as required. An

experienced tank demolition contractor would oversee the demolition process and ensure adherence to applicable federal, State and local regulations for worker safety and materials handling.

Safeguards would be provided for protection of personnel and the public during tank removal and construction activities, including temporary fences, warning signs, barricades, and other similar measures. The tanks would be recycled and any loose paint and debris would be collected, stored and disposed of according to local, State and federal regulations. Any asbestos-containing material requiring removal would be properly handled and disposed of according to local, State, and federal regulations. Materials with no practical reuse or that cannot be salvaged or recycled would be disposed of at a local landfill, or at an incinerator.

Installation of New Facilities

As shown in Table 1, the MUSD proposes to replace the existing water storage tanks at the site with two new, 100,000-gallon capacity each, steel or concrete tanks. The new tanks would be approximately 25 to 32 feet in diameter and approximately 20 to 25 feet in height. The new tanks would be constructed in approximately the same locations as the existing tanks that would be removed. A 10-foot wide gravel apron would be constructed around the perimeter of the proposed replacement tanks, with a drainage ditch around the gravel apron to assist drainage.

The new tanks have been sized to provide sufficient storage capacity for the recommended operational storage as well as NFPA 1142 requirements and CFC CCR Title 24, Part 9 for fire flows. The tanks would also include water level sensors, magnetic flowmeter, residual chlorine analyzer, and tank level alarms. The new tanks would be constructed using slab-on-grade foundations resting on engineered fill materials. Seismic design of the new tanks would conform to the most recent version of the California Building Code (CBC), ASCE 7-2010, ACI 318/350/372 and the AWWA D110 design standards with any local amendments. The tank would utilize flexible piping and other connections to minimize damage during a seismic event in accordance with site-specific geotechnical recommendations.

Table 1. Existing vs. Proposed Water Storage Tanks

Tank Feature	Existing Redwood Tank	Existing Steel Tank	Proposed Replacement Tanks
Material	Wood	Steel	Steel or Concrete
Storage Capacity	50,000 gallons	65,000 gallons	200,000 gallons combined
Outside Diameter	24 feet	26 feet	25 to 32 feet
Height	16 feet	16 feet	20 to 25 feet

Water Source and Well Improvements

The MUSD would redevelop one existing water supply well (Well #1) and reconstruct a second water supply well (Well #2) at the project site, including replacing power conduits and installing transducers and cables routed to the proposed new treatment building. Well redevelopment would include procedures designed to provide sand-free water and maximize well yield. Groundwater generated during redevelopment would be stored on site and used as water for dust suppression or otherwise allowed to infiltrate into on-site soils. The MUSD would also install and operate one new groundwater well at the project site, which is anticipated to be installed as a test well.

Water Treatment Building

The MUSD would construct a new approximately 450 square foot concrete masonry unit (CMU) water treatment building on the project site to house the disinfection, chemical and monitoring equipment, as well as associated piping, valves and controls. Chlorination of the storage tanks would be completed in accordance with Method 1 described in the AWWA Standard C652-22, Disinfection of Water-Storage Facilities. Sodium hypochlorite is recommended for disinfection, and would be injected via a flow-paced chemical feed pump. The injection point would be located within the treatment building, and in close proximity to the storage tank to enable satisfactory mixing.

Driveway and Security Improvements

The MUSD would improve the existing access road within the project site by widening the road to create a 15-foot wide gravel road extending from the existing maintenance building to the proposed new tanks. There would be space for four parked maintenance vehicles, two at the tank site and one at each existing well. Project plans also identify a new 7-foot high chain link security fence with barbed wiring would be constructed around the perimeter of the site, with a lockable chain link access swing gate.

1.5.1 Construction Information

The MUSD anticipates that project construction would commence in 2021 and require approximately ten months to complete. Construction activities would generally occur Monday to Friday, 8 AM to 5 PM. The project is not anticipated to require night time construction work or construction on weekends or legal holidays.

Prior to construction, the contractor would mobilize resources to a staging area within a portion of the project site. This would include transport of construction vehicles and equipment, as well as delivery and storage of construction materials. The contractor may also secure a job site trailer and portable sanitary facilities at staging areas. The staging area would also be used for temporary stockpiling of demolition waste during dismantling of the tank.

Project construction activities would include deconstruction / demolition of existing facilities, site preparation, utility trenching, and tank coating (if required), as well as truck trips to deliver / haul materials away and construction worker trips. These activities would require the use of construction equipment such as an excavator, bulldozer, backhoe, grader, concrete saws, aerial lifts, boom truck, crane, rough terrain forklift, and paving equipment. Additional equipment likely to be used would include air compressors, generator sets, and pneumatic and electric powered tools. This equipment would be staged on-site, near the proposed tank area.

The proposed site preparation activities would involve excavation and removal of soil and construction debris from the site. The project would involve approximately 400 cubic yards of excavation and grading. Most excavated material would be re-used on-site, with the balance (approximately 100 cubic yards) hauled off-site for reuse. In total, the MUSD estimates soil hauling would generate 10 haul truck trips (assuming 10 cubic yards per truck) over 5 weeks. In addition, the MUSD anticipates up to approximately 20 haul truck trips for hauling off deconstructed tank components, and an additional 40 truck deliveries for import of concrete, gravel, building materials and other supplies to the site over 6 weeks. Construction is estimated to require up to 10 workers at maximum.

The route for construction access and hauling activities would follow Highway 1 to Little Lake Road to the project site. The site access driveway would be kept clear to allow ingress and egress for construction purposes.

To ensure that the water system remains operational during construction, demolition and construction of the new tanks would be phased to maintain one tank in service at all times. If needed, a system of temporary water storage tanks may also be installed at the project site prior to demolition of an existing tank. If temporary tanks were utilized, a concrete pad would be constructed to support the temporary tanks. The temporary tanks would be secured in place with guy line anchors or anchor bolts at the base of the tanks, or similar methods.

Trees, bushes and other vegetation that would likely encroach on the tank would either be trimmed back or removed. Prior to construction, protective fencing would be installed to form a continuous barrier around individual trees and groups of trees to be retained on the project site. Pruning of select trees on the project site may also be required to provide space for construction equipment.

1.6 Operation and Maintenance

The MUSD would operate and maintain the replacement tanks and water treatment improvements in a manner similar to the existing tanks and water system. MUSD maintenance personnel would periodically visit the site as part of a routine maintenance program, which would periodically include the collection of water samples for testing, as required by the Division of Drinking Water.

Vehicle trips associated with operation and maintenance activities currently occur under existing conditions. Following construction of the replacement tank and other system components, the project would not result in the need for additional operation and maintenance-related vehicle trips. Therefore, operation of the project would not result in new daily vehicle trips on local roadways.

1.7 Environmental Protection Actions Incorporated into the Project

The following actions are included as part of the project to reduce or avoid potential adverse effects that could result from construction or operation of the project. Additional mitigation measures are presented in the following analysis sections in Chapter 3. Environmental protection actions and mitigation measures, together, will be included in a Mitigation Monitoring Program at the time that the project is considered for approval.

1.7.1 Environmental Protection Action 1 – Implement Geotechnical Design Recommendations

As part of the project design process, the MUSD will engage a California-registered Geotechnical Engineer to conduct a design-level geotechnical study for the project. The project will be designed to comply with the site-specific recommendations made in the geotechnical report. This will include design in accordance with the seismic and foundation design criteria, as well as site preparation and grading recommendations included in the report. The geotechnical recommendations will be incorporated into the final plans and specifications for the project, and will be implemented during construction.

1.8 Required Agency Approvals

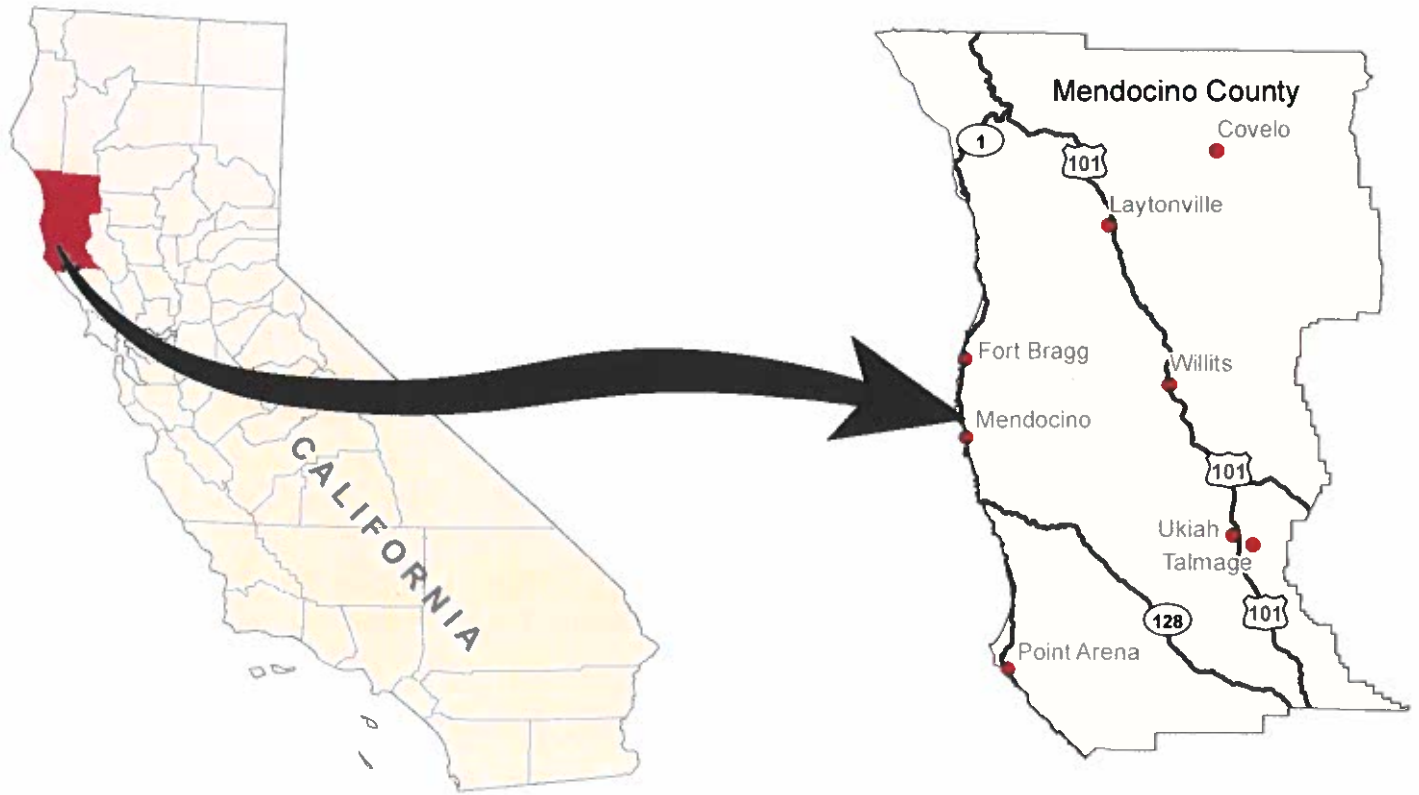
The proposed project would require the following permits and approvals.

- Project approval by MUSD Board of Trustees;
- California Department of Public Health and State Water Resources Control Board, Domestic Water Supply Permit Amendment;

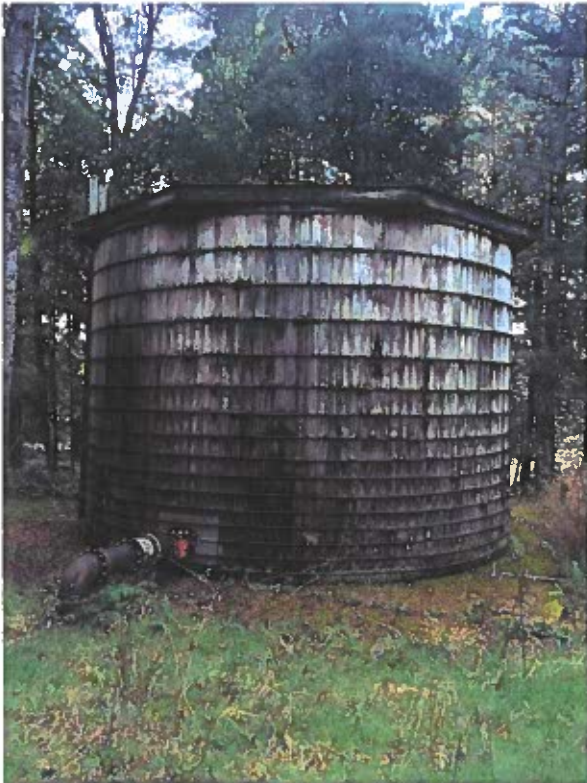
- State Water Resources Control Board Division of Financial Assistance, State Revolving Fund Application and Consultations;
- Mendocino County Planning and Building Services Department, Coastal Development Permit, Building Permit, and Use Permit;
- State Water Resources Control Board, Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction and Land Disturbance Activities; and
- Mendocino County Air Quality Management District, Renovation and Demolition Notification.

1.9 Tribal Consultation

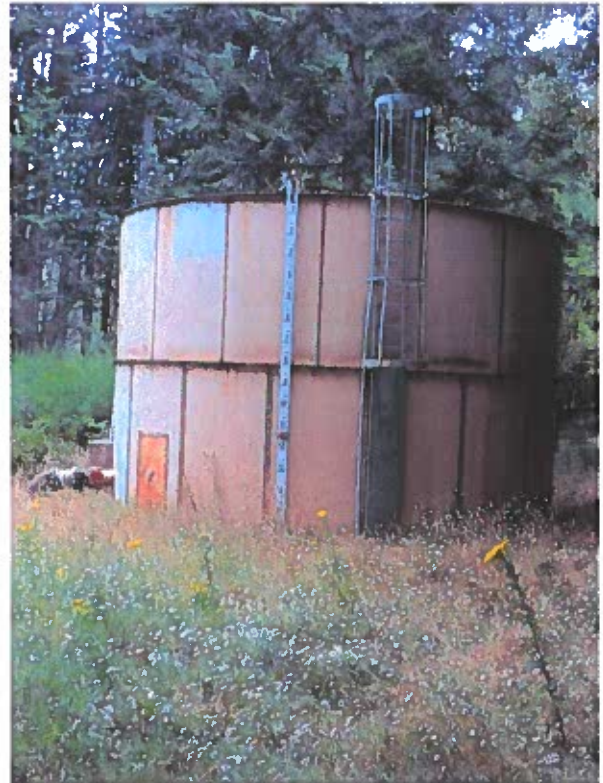
The MUSD has no record of receiving requests for notification of proposed projects from California Native American tribes pursuant to Public Resources Code Section 21080.3.1. The MUSD nevertheless initiated contact with Native American tribes as part of preparing this environmental review document. Please refer to Section 3.18, Tribal Cultural Resources, for additional information.



<p>Paper Size ANSI A</p> <p>0 1,000</p> <p>Feet</p> <p>Map Projection: Lambert Conformal Conic Horizontal Datum: North American 1983 Grid: NAD 1983 StatePlane California II FIPS 0402 Feet</p>			<p>MUSD Water System Reconstruction Project</p> <p>Regional Location Map</p>	<p>Project No. 11136611 Revision No. Date 04/21/2020</p> <p>FIGURE 1</p>
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Existing Redwood Tank



Existing Steel Tank



Well #1 Housing



Well #2 Concrete Caisson Enclosure with Wood Lid

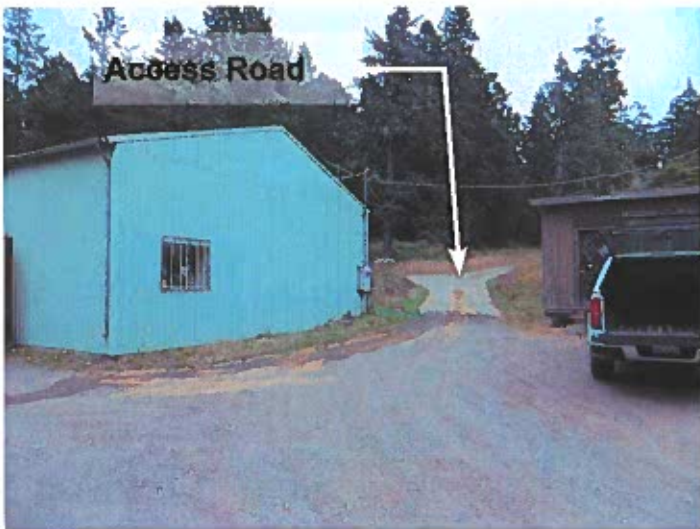


MUSD
Water System Reconstruction Project

Project No. 11136611
Revision No.
Date 04/21/2020

Existing In-service Tanks and Wells

FIGURE 2



MUSD
Water System Reconstruction Project

Project No. 11136611
Revision No.
Date 04/21/2020

Existing Treatment Building
and Access Road

FIGURE 3

Construct New
100K Gallon Tank

Demolish Existing
Steel Tank

Future Well

(N) Security Fence
around Site Perimeter

(N) Gravel
Access Road

Construct New
100K Gallon Tank

Demolish Existing
Redwood Tank

Demolish (E)
Treatment
Building

Construct (N)
Treatment
Building

Well #
a
Im

Tank Site Layout

2. Environmental Factors Potentially Affected

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages. Where checked below, the topic with a potentially significant impact will be addressed in an environmental impact report:

- | | | |
|--|--|---|
| <input type="checkbox"/> Aesthetics | <input type="checkbox"/> Greenhouse Gas Emissions | <input type="checkbox"/> Public Services |
| <input type="checkbox"/> Agricultural & Forestry Resources | <input type="checkbox"/> Hazards & Hazardous Materials | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Air Quality | <input type="checkbox"/> Hydrology/Water Quality | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Land Use/Planning | <input type="checkbox"/> Tribal Cultural Resources |
| <input type="checkbox"/> Biological Resources | <input type="checkbox"/> Mineral Resources | <input type="checkbox"/> Utilities/Service Systems |
| <input type="checkbox"/> Cultural Resources | <input type="checkbox"/> Noise | <input type="checkbox"/> Wildfire |
| <input type="checkbox"/> Geology/Soils | <input type="checkbox"/> Population/Housing | <input type="checkbox"/> Mandatory Findings of Significance |

DETERMINATION (To be completed by the Lead Agency)

On the basis of this initial evaluation:

- I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION would be prepared:
- I find that although the proposed project could have a significant effect on the environment, there would not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION would be prepared.
- I find that the proposed MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect: (1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and (2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect: (1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and (2) has been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.


MUSD Signature

8/25/2020
Date

3. Environmental Analysis

3.1 Aesthetics

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Except as provided in Public Resources Code Section 21099, would the project:				
a) Have a substantial adverse effect on a scenic vista?			✓	
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?				✓
c) In non-urbanized areas, substantially degrade the existing visual character or quality of public view of the site and its surroundings? (Public Views are those that are experienced from publicly accessible vantage point). If the project is in an urbanized area, would the project conflict with applicable zoning and other regulations governing scenic quality?		✓		
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?			✓	

a) Have a substantial adverse effect on a scenic vista? (Less than Significant)

The Mendocino County Coastal Element and the California Coastal Act seek to protect views to and along the ocean and scenic coastal areas to minimize alteration of natural land forms. The project site is located approximately 0.75 mile east of State Route 1, and is not located within a visual resource area as designated in the Mendocino County Coastal Element. The project site is not located within a designated highly scenic area or within a coastal viewshed from public areas such as roads, parks and trails. The reconstructed improvements would not block coastal views or views of ridgelines from public roadways or other vantage points. The viewshed of the project area would not substantially change as a result of the project. Therefore, impacts on a scenic vista would be less than significant.

b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway? (No Impact)

State Route 1 within Mendocino County is identified as eligible for official scenic highway designation (Caltrans 2020). The project site is located approximately 0.75 mile east of State Route 1, and is not visible from the highway. No impact would result.

c) In non-urbanized areas, substantially degrade the existing visual character or quality of public view of the site and its surroundings? (Public Views are those that are experienced from publicly accessible vantage point) (Less than Significant with Mitigation)

The project site and existing water storage tanks are visible from Little Lake Road. The project would replace two existing water storage tanks with two new larger capacity steel or concrete tanks in approximately the same location. The new water tanks would have a similar diameter as the existing tanks, but would be approximately 20 to 25 feet in height, which is approximately 4 to 9 feet taller than the existing water tanks. Additional visual changes include a widened gravel access road between an existing maintenance building and the reconstructed tanks. A new 7-foot high chain link security fence would be constructed around the perimeter of the site, with a lockable chain link access swing gate. A new approximately 450 square foot treatment building would also be constructed near the center of the project area.

As discussed in Impact "a", the project site is not located within a designated highly scenic area or within a coastal viewshed from public areas such as roads, parks and trails. The reconstructed improvements would not block views of ridgelines from public roadways or other vantage points. Trees, bushes and other vegetation that may encroach on the proposed new tanks would either be trimmed back or removed. Although Little Lake Road is not a designated scenic corridor, given the increased height of the proposed new tanks and the potential need for pruning and removal of select trees, views of the reconstructed tanks would be more prominently visible from Little Lake Road and adjacent vantage points. The potential impact on quality of public views of the site and its surroundings would be significant.

Mitigation

Mitigation Measures AES-1 and AES-2 would reduce the project impact on public views of the site and its surroundings to a less-than-significant level by minimizing tree loss, replanting trees, restoring areas disturbed during construction, and incorporating aesthetic elements into the proposed improvements.

Mitigation Measure AES-1: Minimize Tree Loss

The MUSD shall retain a certified arborist to oversee pruning techniques to minimize the potential for tree impacts and tree loss at the project site. Construction activities within the dripline of trees shall be avoided to the extent feasible during construction. Pruning of trees shall be completed by either a certified arborist or by the contractor under supervision of either an International Society of Arboriculture qualified arborist, American Society of Consulting Arborists consulting arborist, or a qualified horticulturalist. Pruning shall be completed to the minimum degree necessary to accommodate construction vehicles and in a manner that helps preserve tree health. If trees are damaged or lost, trees shall be replaced at a minimum of a 1:1 ratio. To the extent allowable, replacement trees shall be planted on-site to provide visual screening of the site from Little Lake Road and adjacent properties. The MUSD shall ensure that plantings will be monitored annually for five years after project completion to ensure that the replacement planting(s) has developed and that the trees survive.

Mitigation Measure AES-2: Minimize Visual Impacts

The MUSD shall restore or revegetate staging areas and other work areas disturbed by construction activities, including restoring pre-project topographic features and reseeding

with species comparable to those removed or disturbed during construction. To the extent feasible, the MUSD shall ensure that the proposed new tanks are of a color that would minimize visual contrast and blend in with the surrounding landscape, and that proposed fencing for the project is fitted with green slats to increase screening of tank views from Little Lake Road and adjoining properties.

d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area? (Less than Significant)

Outdoor lighting on the project site would include one to two low intensity structural light poles for security and a motion-activated light on the new water treatment building. Project plans show that proposed lighting would be shielded or recessed and directed downward to reduce light spillage onto adjoining properties and public right-of-way. Because lighting would not significantly change from existing conditions and would be designed to be downcast and low intensity, the impact would be less than significant.

3.2 Agriculture and Forest Resources

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?				✓
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?				✓
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?				✓
d) Result in the loss of forest land or conversion of forest land to non-forest use?				✓
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of farmland, to non-agricultural use or conversion of forest land to non-forest use?				✓

a-e) Convert farmland or forest land? (No Impact)

The project would not be located in lands designated as Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (CDC 2017), or on land under a Williamson Act contract (Mendocino County 2014). The project would not be constructed on land zoned for agricultural or forestland uses and is located on land designated as urban and built-up. Thus, the project would not convert Important Farmland, land under a Williamson Act contract, or forest land to other uses, nor conflict with zoning for agricultural or forestry uses. No impact to agriculture or forestry resources would result.

3.3 Air Quality

	Potentially Significant Impact	Less-Than-Significant With Mitigation Incorporation	Less-Than-Significant Impact	No Impact
Where available, the significance criteria established by the applicable air quality management district or air pollution control district may be relied upon to make the following determinations. Would the project:				
a) Conflict with or obstruct implementation of the applicable air quality plan?		✓		
b) Result in a cumulatively considerable net increase in any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?			✓	
c) Expose sensitive receptors to substantial pollutant concentrations?			✓	
d) Result in other emissions (such as those leading to odors) adversely affecting a substantial number of people?				✓

Local Air Basin

The project site is located within the North Coast Mendocino County sub-basin of the North Coast Air Basin, which is within the jurisdiction of the Mendocino County Air Quality Management District (MCAQMD). The North Coast Mendocino County sub-basin, like the rest of Mendocino County, is designated as a non-attainment area for the State particulate matter (PM10) standard (ARB 2018). The sub-basin is in attainment for all other State standards and for all Federal criteria air pollutants (ARB 2018, U.S. EPA 2020).

According to the MCAQMD's Particulate Matter Attainment Plan (MCAQMD 2005), the primary man-made sources of PM10 pollution in the North Coast Air Basin are wood combustion (woodstoves, fireplaces and outdoor burning), fugitive dust, and automobile traffic. Some of the automobile emissions are the result of "pass-through" traffic on US Highway 101 because of its nature as the major transportation corridor in this part of the State.

CEQA Thresholds

On June 3, 2010, the MCAQMD Air Pollution Control Officer issued new CEQA guidance which requested that Planning agencies and consultants use the Bay Area Air Quality Management District (BAAQMD) CEQA Thresholds adopted on May 28th, 2010, to evaluate air quality impacts, with

clarifications provided in 2013 (MCAQMD 2010, MCAQMD 2013). The BAAQMD thresholds have subsequently been updated, with the last major revision completed in May 2011.

The BAAQMD CEQA Thresholds were subsequently invalidated by a trial court because the BAAQMD itself did not do a CEQA evaluation of the Thresholds before their adoption. The Court, however, did not rule on or question the adequacy of the BAAQMD Air Quality CEQA Guidelines, including the impact assessment methodologies, or the evidentiary basis supporting the Thresholds, which are included in the Guidelines. Therefore, the following air quality analysis utilizes in part the impact assessment methodologies presented in the BAAQMD Air Quality CEQA Guidelines.

a) Conflict with or obstruct implementation of the applicable air quality plan? (Less than Significant with Mitigation)

The California Clean Air Act of 1988 requires that any air district that does not meet the PM10 standard make continuing progress to attain the standard at the earliest practicable date. In response to this requirement, the MCAQMD adopted a Particulate Matter Attainment Plan in 2005 (MCAQMD 2005), which includes a description of local air quality, the sources of local PM emissions, and recommended control measures to reduce future PM levels. Control measures recommended in the Attainment Plan include measures related to woodstoves, campgrounds, unpaved roads, construction and grading activities, new residential development, and open burning emissions.

Construction activities associated with the project would include site preparation (e.g., demolition, clearing/grubbing), grading, excavation, utility trenching, and roadway widening. The types of air pollutants generated by these activities are typically nitrogen oxides and particulate matter, such as dust and exhaust. Because construction activities could temporarily increase levels of PM10 in a region designated as non-attainment for PM10, the impact is considered significant.

Mitigation

With implementation of Mitigation Measure AIR-1, construction activities would not conflict with or obstruct implementation of the 2005 Particulate Matter Attainment Plan. The impact following mitigation would be less than significant.

Mitigation Measure AIR-1: Dust Control Measures

In accordance with Rule 1-430(b) of the Mendocino County Air Quality Management District Regulations, the MUSD and its Contractor shall implement the following airborne dust control measures during construction activities:

- All visibly dry disturbed soil road surfaces shall be watered to minimize fugitive dust emissions.
- All unpaved surfaces, unless otherwise treated with suitable chemicals or oils, shall have a posted speed limit of 10 miles per hour.
- Earth or other material that has been transported by trucking or earth moving equipment, erosion by water, or other means onto paved streets shall be promptly removed.
- Asphalt, oil, water, or suitable chemicals shall be applied on materials stockpiles and other surfaces that can give rise to airborne dusts.
- All earthmoving activities shall cease when sustained winds exceed 15 miles per hour.

- The operator shall take reasonable precautions to prevent the entry of unauthorized vehicles onto the site during non-work hours.
- The operator shall keep a daily log of activities to control fugitive dust.

b) Result in a cumulatively considerable net increase in any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard? (Less than Significant)

The project site is located in an area that is in attainment for all criteria air pollutants, except for PM10. By its nature, air pollution is largely a cumulative impact, in that individual projects are rarely sufficient in size to result in nonattainment of ambient air quality standards. Instead, a project's individual emissions may contribute to cumulative adverse air quality impacts.

The BAAQMD's CEQA guidelines and thresholds, which the MCAQMD uses as CEQA guidance, includes screening criteria to provide lead agencies with a conservative indication of whether a project could result in potentially significant air quality impacts. According to the guidelines, if a project's characteristics (i.e., square footage, acreage, number of dwelling units) are less than associated screening criteria, then the lead agency does not need to perform a detailed air quality assessment of the project's air pollutant emissions and a less-than-significant impact would occur (BAAQMD 2017).

For construction activities, several different screening criteria are recommended by the BAAQMD relative to air pollutant emissions (i.e., reactive organic gases [ROG], NOX, PM2.5, and PM10). For example, detailed air quality assessments are not required for construction of projects such as single family residential developments comprised of less than 114 dwelling units, City parks that are less than 67 acres in size, and construction of office and commercial buildings that are less than 277,000 square feet (BAAQMD 2017).

The BAAQMD CEQA thresholds do not include specific screening criteria for tank replacement or infrastructure improvement projects. However, when one compares the screening criteria established for the types of projects described above, it is reasonable to assume that the extent of construction activities associated with the project would be substantially less and would also not warrant a detailed air quality assessment. The project, for example, would be conducted during one construction season (i.e., approximately ten months) and the total construction disturbance area is estimated to be approximately 0.5 acre – well below the screening criteria. Therefore, given the temporary nature of the project's construction phase and the scale of the project, it is not anticipated that construction activities would result in a cumulatively considerable net increase of PM10. The short-term impact would be less than significant. Additionally, dust control measures required by Mitigation Measure AQ-1 would further minimize fugitive dust and emissions during construction.

Following construction, the project would not result in a new stationary source of emissions and the project would not result in an increase in mobile trips to the site. Therefore, the project would not result in any new mobile pollutant emissions nor result in a cumulatively considerable increase in PM10 emissions. No long-term impact would result.

c) Expose sensitive receptors to substantial pollutant concentrations? (Less than Significant)

Sensitive population groups include children, the elderly, the acutely ill, and the chronically ill, especially those with cardio-respiratory diseases. Residential uses are also considered sensitive to air pollution because residents (including children and the elderly) tend to be at home for extended

periods of time, resulting in sustained exposure to any pollutants present. The closest residential receptors are residences north and west of the project site. The two pollutants of concern for this impact are naturally occurring asbestos and diesel particulate matter.

Naturally Occurring Asbestos

Asbestos is a common name for a group of naturally occurring fibrous silicate minerals that are made up of thin, but strong, durable fibers. Asbestos is a known carcinogen and presents a public health hazard if it is present in the friable (easily crumbled) form. Naturally occurring asbestos (NOA) is most typically encountered in Franciscan ultramafic rock (primarily serpentinite) or Franciscan mélange. The MCAQMD has published mapping of areas of concern for NOA within Mendocino County. The project site is not located within an area of concern for NOA. The nearest location of concern is approximately 20 miles inland from the project site (MCAQMD 2005). Therefore, no human exposure to NOA is anticipated to occur during construction. No impact would result.

Diesel Particulate Matter

Construction equipment and heavy-duty truck traffic generate diesel particulate matter (DPM) exhaust, which is a known toxic air contaminant. DPM from equipment exhaust and PM_{2.5} pose potential health impacts to nearby receptors. The majority of heavy diesel equipment usage would occur during the site clearing and demolition, and grading phases of construction. Site clearing and demolition is estimated to occur over 25 days, and grading would take an estimated 15 days. Because the limited scope and duration of the project, no prolonged or intense construction activity would occur. Project construction would result in a less than significant impact from exposure to construction-generated DPM. Following construction, project operation would not expose sensitive receptors to substantial pollutant concentrations as the project does not include any stationary source emissions or an increase in any mobile emissions. No long-term impact would result.

d) Result in other emissions (such as those leading to odors) adversely affecting a substantial number of people? (No Impact)

Implementation of the project would not result in any major sources of odor. The project is not one of the common types of facilities known to produce odors (e.g., landfill, coffee roaster, wastewater treatment facility, etc.). Construction activities could result in short-term odors, such as diesel exhaust from construction equipment. Such odors would be temporary, occurring only during the construction period, and would disperse rapidly. Therefore, construction would not create objectionable odors affecting a substantial number of people. Following construction, there would be no features included in the project that would, by their nature or design, result in a new source of odors. No impact would result.

3.4 Biological Resources

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special-status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?		✓		
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?				✓
c) Have a substantial adverse effect on state or federally protected wetlands (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?				✓
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?			✓	
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?		✓		
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?				✓

Biological Resources Evaluation

A Biological Resources Evaluation was prepared for the project to identify special-status plant and wildlife species and sensitive habitats (including wetlands) that have the potential to occur on or in the vicinity of the project site (GHD 2020b). The assessment included literature and database searches as well as site surveys to determine what species might have potential to be present on the project site. The database searches encompassed six U.S. Geological Survey (USGS) quadrangles (quads) centered on the project area quad (Mendocino) and the surrounding five quads (Elk, Mathison Peak, Noyo Hill, Albion, and Fort Bragg). In addition, citizen

science databases such as eBird and iNaturalist were reviewed for additional local wildlife information.

A reconnaissance field survey was conducted by a GHD Senior Biologist on December 12, 2019. The survey methods were intended to identify sensitive habitat and detect wildlife activity. Where the habitat allowed the surveyor to walk without risk of damaging nests or dens and surrounding vegetation, the survey included a physical search of the area. This included inspecting the ground, shrubs, and trees for the presence of any wildlife species. Additionally, the bark of vegetation and the ground layer under vegetation were inspected for evidence of wildlife species, such as feathers, pellets, whitewash, scat, tracks, etc. Where the habitat was dense or otherwise impenetrable or inaccessible, observations were made from fixed locations. No protocol-level surveys for special status plants and wildlife, sensitive natural communities, or environmentally sensitive habitat areas were conducted at this time.

The information and data collected for the assessment have been used as the basis of this biological resources analysis.

- a) **Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special-status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service? (Less than Significant with Mitigation)**

Special-status Plant Species

A reconnaissance field survey was conducted by a GHD Senior Biologist on December 12, 2019. During the site visit, the ground layer at the project site was noted as ranging from leaf litter on nearly bare dirt to dense herbaceous layer dominated by annual grasses. A few very small patches of rush and sedge were identified, although no well-defined wetland areas were observed. Small areas of shrub cover were present, and the understory was disturbed, and several invasive plant species were relatively common.

No special status plants were identified during the biological field visit completed in December 2019. However, review of literature and database searches determined that the following special status plant species have a moderate potential to occur at the project site:

- Point Reyes ceanothus (*Ceanothus gloriosus var. gloriosus*), CRPR 4.3
- Bunchberry (*Cornus canadensis*), CRPR 2B.2
- Harlequin lotus (*Hosackia gracilis*), CRPR 4.2
- Baker's goldfields (*Lasthenia californica ssp. bakeri*), CRPR 1B.2
- Leafy-stemmed mitrewort (*Mitellastrum caulescens*), CRPR 4.2
- Seacoast ragwort (*Packera bolanderi var. bolanderi*), CRPR 2B.2
- California pinefoot (*Pityopus californicus*), CRPR 4.2
- Maple-leaved checkerbloom (*Sidalcea malachroides*), CRPR 4.2
- Siskiyou checkerbloom (*Sidalcea malviflora ssp. patula*), CRPR 1B.2
- Bolander's reed grass (*Calamagrostis bolanderi*), CRPR 4.2
- California sedge (*Carex californica*), CRPR 2B.2
- Nodding semaphore grass (*Pleuropogon refractus*), CRPR 4.2

- Fringed false-hellebore (*Veratrum fimbriatum*), CRPR 2B.2
- Angel's hair lichen (*Ramalina thrausta*), CRPR 2B.1
- Usnea longissima (*Methuselah's beard lichen*), CRPR 4.2

Although no special status plants were observed at the project site during a reconnaissance level site visit, the blooming period for the plants listed above as having a moderate potential to occur is generally in the spring. Because of the proximity of the project area to known populations of the above listed special status plant species, the impact of the project is considered potentially significant. Implementation of Mitigation Measure BIO-1 would reduce the impact of the project on special-status plants to a less-than-significant level by requiring pre-construction surveys by qualified biologists prior to work in applicable habitats, as well as a minimum level of compensation for loss of any habitat for special-status plant.

Special-status Wildlife Species

Northern Red-legged Frog (*Rana aurora*), California State Species of Special Concern

Northern red-legged frogs are relatively common in and near coastal portions of Mendocino County and records have documented the species within three miles of the project site on private timberlands and in Big River State Park (CDFW 2020). This species has a moderate likelihood of periodically occurring within the project area as they could occasionally forage on or disperse through the area if a suitable breeding wetland is present nearby (CDFW 2020). In the event this species were to disperse onto the project site, vegetation removal and ground disturbance may result in potentially adverse effects to the species. The potential impact is considered significant. Implementation of Mitigation Measures BIO-2 and BIO-3 would ensure no direct effects (mortality/take) of Northern red-legged frogs would occur and thereby reduce impacts to a less-than-significant level.

Townsend's Big-eared Bat (*Corynorhinus townsendii*), California State Species of Special Concern

Townsend's Big-eared Bats are medium-sized bats, distinguished from other co-occurring bat species by their large ears and a two-pronged horseshoe-shaped lump on the muzzle. Townsends' Big-eared Bats are typically associated with coastal redwood forests, foothill oak woodlands, inland deserts, pinyon-juniper and pine forests, and mixed coniferous-deciduous forests. The species roosts colonially in a variety of structures including hollow trees, buildings (barns), mines, and lava tubes. Forests near the project site may serve as hibernacula for this species and requisite roosting and foraging habitat is present in the 6-quad search area. The closest known occurrence record is from 2016 along the side of Highway 1, about 0.5 road miles north of Little River and 1.8 miles south of the town of Mendocino (CDFW 2020). Foraging habitat for the species could be present in the project site. Therefore, Townsend's Big-eared Bats have a moderate likelihood of occurring within the project site, and vegetation and structure removal and ground disturbance may result in potentially adverse effects to the species if present. The potential impact is considered significant. Implementation of Mitigation Measure BIO-4 would reduce potential impacts to special status bats to a less-than-significant level.

Passerines and Raptors

Birds and raptors are protected under the federal Migratory Bird Treaty Act (50 CFR 10.13), and their nest, eggs, and young are also protected under the California Fish and Wildlife Code (§3503, §3503.5, and §3513). Marbled murrelet (*Brachyramphus marmoratus*) is a federally and state threatened species with several known occurrences recorded within Russian Gulch State Park, over 1 mile north of the project area (CDFW 2020). Murrelets favor old-growth coniferous forests < 50

miles from the coast. Trees with a diameter at breast height greater than 19 inches are preferred for nesting (81 FR 51348). Stand size is also an important feature for nest site selection with stands greater than 500 acres preferred in California (57 FR 45328). The project site is in a residential area without old-growth forest characteristics preferred by this species. Therefore, the project would have no effect on the species.

The Northern spotted owl (*Strix occidentalis caurina*) is a federally and state threatened species with recorded occurrences from 2015 and 2016 less than 0.65 miles south of the project site (CDFW 2020). The preferred habitat type of the Northern spotted owl consists of old growth forests with moderate to high canopy closure, a multi-species canopy with large over-story trees, large trees with numerous decadent features (i.e. broken tops, cavities, and snags), and a significant amount of open space beneath the canopy (USFWS 2008). No nesting habitat (e.g., mature contiguous coniferous forest) for this species exists in the project area. Therefore, the project will have no effect on this species.

The white-tailed Kite (*Elanus leucurus*) is a California Fully Protected Species which has been recently recorded throughout the town of Mendocino within 0.5 mile of the project site. The osprey (*Pandion haliaetus*) is a California State Watch List (Nesting) species with numerous recent occurrence records along the Big River and throughout the town of Mendocino, within 0.5 mile of the project site. The purple Martin (*Progne subis*) is a California Species of Special Concern with a recorded occurrence in 2018 on Big River near West Haul Road, within 0.5 mile of the project site. Based on historical records and available habitat, the three above-mentioned species have a moderate potential to occur within the project site, and vegetation removal and ground disturbance may result in potentially adverse effects to the species if present. The potential impact is considered significant. Implementation of Mitigation Measure BIO-5 would reduce the impact to nesting birds to a less-than-significant level.

Sonoma Tree Vole (*Arborimus pomo*), California State Species of Special Concern

Sonoma Tree Voles are primarily arboreal mammals that occur in coniferous forest habitat. Sonoma Tree Voles usually occur within the fog belt of northern California from Sonoma County to the Oregon border, and diet on needles of Douglas fir (*Pseudotsuga menziesii*) and grand fir (*Abies grandis*). Based on the location of the project, the presence of Douglas fir trees onsite, and numerous historical records documenting species presence in the project area, the Sonoma Tree Vole has a moderate likelihood of occurring, and vegetation removal and ground disturbance may result in potentially adverse effects to the species if present. The potential impact is considered significant. Implementation of Mitigation Measure BIO-3 would ensure no direct effects no direct effects (mortality/take) of Sonoma tree vole would occur and thereby reduce impacts to a less-than-significant level.

Mitigation

Mitigation Measures BIO-1 through BIO-5 would reduce the project impact on special-status plants and wildlife to less-than-significant levels by requiring pre-construction surveys by qualified biologists prior to work in applicable habitats, and measures to avoid take of species as well as a minimum level of compensation for loss of habitat for special-status plant and wildlife species.

Mitigation Measure BIO-1: Avoid Loss of Sensitive Plant Species

The MUSD shall retain a qualified biologist to complete appropriate pre-construction surveys for special status plant species prior to construction within the planned area of disturbance for the project, during the appropriate blooming time (spring or summer) for the target species. Survey methods shall comply with CDFW rare plant survey protocols,

and shall be performed by a qualified field botanist. Surveys shall be modified to include detection of juvenile (pre-flowering) colonies of perennial species when necessary. Any populations of special status plant species that are detected shall be mapped. Populations (if present) shall be flagged if avoidance is feasible and if populations are located adjacent to construction areas. The locations of any special status plant populations to be avoided shall be clearly identified in the contract documents (plans and specifications).

If avoidance is not feasible, a Special Status Plant Management Plan shall be prepared and implemented in coordination with CDFW, in which recommendations shall be provided as to the feasibility of relocating the plants or collecting seeds prior to the start of construction. The report shall identify similar habitat on nearby lands to accommodate both relocation and seed spreading. If seed collection is determined to be the more appropriate method for the specified species, seeds shall either be collected and spread on- or off-site, or provided to a local native plant nursery for propagation then planting. For both relocating or seed collection, the MUSD shall indicate an on- or off-site location for relocation, establish success criteria, identify monitoring protocol of the site for one to two seasons, and determine appropriate action if the success criteria is not met.

Mitigation Measure BIO-2: Standard Construction Measures for Protecting Biological Resources

Steep-sided excavations capable of trapping mammals would be ramped or covered if left overnight. No poisons or other potentially injurious materials attractive to mammals shall be utilized or left unattended during construction or operation activities.

Mitigation Measure BIO-3: Protect Northern Red Legged Frog and Sonoma Tree Voles

In the event that a Northern red-legged frog is observed in an active construction zone, the contractor shall halt construction activities in the immediate area where observed and the frog shall be moved to a safe location in similar habitat outside of the construction zone. The construction impact area shall also be surveyed by a qualified biologist within seven days prior to the start of construction for any tree nests indicative of Sonoma tree voles. If any active Sonoma tree vole nests are found, the nest shall be avoided during construction activities.

Mitigation Measure BIO-4: Protect Bat Species

If construction occurs during the bat maternity season (generally May 1st through August 30th), a qualified bat biologist shall conduct habitat surveys for special status bats. Survey methodology should include visual examination of suitable habitat areas for signs of bat use and may optionally utilize ultrasonic detectors to determine if special status bat species utilize the vicinity. Surveys shall be conducted within seven days prior to construction in any areas where potential maternity roosts may be disturbed/removed. Surveys shall be conducted by a qualified biologist. Surveys shall include a visual inspection of the impact area and any large trees/snags with cavities or loose bark. If the presence of a maternity roost is confirmed, roost removal will be prohibited during maternity season and no activity generating significant noise shall occur within 300 feet of the roost. If no bat utilization or roosts are found, then no further study or action is required. If bats are found to utilize the project area, or presence is assumed, a bat specialist should be engaged to advise the best method to prevent impact.

Mitigation Measure BIO-5: Prevent Disturbance to Nesting Birds

Ground disturbance and vegetation clearing shall be conducted, if possible, during the fall and/or winter months and outside of the avian nesting season (March 15 – August 15) to avoid any direct effects to special status and protected birds. If ground disturbance cannot be confined to work outside of the nesting season, a qualified ornithologist shall conduct pre-construction surveys within the vicinity of the project area, to check for nesting activity of native birds and to evaluate the site for presence of raptors and special status bird species. The ornithologist shall conduct at minimum a one day pre-construction survey within the 7-day period prior to vegetation removal and ground-disturbing activities. If ground disturbance and vegetation removal work lapses for seven days or longer during the breeding season, a qualified ornithologist shall conduct a supplemental avian pre-construction survey before project work is reinitiated.

If active nests are detected within the construction footprint or up to 500 feet from construction activities, the ornithologist shall flag a buffer around each nest (assuming property access). Construction activities shall avoid nest sites until the ornithologist determines that the young have fledged or nesting activity has ceased. If nests are documented outside of the construction (disturbance) footprint, but within 500 feet of the construction area, buffers will be implemented as needed (buffer size dependent on species). In general, the buffer size for common species would be determined on a case-by-case basis in consultation with the CDFW and, if applicable, with USFWS. Buffer sizes will take into account factors such as (1) noise and human disturbance levels at the construction site at the time of the survey and the noise and disturbance expected during the construction activity; (2) distance and amount of vegetation or other screening between the construction site and the nest; and (3) sensitivity of individual nesting species and behaviors of the nesting birds.

If active nests are detected during the survey, the qualified ornithologist shall monitor all nests at least once per week to determine whether birds are being disturbed. Activities that might, in the opinion of the qualified ornithologist, disturb nesting activities (e.g., excessive noise), shall be prohibited within the buffer zone until such a determination is made. If signs of disturbance or distress are observed, the qualified ornithologist shall immediately implement adaptive measures to reduce disturbance. These measures may include, but are not limited to, increasing buffer size, halting disruptive construction activities in the vicinity of the nest until fledging is confirmed or nesting activity has ceased, placement of visual screens or sound dampening structures between the nest and construction activity, reducing speed limits, replacing and updating noisy equipment, queuing trucks to distribute idling noise, locating vehicle access points and loading and shipping facilities away from noise-sensitive receptors, reducing the number of noisy construction activities occurring simultaneously, and/or reorienting and/or relocating construction equipment to minimize noise at noise-sensitive receptors.

- b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service? (No Impact)**

The project site is located approximately 0.5 mile north of the Big River and does not contain any riparian or aquatic habitat or intersect any riparian corridors. Thus, there is no direct hydrologic connectivity between the project site and Big River and no direct or indirect effect on riparian habitat

would result. A stand of Mendocino pygmy cypress forest and grand fir forest is mapped within 1,500 feet and one mile of the project site boundary, respectively, however, these natural communities were not observed on the project site. No impact would result.

c) Have a substantial adverse effect on state or federally protected wetlands (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means? (No Impact)

Searches of the National Wetland Inventory (NWI) were conducted on December 18, 2019 and March 18, 2020 for the immediate project vicinity and revealed no known federal jurisdictional wetlands or waters within the project area (NWI 2020). In addition, no wetland areas were observed on the project site during the biological reconnaissance field survey conducted on December 12, 2019. No impact to wetlands would result.

d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites? (Less than Significant)

The project site is located approximately 0.5 mile north of the Big River and does not contain any riparian or aquatic habitat or intersect any riparian corridors. There is no direct hydrologic connectivity between the project site and Big River or other perennial waterbodies, waterways or drainages. Therefore, no impact on movement of any native resident or migratory fish or essential fish habitat would result.

Figure 4.4-7 of the Mendocino County General Plan EIR identifies major wildlife corridors in the County. The project site is not located within a mapped major wildlife movement corridor, and the project site is currently developed with existing facilities which the MUSD proposes to reconstruct within substantially the same footprint. No continuous barriers to terrestrial wildlife movement are anticipated, and the project would not substantially interfere with migratory birds, bats, or aquatic species. The impact would be less than significant.

e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance? (Less than Significant with Mitigation)

No tree preservation policy or ordinance is applicable to the project site. The Mendocino County General Plan and Coastal Element contain numerous policies and action items to protect biological resources. General Plan Policy RM-28 requires that all discretionary public and private projects that identify special-status species in a biological resources evaluation (where natural conditions of the site suggest the potential presence of special-status species) shall avoid impacts to special-status species and their habitat to the maximum extent feasible. Where impacts cannot be avoided, Policy RM-28 states that projects shall include the implementation of site-specific or project-specific effective mitigation strategies developed by a qualified professional in consultation with State or federal resource agencies with jurisdiction (if applicable). Implementation of mitigation measures listed in impact 3.4 (a) above would reduce project-related impacts to special-status species to a less-than-significant level. Therefore, within implementation, no conflicts with local policies or ordinances protecting biological resources have been identified.

f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan? (No Impact)

The Mendocino County Coastal Conservation Plan, adopted in 2003, includes goals and strategies to protect and restore natural communities, working landscapes, and scenic viewsheds within coastal watersheds and coastal terraces. The project site is currently developed with existing facilities which the MUSD proposes to reconstruct within substantially the same footprint. The project would not obstruct implementation of the Mendocino County Coastal Conservation Plan, and no conflicts with the Conservation Plan have been identified. No impact would result.

3.5 Cultural Resources

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Cause a substantial adverse change in the significance of a historical resource pursuant to §15064.5?				✓
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?		✓		
c) Disturb any human remains, including those interred outside of formal cemeteries?			✓	

Archaeological Resources Study

An Archaeological Resources Study was prepared for the project by the Anthropological Studies Center of Sonoma State University (ASC 2020). The study assessed the potential for surficial and/or buried archaeological and historical resources in the proposed improvement area through the completion of the following:

- Records and literature search at the Northwest Information Center (NWIC) of the California Historical Resources Information Center (CHRIS);
- Further literature review of publications, files, and maps for ethnographic, historic-era, and prehistoric resources and background information;
- Communication with the Native American Heritage Commission (NAHC) to request a review of the Sacred Lands File and contact information for the appropriate tribal communities;
- Contact with the appropriate local Native American Tribes; and
- Pedestrian archaeological survey of the project area.

Study results were used as a technical basis for evaluating potential impacts to historic and cultural resources under CEQA.

a) Cause a substantial adverse change in the significance of a historical resource pursuant to §15064.5? (No Impact)

The existing water system facilities at the project site are not included on the California Department of Parks and Recreation's California Inventory of Historic Resources, or the State of California Office of Historic Preservation Historic Properties Directory and Built Environment Resource Directory. The facilities are not listed in, or determined eligible for listing in the National Register of Historic Places or California Register of Historic Resources. The installation date for the two in-service tanks and the wooden water treatment building is unknown, though it is likely that the tanks were constructed during the 1970s and are less than 50 years old. No information has become available to indicate that the existing tanks and water treatment building would be eligible under any of the established criteria. Therefore, removal of the two existing tanks and the water treatment building would not impact a historic resource. No impact would result.

The potential for historic-period archaeological resources are evaluated in impact "b" below.

b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5? (Less than Significant with Mitigation)

The Archaeological Resources Study conducted for the project found no previously recorded cultural resources located within the proposed improvement area. A pedestrian archaeological survey of the project site also identified no archaeological resources. Background research indicates a moderate sensitivity for prehistoric and historic-era archaeological resources on the surface (ASC 2020). The sensitivity for buried prehistoric archaeological resources in the improvement area is considered low (ASC 2020). The search of the NAHC's Sacred Lands File for Sacred Sites in the project area was positive, however, no information suggesting the presence of sacred sites or archaeological resources was received from individuals or organizations contacted as part of the study. Such coordination included letters, faxes, and telephone calls to Native American contacts provided by the NAHC. Although no known archaeological resources were identified within the project area, the potential exists for encountering previously undiscovered archaeological resources during project construction. Therefore, the impact is considered potentially significant.

Mitigation

Implementation of Mitigation Measure CR-1 would reduce the potential impact to previously undiscovered archaeological or tribal cultural resources to a less-than-significant level by outlining procedures to be taken in the event of inadvertent discovery of unrecorded resources consistent with appropriate laws and requirements.

Mitigation Measure CR-1: Minimize Impacts to Unknown Archaeological or Tribal Cultural Resources

In the event that any subsurface archaeological features or deposits, including locally darkened midden soil, are discovered during construction-related earth-moving activities, all ground-disturbing activity in the vicinity of the resource shall be halted, a qualified professional archaeologist shall be retained to evaluate the find, and the appropriate tribal representative(s) shall be notified. If the find qualifies as a historical resource, unique archaeological resource, or tribal cultural resource as defined by CEQA, the archaeologist shall develop appropriate measures to protect the integrity of the resource and ensure that no additional resources are affected. In considering any suggested measures proposed by the consulting archaeologist in order to mitigate impacts to historical resources or unique archaeological resources, the MUSD shall determine whether avoidance is necessary and feasible in light of factors such as the nature of the find, project design, costs, and other considerations. If avoidance is infeasible, other appropriate measures (e.g., data recovery) shall be instituted. Work may proceed on other parts of the project while mitigation for unique archaeological resources is being carried out.

c) Disturb any human remains, including those interred outside of formal cemeteries? (Less than Significant)

No human remains are known to exist within the project area. However, there is potential for earthwork and grading to result in the disturbance of previously unrecorded human remains, if present. Therefore, the impact is considered potentially significant.

No human remains are known to exist within the project area. Excavation and earthmoving activities would occur within previously disturbed areas that are primarily underlain by engineered soils and/or fill. Because project excavations would be shallow and would occur in previously disturbed soils, the

sensitivity of the project area for buried human remains is considered to be low. In the event of inadvertent discovery of human remains, as required by law, the MUSD would be required to follow procedures outlined in Public Resources Code § 5097.9 and Health and Safety Code § 7050.5, which outline standard procedures to be taken in the event of inadvertent discovery. The impact would be less than significant.

3.6 Energy

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Result in potentially significant environmental impacts due to wasteful, inefficient, or unnecessary consumption of energy resources, during project construction or operation?			✓	
b) Conflict with or obstruct a state or local plan for renewable energy or energy efficiency?				✓

a) Result in potentially significant environmental impacts due to wasteful, inefficient, or unnecessary consumption of energy resources, during project construction or operation? (Less than Significant)

Construction of the project would involve grading, excavation and temporary use of heavy machinery. Construction would require the use of fuels, primarily gas, diesel, and motor oil. The precise amount of construction-related energy consumption that would occur is uncertain. However, construction would not require a large amount of fuel or energy usage because of the moderate number of construction vehicles and equipment, worker trips, and truck trips that would be required for a project of this scale. Use of fuels would not be wasteful or unnecessary because their use is necessary to complete the project. Excessive idling and other inefficient site operations would be prohibited. Equipment idling times would be minimized either by shutting equipment off when not in use or reducing the maximum idling time to five minutes or less (as required by the California airborne toxics control measure (Title 13, Section 2485 of the CCR). Therefore, construction would not result in the use of large amounts of fuel and energy in a wasteful manner, and the impact would be less than significant.

Following construction, energy consumption on the site would be limited to the electricity needed to continue operating the existing water system. The project would utilize a third groundwater supply well and associated submersible pump. However, the overall water demand is not expected to increase as a result of this project, and the total amount of electricity utilized by all well pumps on site would not substantially increase. Fuel consumption would be limited to that utilized by routine maintenance workers as they traveled to and from the site. No increase in operation and maintenance related trips would occur. The operational impact would be less than significant.

b) Conflict with or obstruct a state or local plan for renewable energy or energy efficiency? (No Impact)

In 2003, the California Energy Commission (CEC), the California Power Authority (CPA), and the California Public Utilities Commission (CPUC) jointly adopted an Energy Action Plan (EAP) that listed goals for California's energy future and set forth a commitment to achieve these goals through specific actions (CEC 2003). In 2005, the CPUC and the CEC jointly prepared the EAP II to identify the further actions necessary to meet California's future energy needs. Additionally, the CEC prepared the State Alternative Fuels Plan in partnership with the California Air Resources Board and in consultation with

the other state, federal, and local agencies. The alternative fuels plan presents strategies and actions California must take to increase the use of alternative non-petroleum fuels in a manner that minimizes costs to California and maximizes the economic benefits of in-state production (CEC 2007).

Locally, the *Mendocino County General Plan* includes goals to promote energy conservation in the County and to increase use of renewable energy resources (Goal RM-9).

Construction and operation of the project would not conflict with or obstruct implementation of either the EAP, EAP II, the State Alternative Fuels Plan or local County general plan goals. Project construction would not require a large amount of fuel or energy usage because of the limited extent and nature of the proposed improvements and the minimal number of construction vehicles and equipment, worker trips, and truck trips that would be required for a project of this small scale. Project operation would not result in a significant change in the level of energy consumption because water demand and maintenance needs will not increase. No conflicts with a state or local plan for renewable energy or energy efficiency have been identified. Therefore, no impact would result.

3.7 Geology and Soils

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Directly or indirectly cause potential substantial adverse effects, including the risk of loss, injury, or death involving:				
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42?				✓
ii) Strong seismic ground shaking?			✓	
iii) Seismic related ground failure, including liquefaction?			✓	
iv) Landslides?			✓	
b) Result in substantial soil erosion or the loss of topsoil?			✓	
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on, or off, site landslide, lateral spreading, subsidence, liquefaction or collapse?			✓	
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial direct or indirect risks to life or property?			✓	
e) Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?				✓
f) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?		✓		

a, i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42. (No Impact)

The Alquist-Priolo Earthquake Fault Zoning Act was passed in 1972 to mitigate the hazard of surface faulting to structures designed for human occupancy. In accordance with this act, the State Geologist

established regulatory zones, called "earthquake fault zones," around the surface traces of active faults and published maps showing these zones. Within these zones, buildings for human occupancy cannot be constructed across the surface trace of active faults. Title 14 of the California Code of Regulations (CCR), Section 3601(e), defines buildings intended for human occupancy as those that would be inhabited for more than 2,000 hours per year.

The project site is not located within a designated Alquist-Priolo Earthquake Fault Zone, and no other active or potentially active faults have been mapped passing through the project site. Additionally, the project does not include structures intended for human occupancy. The project would not change the exposure of people or structures to risk of loss, injury, or death from fault rupture. No impact would result.

a, ii) Strong seismic ground shaking? (Less than Significant)

The nearest active faults are the Maacama Fault, located approximately 25 miles to the east, and the San Andreas Fault, located approximately 20 miles to the south. Future strong seismic ground shaking is, therefore, anticipated at the project site.

By applying geotechnical evaluation techniques and appropriate engineering practices, potential injury and damage from seismic activity can be diminished, thereby exposing fewer people and less property to the effects of a major damaging earthquake. The design and construction of new structures are subject to engineering standards of the California Building Code, which take into account soil properties, seismic shaking and foundation type. As described in Section 1.5, Project Description, the seismic design of the new tanks would conform to the most current version of the California Building Code (CBC) and design standards with any local amendments. The tank would utilize flexible piping and other connections to minimize damage during a seismic event in accordance with site-specific geotechnical recommendations. In addition, as described in Section 1.7, "Environmental Protection Actions Incorporated into the Project," the project would be designed and constructed in conformance with the site-specific recommendations contained in a design-level geotechnical study report to be completed for the project and any subsequent project-related geotechnical reports. Because the project would be constructed in accordance with the applicable design standards and with the project-specific recommendations contained in a design-level geotechnical study, the impact related to strong seismic ground shaking would be less than significant.

a.iii, a.iv, c, d) Seismic-related Ground Failure, Liquefaction, Landslides, or otherwise Unstable Soils? (Less than Significant)

The project would replace existing water storage facilities, including two tanks and a treatment building in approximately the same location. Excavation and earthmoving activities would be relatively shallow and would occur within previously disturbed areas that are primarily underlain by engineered soils and/or fill beneath the existing facilities. Mapping of liquefaction susceptibility in Mendocino County indicates that the project site is located in an area where soils are susceptible to liquefaction (County of Mendocino, 2008). Liquefiable and otherwise unstable soils may be encountered at the project site.

By applying geotechnical evaluation techniques and appropriate engineering practices, potential injury and damage from seismic activity and unstable soils can be diminished, thereby exposing fewer people and less property to the effects of a major damaging earthquake. The design and construction of new structures are subject to engineering standards of the CBC, which take into account soil properties and foundation type. As described in Section 1.7, Environmental Protection Actions

Incorporated into the Project, the project would be designed and constructed in conformance with the site-specific recommendations contained in a design-level geotechnical study report to be completed for the project and any subsequent project-related geotechnical reports, which would include ground improvement and pipe bedding and backfill criteria. Because the project would be constructed in accordance with the applicable design standards and with the project-specific recommendations contained in a design-level geotechnical study, the impact related to strong seismic ground shaking and unstable soils would be less than significant.

b) Result in substantial soil erosion or the loss of topsoil? (Less than Significant)

Construction activities would involve minor grading for the improved gravel access road and foundation-related excavations for the reconstructed tanks and treatment building. Areas to be disturbed during construction would consist predominantly of previously disturbed and underlying soils that have been highly altered from their original, natural state. As a result, the project would result in little disturbance to native soils. Following construction, the project site would be redeveloped and areas of exposed soil vulnerable to erosion would not be present. The overall impact related to soil erosion or loss of topsoil would be less than significant.

Refer to Section 3.10, Hydrology and Water Quality, for a discussion of construction impacts to water quality associated with soil erosion.

e) Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater? (No Impact)

The project would not involve the use of septic tanks or other alternative wastewater disposal systems. No impact would result.

f) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature? (Less than Significant)

The proposed improvements would not require modification of any unique geologic features. Excavation and earthmoving activities would occur within previously disturbed areas that are primarily underlain by engineered soils and/or fill. Because project excavations would be shallow and would occur in previously disturbed soils, the sensitivity of the project area for buried paleontological resources is considered to be low. Excavation depths would not occur to depths where paleontological resources would be likely encountered, and the project would be required to follow procedures outlined in Public Resources Code § 5097.5 in the event of inadvertent discovery of paleontological resources. The impact would be less than significant.

3.8 Greenhouse Gas Emissions

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?			✓	
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?				✓

a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment? (Less than Significant)

There is currently no applicable federal, State, or local threshold pertaining to construction-related greenhouse gas (GHG) emissions, and the BAAQMD CEQA Guidelines [used by the Mendocino County Air Quality Management District] do not include screening criteria or significance thresholds for construction. Therefore, this analysis uses a qualitative approach in accordance with Section 15064.4(a)(2) of the CEQA Guidelines.

Construction activities would result in a temporary (approximately 10 months) increase in GHG emissions, including exhaust emissions from on-road haul trucks, worker commute vehicles, and off-road heavy duty equipment. Project emissions during construction would not be a considerable contribution to the cumulative GHG impact, given that construction would be temporary and would require standard clearing, earthmoving, hauling, and delivery equipment, as used for similar projects, and which have been accounted for in the State's emission inventory and reduction strategy outlined in the California Air Resources Board (CARB) Climate Scoping Plan (see discussion below). The impact from construction GHG emissions would be less than significant.

Following construction, the project would not result in a new source of GHG emissions. The project would not result in an increase in vehicle trips because operations and maintenance activities will not increase from the pre-project baseline. Therefore, no long-term impact to GHG emissions would result.

b) Conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of greenhouse gases? (No Impact)

In 2008, the CARB adopted the Climate Scoping Plan, which outlined measures to attain emissions standards pursuant to AB 32. The most recent update to the Scoping Plan was completed in December 2017. Although the Scoping Plan identifies strategies to meet statewide emissions reductions targets, it does not contain recommended reduction levels or percentages for local government's municipal operations.

The County of Mendocino has adopted several GHG emission reduction policies and action items as part of the 2009 General Plan (County of Mendocino 2009). General Plan Action Item DE-65.2 directs the County to work cooperatively with industrial facilities to identify greenhouse gas impacts from their operations and develop a long-term plan for reducing emissions. Because the project is not a type of industrial development, Action Item DE-65.2 would not apply to the project.

Mendocino County General Plan Policy RM-43 and Action Items RM-43.1 through RM-43.3 direct the County to create an inventory of existing and historical GHG emissions, to create a GHG reduction plan, and to reduce the County's GHG footprint. As of the date this analysis was completed, the County had not completed such an inventory and had not developed a GHG reduction plan. In addition, the MCAQMD has not developed CEQA guidelines or significance thresholds for use in GHG analyses. Therefore, for the purpose of this analysis, the 2017 Scoping Plan was used as the evaluation criteria.

The recommended measures in the 2017 Scoping Plan are broad policy and regulatory initiatives that will be implemented at the State level and do not relate to the construction and operation of individual infrastructure projects, such as the MUSD Water System Reconstruction Project. Although project construction may benefit (have a reduced generation of GHG) from implementation of some of the State-level regulations and policies related to fuel and vehicle efficiencies, the project would not impede the State in meeting the AB 32 greenhouse gas reduction goals. No conflicts with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of greenhouse gases have been identified. Therefore, no impact would result.

3.9 Hazards and Hazardous Materials

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?		✓		
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?		✓		
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?			✓	
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?			✓	
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard or excessive noise for people residing or working in the project area?				✓
f) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?				✓
g) Expose people or structures, either directly or indirectly, to a significant risk of loss, injury or death involving wildland fires?		✓		

a, b) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials or upset and accident conditions? (Less than Significant with Mitigation)

The project would include reconstruction of two existing in-service water storage tanks, which would be drained, removed from service, dismantled, and recycled to the extent possible. The existing tanks may potentially contain lead-based paint, and project soils and sands located beneath the tanks may

contain elevated levels of hydrocarbons and lead. If present, such materials would be classified as California non-RCRA hazardous waste requiring disposal at a landfill facility that is permitted to accept such waste. Demolition of the tanks and excavation of potentially contaminated soil could expose workers and potentially adjacent residential areas to airborne emissions of lead. The impact is considered significant. Implementation of Mitigation Measure HAZ-1 would reduce the impact to a less-than-significant level by requiring the MUSD and its contractor to develop and implement a waste management and disposal plan for the existing tanks and soils to ensure proper safety during the handling, transport, and disposal of the waste.

Construction activities would also involve the use of hazardous materials such as fuels, lubricants, paints and solvents. Routine transport of hazardous materials to and from the project site during construction could result in an incremental increase in the potential for accidents. However, numerous laws and regulations ensure the safe transportation, use, storage and disposal of hazardous materials. For example, the California Department of Transportation and the California Highway Patrol regulate the transportation of hazardous materials and wastes, including container types and packaging requirements, as well as licensing and training for truck operators, chemical handlers, and hazardous waste haulers. Worker safety regulations cover hazards related to the prevention of exposure to hazardous materials and a release to the environment from hazardous materials use. The California Division of Occupational Safety and Health (Cal-OSHA) also enforces hazard communication program regulations, which contain worker safety training and hazard information requirements, such as procedures for identifying and labeling hazardous substances, communicating hazard information related to hazardous substances and their handling, and preparation of health and safety plans to protect workers and employees. Because contractors would be required to comply with existing and future hazardous materials laws and regulations covering the transport, use and disposal of hazardous materials, the project's construction-related impact would be less than significant.

Following construction, operation of the project would not result in the need for new hazardous materials that would need to be transported, used, or disposed. No operational impact would occur.

Mitigation

Implementation of Mitigation Measure HAZ-1 would reduce the impact to a less-than-significant level by requiring the MUSD and its contractor to develop and implement a waste management and disposal plan for the existing tanks and soils to ensure proper safety during the handling, transport, and disposal of the waste.

Mitigation Measure HAZ-1: Waste Management and Disposal

The MUSD and/or its Contractor shall, prior to the start of construction activities, develop and then implement a waste management and disposal plan to control and prevent releases of lead paint and lead-laden soil during construction activities that could pose a risk to human health and the environment. At a minimum, the plan shall specify that the existing tanks be dismantled without removing the paint on the tanks. During dismantling, handling, and transporting the tank to the disposal facility, the tank surface shall be stabilized by wrapping and securing the tank pieces in plastic sheeting or coating the outer tank surface with a stabilizer compound to mitigate the potential for friable paint to flake off during transport. The management and disposal of the tank debris shall be conducted in accordance with the off-site facility receiving the dismantled tanks. If the paint is to be removed from the tanks prior to tank removal, TCLP leaching tests shall be performed to determine if the paint is RCRA hazardous waste.

The plan shall specify proper soil management and handling protocols that shall be implemented to minimize airborne dust and protect construction workers and neighboring residents from exposure to hazardous material emissions during tank deconstruction and soil excavation/grading activities. The plan shall identify and implement protocols to protect workers from exposure to chemicals above the applicable federal and state Occupational Safety and Health Administration's (OSHA) Permissible Exposure Limits (PELs), such as the use of personal protective equipment requirements, worker decontamination procedures, and air monitoring strategies to ensure that workers are adequately protected.

c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school? (Less than Significant)

The project site is located approximately 0.15 mile east-northeast of Mendocino K-8 School. Construction activities would include the use of materials such as fuels, lubricants, paints, and solvents, which are commonly used during construction, are not acutely hazardous, and would be used in small quantities. Numerous laws and regulations ensure the safe transportation, use, storage, and disposal of hazardous materials (see Impact "a" and "b" above). Although construction activities could result in the inadvertent release of small quantities of hazardous construction chemicals, a spill or release would not be expected to endanger individuals at Mendocino K-8 School given the nature of the materials and the small quantities that would be used. Therefore, because the MUSD and its contractors would be required to comply with existing and future hazardous materials laws and regulations covering the transport, use, and disposal of hazardous materials, and because of the nature and quantity of the hazardous materials to be potentially used by the project, the impact related to the use of hazardous materials during construction within one-quarter mile of a school would be less than significant.

Following construction, the project would not include a new stationary source of hazardous emissions or handling of acutely hazardous materials or waste. No operational impact would result.

d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment? (Less than Significant)

The provisions in Government Code Section 65962.5 are commonly referred to as the "Cortese List." A search of the Cortese List was completed to determine if any known hazardous waste sites have been recorded on or adjacent to the project site, including review of:

- Department of Toxic Substances Control EnviroStor database;
- List of Leaking Underground Storage Tank Sites from the Water Board GeoTracker database;
- List of solid waste disposal sites identified by the Water Board with waste constituents above hazardous waste levels;
- List of "active" Cease and Desist Orders and Cleanup and Abatement Orders from the Water Board; and
- List of hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code.

The project site was not identified on or adjacent to any parcels on lists compiled by the California Environmental Protection Agency, Regional Water Quality Control Board, California Department of Toxic Substances Control, or the CalRecycle Waste Management Board Solid Development Waste

Information System. The nearest such site was a former hazardous materials investigation and cleanup that occurred on the MUSD office and bus barn. An investigation of that site was conducted related to a former diesel fuel release, and case closure was granted in 2011 in compliance with the Health and Safety Code. The impact would be less than significant.

- e) **For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard or excessive noise for people residing or working in the project area? (No Impact)**

The project site is not located within the Mendocino County Airport Comprehensive Land Use Plan or within two miles of a public use airport. The nearest airport, Little River Airport, is located approximately 3.5 miles south of the project site. No impact would result.

- f) **Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan? (No Impact)**

The project would not impair or physically interfere with implementation of Mendocino County's adopted emergency operations plan. The project would not change existing circulation patterns, would not generate new traffic, and would not affect emergency response routes. No impact would result.

- g) **Expose people or structures, either directly or indirectly, to a significant risk of loss, injury or death involving wildland fires? (Less than Significant with Mitigation)**

The Mendocino County Multi-Hazard Mitigation Plan analyzes the probability of wildland fires within the County (Mendocino County 2014). Based on the California Fire and Resource Assessment Program fuel rank model, the project site and the majority of Mendocino County is susceptible to wildland fires. It is possible that fire ignition could occur during construction (e.g. related to heavy machinery usage). Given the vegetation at the project site and the proximity of nearby residences, the construction-related impact is considered significant.

Following construction, the project would not result in changes to growth patterns or residential densities. The project site is not located within a mapped wildland-urban interface area. The use of the property would be substantially the same as the existing site. The operational impact of the project would be less than significant.

Mitigation

Implementation of Mitigation Measure HAZ-2 would require the use of construction techniques that would reduce the likelihood of wildland fires during construction of the project. Therefore, with implementation of Mitigation Measure HAZ-2, the impact related to wildland fires would be less than significant.

Mitigation Measure HAZ-2: Reduce Wildland Fire Hazards During Construction

Prior to construction, the MUSD and its contractor(s) shall remove and/or clear away dry, combustible vegetation from the construction site. Grass and other vegetation less than 18 inches in height above the ground shall be maintained where necessary to stabilize the soil and prevent erosion. Vehicles shall not be parked in areas where exhaust systems contact combustible materials. Fire extinguishers shall be available on the construction site to

assist in quickly extinguishing any small fires. The contractors shall have on site the phone number for the local fire department(s).

3.10 Hydrology and Water Quality

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Violate any water quality standards or waste discharge requirements or otherwise substantially degrade surface or ground water quality?		✓		
b) Substantially decrease groundwater supplies or interfere substantially with groundwater recharge such that the project may impede sustainable groundwater management of the basin?			✓	
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river or through the addition of impervious surfaces, in a manner which would:				
i) Result in substantial erosion or siltation on- or off-site?		✓		
ii) Substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?			✓	
iii) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?			✓	
iv) Impede or redirect flood flows?			✓	
d) In flood hazard, tsunami, or seiche zones, risk release of pollutants due to project inundation?				✓
e) Conflict with or obstruct implementation of a water quality control plan or sustainable groundwater management plan?				✓

a, c.i) Violate any water quality standards or waste discharge requirements, otherwise substantially degrade surface or ground water quality, or result in substantial erosion or siltation on- or off-site? (Less than Significant with Mitigation)

The project site is located approximately half a mile north of the Big River and does not contain any on-site aquatic drainages. Thus, there is no direct hydrologic connectivity between the project site and Big River or other perennial waterbodies, waterways or drainages. However, construction activities have the potential to degrade water quality as a result of erosion caused by earthmoving activities during construction or the accidental release of hazardous construction chemicals. If not

properly managed, construction activities could result in erosion, as well the discharge of chemicals and materials, such as concrete, mortar, asphalt, fuels, and lubricants. Applicable water quality standards and waste discharge requirements could be violated, and polluted runoff could substantially degrade water quality. The impact is considered significant.

Following construction, operation and maintenance of the proposed replacement water storage tanks would not require planned discharges to the local storm drain system. No operational impact would result.

Mitigation

Implementation of Mitigation Measure HWQ-1 would reduce potential impacts relative to water quality standards and waste discharge requirements from construction activities to a less-than-significant level by requiring implementation of best management practices and compliance with applicable State and local requirements.

Mitigation Measure HWQ-1: Implement Storm Water Control Measures during Construction

The MUSD and its contractor shall implement appropriate Best Management Practices to prevent the discharge of construction waste, debris or contaminants. Best Management Practices may include, but would not be limited to, the following:

- Existing vegetation on the construction site shall be maintained to the maximum extent feasible.
- Areas of disturbed soil shall be reseeded and covered with vegetation as soon as possible after disturbance.
- Erosion control devices shall be installed in coordination with clearing, grubbing, and grading. Such devices shall include perimeter sediment controls (perimeter silt fence, fiber rolls), stabilized construction exits, stockpile management, wind erosion control, and sediment basins if needed to retain sediment on site.
- BMPs shall be implemented to prevent the release of hazardous construction chemicals during construction. Such BMPs shall include material handling and waste management, material stockpile management, management of any washout areas, control of vehicle/equipment fueling to contractor's staging area, vehicle and equipment cleaning performed off site, and spill prevention and control.
- If more than one acre of land would be disturbed, the MUSD shall obtain coverage under State Water Resources Control Board Order No. 2009-0009-DWQ, Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction and Land Disturbance Activities, as amended by Order No. 2012-0006. The MUSD shall comply with all provisions of the permit, including development and implementation of a Storm Water Pollution Prevention Plan.

b) Substantially decrease groundwater supplies or interfere substantially with groundwater recharge such that the project may impede sustainable groundwater management of the basin? (Less than Significant)

The project site is located within the Fort Bragg Terrace Area Groundwater Basin (Basin 1-021), which is not mapped by the EPA as a sole source aquifer recharge area and is not identified as an overdrafted groundwater basin. The project would include operation of a new groundwater supply

well and redevelopment/reconstruction of two existing groundwater supply wells. After redevelopment/reconstruction, the two existing water supply wells would become more efficient and the new water supply well and water tanks would provide for greater redundancy and storage capacity. The MUSD's water demand has been relatively stable between 2008 and 2018, and irrigation water use has been declining since 2015 due to increased use of recycled water as well as drought and water restrictions. The MUSD does not foresee substantial population growth in its school population in future years. Therefore, while the project would increase the ability of MUSD to pump and store groundwater, the project would not result in an actual increase in water consumption or pumping that would substantially decrease groundwater supplies or drawdown groundwater levels such that the project would impede sustainable groundwater management of the local sub-basin or well interference. The impact would be less than significant.

The new water tanks would be constructed in approximately the same location as the existing tanks that would be replaced. The project would not result in a substantial increase the amount of impervious surface at the site compared to existing conditions, and would not interfere substantially with groundwater recharge at the project site. The impact would be less than significant.

c, ii-iv) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river or through the addition of impervious surfaces, in a manner which would substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site? Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff? Impede or redirect flood flows? (Less than Significant)

The project site is located approximately half a mile north of the Big River and does not contain any on-site streams. As such, implementation of the project would not require alteration of a creek or other waterbody. The new water tanks would be constructed in approximately the same location as the existing tanks that would be replaced. The project would not result in a substantial increase the amount of impervious surface at the site compared to existing conditions. The new gravel aprons around the water tanks would be permeable. Operation of the project would not result in a new point discharge of storm water runoff. The potential for the project to increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site, or exceed the capacity of existing or planned stormwater drainage systems, would be less than significant.

The project site is not located within a 100-year flood hazard area or within a floodway or other special flood hazard zone. Therefore, implementation of the project would not impede or redirect flood flows.

d) In flood hazard, tsunami, or seiche zones, risk release of pollutants due to project inundation? (No Impact)

The project site is located in an area designated by the FEMA as Zone X, which is an area of minimal flood hazard (FEMA 2017). The project site is not located within a tsunami inundation zone as mapped by the California Office of Emergency Services (Cal OES 2009), nor close enough to a waterbody which would be exposed to risks from seiche. Therefore, implementation of the project would not risk release of pollutants due to project inundation. No impact would result.

e) Conflict with or obstruct implementation of a water quality control plan or sustainable groundwater management plan? (No impact)

The North Coast Regional Water Quality Control Board Basin Plan establishes thresholds for key water resource protection objectives for both surface waters and groundwater. The project is not located near a stream or river and would not alter water quality parameters established in the Basin Plan. Erosion control BMPs would be required to be implemented during construction to prevent erosion and to protect overall water quality. The project is located within a low priority groundwater basin (No. 1-021). Therefore, the project would not obstruct implementation of a sustainable groundwater management plan. As described in impact "b" above, the project would not substantially decrease groundwater supplies or interfere substantially with groundwater recharge or impede sustainable groundwater management. No conflicts with a water quality control plan or sustainable groundwater management plan have been identified. Therefore, no impact would result.

3.11 Land Use and Planning

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Physically divide an established community?				✓
b) Cause a significant environmental impact due to a conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect?		✓		

a) Physically divide an established community? (No Impact)

The project would include replacing several of the MUSD’s existing water system facilities within the confines of the existing tank site. The project does not include new features that would divide an established community. No impact would result.

b) Cause a significant environmental impact due to a conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect? (Less than Significant with Mitigation)

The project would consist of improvements on MUSD property currently developed with water system infrastructure. The project site is currently developed with existing facilities, and the reconstructed facilities would be located within substantially the same footprint on an approximately 0.5 acre portion of the project site. The project is located within the Mendocino County Coastal Element and the land use designation for the three project parcels is Public and Semi-Public Facility. The zoning designation for the project parcels is Public Facilities (PF). The project would not involve a change of land use on the affected property. Specific policies and regulations adopted for the purpose of avoiding or mitigating environmental effects are evaluated in this document under the corresponding issue areas. With implementation of the recommended mitigation measures identified in this IS/MND, the project would not conflict with land use plans, policies, or regulations.

3.12 Mineral Resources

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?				✓
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?				✓

a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state. (No Impact)

The project site is not located in an area designated as a Mineral Resource Zone (MRZ)-2 by the Surface Mining and Reclamation Act, i.e., areas where there is a high likelihood of significant mineral deposits. Therefore, the project would not result in the loss of known mineral resources of value to the region or state. No impact would result.

b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan? (No Impact)

The most predominant of the minerals found in Mendocino County are aggregate resource minerals, primarily sand and gravel, found along many rivers and streams. Although aggregate hard rock quarry mines are found throughout the county, there are no locally important aggregate or mineral resources on or in the vicinity of the project site (Mendocino County 2008). No impact on the availability of locally-important mineral resources would result.

3.13 Noise

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Result in generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?			✓	
b) Result in generation of excessive groundborne vibration or noise levels?			✓	
c) For a project located within the vicinity of a private airstrip or an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?				✓

- a) **Result in generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies? (Less than Significant)**

The County of Mendocino has not established quantified construction noise limits or allowable construction hours. Noise impacts resulting from construction depend upon the noise generated by various pieces of construction equipment, the timing and duration of noise-generating activities, and the distance between construction noise sources and noise-sensitive areas. Construction noise impacts primarily result when construction activities occur during noise-sensitive times of the day (e.g., early morning, evening, or nighttime hours), the construction occurs in areas immediately adjoining noise-sensitive land uses, or when construction lasts over extended periods of time, such as more than one year. In comparison, project construction would commence in 2021 and require approximately ten months to complete. Construction activities would generally occur Monday to Friday, 8 AM to 5 PM. The project would not require night time construction work or construction on weekends or legal holidays. Impact pile driving is not anticipated as a method of construction. Construction activities would be temporary in nature and would not exceed established noise standards for public health and safety. The construction-related impact would be less than significant.

Mendocino County General Plan policy DE-98 and DE-99 protect residential areas and other noise-sensitive uses from excessive noise. These policies regulate the establishment of new land uses, stating that no new use regulated by the County shall be permitted to generate noise that would cause the ambient noise on any adjacent parcel to exceed guidelines shown in Policy DE-100 and DE-101. General Plan policy DE-105 also establishes a 5 decibel increase in CNEL or Ldn noise levels as a significance threshold. In comparison, the project would not involve new, noise sensitive land uses and would not expose persons to noise levels that exceed the noise standards. The project site is surrounded by single-family homes on the north, east, and west sides. To the south the project site is bounded by Little Lake Road, across which lie additional single family homes. The homes are built on large (1-2 acre) lots and are heavily forested. These homes represent sensitive noise receptors in the vicinity of the facility. Homes nearest to the facility range in proximity from 100 to 175 feet from the project area. Operational noise associated with a new well would not result in a new substantial noise source as the well pump would be installed underground near the bottom of the well and would be encased in a housing structure. There would be no change in existing traffic-generated noise in the project area and project operation would not result in increased noise levels comparative to existing conditions that could conflict with general plan policies. The operational impact would be less than significant.

b) Result in generation of excessive groundborne vibration or noise levels? (Less than Significant)

Vibration is the movement of particles within a medium or object such as the ground or a building. Groundborne vibrations may be described by amplitude and frequency. Vibration amplitudes are typically expressed in peak particle velocity (PPV) in inches per second (in/sec). PPV represents the maximum instantaneous positive or negative peak of a vibration signal and is most appropriate for evaluating the potential for building damage. Human response to groundborne vibration is subjective and varies from person to person. For structural damage, the California Department of Transportation recommends a vibration limit of 0.5 in/sec PPV for buildings structurally sound and designed to modern engineering standards. The age of nearby residences is unknown; however, based on development patterns and building architecture (i.e. relatively modern structures with perimeter foundations) they appear to have been constructed in the 1960's or 1970's. Therefore, ground borne vibration levels exceeding 0.5 in/sec PPV would have the potential to result in a significant vibration impact.

Project construction would require the use of construction equipment such as an excavator, bulldozer, backhoe, grader, concrete saws, aerial lifts, boom truck, crane, rough terrain forklift, paving equipment. Construction would not require the use of a pile driver. Vibration levels from typical construction activities would be expected to be 0.2 in/sec PPV or less at a distance of 25 feet. These vibration levels from project construction would be below the 0.5 in/sec PPV significance threshold used to assess potential cosmetic damage to buildings that are structurally sound. Vibration generated by construction activities may at times be perceptible, but would be infrequent and only occur during the daytime. Therefore, impacts related to ground borne vibration or ground borne noise levels would be less than significant.

Following construction, operation of the project would not result in substantial sources of ground borne vibration or ground borne noise. Therefore, no operational impact would result.

- c) For a project located within the vicinity of a private airstrip or an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels? (No Impact)**

The project site is not located within an airport land use plan, within two miles of a public airport, or within the vicinity of an active private airstrip (Mendocino County Airport Land Use Commission 1996). No impact from air-traffic related noise would result.

3.14 Population and Housing

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Induce substantial unplanned population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?			✓	
b) Displace substantial numbers of existing people or housing, necessitating the construction of replacement housing elsewhere?				✓

a) Induce substantial unplanned population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)? (Less than Significant)

The project would include replacing MUSD's existing water system facilities at the project site with newer facilities, including two replacement tanks, redevelopment/reconstruction of two existing groundwater supply wells, operation of one new groundwater supply well, a new well treatment building, widening of an existing unimproved access road, and other site improvements such as fencing and security gates. The project is intended to provide adequate capacity to meet the current maximum day demand for MUSD's water system, particularly during periods of drought, and to replace major components of the system that are approaching the end of their useful life and to ensure that the system meets current health, safety and environmental standards. The increase in tank storage capacity from 115,000 gallons to 200,000 gallons would provide sufficient operational storage capacity and the capacity to meet NFPA 1142 requirements and CFC CCR Title 24, Part 9 requirements for fire flows. The project does not involve the construction of any housing and would not induce population growth directly or indirectly. The project would not extend infrastructure or roads into areas that have not previously been accessible or developed. The impact would be less than significant.

b) Displace substantial numbers of existing people or housing, necessitating the construction of replacement housing elsewhere? (No Impact)

No housing or people would be displaced by the project and no replacement housing would be required. No impact would result.

3.15 Public Services

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
Fire Protection?				✓
Police protection?				✓
Schools?				✓
Parks?				✓
Other public facilities?				✓

- a) **Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for public services? (No Impact)**

The project would not generate new demand for public services, and water service would be uninterrupted during project construction. Although tank reconstruction would temporarily reduce fire flow capacity during the construction period, the project would result in a long-term benefit to fire flows by improving the overall efficiency and reliability of MUSD's water system. Implementation of the project would increase water storage capacity for fire flows pursuant to NFPA 1142 requirements as well as CFC CCR Title 23, Part 9.

As discussed in Section 3.14, Population and Housing, implementation of the project would not induce population growth and, therefore, would not require expanded fire or police protection facilities to maintain acceptable service ratios, response times, or other performance objectives. The project would not result in an increase in student population, and therefore, no new or expanded schools would be required. The project would not result in the increased use of existing parks and other public facilities as it would not induce population growth. The project would not require the expansion of recreational facilities to maintain acceptable service ratios in parks, and would not require the expansion of other public facilities. No impact on public services would result.

3.16 Recreation

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
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Would the project:

- a) Increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?
- b) Include recreational facilities or require the construction or expansion of recreational facilities, which might have an adverse physical effect on the environment?

✓

✓

a, b) Increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated, or include or require the construction or expansion of recreational facilities, which might have an adverse physical effect on the environment? (No Impact)

The project would not increase the use of recreational facilities or create new demand for construction or expansion of recreational facilities. No impact would result.

3.17 Transportation

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Conflict with a program plan, ordinance or policy addressing the circulation system, including transit, roadway, bicycle and pedestrian facilities?				✓
b) Conflict or be inconsistent with CEQA Guidelines section 15064.3, subdivision (b)?				✓
c) Substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?		✓		
d) Result in inadequate emergency access?			✓	

a) Conflict with a program plan, ordinance or policy addressing the circulation system, including transit, roadway, bicycle and pedestrian facilities? (No Impact)

Construction of the project would result in a short-term increase in vehicle trips on local roadways, including SR 1 and Little Lake Road. As discussed in the Project Description of this Initial Study, the MUSD estimates soil hauling would generate 10 haul truck trips over 5 weeks. In addition, the MUSD anticipates up to approximately 20 haul truck trips for hauling off deconstructed tank components, and an additional 40 truck deliveries for import of concrete, gravel, building materials and other supplies to the site over 6 weeks. Construction is estimated to require up to 10 workers at maximum.

The addition of construction-related traffic would occur during daytime hours between 8:00 a.m. and 5:00 p.m. and would not substantially affect congestion on local roadway segments because trips would occur at differing periods of the day and would represent a small percentage of the capacity of the roadways. Construction would not require installation of water distribution lines within or other utility improvements within Little Lake Road or other public right of way, and no transit routes, stops, sidewalks or bicycle lanes are provided along Little Lake Road adjacent to the project site. Following construction, the project would not result in an increase in vehicle trips because operations and maintenance activities would not change from the pre-project baseline. The proposed improvements would not represent an increase in the intensity of the use taking place on site, and would not require additional staffing or maintenance visits. No conflicts with a program plan, ordinance or policy addressing the circulation system, including transit, roadway, bicycle and pedestrian facilities have been identified. Therefore, no impact would result.

See impact "c" below for a discussion of potential impacts relative to traffic hazards during construction.

b) Conflict or be inconsistent with CEQA Guidelines section 15064.3, subdivision (b)? (No Impact)

In November 2017, the Governor's Office of Planning and Research (OPR) released a technical advisory containing recommendations regarding the assessment of vehicle miles travelled (VMT). VMT refers to the amount and distance of automobile travel attributable to a project. As noted in the OPR guidelines, agencies are directed to choose metrics that are appropriate for their jurisdiction to evaluate the potential impacts of a project in terms of VMT. The change to VMT was formally adopted as part of updates to the CEQA Guidelines on December 28, 2018. The current deadline for adopting policies to implement SB 743 and the provisions of CEQA Guidelines section 15064.3(b) is July 1, 2020. At the time of report preparation, the County of Mendocino is in the process of adopting VMT policies but has not yet completed the process. Until the County does, there is no guidance on how to evaluate the proposed project in terms of VMT. Therefore, the project would not conflict with or be inconsistent with an applicable threshold of significance adopted per CEQA Guidelines section 15064.3, subdivision (b). No impact would result.

For the purposes of evaluation, consideration was given to the project's potential to increase VMT over conditions without the project. As a utility reconstruction project, the project would not result in an increase in vehicle trips or VMT because operations and maintenance activities would not change from the pre-project baseline. The proposed improvements would not represent an increase in the intensity of the use taking place on site, and would not require additional staffing or maintenance visits. The project is not a land use project or a transportation project and would not induce population growth in the area. No impact would result.

c) Substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)? (Less than Significant with Mitigation)

During construction, construction vehicles would travel along Little Lake Road and turn left into the project site from an existing driveway to the project site. The presence of construction vehicles on Little Lake Road during construction would temporarily increase the normal traffic hazard in the project area. Therefore, the construction-related impact is considered significant.

Following construction, the project would not alter the existing alignment of Little Lake Road nor would it modify the location or design of the existing driveway connection. Operations and maintenance activities would not change from the pre-project baseline. No operational impact would result.

Mitigation

Implementation of Mitigation Measure TR-1 would reduce potential impacts relative to traffic hazards during construction to a less-than-significant level by requiring implementation of traffic controls.

Mitigation Measure TR-1: Implement Traffic Controls During Construction

Prior to the start of construction, the MUSD and/or its contractor shall prepare and implement a construction traffic control plan. Traffic controls shall include, but not necessarily be limited to, the following:

- Maintain the existing driveway to the project site, keeping it open and in good, safe condition at all times with adequate turning radii for construction vehicles.
- Provide signage along Little Lake Road in advance of the project site to warn of construction vehicles entering and existing the roadway.

- Provide immediate access of emergency vehicles through the construction area at all times.
- Prohibit on-street parking or staging of equipment during construction.

d) Result in inadequate emergency access? (Less than Significant)

The Mendocino Volunteer Fire Department provides emergency response within the project area. The nearest fire station to the project site is located at 44700 Little Lake Road, approximately 0.6 miles to the east of the project site. The project would not alter the existing street network or change emergency vehicle access to the project site or surrounding land uses. No roadway closures would occur during construction or operation of the project. The project would not result in on-street worker parking or equipment staging or otherwise affect emergency services or response times in the area. The impact would be less than significant.

3.18 Tribal Cultural Resources

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Would the project cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe,				
i) Listed or eligible for listing in the California Register of Historic Resources, or in a local register of historic resources as defined in Public Resources Code section 5020.1(k)?		✓		
ii) A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to the criteria set forth in subdivision (c) of the Public Resources Code section 5024.1? In applying the criteria set forth in subdivision (c) of the Public Resources Code section 5024.1, the lead agency shall consider the significance of the resource to a California Native American Tribe.		✓		

a.i, a.ii) Cause a substantial adverse change in the significance of a tribal cultural resource? (Less than Significant with Mitigation)

CEQA requires lead agencies to determine if a project would have a significant effect on tribal cultural resources. The CEQA Guidelines define tribal cultural resources as: (1) a site, feature, place, cultural landscape, sacred place, or object with cultural value to a California Native American Tribe that is listed or eligible for listing on the California Register of Historical Resources, or on a local register of historical resources as defined in Public Resources Code Section 5020.1(k); or (2) a resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant according to the historical register criteria in Public Resources Code Section 5024.1(c), and considering the significance of the resource to a California Native American tribe.

The MUSD has no record of receiving requests for notification of proposed projects from California Native American tribes pursuant to Public Resources Code Section 21080.3.1. The MUSD nevertheless initiated contact with Native American tribes as part of preparing this environmental review document. Efforts to identify tribal cultural resources that could be affected by the project included a records search at the Northwest Information Center, literature review, a sacred lands

search through the Native American Heritage Commission (NAHC), contact with appropriate local Native American Tribes, and a pedestrian archaeological survey of the project site.

ASC contacted the NAHC on May 4, 2020, requesting a review of the Sacred Lands File for information on Native American cultural resources in the project area. On May 7, 2020, the NAHC responded with a list of groups and individuals who may be able to provide information on potential cultural resources. The NAHC also responded that the search of the Sacred Lands File was positive indicating the potential presence of a Sacred Site in the project vicinity. On May 8, 2020, ASC sent letters to the individuals listed by the NAHC requesting additional information.

On May 18, 2020, Chairperson Gabaldon was additionally contacted via email informing him of the Sacred Site identified by the NAHC in the project area. A follow up email was sent to Chairperson Gabaldon on June 11, 2020, and a phone call was placed on June 25, 2020. No response has been received by Chairperson Gabaldon as of the date of this Initial Study.

On May 26, 2020, a response was received from Mary Camp, Tribal Administrator for the Redwood Valley Tribe, indicating that the Redwood Valley Tribe supports all concerns and comments from the Manchester-Point Arena Tribe and Sherwood Valley Tribe. However, no comments have been received from the Manchester-Point Arena Tribe or Sherwood Valley Tribe. No other responses have been received to date.

As summarized in Section 3.4, Cultural Resources, background research indicates a moderate sensitivity for prehistoric and historic-era archaeological resources on the surface (ASC 2020). The sensitivity for buried prehistoric archaeological resources in the improvement area is considered low (ASC 2020). The search of the NAHC's Sacred Lands File for Sacred Sites in the project area was positive, however, no information suggesting the presence of sacred sites or tribal cultural resources was received from individuals or organizations contacted as part of the study. Although no known archaeological resources were identified within the project area, the potential exists for encountering previously undiscovered resources during project construction. Therefore, if tribal cultural resources are encountered during construction, a potentially significant impact could occur.

Mitigation

Implementation of Mitigation Measure CR-1, as described in Section 3.4, Cultural Resources, would reduce the potential impact to previously undiscovered archaeological or tribal cultural resources to a less-than-significant level by outlining procedures to be taken in the event of inadvertent discovery of unrecorded resources consistent with appropriate laws and requirements.

3.19 Utilities and Service Systems

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
Would the project:				
a) Require or result in the relocation or construction of new or expanded water, wastewater treatment or storm water drainage, electrical power, natural gas, or telecommunications facilities, the construction or relocation of which could cause significant environmental effects?			✓	
b) Have sufficient water supplies available to serve the project and reasonably foreseeable future development during normal, dry and multiple dry years?				✓
c) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?				✓
d) Generate solid waste in excess of State or local standards, or in excess of the capacity of local infrastructure, or otherwise impair the attainment of solid waste reduction goals?			✓	
e) Comply with federal, state, and local management and reduction statutes and regulations related to solid waste?				✓

- a) Require or result in the relocation or construction of new or expanded water, wastewater treatment or storm water drainage, electrical power, natural gas, or telecommunications facilities, the construction or relocation of which could cause significant environmental effects? (Less than Significant)**

The project would include replacing several existing MUSD water system facilities at the project site with newer facilities, including reconstruction of two water supply tanks, redevelopment/reconstruction of two existing groundwater supply wells, operation of one new groundwater supply well, a new well treatment building, widening of an existing unimproved access road, and other site improvements such as fencing and security gates. The potential environmental impacts associated with construction of the proposed water system improvements are evaluated as part of this Initial Study. No utility relocation or construction of off-site utilities beyond those identified in the project description and evaluated in this Initial Study would be required that would cause environmental effects. The project would not require new or expanded storm water drainage, electrical power, natural gas, or telecommunications facilities. The project would not generate wastewater that would require treatment. The impact would be less than significant.

- b) Have sufficient water supplies available to serve the project and reasonably foreseeable future development during normal, dry and multiple dry years? (No Impact)**

The project would improve water storage capacity at an existing MUSD water system facility. The project would not create new demand for water and does not require new or expanded water entitlements. The project is intended to provide adequate capacity to meet the current maximum day demand for MUSD's water system, particularly during periods of drought, and to replace major components of the system that are approaching the end of their useful life and to ensure that the system meets current health, safety and environmental standards. The increase in tank storage capacity from 115,000 gallons to 200,000 gallons would provide sufficient operational storage capacity and the capacity to meet NFPA 1142 requirements and CFC CCR Title 24, Part 9 requirements for fire flows. No impact would result.

- c) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments? (No Impact)**

As described above under impact "a" above, the project would not generate wastewater that would require treatment. Therefore, the project would not impair the ability of the regional wastewater treatment facility to continue serving existing commitments. No impact would result.

- d) Generate solid waste in excess of State or local standards, or in excess of the capacity of local infrastructure, or otherwise impair the attainment of solid waste reduction goals? (Less than Significant)**

Demolition debris and excavated soil would require disposal at an off-site location. The MUSD estimates that the project would involve approximately 100 cubic yards of soil that would be hauled off-site for reuse, and approximately 20 haul truck trips for hauling off deconstructed tank components. Construction waste with no practical reuse or that cannot be salvaged or recycled would be disposed of at a local transfer station or solid waste facility. The MUSD would dispose of these materials at an appropriate landfill facility and, as described in Section 3.9, Hazards and Hazardous Materials, would ensure the removal of these materials do not pose a risk to human health and the environment. Solid waste generated by the project would represent a very small fraction of the daily permitted tonnage of disposal facilities and would be sufficiently accommodated by existing landfills. The construction-related impact would be less than significant. Following construction, project operation would not generate additional solid waste or otherwise impair the attainment of solid waste reduction goals. No operational impact would result.

- e) Comply with federal, state, and local management and reduction statutes and regulations related to solid waste? (No Impact)**

No applicable federal solid waste regulations would apply to the project. At the State level, the Integrated Waste Management Act mandates a reduction of waste being disposed and establishes an integrated framework for program implementation, solid waste planning, and solid waste facility and landfill compliance. The project would not conflict with or impede implementation of such programs. Following construction, project operation would not generate additional solid waste. No impact would result.

3.20 Wildfire

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
If located in or near state responsibility areas or lands classified as very high fire hazard severity zones, would the project:				
a) Substantially impair an adopted emergency response plan or emergency evacuation plan?			✓	
b) Due to slope, prevailing winds, and other factors, exacerbate wildfire risks, and thereby expose project occupants to pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire?		✓		
c) Require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment?				✓
d) Expose people or structures to significant risks, including downslope or downstream flooding or landslides as a result of runoff, post-fire slope instability, or drainage changes?			✓	

a) Substantially impair an adopted emergency response plan or emergency evacuation plan? (Less than Significant)

The project site is located in a State Responsibility Area (Mendocino Fire Safe 2019) and within a moderate fire hazard severity zone (CalFire 2007). Although tank reconstruction would temporarily reduce fire flow capacity during the construction period, the project would result in a long-term benefit to fire flows by improving the overall efficiency and reliability of MUSD’s water system. As discussed in Section 3.17, Transportation, the Mendocino Volunteer Fire Department provides emergency response within the project area. The nearest fire station to the project site is located on Little Lake Road, approximately 0.6 miles to the east of the project site. The project would not alter the existing street network or change emergency vehicle access to the project site or surrounding land uses. Construction would not require installation of water distribution lines or other utility improvements within Little Lake Road. No roadway closures would occur during construction or operation of the project. The project would not result in on-street worker parking or equipment staging or otherwise affect emergency services or response times in the area. The project would not substantially impair an adopted emergency response plan or emergency evacuation plan. The impact would be less than significant.

b) Due to slope, prevailing winds, and other factors, exacerbate wildfire risks, and thereby expose project occupants to pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire? (Less than Significant with Mitigation)

The project site and the majority of Mendocino County is susceptible to wildland fires. As discussed in Section 3.9, Hazards and Hazardous Materials, it is possible that fire ignition could occur during construction (e.g. related to heavy machinery usage). Given the vegetation at the project site and the proximity of nearby residences, the construction-related impact is considered significant.

Following construction, the project would not alter site topography in a manner that exacerbates wildfire risk or exposure of the public to pollutants in the event of an uncontrolled wildfire. No new chemicals or hazardous materials would be used operationally such that the increase of pollutant exposure in the event of an uncontrolled wildfire would not increase above existing conditions. The operational impact of the project would be less than significant.

Mitigation

Implementation of Mitigation Measure HAZ-2, as described in Section 3.9, Hazards and Hazardous Materials, would reduce the potential impact of construction activities on wildland fires to a less-than-significant level by requiring the use of construction techniques that minimize fire risk.

c) Require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment? (No Impact)

An existing unimproved access road would be widened as part of the project to improve circulation within the project site. The project would not require any additional roads, fuel breaks, emergency water sources, power lines or other utilities. Operation and maintenance activities currently occur under existing conditions and, following construction, the project would not result in the need for additional operation and maintenance activities. Therefore, the project would not exacerbate fire risk or result in temporary or ongoing impacts to the environment. No impact would result.

d) Expose people or structures to significant risks, including downslope or downstream flooding or landslides as a result of runoff, post-fire slope instability, or drainage changes? (Less than Significant)

The project site is located in low-lying and generally flat uplands east of the community of Mendocino, within one mile of the Pacific Ocean. Trees and vegetation are present in the project area, but no streams or drainages are present on or near the project site. Because the project is located in an upland environment away from a stream or similar waterway, risk of downslope flooding or landslides associated with post-fire slope instability or changes in drainage is low. The impact would be less than significant.

3.21 Mandatory Findings of Significance

	Potentially Significant Impact	Less-than-Significant with Mitigation Incorporated	Less-than-Significant Impact	No Impact
a) Does the project have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?		✓		
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?			✓	
c) Does the project have environmental effects which would cause substantial adverse effects on human beings, either directly or indirectly?		✓		

a) **Does the project have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory? (Less than Significant with Mitigation)**

Potential project impacts to biological and cultural resources are addressed in Section 3.4, Biological Resources and Section 3.5, Cultural Resources, respectively. With implementation of the recommended mitigation measures identified in this IS/MND, the potential for project-related activities to degrade the quality of the environment, including wildlife species or their habitat, plant or animal communities, or important examples of California history or prehistory would be reduced to less-than-significant levels.

- b) Does the project have impacts that are individually limited, but cumulatively considerable? (“Cumulatively considerable” means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)? (Less than Significant)**

Cumulative impacts are defined as “two or more individual effects which, when considered together, are considerable or which compound or increase other environmental impacts” (CEQA Guidelines Section 15355). Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.

Efforts to identify cumulative projects included contact with the MUSD, the Mendocino County Planning Department, and review of Planning Department web portals. Response from the Mendocino County Planning Department on January 21, 2020 indicated two recent use permits had been issued in 2018 related to the MUSD high school, one of which was associated with water infrastructure. Given the high school is located nearly two miles west of the project site and the authorized use was minor and compliant with Mendocino County regulations, no cumulative impact would result related to the two projects.

One other project identified and considered for cumulative impacts is a planned MUSD recycled water system expansion project that would reduce potable water demand. The project is currently in a pre-development phase, including development of a feasibility study and financial analysis. The project would potentially include construction of a recycled water tank at the project site in 2022. Based on current schedules, construction of the recycled water system expansion project would not overlap with construction of the proposed project, and given the small footprint of the cumulative project, would not add appreciably to any existing or foreseeable future cumulative impact. Incremental impacts, if any, would be very small, and the cumulative impact would be less than significant.

- c) Does the project have environmental effects which would cause substantial adverse effects on human beings, either directly or indirectly? (Less than Significant with Mitigation)**

With implementation of the recommended mitigation measures identified in this IS/MND, the potential for project-related activities to cause substantial adverse effects on human beings would be reduced to less-than-significant levels.

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**MITIGATION AND MONITORING PROGRAM
MUSD Water System Reconstruction Project**

Mitigation Measures and Environmental Protection Actions (EPAs)	Implementation Procedure	Monitoring Responsibility	Monitoring / Reporting Action & Schedule	Monitoring Compliance Record (Name/Date)
Environmental Protection Actions				
<p>EPA 1: Implement Geotechnical Design Recommendations As part of the project design process, the MUSD will engage a California-registered Geotechnical Engineer to conduct a design-level geotechnical study for the project. The project will be designed to comply with the site-specific recommendations made in the geotechnical report. This will include design in accordance with the seismic and foundation design criteria, as well as site preparation and grading recommendations included in the report. The geotechnical recommendations will be incorporated into the final plans and specifications for the project, and will be implemented during construction.</p>	<p>Incorporate geotechnical recommendations into final plans and specifications</p>	<p>Mendocino Unified School District</p>	<p>Verify geotechnical study design recommendations are incorporated into final plans and professional inspection is performed during construction</p>	
Agriculture and Forest Resources				
<p>AES-1: Minimize Tree Loss The MUSD shall retain a certified arborist to oversee pruning techniques to minimize the potential for tree impacts and tree loss at the project site. Construction activities within the dripline of trees shall be avoided to the extent feasible during construction. Pruning of trees shall be completed by either a certified arborist or by the contractor under supervision of either an International Society of Arboriculture qualified arborist, American Society of Consulting Arborists consulting arborist, or a qualified horticulturalist. Pruning shall be completed to the minimum degree necessary to accommodate construction vehicles and in a manner that helps preserve tree health. If trees are damaged or lost, trees shall be replaced at a minimum of a 1:1 ratio. To the extent allowable, replacement trees shall be planted on-site to provide visual screening of the site from Little Lake Road and adjacent properties. The MUSD shall ensure that plantings will be monitored annually for five years after project completion to ensure that the replacement planting(s) has developed and that the trees survive.</p>	<p>Incorporate protection and avoidance measures into plans and specifications Quantify and plant any necessary replacement trees Implement tree monitoring</p>	<p>Mendocino Unified School District</p>	<p>Verify requirements are in final plans and specifications Verify that the number of tree replacements needed have been calculated and planted Verify success of replacement planting</p>	
<p>AES-2: Minimize Visual Impacts The MUSD shall restore or revegetate staging areas and other work areas disturbed by construction activities, including restoring pre-project topographic features and reseeded with species comparable to those removed or disturbed during construction. To the extent feasible, the MUSD shall ensure that the proposed new tanks are of a color that would minimize visual contrast and blend in with the surrounding landscape, and that proposed fencing for the project is fitted with green slats to increase screening of tank views from Little Lake Road and adjoining properties.</p>	<p>Incorporate protection and avoidance measures into specifications</p>	<p>Mendocino Unified School District</p>	<p>Verify requirements are in final plans and specifications Check jobsite compliance as necessary</p>	

**MITIGATION AND MONITORING PROGRAM
MUSD Water System Reconstruction Project**

Mitigation Measures and Environmental Protection Actions (EPAs)	Implementation Procedure	Monitoring Responsibility	Monitoring / Reporting Action & Schedule	Monitoring Compliance Record (Name/Date)
<p>Air Quality</p> <p>AIR-1: Dust Control Measures</p> <p>In accordance with Rule 1-430(b) of the Mendocino County Air Quality Management District Regulations, the MUSD and its Contractor shall implement the following airborne dust control measures during construction activities:</p> <ul style="list-style-type: none"> • All visibly dry disturbed soil road surfaces shall be watered to minimize fugitive dust emissions. • All unpaved surfaces, unless otherwise treated with suitable chemicals or oils, shall have a posted speed limit of 10 miles per hour. • Earth or other material that has been transported by trucking or earth moving equipment, erosion by water, or other means onto paved streets shall be promptly removed. • Asphalt, oil, water, or suitable chemicals shall be applied on materials stockpiles and other surfaces that can give rise to airborne dusts. • All earthmoving activities shall cease when sustained winds exceed 15 miles per hour. • All earthmoving activities shall cease when sustained winds exceed 15 miles per hour. • The operator shall take reasonable precautions to prevent the entry of unauthorized vehicles onto the site during non-work hours. • The operator shall keep a daily log of activities to control fugitive dust. 	<p>Incorporate construction measures into final plans and specifications</p> <p>Contractor to implement measures during construction</p>	<p>Mendocino Unified School District</p>	<p>Verify requirements are in final plans and specifications</p> <p>Check jobsite compliance as necessary</p>	
<p>Biological Resources</p> <p>BIO-1: Avoid Loss of Sensitive Plant Species</p> <p>The MUSD shall retain a qualified biologist to complete appropriate pre-construction surveys for special status plant species prior to construction within the planned area of disturbance for the project, during the appropriate blooming time (spring or summer) for the target species. Survey methods shall comply with CDFW rare plant survey protocols, and shall be performed by a qualified field botanist. Surveys shall be modified to include detection of juvenile (pre-flowering) colonies of perennial species when necessary. Any populations of special status plant species that are detected shall be mapped. Populations (if present) shall be flagged if avoidance is feasible and if populations are located adjacent to construction areas. The locations of any special status plant populations to be avoided shall be clearly identified in the contract documents (plans and specifications).</p>	<p>Conduct pre-construction special-status plant survey</p> <p>Prepare a Special-Status Plant Management Plan, if necessary</p>	<p>Mendocino Unified School District</p>	<p>Verify surveys are conducted prior to start of construction</p> <p>Verify Special-Status Plant Management Plan is prepared and implemented, if necessary</p>	

**MITIGATION AND MONITORING PROGRAM
MUSD Water System Reconstruction Project**

Mitigation Measures and Environmental Protection Actions (EPAs)	Implementation Procedure	Monitoring Responsibility	Monitoring / Reporting Action & Schedule	Monitoring Compliance Record (Name/Date)
<p>If avoidance is not feasible, a Special Status Plant Management Plan shall be prepared and implemented in coordination with CDFW, in which recommendations shall be provided as to the feasibility of relocating the plants or collecting seeds prior to the start of construction. The report shall identify similar habitat on nearby lands to accommodate both relocation and seed spreading. If seed collection is determined to be the more appropriate method for the specified species, seeds shall either be collected and spread on- or off-site, or provided to a local native plant nursery for propagation then planting. For both relocating or seed collection, the MUSD shall indicate an on- or off-site location for relocation, establish success criteria, identify monitoring protocol of the site for one to two seasons, and determine appropriate action if the success criteria is not met.</p>				
<p>BIO-2: Standard Construction Measures for Protecting Biological Resources Steep-sided excavations capable of trapping mammals would be ramped or covered if left overnight. No poisons or other potentially injurious materials attractive to mammals shall be utilized or left unattended during construction or operation activities.</p>	<p>Incorporate construction measures into final plans and specifications Contractor to implement measures during construction</p>	<p>Mendocino Unified School District</p>	<p>Verify requirements are in final plans and specifications Check jobsite compliance as necessary</p>	
<p>BIO-3: Protect Northern Red Legged Frog and Sonoma Tree Voles In the event that a Northern red-legged frog is observed in an active construction zone, the contractor shall halt construction activities in the immediate area where observed and the frog shall be moved to a safe location in similar habitat outside of the construction zone. The construction impact area shall also be surveyed by a qualified biologist within seven days prior to the start of construction for any tree nests indicative of Sonoma tree voles. If any active Sonoma tree vole nests are found, the nest shall be avoided during construction activities.</p>	<p>Incorporate protection and avoidance measures into specifications Conduct a preconstruction survey</p>	<p>Mendocino Unified School District</p>	<p>Verify requirements are in final plans and specifications Verify completion of preconstruction survey</p>	
<p>BIO-4: Protect Bat Species If construction occurs during the bat maternity season (generally May 1st through August 30th), a qualified bat biologist shall conduct habitat surveys for special status bats. Survey</p>	<p>Incorporate protection and avoidance</p>	<p>Mendocino Unified School District</p>	<p>Verify that protection and avoidance measures are in final specifications</p>	

**MITIGATION AND MONITORING PROGRAM
MUSD Water System Reconstruction Project**

Mitigation Measures and Environmental Protection Actions (EPAs)	Implementation Procedure	Monitoring Responsibility	Monitoring / Reporting Action & Schedule	Monitoring Compliance Record (Name/Date)
<p>methodology should include visual examination of suitable habitat areas for signs of bat use and may optionally utilize ultrasonic detectors to determine if special status bat species utilize the vicinity. Surveys shall be conducted within seven days prior to construction in any areas where potential maternity roosts may be disturbed/removed. Surveys shall be conducted by a qualified biologist. Surveys shall include a visual inspection of the impact area and any large trees/snags with cavities or loose bark. If the presence of a maternity roost is confirmed, roost removal will be prohibited during maternity season and no activity generating significant noise shall occur within 300 feet of the roost. If no bat utilization or roosts are found, then no further study or action is required. If bats are found to utilize the project area, or presence is assumed, a bat specialist should be engaged to advise the best method to prevent impact.</p>	<p>measures into specifications Conduct preconstruction surveys if work occurs during maternity season Implement suitable protection measures as necessary</p>		<p>Verify completion of survey Verify that disturbance buffers and protection measures are implemented during construction</p>	
<p>BIO-5: Prevent Disturbance to Nesting Birds Ground disturbance and vegetation clearing shall be conducted, if possible, during the fall and/or winter months and outside of the avian nesting season (March 15 – August 15) to avoid any direct effects to special status and protected birds. If ground disturbance cannot be confined to work outside of the nesting season, a qualified ornithologist shall conduct pre-construction surveys within the vicinity of the project area, to check for nesting activity of native birds and to evaluate the site for presence of raptors and special status bird species. The ornithologist shall conduct at minimum a one day pre-construction survey within the 7-day period prior to vegetation removal and ground-disturbing activities. If ground disturbance and vegetation removal work lapses for seven days or longer during the breeding season, a qualified ornithologist shall conduct a supplemental avian pre-construction survey before project work is reinitiated. If active nests are detected within the construction footprint or up to 500 feet from construction activities, the ornithologist shall flag a buffer around each nest (assuming property access). Construction activities shall avoid nest sites until the ornithologist determines that the young have fledged or nesting activity has ceased. If nests are documented outside of the construction (disturbance) footprint, but within 500 feet of the construction area, buffers will be implemented as needed (buffer size dependent on species). In general, the buffer size for common species would be determined on a case-by-case basis in consultation with the CDFW and, if applicable, with USFWS. Buffer sizes</p>	<p>Incorporate protection and avoidance measures into final plans and specifications Conduct preconstruction nesting surveys if grading or vegetation removal occurs during nesting season Implement recommended protection measures as necessary</p>	Mendocino Unified School District	<p>Verify that protection and avoidance measures are in final plans or specifications Verify that surveys are conducted prior to grading or ground disturbing activities during nesting season Verify that disturbance buffers are implemented during construction, if required</p>	

**MITIGATION AND MONITORING PROGRAM
MUSD Water System Reconstruction Project**

Mitigation Measures and Environmental Protection Actions (EPAs)	Implementation Procedure	Monitoring Responsibility	Monitoring / Reporting Action & Schedule	Monitoring Compliance Record (Name/Date)
<p>will take into account factors such as (1) noise and human disturbance levels at the construction site at the time of the survey and the noise and disturbance expected during the construction activity; (2) distance and amount of vegetation or other screening between the construction site and the nest; and (3) sensitivity of individual nesting species and behaviors of the nesting birds.</p> <p>If active nests are detected during the survey, the qualified ornithologist shall monitor all nests at least once per week to determine whether birds are being disturbed. Activities that might, in the opinion of the qualified ornithologist, disturb nesting activities (e.g., excessive noise), shall be prohibited within the buffer zone until such a determination is made. If signs of disturbance or distress are observed, the qualified ornithologist shall immediately implement adaptive measures to reduce disturbance. These measures may include, but are not limited to, increasing buffer size, halting disruptive construction activities in the vicinity of the nest until fledging is confirmed or nesting activity has ceased, placement of visual screens or sound dampening structures between the nest and construction activity, reducing speed limits, replacing and updating noisy equipment, queuing trucks to distribute idling noise, locating vehicle access points and loading and shipping facilities away from noise-sensitive receptors, reducing the number of noisy construction activities occurring simultaneously, and/or reorienting and/or relocating construction equipment to minimize noise at noise-sensitive receptors.</p>				
Cultural Resources				
<p>CR-1: Minimize Impacts to Unknown Archaeological or Tribal Cultural Resources</p> <p>In the event that any subsurface archaeological features or deposits, including locally darkened midden soil, are discovered during construction-related earth-moving activities, all ground-disturbing activity in the vicinity of the resource shall be halted, a qualified professional archaeologist shall be retained to evaluate the find, and the appropriate tribal representative(s) shall be notified. If the find qualifies as a historical resource, unique archaeological resource, or tribal cultural resource as defined by CEQA, the archaeologist shall develop appropriate measures to protect the integrity of the resource and ensure that no additional resources are affected. In considering any suggested measures proposed by the consulting archaeologist in order to mitigate impacts to historical resources or unique archaeological resources, the MUSD shall determine whether avoidance is necessary and feasible in light of factors such as the nature of the find, project design, costs, and other considerations. If avoidance is infeasible, other appropriate measures (e.g., data recovery)</p>	<p>Incorporate protection and avoidance measures into final plans or specifications</p> <p>Complete archaeological monitoring during initial ground disturbing activities</p>	<p>Mendocino Unified School District</p>	<p>Verify that protection and avoidance measures are in final plans or specifications</p>	

**MITIGATION AND MONITORING PROGRAM
MUSD Water System Reconstruction Project**

Mitigation Measures and Environmental Protection Actions (EPAs)	Implementation Procedure	Monitoring Responsibility	Monitoring / Reporting Action & Schedule	Monitoring Compliance Record (Name/Date)
<p>shall be instituted. Work may proceed on other parts of the project while mitigation for unique archaeological resources is being carried out.</p>				
Hazards and Hazardous Materials				
<p>HAZ-1: Waste Management and Disposal The MUSD and/or its Contractor shall, prior to the start of construction activities, develop and then implement a waste management and disposal plan to control and prevent releases of lead paint and lead-laden soil during construction activities that could pose a risk to human health and the environment. At a minimum, the plan shall specify that the existing tanks be dismantled without removing the paint on the tanks. During dismantling, handling, and transporting the tank to the disposal facility, the tank surface shall be stabilized by wrapping and securing the tank pieces in plastic sheeting or coating the outer tank surface with a stabilizer compound to mitigate the potential for friable paint to flake off during transport. The management and disposal of the tank debris shall be conducted in accordance with the off-site facility receiving the dismantled tanks. If the paint is to be removed from the tanks prior to tank removal, TCLP leaching tests shall be performed to determine if the paint is RCRA hazardous waste. The plan shall specify proper soil management and handling protocols that shall be implemented to minimize airborne dust and protect construction workers and neighboring residents from exposure to hazardous material emissions during tank deconstruction and soil excavation/grading activities. The plan shall identify and implement protocols to protect workers from exposure to chemicals above the applicable federal and state Occupational Safety and Health Administration's (OSHA) Permissible Exposure Limits (PELs), such as the use of personal protective equipment requirements, worker decontamination procedures, and air monitoring strategies to ensure that workers are adequately protected.</p>	<p>Prepare a Waste Management and Disposal Plan Contractor to implement Waste Management and Disposal Plan during construction</p>	<p>Mendocino Unified School District</p>	<p>Verify requirement of Waste Management and Disposal Plan is in final plans or specifications and is submitted for approval prior to construction Check jobsite compliance as necessary</p>	
<p>HAZ-2: Reduce Wildland Fire Hazards During Construction Prior to construction, the MUSD and its contractor(s) shall remove and/or clear away dry, combustible vegetation from the construction site. Grass and other vegetation less than 18 inches in height above the ground shall be maintained where necessary to stabilize the soil and prevent erosion. Vehicles shall not be parked in areas where exhaust systems contact combustible materials. Fire extinguishers shall be available on the construction site to assist in quickly extinguishing any small fires. The contractors shall have on site the phone number for the local fire department(s).</p>	<p>Incorporate protection and avoidance measures into final plans or specifications</p>	<p>Mendocino Unified School District</p>	<p>Verify that protection and avoidance measures are in final plans or specifications Check jobsite compliance as necessary</p>	

**MITIGATION AND MONITORING PROGRAM
MUSD Water System Reconstruction Project**

Mitigation Measures and Environmental Protection Actions (EPAs)	Implementation Procedure	Monitoring Responsibility	Monitoring / Reporting Action & Schedule	Monitoring Compliance Record (Name/Date)
<p>Hydrology and Water Quality</p> <p>HWQ-1: Implement Storm Water Control Measures during Construction</p> <p>The MUSD and its contractor shall implement appropriate Best Management Practices to prevent the discharge of construction waste, debris or contaminants. Best Management Practices may include, but would not be limited to, the following:</p> <ul style="list-style-type: none"> Existing vegetation on the construction site shall be maintained to the maximum extent feasible. Areas of disturbed soil shall be reseeded and covered with vegetation as soon as possible after disturbance. Erosion control devices shall be installed in coordination with clearing, grubbing, and grading. Such devices shall include perimeter sediment controls (perimeter silt fence, fiber rolls), stabilized construction exits, stockpile management, wind erosion control, and sediment basins if needed to retain sediment on site. BMPs shall be implemented to prevent the release of hazardous construction chemicals during construction. Such BMPs shall include material handling and waste management, material stockpile management, management of any washout areas, control of vehicle/equipment fueling to contractor's staging area, vehicle and equipment cleaning performed off site, and spill prevention and control. If more than one acre of land would be disturbed, the MUSD shall obtain coverage under State Water Resources Control Board Order No. 2009-0009-DWQ, Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction and Land Disturbance Activities, as amended by Order No. 2012-0006. The MUSD shall comply with all provisions of the permit, including development and implementation of a Storm Water Pollution Prevention Plan. 	<p>Contractor to implement recommended protection measures as necessary</p>			
<p>Hydrology and Water Quality</p> <p>HWQ-1: Implement Storm Water Control Measures during Construction</p> <p>The MUSD and its contractor shall implement appropriate Best Management Practices to prevent the discharge of construction waste, debris or contaminants. Best Management Practices may include, but would not be limited to, the following:</p> <ul style="list-style-type: none"> Existing vegetation on the construction site shall be maintained to the maximum extent feasible. Areas of disturbed soil shall be reseeded and covered with vegetation as soon as possible after disturbance. Erosion control devices shall be installed in coordination with clearing, grubbing, and grading. Such devices shall include perimeter sediment controls (perimeter silt fence, fiber rolls), stabilized construction exits, stockpile management, wind erosion control, and sediment basins if needed to retain sediment on site. BMPs shall be implemented to prevent the release of hazardous construction chemicals during construction. Such BMPs shall include material handling and waste management, material stockpile management, management of any washout areas, control of vehicle/equipment fueling to contractor's staging area, vehicle and equipment cleaning performed off site, and spill prevention and control. If more than one acre of land would be disturbed, the MUSD shall obtain coverage under State Water Resources Control Board Order No. 2009-0009-DWQ, Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction and Land Disturbance Activities, as amended by Order No. 2012-0006. The MUSD shall comply with all provisions of the permit, including development and implementation of a Storm Water Pollution Prevention Plan. 	<p>Incorporate protection and avoidance measures into final plans or specifications</p> <p>Contractor to implement recommended protection measures as necessary</p>	<p>Mendocino Unified School District</p>	<p>Verify that protection and avoidance measures are in final plans or specifications</p> <p>Check jobsite compliance as necessary</p>	

MITIGATION AND MONITORING PROGRAM
MUSD Water System Reconstruction Project

Mitigation Measures and Environmental Protection Actions (EPAs)	Implementation Procedure	Monitoring Responsibility	Monitoring / Reporting Action & Schedule	Monitoring Compliance Record (Name/Date)
<p>Transportation</p> <p>TR-1: Implement Traffic Controls During Construction</p> <p>Prior to the start of construction, the MUSD and/or its contractor shall prepare and implement a construction traffic control plan. Traffic controls shall include, but not necessarily be limited to, the following:</p> <ul style="list-style-type: none"> • Maintain the existing driveway to the project site, keeping it open and in good, safe condition at all times with adequate turning radii for construction vehicles. • Provide signage along Little Lake Road in advance of the project site to warn of construction vehicles entering and existing the roadway. • Provide immediate access of emergency vehicles through the construction area at all times. • Prohibit on-street parking or staging of equipment during construction. 	<p>Prepare Construction Traffic Control Plan</p> <p>Contractor to implement Construction Traffic Control Plan during construction</p>	<p>Mendocino Unified School District</p>	<p>Verify requirement of Construction Traffic Control Plan is in final plans or specifications and is submitted for approval prior to construction</p> <p>Check jobsite compliance as necessary</p>	

MUSD Deferred Maintenance Budget

Overview

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Beginning Balance	476,316.31	402,029.92	302,466.36	206,604.94	144,088.00	157,426.18	147,737.13	132,036.13	152,036.13	137,036.13	137,036.13	172,036.13	222,036.13	222,036.13
Total Def. Maint	-174,888.39	-174,563.56	-170,861.42	-137,516.94	-61,961.82	-90,689.05	-94,701.00	-55,000.00	-75,000.00	-90,000.00	-40,000.00	-25,000.00	-150,000.00	-1,179,881.18
Ending Balance	302,029.92	227,466.36	131,604.94	69,088.00	82,126.18	66,737.13	57,036.13	77,036.13	77,036.13	62,036.13	97,036.13	147,036.13	72,036.13	
Annual Deposit		100,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	

SITES

H5	-67,196.53	-142,398.29	-91,131.47	-81,758.65	-4,905.73	-37,650.00	-5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-440,140.67
K8	-7,846.98	-2,760.59	-17,502.85	-42,891.10	-20,170.00	-1,239.13	-54,701.00	0.00	0.00	0.00	0.00	0.00	-125,000.00	0.00	-147,111.65
Albion	-23,849.27	-8,129.71	0.00	0.00	0.00	-5,618.00	0.00	0.00	-5,000.00	0.00	0.00	0.00	0.00	0.00	-42,596.98
Competche	-990.24	-899.65	-6,998.00	-202.92	-1,410.00	-33,441.92	0.00	-10,000.00	-10,000.00	0.00	0.00	0.00	0.00	0.00	-63,842.73
Elk	-1,829.83	-1,124.50	0.00	0.00	-9,555.00	-12,740.00	0.00	-20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-45,249.33
CCM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friendship Park	-8,016.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-8,016.27
MCA	0.00	0.00	0.00	0.00	7,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,900.00
District Office, Maintenance, Bus Barn	-57,092.73	-6,874.00	-55,129.10	-2,664.27	-17,721.09	0.00	-25,000.00	-25,000.00	-45,000.00	-75,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-309,468.19
Equipment	-8,049.54	-12,376.82	0.00	0.00	0.00	0.00	0.00	-15,000.00	-15,000.00	-15,000.00	-15,000.00	0.00	0.00	0.00	-50,426.36

K-8

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Security Cameras (PLANNED)	-5,918.24						-10,000.00							-15,918.24
Gutter Repair	-34.74													-34.74
Oil Separator Locate	-648.75													-648.75
SWPP	-255.00													-255.00
Basket Ball Hoop	-990.25													-990.25
Generator		-607		3,565										-4,432.11
Exterior Lights Controller		-1,853.59		-99,386										-1,853.59
Small Playground Structure			-17,503	-99,386	-20,170.00	-1,239.13	-39,701.00							-59,871.00
Seal Coat, Paint Asphalt (PLANNED)														-1,239.13
Metal Repair (PLANNED)														0.00
Replace Playground Paddling														0.00
Clean Roof/Solar Panels							-5,000.00						-125,000.00	-125,000.00
Playground														0.00
														0.00
														0.00
														0.00
Total/Year	-7,846.98	-2,760.59	-17,502.85	-42,891.10	-20,170.00	-1,239.13	-54,701.00	0.00	0.00	0.00	0.00	0.00	-135,000.00	-147,111.65

Albion

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Exterior Paint	-21,993.27													-21,993.27
Basket Ball Hoop/Count	-1,856.00	-8,129.71												-9,985.71
Flooring Repair (COMPLETE)						-4,343.00								-4,343.00
Leach Field Em. Repair						-3,275.00								-3,275.00
Seal Coat Asphalt								-5,000.00						-5,000.00
														0.00
														0.00
														0.00
														0.00
Total/Year	-23,849.27	-8,129.71	0.00	0.00	0.00	-5,618.00	0.00	0.00	-5,000.00	0.00	0.00	0.00	0.00	-10,018.00

Friendship Park

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Building Repair/Paint	-8,026.27													-8,026.27
														0.00
														0.00
														0.00
Total/Year	-8,026.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

MCN

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
1 Fire Inspector Mandated Ceiling Cover					-7,900.00									-7,900.00
														0.00
														0.00
														0.00
Total/Year	0.00	0.00	0.00	0.00	-7,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

District Office, Maintenance, Bus Barn, Misd.

Project	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Fire Line Payback	55,702.00													55,702.00
Misc.	207.27													207.27
Hazmat Inventory	-1,606.00													-1,606.00
D.O. Flat Roof Replace		-6,874.00												-6,874.00
Water Leak Detection			-12,723.00											-12,723.00
D.O. Mold			-12,593.00											-12,593.00
MCCSD Engineer			-16,963.44											-16,963.44
State Mandated Water System Upgrades			-3,000.00	-2,500.00										-5,500.00
RED's		-780.00												-780.00
Bus Barn Drainage		-352.50												-352.50
Maint Yard Emergency Tree Removal		-5,800.00												-5,800.00
Adj.			-3,127.16	2420.64										-706.52
Bus Barn Roofing, Siding, Repairs									-20,000.00					-20,000.00
District Office Stain/Siding Replace														0.00
U Fuel Tank Bollards				-4,900.00										-4,900.00
U Bus Barn Automatic Doors				-9,866										-9,866.00
U Maint Well Pump Replace				3,131										3,131.00
Road Signs, Custom				-1,878										-1,878.00
Plumbing Parts				-48										-48.00
														0.00
Unplanned						0	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-100,000.00
														0.00
														0.00
														0.00
														0.00
Total/Year	57,099.73	-6,874.00	-55,129.10	-2,664.27	-17,771.09	0.00	-25,000.00	-25,000.00	-45,000.00	-75,000.00	-25,000.00	-25,000.00	-25,000.00	-259,488.19

Equipment

Description	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Running Total
Dump Trailer	-8,049.54													-8,049.54
Commercial Mower		-12,376.82												-12,376.82
Maintenance Truck							-15,000.00							-15,000.00
Maintenance Truck									-15,000.00					-15,000.00
Maintenance Truck										-15,000.00				-15,000.00
														0.00
														0.00
Total/Year	-8,049.54	-12,376.82	0.00	0.00	0.00	0.00	0.00	0.00	-15,000.00	-15,000.00	-15,000.00	0.00	0.00	-65,426.36

Unaudited Actuals
FINANCIAL REPORTS
2019-20 Unaudited Actuals
Summary of Unaudited Actual Data Submission

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected. (EC 41372)	58.57%
	CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.	\$0.00
ESMOE	Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2021-22 apportionment may be reduced by the lesser of the following two percentages: MOE Deficiency Percentage - Based on Total Expenditures MOE Deficiency Percentage - Based on Expenditures Per ADA	MOE Met
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1 If this amount is not zero, it represents an increase to your Appropriations Limit. The Department of Finance must be notified of increases within 45 days of budget adoption.	\$0.00
	Adjusted Appropriations Limit	\$7,797,118.53
	Appropriations Subject to Limit These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132.	\$7,546,176.28
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2021-22, subject to CDE approval.	6.64%

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2019-20 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

Signed: _____
Clerk/Secretary of the Governing Board
(Original signature required)

Date of Meeting: Oct 15, 2020

To the Superintendent of Public Instruction:

2019-20 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

For School District:

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Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) LCFF Sources		8010-8099	7,427,615.04	0.00	7,427,615.04	7,170,139.43	0.00	7,170,139.43	-3.5%
2) Federal Revenue		8100-8299	32,509.33	162,340.46	194,849.79	18,674.00	158,306.14	176,980.14	-9.2%
3) Other State Revenue		8300-8599	120,959.00	501,892.40	622,851.40	109,710.54	383,357.00	493,067.54	-20.8%
4) Other Local Revenue		8600-8799	131,688.70	545,514.39	677,203.09	100,282.25	376,610.00	476,892.25	-29.6%
5) TOTAL, REVENUES			7,712,772.07	1,209,747.25	8,922,519.32	7,398,806.22	918,273.14	8,317,079.36	-6.8%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	2,858,050.72	625,398.35	3,483,449.07	2,821,688.36	631,310.71	3,452,999.07	-0.9%
2) Classified Salaries		2000-2999	1,243,830.33	571,222.46	1,815,052.79	1,194,866.03	584,250.86	1,779,116.89	-2.0%
3) Employee Benefits		3000-3999	1,679,539.38	951,867.67	2,631,407.05	1,690,009.42	862,345.89	2,552,355.31	-3.0%
4) Books and Supplies		4000-4999	207,948.27	110,368.87	318,317.14	230,567.91	90,786.68	321,354.59	1.0%
5) Services and Other Operating Expenditures		5000-5999	612,787.79	131,288.95	744,076.74	689,191.85	122,959.73	812,151.58	9.1%
6) Capital Outlay		6000-6999	68,386.98	0.00	68,386.98	0.00	0.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(36,000.00)	30,000.00	(6,000.00)	(36,000.00)	30,000.00	(6,000.00)	0.0%
9) TOTAL, EXPENDITURES			6,634,543.47	2,420,146.30	9,054,689.77	6,590,323.57	2,321,653.87	8,911,977.44	-1.6%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			1,078,228.60	(1,210,399.05)	(132,170.45)	808,482.65	(1,403,380.73)	(594,898.08)	350.1%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	39,999.96	0.00	39,999.96	40,000.00	0.00	40,000.00	0.0%
b) Transfers Out		7600-7629	153,228.32	0.00	153,228.32	181,831.16	0.00	181,831.16	18.7%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(1,251,606.64)	1,251,606.64	0.00	(1,395,453.11)	1,395,453.11	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,364,835.00)	1,251,606.64	(113,228.36)	(1,537,284.27)	1,395,453.11	(141,831.16)	25.3%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(286,606.40)	41,207.59	(245,398.81)	(728,801.62)	(7,927.62)	(736,729.24)	200.2%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	2,448,923.95	68,082.40	2,517,006.35	2,162,317.55	109,289.99	2,271,607.54	-9.7%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,448,923.95	68,082.40	2,517,006.35	2,162,317.55	109,289.99	2,271,607.54	-9.7%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,448,923.95	68,082.40	2,517,006.35	2,162,317.55	109,289.99	2,271,607.54	-9.7%
2) Ending Balance, June 30 (E + F1e)			2,162,317.55	109,289.99	2,271,607.54	1,433,515.93	101,362.37	1,534,878.30	-32.4%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	23,430.04	0.00	23,430.04	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	109,289.99	109,289.99	0.00	106,895.83	106,895.83	-2.2%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	0.00	0.00	0.00	368,260.00	0.00	368,260.00	New
Unassigned/Unappropriated Amount		9790	2,128,887.51	0.00	2,128,887.51	1,055,255.93	(5,533.46)	1,049,722.47	-50.7%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
G. ASSETS									
1) Cash									
a) in County Treasury		9110	2,134,086.46	(138,902.23)	1,995,184.23				
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Cash Account		9130	10,000.00	0.00	10,000.00				
d) with Fiscal Agent/Trustee		9135	0.00	0.00	0.00				
e) Collections Awaiting Deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	263,458.49	267,215.40	530,673.89				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	0.00	0.00	0.00				
6) Stores		9320	0.00	0.00	0.00				
7) Prepaid Expenditures		9330	23,430.04	0.00	23,430.04				
8) Other Current Assets		9340	0.00	0.00	0.00				
9) TOTAL, ASSETS			2,430,974.99	128,313.17	2,559,288.16				
H. DEFERRED OUTFLOWS OF RESOURCES									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL, DEFERRED OUTFLOWS			0.00	0.00	0.00				
I. LIABILITIES									
1) Accounts Payable		9500	86,349.65	19,023.18	105,372.83				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	182,307.79	0.00	182,307.79				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	0.00	0.00				
6) TOTAL, LIABILITIES			268,657.44	19,023.18	287,680.62				
J. DEFERRED INFLOWS OF RESOURCES									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL, DEFERRED INFLOWS			0.00	0.00	0.00				
K. FUND EQUITY									
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			2,162,317.55	109,289.99	2,271,607.54				

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
LCFF SOURCES									
Principal Apportionment									
State Aid - Current Year		8011	1,703,002.00	0.00	1,703,002.00	1,535,428.00	0.00	1,535,428.00	-9.8%
Education Protection Account State Aid - Current Year		8012	84,396.00	0.00	84,396.00	99,800.00	0.00	99,800.00	18.3%
State Aid - Prior Years		8019	15,534.00	0.00	15,534.00	0.00	0.00	0.00	-100.0%
Tax Relief Subventions									
Homeowners' Exemptions		8021	40,695.94	0.00	40,695.94	41,200.00	0.00	41,200.00	1.2%
Timber Yield Tax		8022	206,018.51	0.00	206,018.51	120,000.00	0.00	120,000.00	-41.8%
Other Subventions/In-Lieu Taxes		8029	98.12	0.00	98.12	0.00	0.00	0.00	-100.0%
County & District Taxes									
Secured Roll Taxes		8041	5,280,128.02	0.00	5,280,128.02	5,291,646.00	0.00	5,291,646.00	0.2%
Unsecured Roll Taxes		8042	166,789.18	0.00	166,789.18	155,665.00	0.00	155,665.00	-6.7%
Prior Years' Taxes		8043	5,953.27	0.00	5,953.27	1,400.43	0.00	1,400.43	-76.5%
Supplemental Taxes		8044	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604)									
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			7,502,615.04	0.00	7,502,615.04	7,245,139.43	0.00	7,245,139.43	-3.4%
LCFF Transfers									
Unrestricted LCFF Transfers - Current Year	0000	8091	(75,000.00)		(75,000.00)	(75,000.00)		(75,000.00)	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			7,427,615.04	0.00	7,427,615.04	7,170,139.43	0.00	7,170,139.43	-3.5%
FEDERAL REVENUE									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	97,562.00	97,562.00	0.00	92,361.00	92,361.00	-5.3%
Special Education Discretionary Grants		8182	0.00	2,645.00	2,645.00	0.00	3,200.00	3,200.00	21.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290		38,700.00	38,700.00		38,932.59	38,932.59	0.6%
Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290		7,900.00	7,900.00		8,565.55	8,565.55	8.4%
Title III, Part A, Immigrant Student Program	4201	8290		0.00	0.00		0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Title III, Part A, English Learner Program	4203	8290		0.00	0.00		0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00		0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3185, 4037, 4050, 4123, 4124, 4126, 4127, 4128, 5510, 5630	8290		10,000.00	10,000.00		10,000.00	10,000.00	0.0%
Career and Technical Education	3500-3599	8290		0.00	0.00		3,247.00	3,247.00	New
All Other Federal Revenue	All Other	8290	32,509.33	5,533.46	38,042.79	18,674.00	2,000.00	20,674.00	-45.7%
TOTAL, FEDERAL REVENUE			32,509.33	162,340.46	194,849.79	18,674.00	158,306.14	176,980.14	-9.2%
OTHER STATE REVENUE									
Other State Apportionments									
ROC/P Entitlement Prior Years	6360	8319		0.00	0.00		0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311		0.00	0.00		0.00	0.00	0.0%
Prior Years	6500	8319		0.00	0.00		0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	20,987.00	0.00	20,987.00	20,987.00	0.00	20,987.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	78,354.46	28,169.40	106,523.86	71,611.00	25,111.00	96,722.00	-9.2%
Tax Relief Subventions Restricted Levies - Other									
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590		0.00	0.00		0.00	0.00	0.0%
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590		0.00	0.00		0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590		0.00	0.00		0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590		59,400.00	59,400.00		59,400.00	59,400.00	0.0%
American Indian Early Childhood Education	7210	8590		0.00	0.00		0.00	0.00	0.0%
Specialized Secondary	7370	8590		0.00	0.00		0.00	0.00	0.0%
Quality Education Investment Act	7400	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	21,617.54	414,323.00	435,940.54	17,112.54	298,846.00	315,958.54	-27.5%
TOTAL, OTHER STATE REVENUE			120,959.00	501,892.40	622,851.40	109,710.54	383,357.00	493,067.54	-20.8%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
OTHER LOCAL REVENUE									
Other Local Revenue									
County and District Taxes									
Other Restricted Levies									
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes									
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	90,483.40	90,483.40	0.00	89,000.00	89,000.00	-1.6%
Community Redevelopment Funds									
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales									
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	5,480.00	0.00	5,480.00	8,000.00	0.00	8,000.00	46.0%
Interest		8660	37,573.98	0.00	37,573.98	23,000.00	0.00	23,000.00	-38.8%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	56,131.40	36,303.00	92,434.40	50,347.00	39,884.00	90,231.00	-2.4%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	1,078.81	0.00	1,078.81	2,000.00	0.00	2,000.00	85.4%
Other Local Revenue Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	31,424.51	92,375.37	123,799.88	16,935.25	10,000.00	26,935.25	-78.2%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments									
Special Education SELPA Transfers									
From Districts or Charter Schools	6500	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6500	8792		326,352.62	326,352.62		237,726.00	237,726.00	-27.2%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments									
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			131,688.70	545,514.39	677,203.09	100,282.25	376,610.00	476,892.25	-29.6%
TOTAL, REVENUES			7,712,772.07	1,209,747.25	8,922,519.32	7,398,806.22	918,273.14	8,317,079.36	-6.8%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	2,415,984.12	399,037.81	2,815,021.93	2,357,612.71	411,877.28	2,769,489.99	-1.6%
Certificated Pupil Support Salaries		1200	133,627.29	166,492.06	300,119.35	154,858.33	159,009.11	313,867.44	4.6%
Certificated Supervisors' and Administrators' Salaries		1300	307,951.81	59,868.48	367,820.29	309,217.32	60,424.32	369,641.64	0.5%
Other Certificated Salaries		1900	487.50	0.00	487.50	0.00	0.00	0.00	-100.0%
TOTAL, CERTIFICATED SALARIES			2,858,050.72	625,398.35	3,483,449.07	2,821,688.36	631,310.71	3,452,999.07	-0.9%
CLASSIFIED SALARIES									
Classified Instructional Salaries		2100	149,875.10	215,051.35	364,926.45	125,793.34	223,320.22	349,113.56	-4.3%
Classified Support Salaries		2200	339,203.00	269,725.03	608,928.03	322,973.09	271,115.56	594,088.65	-2.4%
Classified Supervisors' and Administrators' Salaries		2300	300,389.53	86,446.08	386,835.61	288,761.55	89,815.08	378,576.63	-2.1%
Clerical, Technical and Office Salaries		2400	433,707.94	0.00	433,707.94	436,959.61	0.00	436,959.61	0.7%
Other Classified Salaries		2900	20,654.76	0.00	20,654.76	20,378.44	0.00	20,378.44	-1.3%
TOTAL, CLASSIFIED SALARIES			1,243,830.33	571,222.46	1,815,052.79	1,194,866.03	584,250.86	1,779,116.89	-2.0%
EMPLOYEE BENEFITS									
STRS		3101-3102	453,676.48	505,650.46	959,326.94	432,448.28	399,069.23	831,517.51	-13.3%
PERS		3201-3202	252,003.77	110,675.37	362,679.14	267,113.00	120,939.91	388,052.91	7.0%
OASDI/Medicare/Alternative		3301-3302	138,900.55	49,717.93	188,618.48	132,827.13	50,625.57	183,452.70	-2.7%
Health and Welfare Benefits		3401-3402	653,620.19	250,629.26	904,249.45	649,845.07	256,012.41	905,857.48	0.2%
Unemployment Insurance		3501-3502	1,952.81	560.66	2,513.47	1,879.36	564.32	2,443.68	-2.8%
Workers' Compensation		3601-3602	119,930.05	34,633.99	154,564.04	117,018.58	35,134.45	152,153.03	-1.6%
OPEB, Allocated		3701-3702	31,661.03	0.00	31,661.03	70,209.00	0.00	70,209.00	121.8%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	27,794.50	0.00	27,794.50	18,669.00	0.00	18,669.00	-32.8%
TOTAL, EMPLOYEE BENEFITS			1,679,539.38	951,867.67	2,631,407.05	1,690,009.42	862,345.89	2,552,355.31	-3.0%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	7,922.20	25,208.48	33,130.68	7,031.10	26,000.00	33,031.10	-0.3%
Materials and Supplies		4300	187,445.59	80,541.80	267,987.39	184,536.81	53,286.68	237,823.49	-11.3%
Noncapitalized Equipment		4400	12,580.48	4,618.59	17,199.07	39,000.00	11,500.00	50,500.00	193.6%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			207,948.27	110,368.87	318,317.14	230,567.91	90,786.68	321,354.59	1.0%
SERVICES AND OTHER OPERATING EXPENDITURES									
Subagreements for Services		5100	35,000.00	0.00	35,000.00	20,000.00	15,000.00	35,000.00	0.0%
Travel and Conferences		5200	24,531.67	14,741.18	39,272.85	26,394.68	5,380.00	31,774.68	-19.1%
Dues and Memberships		5300	28,245.12	0.00	28,245.12	19,999.36	0.00	19,999.36	-29.2%
Insurance		5400 - 5450	82,188.04	0.00	82,188.04	88,805.00	0.00	88,805.00	8.1%
Operations and Housekeeping Services		5500	207,159.73	585.70	207,745.43	223,122.00	0.00	223,122.00	7.4%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	27,609.47	286.00	27,895.47	35,900.00	1,500.00	37,400.00	34.1%
Transfers of Direct Costs		5710	(379.91)	379.91	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	175,489.74	115,296.16	290,785.90	229,478.30	101,079.73	330,558.03	13.7%
Communications		5900	32,943.93	0.00	32,943.93	45,492.51	0.00	45,492.51	38.1%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			612,787.79	131,288.95	744,076.74	689,191.85	122,959.73	812,151.58	9.1%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
CAPITAL OUTLAY									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	9,500.00	0.00	9,500.00	0.00	0.00	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	58,886.98	0.00	58,886.98	0.00	0.00	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			68,386.98	0.00	68,386.98	0.00	0.00	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)									
Tuition									
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments									
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues									
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments									
To Districts or Charter Schools	6500	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers of Apportionments									
To Districts or Charter Schools	6360	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									
Transfers of Indirect Costs		7310	(30,000.00)	30,000.00	0.00	(30,000.00)	30,000.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(6,000.00)	0.00	(6,000.00)	(6,000.00)	0.00	(6,000.00)	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(36,000.00)	30,000.00	(6,000.00)	(36,000.00)	30,000.00	(6,000.00)	0.0%
TOTAL, EXPENDITURES			6,634,543.47	2,420,146.30	9,054,689.77	6,590,323.57	2,321,653.87	8,911,977.44	-1.6%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	39,999.96	0.00	39,999.96	40,000.00	0.00	40,000.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			39,999.96	0.00	39,999.96	40,000.00	0.00	40,000.00	0.0%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	31,837.31	0.00	31,837.31	42,383.21	0.00	42,383.21	33.1%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	113,026.01	0.00	113,026.01	131,257.95	0.00	131,257.95	16.1%
Other Authorized Interfund Transfers Out		7619	8,365.00	0.00	8,365.00	8,190.00	0.00	8,190.00	-2.1%
(b) TOTAL, INTERFUND TRANSFERS OUT			153,228.32	0.00	153,228.32	181,831.16	0.00	181,831.16	18.7%
OTHER SOURCES/USES									
SOURCES									
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
USES									
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS									
Contributions from Unrestricted Revenues		8980	(1,251,606.64)	1,251,606.64	0.00	(1,395,453.11)	1,395,453.11	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(1,251,606.64)	1,251,606.64	0.00	(1,395,453.11)	1,395,453.11	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES									
(a - b + c - d + e)			(1,364,835.00)	1,251,606.64	(113,228.36)	(1,537,284.27)	1,395,453.11	(141,831.16)	25.3%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) LCFF Sources		8010-8099	7,427,615.04	0.00	7,427,615.04	7,170,139.43	0.00	7,170,139.43	-3.5%
2) Federal Revenue		8100-8299	32,509.33	162,340.46	194,849.79	18,674.00	158,306.14	176,980.14	-9.2%
3) Other State Revenue		8300-8599	120,959.00	501,892.40	622,851.40	109,710.54	383,357.00	493,067.54	-20.8%
4) Other Local Revenue		8600-8799	131,688.70	545,514.39	677,203.09	100,282.25	376,610.00	476,892.25	-29.6%
5) TOTAL REVENUES			7,712,772.07	1,209,747.25	8,922,519.32	7,398,806.22	918,273.14	8,317,079.36	-6.8%
B. EXPENDITURES (Objects 1000-7999)									
1) Instruction	1000-1999		3,599,407.30	1,301,430.73	4,900,838.03	3,603,117.98	1,265,938.88	4,869,056.86	-0.6%
2) Instruction - Related Services	2000-2999		962,723.54	113,879.66	1,076,603.20	1,005,768.07	102,880.52	1,108,648.59	3.0%
3) Pupil Services	3000-3999		738,809.03	258,596.53	997,405.56	751,125.47	237,841.95	988,967.42	-0.8%
4) Ancillary Services	4000-4999		143,722.70	5,465.00	149,187.70	71,448.92	0.00	71,448.92	-52.1%
5) Community Services	5000-5999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) General Administration	7000-7999		696,152.39	40,881.95	737,034.34	723,193.19	39,819.06	763,012.25	3.5%
8) Plant Services	8000-8999		493,728.51	699,892.43	1,193,620.94	435,669.94	675,173.46	1,110,843.40	-6.9%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
10) TOTAL EXPENDITURES			6,634,543.47	2,420,146.30	9,054,689.77	6,590,323.57	2,321,653.87	8,911,977.44	-1.6%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			1,078,228.60	(1,210,399.05)	(132,170.45)	808,482.65	(1,403,380.73)	(594,898.08)	350.1%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	39,999.96	0.00	39,999.96	40,000.00	0.00	40,000.00	0.0%
b) Transfers Out		7600-7629	153,228.32	0.00	153,228.32	181,831.16	0.00	181,831.16	18.7%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(1,251,606.64)	1,251,606.64	0.00	(1,395,453.11)	1,395,453.11	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(1,364,835.00)	1,251,606.64	(113,228.36)	(1,537,284.27)	1,395,453.11	(141,831.16)	25.3%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(286,606.40)	41,207.59	(245,398.81)	(728,801.62)	(7,927.62)	(736,729.24)	200.2%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	2,448,923.95	68,082.40	2,517,006.35	2,162,317.55	109,289.99	2,271,607.54	-9.7%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,448,923.95	68,082.40	2,517,006.35	2,162,317.55	109,289.99	2,271,607.54	-9.7%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,448,923.95	68,082.40	2,517,006.35	2,162,317.55	109,289.99	2,271,607.54	-9.7%
2) Ending Balance, June 30 (E + F1e)			2,162,317.55	109,289.99	2,271,607.54	1,433,515.93	101,362.37	1,534,878.30	-32.4%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	23,430.04	0.00	23,430.04	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	109,289.99	109,289.99	0.00	106,895.83	106,895.83	-2.2%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	0.00	0.00	0.00	368,260.00	0.00	368,260.00	New
Unassigned/Unappropriated Amount		9790	2,128,887.51	0.00	2,128,887.51	1,055,255.93	(5,533.46)	1,049,722.47	-50.7%

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
6300	Lottery: Instructional Materials	21,937.54	21,048.54
7311	Classified School Employee Professional Development Block Grant	5,081.28	5,081.28
7388	SB 117 COVID-19 LEA Response Funds	8,563.00	8,563.00
7510	Low-Performing Students Block Grant	35,964.00	35,964.00
9010	Other Restricted Local	37,744.17	36,239.01
Total, Restricted Balance		109,289.99	106,895.83

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	34,995.00	33,633.00	-3.9%
5) TOTAL, REVENUES			34,995.00	33,633.00	-3.9%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	100.00	0.00	-100.0%
2) Classified Salaries		2000-2999	44,826.92	45,657.50	1.9%
3) Employee Benefits		3000-3999	15,980.73	16,670.53	4.3%
4) Books and Supplies		4000-4999	2,203.51	4,155.18	88.6%
5) Services and Other Operating Expenditures		5000-5999	7,097.16	10,617.00	49.6%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			70,208.32	77,100.21	9.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(35,213.32)	(43,467.21)	23.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	31,837.31	42,383.21	33.1%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			31,837.31	42,383.21	33.1%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(3,376.01)	(1,084.00)	-67.9%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	3,376.01	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,376.01	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,376.01	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)			0.00	(1,084.00)	New
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	(1,084.00)	New

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	281.78		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			281.78		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	281.78		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			281.78		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
FEDERAL REVENUE					
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	0.00	0.00	0.0%
Child Development Apportionments		8530	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
State Preschool	6105	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Interagency Services		8677	23,231.00	22,549.00	-2.9%
All Other Fees and Contracts		8689	10,680.00	10,000.00	-6.4%
Other Local Revenue					
All Other Local Revenue		8699	1,084.00	1,084.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			34,995.00	33,633.00	-3.9%
TOTAL, REVENUES			34,995.00	33,633.00	-3.9%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	100.00	0.00	-100.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			100.00	0.00	-100.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	44,826.92	45,657.50	1.9%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			44,826.92	45,657.50	1.9%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	8,840.31	9,451.10	6.9%
OASDI/Medicare/Alternative		3301-3302	3,436.90	3,492.79	1.6%
Health and Welfare Benefits		3401-3402	2,282.50	2,282.50	0.0%
Unemployment Insurance		3501-3502	22.45	22.83	1.7%
Workers' Compensation		3601-3602	1,398.57	1,421.31	1.6%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			15,980.73	16,670.53	4.3%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	2,203.51	3,455.18	56.8%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	0.00	700.00	New
TOTAL, BOOKS AND SUPPLIES			2,203.51	4,155.18	88.6%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	1,000.00	New
Dues and Memberships		5300	393.00	363.00	-7.6%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	5,345.17	6,380.00	19.4%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	658.24	700.00	6.3%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	1,334.00	New
Communications		5900	700.75	840.00	19.9%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			7,097.16	10,617.00	49.6%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			70,208.32	77,100.21	9.8%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8911	31,837.31	42,383.21	33.1%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			31,837.31	42,383.21	33.1%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			31,837.31	42,383.21	33.1%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	34,995.00	33,633.00	-3.9%
5) TOTAL, REVENUES			34,995.00	33,633.00	-3.9%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		64,132.40	67,880.21	5.8%
2) Instruction - Related Services	2000-2999		30.00	0.00	-100.0%
3) Pupil Services	3000-3999		0.00	700.00	New
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		6,045.92	8,520.00	40.9%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			70,208.32	77,100.21	9.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)					
			(35,213.32)	(43,467.21)	23.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	31,837.31	42,383.21	33.1%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			31,837.31	42,383.21	33.1%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(3,376.01)	(1,084.00)	-67.9%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	3,376.01	0.00	-100.0%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			3,376.01	0.00	-100.0%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			3,376.01	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)					
			0.00	(1,084.00)	New
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Items					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)					
		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	(1,084.00)	New

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
<hr/>		<hr/>	
	Total, Restricted Balance	0.00	0.00
		<hr/>	<hr/>

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	112,114.61	80,000.00	-28.6%
3) Other State Revenue		8300-8599	8,565.23	6,000.00	-29.9%
4) Other Local Revenue		8600-8799	43,517.76	60,000.00	37.9%
5) TOTAL, REVENUES			164,197.60	146,000.00	-11.1%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	96,409.63	94,705.38	-1.8%
3) Employee Benefits		3000-3999	55,150.99	56,202.57	1.9%
4) Books and Supplies		4000-4999	103,840.76	112,950.00	8.8%
5) Services and Other Operating Expenditures		5000-5999	6,029.00	7,400.00	22.7%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	6,000.00	6,000.00	0.0%
9) TOTAL, EXPENDITURES			267,430.38	277,257.95	3.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(103,232.78)	(131,257.95)	27.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	113,026.01	131,257.95	16.1%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			113,026.01	131,257.95	16.1%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			9,793.23	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,813.33	12,606.56	348.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,813.33	12,606.56	348.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,813.33	12,606.56	348.1%
2) Ending Balance, June 30 (E + F1e)			12,606.56	12,606.56	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	12,606.56	0.00	-100.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	12,606.56	New
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	(131,287.62)		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	325.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	26,482.72		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	107,026.01		
6) Stores		9320	12,606.56		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			15,152.67		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	2,546.11		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			2,546.11		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			12,606.56		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
FEDERAL REVENUE					
Child Nutrition Programs		8220	104,892.01	80,000.00	-23.7%
Donated Food Commodities		8221	7,222.60	0.00	-100.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			112,114.61	80,000.00	-28.6%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	8,565.23	6,000.00	-29.9%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			8,565.23	6,000.00	-29.9%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	43,357.76	60,000.00	38.4%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	160.00	0.00	-100.0%
TOTAL, OTHER LOCAL REVENUE			43,517.76	60,000.00	37.9%
TOTAL, REVENUES			164,197.60	146,000.00	-11.1%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	96,409.63	94,705.38	-1.8%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			96,409.63	94,705.38	-1.8%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	17,701.54	19,604.02	10.7%
OASDI/Medicare/Alternative		3301-3302	7,046.85	6,871.90	-2.5%
Health and Welfare Benefits		3401-3402	27,530.28	26,924.58	-2.2%
Unemployment Insurance		3501-3502	45.80	44.29	-3.3%
Workers' Compensation		3601-3602	2,826.52	2,757.78	-2.4%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			55,150.99	56,202.57	1.9%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	11,739.31	9,000.00	-23.3%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	92,101.45	103,950.00	12.9%
TOTAL, BOOKS AND SUPPLIES			103,840.76	112,950.00	8.8%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	6,029.00	7,400.00	22.7%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			6,029.00	7,400.00	22.7%
CAPITAL OUTLAY					
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	6,000.00	6,000.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			6,000.00	6,000.00	0.0%
TOTAL, EXPENDITURES			267,430.38	277,257.95	3.7%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8916	113,026.01	131,257.95	16.1%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			113,026.01	131,257.95	16.1%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			113,026.01	131,257.95	16.1%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	112,114.61	80,000.00	-28.6%
3) Other State Revenue		8300-8599	8,565.23	6,000.00	-29.9%
4) Other Local Revenue		8600-8799	43,517.76	60,000.00	37.9%
5) TOTAL, REVENUES			164,197.60	146,000.00	-11.1%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		261,430.38	271,257.95	3.8%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		6,000.00	6,000.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			267,430.38	277,257.95	3.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(103,232.78)	(131,257.95)	27.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	113,026.01	131,257.95	16.1%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			113,026.01	131,257.95	16.1%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			9,793.23	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	2,813.33	12,606.56	348.1%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			2,813.33	12,606.56	348.1%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			2,813.33	12,606.56	348.1%
2) Ending Balance, June 30 (E + F1e)					
			12,606.56	12,606.56	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	12,606.56	0.00	-100.0%
Prepaid Items					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	12,606.56	New
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)					
		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School I	0.00	12,606.56
Total, Restricted Balance		0.00	12,606.56

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	75,000.00	75,000.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	270.57	500.00	84.8%
5) TOTAL, REVENUES			75,270.57	75,500.00	0.3%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	1,239.13	36,425.08	2839.6%
5) Services and Other Operating Expenditures		5000-5999	89,449.92	39,074.92	-56.3%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			90,689.05	75,500.00	-16.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(15,418.48)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(15,418.48)	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	82,900.21	67,481.73	-18.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			82,900.21	67,481.73	-18.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			82,900.21	67,481.73	-18.6%
2) Ending Balance, June 30 (E + F1e)			67,481.73	67,481.73	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	67,481.73	67,481.73	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	10,081.73		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	75,000.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			85,081.73		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	17,600.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			17,600.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			67,481.73		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
LCFF SOURCES					
LCFF Transfers					
LCFF Transfers - Current Year		8091	75,000.00	75,000.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			75,000.00	75,000.00	0.0%
OTHER STATE REVENUE					
All Other State Revenue					
		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	270.57	500.00	84.8%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			270.57	500.00	84.8%
TOTAL, REVENUES			75,270.57	75,500.00	0.3%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	1,239.13	36,425.08	2839.6%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,239.13	36,425.08	2839.6%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	89,449.92	39,074.92	-56.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			89,449.92	39,074.92	-56.3%
CAPITAL OUTLAY					
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			90,689.05	75,500.00	-16.7%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	75,000.00	75,000.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	270.57	500.00	84.8%
5) TOTAL, REVENUES			75,270.57	75,500.00	0.3%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		90,689.05	75,500.00	-16.7%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			90,689.05	75,500.00	-16.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)					
			(15,418.48)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(15,418.48)	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	82,900.21	67,481.73	-18.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			82,900.21	67,481.73	-18.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			82,900.21	67,481.73	-18.6%
2) Ending Balance, June 30 (E + F1e)			67,481.73	67,481.73	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	67,481.73	67,481.73	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
		<hr/>	<hr/>
	Total, Restricted Balance	0.00	0.00

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	13,363.75	12,000.00	-10.2%
5) TOTAL, REVENUES			13,363.75	12,000.00	-10.2%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			13,363.75	12,000.00	-10.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			13,363.75	12,000.00	-10.2%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	852,164.50	865,528.25	1.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			852,164.50	865,528.25	1.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			852,164.50	865,528.25	1.6%
2) Ending Balance, June 30 (E + F1e)			865,528.25	877,528.25	1.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	865,528.25	877,528.25	1.4%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	865,528.25		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			865,528.25		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			865,528.25		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	13,363.75	12,000.00	-10.2%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			13,363.75	12,000.00	-10.2%
TOTAL, REVENUES			13,363.75	12,000.00	-10.2%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund/CSSF		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund/CSSF		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	13,363.75	12,000.00	-10.2%
5) TOTAL, REVENUES			13,363.75	12,000.00	-10.2%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			13,363.75	12,000.00	-10.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			13,363.75	12,000.00	-10.2%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	852,164.50	865,528.25	1.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			852,164.50	865,528.25	1.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			852,164.50	865,528.25	1.6%
2) Ending Balance, June 30 (E + F1e)			865,528.25	877,528.25	1.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	865,528.25	877,528.25	1.4%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
		<hr/>	<hr/>
	Total, Restricted Balance	0.00	0.00

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	15,311.97	0.00	-100.0%
5) TOTAL, REVENUES			15,311.97	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	229,145.50	0.00	-100.0%
6) Capital Outlay		6000-6999	100,551.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	1,792,652.45	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			2,122,348.95	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(2,107,036.98)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	18,869,152.45	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			18,869,152.45	0.00	-100.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			16,762,115.47	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	16,762,115.47	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	16,762,115.47	New
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	16,762,115.47	New
2) Ending Balance, June 30 (E + F1e)			16,762,115.47	16,762,115.47	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	16,762,115.47	16,762,115.47	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	16,862,666.47		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			16,862,666.47		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	100,551.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			100,551.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			16,762,115.47		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
FEDERAL REVENUE					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll					
		8615	0.00	0.00	0.0%
Unsecured Roll					
		8616	0.00	0.00	0.0%
Prior Years' Taxes					
		8617	0.00	0.00	0.0%
Supplemental Taxes					
		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes					
		8621	0.00	0.00	0.0%
Other					
		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction					
		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes					
		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies					
		8631	0.00	0.00	0.0%
Leases and Rentals					
		8650	0.00	0.00	0.0%
Interest					
		8660	15,311.97	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments					
		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue					
		8699	0.00	0.00	0.0%
All Other Transfers In from All Others					
		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			15,311.97	0.00	-100.0%
TOTAL, REVENUES			15,311.97	0.00	-100.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
Professional/Consulting Services and Operating Expenditures		5800	229,145.50	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			229,145.50	0.00	-100.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	100,551.00	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			100,551.00	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	1,792,652.45	0.00	-100.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,792,652.45	0.00	-100.0%
TOTAL, EXPENDITURES			2,122,348.95	0.00	-100.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Sale of Bonds		8951	17,000,000.00	0.00	-100.0%
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	1,869,152.45	0.00	-100.0%
(c) TOTAL, SOURCES			18,869,152.45	0.00	-100.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			18,869,152.45	0.00	-100.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	15,311.97	0.00	-100.0%
5) TOTAL, REVENUES			15,311.97	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		103,196.50	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	2,019,152.45	0.00	-100.0%
10) TOTAL, EXPENDITURES			2,122,348.95	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(2,107,036.98)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	18,869,152.45	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			18,869,152.45	0.00	-100.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			16,762,115.47	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	16,762,115.47	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	16,762,115.47	New
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	16,762,115.47	New
2) Ending Balance, June 30 (E + F1e)			16,762,115.47	16,762,115.47	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	16,762,115.47	16,762,115.47	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
	Total, Restricted Balance	0.00	0.00

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	49,410.28	42,000.00	-15.0%
5) TOTAL, REVENUES			49,410.28	42,000.00	-15.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	3,625.00	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	9,289.88	0.00	-100.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			12,914.88	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			36,495.40	42,000.00	15.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			36,495.40	42,000.00	15.1%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	206,327.10	242,822.50	17.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			206,327.10	242,822.50	17.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			206,327.10	242,822.50	17.7%
2) Ending Balance, June 30 (E + F1e)			242,822.50	284,822.50	17.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			242,822.50	284,822.50	17.3%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	242,822.50		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			242,822.50		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			242,822.50		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
OTHER STATE REVENUE					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll					
		8615	0.00	0.00	0.0%
Unsecured Roll					
		8616	0.00	0.00	0.0%
Prior Years' Taxes					
		8617	0.00	0.00	0.0%
Supplemental Taxes					
		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes					
		8621	0.00	0.00	0.0%
Other					
		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction					
		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes					
		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies					
		8631	0.00	0.00	0.0%
Interest					
		8660	3,484.08	2,000.00	-42.6%
Net Increase (Decrease) in the Fair Value of Investments					
		8662	0.00	0.00	0.0%
Fees and Contracts Mitigation/Developer Fees					
		8681	45,926.20	40,000.00	-12.9%
Other Local Revenue All Other Local Revenue					
		8699	0.00	0.00	0.0%
All Other Transfers In from All Others					
		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			49,410.28	42,000.00	-15.0%
TOTAL, REVENUES			49,410.28	42,000.00	-15.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
CERTIFICATED SALARIES					
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	3,625.00	0.00	-100.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			3,625.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	9,289.88	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			9,289.88	0.00	-100.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			12,914.88	0.00	-100.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	49,410.28	42,000.00	-15.0%
5) TOTAL, REVENUES			49,410.28	42,000.00	-15.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		12,914.88	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			12,914.88	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			36,495.40	42,000.00	15.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			36,495.40	42,000.00	15.1%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	206,327.10	242,822.50	17.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			206,327.10	242,822.50	17.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			206,327.10	242,822.50	17.7%
2) Ending Balance, June 30 (E + F1e)			242,822.50	284,822.50	17.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			242,822.50	284,822.50	17.3%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
9010	Other Restricted Local	242,822.50	284,822.50
Total, Restricted Balance		<u>242,822.50</u>	<u>284,822.50</u>

Unaudited Actuals
Bond Interest and Redemption Fund
Expenditures by Object

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	0.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,296,189.20	1,296,189.20	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,296,189.20	1,296,189.20	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,296,189.20	1,296,189.20	0.0%
2) Ending Balance, June 30 (E + F1e)			1,296,189.20	1,296,189.20	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	1,296,189.20	1,296,189.20	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	1,296,189.20		
2) TOTAL, DEFERRED OUTFLOWS			1,296,189.20		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			1,296,189.20		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
FEDERAL REVENUE					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Tax Relief Subventions Voted Indebtedness Levies					
Homeowners' Exemptions		8571	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8572	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue County and District Taxes Voted Indebtedness Levies					
Secured Roll		8611	0.00	0.00	0.0%
Unsecured Roll		8612	0.00	0.00	0.0%
Prior Years' Taxes		8613	0.00	0.00	0.0%
Supplemental Taxes		8614	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Bond Redemptions		7433	0.00	0.00	0.0%
Bond Interest and Other Service Charges		7434	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund		7614	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Unaudited Actuals
Bond Interest and Redemption Fund
Expenditures by Function

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			0.00	0.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,296,189.20	1,296,189.20	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,296,189.20	1,296,189.20	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,296,189.20	1,296,189.20	0.0%
2) Ending Balance, June 30 (E + F1e)			1,296,189.20	1,296,189.20	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	1,296,189.20	1,296,189.20	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
	Total, Restricted Balance	0.00	0.00

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,448.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	2,225,891.41	2,245,634.00	0.9%
5) TOTAL, REVENUES			2,227,339.41	2,245,634.00	0.8%
B. EXPENSES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	554,766.51	524,062.56	-5.5%
3) Employee Benefits		3000-3999	288,683.25	245,438.04	-15.0%
4) Books and Supplies		4000-4999	107,186.06	81,906.00	-23.6%
5) Services and Other Operating Expenses		5000-5999	1,327,317.67	1,316,354.00	-0.8%
6) Depreciation		6000-6999	7,719.34	7,719.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			2,285,672.83	2,175,479.60	-4.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(58,333.42)	70,154.40	-220.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	8,365.00	8,190.00	-2.1%
b) Transfers Out		7600-7629	39,999.96	40,000.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(31,634.96)	(31,810.00)	0.6%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			(89,968.38)	38,344.40	-142.6%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	(377,178.52)	(467,146.90)	23.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			(377,178.52)	(467,146.90)	23.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			(377,178.52)	(467,146.90)	23.9%
2) Ending Net Position, June 30 (E + F1e)			(467,146.90)	(428,802.50)	-8.2%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	23,158.39	New
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	(467,146.90)	(451,960.89)	-3.3%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	139,062.40		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	122,898.08		
c) in Revolving Cash Account		9130	15,000.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	29,411.46		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	66,234.06		
e) Accumulated Depreciation - Buildings		9435	(66,234.06)		
f) Equipment		9440	145,290.27		
g) Accumulated Depreciation - Equipment		9445	(129,851.22)		
h) Work in Progress		9450	0.00		
10) TOTAL, ASSETS			321,810.99		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	259,445.00		
2) TOTAL, DEFERRED OUTFLOWS			259,445.00		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
I. LIABILITIES					
1) Accounts Payable		9500	28,884.71		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	14,635.03		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	910,824.00		
b) Total/Net OPEB Liability		9664	0.00		
c) Compensated Absences		9665	25,624.15		
d) COPs Payable		9666	0.00		
e) Capital Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			979,967.89		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	68,435.00		
2) TOTAL, DEFERRED INFLOWS			68,435.00		
K. NET POSITION					
Net Position, June 30					
(must agree with line F2) (G10 + H2) - (I7 + J2)			(467,146.90)		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
OTHER STATE REVENUE					
STRS On-Behalf Pension Contributions	7690	8590	1,448.00	0.00	-100.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			1,448.00	0.00	-100.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	2,817.45	2,000.00	-29.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
All Other Fees and Contracts		8689	2,223,073.96	2,243,634.00	0.9%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,225,891.41	2,245,634.00	0.9%
TOTAL, REVENUES			2,227,339.41	2,245,634.00	0.8%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	149,881.32	149,881.32	0.0%
Clerical, Technical and Office Salaries		2400	404,885.19	374,181.24	-7.6%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			554,766.51	524,062.56	-5.5%
EMPLOYEE BENEFITS					
STRS		3101-3102	3,426.20	8,875.11	159.0%
PERS		3201-3202	142,036.36	97,105.42	-31.6%
OASDI/Medicare/Alternative		3301-3302	37,723.36	35,075.45	-7.0%
Health and Welfare Benefits		3401-3402	88,556.01	88,552.08	0.0%
Unemployment Insurance		3501-3502	269.26	250.24	-7.1%
Workers' Compensation		3601-3602	16,672.06	15,579.74	-6.6%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			288,683.25	245,438.04	-15.0%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	107,186.06	55,125.00	-48.6%
Noncapitalized Equipment		4400	0.00	26,781.00	New
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			107,186.06	81,906.00	-23.6%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	5,026.03	6,925.00	37.8%
Dues and Memberships		5300	595.00	0.00	-100.0%
Insurance		5400-5450	9,563.39	9,359.00	-2.1%
Operations and Housekeeping Services		5500	9,372.81	9,368.00	-0.1%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	64.00	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	109,450.71	116,973.00	6.9%
Communications		5900	1,193,245.73	1,173,729.00	-1.6%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,327,317.67	1,316,354.00	-0.8%
DEPRECIATION					
Depreciation Expense		6900	7,719.34	7,719.00	0.0%
TOTAL, DEPRECIATION			7,719.34	7,719.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENSES			2,285,672.83	2,175,479.60	-4.8%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	8,365.00	8,190.00	-2.1%
(a) TOTAL, INTERFUND TRANSFERS IN			8,365.00	8,190.00	-2.1%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	39,999.96	40,000.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			39,999.96	40,000.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(31,634.96)	(31,810.00)	0.6%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,448.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	2,225,891.41	2,245,634.00	0.9%
5) TOTAL, REVENUES			2,227,339.41	2,245,634.00	0.8%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		2,285,672.83	2,175,479.60	-4.8%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			2,285,672.83	2,175,479.60	-4.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(58,333.42)	70,154.40	-220.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	8,365.00	8,190.00	-2.1%
b) Transfers Out		7600-7629	39,999.96	40,000.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(31,634.96)	(31,810.00)	0.6%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			(89,968.38)	38,344.40	-142.6%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	(377,178.52)	(467,146.90)	23.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			(377,178.52)	(467,146.90)	23.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			(377,178.52)	(467,146.90)	23.9%
2) Ending Net Position, June 30 (E + F1e)			(467,146.90)	(428,802.50)	-8.2%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	23,158.39	New
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	(467,146.90)	(451,960.89)	-3.3%

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
Total, Restricted Net Position		0.00	0.00

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	113,389.53	102,000.00	-10.0%
5) TOTAL, REVENUES			113,389.53	102,000.00	-10.0%
B. EXPENSES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	81,046.27	119,000.00	46.8%
6) Depreciation		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			81,046.27	119,000.00	46.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			32,343.26	(17,000.00)	-152.6%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			32,343.26	(17,000.00)	-152.6%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	128,086.18	160,429.44	25.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			128,086.18	160,429.44	25.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			128,086.18	160,429.44	25.3%
2) Ending Net Position, June 30 (E + F1e)			160,429.44	143,429.44	-10.6%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	160,429.44	143,429.44	-10.6%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	160,466.94		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	80.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
10) TOTAL, ASSETS			160,546.94		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
I. LIABILITIES					
1) Accounts Payable		9500	117.50		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	0.00		
b) Total/Net OPEB Liability		9664	0.00		
c) Compensated Absences		9665	0.00		
d) COPs Payable		9666	0.00		
e) Capital Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			117.50		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (must agree with line F2) (G10 + H2) - (I7 + J2)			160,429.44		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
OTHER STATE REVENUE					
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	712.82	1,000.00	40.3%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
In-District Premiums/ Contributions		8674	112,676.71	101,000.00	-10.4%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			113,389.53	102,000.00	-10.0%
TOTAL, REVENUES			113,389.53	102,000.00	-10.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	81,046.27	119,000.00	46.8%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			81,046.27	119,000.00	46.8%
DEPRECIATION					
Depreciation Expense		6900	0.00	0.00	0.0%
TOTAL, DEPRECIATION			0.00	0.00	0.0%
TOTAL, EXPENSES			81,046.27	119,000.00	46.8%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	113,389.53	102,000.00	-10.0%
5) TOTAL, REVENUES			113,389.53	102,000.00	-10.0%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		81,046.27	119,000.00	46.8%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			81,046.27	119,000.00	46.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			32,343.26	(17,000.00)	-152.6%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			32,343.26	(17,000.00)	-152.6%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	128,086.18	160,429.44	25.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			128,086.18	160,429.44	25.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			128,086.18	160,429.44	25.3%
2) Ending Net Position, June 30 (E + F1e)			160,429.44	143,429.44	-10.6%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	160,429.44	143,429.44	-10.6%

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
	Total, Restricted Net Position	0.00	0.00

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. ADDITIONS					
1) Other Local Revenue		8600-8799	0.00	0.00	0.0%
2) Funds Collected for Others		8800	0.00	0.00	0.0%
3) TOTAL, ADDITIONS			0.00	0.00	0.0%
B. DEDUCTIONS					
1) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
2) Funds Distributed for Others		7500	0.00	0.00	0.0%
9) TOTAL, DEDUCTIONS			0.00	0.00	0.0%
C. NET INCREASE (DECREASE) IN NET POSITION (A3 - B3)			0.00	0.00	0.0%
D. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (D1a + D1b)			0.00	0.00	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (D1c + D1d)			0.00	0.00	0.0%
2) Ending Net Position, June 30 (C + D1e)			0.00	0.00	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Other Funds		9310	0.00		
5) Other Current Assets		9340	0.00		
6) TOTAL, ASSETS			0.00		
F. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
G. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Other Funds		9610	0.00		
3) Due to Student Groups/Other Agencies		9620	0.00		
4) TOTAL, LIABILITIES			0.00		
H. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
I. NET POSITION					
Net Position, June 30 (E6 + F2) - (G4 + H2)			0.00		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
TOTAL ADDITIONS					
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Funds Collected for Others		8800	0.00	0.00	0.0%
TOTAL, ADDITIONS			0.00	0.00	0.0%
TOTAL DEDUCTIONS					
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Funds Distributed to Others		7500	0.00	0.00	0.0%
TOTAL, DEDUCTIONS			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES			#N/A		
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.0%
			#N/A		
B. EXPENDITURES (Objects 1000-7999)			#N/A		
1) Instruction	1000-1999				0.0%
2) Instruction - Related Services	2000-2999				0.0%
3) Pupil Services	3000-3999				0.0%
4) Ancillary Services	4000-4999				0.0%
5) Community Services	5000-5999				0.0%
6) Enterprise	6000-6999				0.0%
7) General Administration	7000-7999				0.0%
8) Plant Services	8000-8999				0.0%
9) Other Outgo	9000-9999	Except 7600-7699			0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES					
OVER EXPENDITURES BEFORE OTHER					
FINANCING SOURCES AND USES (A5 - B10)			0.00	0.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND					
BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00	0.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance (Actuals)					
a) Reserve for					#N/A
Revolving Cash		9711	0.00		
Stores		9712	0.00		

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
Prepaid Expenditures		9713	0.00		
All Others		9719	0.00		
General Reserve		9730	0.00		
Legally Restricted Balance		9740	0.00		
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00		
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00		
Other Designations (by Resource/Object)		9780	0.00		
c) Undesignated Amount		9790	0.00		
d) Unappropriated Amount		9790			
Components of Ending Fund Balance (Budget)					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	0.00	0.00	0.0%
d) Unappropriated Net Assets		9790			

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
	Total, Restricted Net Position	0.00	0.00

Description	2019-20 Unaudited Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	419.50	418.63	419.50	419.50	419.50	419.50
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	77.02	77.72	77.02	77.02	77.02	77.02
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. Total, District Regular ADA (Sum of Lines A1 through A3)	496.52	496.35	496.52	496.52	496.52	496.52
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0.00
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	496.52	496.35	496.52	496.52	496.52	496.52
7. Adults in Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2019-20 Unaudited Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0.00
2. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0.00
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0.00
4. Adults in Correctional Facilities						
5. County Operations Grant ADA						
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2019-20 Unaudited Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA						
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.00
3. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.00
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0.00
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA						
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.00
7. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.00
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0.00
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	0.00	0.00	0.00	0.00	0.00	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land	3,109,699.00		3,109,699.00			3,109,699.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	3,109,699.00	0.00	3,109,699.00	0.00	0.00	3,109,699.00
Capital assets being depreciated:						
Land Improvements	756,368.00		756,368.00			756,368.00
Buildings	37,489,494.00		37,489,494.00			37,489,494.00
Equipment	1,213,393.00		1,213,393.00			1,213,393.00
Total capital assets being depreciated	39,459,255.00	0.00	39,459,255.00	0.00	0.00	39,459,255.00
Accumulated Depreciation for:						
Land Improvements	(376,268.00)		(376,268.00)			(376,268.00)
Buildings	(11,341,458.00)		(11,341,458.00)			(11,341,458.00)
Equipment	(1,203,549.00)		(1,203,549.00)			(1,203,549.00)
Total accumulated depreciation	(12,921,275.00)	0.00	(12,921,275.00)	0.00	0.00	(12,921,275.00)
Total capital assets being depreciated, net	26,537,980.00	0.00	26,537,980.00	0.00	0.00	26,537,980.00
Governmental activity capital assets, net	29,647,679.00	0.00	29,647,679.00	0.00	0.00	29,647,679.00
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings	66,234.00		66,234.00			66,234.00
Equipment	145,290.00		145,290.00			145,290.00
Total capital assets being depreciated	211,524.00	0.00	211,524.00	0.00	0.00	211,524.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings	(66,234.00)		(66,234.00)			(66,234.00)
Equipment	(122,132.00)		(122,132.00)			(122,132.00)
Total accumulated depreciation	(188,366.00)	0.00	(188,366.00)	0.00	0.00	(188,366.00)
Total capital assets being depreciated, net	23,158.00	0.00	23,158.00	0.00	0.00	23,158.00
Business-type activity capital assets, net	23,158.00	0.00	23,158.00	0.00	0.00	23,158.00

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	3,483,449.07	301	31,976.64	303	3,451,472.43	305	11,839.24		307	3,439,633.19	309
2000 - Classified Salaries	1,815,052.79	311	223,019.44	313	1,592,033.35	315	258,884.57		317	1,333,148.78	319
3000 - Employee Benefits	2,631,407.05	321	178,932.77	323	2,452,474.28	325	145,178.11		327	2,307,296.17	329
4000 - Books, Supplies Equip Replace. (6500)	318,317.14	331	0.00	333	318,317.14	335	100,664.87		337	217,652.27	339
5000 - Services... & 7300 - Indirect Costs	738,076.74	341	44,559.57	343	693,517.17	345	71,703.13		347	621,814.04	349
TOTAL					8,507,814.37	365			TOTAL	7,919,544.45	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)		Object	EDP No.
1. Teacher Salaries as Per EC 41011.		1100	2,772,121.93 375
2. Salaries of Instructional Aides Per EC 41011.		2100	340,926.45 380
3. STRS.		3101 & 3102	763,711.28 382
4. PERS.		3201 & 3202	88,121.94 383
5. OASDI - Regular, Medicare and Alternative.		3301 & 3302	73,605.90 384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans).		3401 & 3402	491,480.47 385
7. Unemployment Insurance.		3501 & 3502	1,481.00 390
8. Workers' Compensation Insurance.		3601 & 3602	91,231.52 392
9. OPEB, Active Employees (EC 41372).		3751 & 3752	0.00
10. Other Benefits (EC 22310).		3901 & 3902	15,900.00 393
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10).			4,638,580.49 395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2.			0.00
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted).			0.00 396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*.			396
14. TOTAL SALARIES AND BENEFITS.			4,638,580.49 397
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372.			58.57%
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')			

PART III: DEFICIENCY AMOUNT

A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.

1. Minimum percentage required (60% elementary, 55% unified, 50% high)	55.00%
2. Percentage spent by this district (Part II, Line 15)	58.57%
3. Percentage below the minimum (Part III, Line 1 minus Line 2)	0.00%
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369)	7,919,544.45
5. Deficiency Amount (Part III, Line 3 times Line 4)	0.00

PART IV: Explanation for adjustments entered in Part I, Column 4b (required)

Unaudited Actuals
2019-20 Unaudited Actuals
Schedule of Long-Term Liabilities

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable	15,347,881.00	395,790.00	15,743,671.00		1,105,000.00	14,638,671.00	1,230,000.00
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability	8,788,505.00	32,365.00	8,820,870.00			8,820,870.00	
Total/Net OPEB Liability	872,369.00	6,606.00	878,975.00			878,975.00	
Compensated Absences Payable	69,995.96	(10,454.96)	59,541.00			59,541.00	
Governmental activities long-term liabilities	25,078,750.96	424,306.04	25,503,057.00	0.00	1,105,000.00	24,398,057.00	1,230,000.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable	12,855.00		12,855.00		12,855.00	0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability	872,131.00		872,131.00			872,131.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable	26,310.52		26,310.52	3,717.57		30,028.09	
Business-type activities long-term liabilities	911,296.52	0.00	911,296.52	3,717.57	12,855.00	902,159.09	0.00

Section I - Expenditures	Funds 01, 09, and 62			2019-20 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	9,207,918.09
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	247,268.10
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	68,386.98
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	153,228.32
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	50,146.03
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				271,761.33
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	103,232.78
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				8,792,121.44

Section II - Expenditures Per ADA		2019-20 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form A, Annual ADA column, sum of lines A6 and C9)		496.35
B. Expenditures per ADA (Line I.E divided by Line II.A)		17,713.55
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		
	Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	8,897,908.47	17,899.63
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	8,897,908.47	17,899.63
B. Required effort (Line A.2 times 90%)	8,008,117.62	16,109.67
C. Current year expenditures (Line I.E and Line II.B)	8,792,121.44	17,713.55
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2021-22 may be reduced by the lower of the two percentages)	0.00%	0.00%

SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)		
Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2018-19 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2018-19 Actual			2019-20 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	7,520,843.72		7,520,843.72			7,797,118.53
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	497.39		497.39			496.52
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2018-19			Adjustments to 2019-20		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2019-20 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2019-20 P2 Report			2020-21 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	496.52		496.52	496.52		496.52
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			496.52			496.52
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2019-20 Actual			2020-21 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	40,695.94		40,695.94	41,200.00		41,200.00
2. Timber Yield Tax (Object 8022)	206,018.51		206,018.51	120,000.00		120,000.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	98.12		98.12	0.00		0.00
4. Secured Roll Taxes (Object 8041)	5,280,128.02		5,280,128.02	5,291,646.00		5,291,646.00
5. Unsecured Roll Taxes (Object 8042)	166,789.18		166,789.18	155,665.00		155,665.00
6. Prior Years' Taxes (Object 8043)	5,953.27		5,953.27	1,400.43		1,400.43
7. Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	90,483.40		90,483.40	89,000.00		89,000.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	5,790,166.44	0.00	5,790,166.44	5,698,911.43	0.00	5,698,911.43
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	5,790,166.44	0.00	5,790,166.44	5,698,911.43	0.00	5,698,911.43

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			79,032.99			79,032.99
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			79,032.99			79,032.99
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	1,787,398.00		1,787,398.00	1,635,228.00		1,635,228.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	15,534.00		15,534.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	1,802,932.00	0.00	1,802,932.00	1,635,228.00	0.00	1,635,228.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	8,922,519.32		8,922,519.32	8,317,079.36		8,317,079.36
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	37,573.98		37,573.98	23,000.00		23,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS			2019-20 Actual			2020-21 Budget
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			7,520,843.72			7,797,118.53
2. Inflation Adjustment			1.0385			1.0373
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9983			1.0000
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			7,797,118.53			8,087,951.05
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			5,790,166.44			5,698,911.43
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			59,582.40			59,582.40
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,802,932.00			1,635,228.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,802,932.00			1,635,228.00
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			32,110.83			20,338.03
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			5,822,277.27			5,719,249.46
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,802,932.00			1,635,228.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			5,822,277.27			
b. State Subventions (Line D8)			1,802,932.00			
c. Less: Excluded Appropriations (Line C23)			79,032.99			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			7,546,176.28			

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 343,806.22
- 2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 7,554,441.66

C. Percentage of Plant Services Costs Attributable to General Administration

- (Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 4.55%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. _____
Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	460,351.21
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	29,376.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	7,025.70
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	49,376.93
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	546,129.84
9. Carry-Forward Adjustment (Part IV, Line F)	26,044.56
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	572,174.40

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	4,865,838.03
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	1,076,603.20
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	997,405.56
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	149,187.70
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	244,907.48
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	1,373.95
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	1,035,830.30
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	70,208.32
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	169,328.93
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	8,610,683.47

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs)
(Line A8 divided by Line B19) 6.34%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2021-22 see www.cde.ca.gov/fg/ac/ic)
(Line A10 divided by Line B19) 6.64%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>546,129.84</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>0.00</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (6.04%) times Part III, Line B19); zero if negative	<u>26,044.56</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (6.04%) times Part III, Line B19) or (the highest rate used to recover costs from any program (3.66%) times Part III, Line B19); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>26,044.56</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>26,044.56</u>

Approved indirect cost rate: 6.04%
Highest rate used in any program: 3.66%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	6500	818,679.82	30,000.00	3.66%
13	5310	261,430.38	6,000.00	2.30%

Unaudited Actuals
2019-20 Unaudited Actuals
LOTTERY REPORT
Revenues, Expenditures and
Ending Balances - All Funds

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	0.00	3.00	19,046.36	19,049.36
2. State Lottery Revenue	8560	78,354.46		28,169.40	106,523.86
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		78,354.46	3.00	47,215.76	125,573.22
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	0.00			0.00
2. Classified Salaries	2000-2999	0.00			0.00
3. Employee Benefits	3000-3999	0.00			0.00
4. Books and Supplies	4000-4999	0.00		25,278.22	25,278.22
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	64,455.00			64,455.00
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800				
6. Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		64,455.00	0.00	25,278.22	89,733.22
C. ENDING BALANCE (Must equal Line A6 minus Line B12)					
	979Z	13,899.46	3.00	21,937.54	35,840.00
D. COMMENTS:					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Unaudited Actuals
2019-20
General Fund and Charter Schools Funds
Program Cost Report

Goal	Program/Activity	----- Direct Costs -----			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
1110	Regular Education, K-12	3,922,744.11	2,330,091.55	6,252,835.66	544,007.03		6,796,842.69
3100	Alternative Schools	218.29	0.00	218.29	18.99		237.28
3200	Continuation Schools	93,805.31	35,272.13	129,077.44	11,229.95		140,307.39
3300	Independent Study Centers	100,407.15	44,090.17	144,497.32	12,571.51		157,068.83
3400	Opportunity Schools	0.00	0.00	0.00	0.00		0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00		0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00		0.00
3800	Career Technical Education	191,999.34	0.00	191,999.34	16,704.26		208,703.60
4110	Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00		0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00		0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
4760	Bilingual	0.00	0.00	0.00	0.00		0.00
4850	Migrant Education	0.00	0.00	0.00	0.00		0.00
5000-5999	Special Education	1,072,128.75	11,684.26	1,083,813.01	94,293.52		1,178,106.53
6000	Regional Occupational Ctr/Prg (ROC/P)	0.00	0.00	0.00	0.00		0.00
Other Goals							
7110	Nonagency - Educational	50,146.03	0.00	50,146.03	4,362.79		54,508.82
7150	Nonagency - Other	0.00	0.00	0.00	0.00		0.00
8100	Community Services	356,236.61	0.00	356,236.61	30,993.17		387,229.78
8500	Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
Other Costs							
----	Food Services					418.02	418.02
----	Enterprise					0.00	0.00
----	Facilities Acquisition & Construction					108,413.71	108,413.71
----	Other Outgo					153,228.32	153,228.32
Other Funds							
----	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)		0.00	0.00	28,853.11		28,853.11
----	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)				(6,000.00)		(6,000.00)
----	Total General Fund and Charter Schools Funds Expenditures	5,787,685.59	2,421,138.11	8,208,823.70	737,034.33	262,060.05	9,207,918.08

Unaudited Actuals
2019-20
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000-4999)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)*	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Total
Instructional Goals													
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	3,745,996.62	0.00	10,872.25	0.00	16,687.54	0.00	149,187.70			0.00	0.00	3,922,744.11
3100	Alternative Schools	0.00	0.00	0.00	218.29	0.00	0.00	0.00			0.00	0.00	218.29
3200	Continuation Schools	93,805.31	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	93,805.31
3300	Independent Study Centers	100,407.15	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	100,407.15
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	181,277.02	0.00	0.00	0.00	10,722.32	0.00	0.00			0.00	0.00	191,999.34
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	777,088.61	85,001.91	350.00	154.98	209,533.25	0.00	0.00			0.00	0.00	1,072,128.75
6000	ROC/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
Other Goals													
7110	Nonagency - Educational	2,263.32	0.00	0.00	0.00	46,031.21	1,851.50	0.00	0.00	0.00	0.00	0.00	50,146.03
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8100	Community Services		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	356,236.61	0.00	356,236.61
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct Charged Costs		4,900,838.03	85,001.91	11,222.25	373.27	282,974.32	1,851.50	149,187.70	0.00	0.00	356,236.61	0.00	5,787,685.59

* Functions 7100-7199 for goals 8100 and 8500

Unaudited Actuals
2019-20
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Allocated Support Costs (AC)

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	1,153,927.69	695,919.06	480,244.80	2,330,091.55
3100	Alternative Schools	0.00	0.00	0.00	0.00
3200	Continuation Schools	20,582.55	14,689.58	0.00	35,272.13
3300	Independent Study Centers	25,728.19	18,361.98	0.00	44,090.17
3400	Opportunity Schools	0.00	0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	9,283.04	0.00	2,401.22	11,684.26
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		1,209,521.47	728,970.62	482,646.02	2,421,138.11

Unaudited Actuals
2019-20
Program Cost Report
Schedule of Central Administration Costs (CAC)

A. Central Administration Costs in General Fund and Charter Schools Funds		
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	244,907.48
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	7,025.70
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	461,725.16
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	29,376.00
5	Total Central Administration Costs in General Fund and Charter Schools Funds	743,034.34
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	5,787,685.59
2	Total Allocated Costs (from Form PCR, Column 2, Total)	2,421,138.11
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	8,208,823.70
C. Direct Charged Costs in Other Funds		
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	70,208.32
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	261,430.38
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)	0.00
5	Total Direct Charged Costs in Other Funds	331,638.70
D. Total Direct Charged and Allocated Costs (B3 + C5)		8,540,462.40
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)		8.70%

Unaudited Actuals
2019-20
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Other Costs (OC)

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400, and 6500)	418.02				418.02
Enterprise (Objects 1000-5999, 6400, and 6500)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6500)			108,413.71		108,413.71
Other Outgo (Objects 1000-7999)				153,228.32	153,228.32
Total Other Costs	418.02	0.00	108,413.71	153,228.32	262,060.05

Unaudited Actuals
2019-20
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Allocation Factors (AF) for Support Costs

	----- Teacher Full-Time Equivalents -----				----- Classroom Units -----		Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)	68,007.25	202,002.05	709,996.47	229,515.70	728,970.62	0.00	482,646.02
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
Instructional Goals Description							
0001 Pre-Kindergarten							
1110 Regular Education, K-12	37.90	379.00	37.90	37.90	37.90		200.00
3100 Alternative Schools							
3200 Continuation Schools	0.80	0.80	0.80	0.80	0.80		
3300 Independent Study Centers	1.00	1.00	1.00	1.00	1.00		
3400 Opportunity Schools							
3550 Community Day Schools							
3700 Specialized Secondary Programs							
3800 Career Technical Education							
4110 Regular Education, Adult							
4610 Adult Independent Study Centers							
4620 Adult Correctional Education							
4630 Adult Career Technical Education							
4760 Bilingual							
4850 Migrant Education							
5000-5999 Special Education (allocated to 5001)	4.50	4.50					1.00
6000 ROC/P							
Other Goals Description							
7110 Nonagency - Educational							
7150 Nonagency - Other							
8100 Community Services							
8500 Child Care and Development Services							
Other Funds Description							
-- Adult Education (Fund 11)							
-- Child Development (Fund 12)							
-- Cafeteria (Funds 13 & 61)							
C. Total Allocation Factors	44.20	385.30	39.70	39.70	39.70	0.00	201.00

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Unaudited Actuals
2019-20 Unaudited Actuals
Technical Review Checks

Mendocino Unified

Mendocino County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

- CHECKFUND - (F) - All FUND codes must be valid. PASSED
- CHECKRESOURCE - (W) - All RESOURCE codes must be valid. PASSED
- CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. PASSED
- CHECKGOAL - (F) - All GOAL codes must be valid. PASSED
- CHECKFUNCTION - (F) - All FUNCTION codes must be valid. PASSED
- CHECKOBJECT - (F) - All OBJECT codes must be valid. PASSED
- CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. PASSED
- CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. PASSED
- CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. PASSED
- CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. PASSED
- CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. PASSED
- CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid. PASSED
- CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special

Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

BALANCE-FDxRS - (F) - Adjusted Beginning Fund Balance plus Revenues minus Expenditures minus Assets minus Deferred Outflows of Resources plus Liabilities plus Deferred Inflows of Resources, must total zero by fund and resource. PASSED

PY-EFB=CY-BFB - (F) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance (Object 9791). PASSED

PY-EFB=CY-BFB-RES - (F) - Prior year ending balance (preloaded from last year's unaudited actuals submission) must equal current year beginning balance (Object 9791), by fund and resource. PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (F) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (F) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

DUE-FROM=DUE-TO - (F) - Due from Other Funds (Object 9310) must equal Due to Other Funds (Object 9610). PASSED

LCFF-TRANSFER - (F) - LCFF Transfers (objects 8091 and 8099) must net to zero, individually. PASSED

INTRA-FD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRA-FD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to

zero by fund. PASSED

INTRA-FD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

EPA-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the Education Protection Account (Resource 1400). PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). PASSED

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource. PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. PASSED

CEFB=FD-EQUITY - (F) - Components of Ending Fund Balance/Net Position (objects 9710-9790, 9796, and 9797) must agree with Fund Equity (Assets [objects 9100-9489] plus Deferred Outflows of Resources [objects 9490-9499] minus Liabilities [objects 9500-9689] minus Deferred Inflows of Resources [objects 9690-9699]). PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95). PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95. PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. PASSED

EFB-POSITIVE - (W) - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. EXCEPTION

FUND	RESOURCE	NEG. EFB
63	0000	-467,146.90

Explanation: The balance is negative due to GASB 68 entry for pension obligations. The pensions will not be paid from district funds.

Total of negative resource balances for Fund 63 -467,146.90

OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund: EXCEPTION

FUND	RESOURCE	OBJECT	VALUE
63	0000	9790	-467,146.90

Explanation: The balance is negative due to GASB 68 entry for pension obligations. The pensions will not be paid from district funds.

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. PASSED

AR-AP-POSITIVE - (F) - Accounts Receivable (Object 9200), Due from Other Funds (Object 9310), Accounts Payable (Object 9500), and Due to Other Funds (Object 9610) should have a positive balance by resource, by fund. PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. PASSED

CONSOLIDATED-ADM-BAL - (F) - Net expenditures and assets minus liabilities must equal zero for Resource 3155, ESEA (ESSA): Consolidated Administrative Funds. PASSED

NET-INV-CAP-ASSETS - (W) - Because capital asset amounts were imported/keyed, objects 9400-9489, (Capital Assets) in funds 61-95, an amount should be recorded for Object 9796 (Net Investment in Capital Assets) within the same fund. EXCEPTION

ACCOUNT	AMOUNT
FD - RS -PY- GO - FN - OB	
63-0000-0-0000-0000-9430	66,234.06
63-0000-0-0000-0000-9435	-66,234.06
63-0000-0-0000-0000-9440	145,290.27
63-0000-0-0000-0000-9445	-129,851.22

Explanation: FD 63 is recorded slightly differently due to the unique nature of the district. No liabilities come from district Funds.

SUPPLEMENTAL CHECKS

ESMOE-ADA - (F) - If Form ESMOE is completed, ADA must be reported in Section II, Line A. PASSED

ASSET-IMPORT - (F) - If capital asset amounts are imported/keyed (Function 8500, Facilities Acquisition and Construction, or objects 6XXX, Capital Outlay; or objects 9400-9489, Capital Assets, in funds 61-67), then capital asset supplemental data (Form ASSET) must be provided. PASSED

DEBT-IMPORT - (F) - If long-term debt amounts are imported/keyed, the long-term

debt supplemental data (Form DEBT) must be provided. PASSED

LOT-IMPORT - (F) - If lottery amounts are imported in resources 1100 and/or 6300, then the Lottery Report, Form L, must be completed and saved. PASSED

LOT-CONTRIB-IMPORT-A - (F) - If State Lottery revenue (Resource 1100) is contributed to other resources (Object 8980), supplemental data for those contributions must be entered in Form L. PASSED

LOT-CONTRIB-IMPORT-B - (W) - If State Lottery revenue (Resource 1100) is contributed to other resources (Object 8980), supplemental expenditure data for those contributions should be entered in Form L. PASSED

ESMOE-IMPORT - (F) - If Every Student Succeeds Act amounts are imported, then the Every Student Succeeds Act Maintenance of Effort form, Form ESMOE, must be provided. PASSED

CURRENT-CALC-EXP - (O) - The Percent of Current Cost of Education Expended for Classroom Compensation (Line 15 in Form CEA) must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts under EC Section 41372, unless the district is exempt pursuant to EC Section 41374. PASSED

IC-ADMIN-PLANT-SVCS - (W) - Percentage of plant services costs attributable to general administration should not be zero or exceed 25%. PASSED

IC-PCT - (W) - The straight indirect cost percentage before the carry-forward adjustment (Form ICR, Part III, Line C) is between 2% and 9%. PASSED

IC-POSITIVE - (W) - The indirect cost rate after the carry-forward adjustment (Form ICR, Part III, Line D) should be positive. PASSED

IC-ADMIN-NOT-ZERO - (F) - Other General Administration costs (Part III, Line A1) in Form ICR should not be zero. PASSED

IC-BD-SUPT-NOT-ZERO - (W) - Board and Superintendent costs (Part III, Line B7) in Form ICR should not be zero. PASSED

IC-BD-SUPT-VS-ADMIN - (W) - In Form ICR, the ratio of Board and Superintendent costs (Part III, Line B7) to Other General Administration costs (Part III, Line A1) should not be less than 5%. PASSED

IC-EXCEEDS-LEA-RATE - (W) - The indirect cost rate used in one or more programs (Form ICR, Exhibit A - Rate Used) should not exceed the LEA's approved indirect cost rate. PASSED

PCRAF-UNDISTRIBUTED - (F) - Allocation factors must be entered in Form PCRAF for support functions with costs in undistributed goals (goals 0000 and 9000). PASSED

PCR-ALLOC-NO-DIRECT - (W) - In forms PCR/PCRAF, costs should normally only be allocated to goals that have direct costs. PASSED

PCR-GF-EXPENDITURES - (F) - Total Costs by Program in Form PCR, Column 6 should agree with total expenditures (objects 1000-7999) in funds 01, 09, and 62. PASSED

ASSET-ACCUM-DEPR-NEG - (F) - In Form ASSET, accumulated depreciation for

governmental and business-type activities must be zero or negative. PASSED

ASSET-PY-BAL - (F) - If capital asset ending balances were included in the prior year unaudited actuals, the Schedule of Capital Assets (Form ASSET) must be provided. PASSED

DEBT-ACTIVITY - (O) - If long-term debt exists, there should be activity entered in the Schedule of Long-Term Liabilities (Form DEBT) for each type of debt. PASSED

DEBT-POSITIVE - (F) - In Form DEBT, long-term liability ending balances must be positive. PASSED

DEBT-PY-BAL - (F) - If long-term liability ending balances were included in the prior year unaudited actuals data, the Schedule of Long-Term Liabilities (Form DEBT) must be provided. PASSED

EXPORT CHECKS

FORM01-PROVIDE - (F) - Form 01 (Form 01I) must be opened and saved. PASSED

UNAUDIT-CERT-PROVIDE - (F) - Unaudited Actual Certification (Form CA) must be provided. PASSED

ADA-PROVIDE - (F) - Average Daily Attendance data (Form A) must be provided. PASSED

CEA-PROVIDE - (F) - Current Expense Formula/Minimum Classroom Compensation data (Form CEA) must be provided. PASSED

ICR-PROVIDE - (F) - Indirect Cost Rate Worksheet (Form ICR) must be provided. PASSED

GANN-PROVIDE - (F) - Appropriations Limit Calculations supplemental data (Form GANN) must be provided. PASSED

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed. PASSED

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. PASSED

Checks Completed.

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Unaudited Actuals
2020-21 Budget
Technical Review Checks

Mendocino Unified

Mendocino County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

- CHECKFUND - (F) - All FUND codes must be valid. PASSED
- CHECKRESOURCE - (W) - All RESOURCE codes must be valid. PASSED
- CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. PASSED
- CHECKGOAL - (F) - All GOAL codes must be valid. PASSED
- CHECKFUNCTION - (F) - All FUNCTION codes must be valid. PASSED
- CHECKOBJECT - (F) - All OBJECT codes must be valid. PASSED
- CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. PASSED
- CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. PASSED
- CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. PASSED
- CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. PASSED
- CHK-RESOURCExOBJECTA - (W) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception (s) should be considered appropriate. EXCEPTION

ACCOUNT					RESOURCE	OBJECT	VALUE
FD	RS	PY	GO	FN	OB		

12-6105-0-0000-0000-9790 6105 9790 -1,084.00
Explanation: This was incorrectly coded and will be corrected by 1st Interim.

CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid. PASSED

CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (F) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (F) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

LCFF-TRANSFER - (F) - LCFF Transfers (objects 8091 and 8099) must net to zero, individually. PASSED

INTRA-FD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRA-FD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRA-FD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object

8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

EPA-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the Education Protection Account (Resource 1400). PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). PASSED

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource. PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95). PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95. PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. PASSED

EFB-POSITIVE - (W) - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. EXCEPTION

FUND	RESOURCE	NEG. EFB
01	5640	-5,533.46
Explanation: This was incorrectly coded and will be corrected by 1st Interim.		
Total of negative resource balances for Fund 01		-5,533.46
12	6105	-1,084.00
Explanation: This was incorrectly coded and will be corrected by 1st Interim.		
Total of negative resource balances for Fund 12		-1,084.00
63	0000	-428,802.50
Explanation: The balance is negative due to GASB 68 entry for pension obligations. The pensions will not be paid from district funds.		
Total of negative resource balances for Fund 63		-428,802.50

OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund: EXCEPTION

<u>FUND</u>	<u>RESOURCE</u>	<u>OBJECT</u>	<u>VALUE</u>
01	5640	9790	-5,533.46

Explanation: This was incorrectly coded and will be corrected by 1st Interim.

12	6105	9790	-1,084.00
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Explanation: This was incorrectly coded and will be corrected by 1st Interim.

63	0000	9790	-451,960.89
----	------	------	-------------

Explanation: The balance is negative due to GASB 68 entry for pension obligations. The pensions will not be paid from district funds.

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. PASSED

SUPPLEMENTAL CHECKS

EXPORT CHECKS

FORM01-PROVIDE - (F) - Form 01 (Form 01I) must be opened and saved. PASSED

ADA-PROVIDE - (F) - Average Daily Attendance data (Form A) must be provided. PASSED

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed. PASSED

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. PASSED

Checks Completed.

**GOVERNING BOARD OF THE
MENDOCINO UNIFIED SCHOOL DISTRICT**

RESOLUTION NO.2020-16

**RESOLUTION ADOPTING PROCEDURES AND GUIDELINES FOR SELECTION OF
LEASE-LEASEBACK CONTRACTOR (Education Code §17406)**

WHEREAS, Education Code section 17406 requires California school districts to use a best value process to select the lease-leaseback contractor; and

WHEREAS, for such lease-leaseback contracts, Education Code section 17406 requires the governing board of the school district to adopt required procedures and guidelines for evaluating the qualifications of proposers that ensure that the best value selections by the school district are conducted in a fair and impartial manner; and

WHEREAS, for such lease-leaseback contracts, Education Code section 17406 states that the best value process shall be a competitive procurement process where the contractor is selected on the basis of objective criteria for evaluating the qualifications of the proposers with the resulting selection representing the best combination of price and qualifications; and

WHEREAS, Education Code section 17406 requires that the lease-leaseback contractor selection process shall at a minimum include that statute's requirements.

NOW, THEREFORE, BE IT RESOLVED that the procedures and guidelines specified in Education Code section 17406(a)(2)(A)-(G) (see Exhibit A to this Resolution) are adopted for use when the Mendocino Unified School District seeks proposals for a public project using the lease-leaseback delivery method pursuant to Education Code section 17406.

BE IT FURTHER RESOLVED, that the Governing Board of the Mendocino Unified School District approve the use of the lease-leaseback delivery method pursuant to Education Code section 17400 et seq., for the Mendocino High School Modernization Project and authorizes the District Superintendent or designee to take all necessary action to implement this Resolution.

The foregoing Resolution was adopted by the Governing Board of the Mendocino Unified School District of Mendocino County, State of California, at a meeting held of said Board held on the 15th day of October, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim Gay, Governing Board President
Mendocino Unified School District

I, Windspirit Aum, Clerk of the Governing Board of the Mendocino Unified School District, County of Mendocino, State of California, do hereby certify that the foregoing is a true copy of the Resolution adopted by said Board at a regular meeting thereof, at the time and by the vote therein stated, which original Resolution is on file in the office of said Board.

Windspirit Aum, Governing Board Clerk
Mendocino Unified School District

EXHIBIT A

Procedures and Guidelines for Selection of a Lease-Leaseback Contractor

AR 3311.2

Lease-Leaseback Contracts

The Mendocino Unified School District may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

(cf. 3312 - Contracts)

Any lease-leaseback contract shall be awarded through a competitive "best value" procurement process whereby a person, firm, or corporation is selected on the basis of objective criteria for evaluating the qualifications of proposers, with the resulting selection representing the best combination of price and qualifications. To make this determination, the district shall use the following procedures: (Education Code 17400, 17406)

1. Request for Sealed Proposals: The Superintendent or designee shall prepare a request for sealed proposals which shall include:

- a. An estimate of the project's price
- b. A clear, precise description of any preconstruction services that may be required and the facilities to be constructed
- c. The key elements of the contract to be awarded
- d. A description of the format that proposals shall follow and the elements they shall contain
- e. The standards the district will use in evaluating proposals
- f. The date on which proposals are due
- g. The timetable the district will follow in reviewing and evaluating proposals

2. Notice: At least 10 days before the date for receipt of the proposals, the Superintendent or designee shall give notice of the request for sealed proposals using both of the following methods:

a. Providing notice at least once a week for two weeks in a local newspaper of general circulation pursuant to Public Contract Code 20112

b. Providing notice in a trade paper of general circulation published in the county where the project is located

The Superintendent or designee also may post the notice on the district's web site or through an electronic portal.

(cf. 3311 - Bids)

3. Evaluation Criteria: The request for sealed proposals shall identify all criteria that the district will consider in evaluating the proposals and qualifications of the proposers, including relevant experience, safety record, price proposal, and other factors specified by the district. The price proposal shall include, at the district's discretion, either a lump-sum price for the contract to be awarded or the proposer's proposed fee to perform the services requested, including the proposer's proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the district.

The request for sealed proposals shall specify whether each criterion will be evaluated on a pass-fail basis or will be scored as part of the "best value" score, and whether proposers must achieve any minimum qualification score for award of the contract. For each scored criterion, the district shall identify the methodology and rating or weighting system that will be used by the district in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score.

4. Evaluation of Proposals: All proposals received shall be reviewed to determine whether they meet the format requirements and the standards specified in the request for sealed proposals. The district shall evaluate the qualifications of the proposers based solely upon the criteria and evaluation methodology set forth in the request for sealed proposals, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the district.

5. Award of Contract: The award of the contract shall be made by the Governing Board to the responsive proposer whose proposal is determined, in writing by the Board, to be the best value to the district.

If the selected proposer refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the second highest best value score, if deemed in the best interest of the district. If that proposer then refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the third highest best value score.

Upon issuance of a contract award, the district shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the contract award and the contract file shall provide sufficient information to satisfy an external audit.

6. Rejection of Proposals: At its discretion, the Board may reject all proposals and request new proposals.

Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17407.5)

Any lease-leaseback agreement shall be reviewed by the district's legal counsel to ensure that all required terms, including a lease term that provides for the district's occupancy of the building or improved property during the lease and an appropriate financing component, are included in the agreement.

(cf. 9124 - Attorney)

Legal Reference:

EDUCATION CODE

17400 Definitions

17406 Lease-leaseback contract

17407.5 Use of a skilled and trained workforce

PUBLIC CONTRACT CODE

20111.6 Prequalification procedures

20112 Notices

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261

Management Resources:

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

Resolution #2020-17
Mendocino Unified School District
Mendocino, California
Mendocino County, California

ADOPTION OF THE 2019-20 ACTUAL AND 2020-21 BUDGET GANN LIMIT

WHEREAS, in November, 1979, the California electorate did adopt Proposition 4, commonly called the GANN Amendment, which added Article XIIB to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriations limitations, commonly called "Gann Limits", for public agencies, including school districts; and

WHEREAS, the District must establish a revised Gann Limit for the 2019-20 fiscal year and a projected Gann Limit for the 2020-21 fiscal year in accordance with the provisions of article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2019-20 and 2020-21 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the budget for the 2019-20 and 2020-21 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this District.

Passed and adopted by the Board of Trustees of the Mendocino Unified School District in Mendocino, California, this 15th day of October 2020.

President	Jim Gay	_____
Clerk	Windspirit Aum	_____
Member	Michael Schaeffer	_____
Member	Mark Morton	_____
Member	Jessica Grinberg	_____

SO ORDERED.

I, Jim Gay, President of the Board of Trustees of the Mendocino Unified School District, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held on October 15, 2020.

Jim Gay, President of the Board

Jason Morse, Superintendent

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
A. PRIOR YEAR DATA (2018-19 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2018-19 Actual			2019-20 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	7,520,843.72		7,520,843.72			7,797,118.53
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	497.39		497.39			496.52
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2018-19			Adjustments to 2019-20		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2019-20 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2019-20 P2 Report			2020-21 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	496.52		496.52	496.52		496.52
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			496.52			496.52
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED TAXES AND SUBVENTIONS (Funds 01, 09, and 82)	2019-20 Actual			2020-21 Budget		
1. Homeowners' Exemption (Object 8021)	40,895.94		40,895.94	41,200.00		41,200.00
2. Timber Yield Tax (Object 8022)	206,018.51		206,018.51	120,000.00		120,000.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	98.12		98.12	0.00		0.00
4. Secured Roll Taxes (Object 8041)	5,280,128.02		5,280,128.02	5,291,646.00		5,291,646.00
5. Unsecured Roll Taxes (Object 8042)	166,789.18		166,789.18	155,665.00		155,665.00
6. Prior Years' Taxes (Object 8043)	5,953.27		5,953.27	1,400.43		1,400.43
7. Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	90,483.40		90,483.40	89,000.00		89,000.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	5,790,166.44	0.00	5,790,166.44	5,698,911.43	0.00	5,698,911.43
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	5,790,166.44	0.00	5,790,166.44	5,698,911.43	0.00	5,698,911.43

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			79,032.99			79,032.99
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			79,032.99			79,032.99
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	1,787,398.00		1,787,398.00	1,635,228.00		1,635,228.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	15,534.00		15,534.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	1,802,932.00	0.00	1,802,932.00	1,635,228.00	0.00	1,635,228.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	8,922,519.32		8,922,519.32	8,317,079.36		8,317,079.36
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	37,573.98		37,573.98	23,000.00		23,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS	2019-20 Actual			2020-21 Budget		
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			7,520,843.72			7,797,118.53
2. Inflation Adjustment			1.0385			1.0373
3. Program Population Adjustment (Lines B3 divided by (A2 plus A7)) (Round to four decimal places)			0.9983			1.0000
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			7,797,118.53			8,087,951.05
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			5,790,166.44			5,698,911.43
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			59,582.40			59,582.40
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,802,932.00			1,835,228.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,802,932.00			1,835,228.00
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by (Lines C27 minus C28) times (Lines D5 plus D6c))			32,110.83			20,338.03
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			5,822,277.27			5,719,249.46
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,802,932.00			1,835,228.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			5,822,277.27			
b. State Subventions (Line D8)			1,802,932.00			
c. Less: Excluded Appropriations (Line C23)			79,032.99			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			7,546,176.28			

The FISCAL REPORT an informational update

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No. 17

It's Gann Limit Calculation Time

The Gann Limit (named for Paul Gann, the author of Proposition 4 which amended the State Constitution to establish this limit) is intended to constrain the growth in state and local government spending by linking year-to-year changes in expenditures to changes in inflation (represented by per capita personal income) and population (represented by average daily attendance [ADA] for schools). Established in 1979 following the enactment of Proposition 13 and subsequently amended by Proposition 111, the Gann Limit has become a largely pro forma calculation that no longer constrains governmental expenditures. This is because the limit has grown significantly faster than appropriations subject to the limit.

Education Code Section 42132 requires that on or before September 15 of each year, the governing board of each school district adopt a resolution to identify the estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. The resolution must be adopted at a regular or special meeting of the governing board.

The Gann Limit is calculated by multiplying the prior-year limit by the percentage change in ADA and per capita personal income. There is no need to pull out your calculators, though, as the state's Standardized Account Code Structure (SACS) software does all of the work for you (see SACS Form GANN). The software includes the 3.85% statewide factor for per capita personal income change. Once you have uploaded the data from your financial software and entered prior year and current year estimated ADA in SACS Form A, the SACS software will calculate the percentage change in ADA for you and use the combination of these factors to provide you with the change in your district's Gann Limit.

The next step is to determine how much of your district's local resources are subject to that limit. It is important to understand that not all revenue sources count against your district's Gann Limit. Gann Limits only constrain the appropriations from state and local tax sources—therefore federal aid is excluded as well as nontax income, such as revenues from cafeteria sales, adult education fees, and foundations. Once again, the SACS software does the hard work for you as the Form GANN within the SACS software is prepopulated based on the data imported from your financial software.

Let's step back from the calculations for a moment and paint a mental picture of how the Gann Limit works. Envision the dollar amount of your district's Gann Limit as a bucket and this bucket can hold \$50 million (the calculated Gann Limit). First, put your local property taxes that count toward your Local Control Funding Formula entitlement into this bucket, including appropriate district interest income. Next, pour all of the district's other unrestricted state aid into this bucket. Per Government Code Section (G.C.) 7906, the amount of state aid that fills up the bucket counts toward your district's Gann Limit, while the amount that overflows the bucket counts toward the state's Gann Limit. (Note that all state aid for categorical programs always counts toward the state's Gann Limit.) Through this process, as much state aid as possible counts toward school agency Gann Limits. By reducing the amount of state aid that counts toward the state's Gann Limit in this manner, this process helps the state avoid being over its Gann Limit.

Through this calculation, the revenues of nearly every local education agency are close to if not exactly at its Gann Limit. Furthermore, if any school agency should find itself over its Gann Limit, for any reason, that agency may adopt a Governing Board resolution increasing its Gann Limit by the amount needed and then

inform the Director of the Department of Finance, who must then reduce the state's Gann Limit by an equal dollar amount (see G.C. 7902.1).

To summarize, school agencies are required to perform Gann Limit calculations by the State Constitution; but it is also important for them to complete these calculations to identify how much state aid counts toward the local agency's Gann Limit, so that the state of California knows how much state aid counts toward its own Gann Limit.

[Note: Current year software and instructions are available through the SACS2019ALL software as a supplemental form at www.cde.ca.gov/fg/sf/fr. While the functionality within the SACS software allows for the Form GANN to be prepopulated from the school agency's uploaded data, it is important to review the completed form for accuracy and any necessary board action (i.e., resolutions).]

—Brianna García and Robert Miyashiro

posted 08/12/2019

Personnel

Sexual Harassment

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

Any district employee who feels that he/she has been sexually harassed in the performance of his/her district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her direct supervisor, another supervisor, the district's coordinator for nondiscrimination, the Superintendent, or, if available, a complaint hotline or an

ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the coordinator.

Complaints of sexual harassment shall be filed and investigated in accordance with the complaint procedure specified in AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950 Sexual harassment; distribution of information

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1681-1688 Title IX prohibition against discrimination

UNITED STATES CODE, TITLE 42

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities

106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Promising Practices for Preventing Harassment, November 2017

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

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

(12/15 12/16) 3/18

Personnel

Sexual Harassment

Note: Education Code 231.5, 2 CCR 11023, and 34 CFR 106.8 mandate the district to have a written policy on sexual harassment. As part of this mandate, the district also should adopt a sexual harassment policy related to students; see BP/AR 5145.7 - Sexual Harassment.

Note: Sexual harassment is prohibited pursuant to Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17) and/or Title IX of the Education Amendments of 1972 (20 USC 1681-1688; 34 CFR 106.1-106.82), as well as the California Fair Employment and Housing Act (Government Code 12900-12996). Whether a complaint of sexual harassment is addressed through federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as added by 85 Fed. Reg. 30026, or procedures adopted pursuant to 2 CCR 11023 is dependent on whether the alleged conduct meets the more stringent federal definition of sexual harassment or the state definition. See the accompanying administrative regulation, AR 4030 - Nondiscrimination in Employment, and AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

Note: Pursuant to 2 CCR 11034, the district may be liable for sexual harassment committed by a supervisor, coworker, or a third party. Pursuant to Government Code 12940, employers may also be held liable for sexual harassment committed against their workers by clients, customers, or other third parties if they knew or should have known of the harassment and failed to take immediate and appropriate corrective action to stop the harassment.

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

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

(cf. 4030 - Nondiscrimination in Employment)

Note: Government Code 12940 clarifies that sexual harassment includes harassment based on sex, gender, pregnancy, childbirth, or related medical conditions.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

Note: Federal and state courts have provided guidance that may help employers avoid liability or mitigate damages in sexual harassment cases. In Department of Health Services v. Superior Court (McGinnis), the California Supreme Court outlined measures that may constitute mitigating factors in the assessment of damages, including establishing anti-harassment policies, communicating those policies to employees, consistently enforcing the policies, preserving the confidentiality of employees who report harassment, and preventing retaliation against reporting employees. The U.S. Supreme Court in Burlington Industries v. Ellerth held that, for certain claims under federal law, an employer may defend against sexual harassment claims by proving that (1) reasonable care was exercised to prevent and promptly correct any sexually harassing behavior, and (2) the employee (victim) failed to take advantage of the preventive and corrective opportunities provided by the employer.

Note: Pursuant to Government Code 12950.1, as amended by SB 778 (Ch. 215, Statutes of 2019), employers with five or more employees are required to provide sexual harassment training to supervisory and nonsupervisory employees. See the accompanying administrative regulation for timelines and training requirements.

Note: Items #1-4 below reflect the courts' guidance and Government Code 12950.1, and should be modified to reflect district practice.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. *Providing training to employees in accordance with law and administrative regulation*
2. *Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply*
3. *Ensuring prompt, thorough, fair, and equitable investigation of complaints*
4. *Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments*

Note: The following optional paragraph reflects a recommendation of the U.S. Equal Employment Opportunity Commission's informal guidance Promising Practices for Preventing Harassment and may be revised to reflect district practice.

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

Note: 34 CFR 106.8, as amended by 85 Fed. Reg. 30026, requires the district to designate at least one employee to coordinate its responsibilities under Title IX, who must be referred to as the Title IX Coordinator. See the accompanying administrative regulation.

Note: 34 CFR 106.44, as added by 85 Fed. Reg. 30026, requires the district, when there is actual knowledge of sexual harassment, to respond promptly in a manner that is not unreasonable in light of the known circumstances and in compliance with Title IX regulations. 34 CFR 106.30, as added, defines "actual knowledge" as notice of sexual harassment or allegations of sexual harassment being submitted to the district's Title IX Coordinator, any official of the district who has authority to institute corrective measures, or any employee of an elementary or secondary school. For this reason, the district should train all employees regarding the reporting process.

Note: In Faragher v. City of Boca Raton, one of the factors relied on by the U.S. Supreme Court in finding liability for harassment by a supervisor was the failure of the policy to provide an assurance to its employees that harassing supervisors may be bypassed in registering complaints.

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through either AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures for complaints meeting the Title IX definition of sexual harassment or AR 4030 - Nondiscrimination in Employment for complaints meeting the state definition, as applicable, and shall offer supportive measures to the complainant.

(cf. 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaints)

Note: In addition to district discipline imposed on employees who engage in sexual harassment, Government Code 12940 provides that such employees may be held personally liable in a court of law for any damage to the victim(s).

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Reports)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950 Sexual harassment; distribution of information

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 42

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities

106.51-106.82 Nondiscrimination on the basis of sex in employment in education programs or activities

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Promising Practices for Preventing Harassment, November 2017

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

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

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Personnel

Sexual Harassment

This administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

Prohibited sexual harassment also includes conduct which, regardless of whether or not it is motivated by sexual desire, is so severe or pervasive as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive work environment.

Examples of actions that might constitute sexual harassment in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include how to

recognize prohibited or harassing conduct, the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee. The training shall also include information about processes for employees to informally share or obtain information about harassment without filing a complaint.

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

The district's sexual harassment training and education program for supervisory employees shall be aimed at assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws on the prohibition, prevention, and correction of sexual harassment, the remedies available to sexual harassment victims in civil actions, and potential district and/or individual exposure or liability
2. The types of conduct that constitute sexual harassment and practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
3. A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment
4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint
5. The essential elements of the district's anti-harassment policy, including the limited confidentiality of the complaint process and resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment, and how to use the policy if a harassment complaint is filed
6. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
7. The definition and prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance

8. Practical examples of harassment based on gender identity, gender expression, and sexual orientation

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the district that contains, at a minimum, components on:
(Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights.
(Government Code 12950)

Personnel

Sexual Harassment

Note: The following administrative regulation is mandated pursuant to Education Code 231.5 and includes reasonable steps for preventing the occurrence of discrimination and harassment as required pursuant to Government Code 12940 (California Fair Employment and Housing Act). The focus of this administrative regulation is on sexual harassment by and of employees. Pursuant to Government Code 12940 and 2 CCR 11009, interns, volunteers, and job applicants are entitled to the same protection against sexual harassment as applicable to employees.

Note: For information related to sexual harassment involving students, see BP/AR 5145.7 - Sexual Harassment.

The following administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Title IX Coordinator

Note: Pursuant to 34 CFR 106.8, districts that receive federal financial assistance are mandated to designate an employee to ensure district compliance with Title IX of the Education Amendments of 1972 and its implementing regulations. The following paragraph specifies that the Title IX Coordinator will be the same person(s) designated to serve as the coordinator for nondiscrimination in employment pursuant to AR 4030 - Nondiscrimination in Employment. Districts may modify this policy to designate separate district employees to serve these functions.

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as well as to investigate and resolve sexual harassment complaints under AR 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Jason Morse, Superintendent

*44141 Little Lake Road
P.O. Box 1154
Mendocino, CA 95460*

707-937-5868

JMorse@mcn.org

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

The district shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Prohibited Conduct

Note: Alleged conduct that meets the federal definition of sexual harassment in 34 CFR 106.30, as added by 85 Fed. Reg. 30026, requires investigation and resolution through Title IX regulations; see AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Pursuant to 34 CFR 106.30, sexual harassment includes (1) a district employee conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive,

and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 and 34 USC 12291)

Note: Education Code [212.5](#) defines sexual harassment as any unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting. Conduct that does not meet the definition of sexual harassment in 34 CFR 106.30 shall be investigated and resolved in accordance with AR 4030 - Nondiscrimination in Employment.

*Note: In *Oncale v. Sundowner Offshore Services, Inc.*, the U.S. Supreme Court held that same-sex sexual harassment could be actionable under Title VII of the Civil Rights Act of 1964 (42 USC [2000e-2000e-17](#)).*

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code [212.5](#); Government Code [12940](#); 2 CCR 11034)

- 1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.*
- 2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.*
- 3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile, or offensive work environment.*
- 4. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.*

Note: Pursuant to Government Code [12940](#), the district may be held liable for sexual harassment committed against employees by clients, customers, or other third parties if the district knew, or should have known, of the harassment and failed to take immediate and appropriate corrective action to stop the harassment. The following paragraph clarifies that sexual harassment may include acts by supervisors, co-workers, or other parties and should be modified to reflect district practice.

Examples of actions that might constitute sexual harassment in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

- 1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors*
- 2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects*
- 3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements*

Training

Note: Government Code [12950.1](#), as amended by SB 778 (Ch. 215, Statutes of 2019), requires districts with five or more employees to provide sexual harassment training and education to supervisory and nonsupervisory employees by January 1, 2021 (or two years after a training provided in 2019) and once every two years thereafter. As amended, Government Code [12950.1](#) requires that new nonsupervisory employees be provided the training within six months of hire, consistent with the requirement for all newly hired supervisors or employees promoted to a supervisory position. Compliance with this law does not insulate the district from any liability for harassment.

Note: Governing Board members, as elected officials, are not usually considered "supervisors"; however, since Board members have the authority to hire, reward, or discipline the Superintendent and other employees, Board members may also be required to receive sexual harassment training. Districts should consult with legal counsel to ensure that the appropriate individuals receive training.

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment. All newly hired employees and employees promoted to a supervisory position shall receive training within six months of their assumption of the new position. (Government Code [12950.1](#))

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code [12926](#))

(cf. [4300](#) - Administrative and Supervisory Personnel)

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Government Code [12950.1](#))

The district's sexual harassment training and education program shall include, but is not limited to, the following: (Government Code [12950.1](#); 2 CCR 11024)

- 1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment*
- 2. The types of conduct that constitute sexual harassment*
- 3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability*
- 4. Strategies to prevent harassment in the workplace*
- 5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware*
- 6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources*
- 7. The limited confidentiality of the complaint process*
- 8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment*
- 9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint*
- 10. What to do if the supervisor is personally accused of harassment*
- 11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed*

Employees shall receive a copy of the district's sexual harassment policy and administrative regulations, which they shall read and acknowledge that they have received.
- 12. Information, including practical examples, of harassment based on gender identity, gender expression, and sexual orientation*
- 13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to Government Code [12950.1](#), the negative effects that abusive conduct has on the victim and other in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious*

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

Notifications

The Superintendent or designee shall notify employees that the district does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR [106.8](#))

A copy of the Board policy and this administrative regulation shall: (Education Code [231.5](#))

- 1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted*
- 2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired*
- 3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct*

Note: Government Code [12950](#) requires the Department of Fair Employment and Housing (DFEH) to develop an information sheet on employment discrimination and the illegality of sexual harassment and a poster regarding the rights of transgender employees. These documents are available on DFEH's web site.

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the district that contains, at a minimum, components on: (Government Code [12950](#))

- 1. The illegality of sexual harassment*
- 2. The definition of sexual harassment under applicable state and federal law*
- 3. A description of sexual harassment, with examples*
- 4. The district's complaint process available to the employee*
- 5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)*
- 6. Directions on how to contact DFEH and the EEOC*
- 7. The protection against retaliation provided by 2 CCR [11021](#) for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC*

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights. (Government Code [12950](#))

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Personnel

Title IX Sexual Harassment Complain Procedures

Note: Title IX of the Education Amendments of 1972 (20 USC 1681-1688; 34 CFR 106.1-106.82) prohibits discrimination based on sex, including sexual harassment, and mandates that the district adopt and publish complaint procedures.

Note: The following administrative regulation reflects the Title IX complaint procedure detailed in 34 CFR 106.44-106.45, as added by 85 Fed. Reg. 30026, which must be used, effective August 14, 2020, to address any complaint of sexual harassment that meets the definition in 34 CFR 106.30. Pursuant to 34 CFR 106.30, allegations of sexual harassment governed by these regulations include (1) a district employee conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 and 34 USC 12291. Alleged sexual harassment in employment that does not meet this definition should be addressed through the district's complaint procedures described in AR 4030 - Nondiscrimination in Employment.

Note: 34 CFR 106.44 requires the district, when there is actual knowledge of sexual harassment, to respond promptly in a manner that is not deliberately indifferent. 34 CFR 106.30 defines "actual knowledge" as notice of sexual harassment or allegations of sexual harassment being submitted to the district's Title IX Coordinator, any official of the district who has authority to institute corrective measures, or any employee of an elementary or secondary school. A district is deliberately indifferent only if its response to Title IX sexual harassment is clearly unreasonable in light of the known circumstances.

Note: Application of the Title IX complaint procedures to the facts of a specific complaint may implicate complicated questions about the intersection of state law, federal law, and, in cases involving employees, the applicable collective bargaining agreement. Districts with questions about specific complaints are strongly encouraged to consult legal counsel.

Note: Also see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment for information about prohibited conduct, training, required notifications, and processes for reporting sexual harassment.

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30)

- 1. A district employee conditioning the provision of a district aid, benefit, or service on a person's participation in unwelcome sexual conduct*
- 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity*
- 3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291*

(cf. [4119.11/4219.11/4319.11](#) - Sexual Harassment)

All other sexual harassment complaints shall be investigated and responded to pursuant to AR 4030 - Nondiscrimination in Employment.

(cf. [4030](#) - Nondiscrimination in Employment)

A report of sexual harassment shall be submitted directly to or forwarded to the district's Title IX Coordinator using the contact information listed in AR 4119.11/4219.11/4319.11 - Sexual Harassment.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the process for filing a formal complaint.

Note: Given the district's duty pursuant to 34 CFR 106.44 to respond to reports of sexual harassment in a manner that is not deliberately indifferent, the Title IX Coordinator should file a complaint in certain situations even when the victim chooses not to do so, including, but not limited to, when a safety threat exists.

Note: In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations in which a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations. In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

The Superintendent or designee shall ensure that the Title IX Coordinator, investigator, decision-maker, or a facilitator of an informal resolution process does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such persons receive training in accordance with 34 CFR 106.45. (34 CFR 106.45)

Supportive Measures

Upon receipt of a report of Title IX sexual harassment, even if a formal complaint is not filed, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures which are nondisciplinary, nonpunitive, and do not unreasonably burden the other party. Such measures may include, but are not limited to, counseling, extensions of deadlines, modifications of work schedules, mutual restrictions on contact, changes in work locations, leaves of absence, increased security, and monitoring of certain areas of the campus. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures. (34 CFR 106.30, 106.44)

Emergency Removal

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

Note: Pursuant to Education Code 48900.2, a student in grades 4-12 may be suspended and/or expelled from school for sexual harassment. Districts should also note that Education Code 48915(c) requires the Superintendent or designee to recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code. See AR 5144.1 - Suspension and Expulsion/Due Process.

Note: 34 CFR 106.44 allows a student to be removed in emergency situations as described below, but requires that a student should not be "disciplined" prior to a finding being made pursuant to the grievance process established by 34 CFR 106.45. Due to this inconsistency in state and federal law, districts are advised to consult legal counsel as to the manner of imposing an emergency removal.

If the respondent is a student, the district may, on an emergency basis, remove the student from the district's education program or activity, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

Dismissal of Complaint

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30 even if proved. The Title IX Coordinator shall also dismiss any complaint that did not occur in the district's education program or activity or did not occur against a person in the United States, and may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly, and simultaneously to the parties, send written notice of the dismissal and the reasons for the dismissal. (34 CFR 106.45)

If a complaint is dismissed on the grounds that the alleged conduct does not constitute sexual harassment as defined in 34 CFR 106.30, the conduct may still be addressed pursuant to AR 4030 - Nondiscrimination in Employment as applicable.

Informal Resolution Process

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint. (34 CFR 106.45)

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

- 1. Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared.*
- 2. Obtains the parties' voluntary, written consent to the informal resolution process*

Formal Complaint Process

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

- 1. The district's complaint process, including any informal resolution process*
- 2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.*

If, during the course of the investigation, the district investigates allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

- 3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process*
- 4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence*
- 5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process*

Note: The following paragraph is optional. Although not required by law, a best practice is to provide notice to the parties of the name of the investigator, facilitator, and decision-maker in order to give the parties an opportunity to raise concerns of conflict of interest or bias as prohibited by 34 CFR 106.45.

The above notice shall also include the name of the investigator, facilitator of an informal process, and decision-maker and shall provide either party with no less than three calendar days to raise concerns of conflict of interest or bias regarding any of these persons.

Note: Pursuant to 34 CFR 106.45, when investigating a formal complaint, the burden of proof rests on the district and not on the parties. However, the district must obtain the party's voluntary, written consent to access, consider, disclose, or otherwise use a party's records that are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, which are made and maintained in connection with the provision of treatment to the party.

Note: 34 CFR 106.45 authorizes, but does not require, the district to conduct a live hearing at which each party's advisor may ask the other party and any witnesses all relevant questions and follow-up questions. If the district chooses to include such a hearing as a component of its complaint procedure, the following list should be modified to include requirements for the hearing in accordance with 34 CFR 106.45.

During the investigation process, the district shall: (34 CFR 106.45)

- 1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence*
- 2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence*
- 3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney*
- 4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties*
- 5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate*
- 6. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report*
- 7. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person's status as a complainant, respondent, or witness*
- 8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response*
- 9. After sending the investigative report to the parties and before reaching a determination regarding responsibility, afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party*

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

Note: Districts with questions about the application of a collective bargaining agreement in the context of a Title IX investigation should consult legal counsel.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

Written Decision

Note: Pursuant to 34 CFR 106.45, the person designated as the decision-maker of the determination of responsibility cannot be the same person designated as the Title IX Coordinator, an investigator, or the person who considers appeals. The following paragraph may be revised to reflect the position designated by the district to provide a written determination of responsibility. While designation decisions will depend on the size of the district, a best practice is to designate an upper-level administrator as the decision-maker and designate the Superintendent as the person to consider appeals.

The Superintendent shall designate an employee as the decision-maker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation of the matter. (34 CFR 106.45)

The decision-maker shall issue, and simultaneously provide to both parties, a written decision as to whether the respondent is responsible for the alleged conduct. (34 CFR 106.45)

Note: 34 CFR 106.45 requires that the district's complaint process include a "reasonably prompt" timeframe for concluding the complaint process, but does not specify the number of days within which the final decision must be issued. Districts may revise the following paragraph to include a different timeline as long as it would satisfy the requirement to act promptly.

The written decision shall be issued within 45 calendar days of the receipt of the complaint.

The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

Note: 34 CFR 106.45 mandates that the district's complaint procedures state whether the district's determination of responsibility will be based on a "preponderance of evidence" standard or "clear and convincing evidence" standard. The following paragraph reflects the "preponderance of evidence" standard, which is a less stringent standard to prove misconduct, and should be revised if the district chooses to use a "clear and convincing evidence" standard. The standard selected by the district must be applied uniformly for all Title IX sexual harassment complaints. The district should consult with legal counsel in determining which standard to use.

In making this determination, the district shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

- 1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30*
- 2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process*
- 3. Findings of fact supporting the determination*
- 4. Conclusions regarding the application of the district's code of conduct to the facts*
- 5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or*

preserve equal access to the district's educational program or activity will be provided by the district to the complainant

6. The district's procedures and permissible bases for the complainant and respondent to appeal

Appeals

Note: 34 CFR 106.45 allows either the complainant or respondent to appeal the district's decision. The district may revise the following section to reflect applicable timelines established by the district.

Note: The following section should also be revised to identify the person who has been designated as the decision-maker(s) for the appeal. Pursuant to 34 CFR 106.45, the decision-maker for the appeal cannot be the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

Either party may appeal the district's decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome. If an appeal is filed, the district shall: (34 CFR 106.45)

- 1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties*
- 2. Ensure that the decision-maker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator*
- 3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome*
- 4. Issue a written decision describing the result of the appeal and the rationale for the result*
- 5. Provide the written decision simultaneously to both parties*

An appeal must be filed in writing within 10 calendar days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered. Either party has the right to file a complaint with the U.S. Equal Employment Opportunity Commission.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Remedies

Note: 34 CFR 106.45 mandates that the district's Title IX complaint process list, or describe the range of, possible remedies that the district may implement following any determination of responsibility. The following section may be revised to reflect district practice.

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

Disciplinary Actions

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the section "Supportive Measures," until the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. [4117.7/4317.7](#) - *Employment Status Report*)

(cf. [4118](#) - *Dismissal/Suspension/Disciplinary Action*)

(cf. [4119.11/4219.11/4319.11](#) - *Sexual Harassment*)

(cf. [4218](#) - *Dismissal/Suspension/Disciplinary Action*)

Record-Keeping

The Superintendent or designee shall maintain for a period of seven years a record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, any appeal or informal resolution and the results therefrom, and responses made pursuant to 34 CFR 106.44. (34 CFR 106.45)

The Superintendent or designee shall also maintain for a period of seven years all materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process. The district shall make such training materials publicly available on its web site, or if the district does not maintain a web site, available upon request by members of the public. (34 CFR 106.45)

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

Legal Reference:

EDUCATION CODE

[200-262.4](#) *Prohibition of discrimination on the basis of sex*

[48900](#) *Grounds for suspension or expulsion*

[48900.2](#) *Additional grounds for suspension or expulsion: sexual harassment*

[48985](#) *Notices, report, statements and records in primary language*

CIVIL CODE

[51.9](#) *Liability for sexual harassment: business, service and professional relationships*

[1714.1](#) *Liability of parents/guardians for willful misconduct of minor*

GOVERNMENT CODE

[12950.1](#) *Sexual harassment training*

CODE OF REGULATIONS, TITLE 5

[4600-4670](#) *Uniform complaint procedures*

[4900-4965](#) *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

[1092](#) *Definition of sexual assault*

[1221](#) *Application of laws*

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

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

UNITED STATES CODE, TITLE 34

[12291](#) *Definition of dating violence, domestic violence, and stalking*

UNITED STATES CODE, TITLE 42

[1983](#) *Civil action for deprivation of rights*

[2000d-2000d-7](#) *Title VI, Civil Rights Act of 1964*

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.82 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2000, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

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

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

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

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Students

Sexual Harassment

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained

Note: Where sexual harassment or violence occurs in the context of other possible rule violations, students may be reluctant to report sexual harassment or violence. For example, a student who is sexually harassed while he/she is away from school without permission may be reluctant to file a complaint if he/she believes that he/she may be disciplined for the violation. As such, item #4 below clarifies that any other rule violation will be addressed separately from the sexual harassment complaint in order to encourage students to report the harassment.

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4670 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, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

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Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

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

WEB SITES

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

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

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Students

Sexual Harassment

Note: Education Code 231.5 and 34 CFR 106.8 mandate the district to have written policies on sexual harassment. The following policy addresses harassment by and of students in the school setting. As part of this mandate, the district should also adopt a sexual harassment policy related to employees; see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

Note: Both federal law (Title IX of the Education Amendments of 1972) (20 USC 1681-1688; 34 CFR 106.1-106.82) and state law (Education Code 220, 231.5) prohibit sexual harassment and require districts to establish procedures for the prompt and equitable resolution of sexual harassment complaints. Whether a complaint is addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as added by 85 Fed. Reg. 30026, or the state uniform complaint procedures adopted pursuant to 5 CCR 4600-4670 is dependent on whether the alleged conduct meets the more stringent federal definition or the state definition of sexual harassment. See the accompanying administrative regulation, BP/AR 1312.3 - Uniform Complaint Procedures, and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Note: A district can be held liable for civil damages for the sexual harassment of students pursuant to Title IX if the district is found to have been "deliberately indifferent" in its response to known sexual harassment. Pursuant to 34 CFR 106.30, a district is deliberately indifferent if its response to Title IX sexual harassment is clearly unreasonable in light of the known circumstances.

Note: In addition to filing a private civil lawsuit, an alleged victim of sexual harassment may file a complaint with the California Department of Education (CDE) and/or the U.S. Department of Education's Office for Civil Rights (OCR), the federal agency responsible for administrative enforcement of federal laws and regulations that prohibit discrimination in programs and activities that receive federal financial assistance from the U.S. Department of Education.

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

Note: 34 CFR 106.44, as added by 85 Fed. Reg. 30026, requires the district, when there is actual knowledge of sexual harassment in an education program or activity, to respond promptly in a manner that is not unreasonable in light of the known circumstances. 34 CFR 106.30, as added, defines "actual knowledge" as notice of sexual harassment or allegations of sexual harassment being submitted to the district's Title IX Coordinator, any official of the district who has authority to institute corrective measures, or any employee of an elementary or secondary school.

Note: It is important to note that a referral to law enforcement does not relieve a school district of its responsibility to investigate the complaint as a matter of sex discrimination.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other

available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant.

(cf. [1312.1](#) - Complaints Concerning District Employees)

(cf. [1312.3](#) - Uniform Complaint Procedures)

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

(cf. [5145.71](#) - Title IX Sexual Harassment Complaint Procedures)

Note: Education Code 234.6, as added by AB 34 (Ch. 282, Statutes of 2019), requires districts, beginning in the 2020-21 school year, to post the district's written policy on sexual harassment in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students.

Note: Education Code 231.6, as added by AB 543 (Ch. 428, Statutes of 2019), requires districts serving students in grades 9-12 to create a poster that notifies students of the district's sexual harassment policy, and to display it prominently and conspicuously in each bathroom and locker room on campus.

Note: Education Code [231.5](#), as amended by AB 543, requires the district to provide a copy of the district's sexual harassment policy as part of any orientation program conducted for new and continuing students.

Note: Pursuant to 34 CFR 106.8, the district is required to notify students, parents/guardians, employees, and bargaining units of its policy to not discriminate on the basis of sex as well as its complaint procedures and processes, and to post this information in a prominent location on the district's web site and in student and staff handbooks.

Note: Requirements related to the dissemination of the district's sexual harassment policy and procedures and best practices for reinforcing the policy are addressed in the accompanying administrative regulation.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

- 1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence*
- 2. A clear message that students do not have to endure sexual harassment under any circumstance*
- 3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained*

Note: Where sexual harassment or violence occurs in the context of other possible rule violations, students may be reluctant to report sexual harassment or violence. For example, a student who is sexually harassed while away from school without permission may be reluctant to file a complaint if the student believes discipline will be imposed for the violation. As such, item #4 below clarifies that any

other rule violation will be addressed separately from the sexual harassment complaint in order to encourage students to report the harassment.

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Disciplinary Actions

Note: Pursuant to Education Code 48900.2, a student in grades 4-12 may be suspended and/or expelled from school for sexual harassment. Education Code 48915(c) requires the Superintendent or designee to recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code. See AR 5144.1 - Suspension and Expulsion/Due Process.

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Record-Keeping

In accordance with law, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination on the basis of sex*

48900 *Grounds for suspension or expulsion*

48900.2 *Additional grounds for suspension or expulsion; sexual harassment*

48904 *Liability of parent/guardian for willful student misconduct*

48980 *Notice at beginning of term*

48985 *Notices, report, statements and records in primary language*

CIVIL CODE

51.9 *Liability for sexual harassment; business, service and professional relationships*

1714.1 *Liability of parents/guardians for willful misconduct of minor*

GOVERNMENT CODE

12950.1 *Sexual harassment training*

CODE OF REGULATIONS, TITLE 5

4600-4670 *Uniform complaint procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1092 *Definition of sexual assault*

1221 *Application of laws*

1232g *Family Educational Rights and Privacy Act*

1681-1688 *Title IX of the Education Amendments of 1972*

UNITED STATES CODE, TITLE 34

12291 *Definition of dating violence, domestic violence, and stalking*

UNITED STATES CODE, TITLE 42

1983 *Civil action for deprivation of rights*

2000d-2000d-7 *Title VI, Civil Rights Act of 1964*

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

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Students

Sexual Harassment

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

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

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class

7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5) A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

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Students

Sexual Harassment

Note: Education Code 231.5 and Title IX of the Education Amendments of 1972 (20 USC 1681-1688; 34 CFR 106.1-106.82) prohibit discrimination based on sex, including sexual harassment, and mandate that the district adopt and publish complaint procedures. Also see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Title IX Coordinator

Note: Pursuant to 34 CFR 106.8, districts that receive federal financial assistance are mandated to designate an employee to ensure district compliance with Title IX and its implementing regulations. The following paragraph specifies that the Title IX Coordinator will be the same person(s) designated to serve as the compliance officer(s) for the district's uniform complaint procedures pursuant to AR 1312.3 - Uniform Complaint Procedures. Districts may modify this regulation to designate separate district employees to serve these functions.

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Jason Morse, Superintendent

*44141 Little Lake Road
P.O. Box 1154
Mendocino, CA 95460*

707-937-5868

JMorse@mcn.org

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

The district shall notify students, parents/guardians, employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

Prohibited Conduct

Note: Education Code 212.5 defines sexual harassment as any unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting. For purposes of suspension and expulsion, Education Code 48900.2 defines sexual harassment as conduct, when considered from the perspective of a reasonable person of the same gender as the victim, that is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment for the victim; see AR 5144.1 - Suspension and Expulsion/Due Process. Conduct that meets the federal definition of sexual harassment in 34 CFR 106.30 (i.e., (1) a district employee conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 and 34 USC 12291) requires investigation and resolution through Title IX regulations; see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

- 1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.*
- 2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.*
- 3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.*
- 4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.*

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Note: The following list contains common examples of sexual harassment from the OCR January 2001 Revised Sexual Harassment Guidance, and definitions specified in 5 CCR 4916.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

- 1. Unwelcome leering, sexual flirtations, or propositions*
- 2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions*
- 3. Graphic verbal comments about an individual's body or overly personal conversation*
- 4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature*
- 5. Spreading sexual rumors*
- 6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class*
- 7. Massaging, grabbing, fondling, stroking, or brushing the body*
- 8. Touching an individual's body or clothes in a sexual way*
- 9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex*
- 10. Displaying sexually suggestive objects*
- 11. Sexual assault, sexual battery, or sexual coercion*

12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

Note: Education Code 231.6, as added by AB 543 (Ch. 428, Statutes of 2019), requires districts serving students in grades 9-12 to create a poster that notifies students of the district's sexual harassment policy, and to display it, as specified below. The district may partner with local, state, or federal agencies, or nonprofit organizations, for the purposes of the design and content of the poster.

3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment: the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

Note: Education Code 234.6, as added by AB 34 (Ch. 282, Statutes of 2019), requires districts, beginning in the 2020-21 school year, to post on the district's web site the district's written policy on sexual harassment as well as other state and federal law requirements, in the manner specified below. 34 CFR 106.8 also requires districts that have web sites to prominently display the contact information for the Title IX Coordinator and the district's nondiscrimination policy on its web site.

4. Be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. This shall include the name or title, office address, email address, and telephone number of the employee(s) designated as the district's Title IX Coordinator. (Education Code 234.6; 34 CFR 106.8)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

Note: Education Code 231.5, as amended by AB 543, requires the district to provide a copy of the district's sexual harassment policy as part of any orientation program conducted for new and continuing students.

5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

6. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

7. Be included in any handbook provided to students, parents/guardians, employees, or employee organizations (34 CFR 106.8)

Reporting Complaints

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator, regardless of whether the alleged victim files a formal complaint.

(cf. 5144.4 - Child Abuse Prevention and Reporting)

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

Complaint Procedures

All complaints of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to AR 1312.3 - Uniform Complaint Procedures.

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Students

Title IX Sexual Harassment Complaint Procedures

Note: Title IX of the Education Amendments of 1972 (20 USC 1681-1688; 34 CFR 106.1-106.82) prohibits discrimination based on sex, including sexual harassment, and mandates that the district adopt and publish complaint procedures.

Note: The following administrative regulation reflects the Title IX complaint procedure detailed in 34 CFR 106.44-106.45, as added by 85 Fed. Reg. 30026, which must be used, effective August 14, 2020, to address any complaint of sexual harassment that meets the definition in 34 CFR 106.30. Pursuant to 34 CFR 106.30, allegations of sexual harassment governed by these regulations include (1) a district employee conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 and 34 USC 12291. Alleged sexual harassment that does not meet this definition should be addressed through the district's uniform complaint procedures (UCP); see BP/AR 1312.3 - Uniform Complaint Procedures.

Note: 34 CFR 106.44 requires the district, when there is actual knowledge of sexual harassment in an education program or activity, to respond promptly in a manner that is not deliberately indifferent. 34 CFR 106.30 defines "actual knowledge" as notice of sexual harassment or allegations of sexual harassment being submitted to the district's Title IX Coordinator, any official of the district who has authority to institute corrective measures, or any employee of the district. A district is deliberately indifferent only if its response to Title IX sexual harassment is clearly unreasonable in light of the known circumstances.

Note: Application of the Title IX complaint procedures to the facts of a specific complaint may implicate complicated questions about the intersection of state law, federal law, and, in cases involving employees, the applicable collective bargaining agreement. Districts with questions about specific complaints are strongly encouraged to consult legal counsel.

Note: See BP/AR 5145.7 - Sexual Harassment for information about prohibited conduct, student instruction, required notifications, and processes for reporting sexual harassment.

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30)

- 1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct*
- 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity*
- 3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291*

All other sexual harassment complaints shall be investigated and responded to pursuant to AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

A report of sexual harassment shall be submitted directly to or forwarded to the district's Title IX Coordinator using the contact information listed in AR 5145.7 - Sexual Harassment.

(cf. 5145.7 - Sexual Harassment)

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the process for filing a formal complaint.

Note: Given the district's duty pursuant to 34 CFR 106.44 to respond to reports of sexual harassment in a manner that is not deliberately indifferent, the Title IX Coordinator should file a complaint in certain situations even when the victim chooses not to do so, including, but not limited to, when a safety threat exists.

Note: In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations in which a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations. In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

The Superintendent or designee shall ensure that the Title IX Coordinator, investigator, decision-maker, or a facilitator of an informal resolution process does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such persons receive training in accordance with 34 CFR 106.45. (34 CFR 106.45)

Supportive Measures

Upon receipt of a report of Title IX sexual harassment, even if a formal complaint is not filed, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures which are nondisciplinary, nonpunitive, and do not unreasonably burden the other party. Such measures may include, but are not limited to, counseling, course-related adjustments, modifications of class schedules, mutual restrictions on contact, increased security, and monitoring of certain areas of the campus. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures. (34 CFR 106.30, 106.44)

Emergency Removal from School

Note: Pursuant to Education Code ~~48900.2~~, a student in grades 4-12 may be suspended and/or expelled from school for sexual harassment. Districts should also note that Education Code ~~48915(c)~~ requires the Superintendent or designee to recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code. See AR ~~5144.1~~ - Suspension and Expulsion/Due Process.

Note: 34 CFR 106.44 allows a student to be removed in emergency situations as described below, but requires that a student should not be "disciplined" prior to a finding being made pursuant to the grievance process established by 34 CFR 106.45. Due to this inconsistency in state and federal law, districts are advised to consult legal counsel as to the manner of imposing an emergency removal.

On an emergency basis, the district may remove a student from the district's education program or activity, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

Dismissal of Complaint

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30 even if proved. The Title IX Coordinator shall also dismiss any complaint that did not occur in the district's education program or activity or did not occur against a person in the United States, and may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly, and simultaneously to the parties, send written notice of the dismissal and the reasons for the dismissal. (34 CFR 106.45)

If a complaint is dismissed on the grounds that the alleged conduct does not constitute sexual harassment as defined in 34 CFR 106.30, the conduct may still be addressed pursuant to BP/AR 1312.3 - Uniform Complaint Procedures as applicable.

Informal Resolution Process

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint. (34 CFR 106.45)

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

- 1. Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared.*
- 2. Obtains the parties' voluntary, written consent to the informal resolution process*
- 3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student*

Formal Complaint Process

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

- 1. The district's complaint process, including any informal resolution process*
- 2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.*

If, during the course of the investigation, the district investigates allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process

4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence

5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

Note: The following paragraph is optional. Although not required by law, a best practice is to provide notice to the parties of the name of the investigator, facilitator, and decision-maker in order to give the parties an opportunity to raise concerns of conflict of interest or bias as prohibited by 34 CFR 106.45.

The above notice shall also include the name of the investigator, facilitator of an informal process, and decision-maker and shall provide either party with no less than three calendar days to raise concerns of conflict of interest or bias regarding any of these persons.

Note: Pursuant to 34 CFR 106.45, when investigating a formal complaint, the burden of proof rests on the district and not on the parties. However, the district must obtain the party's voluntary, written consent to access, consider, disclose, or otherwise use a party's records that are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, which are made and maintained in connection with the provision of treatment to the party.

Note: 34 CFR 106.45 authorizes, but does not require, the district to conduct a live hearing at which each party's advisor may ask the other party and any witnesses all relevant questions and follow-up questions. If the district chooses to include such a hearing as a component of its complaint procedure, the following list should be modified to include requirements for the hearing in accordance with 34 CFR 106.45.

During the investigation process, the district shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence

2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence

3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney

4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties

5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate

6. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report

7. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person's status as a complainant, respondent, or witness

8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

9. After sending the investigative report to the parties and before reaching a determination regarding responsibility, afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

Note: Districts with questions about the application of a collective bargaining agreement in the context of a Title IX investigation should consult legal counsel.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

Written Decision

Note: Pursuant to 34 CFR 106.45, the person designated as the decision-maker of the determination of responsibility cannot be the same person designated as the Title IX Coordinator, an investigator, or the person who considers appeals. The following paragraph may be revised to reflect the position designated by the district to provide a written determination of responsibility. While designation decisions will depend on the size of the district, a best practice is to designate an upper-level administrator as the decision-maker and designate the Superintendent as the person to consider appeals.

The Superintendent shall designate an employee as the decision-maker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation of the matter. (34 CFR 106.45)

The decision-maker shall issue, and simultaneously provide to both parties, a written decision as to whether the respondent is responsible for the alleged conduct. (34 CFR 106.45)

Note: 34 CFR 106.45 requires that the district's complaint process include a "reasonably prompt" timeframe for concluding the complaint process, but does not specify the number of days within which the final decision must be issued. The following paragraph specifies a 45-day period so that, in the event it is determined that the alleged conduct does not meet the definition of sexual harassment pursuant to Title IX regulations, there will be time for the district to complete the resolution of the complaint through uniform complaint procedures within the required 60-day period for that process. Districts may revise the following paragraph to include a different timeline as long as it would satisfy the requirement to act promptly.

The written decision shall be issued within 45 calendar days of the receipt of the complaint.

The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

Note: 34 CFR 106.45 mandates that the district's complaint procedures state whether the district's determination of responsibility will be based on a "preponderance of evidence" standard or "clear and convincing evidence" standard. The following paragraph reflects the "preponderance of evidence" standard, which is a less stringent standard to prove misconduct, and should be revised if the district chooses to use a "clear and convincing evidence" standard. The standard selected by the district must be applied uniformly for all Title IX sexual harassment complaints. The district should consult with legal counsel in determining which standard to use.

In making this determination, the district shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

- 1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30*
- 2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process*
- 3. Findings of fact supporting the determination*
- 4. Conclusions regarding the application of the district's code of conduct to the facts*
- 5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant*
- 6. The district's procedures and permissible bases for the complainant and respondent to appeal*

Appeals

Note: 34 CFR 106.45 allows either the complainant or respondent to appeal the district's decision. The district may revise the following section to reflect applicable timelines established by the district.

Note: The following section should also be revised to identify the person who has been designated as the decision-maker(s) for the appeal. Pursuant to 34 CFR 106.45, the decision-maker for the appeal cannot be the same person as the decision maker that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

Either party may appeal the district's decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome. If an appeal is filed, the district shall: (34 CFR 106.45)

- 1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties*

2. *Ensure that the decision-maker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator*

3. *Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome*

4. *Issue a written decision describing the result of the appeal and the rationale for the result*

5. *Provide the written decision simultaneously to both parties*

An appeal must be filed in writing within 10 calendar days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered. Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Remedies

Note: 34 CFR 106.45 mandates that the district's Title IX complaint process list, or describe the range of, possible remedies that the district may implement following any determination of responsibility. The following section may be revised to reflect district practice.

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

Corrective/Disciplinary Actions

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the section "Supportive Measures," until the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44)

For students in grades 4-12, discipline for sexual harassment may include suspension and/or expulsion. After the completion of the complaint procedure, if it is determined that a student at any grade level has committed sexual assault or sexual battery at school or at a school activity off school grounds, the principal or Superintendent shall immediately suspend the student and shall recommend expulsion. (Education Code [18900.2](#), [18915](#))

(cf. [5144](#) - Discipline)

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

Other actions that may be taken with a student who is determined to be responsible for sexual harassment include, but are not limited to:

- 1. Transfer from a class or school as permitted by law*
- 2. Parent/guardian conference*
- 3. Education of the student regarding the impact of the conduct on others*
- 4. Positive behavior support*

5. Referral of the student 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)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. [4117.7/4317.7](#) - Employment Status Report)

(cf. [4118](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4119.11/4219.11/4319.11](#) - Sexual Harassment)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

Record-Keeping

The Superintendent or designee shall maintain for a period of seven years a record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, any appeal or informal resolution and the results therefrom, and responses made pursuant to 34 CFR 106.44. (34 CFR 106.45)

The Superintendent or designee shall also maintain for a period of seven years all materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process. The district shall make such training materials publicly available on its web site, or if the district does not maintain a web site, available upon request by members of the public. (34 CFR 106.45)

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

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination on the basis of sex

[48900](#) Grounds for suspension or expulsion

[48900.2](#) Additional grounds for suspension or expulsion: sexual harassment

[48985](#) Notices, report, statements and records in primary language

CIVIL CODE

[51.9](#) Liability for sexual harassment: business, service and professional relationships

[1714.1](#) Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

[12950.1](#) Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4670 *Uniform complaint procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1092 *Definition of sexual assault*

1221 *Application of laws*

1232g *Family Educational Rights and Privacy Act*

1681-1688 *Title IX of the Education Amendments of 1972*

UNITED STATES CODE, TITLE 34

12291 *Definition of dating violence, domestic violence, and stalking*

UNITED STATES CODE, TITLE 42

1983 *Civil action for deprivation of rights*

2000d-2000d-7 *Title VI, Civil Rights Act of 1964*

2000e-2000e-17 *Title VII, Civil Rights Act of 1964 as amended*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy*

106.1-106.82 *Nondiscrimination on the basis of sex in education programs*

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2000, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

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

Q&A on Campus Sexual Misconduct, September 2017

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

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

WEB SITES

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

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

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

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Community Relations

Access to District Records

The Governing Board recognizes the right of citizens to have access to public records of the District. The Board intends the District to provide any person reasonable access to the public records of the schools and District during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The District may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35170 Authority to secure copyrights

35250 Duty to keep certain records and reports

42103 Publication of proposed budget; hearing

44031 Personnel file contents and inspections

44839 Medical certificates; periodic medical examination (re access to medical certificate in personnel file)

49060-49079 Pupil records

49091.10 Parental review of curriculum and instruction

52015 Ongoing evaluation and modification of school improvement plans

52015.5 Availability of information required by EC 52015(g)

52850 Applicability of article (School-based Program Coordination Plan availability)

54722 Application of article (Motivation and maintenance program Plan availability)

GOVERNMENT CODE

3547 Proposals relating to representation

6250-6270 California Public Records Act

6275-6276.48 Other exemptions from disclosure

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Public records; inspection and reproduction

CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil records

COURT DECISIONS

Fairley v. Superior Court, 66 Cal.App. 4th 1414 (1998)

North County Parents Organization for Children with Special Needs v. Department of Education, 23 Cal.App. 4th 144 (1994)

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen 186 (1981)

Community Relations
Access to District Records

Note: The following optional policy and accompanying administrative regulation reflect requirements of the California Public Records Act (CPRA) (Government Code 6250-6270) pertaining to public access to public records of the district. "Public records," as defined by Government Code 6252, include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics; see "Definitions" in the accompanying administrative regulation. For information regarding retention of records, see BP/AR 3580 - District Records, AR 4112.6/4212.6/4312.6 - Personnel Files, and BP/AR 5125 - Student Records.

The Governing Board recognizes the right of members of the public to have access to public records of the district. The district shall provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3580 - District Records)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

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

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6162.5 - Student Assessment)

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

(cf. 9321 - Closed Session)

Note: In City of San Jose v. Superior Court, the California Supreme Court held that communications regarding public business that have been sent, received, or stored by public officials on a personal account or device are not categorically exempt from disclosure under the CPRA (Government Code 6250-6270). The court noted that public agencies are required to disclose all applicable records that can be located "with reasonable effort," including those records contained on a public official's or employee's personal device regardless of whether they were transmitted through district servers. Such searches need not be extraordinarily extensive or intrusive. For further information, see CSBA's Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications. Also see AR 3580 - District Records and BB 9012 - Board Member Electronic Communications.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

(cf. 4040 - Employee Use of Technology)

(cf. 9012 - Board Member Electronic Communications)

Note: Government Code 6253 authorizes the district to charge a person requesting a copy of a record a fee covering the direct costs of duplication; however, no fee can be charged to a person who wishes to inspect but

not copy a record. In *North County Parents Organization for Children with Special Needs v. Department of Education*, the court determined that direct costs include only the cost of running the copy machine and possibly the expense of the person operating it. Examples of costs that do not fit this definition include costs associated with searching, reviewing, or redacting the record; assisting the requester in formulating the request; responding to the request; or employee time to sit with the requester during inspection of the record. Because it is not clearly authorized by law, districts wishing to charge for the cost of the copy machine operator should consult with legal counsel.

Note: In addition, Government Code [6253](#) authorizes districts to provide faster access or access to more records than the minimum standards provided by law. According to the court in *North County Parents Organization*, this provision permits a district to waive or reduce its fees, as a reduction in copy fees permits greater access to records. For example, a district may consider waiving fees below a certain dollar threshold because the costs of collecting the fee exceed the fee amount.

Note: Pursuant to Government Code [6253](#), as amended by AB 1819 (Ch. 695, Statutes of 2019), members of the public who request to inspect a disclosable record of the district have the right to use their own equipment on district premises, without being charged any fees or costs, to photograph, copy, or reproduce the record in a manner that does not require the equipment to make physical contact with the record. For further information about exceptions and limitations on the use of one's own equipment to copy a record of the district, see "Inspection of Records and Requests for Copies" in the accompanying administrative regulation.

The district may charge for copies of public records or other materials requested by individuals or groups, unless they are using their own personal equipment to reproduce the record. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

Note: The following paragraph is optional.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Legal Reference:

EDUCATION CODE

[234.7](#) Student protections relating to immigration and citizenship status

[35145](#) Public meetings

[35170](#) Authority to secure copyrights

[35250](#) Duty to keep certain records and reports

[41020](#) Requirement for annual audit

[42103](#) Publication of proposed budget; hearing

[44031](#) Personnel file contents and inspections

[44839](#) Medical certificates; periodic medical examination

[49060-49079](#) Student records

[49091.10](#) Parental review of curriculum and instruction

GOVERNMENT CODE

[3547](#) Proposals relating to representation

[6250-6270](#) California Public Records Act

[6275-6276.48](#) California Public Records Act; other exemptions from disclosure

[8310.3](#) California Religious Freedom Act

53262 *Employment contracts*

54957.2 *Minute book record of closed sessions*

54957.5 *Agendas and other writings distributed for discussion or consideration*

81008 *Political Reform Act, public records; inspection and reproduction*

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 *Individual student records*

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282

Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen. 186 (1981)

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

California Department of Justice Guidelines for Access to Public Records, October 2017

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, rev. April 2017

WEB SITES

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

California Office of the Attorney General: <http://oag.ca.gov>

Institute for Local Government: <http://www.cacities.org>

State Bar of California: <http://www.calbar.ca.gov>

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Access to District Records

Records Open to the Public - Public records include any writing containing information relating to the conduct of the District's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.

A member of the public includes any person, except a member, agent, officer, or employee of the District acting within the scope of his/her office or employment. Governing Board members are entitled to access to public records permitted by law in the administration of their duties, and, as to other public records, on the same basis as any other person.

Records to which the public shall have access during normal business hours include but are not limited to:

1. The proposed and approved budgets.
2. Statistical compilations.
3. Reports and memoranda.
4. Notices and bulletins.
5. Minutes of public meetings.
6. Meeting agendas.
7. Official communications between governmental branches.
8. School-based program plans.
9. Information and data relevant to the evaluation and modification of school improvement plans.
10. Initial proposals of exclusive employee representatives and of the District.
11. Tort claims filed against the District and records pertaining to pending litigation which predate the filing of the litigation, unless otherwise protected by some other provision of law
12. Statements of economic interests required by the Conflict of Interest Code.
13. Contracts of employment and settlement agreements.

Confidential Records Records to which the general public shall not have access include but are not limited to:

1. Preliminary drafts, notes, interdistrict or intradistrict memoranda which are not retained by the District in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure
2. Records specifically prepared for litigation to which the District is a party or to claims made pursuant to the Tort Clams Act, until the pending litigation or claim has been finally adjudicated or otherwise settled, unless the records are protected by some other provision of law.
3. Personnel records, medical records, student records, personal correspondence, or similar materials the disclosure of which would constitute an unwarranted invasion of personal privacy. The home addresses and home telephone numbers of employees may be disclosed only as follows:
 - a. To an agent or a family member of the individual to whom the information pertains.
 - b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of its official duties.
 - c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed.
 - d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to District employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents.
4. Test questions, scoring keys, and other examination data except as provided by law.
5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the District relative to the acquisition of

property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained.

6. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information.
7. Library circulation records kept for the purpose of identifying the borrower of items available in the library.
8. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege.
9. Recall petitions or petitions for the reorganization of school districts
10. The minutes of Board meetings held in closed session
11. Computer software developed by the District
12. Written instructional textbooks or other materials for which providing a copy would infringe a copyright or would constitute an unreasonable burden on the operation of the District
13. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes.

Inspection of Records and Requests for Copies. Public records are open to inspection at all times during District Office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

Within ten days of receiving any request for a copy of records, the Superintendent or designee shall determine whether to comply with the request and immediately inform the person making the request of his/her determination and the reasons for it.

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include, but only to the extent reasonably necessary to properly process the request::

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request.
3. The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.

Any person may request a copy of any District record open to the public and not exempt from disclosure. Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so.

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Requests to waive the fee shall be submitted to the Board.

Computer data shall be provided in a form determined by the Superintendent or designee.

Provisions of the Public Record Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denials.

Access to District Records

Note: Article 1, Section 3 of the California Constitution grants any person the right to access information concerning meetings and writings of state and local government bodies, officials, and agencies as long as the constitutional rights of privacy and due process are protected. Courts broadly interpret rules or laws granting access and narrowly interpret those denying access; thus, the burden is on the district to demonstrate the need for restricting access to public records.

Note: The following optional administrative regulation lists those records defined as public and, in contrast, those defined as confidential to which there is no public access. It is not intended to provide an all-inclusive list of records that may be defined as either public or confidential.

Definitions

Note: Pursuant to Government Code [6252](#), a "public record" includes any writing that relates to district business as defined below.

*Note: Emails and other electronic communications related in a substantive manner to district business are considered public records. Furthermore, in *City of San Jose v. Superior Court*, the California Supreme Court held that using a personal account or personal device to send, receive, or store communications regarding public business does not categorically exclude those records from disclosure upon request under the California Public Records Act (CPRA) (Government Code [6250-6270](#)). The court noted that public agencies are required to disclose all applicable records that can be located "with reasonable effort," including those records contained on a public employee's or official's personal device or account. Such searches need not be extraordinarily extensive or intrusive. For further information, see CSBA's Legal Alert: *Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications*. Also see the accompanying Board policy, AR 3580 - District Records, and BB 9012 - Board Member Electronic Communications.*

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code [6252](#))

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

(cf. [9012](#) - Board Member Electronic Communications)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code [6252](#))

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code [6252](#))

Public Records

Note: While not specifically enumerated in Government Code [6252](#), items #1-14 below are items which fall within the definition of "public records."

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code [41020](#), [42103](#))

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

(cf. [3460](#) - Financial Reports and Accountability)

2. Statistical compilations

3. Reports and memoranda

4. Notices and bulletins

5. Minutes of public meetings (Education Code [35145](#))

(cf. [9324](#) - Minutes and Recordings)

6. Meeting agendas (Government Code [54957.5](#))

(cf. [9322](#) - Agenda/Meeting Materials)

7. Official communications between the district and other government agencies

Note: District and school plans (e.g., local control and accountability plan, school plan for student achievement, comprehensive safety plan) must generally be accessible to the public. However, pursuant to Education Code [32281](#), the Governing Board may choose to prohibit disclosure of those portions of the comprehensive safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site. See BP [0450](#) - Comprehensive Safety Plan.

8. District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law

(cf. [0400](#) - Comprehensive Plans)

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

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

(cf. [0450](#) - Comprehensive Safety Plan)

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

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

(cf. [3543](#) - Transportation Safety and Emergencies)

(cf. [7110](#) - Facilities Master Plan)

9. Initial proposals of exclusive employee representatives and of the district (Government Code [3547](#))

(cf. [4143.1/4243.1](#) - Public Notice - Personnel Negotiations)

Note: Government Code [6254](#) exempts from disclosure those records pertaining to pending litigation until the pending litigation or claim has been finally adjudicated or otherwise settled. However, the Attorney General opined in 71 Ops.Cal.Atty.Gen. 235 (1988) that records predating the filing of the lawsuit are subject to disclosure. In Fairley v. Superior Court, a California Court of Appeal concurred and held that documents were exempted only if they were prepared for use in litigation. (See item #2 in the section "Confidential Records" below.) The Board should consult legal counsel if it believes that any document related to litigation should not be disclosed.

10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code [6254](#), [6254.25](#))

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

11. Statements of economic interests required by the Conflict of Interest Code (Government Code [81008](#))

(cf. [9270](#) - Conflict of Interest)

Note: Generally, the names and salaries of public employees are subject to disclosure under the CPRA. In Sacramento County Employees Retirement System v. Superior Court, a California Court of Appeal held that the names and corresponding pension benefits of members of a county retirement system are subject to disclosure and are not considered "individual records of members" protected by Government Code [31532](#). However, in International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, the California Supreme Court recognized that, in some instances, the salaries of certain employees might be exempt

from disclosure, depending on the facts and circumstances. The Board should consult legal counsel if it believes that any document related to the names and salaries of public employees should not be disclosed.

12. Documents containing names, salaries, and pension benefits of district employees

13. Employment contracts and settlement agreements (Government Code [53262](#))

(cf. [2121](#) - Superintendent's Contract)

(cf. [4117.5/4217.5/4317.5](#) - Termination Agreements)

(cf. [4141/4241](#) - Collective Bargaining Agreement)

14. Instructional materials including, but not limited to, textbooks (Education Code [49091.10](#))

(cf. [5020](#) - Parent Rights and Responsibilities)

(cf. [6161.1](#) - Selection and Evaluation of Instructional Materials)

Access to public records of the district shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code [6252.5](#), [6252.7](#))

Note: Government Code [6254.29](#) specifies that the CPRA does not require a district to disclose a social security number and states the Legislature's intent that districts will redact social security numbers from any records being disclosed to the public. In addition, Government Code [6254.3](#) prohibits disclosure of an employee's personal cell phone number and birth date.

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code [6254.29](#), [6254.3](#))

Confidential Public Records

Note: Education Code [234.7](#) prohibits the collection of information or documents regarding the citizenship or immigration status of students or their family members. If the district becomes aware of the citizenship or immigration status of any student, it is prohibited from disclosing that information to U.S. Immigration and Customs Enforcement (ICE), as such disclosure is not among the limited exceptions specified in law for which student records may be released without parental consent or a lawful judicial order. An ICE "administrative warrant" is not a court order that would allow a district to disclose student records without parent/guardian consent. See BP/AR 5125 - Student Records, BP/AR 5145.13 - Response to Immigration Enforcement, and the Office of the Attorney General's publication Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues.

Note: In addition, pursuant to Government Code [8310.3](#), districts are prohibited from collecting or disclosing to federal government authorities any personal information regarding an individual's religious beliefs, practices, or affiliation for the purpose of compiling a list, registry, or database of individuals based on religious affiliation, national origin, or ethnicity.

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed to federal government authorities. (Education Code [234.7](#); Government Code [8310.3](#))

(cf. [5145.13](#) - Response to Immigration Enforcement)

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code [6254](#))

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

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

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code [6254](#), [6254.25](#))

3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code [6254](#))

(cf. [4112.5/4212.5/4312.5](#)) - Criminal Record Check)

(cf. [4112.6/4212.6/4312.6](#) - Personnel Files)

The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees may only be disclosed as follows: (Government Code [6254.3](#))

a. To an agent or a family member of the employee

b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties

c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, personal email address, or birth date, and the district shall remove the home address, home telephone number, and personal cell phone number from any mailing list of the district except a list used exclusively to contact the employee.

(cf. [4140/4240/4340](#) - Bargaining Units)

d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

(cf. [4154/4254/4354](#) - Health and Welfare Benefits)

4. Student records, except directory information and other records to the extent permitted by law and district policy

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

(cf. [5125.1](#) - Release of Directory Information)

(cf. [5125.3](#) - Challenging Student Records)

5. Test questions, scoring keys, and other examination data except as provided by law (Government Code [6254](#))

(cf. [6162.51](#) - State Academic Achievement Tests)

6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code [6254](#))

7. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code [6254](#))

8. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library; to persons authorized in writing, by the individual to whom the records pertain, to inspect the records; or by court order (Government Code [6254](#), [6267](#))

(cf. [6163.1](#) - Library Media Centers)

Note: The following exemption protects attorney-client privileged communications and attorney work product, as well as other work product prepared for use in pending litigation or claims. Pursuant to the Rules of Professional Conduct of the State Bar of California, when an attorney has been hired to represent the district as a whole, this privilege may only be waived by the Board.

Note: In *Los Angeles County Board of Supervisors v. Superior Court*, the California Supreme Court held that invoices for the services of district counsel, or portions of those invoices, may be privileged and therefore exempt from disclosure. The Board should consult with legal counsel to determine what records to disclose in response to a CPRA request for such invoices.

9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code [6254](#))

(cf. [9124](#) - Attorney)

10. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code [6254](#))

11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code [6253.5](#))

(cf. [9223](#) - Filling Vacancies)

12. Minutes of Board meetings held in closed session (Government Code [54957.2](#))

(cf. [9321](#) - Closed Session)

13. Computer software developed by the district (Government Code [6254.9](#))

14. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system (Government Code [6254.19](#))

15. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code [6254](#), [6255](#))

(cf. [5141.6](#) - School Health Services)

16. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

Note: Item #17 below reflects an exemption often referred to as the "catch-all" or "public interest" exemption pursuant to Government Code [6255](#). This exemption allows a district to withhold a record based on analysis of the specific facts of the situation and in light of the competing public interests. This exemption also includes the "deliberative process privilege" which is designed to protect a district's decision-making process in order to encourage candid discussions within the district. Legal counsel should be consulted to determine whether a request for a record falls under this exemption.

17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code [6255](#))

Inspection of Records and Requests for Copies

Note: Court decisions have held that a public record request may be made orally, by phone, or in writing, including by email, fax, or hand delivery. The district may ask, but not require, that the person put an oral request in writing.

Any person may request a copy or inspection of any district record that is not exempt from disclosure. (Government Code [6253](#))

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of the determination and the reasons for the decision. (Government Code [6253](#))

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code [6253](#))

- 1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request*
- 2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request*
- 3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request*
- 4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data*

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code [6253](#))

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code [6253](#))

Note: Government Code [6253](#) states that copies of records must be provided "promptly." The term "promptly" is not defined in law, but Government Code [6253](#) also states that a district may not delay or obstruct the inspection or copying of records. Thus, if the records are held in a manner that allows for prompt disclosure, the records generally should not be withheld because of the 10-day response period or the 14-day extension detailed above.

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code [6253](#))

Note: The following optional paragraph is for use by districts that charge for copies. See the accompanying Board policy.

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

Note: Pursuant to Government Code [6253](#), as amended by AB 1819 (Ch. 695, Statutes of 2019), members of the public have the right to use their own equipment on district premises to copy a disclosable record, without being charged any fees or costs. The record must be reproduced in a manner as specified below.

Without charging any fees or costs, the Superintendent or designee shall allow members of the public to use their own equipment on district premises to photograph or otherwise copy or reproduce a disclosable record as long as the means of copy or reproduction: (Government Code [6253](#))

1. Do not require the equipment to make physical contact with the record
2. Will not result in damage to the record
3. Will not result in unauthorized access to the district's computer systems or secured networks by using software, equipment, or any other technology capable of accessing, altering, or compromising the district's electronic records

Note: Government Code [6253](#), as amended by AB 1819, authorizes the district to impose reasonable limits on the use of personal equipment by members of the public to copy disclosable records, as specified below.

The Superintendent or designee may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of the records, or to prevent the copying of records from being an unreasonable burden to the orderly function of the district and its employees. The Superintendent or designee may also impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records. (Government Code [6253](#))

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code [6253](#))

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code [6253.9](#))

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code [6253.9](#))

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

Note: Government Code [6253.1](#) requires the district to assist a person requesting to inspect or obtain a copy of a public record as specified below. This assistance is not required if the district grants the request and the records are made available or if the request is denied on the grounds that the records are confidential.

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code [6253.1](#))

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code [6253](#))

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Personnel

Assignment

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, experience, and aptitude qualify them.

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement.

Teachers shall be assigned to teach core academic subjects in Title I and non-Title I programs in accordance with the requirements of the No Child Left Behind Act pertaining to teacher qualifications. (20 USC 6319, 7801; 5 CCR 6100-6126)

The Superintendent or designee may assign holders of a credential other than an emergency permit, with their consent, to teach subjects outside their credential authorization in departmentalized classes. The Superintendent or designee shall, with the assistance of subject matter specialists, develop procedures to verify the subject matter knowledge of the teacher before any such assignment is made. (Education Code 44258.3)

The Superintendent or designee shall periodically report to the Board on any teacher misassignments or vacancies. He/she shall report to the Board the results of the County Superintendent's review of district misassignments and vacancies, and shall provide recommendations for remedying any identified issues.

Legal Reference:

EDUCATION CODE

33126 School accountability report card

35035 Additional powers and duties of superintendent

35186 Complaint process

37616 Assignment of teachers to year-round schools

44225.6 Commission report to the legislature re: teachers

44250-44279 Credentials and assignments of teachers

44395-44398 Incentives for assigning NBPTS-certified teachers to high-priority schools

44824 Assignment of teachers to weekend classes

44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

6100-6126 Teacher qualifications, No Child Left Behind Act

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

Personnel

Assignment

Note: Education Code 35035 gives the Superintendent or designee the authority to assign personnel subject to Governing Board approval. The following optional policy may be revised to reflect district practice.

Note: Staff assignments must be reported to the California Department of Education through the California Longitudinal Pupil Achievement Data Systems (CALPADS) Professional Assignment Information Form.

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which they are qualified pursuant to their certification, preparation, professional experience, and aptitude.

(cf. [4112.2](#) - Certification)

(cf. [4112.21](#) - Interns)

(cf. [4112.22](#) - Staff Teaching English Learners)

(cf. [4112.23](#) - Special Education Staff)

(cf. [4112.8/4212.8/4312.8](#) - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

(cf. [4141/4241](#) - Collective Bargaining Agreement)

Assignment to Courses/Classes

The Superintendent or designee shall assign teachers based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare the teacher to provide instruction in that subject.

Note: The Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual describes "local teaching assignment options" available to districts when assigning a teacher outside the credential authorization of the teacher. See the accompanying administrative regulation for requirements pertaining to assignments to departmentalized classes in grades K-12 (Education Code [44258.3](#)) or elective courses (Education Code [44258.7](#)).

Note: According to the CTC manual, it is inappropriate to use a local teaching assignment option for an individual who holds an emergency permit, provisional internship permit (PIP), or short-term staff permit (STSP). For information about the circumstances under which persons holding these permits may be employed, see BP/AR 4112.2 - Certification. If a district uses a local teaching assignment option for a holder of an intern credential, the CTC cautions that the district must ensure that the individual meets the specific requirements of the teaching assignment option as well as the requirements of the intern credential; see BP/AR 4112.21 - Interns for further information about intern programs.

Note: The CTC manual indicates that a district may use the options at its discretion. The following paragraph may be revised to reflect options available in the district.

When specifically authorized by law or regulation, the Superintendent or designee may, with the teacher's consent, assign a teacher to a position outside the teacher's credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Such assignments shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

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

If at any time a certificated employee is required by the district to accept an assignment which the employee believes is not legally authorized by the employee's credential, the employee shall notify the Superintendent or designee, in writing, of the misassignment. Within 15 working days, the Superintendent or designee shall notify the employee of the legality of the assignment. If no action is taken by the district, the employee shall provide written notification to the County Superintendent of Schools. No adverse action shall be taken against an employee who files a notice of misassignment. (Education Code [44258.9](#))

Vacancies and Misassignments

Note: Education Code [44258.9](#), as amended by AB 1219 (Ch. 782, Statutes of 2019), requires that the assignments of certificated employees at all schools be monitored annually. Pursuant to Education Code [44258.9](#), the County Superintendent of Schools is responsible for the monitoring of teacher assignments in districts. However, CTC is designated as the monitoring authority for any district that operates within a city or county in which there is a single district. Such districts should modify the following section accordingly to reflect CTC as the monitoring authority.

Note: Pursuant to Education Code [44258.9](#), CTC administers a State Assignment Accountability System which annually produces a data file of vacant positions and assignments that do not have a clear match of credential to assignment. As provided below, CTC will notify districts of an opportunity to review the initial data, and districts may submit documentation within 60 days to correct any errors. Within 90 days of CTC's notification (i.e., 30 days after the deadline for the district's review), the County Superintendent must review the data and any additional documentation submitted by the district and make a determination of potential misassignments and vacant positions. Beginning in 2020-21, CTC will report the misassignment and vacancy data on its web site.

Annually, the district shall review potential misassignments and vacant positions throughout the district. Upon receiving notification from CTC of the availability of data regarding potential misassignments and vacant positions in the district, the Superintendent shall review the data within 60 days. When necessary, the Superintendent or designee may respond by submitting additional documentation to the County Superintendent showing that an employee is legally authorized for an assignment and/or that a position identified as vacant was miscoded and a legally authorized employee is assigned to the position. (Education Code [44258.9](#))

If the district subsequently receives, within 90 days of CTC's initial notification, a notification from the County Superintendent indicating that a certificated employee in the district is assigned to a position for which the employee has no legal authorization, the district shall correct the assignment within 30 calendar days. (Education Code [44258.9](#))

Note: Pursuant to Education Code [44258.9](#), the district serves as the monitoring authority for any charter school it has authorized. However, pursuant to Education Code [44258.10](#), the district is not required to advise the charter school administrator to correct the misassignment of any teachers employed by the charter school during the 2019-2020 school year until July 1, 2025.

The district shall serve as the monitoring authority for teacher assignments in any charter school it has authorized, in accordance with Education Code [44258.9-44258.10](#).

(cf. [0420.41](#) - Charter School Oversight)

Any complaint alleging teacher misassignment or vacancy shall be filed and addressed through the district's procedures specified in [AR 1312.4](#) - Williams Uniform Complaint Procedures.

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

The school accountability report card for each school shall include any assignment of teachers outside their subject areas of competence, misassignments, including misassignments of teachers of English learners, and the number of vacant teacher positions for the most recent three-year period. (Education Code [33126](#))

(cf. [0510](#) - School Accountability Report Card)

Equitable Distribution of Qualified and Experienced Teachers

Note: The following section may be revised to reflect district practice. For districts that receive federal Title I funding, 20 USC [6312](#) requires that the Title I local educational agency (LEA) plan include a description of how the district will identify and address any disparities that result in low-income or minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers. These specific Title I planning

requirements are fulfilled through the local control and accountability plan and the consolidated application reporting system.

The Superintendent or designee shall identify and address the equitable distribution of highly qualified and experienced teachers among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. The Superintendent or designee shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

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

(cf. [4111/4211/4311](#) - Recruitment and Selection)

(cf. [4114](#) - Transfers)

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

(cf. [4131.1](#) - Teacher Support and Guidance)

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

Legal Reference:

EDUCATION CODE

[33126](#) School accountability report card

[35035](#) Additional powers and duties of superintendent

[35186](#) Complaint process

[37616](#) Assignment of teachers to year-round schools

[44225.6](#) Commission report to the legislature re: teachers

[44250-44277](#) Credentials and assignments of teachers

[44314](#) Subject matter programs, approved subjects

[44824](#) Assignment of teachers to weekend classes

[44955](#) Reduction in number of employees

GOVERNMENT CODE

[3543.2](#) Scope of representation

CODE OF REGULATIONS, TITLE 5

[80003-80005](#) Credential authorizations

[80020-80020.5](#) Additional assignment authorizations

[80335](#) Performance of unauthorized professional services

[80339-80339.6](#) Unauthorized certificated employee assignment

UNITED STATES CODE, TITLE 20

[6311](#) State plan

6312 *Local educational agency plans*

6601-6651 *Teacher and Principal Training and Recruiting Fund*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California State Plan to Ensure Equitable Access to Excellent Educators

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Administrator's Assignment Manual - Updates and Revisions, May 2014

The Administrator's Assignment Manual, rev. September 2007

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006

WEB SITES

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

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

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Personnel

Assignment

Procedures for Verifying Subject Matter Knowledge

With the involvement of appropriate subject matter specialists, the Superintendent or designee shall develop and employ procedures for verifying the subject matter knowledge of teachers assigned to teach in departmentalized classes outside their credential authorization pursuant to Education Code 44258.3. For the purposes of these procedures, subject matter specialists are curriculum specialists, resource teachers, classroom teachers certified to teach a subject, staff to regional subject matter projects or curriculum institutes, or college faculty. (Education Code 44258.3)

Procedures to be used for this purpose shall specify: (Education Code 44258.3)

1. One or more of the following ways in which subject matter competence shall be assessed:
 - a. Observation by subject matter specialists
 - b. Oral interviews
 - c. Demonstration lessons
 - d. Presentation of curricular portfolios
 - e. Written examinations
2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of the district's course of study for the subject at the grade level to be taught.

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code 44258.3, the Superintendent or designee shall notify the exclusive representative of the district's certificated employees. (Education Code 44258.3)

Verification of the subject matter competence of teachers assigned to core academic subjects in Title I and non-Title I programs shall be based on procedures and criteria specified in 5 CCR 6100-6115.

Personnel

Assignment

Note: Education Code [44258.3](#) allows the Governing Board to assign the holder of a credential (including a provisional internship permit or short-term staff permit, but not an emergency permit) to teach any subject in departmentalized classes in any of grades K-12 provided that the Board first verifies that the teacher has adequate knowledge of each subject to be taught. If the district chooses to make such assignments, Education Code [44258.3](#) mandates the Board to establish policies and procedures, with specified components, for verifying the adequacy of these teachers' subject matter knowledge. Subject matter specialists as identified below must be involved in the development and implementation of these procedures. For further information, see the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual.

Any holder of a credential other than an emergency permit may be assigned, with consent, to teach departmentalized classes in grades K-12 regardless of the designations on the teaching credential, provided that the teacher's subject matter knowledge is verified prior to the assignment. (Education Code [44258.3](#))

Procedures for verifying a teacher's subject matter knowledge shall be developed and implemented by the Superintendent or designee with the involvement of appropriate subject matter specialists, including curriculum specialists, resource teachers, classroom teachers certified to teach the subject, staff assigned to regional subject matter projects or curriculum institutes, or college faculty. (Education Code [44258.3](#))

Note: Items #1-2 below may be revised to reflect procedures and criteria established by the district.

Procedures to be used for this purpose shall specify: (Education Code [44258.3](#))

1. One or more of the following ways in which subject matter competence shall be assessed:

- a. Observation by subject matter specialists*
- b. Oral interviews*
- c. Demonstration lessons*
- d. Presentation of curricular portfolios*
- e. Written examinations*

2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of the district's course of study for the subject at the grade level to be taught.

(cf. [4115](#) - Evaluation/Supervision)

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code [44258.3](#), the Superintendent or designee shall notify the exclusive representative of the district's certificated employees. (Education Code [44258.3](#))

(cf. [4140/4240/4340](#) - Bargaining Units)

Assignment to Elective Courses Outside Credential Authorization

Note: The following section is optional. Education Code [44258.7](#) authorizes districts to assign a teacher to an elective course outside the teacher's credential authorization provided that the teacher has special skills and preparation in that subject area and the assignment is approved by a local committee on assignments.

Note: In order to make such assignments, the district must submit a plan to the County Superintendent of Schools which includes, but is not limited to, statements signed by the Board president or chair and the Superintendent approving the establishment of the committee, procedures for the selection of committee members, term of office for committee members, and criteria for determining teachers' qualifications for these assignments.

Note: Pursuant to Education Code [44258.7](#), an "elective course" for this purpose is a course other than English, mathematics, science, or social science. The CTC's Administrator's Assignment Manual clarifies that whether a course is considered to be within these subject areas or an elective depends on whether students in the class receive graduation credit for the subject area. For instance, if a drama, speech, or journalism course grants graduation credit for English, then it cannot be taught by a teacher outside of the teacher's credential authorization under this option. However, if the course does not grant credit for English, then a teacher may be approved by the committee on assignments to teach the course outside the credential authorization.

A full-time teacher with special skills and preparation outside the credential authorization may, with the teacher's consent and the prior approval of a district committee on assignments, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, mathematics, science, or social studies. (Education Code [44258.7](#))

The Superintendent or designee shall establish a committee on assignments, consisting of an equal number of teachers selected by teachers and school administrators selected by school administrators, to approve such assignments. (Education Code [44258.7](#))

Note: The following two paragraphs are optional and may be revised to reflect district practice.

Committee members shall serve a two-year term but may be reappointed using the same procedure as the initial appointment.

When determining whether a teacher is qualified for an assignment pursuant to Education Code [44258.7](#), the committee may consider the teacher's education, prior experience, observation by subject matter specialists, oral interviews, demonstration lessons, presentation of curricular portfolios, and/or written examinations.

Assignments approved by the committee shall be for a maximum of one school year, but may be extended by action of the committee upon application by the principal and teacher. (Education Code [44258.7](#))

Assignment to Special Schedules

Note: The following paragraph is for use by districts that operate one or more schools with year-round schedules in addition to schools with traditional schedules.

The Superintendent or designee shall make every reasonable effort to accommodate the preferences of certificated staff when assigning them to schools with year-round or regular schedules. (Education Code [37616](#))

(cf. [6117](#) - Year-Round Schedules)

Note: The following paragraph is for use by districts that have established weekend classes; see AR [6176](#) - Weekend/Saturday Classes.

Full-time probationary or permanent classroom teachers employed by the district prior to implementation of weekend classes shall not, without their written consent, be required to teach for more than 180 full days during a school year or for more than the number of full days during the preceding school year, whichever is greater. No teacher shall be assigned to work on a Saturday or Sunday if the teacher objects in writing that such assignment would conflict with religious beliefs or practices. (Education Code [44824](#))

(cf. [6176](#) - Weekend/Saturday Classes)

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